

## **Organizational Information**

### **Educational Philosophy**

The following statement conveys what Galesburg Christian School believes education to be:

Since humankind's chief and highest end is to glorify God, the highest possible achievement for any child is to understand and obey God's plan and purpose for their individual lives. The Bible, the inerrant Word of God, directs parents in preparing their children to live godly lives. We believe that school is an institution that provides assistance to parents in fulfilling this responsibility, thereby supplementing and complementing the training that the child receives at home.

We believe that home, school, church and other aspects of a child's experience educate the whole child in his preparation for adulthood. Since a child cannot be separated into isolated components, his school experience must address each of the interrelated components in educating him/her. These components include:

- Spiritual - A child's relationship with the personal triune God of the Bible, the understanding of the nature of God, and an understanding of the nature of this world and humankind.
- Intellectual - The God-given attributes in a child which enable children to master foundational academic tasks (e.g., reading, mathematics, spelling, science, language, writing, etc.).
- Social - Interaction with others, both adults and children, in groups and on an individual level.
- Emotional - The part of the child that identifies, understands, and deals with his emotional state and self-esteem.
- Physical - Mastering gross motor and fine motor skills in the framework of the child's ever changing body.

Therefore, each student not only has individual strengths and weaknesses, but also exhibits change and growth in each of the above areas. This type of focus allows the staff to view each student as an individual with different likes and dislikes, different needs and levels of growth in order to maximize their gifts and strengths. This also provides a way to augment each student's experience at school.

We desire the Lord's guidance for all that will be done to fulfill our responsibility to educate children. We acknowledge that God has planned individually for each child and that His plan has allowed adults, parents, and teachers the privilege of serving Him in the rearing of children.

Galesburg Christian School is dedicated to giving students a strong academic education in the context of a Christian worldview. In addition, GCS offers courses and activities to develop a strong Christian worldview that prepares students to live in a non-Christian world. Other courses and activities are offered to strengthen the basic skills needed later in life.

Outlined below is the program of study offered at GCS:

- Bible (Old and New Testament, key Bible themes, Scripture memorization)
- English (emphasizing literature, spelling, vocabulary, grammar, speaking and writing skills)
- History and Social Studies (World History, American History)
- Mathematics
- Science
- Physical Education
- Art, Music, Computer, and other elective type courses

### **Doctrinal Statement**

The authority for the Constitution of this Association is the Holy Scriptures and its teachings as understood in the literal, grammatical and cultural sense and shall be binding on this Association as long as it exists. Every statement, regulation and provision of the Constitution and bylaws of the Association must be in harmony with and applied in harmony with, the relevant teaching of the Scriptures. No statement, policy or action shall be taken that infringes upon or contradicts the teaching of the Scriptures as interpreted by the following doctrinal statement:

1. We believe the Bible to be the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative (2 Timothy 3:15-16).
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit (Matthew 28:19, John 10:30, John 16:13-15).
3. We believe in the deity of our Lord Jesus Christ (John 1:1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His atoning death (1 Corinthians 15:4, Hebrews 2:9, Hebrews 10:10 & 14), in His bodily resurrection (1 Corinthians 15: 4, John 2:21, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Ephesians 1:20, Colossians 3:1), and in His personal future return to the earth in power and glory (Mark 13:26, Matthew 16:27).

4. We believe in the necessity of salvation through regeneration by the Holy Spirit because of man's sinful nature inherited from Adam. We believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood (John 3:16-19, Romans 3:23-24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of the believer in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the indwelling of the Holy Spirit by whom the believer receives sanctification and the power to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

### **History of Galesburg Christian School Association**

In early spring of 1996, two moms felt impressed by the Lord for the need of a Christian School in Galesburg, owned and administered by parents. As they prayed, the seed that the Lord had planted began to grow. They spoke with other Christian parents and soon a nucleus of seven couples, committed to the Lord and to each other, began this new ministry. Eventually this group of parents became the first School Board of Galesburg Christian School.

