



**Greece Christian School  
Parent – Student Handbook**

## **A Message from the Pastor**

Greece Assembly of God is pleased to offer the educational ministry of GCS to the Christian community at an affordable cost, and is honored to join hands with parents and other local churches in training and building strong Christian students, who in turn, will influence their generation for God.

GCS's tuition is one of the lowest in the Rochester area. This is due in large part to the financial investment made by Greece Assembly of God and the school's fundraising endeavors. Your support in fundraising plays a vital part in helping us maintain our low costs.

As the senior pastor, I have the privilege of serving as the school's superintendent, as well as the chairman of the executive team.

We are blessed to have a well-trained and degreed teaching staff that love the Lord with all their hearts and are deeply devoted to their calling to instruct children, which makes GCS a special place. The dedication of parents and the many volunteers that serve and provide support for the teaching staff truly reflects the humility of Christ and strengthens the whole educational experience for each student.

Without compromising scholastic standards, GCS is committed to providing instruction which is rooted in the eternal principles of God's Word. *"All flesh is as grass, and all the glory of man as the flower of the grass. The grass withers, and its flower falls away, but the Word of the Lord endures forever"* (1 Peter 1:24).

Thank you for choosing GCS for your child's education, and welcome to the family!

In His love and service,

Rev. Patrick Medeiros

Senior Pastor of Greece Assembly of God and Superintendent of GCS

## **From the desk of the Principal**

In 1982, Greece Christian School (GCS), a ministry of Greece Assembly of God Church, began with a vision to offer a quality education to the born-again Christian community. Our school is an extension of the Greece Assembly of God ministry where we provide a Christ-centered education to students.

GCS follows the four core values of our church – knowing Christ, growing in Christ, serving Christ and sharing Christ. Keeping our core values in mind as we develop curriculum and achieving high standards allows us to do all things right before the Lord. At GCS, our teachers exhibit a work ethic and pattern of Christian life worthy of imitation (Luke 6:40).

To demonstrate academic achievement and as a measure of how well we are meeting our goal of exceeding state and national educational standards, students are given various standardized tests at the end of the year. These tests may be from textbook publishers, national assessment companies, or from the New York State Education Department in Math, ELA, and Science, as well as the Spanish I Proficiency test.

Students will be taught the truths of all subject areas by Christ-minded individuals who have surrendered themselves to the Lord. Students will be taught to do what is right in and out of their subjects, show care for their fellow students and teachers, and show a commitment to do their best in everything they do. GCS is committed to bringing out the best in its students and allowing them to develop the talents the Lord has given them. As Christians we know that our talents are our gifts from God, but what we do with those talents, is our gift to Him. GCS teachers, pastors and staff will consistently emphasize that its students are taught a rigorous curriculum in their subject areas but will also stress they do what is right, to be on time, to be polite, and most importantly, that all wisdom starts with the Bible.

Please use this Parent-Student Handbook to find information about the various aspects of our school. It is our desire to serve families and to have excellent communication between school and home. This manual was published with that in mind.

*Children are a heritage of the Lord (Ps. 127:3).* May God guide, direct, and bless you as you partner with Greece Christian School for the education of your child.

Blessings,

David Michael Barry, Jr.  
Principal  
Greece Christian School

## Table of Contents

<b>Section I – Philosophy</b>	
Purpose and Goal Statements	7
Philosophy Statement	7
History	8
Statement of Faith	8
Educational Objectives	9
Life Success Outcomes	10
Pedagogical Soundness	11
Statement of Non-Discrimination	11
Management Statement	11
G.R.A.C.E.	11
<b>Section II – Personnel</b>	12
<b>Section III – Facility</b>	
Floor Plan	13
Parking	13
Playground	13
Restricted Areas	13
Building Map	14
Safety	15
<b>Section IV – Program</b>	
Ancillary Programs	16
Classroom Subjects	17
Educational Standards	19
Preschool	19
Special Area Subjects	19
Spiritual Life	20
Student Success Support (also ESOL, tutor)	20
Summer Programs	22
<b>Section V – Policies</b>	
Admissions	23
Attendance and Absences	24
Awards	25
Bible Versions	25
Bussing	25
Child Abuse	25

Classroom Visits	25
Concerts	26
Discipline Policies	26
Dress Code	29
Dress Down Day	30
Electronic Devices	31
Emergencies	31
Field Trips	31
Financial Expectations	31
Fund-raising	32
Grading	32
Health Office	33
Holidays	34
Homeschool	34
Homework	34
Honor Roll	35
Inappropriate Items	35
Insurance	36
Locker Use / Locker room	36
Library	36
Lunch	37
Outside Activities	38
Movies	38
Parent Teacher Conferences	38
Parties and snacks	38
Planners	39
Promotion and Graduation	39
Re-enrollment	39
Report Cards and Progress Reports	39
Schedule	40
Scholarships	40
School Harmony (Mt. 18 Principle)	40
School Hours	42
Sports	43
Telephone Use	44
Testing	44
Textbooks	45
Transportation	45
Visitors	45
Website	45

## **Section VI – Procedures / Events**

Back to School night	46
Communications	46
Dismissal	46
Drop-off and Security Procedures	46
Homeroom	47
Kindergarten Orientation	47
Lost and Found	48
Open House	48
Pesticide Notification	48
RenWeb FACTS school management software	48
School Rules	48
School Safety/Emergencies	49
School Cancellation	49
Sign-in / Sign-out; Hallway Passes	49
Summer Mailing	50
Textbooks	50
Uniforms	50

## **Section VII – Pupil Participation**

Activities	51
Chapels	51
Church Ministries	51
Music	51
School Pictures and Yearbook	51
School Spirit	52
Service Projects	52
Sports	52
Table Helpers	52
Tutoring	52

## **Section VIII – Parent Participation**

Chapels	53
Donations	53
Seminars	53
Substitute teacher / aide	53
Volunteer ministry	53

<b>Appendix:</b> Pledges; FACTS Parental Portal Set-up	55
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## **Section I – Philosophy of Education**

### **Purpose and Goal Statements**

Greece Christian School has one main function – to provide a Christ-centered education and to be a school where Jesus Christ has the pre-eminence (Col. 1:18).

Our students will develop habits, skills, and attitudes which will allow for great achievement. We seek to develop positive citizens who respect themselves and others, who know how to relate to others, who accept responsibility, who possess a sound mind and spiritual values, and who are using their own individual talents, gifts, and abilities to serve the Kingdom of God. GCS students will know Christ, grow in Christ, and serve Christ and share Christ.

### **Philosophy Statement**

All truth is God’s truth: Jesus Christ and His teaching are central in all knowledge and truth. Greece Christian School has educational and program goals in math, English language arts, science, social studies, foreign language, music, art, and physical education; with the overarching objective of thinking and living as a genuine Christian and developing a Biblical worldview. Teachers model Christian character, integrity, and morality that help mold the lives of children.

GCS views students as a three part being (body, mind, and spirit) created in the image of God for the purpose of relationship with Him. Therefore, programs within GCS address the needs of the whole child with the purpose in mind of instilling Christian values and character and an unshakable love of the Lord Jesus Christ. GCS invites the presence of God into its classrooms and activities through prayer, praise, worship, and the Word of God.

Spiritually, it is the intent of the Greece Christian School to place foremost in the minds and hearts of its students, parents and staff, the Lordship of Jesus Christ. Parents are seen as being the God-ordained authority over the child, who have entrusted to the school the impartation of a Godly heritage. GCS not only seeks to “walk together “(Amos 3:3) and partner with parents for academic excellence for its students, but to lead children into salvation. It is our intent to create a safe learning environment that is conducive to learning, loving, and growing in the Spirit.

### **History**

Greece Christian School was birthed in prayer at Greece Assembly of God to provide a quality Christian education for children. Under the leadership of Pastor C.M. Touchstone, GCS opened on Kuhn Road in the fall of 1982 with forty-five students in grades Kindergarten through seven, and adding grade 8 the following year. In the fall of 1985, GCS opened the current church facilities at 750 Long Pond Road.

## **Statement of Faith**

### 4 Core Values

All GCS students will be grounded in the 4 core values of Greece Assembly of God – know Christ, grow in Christ, serve Christ, and share Christ.

### God

We believe that God is the creator and the ruler of the universe. He has eternally existed in the three persons: the Father, the Son and the Holy Spirit (often referred to as the Trinity). Those three are co-equal with God and are one God (*Genesis 28:19, 1st Peter 1:2; 2nd Corinthians 13:14*).

### Jesus Christ

We believe that Jesus Christ is the Son of God. He is co-equal with the Father. He was born of a virgin and lived a perfect, sinless human life. He offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days, ascended into heaven, and will return again someday to reign as King of kings and Lord of lords. (*Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15; 1st Corinthians 15:3-4; Acts 1:9-11; 1st Timothy 6:14-15; Titus 2:13*).

### The Holy Spirit

We believe that the Holy Spirit is co-equal with the Father and the Son. He is present in the world to make people aware of their need of Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the believer with power for living, understanding spiritual truth, wisdom, and guidance for doing right.

As Christians, we seek to live under His guidance daily (*2nd Corinthians 3:17, John 16:7-13; 14:16-17; Acts 1:8; 1st Corinthians 2:12; 3:16; Ephesians 1:1-13; Galatians 5:25; Ephesians 5:18; Acts 2:4*).

### The Bible

We believe that the Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit, often called inspiration. It is the supreme source of truth for all Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error (*2nd Timothy 1:13; 3:16; 2nd Peter 1:20-21; Psalm 119:105; Proverbs 30:5*).

### Man

We believe that man was originally created innocent and in the image and likeness of God, to be like Him in character. At the beginning of human history Adam and Eve defied God in the Garden of Eden and as a result they, along with mankind, fell to a place of spiritual separation from God. Mankind became subject to the power of sin and Satan. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates us from God and causes many problems in life. (*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1-2*).

### Salvation

We believe salvation is God's free gift to us, but we must accept it. We can never make up for our sins by self-improvement or good works. Only by trusting Jesus Christ as God's offer for forgiveness can anyone be saved from sin's penalty. When we turn from our self-willed life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into their life by faith (*Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*).

### Eternity

We believe the soul of every human being was created to live forever. We will either exist eternally separated from God by sin, or eternally with God through salvation and forgiveness. Hell is eternal separation from God. Heaven is eternal union with God. Heaven and Hell are real places of eternal existence (*John 3:16; 2:25; 5:11-13; Romans 6:23; Revelation 20:15, Matthew 1:8; 2:44-46*).

