



Gaarde Christian

STUDENT HANDBOOK

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YOUR CHILD, OUR CALLING



ABOUT GCS

It is the mission of Gaarde Christian School (GCS) to provide a loving, safe, Christian environment in which children receive an excellent education rich in academics, character development, and spiritual growth.

GCS is founded on a firm commitment to God and faith in Christ. Students learn that the content of the Bible is related to all areas of human understanding. They are taught to discover the significance of His Word in their daily lives.

GCS is committed to provide an academic emphasis that creates an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence.

GCS is committed to the Christian faith and our world. We see our role as a Christian school, not as a shelter from the world in which we live, but as a companion with the student as he/she encounters the world.

GCS students are encouraged to uphold the spiritual and moral values of the Christian faith.


GCS endeavors to help students realize his/her full potential. High standards of discipline are expected. In return, we listen and respond to each student in an attitude of love.

SPONSORSHIP

GCS is a ministry of Faith Journey Church. As a ministry of Faith Journey Church, the Deacon board and Lead Pastor govern the school. The church sponsors the school. Faith Journey Church is a voluntary cooperative fellowship with the Assemblies of God. However, we strive to maintain an inter-denominational atmosphere in the classroom and with the teaching staff.

STATEMENT OF BELIEFS

1. We believe that every person is a sinner, but Jesus died and rose again to provide salvation for all who believe in Him and receive Him as their Lord and Savior (Jn. 1:1-3, Matt. 1:23, II Cor. 5:21, Jn. 2:11, Heb. 9:11-14, Col. 3:1, Matt. 16:27-28, Jn. 10:30, Jn. 3:3, Titus 3:5-8, I Jn. 2:3-6).
2. We affirm the deity of Christ together with God the Father and the Holy Spirit. Not three gods, but one God, triune in nature (Matt. 3:16, Eph. 4:6, Ex. 20:3).
3. We believe the Holy Scriptures of both the Old and New Testaments to be inspired of God and entirely trustworthy. We affirm the relevance of the Scriptures (The Bible) for instruction in Christian living for those of today and of all time (Heb.4:12, I Pet. 1:25, Jn. 17:17).
4. We believe that the Holy Spirit of God is given to each true Christian to enable one to live a life pleasing to God, increasingly so as one grows in the Lord over time (Eph. 3:17-18, Rom. 8:9).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of judgment (Jn. 3:36).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Eph. 4:3).
7. We believe and comply with the Assembly of God position papers:
 - "Homosexuality, Marriage, and Sexual Identity" - <https://ag.org/Beliefs/Position-Papers/Homosexuality-Marriage-and-Sexual-Identity>
 - "Transgenderism, Transsexuality, and Gender Identity" <https://ag.org/Beliefs/Position-Papers/Transgenderism-Transsexuality-and-Gender-Identity>



GENERAL SCHOOL INFORMATION

By enrolling at Gaarde Christian School (GCS), both parent and student agree to abide by the policies and procedures set forth in the GCS Parent/Student Handbook. GCS administration reserves the right to amend this handbook as needed.

ACHIEVEMENT TESTS

Elementary/Middle School achievement tests are given on campus to Kindergarten through 8th grade students annually, in mid-April. Test results will be sent home at the end of the school year.

ADDRESS & PHONE NUMBER CHANGES

It is essential that all information be kept up-to-date. Please notify the office immediately with any address or telephone number changes.

ADMISSIONS

GCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. GCS does not discriminate in administration of its educational policies and other school-administered programs. GCS reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications – including a willingness to cooperate with the GCS administration and to abide by its policies.

GCS is open to anyone interested in securing a Christian education from Transitional Kindergarten (TK) through the eighth grade. It must be understood that attendance at GCS is a privilege and not a right. The privilege will be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. Each student must desire to attend GCS and agree to honestly and wholeheartedly apply him/herself to "study to show yourself approved unto God." Students agree to follow the 5 R's.

GCS is not a corrective institution. Consequently, we ask that you do not enroll your student with the idea that we will reform him/her. We are here to partner with the home, not take the place of the parents in their God-given role. Students who are presently on suspension from another school, or who have been expelled, will not generally be accepted. When a student's attitude is not in accord with school policies and principles, the student may be placed on probation, and a parent conference will be called. If the administration feels the situation has not changed within a reasonable time, the student will be withdrawn.

Students enrolled in Transitional Kindergarten must turn 5 by December 31st. Admission to GCS is age appropriate by September 1 for our Kindergarten-8th grades. New students seeking enrollment must submit a completed GCS Enrollment Form per student enrolling, along with a completed and signed Immunization Record. Elementary and middle school students must complete and submit a Student Education Records Request as part of the enrollment request.

All incoming Elementary and Middle School families seeking enrollment must complete an entrance interview with the school administrator. Transfer of all student academic records, including special education records if applicable, must be requested at the time of enrollment, for school administrator review. New students entering first through 8th grade may also be required to take a placement test before guaranteed grade placement. All placements are at the discretion of the administration. An official Enrollment Acceptance Letter, with the school administrator's signature of approval, will be sent upon administrator's review of entrance interview and student records.

ATTENDANCE

GCS believes that regular attendance is essential for excellence in learning. Therefore, absenteeism is discouraged. When a student must be absent, please call the school in the morning or send an email to admin@gaardechristian.com, unless you have a pre-arranged absence. Excused absences are allowed for illness, doctor or dental appointments, and family emergencies. On return, send a written excuse from home, signed by parent(s), to the teacher, stating the reason and date for the student's absence. Students will be considered tardy at 8:35am. If this is the case, parents must walk students through the front doors and sign their student in. Students will need to walk independently to class and take their tardy slip to their teacher.

School hours are:

- | | | |
|-----------------------------|-----|------------------|
| • Transitional Kindergarten | M-F | 8:30am - 12:00pm |
| • Kindergarten - 8th grade | M-F | 8:30am - 3:00pm |
| • Office Hours | M-F | 8:00am - 4:00pm |

BIBLE

Bible study is recognized as fundamental and is a required subject at GCS. It augments the work in language arts, history, geography, and all other subjects.