A public meeting was held, attended by almost 100 people, to learn about the concept of the school. After that meeting, with the confidence of broad support, the work began in earnest – it was late April. Immediately priorities were set, teachers, students, curriculum and premises. The Lord, in His infinite wisdom, had brought together fourteen people with the many gifts necessary to build a school and all of them worked ... and worked. They discussed all aspects of Christianity, education, finances, personnel and premises. They looked to the State of Illinois, the Association of Christian Schools International, other Christian schools, and local churches for information and guidance. The new school, unlike most new Christian schools, would serve kindergarten through twelfth grade. It would be evangelical and provide a safe environment of academic excellence bathed in the Word of God. Named Galesburg Christian School Association, Inc., the school would be parent-run, not-for-profit and non-denominational. It would seek to address the needs of students spiritually, academically, physically, and socially.

God opened and closed all the right doors. A building was found, teachers came forward, textbooks were purchased and parents became excited. The priorities were met, the foundation was laid, and God blessed the efforts. On August 25,

1996 the doors opened at Galesburg Christian School with 120 students and a staff of 20. And by the grace of God, that was just the beginning.

### **Non Discrimination Policy**

Galesburg Christian School admits students of any sex, race, color, nationality and ethnic origin granting to all the rights, privileges, programs and activities generally accorded or made available to GCS students. The school does not discriminate on the basis of sex, race, color, national or ethnic origin, in the administration of its educational policies, admissions procedures, scholarship programs, athletic, and other school-administered programs.

The school does, however, reserve the right to deny admission to any individual who cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Galesburg Christian School.

### **Purpose and Mission Statement**

The aim of the Association is to maintain a school whose purpose is to train students spiritually, mentally and physically in an environment of educational excellence that will preserve and promote the standards and the faith taught in a Christ-centered home. Our goal is to prepare these students to take their places in the home, the church, the community and their vocation in a manner that the student may grow in grace and in the knowledge of God through our Lord and Savior Jesus Christ.

The integrating factor, therefore, in this Association and the school it sponsors is the Living Word, Jesus Christ, "Who is the same yesterday, today, and forever." (Hebrews 13:8) The school, in its policies and curriculum, is built on Christ the Cornerstone. The Christ proclaimed in the inspired Scriptures is the Redeemer and Renewer of our entire life. Paul applies this comprehensive principle to education when he writes of the Lord, "In Him are hidden all the treasures of wisdom and knowledge." (Colossians 2:3, 1:17, John 1:3) Consequently, in this Christian school, the teaching of the Christian faith from God's Word is not just a separate subject in the curriculum, but the all-pervading force in the total education program.

The school is an extension of the home. We believe parents have the God-given command to teach their children the fear of God. (Deuteronomy 6:4-9) Children of a Christian home are an heritage of the Lord (Psalm 127:3), and must be brought up in the admonition of the Lord. (Proverbs 22:6)

## **School Board Information**

The GCS School board meets regularly on the fourth Thursday of the month. A complete schedule of board meetings is posted on the GCS website. All association members are welcome to attend.

## **General Information**

### Admissions

New enrollments are handled by appointment. Testing may be required for admission. All new students will be admitted on a six-week trial basis. Students are not automatically re-enrolled for the next year, but must go through the re-enrollment process each year. Students enrolling for K3 must be 3 years old on or before September 1<sup>st</sup> of the current school year. Students enrolling for K4 must be 4 years old on or before September 1<sup>st</sup> of the current school year. Students enrolling for K5 must be 5 years old on or before September 1<sup>st</sup> of the current school year.

### Basic School Rules for Students

1. Listen and follow every staff member's directions.
2. Keep hands, feet and objects to yourself while on school premises. This includes hitting, pushing, inappropriate displays of affection, etc....
3. Keep all personal and school materials and equipment neatly in their proper place and well maintained.
4. Always be kind, courteous and respectful in the words you say, the tone you use and the actions or expressions you display.
5. No gum is allowed on the school premises. Students are allowed to have food and/or drinks only during lunch and teacher approved activities.