## **Educational Objectives**

Our philosophy of a Christ-centered education is the foundation for four areas of education objectives:

Academically, the school aims to promote high academic standards; equip the students with a thorough comprehension and command of the basic processes used in communicating and working with others; teach and promote good study habits; develop creative and evaluative thinking based on Biblical criteria; promote good citizenship through the development of an appreciation of our Christian and American heritages and through study of current events, relating to God's plan for man; produce understanding and appreciation of God's word. For the spiritual and moral growth of the

students, the school seeks to: Teach the fundamental truths of the Bible, the inspired Word of God; Lead the students into a personal saving knowledge and relationship with Jesus Christ as Lord and Savior; help the students discover the will of God for their lives and to equip them to carry out that will; teach the students the role of the Church in the world and assist them in becoming active and effective participants in the ministry of the Church; develop a Biblical concept of sin and a desire for holiness and to teach the students how to be victorious over sin; and cultivate the fruit of the Spirit in the lives of the students.

For the students' personal and social development, the school seeks to: help the students develop their personalities and their own capabilities, built on a proper understanding and acceptance of themselves as unique individuals created in the image of God; teach the students that others are also made in the image of God and therefore should be shown respect and love; teach the students that time is a God-given commodity and that as individuals they are responsible to use it effectively; promote good health habits, physical fitness and wise use of the body, since it is the temple of the Holy Spirit;

Working with the parents or guardians, the school endeavors to cooperate with the parents or guardians in all facets of the students' development, especially as it relates to the school program; encourage families to grow spiritually and develop Christ-centered homes; and encourage regular attendance and involvement in a local Christian church.

### **Life Success Outcomes**

It is the goal of Greece Christian School to have graduates who are:

- 1 Born again Christians exhibiting the Fruit of the Spirit (Gal. 5:22-23)
- 2 Empowered by the Holy Spirit
- 3 Motivated and able to lead others to Jesus.
- 4 Positive community leaders and role models
- 5 Responsible citizens
- 6 Effective communicators
- 7 Well educated, self-directed, life-long learners
- 8 Able to use the Word of God with great authority.

### **Statement of Nondiscrimination**

We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students of the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies.

### **Management Statement**

Greece Christian School is an educational institution which is supported and managed by Greece Assembly of God. The Word of God is central in the educational process. The goals of Greece Christian School reflect those of Greece Assembly of God and are within the scope of the vision for Greece Assembly of God.

**G.R.A.C.E.** (*Greater Rochester Association of Christian Educators*) Greece Christian School is an active member of G.R.A.C.E. which stands for the Greater Rochester Association of Christian Educators. G.R.A.C.E. is comprised of approximately ten area Christian schools.

**Section II – Personnel**

**Preschool:**

Cathy Astuto	Director, 4 year olds teacher	B.S. Central Bible College
Daniella Marcello	Teacher, 3 yo, MWF	B.S., M.S. St. John Fisher
Marylou Buonaugurio	Teacher aide, 4 year olds	A.S. Bryant & Statton
Whitney Longnecker	Teacher aide, 3 year olds	A.S. MCC
Joelle Peritore	Teacher aide, 4 year olds	

**Kindergarten – Eighth grade:**

Dawn Skillo	Kindergarten teacher	B.S. Houghton College
Stephanie Fordham	Kindergarten Aide	B.S., M.S.
Ann Ostertag	First grade teacher	B.S., M.S. Brockport
Sarah Fox	First grade aide, 1-8 Art	A.S. Genesee Community College
Tina Vicente	Second grade teacher	B.S. Brockport; M.S. Roberts Wesleyan
Ann Marie Palermo	Third grade teacher	B.S. Brockport
Jesse Stehlar	Fourth grade teacher	B.S. Roberts Wesleyan
Linda Porterfield	Fifth grade teacher	B.S. Greenville College; M.S. Nazareth College
Mark Torrey	Mid School Math, CORE	B.S. Geneseo, M.S. Roberts Wesleyan
Karen Casella	Mid School English	B.S. Evangel College
Sam Collichio	Mid School Science, Bible	B.S. Brockport; M.A. Multnomah College
Katherine Perez	Library; Spanish	B.A. Roberts Wesleyan
Tabitha Carbone	Physical education	A.S. Monroe CC
Andrea Fragnito	Music	B.S.
Kenneth Marshall	8 <sup>th</sup> Bible; Chess Club	B.S. Univ of Mass.; Elim Bible Institute

**School Administration:**

David M. Barry, Jr.	Principal	B.S. and M.S. Niagara University
Tina Medeiros	Lunch coordinator, Office	
Cindy Stever	Financial secretary	
Pam Flint	Office Manager	

Julie Cuvelier, RN	Nurse	A.S. MCC
Danielle Miller	Nurse	
Robert Godula	Campus Pastor	Calvary Chapel Bible College

### Section III – Facility

#### Floor Plan

The majority of the classrooms are located on the lower level; however, there are several classes and activities that are conducted on the upper level; including two preschool rooms, Middle School Science (R/201) and the sanctuary (chapels). The school office is located on the lower level, as is the school nurse's office, room 113.

#### Parking

Parent and visitor parking during the day is to be only on the south side of the building only, where the school entrance is located. There should be no parking in the fire lanes right up against the doors, when parents are dropping off their children. For end-of-day pick-up, parents line up in their cars in the south parking lot. ***Please remember that state law does not permit cars to pass loading or unloading buses.***

#### Playground

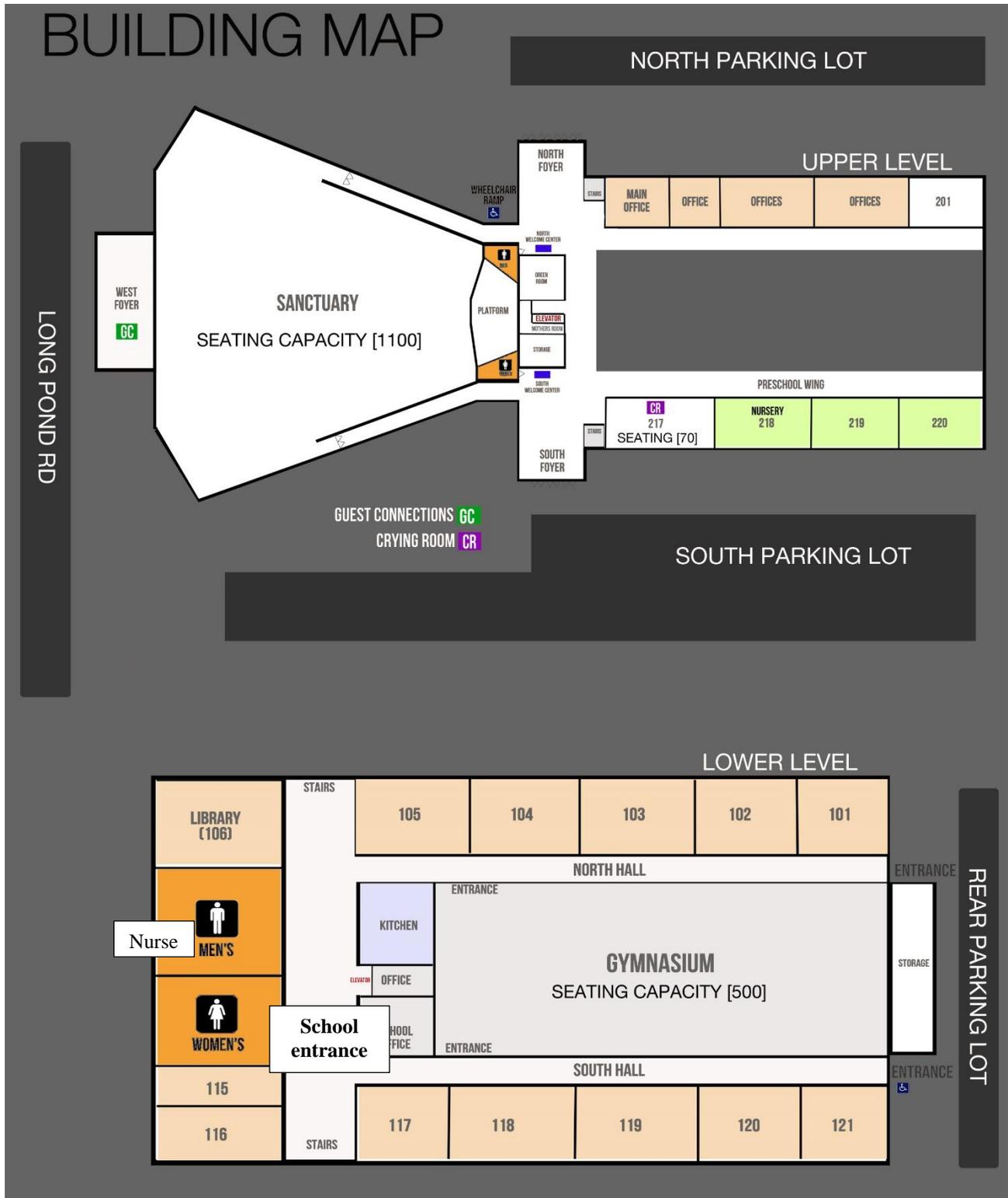
Weather permitting, classes can use the playground during recess, free time, or during gym classes. Children are to use the equipment as it was designed to minimize risk of injury.

#### Restricted areas

The following are restricted areas where students are not allowed to go without teacher or administrator approval (unless escorted):

Upper level: Men and Ladies lavatories  
 Preschool wing  
 Church offices and the north foyer  
 Associate pastors' and church business offices  
 Elevator  
 Lower level: Gym  
 Main Office  
 Lockerooms  
 Restrooms  
 Workmen's shop  
 Stairwell: North stairwell (outside the library)

# BUILDING MAP



The school security system includes electronic buzz-in for the main school entrance and delivery doors, with cameras, to identify who is requesting entrance. School staff enters using assigned swipe cards. To insure a safe and smooth day the staff uses two-way radios for dismissals, as well as for all teachers with classes outside. Administration, the school office, the nurse, and school maintenance have the radios. A zoned public address system reaches all areas of the school.