Bible is taught each day and is integrated throughout all activities of the day. The focus is on teaching godly character traits that will help students to act more like Christ in action and word. Biblical concepts are taught using Bible stories, practical living stories, prayer, and music. Each student is encouraged to make a personal commitment to Christ, the Giver of abundant life. We also want them to know that God loves us and wants us to love and serve Him, that God is the Creator, that Jesus is our friend, that the Bible is God's Word, and that prayer is our time to talk to God.

Students work on verses in each class but are also encouraged/expected to memorize Scriptures from the New International Version (NIV) of the Bible.

BIRTHDAYS


It is a privilege to help celebrate your student's birthday. If you choose to bring treats for the class, contact your student's teacher one to two days in advance to set up a date and time.

For a student's personal birthday party, birthday invitations may be passed out at school providing all students in class are receiving one. In the event that all students in the class do not receive an invitation, and to avoid unnecessary hurt feelings, invitations must be mailed/emailed directly to students. A Student Directory is provided at the beginning of the year to help in the mailing of correspondence.

CAR LINE


All students must use the car line system unless the student is escorted by the parent/guardian through the front doors into the main building.

• Drop Off:

 All Grades 8:00am - 8:25am

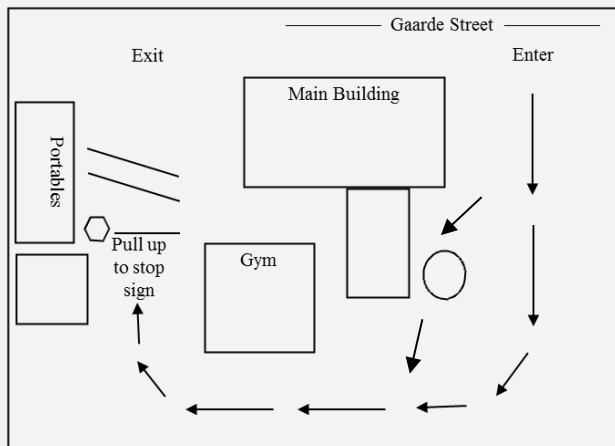
• Pick Up:

 Transitional Kindergarten 12:00pm - 12:15pm

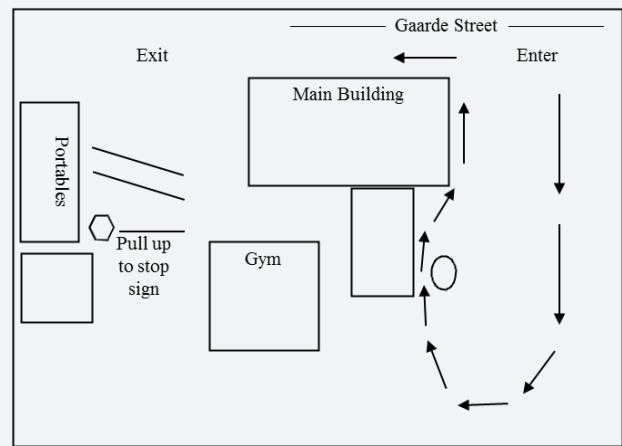
 Kindergarten - 8th grade 3:00pm - 3:15pm

AM Drop Off: All vehicles must enter the campus via the upper driveway. Follow the arrows around, staying to the back of the parking lot, pulling forward to the stop sign. A staff member will open the door to unload your student from the car. All vehicles must exit from the premises from the lower driveway.

All Class Pick-Up Requirements: A Gaarde provided yellow placard with your student's name must be prominently displayed in the front window of your vehicle. If you choose to walk in to pick up your student, please bring your Gaarde provided walk-in yellow placard. Your student's teacher should always be notified if another individual will be picking up your student. Any individual other than the parent of the student must be listed on the student's Enrollment Form and must have a Gaarde provided yellow placard for student pick up. If a placard is not presented, the individual must come to the front office with photo ID in order for the student to be released. Students will not be released without the proper placard and/or photo ID. Any student not picked up at the end of the designated car line time will be escorted to the front office and parents will be called.



Morning drop off & Elementary/Middle School PM Car Line



Transition Kindergarten/GCDC Preschool Pick-up

Safety Precautions:

- For the student's safety, the speed limit on campus is 5 MPH.
- Cars need to stay close together to avoid congestion on Gaarde Street.
- No student (except a middle school student) is to get out of the vehicle until a staff member opens the door for him/her.
- Parents are to remain in the car during car line.
- No one is to pull their vehicle out of the car line to pass other cars. If this does occur, the administration will contact the individual and readdress this safety issue.
- Please refrain from using your cell phone during car line.
- If you choose not to use car line, the parent is to walk the student into the building (front entrance only). This procedure is required by any and all individuals dropping off/picking up students. For parents choosing to walk in to pick up their student, they must have a yellow walk-in placard with their student's name in order to collect their student.

CHAPEL

GCS is vitally interested in the spiritual development of its students. This gathering of the GCS family allows for times of spiritual growth, sharing of needs, hearing different guests, ministers, and speakers. Attendance is required for Kindergarten through 8th grade students. Twice a year we hold an all-school chapel. Parents are invited to attend chapels. No prior arrangements need to be made.

CHRISTIAN SERVICE

GCS strongly values upholding and fostering a servant mindset in our student body. With this in mind, students are encouraged to look beyond themselves and serve others through partnering with Faith Journey Church in their missions projects and service opportunities. GCS also encourages students to participate in Christian service throughout the school year.

CHURCH ATTENDANCE

We highly recommend and encourage faithful church attendance for all GCS families. (Heb. 10:25). Having your family in church is beneficial for the whole family and will compliment the spiritual development for those attending GCS. If you are looking for a church home, we invite you to join us here at Faith Journey Church. More information on service times can be found at www.wearefaithjourney.church.