### Bicycles and Roller Blades

Bicycles may be ridden to school. They must be parked and locked in the designated area until leaving for home. Bicycles may not be ridden on school grounds during school hours including lunch hour. Skateboards, roller-skates, heeleys and rollerblades are not allowed at GCS.

### Electronic Equipment

No personal electronic equipment will be allowed on school premises (i.e.; radios, CD players, cell phones, hand-held electronic games, etc.).

### Emergency Closings

In most cases GCS will observe weather related cancellations set by District 205. These announcements will be made on local radio, WGIL- 1400 AM, WAAG 94.9, and WDLM – 89.3 FM.

### Fire/Tornado Drills

Both fire and tornado drills are scheduled on a regular basis. Emergency evacuation instructions are posted in classrooms. In case of a tornado or severe storm, students report to bearing walls of the building at their teacher's instruction and sit with their heads down. Silence is required during any emergency situation.

### Fundraising

In order to keep the cost of tuition as low as possible, we offer several fundraising programs throughout the year. We expect and encourage student and family participation in helping to raise the funds needed.

### Holidays

We recognize that we have families who may have different traditions in regard to holidays. When we celebrate holidays at GCS, our goal is to worship Christ and to integrate Biblical principles in our celebration of the holiday. We also want to have fun. We do not celebrate Halloween, because of its roots in Satanism. Teachers will inform you as to class and school parties and details through newsletters and invitations.

### Insurance

Parents will receive information concerning student insurance coverage at the beginning of each school year. All students must show evidence of adequate coverage.

### Lunch

Hot lunches are not available on a daily basis. Sack lunches or a small item that can be reheated or heated quickly in a microwave can be brought. Sometimes we will order in from a local restaurant for Friday lunch. No lunch refunds will be given if your child is absent on Friday and he/she has purchased a Friday lunch.

### Lunchroom Rules

1. Students are not to leave the lunch area during their lunch period without permission.
2. Food, candy, and beverages are not to be taken from the lunch area.
3. Students are to ask to be dismissed to discard trash and then leave table neat and clean.
4. Good manners and etiquette are required at all times in the lunch area.
5. Students are not allowed to share or trade lunches.
6. Soda pop is not allowed. Juices may be brought or milk is available for purchase.

### Parent/Teacher Conferences

Parent/teacher conferences are held at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parental involvement is encouraged. Please contact your child's teacher if additional meetings are needed.

### PawPrints

PawPrints is a weekly newsletter that is sent home at the end of each week with important calendar and other information. This is the parent's primary source of information about what is happening at the school. Please read this newsletter to stay informed. It is also available by email and on the school's website ([www.galesburgchristian.com](http://www.galesburgchristian.com)).

### Personal Property

GCS is not responsible for personal property that is lost, stolen, or damaged. All items should be labeled with student's name. The types of personal property brought to school should be limited to necessity. Any found items will be placed in Lost and Found in the school office.

### Publicity

GCS may use any likeness, picture, image, voice, or other student work for the purposes of advertising, marketing, or in publicizing the school.

### Religious Study

In keeping with GCS's mission to provide education in a Christian environment, each school day begins with prayer. Bible classes and a Christian worldview are integrated throughout the curriculum. Chapel services are held once a week and a Mission Emphasis week scheduled periodically. Teachers may use the Bible translation of their choice: King James, New King James, New International Version. Other translations may be used with prior approval from the Principal.

### Recess/Physical Education

Outside play is important. Be sure your child is prepared with appropriate clothing to go outside. We will play indoors only on extremely cold days (below 32° F including wind chill) and during rain. If a student is to remain indoors, a dated note of explanation from the parents must be presented to the teacher. A note from the attending physician must be provided for extended periods of non-participation.

