

Gurnee Christian School

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*A handbook of the philosophy and policies of Christian education
as sponsored by the Gurnee Seventh-day Adventist Church.*

Phone Contacts

School Office	847-623-7773
Preschool Office	847-360-9042
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Philosophy

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. Physical and health education reflect the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural differences and scientific advances of the age, as well as to develop positive attitudes toward all peoples. Each student is challenged to develop a personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus.

A Word to Parents

"In the formation of character, no other influences count so much as the influence of the home....."

Child Guidance, p. 54

Let them (parents) teach their children to be true to God, true to principle, and thus true to themselves and to all with whom they are connected.

Child Guidance, p. 319

Telephone Calls

Phone calls for students will be made/received through the school office. Therefore it is vital that we have current contact information for parent(s) or guardian(s). Students may not carry or use cell phones during school hours.

Lunches

Lunches should conform to Seventh-day Adventist health principles. It is strongly recommended that a vegetarian lunch be provided for the student. It is also, strongly recommended that no highly sugared or caffeinated beverages be a part of that lunch. Any food is to be eaten during designated period only. Students should furnish their own eating utensils. No student will be allowed in the kitchen unsupervised. No equipment from the kitchen will to be used by the students unsupervised.

Field Trips

Field trips are a part of the curriculum and are an extension of the classroom. The school requires permission from the parent(s) or guardian(s) for the student to participate in field trips. Students may be asked to pay a minimum fee to cover entrance and transportation cost.

Communications

Philosophy

Education of the child is the cooperative effort of both teachers and parents. Close communication between the school and the parents is of great importance.

School Board

The responsibility for this school's operation rests with the School Board, along with the Educational Superintendent of the Illinois Conference of the Seventh-day Adventists.

If you have questions or a grievance, it should be handled in the following order:

1. Make an appointment with the teacher.
2. Make an appointment with the teacher and Principal.
3. Make an appointment with the teacher, Principal, and School Board Chairperson.

Conferences and Report Cards

Parent-teacher conferences will be regularly held throughout the year for Kindergarten through eighth students. Parents will receive a mid-term progress report card.

Classroom Visits

Parents are always welcome to visit the classroom to observe, participate, and assist. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advance through the school office.

Open House

An open house will be scheduled early in the year. Please consult the school calendar for dates.

Admission

Policy

The school does not discriminate on the basis of race, color, religion, ethnic background, country of origin or gender in administration of education policy, application for admission or extra curricular programs.

Age

Students wishing to enter kindergarten must be 5 years old on or before September 1 of the year they apply for admission. Students who are applying for the first grade and are first-year students must be 6 years old on or before September 1 of the year they apply for admission.

New Students

For students entering school for the first time or for transferring students, parents must submit:

- The child's birth certificate or legal verification of the child's age.
- A record of compliance to the Illinois Health Code. (See Health section for requirements.)

Transfer Students

Students transferring from another school must furnish adequate academic and medical records from the previously school attended before being given permanent status.

Probation Period

All new students are admitted on a six-week probationary standing. Once the student demonstrates good character and academic competence, the probationary standing will be dropped.

Health

Physical examinations and immunizations must be met as prescribed by the Illinois Department of Public Health and Illinois State School Code. Any student will be excluded from school for noncompliance with these law.

Should a student be suspected of having a communicable medical condition, the parent must call the school. If the school suspects any such condition exists, the parents will be called to take the child home. The child then must see a doctor, and a note from the doctor stating the condition either does not exist or has been successfully treated and is no longer contagious is required before the child can return to school.

All student medications, whether prescribed or over-the-counter, are to be dispensed through the school office. Make sure all medication is turned into the office and is labeled with the student's name, the prescribed directions and written permission from the parent(s) or legal guardian. The school will not provide any type of medication to the student except that which has been brought from home.

Mandated Reporting

By state law all teachers are mandated to report all cases of suspected child abuse or neglect.

School Hours

School hours are from 8:30 a.m. to 3:30 p.m. Monday through Thursday and from 8:30 a.m. to 2:00 pm. on Friday.

Students will not be allowed in the school building prior to 8:15 a.m. No student may leave the school grounds during the school day without written permission from the parent(s) or legal guardian and the consent of the teacher.

Children are expected to be picked at the time of school dismissal each day. Please notify the school if a ride other than the usual transportation has been arranged.

Weather Announcements

In case of inclement weather, all school closings will be broadcast over stations cooperating with the Emergency Closing Center. A notice listing these stations will be provided.

Registration

It is recommended the child(ren) accompany the parent(s) or guardian(s) during the registration process. Early registration is encouraged and the forms are available from the principal. Student admission will only be considered after registration forms have been completed.

The School Board is the Admissions Committee and is responsible for reviewing each student registration before admission is approved.

Tuition and Fees

Policy

Tuition payments are set up on a ten-month billing system. Tuition payments are due and payable on or before the tenth of each month. The first tuition payment is due by registration day.

Tuition payments may be mailed to the attention of the school treasurer or dropped into the mail slot at the school's office.

There is a \$25.00 charge for non-sufficient funds on returned checks.

Delinquent Accounts

A \$25.00 late fee will be charged on the 24th of the month to any account that is past due. After giving 10 day notice to parents, any family whose tuition becomes 60 days overdue will jeopardize the student's enrollment status.