CLASSROOM

The classroom is a Bible-based, Christ-centered learning environment relevant to the student's world. It is teacher-structured and student-oriented providing an environment which helps motivate the student to his/her maximum spiritual and intellectual development.

CLASS SIZE

We attempt to maintain small, personal classes in each of our grade levels. Individual class size is determined by administration. For example:

- Transitional Kindergarten 1:16
- Kindergarten 1:16
- 1st through 8th 1:18

CONFLICT RESOLUTION

We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. (1 Cor. 6:1-8; Matt. 18:15-20)

- Matters of concern should first be handled individual to individual in accordance with Matthew 18.
- Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the administrator.
- Further examination may be requested from the Chairman of the Board in cases involving serious disagreement, to determine the necessity for external mediation. Step #3 is appropriate only when Steps #1-2 have failed to bring resolution to the matter.

CURRICULUM

The curriculum is Christ-centered and progressively developed, providing a variety of methods and materials to meet individual needs. It is designed to stimulate the student intellectually and to lead the student into a new life of growth in Christ. This is encouraged by providing opportunities for total, personal response to Christ as He is revealed in His Word and world. Curriculum is also designed to enable each student to integrate the Word of God with each subject area, as well as to maintain a definite period for the exclusive study of God's Word. Individual or small group attention is directed toward students demonstrating special skills, talents, or needs. GCS maintains a high-quality academic program drawing on a number of curriculum publishers. Annual curriculum reviews are conducted to ensure quality.

DISTRIBUTION OF MATERIALS

Flyers, cards, and other material (physical or digital) may not be distributed or posted by students or non-students on the GCS campus without the express permission of the administration. This precaution is taken because the administration desires to have a positive influence in the things advertised to students and to eliminate any cross purpose to the nature of the school and needs of its students.

DONATIONS

Financial gifts/donations to the school are needed to continue capital improvements, maintain a high quality of instruction, and to help keep tuition from being prohibitive to families desiring a Christian education for their student. All gifts are gratefully received and wisely used. Gifts/donations are tax deductible to the fullest extent allowable by law. You can donate online at gaardechristian.com or if you desire further information can be obtained by calling the administration at (503) 639-5336.

DRILLS

GCS participates in monthly fire drills and bi-annual earthquake drills. We follow Standard Response Protocol (SRP)

EARLY RELEASE

GCS is a closed campus and students are expected to remain on campus from time of arrival until the end of the day. Students leaving during the school day for any reason require parent permission in advance of leaving and must be signed out by the parent at the front office. Any exceptions to this policy require administrative approval. Failure to sign out when leaving constitutes an unexcused absence. Any student leaving and then returning to school during the school day must be signed back in by the parent at the front office upon returning to the school.

FIELD TRIPS

All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips or representing the school in other fashions.

Chaperones are vital to a successful field trip. We will not take field trips without adequate supervision; therefore, we encourage parents/guardians to become GCS volunteers. In order to be able to chaperone and/or attend a field trip, the following must be completed:

- Sign up with the classroom teacher 5 business days prior to the date of the trip
- Complete and submit a Driver's Information Form
- Complete and submit a background check (or have current background check on file)

Note: If parents/students arrive at either the field trip location or the school and the teacher has not arrived yet, parents will need to make sure that the students are respectful of their location.



Each teacher will arrange field trips for his/her own class. Oregon State law mandates that our students are adequately secured in an appropriate child restraint whenever traveling in a vehicle with seat belts. Siblings are not to accompany chaperones on any field trips.

Students are reminded that all electronics & cell phones are not to be brought to school activities. If chaperones or teachers wish to play music, it is their prerogative to do so, accepting responsibility for the content of what is shared. Students are to treat chaperones with the highest respect. Obedience and quick compliance to their requests is always expected. All GCS students must wear a GCS T-shirt on every field trip. GCS Sweatshirts are also acceptable, however, they must be worn in addition to a GCS T-shirt.

FUNDRAISING

There is one major school fundraiser held each year, the annual fall Walk-a-thon. Funds received assist in further campus and playground improvements, technology upgrades, and more.

Additional ways to help raise money for GCS include programs such as:

- Fred Meyer Rewards
- Bottle Drop

Other fundraising projects may arise from time to time. Any fundraising projects must be approved in advance by the

LUNCH

Students are required to provide their own lunch and utensils/supplies needed to eat their lunches. There are no refrigerators or microwaves available for student use.

ILLNESS AND PRESCRIPTION MEDICATION

If your student is ill (fever, vomiting, or diarrhea), do not send him/her to school. Students must be free of vomiting, diarrhea, or fever (100 degrees or higher) for a minimum of 24 hours without the aid of medications before they can return to school.

Contagious conditions (i.e. chicken pox, strep throat, lice, etc.), should be reported in order to notify other parents. GCS is considered a lice/nit free campus. Students sent home with lice/nits can return once they are considered free and a head check by administration has been completed.

Because no nurse is available, students who become ill at school will go to the front office and arrangements will be made for them to go home. Students will need to be picked up within 30-45 minutes of notification.

No prescription medication or non-prescription medication including, but not limited to, aspirin, cough syrup, or nose drops, may be given to a child except under the following conditions:

- A signed, dated, written authorization by the parent(s) is on file, per prescription.
- Medications must be in its original container and labeled with the student's name, name of the drug, dosage, directions for administering, date of administration, and physician's name (if applicable).
- A written record of all medications administered listing the name of the student, type of medication, the signature of the person administering the medication, date, time, and dosage given, shall be kept by the front office manager.
- The front office will notify parents when a medication begins to run low. The parent will need to supply additional medication, per the above stated guidelines.
- Medications will only be released to the parent that originally signed the medication in to the front office. Medication can be released to an adult other than the signee if we are given consent by the signee to do so.