Other measures taken to insure a safe school environment include but are not limited to having an automated external defibrillator (AED) located across from the nurse's office on the wall (see the map), background checks are done for those working with children, and strategic placement of security cameras throughout the building. A Safety Committee reviews and makes suggestions for improvements for all aspects of the building. This allows GCS to be proactive in all aspects of safety for our students.

## Section IV – Program

### Ancillary Programs

**Accelerated Reader:** This program is used by classroom teachers to encourage reading and to reinforce comprehension. Students read books from the Accelerated Reader selection and are tested for comprehension using computer software from Renaissance Learning. Use of NEO 2 wireless keyboards, and upgraded software enhance this program as well as provide keyboarding practice.

**Chromebooks:** All students at GCS receive a Chromebook for use at school. Each student is responsible to the care of their Chromebook, and a repair charge will be issued for damage (after one “grace” occurrence).

**Fire Safety:** Each year the North Greece Firehouse conducts fire safety talks with each of the grade levels, as well as sponsoring a poster contest for EDITH exit drills. The contest winner gets a ride to school on the fire truck! Every other year their mobile house is brought to the school for more exit practice.

### ClassroomSubjects/Textbook Publishers

Grade	Subjects	Textbook
<b>Kindergarten</b>	Bible Phonics / Spelling Language Reading Handwriting Math Science History	Christian Schools International Abeka / Words Their Way Abeka Abeka/Reading A-Z Zaner Bloser enVisions Math (SF/AW) Teacher created materials Teacher created materials
<b>First Grade</b>	Bible Phonics Language Reading Spelling Penmanship Writing Math Science History/Map Skills	Abeka Abeka BJU Press Abeka, Accelerated Reader Words Their Way Zaner Bloser BJU Press enVisions Math (SF/AW) BJU Press BJU Press

<b>Second Grade</b>	Bible Phonics Language Reading Spelling Penmanship/Cursive Writing Math Science History/Map Skills	Abeka Abeka BJU Press / A Beka Abeka/Reading A-Z Words Their Way Zaner Bloser Writer's Workshop enVision Math (SFAW) Abeka BJU Press
<b>Third Grade</b>	Bible Language Reading Spelling Penmanship/Cursive Writing Math Science History/Map Skills	Christian Schools International BJU Press Abeka/Chapter books/Reading A-Z Words Their Way Zaner Bloser Writer's Workshop Envisions Math (SFAW) BJU Press BJU Press
<b>Fourth Grade</b>	Bible Language Reading Spelling Penmanship/Cursive Writing Math Science History	Christian Schools International BJU Press Abeka/Chapter books Words Their Way Zaner Bloser BJU Press enVisions Math (SFAW) BJU Press Abeka/BJU Heritage
<b>Fifth Grade</b>	Bible Language Reading Spelling Math Science History Writing	Christian Schools International BJU Press Abeka/chapter books Words Their Way enVisions Math BJU Press Abeka Abeka; BJU Press

<b>Sixth Grade</b>	Bible Language Arts Reading Social Studies Math Science Computer Tech	Study of Genesis through Esther BJU/Abeka/Supplementary materials Abeka/Accelerated Reader/Chapter books/Bible Abeka Pearson Silver Burdett Teacher created
<b>Seventh Grade</b>	Bible Language Arts Social Studies Math Spanish 1A Science	Study of Job through Malachi Abeka/Supplementary materials/Accelerated Reader BJU Press – US History Pearson Spanish for Mastery I/Realidades/Spanish is Fun BJU Press
<b>Eighth Grade</b>	Bible Language Arts Social Studies Math Spanish 1B Science	Book of Revelations Abeka/Supplementary materials/Accelerated Reader BJU Press – US History Pearson Spanish for Mastery I/Realidades/Spanish is Fun Prentice Hall

### **Educational Standards**

Greece Christian School believes in promoting excellence. Standards are made in keeping with the school’s philosophy of education. Each student is expected, as determined by teachers and administration, to:

- (1) Complete all regularly assigned work on time.
- (2) Achieve educational standards consistent with his or her academic ability.
- (3) Meet school standards of conduct.

Parents will be notified should their child not meet these standards and the student may be placed in the Student Support System. A probationary period, including academic intervention, may eventually be set and should sufficient progress not be made academically, summer enrichment may be considered, or the student may not be readmitted the following school year.

**Preschool:** GCS offers a quality preschool program two, three, and/or five mornings per week program to three and four year old children. A safe, orderly, and caring learning setting is provided using an interactive approach to education with proven, age-appropriate curriculum. Admission to the Preschool program requires completion of an application and fee, a meeting with the preschool director who will review the application, and, once accepted, immunization records submitted to our school nurse. For more information about the pre-school or to schedule a visit please call the preschool director at 723-1165.

### **Special Area Subjects**

- **Art:** Students at Greece Christian School have art classes each week for forty minutes, taught by a degreed art teacher. The goal is to develop their skills and introduce the students to the varied facets of art. Students learn an appreciation for art as expressed in our world.
- **Music:** Students in K- 8 have instructional music classes for one 40 minute period each week. An emphasis on worship is maintained by the teacher.
- **Physical Education:** Students have two scheduled PE classes each week, with additional supervised activity time after lunch.
- **Library:** All K-5<sup>th</sup> classes have a Library period once each week for 40 minutes, with half in Library and the other half in Art. Students are encouraged to use the library at other times such as before school. Our over 6,000 volume library collection can be accessed by our Renweb online school management software.

### **Spiritual Life**

**Chapel Services:** Helping a student's development their spiritual life is an integral part of our school's mission. Weekly chapel services are a focal point of our school. Each week the chapel services provide an opportunity to worship under the direction of our campus pastor. In addition, the messages may also be presented by school staff, church pastors, and the other local pastors and missionaries at various times. Chapel services are on Wednesdays, with grades kindergarten through fourth in the first chapel, and grades fifth thru eighth with their own separate chapel. **Chapel offerings:** Offerings from the two GCS chapels help support our partnership with Latin America Childcare and Compassionate Childcare for childcare sponsorships.

**Middle School Bible:** The middle school Bible program is a comprehensive study of the entire Bible. This means the middle school student attending grades sixth through eighth will receive instruction covering the entire Bible. In sixth grade the Bible curriculum covers Genesis to Esther. In seventh grade the class covers Job through Malachi. Then eighth grade does a deep study of the Book of Revelations. All our Bible instructors are licensed ministers who are very experienced in teaching the Bible. We have created these classes so that our students can develop a Biblical Christian world view, in order to fulfill II Tim 2;15 where it says, "*Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.*"

### **Student Success Support (SSS)**

The goal of the SSS is to address barriers to learning in four main areas:

1. Academics: Speech, Learning disabilities, English Language Learners (ELL)
2. Health: Problems with focus/attention, Hearing, Vision, Child abuse
3. Behavioral/Spiritual: Acting out, Bullying, Discipline, Disrupting the class
4. Attendance: Home issues, Parent issues

Although students identified with disabilities are in the Student Success Support, the SSS is also a "process" to ensure success for all our students through pre-referral strategies and collaborative meetings.

The Student Success Support consists of three Levels:

First Level of Intervention- Teacher/Parent.

What can be done without entering a child in the SSS. The key to this level is understanding reasonable accommodations. The teacher contacts the parents/guardian to discuss strategies to assure success in the classroom. A GCS Pre-Strategy Form is filled out. Documentation should be entered into RenWeb. After a marking period the strategy is reviewed for effectiveness. If there is progress, then it may continue. If insufficient progress is made, then there will be a consideration to change the approach or move the student into the SSS.

Second Level of Intervention- Teacher/Parent/Administrator

After using the strategies agreed upon, should the concern still exist after a five weeks, the teacher will elevate the concern to the lead teacher and team to identify alternate strategies, if any. The teacher is responsible to alert the parent of the changes, and to put a copy of the meetings notes in the student's cumulative folder and changes into RenWeb. An observation by the lead teacher or administrator may be agreed upon after which the observer will share her notes with the teacher and administrator (if done by the lead teacher). The administrator is responsible to record and document decisions and actions taken from this point forward. The option of assigning a Title 1 tutor in grades 1-5 may be examined. Any tutoring given in school will require developing measurable goals and a meeting with the teacher, parent, administrator and tutor.

Third Level of Intervention - (Outside agencies)

Students falling into this category may: be functioning two years behind in two or more subjects, have severely poor organization skills, have a poor self-image as a learner due to repeated lack of success, and/or have: auditory processing, speech/language difficulties, learning disabilities, ADD/ADHD, or dyslexia. In these instances the school will work with the family for possible additional testing, private or through Greece Central School District. In addition, private tutors or agencies and/or GCSD tutors may get involved.

Additional programs in this area include:

**English to Speakers of Other Languages (ESOL):** Students who transfer to GCS currently classified as *English Language Learners* (ELL) will receive (as Title I funds are available) English language tutoring. They will take the year-end NYSESLAT (New York State English as a Second Language Achievement Test), to determine annual progress and possible Proficiency (to be unclassified as an ELL).

**Tutoring:** GCS offers a limited tutoring program based primarily on annual Title 1 funding.

Students that are deemed "at risk" (of not meeting grade level standards) in grades K- 8<sup>th</sup>, as determined from report card grades and standardized test scores, may qualify for tutoring. Tutoring takes place during school hours at GCS with Sylvan Learning Center program. Summer enrichment programs are also a possibility as needed.

In addition, parents may be asked or elect to privately pay for tutoring in order to help keep their child at grade level. This could be through an outside tutor or program or with a GCS teacher or tutor

during the school day.

**Counseling:** School administrators may at times be involved in short term counseling of students regarding academics, behavior, or other issues affecting their progress in school. In addition, pastoral counseling may be available to students and their families.

**Speech and other services:** Greece Central School District (through BOCES) provides Speech at times, as well as Occupational and Physical Therapists, and tutors to GCS students they qualify through testing to receive special services.

### **Summer Programs**

Summer enrichment: A student may be asked to enroll in a summer course or tutoring, should they not pass a core subject during the school year. Based on available funding, students in the Student Success Support (SSS) in grades Kindergarten through Fifth may receive summer tutoring.

Any student with a failing average during the school year in either Math or English will be required to take appropriate summer remediation based on the SSS year-end committee's review as a condition to return to school at grade level.

Parents may also elect to hire a private tutor from GCS for summer enrichment for their child.