### School Safety/Visitors

GCS feels the safety of our students is the responsibility of each staff member. For the safety of our students, the following guidelines have been established:

- Visitors are always welcome at GCS. Upon entering the building, all visitors should report directly to the school office; this includes parents and other adults.
- All exterior doors, except one front door are locked during the school day.
- Permission for a visiting student must be secured in writing in advance of the visit from the administration. All student visitors are expected to wear clothing that complies with the school's dress code.
- Only persons listed on our form as authorized to pick up your child will be permitted to take him/her from school, unless a signed, dated note from the parent is provided. Changes to the authorized pick up form may be made at any time in the school office.

### School Property

The appearance and care of GCS is part of our testimony. Students are expected to help take good care of the facilities and property. Students are expected to pay for or perform service towards any damages for which they are responsible.

### State Recognition/ACSI Membership

GCS has attained recognition by the Illinois State Board of Education and is a member of the Association of Christian Schools International.

### Student Records

GCS maintains records on each student. Vital information such as home address, phone number, parents' names and work numbers, and emergency contact information are maintained. It is the parent's responsibility to notify the school office when changes occur. Attendance files, discipline reports, progress reports, and student transcripts are also kept in confidential files.

### Telephones

Students may use the office phones only with permission from the office staff and only in emergency situations. Arrangements for rides or to have items brought to school will not normally be allowed. Students are not allowed to bring cell phones or pagers to school.

Tuition

Tuition and fees will be announced yearly, prior to re-enrollment. Tuition payments are due on the 1<sup>st</sup> of each month. There are 3 tuition payment plans available:

- A. One payment in full by the first day of the upcoming school year. If payment is made by July 1<sup>st</sup> prior to the upcoming school year, you will receive a \$100 discount.
- B. 10 monthly installments due the 1<sup>st</sup> of each month August-May for the current school year.
- C. 12 monthly installments due the 1<sup>st</sup> of each month starting in June for the current school year.

Website

GCS has its own website containing detailed information regarding the school and teachers as well as calendar and admissions information. Please check out [www.galesburgchristian.com](http://www.galesburgchristian.com).

Yearbook/School Pictures

Student pictures are taken annually. Please consult the school calendar for dates. Even if you do not plan to purchase a package of pictures, your child's picture will still be taken for the yearbook. Any child absent will be photographed on re-take day.

**Academics**General Information

The Bible is recognized at GCS as fundamentally important to the study of English, history, geography, math and science. Without knowledge of Biblical truth a student cannot be considered educated. The Bible gives direction for this life, and the only hope for eternal life.

GCS uses a 4 point grading system: A = 4, B = 3, C = 2, D = 1, F = 0

Incomplete Grades: A quarter grade of I (incomplete) can be given when a student has not completed the work for a grading period because of extreme circumstances. The teacher may then extend additional time for the student to complete the work. Grades of incomplete assignments must be made up within ten days after the grading period ends.

Grading

|           |          |          |              |
|-----------|----------|----------|--------------|
| 99-100 A+ | 87-90 B  | 75-77 C- | Below 64 F   |
| 95-98 A   | 85-86 B- | 71-74 D+ | I=Incomplete |
| 93-94 A-  | 83-84 C+ | 67-70 D  |              |
| 91-92 B+  | 78-82 C  | 64-66 D- |              |

Homework

Students are responsible for completing assignments given each day by their teachers. Homework is an important factor in determining the student's final grade. If a student has difficulty in completing homework, the teacher should be notified immediately so steps can be taken to assist the student's progress. A guideline for age appropriate amounts of homework is given below; please notify your child's teacher if your student is consistently having much more or less than this recommended amount.

|                            |                            |
|----------------------------|----------------------------|
| Grades 1-2 ~ 10-20 minutes | Grades 3-4 ~ 20-40 minutes |
| Grades 5-6 ~ 40-60 minutes | Grades 7-9 ~ 50-90 minutes |

It is GCS's policy that no homework is assigned on Wednesday with the exception of limited reading assignments. Homework, quizzes or tests due or given on Thursday will be assigned to students by Monday. No homework will be given over Thanksgiving, Christmas or Easter breaks, unless it is an extended assignment given well in advance or for extra credit.