Parents are expected to make GCS aware of any student medical needs that may prohibit a student from participating in school programming. If a student has any kind of allergy, the school must be notified. Notification should be provided at the beginning of the school year or at the onset of the allergy/condition as it occurs. If an allergy requires an EpiPen, the school will need a copy of the doctor provided action plan as well as an EpiPen on file.

IMMUNIZATIONS

All students are required to have an updated Oregon Immunization form on file in order to attend school. These forms must be completed, signed by a parent/guardian, and returned to GCS prior to the first day of school. It is the parent's responsibility to fill out and keep updated annually. If immunizations are not complete or up-to-date, exclusion orders are filed with the State and enforced in February. All student/staff medical information is private and as such is not disclosed to anyone.

INCLEMENT WEATHER/EMERGENCY PREPAREDNESS

In the event of inclement weather, we have several ways in which you can be notified.

- We highly encourage you to text "Gaarde" to 55498 to receive text notifications.
- Flash Alert will also be utilized when needed.
- Additionally, you will receive an email from your child's teacher about closing/delays.

One Hour Late Start (TK-8th Grade)

- Car line begins at 9:10am
- All morning classes start at 9:30am

Two Hour Late Start (K-8th Grade: TK will not have school)

- Car line begins at 10:10am
- All morning classes start at 10:30am

If inclement weather occurs after the start of a school day, the Emergency Procedure Phone Tree will be initiated. This procedure consists of a primary and secondary caller who contacts the parents from the class. Information will also be on the website, social media, text notifications and via email. On the Student Enrollment form, we request that you put a phone number of an out-of-state friend or relative. In the event of a major power outage, earthquake, flood, etc. this number would be a contact for parent and student to reconnect.

PARENT / TEACHER CONFERENCES

Parent/teacher conferences are scheduled at the end of the first quarter. A parent must attend the conference in order to pick up their student's report card. A parent, teacher, or administrator may call additional conferences throughout the year.

PARENT ORIENTATION / BACK TO SCHOOL NIGHT

In the beginning of September, Back to School Night provides an opportunity to explain critical information for that school year. Procedural and Policy updates will be presented, our staff will be introduced, and important information regarding teacher expectations will be shared. Parents are required to be present at this orientation (no students/children please).



PERSONAL ITEMS

Articles of clothing and student's personal property should be marked with the student's name. Student's personal property (ie. coats, lunch items, and backpacks) must be taken home regularly.

We highly discourage the practice of bringing toys to school unless for the purpose of show-and-tell. The school is not responsible for personal items which students bring. No buying, selling, trading, or exchanging of personal items is permitted. Smart watches are not permitted at school.

*Middle School students (6th – 8th grades) may have a cell phone on campus. It must be turned off and stored away in a backpack or locker. If a student is found using their phone during the day it will be confiscated and held in the office until it can be collected by a parent/guardian at the end of the school day.

PETS

For the safety of students and staff, pets are not allowed on campus.

SCHOOL EQUIPMENT

No school equipment is to be used without the specific permission of those who oversee that equipment. It should always be used in accordance with school policies. Any malfunction during use should be reported when the equipment is returned.

SCHOOL PARTIES

There are a minimum of three scheduled parties during the school year; a Christmas party, Valentine's Day party and Easter party - with additional parties at the teacher's discretion. Parents are encouraged to volunteer and be a part of these special days. For classroom space limitations and safety of the students, siblings are not to attend.

SCHOOL PICTURES

Each year, two opportunities are made available for pictures. Parents may choose to order individual pictures at both opportunities. Class pictures are taken in the spring.

SEXUAL HARRASSMENT

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal form of harassment. It is a means of degrading the sexuality of an individual. Sexual harassment also includes making unwanted statements with sexual connotations to another person. Behavior of this nature will not be tolerated in any form.

SNACKS

Each class allots time for one snack break each day. Parents are asked to supply a healthy snack for their student. This should be something which does not require refrigeration and can be eaten in about five minutes.

STUDENT RECORDS

Each teacher keeps records of attendance and tardiness. All academic records are kept in an administration office. Parents of all new students (1st through 8th grade) need to complete a "Student Education Records Request" to have their student's records transferred to GCS upon enrollment.

SUPPLIES

Supply lists for each class/grade level will be emailed (or mailed upon request) to parents during the summer, as well as posted on the website. Each student is expected to furnish his/her own basic school supplies as requested on the supply list. Teachers will inform parents when supplies begin to run low, as the expectation is for students to be equipped for work at the start of class.

TEACHER

The teacher is the authority, confidant, counselor, and disciplinarian of each student. He/she has the responsibility of setting an academic and spiritual atmosphere of acceptance, encouragement, warmth, and high expectations for the development of each student's potential.

TELEPHONE USE

The telephones are for church and school business only and not to be used by students. For cell phone/smart watch policy please see Personal Items Policy.

TOILET TRAINING

All students are to be potty-trained before enrollment at GCS. Potty trained requires students to be able to complete all actions involved in using the bathroom without the help of an adult. No "pull ups" or other disposable underwear is to be worn.

Should a student have an accident, a change of clothes will be provided for them to change into. It is our policy that a student be able to change and clean up from an accident independently. If additional help is needed, two adults will assist the student. Parents are notified with an update. If a student has a continuing problem with bathroom use, there will need to be a parent/teacher conference. Repeated incidents will be reviewed and could result in early withdrawal.

VISITORS

Any individual visiting the school premises during school/business hours is to sign in and out at the front office and receive a Visitor Badge. Badges must be worn and be visible at all times while on campus, returning to front office upon departure. Visitors will usually be restricted to those interested in attending GCS or out of town guests. Classrooms are open to visitors and prospective parents when scheduled through administration. To respect class time, visitors and observations are subject to the availability within the classroom schedule.

VOLUNTEERS

The safety and care of our students is of paramount importance at GCS. All volunteers at GCS will have a background check processed through the same provider we use to background check our employees and support staff. The cost for each volunteer will be divided between the volunteer and Gaarde. Please allow a minimum of 5 business days for processing. Background checks are valid for two years. Parents and other adults who will not be volunteering for field trips and other school activities that would put them directly with students, will not need the background check processed.