Summer reading: all students are encouraged to read during the summer.

Middle School students will have a summer reading assignment consisting of several books, with reports or projects due in September.

## **Section V – Policies**

### **Admissions**

The following criteria are considered in K-8<sup>th</sup> admissions decisions:

- 1) For kindergarten, the child will be five years of age on or before November 30<sup>th</sup> of the year entering school (Note: districts only bus based on this).
- 2) Parents indicate a firm desire to educate their child in a Christ-centered environment.
- 3) Parents are expected to commit the spiritual development of their children to the cooperative efforts of the home, church, and school.
- 4) The family demonstrates a lifestyle in harmony with the purposes and objectives of Greece Christian School, including membership or regular attendance in a local church fellowship.

**Admissions Procedure:** Families of current students have priority registration. Open registration generally begins mid-March each year. To be considered for admission the following is required:

- 1) **Interview:** Amos 3:3 states *“Can two walk together, except they be agreed?”* In order to best partner with parents for the Christian schooling of their child(ren) parents or guardians will have a personal interview with the principal. It is a time to get acquainted, to clarify what are the academic and spiritual expectations of the family, learn more about GCS, and to review academic

records to determine if placement testing might be in order. At that time any recent report cards, standardized test results, AIS or IEP's, and Individual Home Instruction Plans (homeschool only) should be submitted to the principal for review. During the interview there is ample time for the parents to ask any questions about the school and its programs.

**Kindergarten:** All candidates for kindergarten are required to take a readiness assessment given by the GCS kindergarten teacher. They must score at the appropriate level for their age.

**Middle School:** All candidates for Middle School are required to attend the a family interview with the principal. Arrangements can be made for the student to “shadow” for a day at this time as well.

2) Tour the school.

3) Completed registration forms must be received by the school office registrar, along with the required admission fees, for the application to be reviewed.

Application Forms include:

- 1) School application
- 2) Parental Agreement form
- 3) Pastoral Reference form
- 4) Tuition Worksheet
- 5) Greece Central School District Health forms
- 6) Birth certificate
- 7) Previous academic records
- 8) Home Language Questionnaire (if applicable)

*Note: Applications for admission are considered on a first-come first-serve basis. In the event that a class maximum size is reached, an applicant can be put on a waiting list.*

4) Admission testing. GCS has developed short, grade specific math and English language arts assessments for students transferring in for grades 1<sup>st</sup> through 8<sup>th</sup>. These tests may administered by school staff and help us to identify any special needs, remediation, or enrichment. They are used along with report card grades and standardized test results to determine proper grade placement as well.

5) Once reviewed, families will be notified in writing of acceptance and will receive busing forms to submit to their respective school district transportation department.

### **Attendance and Absences**

Regular attendance is essential for successful class work. Parents are asked to notify the school office, at 723-1165, before 8:30 AM if their child will be absent for the day. The student who is absent must bring a written excuse from his parent or guardian to his homeroom teacher on the day of his return. All absences are considered excused or unexcused. Examples of excused absences include illness of the student, medical and dental appointments, and death in the family.

Whenever a child is to be taken out of school during the day, such as for a medical or dental appointment, the parent should send in a note indicating the time of dismissal. When picking up, the parent must sign

out the child at the school office and, if he returns, should sign him back in. Any late arrivals (students taken to school after 8:40

AM) also must be signed in at the school office before reporting to class. (Note: the school office should also be informed at that time whether the child is buying lunch as their class order may have already been completed for the day).

Greece Christian School uses a Comprehensive Attendance Plan (CAP) that mandates that we take attendance each time a class leaves one room for another, as well as follow through and help families when absenteeism rises.

### **Awards**

Perfect Attendance: A student who maintains perfect attendance throughout the year with no tardiness or unexcused early dismissals.

President's Award: Given to those 8<sup>th</sup> grade students who score above average on their standardized tests and report cards over a two year period.

Academic Excellence: Given to the top two students in each subject in a grade.

Art Awards: Given yearly at the GCS Art Show or awards ceremonies

Honor Roll and High Honor Roll

Fruit of the Spirit Award recognition

### **Bible Versions**

The Bible is the number one book at the Greece Christian School! GCS uses the New King James Version, as well as the King James Version, for memorization.

### **Child Abuse**

GCS provides annual training to all teachers and staff in the area of child abuse and reporting. Professional staff at Greece Christian School, who believes that a child coming before him in his professional or official capacity is an abused child, shall immediately report such concern to the principal. An abused child is defined by New York State "as a child who exhibits evidence of serious physical or mental injury, not explained by the available medical history as being accidental, sexual abuse, or serious physical neglect if the abuse has been caused by the child's parent or person responsible for the child." Abuse does not include harm arising from environmental factors which are beyond the control of the (parent or) person responsible for the child's welfare such as inadequate housing, income, clothing, and medical care.

Reporting and Investigation: When Christian families enroll their children in GCS they entrust them to the care of the faculty and staff, who in turn covenant with the parents to guide and protect their children. However, school faculty and staff are required by law as Mandated Reporters to report to Child Protective Services (CPS) whenever they have reasonable cause to suspect that a student has been abused or maltreated. Such reporting will be done in conjunction with the principal or his designee and shall be kept confidential.

### **Classroom Visits**

Parents are welcome to visit the classrooms by making prior arrangements with the teacher first, and may volunteer in the classrooms as needed.

Shadowing. On occasion a potential student will “shadow” at GCS for a half or whole day. All requests for shadowing must be approved by school administration.

### **Concerts**

As a part of the “performance” criterion of the Music curriculum, Greece Christian School mandates attendance for all students at concerts announced via the school calendar. These may include a Christmas or winter program and spring Fine Arts. The same rules governing school attendance as to excused or unexcused apply to the concerts. Should a student have an excused absence, an alternate assignment will be given. Students with unexcused absence will have their Music grade lowered one letter for that quarter.

### **Discipline Policy**

#### **Discipline Statement:**

Believing that discipline is necessary for the welfare of the student as well as the entire school, and in order for the school to run smoothly, rules must be observed and enforced. Each teacher is given the authority of making and enforcing classroom rules of conduct and behavior in the manner in which he or she feels is in accordance with Christian principles and following school policy. The following policy will govern the teachers and administrators as to when and how to discipline the students. Consequences for Level I misbehaviors will be conducted by the teacher in most situations. Consequences for Level II and III will be directed to an administrator.

#### **I. Level of Behaviors**

##### **Level Offenses: *Managed by the classroom teacher.***

Teachers may post visual class rules systems in the room for the student to see, as well as a chart recognizing good behavior and following of classroom rules. In addition, special area and middle school teachers will report any significant or reoccurring breaking of the rules to the homeroom teacher. These behaviors are not all inclusive, but could include the following:

- Classroom disruption/blurting out
- Teasing others/disrespectful to others students
- Chewing gum or candy when not allowed
- Violates dress code
- Late for class
- Unwholesome talk
- Use of electronic device
- Lies or cheats
- Unwholesome talk (admin)
- Dress code (teacher)
- Teasing others (admin)
- Disobeying posted rules bathroom rules (admin)
- Electronic devices outside the room (admin)

**Level I Event Possible Consequences:**

Teacher warning

Fill out "Think sheet"

Teacher detention

Parent notification

Parent conference

*3 Level 1 offenses result in 1 day out of school detention*

**Level II Events:**

Fails to follow computer related code of ethics (see the attached code for computers)

Acts in a manner that is defiant toward any school personnel

Destroys the work of other students

Causes minor vandalism to school property or other student's property

Threats to bully or to hurt others

Consistently disrupts the classroom (has been given consequences for this in the past/parents have been called)

Misses a scheduled detention

Second offense with an electronic device

In an off-limits area

Play fighting/wrestling

**Level II Events Consequences: *managed by school administration***

Parent conference

2-3 day detention

Electric device is taken

Behavior contract

**Level III Event: *Managed by the administration and placed in Ren-web.***

Physically fighting

Brings in a knife or other weapon

Commits theft of school property or personnel property

Uses profanity, abusive language, racially, ethnically, religiously, or sexually derogatory statements

Uses inappropriate words such as "bomb", "kill", or "shoot you"

Endangers the safety of others

Causes significant vandalism

Breaking major code of ethics for the computer

Bullying/harassment that is targeted consistently against another student

Three suspensions for the same misbehavior

**Level III Event Consequences: One or more of the following:**

Loss of privileges

3-5 day suspension

Possible expulsion

Referral to law enforcement

## Computer and Technology Code of Ethics

### Student Pledge

The Greece Christian School is committed to incorporating technology where practical and advantageous to learning in all subject areas. To that end the computer network and internet access are used to support projects, communication, and research at the school. GCS utilizes basic internet filtering software to prevent access to materials deemed harmful to minors. The school will monitor Internet and computer use by students. No user shall have any expectation of privacy regarding material transmitted or received via the school's computer network. In addition, the use of the computer is a privilege, not a right, and inappropriate use will result in cancellation of those privileges as well as additional consequences.

### Code of Ethics Pledge

- I will protect the privacy of others (will not try to learn the passwords of others)
- I will not copy, change, read, attempt to read, or use programs on another person's file
- I will not make unauthorized copies of software found on the internet
- I will not attempt to gain unauthorized access to systems programs or computer equipment
- I will not attempt to modify hardware or software in any way
- If I identify a security problem I will notify an administrator and not show others
- I will not use the Internet to participate in any illegal activities
- I will not use the Internet to harass anyone (bullying, hate mail, and other anti-social messages.)
- I will not use the Internet for email
- I will not try to access inappropriate material that does not reflect God's righteousness

*Failure to follow these codes will result in the loss of the right to the computers. Other appropriate discipline may take place, as needed, for students, according to the level of offence.*

### Dress Code

Greece Christian School has an official logo uniform shirt that is ordered at the Official GCS Online Store. All students are required to wear this shirt and are to conform to the other elements of the Dress Code as well, as listed below. All GCS-logo articles of clothing are ordered monthly from Casual Fridays.