Honor Roll

Honor Roll recognition for middle school students will be determined at the end of each quarter as follows:

High honors – GPA 3.55-4.0 or all A's and/or no more than 1 B

Honors – GPA 3.00-3.54 and no grade below B

IEP's

GCS will work with Knox-Warren Special Education District to create an Individualized Educational Plan for students with special needs. Teachers will then work to follow the IEP most appropriate for the student within our building resources.

Progress Reports/Report Cards

Progress reports may be sent home periodically throughout each quarter for all 1<sup>st</sup> -9<sup>th</sup> grade students. Parental signature and return within two days may be required.

Report cards are sent for all students at the end of each nine-week period. At the end of each of the first three quarters report cards should be signed and returned within two days.

Retention Policy

A student's retention in his/her grade will be based on academic, social, and emotional factors. It is important that you discuss your child's particular need with his teacher. Teachers will notify a parent as soon as possible if there is a possibility of retention for your child.

Testing

The Stanford Achievement Test (SAT) may be administered to students. Its purpose is to enable the school to make individual as well as school wide improvements in curriculum and standards.

**Attendance**Absence Policy

Regular classroom attendance is essential for achieving and maintaining a good academic record. Since there is no substitute for vital classroom discussion and instruction, GCS requires consistent student attendance.

Legitimate reasons for absences include sickness, death of a loved one, doctor or dental appointments, and emergencies. Other reasons may be excused or unexcused at the discretion of the administration.

A ½ day absence will be recorded for any student missing 2-3 clock hours in a school day. A full day absence will be recorded for students missing more than 3 clock hours in a school day.

Students missing twenty days or more in a year will be in jeopardy of grade retention. Parents will be notified if a student accumulates an excessive amount of absences.

Assignments for homework should be arranged ahead of time for planned absences. Parents should make every effort to refrain from extended (week or more) family vacations while school is in session.

Before/After School Care

Students should not arrive at school before 8 AM and not remain after 3:45 PM. Before and after school programs are available to help working parents. Before school care is from 7 AM until 7:45 AM. Regular drop-off is from 7:45 AM until school begins. After school care runs from 3:45 PM until 6 PM. There is a fee for each of these programs. Please contact the school office as needed for more information. GCS will not be responsible for students left during unsupervised times.

Classroom Hours

|   |   |
|---|---|
| K3 (Half Day)                           | 8:30 AM – 11:30 AM                                    |
| K3 (Full Day) K4, K5                    | 8:30 AM-2:45 PM (Late care runs from 3:00 PM-6:00 PM) |
| 1 <sup>st</sup> – 9 <sup>th</sup> Grade | 8:30 AM-3:30 PM                                       |

### Reporting an Absence

Please call the school office by 9:00 AM if your child will be absent that day. We will call you if we don't receive this call. You must give a specific reason for the absence.

### Signing In/Out

Students are not allowed to leave the school premises during the school day without permission from the office. If a student needs to leave school early for any reason the parent must write a note or call indicating time of departure, reason for dismissal, and designating who will pick up the student.

Parents or others picking up students during school hours must come to the office to sign them out when leaving and sign them in if returning during the same day. GCS will not release students early during school hours without a specific request from parents.

### Tardy Policy

Students who arrive at school after 8:30 AM must come to the office to sign in and get an admission slip before going to class. Frequent tardies may result in a detention.

## **Discipline**

### General Information

GCS believes each child deserves the opportunity to learn in a secure, Christ-centered environment. Your child is special because God created him/her and has a unique plan for his/her life. This discipline plan includes respect for God and man that flows from an obedient heart. Discipline based on Biblical principles pleases the Lord and includes structure, order and consistency.

Those in authority at GCS seek to address the cause as well as the symptoms of behavior for each individual child and thereby choose an appropriate plan of action for correction, not only of the negative behavior, but for the attitude of the heart.

GCS also expects all parents and guardians to have active, constructive and supportive involvement in the overall interaction between the home and the school.