ANNUAL TUITION, FEES & DISCOUNTS

TUITION

	TRANSITIONAL KINDERGARTEN	PRIMARY	INTERMEDIATE
	Turns 5 by December 31st M-F: 8:30am-12:00pm	K-3rd M-F: 8:30am-3:00pm	4th - 8th M-F: 8:30am-3:00pm
1ST STUDENT	\$4650	\$6500	\$7000
SIBLING	\$3720	\$5200	\$5600

ENROLLMENT & FEES (enrollment & fees are non-refundable)

Due at time of enrollment:

• New Student Enrollment	\$225
• Returning Student Enrollment (before 2/8)	\$150
• Returning Student Enrollment (before 5/31)	\$200
• Returning Student Enrollment (after 5/31)	\$225

Billed with first month's tuition due August 1

• Billing Fee (applies if 10 month payment plan is chosen - 8/1 - 5/1)	\$150 (one per family)
• Activity / Technology Fee (TK)	\$100
• Activity / Technology Fee (K-3rd)	\$175
• Activity / Technology Fee (4th - 8th)	\$200

DISCOUNTS

- 20% Sibling Discount given on any student enrolled after the oldest student
- 4% Paid in Full Discount given on tuition account paid in full by August 1st

MATERIALS & STUDENT REQUIREMENTS

(prices are approximate, purchases are made available in the front office and can be made prior to the start of school)

• Field Trip Shirt	\$10-\$20	Required for all students
• NIV Bible	\$12	1st - 8th grades
• Middle School Spring Trip	Cost Varies	

PAYMENT SCHEDULE

- Enrollment fee paid at time of enrollment to reserve a place in the classroom.
- All tuition is due by the first day of the month, starting in August.
- Late fee of \$25 charged if not paid by the 7th of the month.
- All school fees are non-refundable.
- Minimum \$25 charge for checks that are returned by the bank.
- Contact the Enrollment Coordinator prior to the 1st if there is a problem making the payment on time to make payment arrangements. If alternate payment arrangements have not been made, and the account is behind at the end of the month, the student may not be allowed to continue at GCS.

EARLY WITHDRAWAL FEES

- Withdrawn by July 31st for the following year, no tuition or early withdrawal fee charged. No other monies reimbursed.
- Withdrawn after August 1st or prior to the start of school, first month's tuition will be charged. No other monies reimbursed.
- Withdrawn during the school year: \$625 for elementary and middle school students, in addition to the pro-rated cost of tuition.

EARLY WITHDRAWAL PROCESS

Parents finding it necessary to withdraw their student from school any time before the end of the year will observe the following procedure:

- Provide written notification to the administration stating the date of withdrawal and reason for withdrawing from school by the parent/guardian whose name is on the enrollment form.
- Upon notification, a checkout sheet will be given to the parents detailing any books, equipment, and resources that are to be returned to GCS. It is the responsibility of the parent to return or pay for these items.
- A completed checkout sheet is then signed and returned to the front office.
- The Enrollment Coordinator will be notified of student's withdrawal to prepare a final statement. Any balance owing on an account is due upon receipt.

STUDENT INFORMATION

ACCIDENTS

A student who witnesses an accident, or who is injured on campus, should report it to a teacher immediately who will make a written report to the office. Reports are sent home to notify the parent(s) of the incident.

BEHAVIOR EXPECTATIONS

Gaarde Christian School students, parents/guardians and staff members are expected to be safe, take ownership for their actions, have a willing attitude and respect everyone. Each child is expected to follow the community norms and classroom expectations. These expectations protect the rights and property of individuals and aid in providing a atmosphere for mutual respect and courtesy.

The basic guideline for conduct is positive: Love God with all your heart, mind, soul, and strength and love your neighbor as yourself (Deut. 6:5). Clear biblical standards are the foundation for the rules governing conduct at GCS. The specific rules or guidelines are designed to create and promote a Christ-centered environment for learning. It is neither asked nor expected that there be total agreement with every rule or guideline. However, it is required that students will conform to all such rules and guidelines while enrolled at the school. While it is impossible to have a rule for every situation, students at GCS will be expected to conduct themselves in harmony with both the letter and spirit of all rules and guidelines (Eph. 4:20-21).

The Five R's of Gaarde:

RESPECT FOR AUTHORITIES

RESPECT FOR PROPERTY

RESPECT FOR YOURSELF

RESPECT FOR PEERS

RESPECT FOR TIME

GCS students are expected to abide by the following rules and guidelines:

- Fighting is strictly forbidden on the school grounds. Severe discipline will be administered in every case. Fighting is described as punching or striking another student. If a student returns a blow when he/she could have gotten away to report the incident, the student may be punished along with the attacker. This policy will be strictly adhered to.
- NO destruction of school property.
- Running, shoving, tripping, punching, or throwing objects of any kind is not permitted on the premises at any time.
- No electronics, skates, skateboards, or other disruptive or potentially dangerous items are to be brought to school.
- Leave all bulletin boards, whiteboards, and other equipment and materials alone unless given specific permission to use them.
- Students are to stay out of classrooms unless a teacher is present.
- Restrooms are to be kept neat and clean. Always pick up after yourself. If a mess or a malfunctioning toilet, etc., is found, please notify a teacher or the front office right away.
- Be kind and courteous to everyone in and out of class.
- Chewing gum is not permitted.
- Inappropriate gestures/actions of any kind, (i.e., using hands, body) will result in immediate discipline.
- Possession of narcotics, alcohol, nicotine or non-authorized prescription drugs, knives, firearms (or look-alike toys) will be grounds for immediate expulsion from school.
- Cell phones and smart watches may not be used during school hours. Middle School student cell phones must be turned off and kept in the students' backpack or locker. Younger students are not allowed to have cell phones or smart watches on campus. If a student is found using their phone during the day it will be confiscated and held in the office until it can be collected by a parent/guardian at the end of the school day.