A family with an outstanding financial balance may not be considered for admission.

Registration Fee

In addition to tuition, the registration fee is an annual payment for each child due at the time of registration. An itemized list of what this fee is applied to is available during registration.

Textbooks

Near the end of each school year the staff will examine the condition of each student's textbooks. Any damage will be assessed and charged will be made accordingly.

Attendance

Philosophy

Regular school attendance is a crucial requirement for the academic development of each student. Parents are and integral part of their student's academic progress.

Absence

The following are examples of excused absences:

- Extreme emergencies
- Pre-arranged family absences
- Illness
- Death in the family

If at any time it is necessary for the child to be absent, the parent (s) or legal guardian is required to notify the school which may not necessarily excuse the child. All absences will be automatically considered unexcused unless a written note is received on the day the child returns. The school encourages the parents to schedule the student's dental and medical appointments outside of school hours.

The student is expected to complete all missed school work in a timely fashion.

Patterns in absences may result in disciplinary action and/or notifying the superintendent's office of the local school district.

Any student absent for 15 days per semester may be retained at the same grade level.

Tardiness

The school day begins promptly at 8:30 a.m. A student who arrives late will be counted as tardy. Four unexcused tardies (see excused absences) will constitute one unexcused absence.

Discipline Continued

Discipline Consequences

Most discipline problems are taken care of by the individual teachers. Parents will be kept informed of any problems with their child's conduct. Some offenses are severe enough or repeated often enough that they may be referred to the School Board Disciplinary Committee.

When it is determined that a teacher's in-class discipline is not a deterrent to unacceptable conduct the following describes how discipline for that child's behavior can escalate to action by the Disciplinary Committee.

Level 1

Level 1 is an in-school suspension will be enforced, the length of which will be determined by the Principal. The student will receive the assignments due for the time of that suspension and will be separated from the class where the student will work on those assignments. The student may also be placed on probation for a period of up to one month, during which time no further infraction of the rule(s) in question will be tolerated.

Level 2

Level 2 will be an out-of-school suspension, the length of which will be determined by the Principal. During that time, the student will be required to complete the assigned work for the class. The student and the parent(s) will develop a plan for the improvement of the child's conduct. At the end of Level 2 the Disciplinary Committee will be informed of the steps taken up to this point.

Level 3

Level 3 is administered when the above-described disciplinary actions have not resulted in the improvement of the student's conduct. The student and parent(s) will be required to appear before the Disciplinary Committee for review and possible expulsion from the school.

Before and After School Care

Children are expected to be picked at the time of school dismissal each day. Students aged 9 and under may apply for before and/or after school care in the Gurnee Christian Preschool, located in the lower level of the school. Contact the Director at 847-360-9042 for prices and details.

Tuition Discount Programs Available

- Multi-Student Discount Policy
- New Student Recruiting Incentive
- Full Year Tuition Payment
- Full Semester Tuition Payment
- New to a Seventh-day Adventist School Initiative

School Dress Code

Students are expected to be in compliance with the dress code at all times or parents will be notified.

General Dress Code

- Clothing should be modest, clean, in good repair and of the appropriate size (not tight fitting or baggy).
- Make-up and jewelry (rings, earrings, necklaces, bracelets, etc.) shall not be worn. Athletic headbands, hats, caps, and other extremes in dress are to be avoided.
- Shoes and socks are to be worn at all times in the classroom.
- A pair of boots should be available for outdoor winter use only.

Girls' Dress Code

- Navy Blue Jumpers, Skirts, or full length Slacks
- Skirts below the knee.
- No jeans or jean-type pants.
- A Light Blue Collared Dress Blouse or Polo Shirt.
- A navy blue cardigan sweater or navy blue sweater vest may be worn for warmth.
- Navy or White Socks or Tights.
- Navy blue sweat pants may be worn during PE class and during recess periods.
- A separate pair of tennis shoes should be available for P.E./ outdoor use only.

Boy's Dress Code

- Navy Blue full length Slacks.
- No jeans or jean-type pants.
- Light Blue Dress Shirt or Polo Shirt.
- If an undershirt is worn, use plain white only.
- A navy blue cardigan sweater or navy blue sweater vest may be worn for warmth.
- Navy Blue or White Socks.
- A separate pair of tennis shoes should be available for P.E./ outdoor use only.

Discipline

Philosophy

The true object of reproof is gained only when the wrongdoer himself is led to see his fault, and his will is enlisted for correction. When this is accomplished, point him to the source of pardon and power. Seek to preserve his self-respect, and to inspire him with courage and hope.

Education, p. 291-2

Rules of conduct governing students are based on Biblical principles. Such conduct would include kindness and courtesy toward all, a positive attitude toward the school and the principles for which it stands, and a deep commitment to do one's best in every task.

Attitude and Conduct

All students are expected to maintain a positive, cooperative attitude, including:

1. Reverence in worship and religious programs.
2. Respect for authority while on school property or on school-sponsored activities.
3. An attitude of good will toward other students and staff will be maintained.
4. Respect and care for school property (Parents will pay for repair/replacement costs).
5. Neatness and cleanliness which affirms respect in one's self.