	Style	Comments
<b>Shirts</b>	GCS polo shirts	Purchased through the online store and will be delivered to the school office with GCS emblem on them. Colors: White, Navy, Light Blue, Gray
<b>Hoodies / Sweaters</b>	GCS hoodie or cardigan sweaters	GCS hoodies are purchased through the online store. GCS polo shirts must be worn under sweaters and hoodies if outer clothing is not to be worn all day.
<b>Pants</b>	<i>See Comments</i>	Pants must be worn in a comfortable and loose, but not sloppy, manner. Cargo, spandex, jeans, jeggings or ripped styles are not allowed. While most stores sell uniform pants, stretch (ie. leggings) slim-cut and form-fitting are not permitted. Colors: Navy, Khaki, Black, Grey

<b>Footwear</b>	Shoes sneakers/sandals	Socks or stockings must be worn with all footwear. Not allowed: shoes that leave marks on the floor, heels higher than 2", heellies, sandals without backs, and winter boots in school.
<b>Shorts/Skorts</b>	<i>See Comments</i>	Shorts/Skorts must be worn in a comfortable and loose, but not sloppy, manner. Must not be shorter than 1" above the knee. Kindergarten through 3rd grade only. Colors: Navy, Khaki, Black, Grey
<b>Jumpers/Skirts</b>	Uniform	Must be mid-knee or longer. Slits on skirts (and dresses) must not be more than 1" above the knee. Legging will be allowed only with jumper/skirts. Colors: Navy, Khaki, Black, Grey and Plaid.
<b>Hair</b>	<i>See Comments</i>	No extreme colors or styles. School administration reserves the right to deem certain hairstyles inappropriate.
<b>Make-up</b>	<i>See Comments</i>	Make-up must be light and blended to complement the girl's natural skin and hair tones (no "goth", "punk", etc.). Light colored nail polish - no black or purple, etc.
<b>Concerts/Graduation</b>	Dress	Girls must wear a jumper, skirt or dress. Jumper or skirt must be worn with a blouse. Item must be no more than 1" above the knee. Where item has slits: the top of slit must be no more than 1" above the knee. Dress shoes required. All clothing must conform to GCS standards of modesty and decency. Sleeveless or "spaghetti" strap dresses or tops are not permitted.
<b>Gym</b>	Uniform	Gym uniform for grades 1-8 are ordered through the school office; royal blue shorts (mid-thigh or longer) or loose fitting royal blue sweat pants with a solid gray t-shirt with GCS logo or royal blue sweatshirt with GCS logo. Kindergartners are not required to wear gym uniform.
<b>Accessories</b>	<i>See Comments</i>	Jewelry permitted include delicate necklaces, bracelets, rings, no more than two earrings per ear (girls), and watches. Not allowed include: large dangling jewelry, ankle bracelets, hats, scarfs, gloves, vests, body piercings, and chokers.
<b>Casual Dress Days</b>	<i>See Comments</i>	Students are expected to wear clothes that are in good repair (no holes or ripped-out knees) and are modest fitting. Sleeveless and mid-drift shirts are not permitted.

GCS administration and faculty reserve the right to interpret the above Uniform Dress Code in a way that is consistent with the GCS Mission and Purpose applying Scriptural standards of decency and modesty. The school administration may modify the above Uniform Dress Code throughout the school year as deemed necessary to accomplish this.

***Note: Please label all school uniforms and any other clothing of value, with your child's name for identification.***

### **“Dress Down” (casual dress) Days**

On special occasions the school or select grades may be awarded a “casual dress” or “dress down” day. This is generally *the last Friday of each month*. All clothing must be in good condition, modest, and not display any overtly worldly writing.

### **Cell Phones and Electronic Devices**

No cell phones and electronic devices are allowed to be used at school without teacher permission. Upon arrival at the school building, these devices must be turned off and put away for the day. If a student is using one or has it out during the day, it will be confiscated and kept at the office until it is picked up by a parent. Students who need to make a call during the day should come to the school office. If parents need to contact their student, please do so through the school office. Should a student receive prior permission to bring an electronic device into school for, for instance, a special project, *the school is not responsible for the damage or loss of any student's personal electronic device.*

### **Emergencies**

Greece Christian School will adhere to the same schedule for school closing as the Greece Central School District. Notification of these closings will be given over the area television stations. Parents are responsible to inform their children what to do in the event they are sent home early. The school will use an automated phone system to call parents to inform them of early dismissal; however, parents must fill out the early dismissal form annually so the office has proper instructions and a day time phone number for each child.

### **Field Trips**

Generally, a fall and spring field trip is planned by each grade level teacher, which are principally educational in nature. While parents may occasionally be needed as drivers, most trips require that we use a Greece Central school bus and driver, the cost of which is included in the field trip cost.

### **Financial Expectations**

As a ministry, our financial policies reflect our commitment to families. Greece Christian School has several tuition plans available using FACTS Tuition Management with ACH transfers. When a monthly or bi-annual plan is specified, tuition is due on the first, 15<sup>th</sup> or last day of the month as chosen by the family. A late charge of \$20 will apply after that. As you commit financially, our school is willing to believe with you for your child's education. Our tuition remains affordable because of the faithfulness of parents, and the support from our parent ministry, Greece Assembly of God. Scholarship money is limited, and is primarily reserved for middle school when available. Any request for assistance requires a financial disclosure statement to be completed by the family and approved by a review committee.

## **Fund-raising**

Fundraising helps GCS maintain a level of excellence in Christian schooling by allowing us to participate in special programs, and purchase equipment, computers, and furniture as needed. A **\$200 fundraising fee per family** is required for enrollment. Several fundraising opportunities are then given throughout the school year to "earn" this fee back. A coupon book fundraiser happens in the fall, along with a spring candy sale. Any monies raised over and above the fundraising fee are used for various school improvements or may be applied to a class trip. Fund-raiser fee reimbursement checks then are distributed to families, or may be donated to the school, once the family makes the necessary sales. Other fund-raisers that are held, but do not contribute to the Fundraising Fee, may include are the Scrip program (for sports), dinners, car washes, etc. No other fund-raisers (or sales) at the school by students are allowed, unless first approved by the principal.

## **Grading**

In Kindergarten quarterly grades are: E (Excellent); S (Satisfactory); N (Needs Improvement); U (Unsatisfactory); I (Improving); and NA (Not applicable this quarter). In addition, there is space for teacher and parent's remarks. GCS uses a computerized report card format. Letter grades are given to students in grades one through five. To determine the quarterly average for honor roll, special areas subjects are weighted at one quarter of the core area subjects. Middle school grades are numeric (percentage):

97-100	A+	77-79	C+
90-96	A	70-76	C
87-89	B+	65-69	D
80-86	B	Below 65	F

When a student receives an Incomplete (I) on the report card work must be completed within two weeks after the end of the marking period. Failure to complete outstanding assignments after this two-week period will result in the "I" being changed to whatever the student's grade average is for the quarter. Any extensions must be approved by the principal.

The GCS grading policy rule of thumb is based on the premise of mastery of content in any given subject area (i.e. 80% indicates 80% mastery of content, etc.). Teachers post grades online using Ren-Web for parents and students to view via the Parent portal. Parents can expect to be informed at Orientation of a teacher's online grade posting schedule and the grading algorithm (i.e. percent for tests, quizzes, homework, etc.) being used. The goal in this area for GCS is to standardize grading practices across Middle School, grades 3<sup>rd</sup> thru 5<sup>th</sup>, and grade 1<sup>st</sup> and 2<sup>nd</sup>. Parents will need an email address to be issued their username and password for the RenWeb Family portal; and by going to the school website and clicking the link on the left side to request a parent login.

## **Health Office**

Grece Christian School has a registered nurse provided to our school by the Greece Central School District. New York State requires immunization and health records to be on file for all school children. Parental cooperation in compiling these records is imperative. All students in grades K, 2, 4 and 7 are required by law to have a physical examination. If parents do not provide us with the completed examination form, a physical will be given to the student by the school doctor appointed by Greece Central School District.

**1 - Illness.** Any child, who has symptoms, or the beginning of an illness, should be kept home. Should a child present symptoms of sickness upon arriving at school or during the school day, you will be called to come and take your child home.

**2 - Immunizations.** New York Public Health Law 2164 requires that in order for a child to attend school he/she must be properly immunized against: diphtheria, poliomyelitis, measles, varicella, rubella, Hepatitis B, and mumps. Proof of immunization must be received by the GCS Health Office before a child enters school.

**3 - Medicine at school.** If a student must take medication during the school day, the medication must be brought to the Nurse's Office by a parent or guardian. Medication must be in the original pharmacy container or a sealed "over the counter" container with a written consent form from your child's doctor. Two pictures of the child must be provided for identification purpose. One picture will be attached to the medication card and the other to the corresponding medication container.

**4 - Accidents.** The teacher is responsible, by law, for students in his care. Any accident of a serious nature which occurs in the classroom, on an activity field, or on a school sponsored trip will be reported to the office. Parents will then be notified. Minor first aid will be given at the Health Office.

**5 - Sports.** Students participating in competitive sports must have a physical within the past 12 months and be certified by the school nurse for each sport.

**6 - Dental Examinations.** New York State Education law requires that students entering in a school district be advised of the importance of having a complete dental exam done. Please provide proof that a dentist has performed this examination during the previous 12 months or that such an exam is scheduled. Your dentist may submit a form or note. If the dental exam is scheduled after school has started, we require a note stating the scheduled date of the exam.

**7 - Allergies.** Food allergies can be life threatening. At GCS we work to reduce the risk of accidental exposure to food by working with students, parents, and physicians to minimize the risks and provide a safe environment for food-allergic students. A family should notify the school of any allergies your child might have by completing an allergy form and, if merited, develop an accommodation plan with the school leadership.

## **Holidays**

Grece Christian School recognizes all federal (school) holidays, but not necessarily the same *number* of days off. At Thanksgiving time we have an all-school turkey dinner and at Christmas, classes have celebrations before leaving on break. Age-appropriate teaching, from a historical and Biblical perspective, is taught on all other special calendar days.

## **Homeschool**

Greece Christian School encourages parents to raise their children up in the way that they should go, instructing them in the precepts of God. To that end, GCS maintains a limited Homeschool Support system which allows parents who homeschool the opportunity to coordinate their curriculum with that being used at GCS. At present there is no cost to parents for this consultation. Other activities such as student pictures and participation in class trips or outings may be available at the discretion of the principal.