DISCIPLINE

While discipline is positive training in the right direction (Prov. 22:6), there must be consequences for failure to follow the rules. In every situation, we seek to use each incident of negative behavior or failure to follow school expectations as a chance to learn and deepen our understanding as well as practice more appropriate behaviors. The discipline process is to provide intervention, then give the student an opportunity to change or modify his/her behavior. Failure to modify would result in the next level of intervention.

The goal of discipline is to produce changed behavior. The Bible includes many principles and examples of how the Lord uses discipline to grow us and shape us as his children. Teachers and school administrators will use a variety of disciplinary methods. Each case of misconduct will be handled on an individual basis. We seek to use each incident of negative behavior or failure to follow school expectations as a chance to learn and deepen our understanding as well as practice more appropriate behaviors. At times, a student may need a behavior intervention plan. Our team works closely with parents to make sure that the entire school staff works together with parents to help the child grow.

SEARCH & SEIZURE: In order to assure safety and welfare for all, equipment such as desks, lockers, and cabinets belong to the school. Students are allowed to use this equipment as a convenience. GCS does not tolerate the use of such equipment for the storage of illegal items.

- A search of a student's belongings and person is limited to a situation where there is a probable reason to believe that the student is concealing evidence of an illegal act or school violation.
- Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
- Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
- If student guidelines are not followed, a student may receive detention, suspension, or expulsion.

DISCIPLINE PROCESS

CATEGORY 1: These offenses are those that are associated with non-rebellious behaviors such as childishness, immaturity, thoughtlessness, forgetfulness, or carelessness that prevent order and instruction in the classroom.

- Corrective Action - Most disciplinary actions will be handled in the classroom. Offenses may result in additional work, loss of privileges, detention, parent-teacher disciplinary conference, student-principal conference, or work experience, or Category 2 consequences for recurrent offenses.

CATEGORY 2 (Minor Offenses): These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Category 1 rules. For example: Excessive talking, failure to turn in homework, writing and passing notes, repeated inappropriate behaviors, small damage of property, disrespect for adults, threats, discourtesies or insolent behavior toward others, scoffing, cheating, violation of dress code, etc.

- Corrective Action -
 - Violation #1: A teacher and/or administrator conference. The parents may or may not be contacted depending on the offense. A disciplinary report will go on file. Teacher initiated disciplinary consequences may be in effect.
 - Violation #2: Parents contacted and a second report will be placed in the student's file.
 - Violation #3: A conference with the student, administration, and parent to set up a Written Behavioral Contract.
 - Violation #4: If the student does not comply with the contract set forth during the administrative, parent/student conference, the student will be suspended for up to three (3) days.
 - Violation #5: If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or shows signs of turning his/her heart to follow God, the student will be dismissed from GCS.

CATEGORY 3 (Major Offense): These are activities that are in violation of Federal, State or City laws, that seriously threaten the safety of other students, that show flagrant lack of respect for authority or property, or that violate Biblical moral codes and conduct. For example, theft, cheating, possession of tobacco, alcohol, illegal drugs, immoral behavior, fighting, pornography, blatant disrespect, etc. Frequent and repeated violations of Category 2 rules would also be considered a major offense.

- Corrective Action - These problems will result in some type of suspension and may result in immediate expulsion. The length of suspension varies upon the severity of the offense, attitude of person, repentant spirit, frequency of problem and previous school records such as citizenship, attendance, tardy infractions, detentions, or work experience. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of major offenses.

DRESS CODE

We believe students are powerful and capable of changing the world. At GCS, our students will be solving real world problems and working with professionals in business, ministry and nonprofits and the dress code ensures students are presenting themselves respectfully and with professionalism. The dress code is also a key component of our school that fosters a sense of community, it helps us visualize that we are all on the same team!

Students that violate the dress code will meet with a building administrator to discuss the violation and may be asked to borrow used items to dress appropriately for the remainder of the school day. Repeated violations may result in a parent meeting, potential loss of student privileges and further consequences.

Our dress code is based on creating a sense of TEAM by dressing in team colors daily. (Black, white, gray, green, gold (yellow) and khaki).

Tops:

- T Shirts and Polo shirts - long or short sleeve in black, white, gray, green, or gold (yellow)
 - no school logo required - ALL are acceptable
 - Sport teams/college logos/bible verses allowed
 - No phrases, advertisements, or other writing allowed
 - Tops do not have to be solid, however primary color must fall into GCS Team colors
- Oxford shirts and blouses - long or short sleeve in black, white, gray, green or gold (yellow)
- Sweaters - cardigans and vests in black, white, gray, green, or gold (yellow)
- GCS logo wear

NO:

- crop tops, spaghetti strap tops, low-cut or immodest tops
- holes in garments
- pajamas or sleepwear
- Hoods or hats are not to be worn in the school building
- NOTE: Outside jackets are not to be worn through the school day (if students need to layer, they can wear sweaters, cardigans, or nice sweatshirts that are within the GCS team colors)

Bottoms:

- Pants in khaki, black, gray
- Shorts in khaki, black, gray - no higher than 3 inches above the knee

Girls Only:

- Dresses, skirts and jumpers in khaki, white, black, gray, green, gold (yellow) - knee-length or longer
- Leggings or tights UNDER SKIRTS AND SHORTS ONLY in black, white, gray, green, gold (yellow), khaki

Shoes:

- Comfortable dress shoes or tennis shoes with socks or tights.
- NO sandals/ flip-flops (Crocs are OK)

DRESS DOWN DAYS - FRIDAYS AND VARIOUS SPIRIT DAYS

On Fridays and occasional theme based spirit days, students have a “dress down” day. These days serve as an incentive for a strong positive community and to give students a chance to express their individuality while adhering to the guidelines of respectful attire within the school community. The following rules will apply unless a specific theme is announced for the dress down/spirit day:

Overall, it is the same dress code as normal for the quality of clothes, the length of skirts, dresses and shorts with the following added allowances:

- Can wear jeans (without holes)
- Add colors outside of normal team color scheme

Enforcement of the dress code will be in accordance with the spirit of the rules as well as the wording. If in doubt as to the acceptability of an article of clothing, ask the administration ahead of time. The administration reserves the right to judge any article of clothing on an individual basis for appropriateness, neatness, and modesty.