The school's discipline system is designed to motivate and encourage each student to attain spiritual growth, proper responsibility and appropriate behavior. A student needs to assume responsibility for his/her own actions and words.

"HOW I ACT"

Students will be following an "HOW I ACT" system to assist them in working to change negative behavior into positive and to acknowledge good and proper behavior and attitude. A conduct report will go home with your child each Friday and is to be signed by you and returned on Monday mornings. You will note a space on the conduct report for your comments. Blessing marks will be given for consistent obedience and special acts of kindness throughout each day of the week. There may be age appropriate variations in the following:

H = Havoc (Creating a disturbance, bothering others)

O = Out of Order (Not following directions, yelling, dress code violations)

W = Work Not Turned In

I = Intentional Disobedience (Fighting, cheating, lying, defiance)

A = Attitude Lacking (Disrespect towards adults or other children)

C = Courtesy Lacking (Not showing politeness and sensitivity)

T = Talking (Talking out of turn)

Minor Offenses/Detention:

Teachers will handle classroom discipline within their guidelines and expectations of the "HOW I ACT" system, including the use of detentions when necessary. However, an office referral may be necessary if an action is severe, or if a misbehavior is repeated. Some examples of these incidents include but are not limited to disruptive behavior, lack of courtesy or respect for students, property, or staff.

Severe or deliberate actions:

Some actions absolutely will not be tolerated at GCS. These include, but are not limited to: cheating, lying, dishonesty, stealing, vandalizing, disrespect to staff, fighting, endangering or bullying others, cursing, or a lack of remorse for any inappropriate behavior. (Exodus 20:16, Colossians 3:1-5, Ephesians 5:3-10, Colossians 4:6, Ephesians 4:29,5:4, Matthew 5:33-37, Ephesians 4:25, Colossians 3:9).

God calls us to be set apart and different, to act with character and integrity. Integrity is who you are when no one is looking (2 Tim. 2:15).

### Suspension/Expulsions

If misbehavior is repeated, or if an action is deliberate or severe, the administrator may take the following actions: counseling the student, parent contact, in school suspension, and in cases that are severe or prolonged, the student may be suspended and placed on probation.

1. In-school suspension will be a day of working in the office or other designated area, separated from the other students. All work will be completed, and possibly a Bible assignment relating to the infraction.
2. Probation is a period when the student's behavior will be closely monitored. During this period, incidents can result in out of school suspension, or in more severe cases expulsion and/or disenrollment of the student. Probation must last for a minimum of 30 days, and may be extended if sufficient progress is not made by the end of the period.
3. Any decision on expulsion and/or disenrollment may be appealed to the school board. In such cases, the decision of the School Board is final. Any expelled or disenrolled student may re-apply for admission in the following year, but must document and exhibit improvement in all areas of concern.

## Dress Code

In striving to maintain an atmosphere that promotes respect for the important academic activities at GCS, our dress code is designed to provide for the safety, comfort, and modesty of our students. The administrator will make the decision regarding the appropriateness of a student's attire. The school board has established the following guidelines.

### Young Ladies

- Clothing shall be neat, clean, fit properly and be in good repair.
- Dresses, skirts or shorts must be to the top of the knee.
- Pants, nice jeans or capris may be worn.
- Sweat, fleece, knit or nylon pants or shorts are not to be worn.
- Athletic style pants may be worn on PE day only.
- Shirts should not be tight fitting or low cut.
- All shirts and tops must have sleeves.
- Socks, hose or tights should be worn with shoes.
- Sandals with ankle straps permitted.
- Hair will be neat, clean and well groomed, and of a natural color.
- Hats may not be worn **inside the** school building.
- Bra straps, cleavage, underwear, and midriff should be covered at all times.
- Clothing with inappropriate, explicit, suggestive or offensive words or pictures is not allowed.
- No visible tattoos.
- No body jewelry (except for ears - single earrings only)
- **Jeans, T-shirts, capris, shorts and sweatshirts are NOT to be worn on chapel day.**