## **Homework**

The purpose of homework is to reinforce the concepts taught during the school day, and may be differentiated at the discretion of the teacher at times. Parents will be able to log onto their specifically assigned online account within Ren-Web to view what assignments have been assigned by their teacher(s). GCS maintains a “no excuse” policy regarding homework. Parents can expect to receive the teacher’s homework policy at parent orientation. In addition, parents will be notified when homework is not being completed on a consistent basis. Students may benefit from the use of personal planners to learn organizational skills, especially in the older grades. Homework for these grades, however, is also posted on RenWeb for their access, as well as for the parent. The GCS guideline for homework is 10 minutes per numeric grade per night (i.e.  $3 \times 10 = 30$  minutes for 3<sup>rd</sup> grade;  $8 \times 10 = 80$  minutes for 8<sup>th</sup>, etc.); however, the time may vary depending on your child, if there was a study hall, etc.

Generally, working on assignments in a quiet environment in the same place each day yields the best results. A student should not spend “hours” normally, on homework. If an assignment is requiring an unreasonable amount of time a parent should get involved and write a note to the teacher indicating the amount of time already spent and progress made. Should concerns arise, a parent may contact the teacher. If a student is out for a prolonged period of time (generally for more than a day) due to illness or other excused reason, a parent must contact the school before noon as allowance is made in order to arrange to pick up the work your student has missed. All work needs to be made up within a reasonable length of time as determined by the situation and teacher. If a student has an “elective” absence (as with a family vacation), a parent must contact the teacher at least *one week in advance* to allow the teacher time to try and estimate class progress and assign work that they expect to cover. For credit, the student is required to hand in all assignments when they return to school. GCS may ask students with homework past due to be in Homework Help during second lunch, or after school. After eating, they will use the remainder of the time to work on homework with an assigned teacher in the room.

To support student attendance in mid-week church programs GCS has a “no homework” policy for Wednesdays / “no major tests” policy for Thursdays. However, if seatwork was not completed in class or in a study hall, or assignments are “past due” the work is still expected to be turned in on Thursday for credit.

## **Honor Roll**

Students in grades 4<sup>th</sup> – 8<sup>th</sup> may earn Honor Roll or High Honor Roll status. Students with a minimum average of 90% will be awarded Honor Roll. Those students with an average of 95% or higher will be awarded High Honor Roll status. Special area grades are included at a “weight” of 25% of that of the academic subjects.

### **Inappropriate items**

Students are encouraged to choose literature of Godly virtue. We reserve the right to confiscate materials we deem inappropriate. (Phil. 4:8 - *Finally, brethren, whatever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*)

Any materials, such as books, games, cards that have anything to do with the occult, such as, witchcraft, gothic, vampires, mysticism, or necromancy are prohibited both on the bus and on school grounds. Examples of these would be Pokémon cards, Harry Potter materials, or books such as the Twilight series. Lev. 19:31 says, “Regard not them that have *familiar spirits*, neither seek after wizards, to be defiled by them: I am the LORD your God (KJV).” Familiar spirits in the Hebrew means: “those who pretend or communicate with the spirit world.”

### **Insurance**

Greece Christian School carries insurance on all students enrolled during the school year. Should it become necessary to make a claim for an accident occurring on school property, for instance, parents would need to submit to the school office documentation as to what out-of-pocket expenses they incurred. A claim will then be made for that amount to our underwriter.

### **Locker Use / Locker room**

All girls in grades 6<sup>th</sup> thru 8<sup>th</sup> are assigned a locker within their locker room. No displays or writing on the outside of the locker is permitted. Students are expected to provide their own lock for their locker (giving their combination to the school office but *should not give their combination or key to others*). Also, locks are to be locked during the day, orderliness of their locker maintained, no changing of lockers without first getting permission from the school office, and nothing of an inappropriate in or posted on their lockers. Lockers are the property of the school and can be inspected at any time by school administration. Students are not allowed to go into other student’s lockers. The school is not responsible for objects kept in lockers. Locker room privileges may be suspended if locker room rules are not followed. These rules are covered at the Middle School orientation at the beginning of each school year and are also posted in each locker room.

### **Library**

Greece Christian School maintains a library to serve the educational needs of its students. In addition, NEO’s are available for student use.

#### Library Regulations

1. Every book must be signed out before it leaves the library.
2. Books are due after one week and can be renewed twice. Exceptions are made for book reports and other long-term assignments.
3. Books can be returned any school day to the Book Return Crate located just inside the library entrance.
4. First Graders can check out one book each week. This book must remain at school. The First Grade teacher will allow time during the school day for students to read their library books.

Students in grades 2<sup>nd</sup>-8<sup>th</sup> can check out two books. These can be taken home to read. Books that are labeled 6-8 are reserved for only grades 6<sup>th</sup>-8<sup>th</sup>.

5. Students with overdue books will not be able to check out more books.
6. Overdue notices will be sent home with the students on a quarterly basis.
7. All books must be returned by June 1<sup>st</sup>.
8. If a book has not been returned to the library by the end of the school year, the replacement costs will be required before the final report card is released.

### Library Guidelines

A. The library will provide books and media materials which:

1. Support the goals of GCS's statement of philosophy and purpose.
2. Support and enhance the instructional program of the school.
3. Provide the resources by which students can be stimulated to grow emotionally, intellectually, and spiritually.

### B. Selection of Library Materials

The following guidelines will be considered in acquiring library materials:

1. Appropriateness: Those materials that support Biblical standards for thought, behavior, and speech according to the age and maturity of the student.
2. Educational Potential: Those materials that have potential for developing a student's academic skill, enlightening a student's knowledge of God's awesome creation, deepening a student's faith, and sharpening a student's sensitivity as a responsible, responsive Christian.
3. Moral Integrity: Those materials that present an honest, penetrating, and perhaps even challenging view of life.

Parents are able to view books their child has borrowed from the GCS Library via the Family Portal on the Ren-Web school management software.

### **Lunch**

A school lunch program is sponsored by Greece Christian School. Applications are reviewed following federal guidelines for *free or reduced price lunches*. Students can choose to bring their own lunch and purchase milk, juice, or snacks. Hot lunches are ordered daily from and prepared by the Greece Athena cafeteria and are served at GCS. Menus are provided on a monthly basis and consist of the regular entree, a combination, grilled cheese, or a peanut butter and jelly sandwich. Any student planning on buying a lunch at the school cafeteria must indicate so during attendance at their homeroom. Different systems are used in different grades to order lunch. Should a student arrive at school after attendance has been sent to the office, he must order a lunch via the school office at the time, he is dropped off. No child will go without a lunch should they not bring or fail to order. A lunch will be provided for them (unless they refuse it), and the parent will be notified as to the cost. Milk and snacks can be purchased at the snack table in the cafeteria. Parents can send money in with their child or establish an "account" for lunches or at the snack table by paying ahead. No "credit" will be given to students for snacks. Parents are to be advised that: the cafeteria does not have provision to heat up or keep student lunches cold at school, and that due to health concerns, energy drinks are not to be consumed while at school.

### **Outside Activities**

Classes will not be allowed outside when the temperature is below 32 degrees F. or the weather is severe from wind or the elements. Teachers are responsible for the safety and welfare of the children when outside and will observe during this structured play time. Teachers must notify the school office when they are taking a class out or to Sawyer Park, and must carry a communications radio with them.

### **Parent Teacher Conferences**

Good communication among students, parents and teachers is essential for progress. To facilitate this communication, one conference will be scheduled in the fall of the year for each student. Scheduled times are designated with teachers for most grades and all parents, but especially those whose child may be struggling in school, are encouraged to make the time to attend. Additional conferences can be scheduled at the request of parents or teachers throughout the school year.

### **Parties and Snacks**

Birthday party celebrations during class must have the teacher's permission. Store produced food only, or ice cream for all at lunch, are allowed to be given. Invitations to home birthday parties can be given at school provided that no one is excluded (i.e. all girls invited, or all boys, or the whole class). Students in grades Kindergarten through 5<sup>th</sup> have a compulsory daily mid-morning snack time of about ten minutes. If you want your child to have a snack please send in only healthy snacks such as fruit, crackers, vegetables, or granola. Greece Christian School will not provide your child with a snack.

### **Planners**

GCS encourages students to use planners to help develop organizational skills, however, assignments can be checked online by (middle school) students and (all) parents on their RenWeb account. All parents should make sure that they know how to access their family RenWeb account, and should call the school office if they need assistance with this.

### **Promotion and Graduation**

Promotion to the next grade indicates average or above mastery of the content of the previous grade level. Upon completion of the required core subject work, students in eighth grade will be promoted and given graduation certificates at a special service recognizing their accomplishment. A special kindergarten "cap and gown" ceremony is also held recognizing their accomplishments in kindergarten. Promotion to First grade requires sufficient evidence that the student is reading at grade level, and demonstrates sufficient maturity to move on. Our four year old preschool program also conducts a graduation service for the boys and girls.

### **Re-enrollment**

Each February GCS starts an approximate six week Priority Re-enrollment period where families currently with children at GCS can re-enroll for the upcoming school year. Priority Re-enrollment helps preserve a child's place in next year's roster, plus provides a discounted re-enrollment fee. *Only families that are current with their family tuition account are eligible to re-enroll.* After the Priority

Re-enrollment period ends, the school opens enrollment to new families. A student with referrals applying for re-enrollment will be accepted only on a provisional basis.

### **Report Cards and Progress Reports**

Students receive quarterly report cards sent home. Parents are expected to sign and return the envelope to the homeroom teacher promptly. Mid-marking period interim progress reports are sent by email for grades 1<sup>st</sup> - 8<sup>th</sup>. A failing grade on a report card will always be preceded by a call home from the student's teacher. New students to the school are "on review" and will receive bi-weekly reports during the first marking period to help with their transition to GCS. All parents set-up a **FACTS RenWeb username and password** so that they can log into the Family Portal at <http://gc-ny.client.renweb.com/pw/>. These parents can, at any time, see their student's grades and homework assignments. Interim progress reports and report cards also are viewable by using the Family Portal.