Administration reserves the right to modify the dress code if deemed necessary.

GRADING

Elementary/Middle School - The following policies are generally accepted by teachers as being applicable for grading/assessment procedures, serving as a framework within which each teacher will detail his/her own specific grading procedures.

- Each student’s performance in the educational program of the school is his/her major responsibility.
- Achievement of the class objectives should determine grades.
- Minimum standards should be such that all students enrolled in the class can accomplish them. However, a minimum accomplishment will deserve a minimal passing grade (D).
- Minimum standards of citizenship goals and objectives will be established for each course and explained to the student.
- The relative value of class work, assignments, tests, and examinations will be established in relation to expectations for grade levels.
- Midterm progress reports indicate the direction of the student’s achievements.
- Class absence and tardiness may be reflected in the grade.

Transitional Kindergarten, 1st, 2nd, and Specials (Music/PE/Art/etc.)

E	Exceeds Expectations
M	Meets Expectations
D	Developing Expectations
N	Needs Improvement
*	Modified
NA	Not Applicable

3rd through 8th Grades

A	93-100%	Exceeds Expectations
B	84-92%	Meets Expectations
C	74-83%	Developing Expectations
D	63-73%	Needs Improvement
F	up to 62%	Failing

Promotion to next grade level – All promotions to the next grade will be upon the approval of your student’s current GCS teacher and the administration.

HOMework

Homework is an integral part of the school program. Each teacher gives homework according to grade level. Each student is required to complete his or her homework on time. General guideline is 10-15 minutes per grade, however if a student does not use their class time efficiently this may be increased. Homework is given as the following:

DRILL - Most students require regular drill to master essential material.

PRACTICE - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

REMEDIAL WORK - As instruction progresses, various weak points in a student’s grasp of a topic becomes evident. Homework is given to aid the student to overcome such difficulties.

SPECIAL PROJECTS - Book reports, compositions, special research assignments and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion.

Students who have been absent will have one day to make up work for every day they missed school. Additionally, in most circumstances, homework is not assigned over breaks.

OUT OF BOUNDS AREAS

The following areas are out-of-bounds to students and should not be entered without special permission:

- Staff (teachers & others) desks
- Sanctuary
- Teacher Workroom
- Storage Sheds
- Off-campus
- Administrative and Pastoral offices
- Furnace Rooms
- Kitchen
- Garbage/Disposal Area
- Other areas as posted

RECESS

The recess areas include the blacktop, the fenced field, the playground, and the gym. Students must never play on the lawn or steps in front of the church building. All students must be visible to the recess teacher during outdoor recess. No student can leave the play area without permission. It is expected that all students will adhere to the Five R's of Gaarde.

General Rules:

- Treat all equipment and surrounding buildings with respect.
- All school equipment must be shared and used as intended.
- Language, actions, and attitudes must be respectful to authority, peers, and the Lord.
- Seek permission prior to leaving the playground/recess space.
- Play in sight of the recess teacher.
- Place garbage in the proper receptacle.
- Play fighting (including Martial Arts), hitting, and kicking is not permitted.
- Line up quickly by class when the whistle is blown.

TECHNOLOGY

All K-5th grade students will use Chromebooks from the Tech Lab. All Gaarde Christian middle school students will be issued a Chromebook at the beginning of the school year. Students and parents will be required to sign that they have read the "Technology Policy and Procedures" and sign the pledge agreement for the use of Chromebooks. We ask that you familiarize yourselves with the content of this policy document and follow the guidelines closely in the use of the school's Chromebook equipment.

TEXTBOOKS

All textbooks (unless purchased by the student) are the property of the school; however, they are the responsibility of the student during the period of issuance. A textbook should have a life span of at least five years and should proceed in condition from new to excellent, to fair, to poor. Damage or extraordinary wear to textbooks will result in a damage assessment to the student. No labels, stickers, pictures, etc., are permitted on any textbooks.

GAARDE CHRISTIAN DAYCARE INFORMATION

Gaarde Christian Day Care (GCDC) strives to provide a nurturing and safe environment for the development of children through a loving Christ-centered, bible based exploration of life through fun and creative venues. Gaarde Christian Daycare follows the policies set forth in this handbook. Specific information regarding GCDC is as follows.

ADMISSIONS

Gaarde Christian Day Care admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and any activity generally accorded or made available to children at the day care and does not discriminate in administration of its policies and other day care-administered programs. Gaarde Christian Day Care reserves the right to provide care to those who demonstrate a willingness to cooperate with the Gaarde Christian Day Care administration and to abide by its policies.

Gaarde Christian Day Care is open to anyone interested in securing a Christian child care from preschool (three years + potty-trained) through age twelve. It must be understood that attendance at Gaarde Christian Day Care is a privilege and not a right. The privilege will be forfeited by any child who does not conform to the day care's standards of conduct and/or who is unwilling to adjust to our environment.

Gaarde Christian Day Care is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home, not take the place of the parents in their God-given role. When a child's attitude is not in accord with day care policies and principles, the child may be placed on probation, and a parent conference will be called. If the GCDC administration feels the situation has not changed within a reasonable time, the child will be withdrawn.

Admission to Gaarde Christian Day Care is age appropriate by September 1.

CLOTHING

Comfortable, washable play clothes are a must for day care. Dress your child for an active day. Please keep in mind that we do many fun things and sometimes children get messy and dirty. Other tips worth remembering include having your child dress in clothing that is easy for them to remove to tend to their own toileting needs. Provide appropriate outerwear as most days include outside play. All jackets and sweaters should be clearly marked with your child's name. Dress shoes and flip flop type sandals are dangerous on active feet and inappropriate for day care except on special days. Loose-fitting jewelry, especially necklaces, are also a hazard for young children and therefore best not worn to day care. We ask that children not wear clothing representing violence, sorcery or supernatural power. Since young children have difficulty distinguishing between reality and pretending, this type of clothing often leads to violent play in day care.