### Young Men

- Clothing shall be neat, clean, fit properly and be in good repair.
- Pants and/or nice jeans may be worn.
- Sweat, fleece, knit, or nylon pants or shorts are not to be worn.
- Athletic style pants may be worn on PE day only.
- Shorts must be to the top of the knee.
- Sleeveless shirts and/or tank tops are not allowed.
- Socks must be worn with shoes.
- Sandals with ankle straps permitted.
- Hair will be neat, clean and well groomed, of a natural color.
- Hats may not be worn **inside** the school building.
- Underwear should be covered at all times.
- Clothing with inappropriate, explicit, suggestive or offensive words or pictures are not allowed.
- No visible tattoos.
- No body jewelry.
- **A collared, tucked-in shirt must be worn with dress pants or Dockers and a belt on Chapel days.**
- **Jeans, T-shirts, shorts and sweatshirts are NOT to be worn on chapel day.**

**NON-COMPLIANCE:** A note will be sent home requiring a parent's signature for the first offense. If the student's infraction is immodest or severe, the student may not receive a warning, but rather the parent will be called to bring a change of clothes. Further offense will result in the parent being called and asked to bring the appropriate clothing. The student may be given an alternate piece of clothing to wear until the parent arrives. If a student continues to be in non-compliance, a parent will be expected to meet with administration and teacher. This may result in suspension or expulsion of the student.

Students are also to comply with the above dress code on field trips, contests or other school-sponsored activities unless the teacher in charge has requested and received an exception from the Administrator. Students who do not comply will not be allowed to participate in the field trip or activity.

## **Extra-curricular Activities**

### ACSI & Academic Events

GCS is a member the Association of Christian Schools International. This organization sponsors many events throughout the school year in which we traditionally participate. Events vary from year to year, but typically include Spelling Bees, Speech contest, and Math events. All students are required to participate & attend all scheduled academic events.

### Clubs

GCS offers after school clubs that vary from year to year. In the past we have had a chess club, drama club, and geography bowl. More student clubs may be made available where interest lies and as our school continues to grow.

### Parties

Any birthday treats to be shared with the entire class, should be cleared with your child's teacher at least one week in advance. Students may pass out birthday party invitations to parties outside school hours only if all students in the class are invited or all girls to a female classmate's party or all boys to a male classmate's party. GCS will not be responsible for any party or social affair that is not officially sponsored or approved by the school.

GCS typically has school wide or classroom parties for Christmas and Valentine's Day although other parties may be planned. Parents will be notified of parties through PawPrints, invitations, or class newsletters.

### Programs

All students are required to participate in a Christmas program each year. Students will also be expected to participate in other programs such as the Fall Banquet, Veteran's Day, the Spring Association meeting, etc.

## **Health Information**

### Breath Mints and Cough Drops

Students may bring and use both breath mints and cough drops at the teacher's discretion.

### Dispensing Non-prescription Drugs

All medications must be left in the school office. All over-the-counter medications must be provided by the parents and will be administered only with written parental permission.

### Dispensing Prescription Drugs

All medications must be left in the school office. Prescription medications will only be administered if in a prescription bottle with appropriate pharmacy label attached. Label must state child's name, dosage and time to be given.

### Head Lice Checks

GCS will administer a head lice check on each student after summer vacation, Christmas break and Easter break.

### Physical Examinations/Immunizations/Dental Exams

Each student is required to have the appropriate physical examinations and immunizations on file in the office. Dental exams for K5, 2<sup>nd</sup> and 6<sup>th</sup> grades are also required.

### Sending Student Home – General Policy

Students will be sent home when it is deemed necessary. As a general rule, when a student has a fever of 100° F or above and/or exhibits symptoms of a communicable disease, the student will be sent home. If your child becomes ill while at school, please make arrangements to pick up your child promptly.

Please do not bring sick children to school. Students should remain at home until they are symptom free for 24 hours.

Students who are sent home with suspected head lice must be free of nits before returning to school, or have a doctor's written permission to return.