### **Schedule**

While a preliminary school schedule, consisting of days and time for middle school subjects and special area classes, is made up prior to the first day of classes, the final schedule is arrived at only after the first week of classes. The Middle School and Special Area daily class *times*, however, do not change and are as follows:

8:20 am	Doors open for school
8:40 am	Hallways/locker rooms clear and homeroom begins
9:00 am	1 <sup>st</sup> period begins
9:40 am	2 <sup>nd</sup> period begins
10:20 am	3 <sup>rd</sup> period begins
10:55 am	4 <sup>th</sup> period begins
11:35 am	5 <sup>th</sup> period begins / First lunch begins
12:20 pm	Second lunch begins
12:50 pm	6 <sup>th</sup> period begins
1:30 pm	7 <sup>th</sup> period begins
2:15 pm	8 <sup>th</sup> period begins
3:00 pm	Homeroom
3:05 pm	Bus Dismissal
3:10 pm	Parent pick-up by family vehicle individually

Three minutes prior at the start of every period is considered a "grace" period for middle school students to give them time to go to their locker, the bathroom, get a drink, and move to their next class. Attendance is then taken by the teacher for every new class. All K-5 specials area classes start on the times above.

### **Scholarships**

Greece Christian makes every effort to be a good steward of the finances that are available. Greece Assembly of God, our parent ministry, provides significant underwriting of the school through the provision and maintenance of the building and property during the day and covering utilities. Every

family then receives this benefit as a discount to the true cost of the education provided. GCS also offers multiple child discounts and limited scholarship funding (generally given at the middle school level to returning students). A written application demonstrating financial need is required to be considered for any financial assistance.

### **School Hours**

The school day begins at 8:40am and ends at 3:10pm. The school entrance door and office are staffed from 8:20am until 4:00pm during the school year. Since GCS does not provide before or after school childcare parents should not drop off their children prior to 8:20am. The southeast (Door #3) door in the back of the building should be used for parents picking up their children who are in tutoring or after school sports until 5:00pm.. All school activities, unless otherwise noted, end at 4:45pm.

### **Sports**

**Modified:** Greece Christian School is a member of the NYS Section V Modified school sports program. At times, in order to field a team, GCS and Northstar Christian Academy combine players in this league, also known as Friends and Neighbor. This league is only open to 7<sup>th</sup> and 8<sup>th</sup> grade students, and we compete against other private schools in boys' and girls' soccer, basketball, and baseball / softball. **To participate in a sport in Section V all athletes must submit both of the following forms to the Health Office.**

1. **Health Appraisal Form** - A physical must be within one year of the start of practice for the sport they are participating in. Athletes may submit a physical done by their own physician or have a free physical screening provided by the District that they live in.
2. **Athletic Program Permission Slip and Medical Recertification form** - This form should be completed by the student and parent within one month of the start of practice. It does not require a physician's signature. Forms are available from the GCS Main Office and Health Office.

**BOTH FORMS MUST BE TURNED INTO THE HEALTH OFFICE PRIOR TO THE FIRST DAY OF PRACTICE. No student will be allowed to practice or play on a team without these forms on file.**

In addition, the sports fee will be \$50.00 per sport. This helps *partially* offset the Section V membership fees, officiating and coach's fees, and supplies. Additional funds are required to run this program, therefore, student athletes participate in several sports fundraisers as well.

GCS also fields a 6<sup>th</sup> thru 8<sup>th</sup> grade Girls Volleyball team each spring to compete against schools in the *GRACE* league. Depending on interest a girl's cheerleading team will be created to support boys basketball and for fun and experience. Based upon interest and resources intramural competition for grades 5<sup>th</sup> and 6<sup>th</sup> may be offered in soccer and basketball.

### Athletic and Extra-Curricular Eligibility

Student must achieve in the classroom and exhibit appropriate behavior in order to be eligible to participate in interscholastic athletics, Section V sports, and any other extracurricular activities (class trips) at Greece Christian School.

### Academic Standing:

Students receive official grades every 5 weeks. The grades that appear on each report card determine the student's academic standing. A student cannot have any failing grades (below 65%) to remain eligible for sports and other activities. If the student receives a grade lower than 65% on the 5 week progress report or report card, the student is automatically ineligible from the date that the grade is handed out for any games for a period of **two weeks**. The students can practice and travel to games, but will not be in uniform or allowed to play. After the two week period the teacher must agree to re-instatement to allow the student to return to the team for games. If the grade continues to be low after two weeks, the student is then ineligible until the report card is handed out.

Upward Basketball: All GCS students are welcome to participate in a eight week evening/Saturday Christian youth basketball program, called *Upward*, during the months of January thru March. To learn more about this program and register visit the Greece Assembly of God web site: [www.greeceassembly.org](http://www.greeceassembly.org).

### **Telephone Use**

We ask students to not call home during the school day without permission from the office. In the case of an emergency the school will notify the parent or have the student contact the parent directly at the office. This policy covers the use of personal cell phone use as well.

### **Testing**

The objectives of standardized testing are to: demonstrate equivalency of education in regards to the state educational standards, evaluate student progress year-to-year, and to help school administration in evaluating our programs. Presently GCS administers achievement and New York State tests to select grades, even as we evaluate their validity and reliability on a per test basis year to year. 8<sup>th</sup> grade students completing Spanish 1B take a proficiency test administered at GCS, as well as an 8<sup>th</sup> grade Science test. Advanced 8<sup>th</sup> grade Math students taking Algebra will take the NYS Regents exam.

### **Textbooks**

Textbooks, both hardcopy and digital, used at the school are carefully selected so as to provide support for the course and program objectives. A combination of Christian and secular publishers are used, giving special preferences to those with a Christian worldview. Textbooks are obtained using both NYS Textbook Loan funds from the student's school district and tuition. All books, except workbooks, are to be returned to the school at the close of the school year. Proper care should be taken of them. A replacement fee will be charged for books which are lost or unnecessarily damaged.

### **Transportation**

Under New York State law bussing is provided by the student's home district within a 15 mile radius of a school. A child must be five years old by December 1<sup>st</sup> in order to use the bus. It is the responsibility of the parent or guardian to file the request for transportation forms by the appropriate deadline, preferably April 1<sup>st</sup>, to their district. Districts will use their own buses or subcontract this service to a private company. With the exception of some outlying districts, only GCS students are on the bus. The most efficient routes are sought-after by districts who must by law keep the ride less than one hour in-district, and 1-1/2 hours per way out-of-district. At times it may be necessary for a parent to contact their district about routes and/or pick-up locations.

School administrators, and parents, have responsibility for student conduct while they are on the bus. Due to food allergies and choking concerns, ***students are not allowed to eat while riding the bus***. They must stay seated while on the bus. Children are only allowed to go on another student's bus if it is within the same district and there is a note from the parent, signed by the principal, agreeing to the change. Students are never allowed to take a bus from outside their own district, however. Most all field trips require us to schedule a Greece Central bus for safety and convenience. In the event a parent might drive our insurance carrier requires that a copy of their driver's license be kept on file in the school office.

### **Visitors**

All visitors are required to sign in (and out) at the school office and wear visitor's identification badges while at school.

### **Website**

Greece Christian maintains an official website for the school at [www.greecechristian.org](http://www.greecechristian.org). School administration is responsible for posting general information such as calendar and forms. Questions regarding the website can be directed to the school office.

## **Section VI – Procedures / Events**

### **Communications**

School-Home communications will go out via email using RenWeb and traditional U.S. mail (snail mail). ☺ We encourage and ask all parents to "Like" our official Facebook page! There you will learn of fun activities happening weekly at the school, as well of special events.

### **Dismissal**

All bus riders will be dismissed by 3:05 pm through the school entrance door on the south side of the building for loading. Once buses are loaded and have moved out students whose parents have sent a note that they are picking them up are dismissed to their parents driving up in their cars.

### **Drop off and Pick-up Procedures /Security System**

If you are dropping your child off during the school day, enter at the main school door only, sign them in, and then exit the building. Parent drop-off *before school starts* does not require parent sign-in. Please drop off by car under the carport. Our morning routine is such that parents are not allowed to be in the hallways or go to the classroom when dropping off their students to keep the hallways from getting too congested and teachers from being distracted from supervising students. If you have any questions for the teachers please call or leave a note in the main office. ***End-of-the day "parent pick-up" is from the northeast entrance (Door #2) in the gym.*** Please enter the building no earlier than 2:50pm and dismissal and sign-out to the gym will be at 3:00pm. Only go to the office if the student must be picked up for an appointment and he/she must leave early.

The security system includes an electronic buzz-in door for the main school entrance, with cameras to allow us to know who is entering the building. School staff will be able to enter with security cards, but no outside visitors will have access. In addition to the physical security, we have a Safety Committee that annually reviews procedures and suggests improvements for all aspects of the building.

## **Homeroom**

Morning. Students are to report to their classroom once they enter the building, middle school students after they go to their locker (if needed). Kindergarten through 5<sup>th</sup> graders are provided coat hooks and racks outside of their classroom for their personal belongings. Once in class they are to get ready for the day, which may include indicating on a chart if they are purchasing lunch, and for what, as well as giving the teacher any envelopes from home. The teacher may have an activity for them as they enter the room. Once all the buses have dropped off the students, by 8:40am, attendance is taken as well as lunch count. Pledges to the American flag, Christian flag, and Bible are recited (see Appendix B in this Handbook). Prayer and/or prayer requests are taken.

End of day. Students are to report to their class or homeroom for attendance and dismissal, including middle school, even if they will be staying for an after school activity. Dismissal for students being picked up will be at 3:00pm and they will be released into the gym, with adult supervision, for their parents to sign them out. An orderly dismissal of all students riding the bus requires that the students walk both in and outside of the building.

## **Kindergarten Orientation**

Each June parents of all kindergarten students enrolled for the fall are invited to a special Kindergarten Orientation meeting at the school, where there will be an “official” welcome to GCS. Also at that time, a representative from the Greece Central School District’s transportation department will share with the parents while the students are escorted to a school bus for a short ride around the community. Following a Q&A the GCS kindergarten teacher will go over in more detail what is covered in kindergarten and answer parent questions, after which time the parents will pick up their child in the kindergarten classroom.

## **Lost and Found**

All items found left in locker rooms, the gym, and hallways will be taken to the Lost and Found boxes located in the Health Office. Each quarter, the items will be sorted and, if applicable, washed and delivered to the Mission Share building.

## **Open House**

Each March Greece Christian School conducts an Open House night. The purpose of this event is to introduce to both current and future GCS families the teachers that their children would have in the upcoming year, to see the classroom and samples of student achievement, and view curriculum. In addition, Middle School science projects are on display in the gymnasium where there are also light refreshments and informational tables.

## **Pesticide Notification**

As required by law, Greece Christian School will send a request to each home asking if the family wishes to be notified in advance when pesticides are used on the property within 72 hours of school being open. In addition, families are notified when pesticides are used and what they are. The several application per year applied are scheduled whenever possible outside of the 72 hour period.

## **RenWeb FACTS school management software**

GCS has a Parent Portal at <http://gc-ny.client.renweb.com/pw/> in our online, cloud-based school management software named FACTS RenWeb to improve the Home-School connection. Parents may also reach the Portal by going to the school website and clicking the Parent Portal link. The password protected Parent Portal will allow parents to see attendance, homework assigned, grades posted, library books taken out, the family financial account and an online donation feature. Additional features i n

the future may include the student discipline log, and online ordering (and paying) for lunch, Teacher communication to their class will also be done using the Ren-Web email. Parents will need to submit an e-mail address to the school to fully utilize Ren Web.

## **School Rules**

### **General (all areas):**

- 1) Be safe at all times.
- 2) Talk quietly in common areas.
- 3) Respect others and their property.
- 4) Respect school property.

### **Cafeteria:**

- 1) Keep food on the table / no sharing food (due to allergies).
- 2) Clean up after yourself.
- 3) Raise hand before leaving your seat.
- 4) Ask permission before leaving the cafeteria.

**Hallway:** Always walk in the hallways and on the stairs.

**Locker room:** Keep your locker and floor area clutter clean.

**Building level response plans.** The purpose of this plan is to establish guidelines for the management of a crisis event involving the staff and students at GCS. This plan includes sections for: Emergency Evacuation, Lock Down Level I and II, Off-site Evacuation (to the YMCA next door), and Clearing Procedure for fire drills. During the school year it is state law to practice 12 fire drills. In addition, we will practice two lock-downs. Annual fire inspections are conducted by the North Greece Fire Department of our building.

**Other safety measures.** Student safety while on campus is a high priority for Greece Christian School. GCS is a locked facility during the school day and all visitors must be identified by camera before being “buzzed in” at two door entrances. The building is also outfitted with a number of security cameras throughout. For good communications walkie talkies are located in all school office areas, including the health office. All school staff supervising students outside must get a walkie talkie from the office prior to going outside. The school also is equipped with a zoned Public Address system for effective communications as needed. A defibrillator is located outside of the nurse’s office. CPR training is given to all staff, as well as training in other areas as needs arise, such as providing a safe environment for students with (severe) allergies. Safety plans are reviewed annual by the security team.

## **School Cancellations**

School cancellations are reported on all local television channels and WHAM radio. When possible, there will be a scrolling announcement on the school website. A good rule of thumb for snow days is that when Greece Central School District closes, *GCS closes*. In addition, if there is an emergency closing during the school day, GCS will use an automated telephone messaging service to contact parents.

## **Sign-In/Out; Hallway Passes**

Should it be necessary to pick up your child during the school day, you are to park in the south lot and enter the building at the main school entrance door. Once buzzed in you should proceed to the school office or health office if your child is there ill, and then sign out your child with time indicated. *Greece Christian School office staff will not release a child to someone other than a parent unless their name is on the approved list of people submitted by the parent.* This is to secure the safety of the child.

Also, if you are dropping your child off for school it is the school's policy for you to sign them in and then leave the building, unless it is between 8:20-8:40am when there is an administrator at the door, then sign-in is not required. Please remember to not park in the fire lanes next to the doors of the school. In addition, be mindful that when red flashers are on the buses, it is illegal to pass the buses.

If a student is late for a class he/she must have a hallway pass. The agenda has a place for the teachers to sign for passes, therefore it is important to have the agenda with the students at all times. There is no walking the halls or going to the locker rooms without receiving permission from a teacher. Students must report to the cafeteria for lunch and cannot eat in the rooms unless the teacher has made special arrangements. Passes are required to use the bathroom during first lunch. Permission from the lunchroom supervisor is required for students to leave the lunchroom area during second lunch.

### **Textbooks**

Textbooks are the property of the Greece Christian School and are issued to students at the start of the school year. They must be returned in good condition in June. Consumable workbooks are also issued to students for some subjects, which are not collected.

### **Uniforms**

GCS logo uniforms can be purchase with our Casual Friday online E-store (<https://greecechristianschool.itemorder.com/sale>) by the tenth of each month. Your uniform order will be delivered to the school upon completion.

## **Section VII - Pupil Participation**

### **Activities**

Each classroom teacher is encouraged to conduct class trips supporting the curriculum. These may include visits to libraries, local farms and businesses, government buildings, and museums. At times grades combine for various day trips. Grades 7<sup>th</sup> and 8<sup>th</sup> may also combine for overnight trips such as to Toronto, Canada; Lancaster, PA.; or cities such as Boston or NYC. Should these trips be planned students may raise the funds with fundraisers offered. In addition, middle school will take mini-trips using Greece Central buses to places such as Stony Brook State Park, Letchworth State Park (hiking/nature), ice skating, Education Day at Frontier Field, and Bristol Mountain Ski Resort (skiing)

### **Chapels**

Offerings are received at each chapel and are used to support several children overseas, as well as for any special speakers. Select student worship leaders help with Middle School Praise and Worship. Concerts: students assist handing out bulletins at the Christmas and Fine Arts concerts.

### **Church Ministries**

GCS students are welcome to attend mid-week (Wednesday) activities at Greece Assembly of God. Kindergarteners through fifth graders are in girl's ministry or Royal Rangers (boys), while Middle School students can attend Refuge Student Ministries. Additionally, there are New York Assembly of God district competitions or activities that the students may participate in.

**School Pictures**

Each year a school photography company comes in to take student pictures for their permanent record. Parents may order pictures (packages) from this company at an additional cost. Kindergarten and Eighth grade graduation pictures are also professionally done and available to parents to purchase.

## **School Spirit**

Greece Christian School's colors are White and Royal Blue. Our official logo is pictured on the front of this handbook. Our GCS sports teams name is *The Royals*.

School Yearbook: Each year GCS publishes a school yearbook. Orders and payments are taken throughout for this excellent publication.

Seabreeze Day: each June GCS sells discounted tickets for a specific day in June for entrance to the amusement park.

## **Service Projects**

During the Serv-A-thon and at other times GCS Middle Schoolers have helped the elderly or shut-in with lawn work and cleaning the building as a part of their Christian service.

## **Sports**

The GCS sports program is a part of the NY State section V sports Modified Division under the Friends and Neighbor status which allows us to combine players with another private school. Greece Christian, when needed, partners with Northstar Christian Academy. When we are combined with Northstar we are called the *Royal Knights*. Modified sports only allow 7<sup>th</sup> and 8<sup>th</sup> grade students to participate. GCS offers boys' and girls' soccer teams, boys' and girls' basketball teams, girls' softball, and boys' baseball. We may also offer volleyball for middle school girls in the GRACE league; as well as girl's cheerleading. All practices and home games for girls' and boys' soccer, girls' and boys' basketball, and girls' softball will be at GCS. The exception will be boys' baseball, which will practice on the G&T fields.

## **Table Helpers**

Each week two students in grades 4<sup>th</sup> thru 8<sup>th</sup> are chosen to serve as lunchroom "table helpers" and clean and put away the tables following second lunch.

## **Tutoring**

At times select Middle School students may be asked to help students in the lower grades with their class work.

## **Section VIII – Parent Participation**

### **Chapels**

Parents are welcome to visit during our Wednesday chapels, and also share a message or testimony with prior approval from the Principal.

### **Donations**

At various times during the year different donations are appreciated! Such as Food for the annual Thanksgiving food drive, cookies for school-wide events, Teacher Christmas Love offering, Scholarship fund, including fund-raising fee donation, Box tops for Education

## Seminars

GCS parents are welcome to attend classes and seminars, aimed to support the family and spiritual maturity, on Sunday and Wednesday night, when offered at Greece Assembly of God throughout the school year.

## Substitute teacher / aide

GCS parents with teaching degrees and/or certifications are welcomed and encouraged to fill out a Substitute Teacher form from the school office to get onto our substitute teacher list.

## Appendix

### Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a Light unto my path. I will hide its words in my heart that I may not sin against God."

### Pledge to the Christian flag

"I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Brotherhood, uniting all true Christians, in service and in love."

### Pledge to the American flag

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

*Note: Students who bring in a letter from their pastor requesting to exempt the student on religious grounds from pledging are not required to recite the pledge with their class.*



## Create a FACTS Family Portal Login

In Chrome, Firefox, or Safari go to:

<http://www.greecechristian.org/parent-info/renweb.cfm> or  
[www.FACTSmgt.com](http://www.FACTSmgt.com) > **Parent Log in** > **FACTS Family Portal** (ParentsWeb)

Family Portal Login > click on **Create New Family Portal Account**

District Code:

Email:

Create Account

**Check your email** for link to page to create your **User Name and Password**

Click to create your **Family Portal login** --> Change/Create Password > Save

----- **Set-up a FACTS Tuition Payment Plan** -----

**On the Family Portal page** (GC-NY; Family Portal Username; Password; Parent) go to:  
**Financial** (left side) > *Financial Links* (right side) >

**Financial Home** \* (for returning families)  
**Set up a Payment Plan** (for new families only)

- Note: a 4-digit PIN may be required by FACTS

### Frequently Asked Questions

1. **Is my information secure?** Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmtg.com/Security-Compliance](http://FACTSmtg.com/Security-Compliance).
2. **When will my payments be due?** Your payment schedule is chosen by you from one of the following options: the 1<sup>st</sup>, 15<sup>th</sup>, or last day of the month.
3. **What happens when my payment falls on a weekend or holiday?** It will be processed on the next business day.
4. **What happens if a payment is returned?** Returned payments are subject to a FACTS returned payment fee of \$30.00.
5. **How do I make changes once my agreement is on the FACTS system?** Changes to your address, phone number, email address, or banking information can be made at [online.FACTSmtg.com](http://online.FACTSmtg.com) or by contacting Cindy Stever at GCS or FACTS. Any changes to payment dates or amounts need to be approved by GCS who will then notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
6. **SFACTS Parents Tuition Payment Help Line:** 1-866-441-4637

**Greece Christian School**

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FAX: (585) 723-8241

**[www.greecechristian.org](http://www.greecechristian.org)**

*(Greece Christian School is a ministry of Greece Assembly of God)*