DISCIPLINE

Since we see our day care as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child for his whole life. We base this on an understanding of the child's needs and stage of development. Discipline helps the child develop inner control, acceptable behavior and respect for the rights of others. Discipline is viewed as corrective and instructional, not merely punishment.

This day care uses indirect guidance techniques:

- We give warnings: "You have five more minutes to play before it's time to clean-up."
- We give redirection: "You need to play over here for awhile. After circle time you may play in the block area again."
- We give choices: "You may paint with the other children or may read a book in a quiet corner."
- We have a regular routine: "We always wash our hands before snack. After snack is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he or she remembers what we asked, and then offer to help the child do what he or she was asked.
- We are consistent: We generally do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

- We use affirmation: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit."
- We get the child's attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate and we do not make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem by also offering the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs when other measures fail and it functions as an opportunity for the child to re-group, not as a punishment.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the daycare temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of the child attending Gaarde Christian Day Care.

DRILLS

GCDC complies with fire and earthquake drills in accordance with ODE/ELD Rules. Other drills such as lock down, power outage, and student or teacher injuries will be conducted routinely throughout the year.

HOURS OF OPERATION

Gaarde Christian Day Care is open Monday - Friday from 7:00am – 8:10am (Before Care), 8:10am – 11:45am (Preschool), 11:45am – 6:00pm (After Care). Please refer to the Schedule Information Sheet for a deeper breakdown of After Care options.

Gaarde Christian Day Care is open the Wednesday following Labor Day until the last day of the school year. Gaarde Christian Day Care is closed the following holidays:

- Thanksgiving/Friday after
- Christmas Vacation, as noted on the calendar
- President's Day
- Memorial Day
- Veteran's Day Observed
- Martin Luther King Jr. Day
- Spring Break, as noted on the calendar

There will be other dates of closure throughout the course of the GCDC calendar all of which will be noted on the annual calendar which is posted by August 1st.

Daily Sign-in and Sign-Out: Parents or authorized persons are responsible to escort children into the Day Care Center. Children are signed in by the time recorded on the check in sheet. Children must be properly signed out with parents or authorized person. Only persons noted on the registration form, or persons with written authorization from the parent, are authorized individuals to remove children from Day Care.

LOST & FOUND

Articles of clothing, and children's personal property should be marked with the children's name. Name or identifying marks may be placed on labels with permanent ink or sewn or embroidered on items. Children's personal property, coats, lunch items, and backpacks must be taken home regularly. Items found lying around, left behind, or misplaced will be donated to a nonprofit each month.

POTTY TRAINING

All children are to be potty trained before enrolled in Gaarde Christian Day Care. Potty training includes that the child is able to use the bathroom without the help of an adult. No "pull ups" or other disposable underwear is to be worn. If there is a potty training issue, wet or soiled clothing, we will attempt to contact the parent before a Gaarde Christian Day Care staff member cleans up the child. If the parent cannot be reached the child will be taken care of and the parent will be notified. If a child has a continuing problem with potty training, there will need to be a parent/teacher conference to address the issue.

PLAYGROUND

All children must be visible to the playground supervisor during outdoor play. No child can leave the play area without permission and supervision. Gaarde Christian Day Care playground rules are as follows:

General Rules:

- Do not bounce balls off of gym lights and duct work
- Play in sight of duty teacher
- Do not drop litter on school grounds
- Do not go to the playground area unless permission is given
- Do not play with branches from trees
- No fighting or play fighting (including Martial Arts/UFC/Karate/Taekwon-Do)
- When whistle sounds: line up quickly

Slide:

- Slide sitting down
- Do not walk up the slide
- Only one person on slide or platform at a time

Swings:

- Only one person on swing at a time
- No twisting chains
- Sit to swing
- Do not run under swings when pushing
- Do not throw swing over top bar

REST

There will be a rest time each afternoon. Children are expected to rest for at least a portion of this time. Those not resting the entire time may look at a book. Children will be provided with a mat to rest on. Each child needs to provide their own blanket.

STAFF

Gaarde Christian Day Care put their staff through a vigorous screening process. They go through several interviews and undergo a reference check, Oregon State criminal background check, and nationwide (and international if warranted) background check. All staff, including substitutes, must meet state requirements and go through an orientation process before starting work. Once on staff, personnel continue their education by participating in workshops and seminars to fulfill their state required hours.

TUITION, ENROLLMENT & FEES

BEFORE CARE - \$7.50/DAY

7:00 - 8:10 AM

Ages: 3 & 4 years old (registered for GCDC Preschool)

K - 12 years old

PRESCHOOL CLASS - \$3,600 - ANNUAL TUITION

8:10 - 11:45 AM

Ages: 3 & 4 years old

AFTER CARE Ages: 3 & 4 years old | K - 12 years old

AC 1 11:45A - 3:00P		AC 2 3:00 - 6:00P		AC 3 11:45A - 6:00P	
2 Days / Week	\$ 45	2 Days / Week	\$ 45	2 Days / Week	\$ 75
3 Days / Week	\$ 67.50	3 Days / Week	\$ 67.50	3 Days / Week	\$ 112.50
5 Days / Week	\$ 112.50	5 Days / Week	\$ 112.50	5 Days / Week	\$ 187.50

FEES & PAYMENTS

- There will be an enrollment fee of \$200 due at the time of registration.
- After Care is priced as a flat rate per week (no. of days depend on option selected).
- Annual invoices will be prepared based on the options above that are selected. If you choose to pay the full year upfront, a 4% discount will be applied. Otherwise, a monthly payment plan will be created. Payments are due on the 1st of each month for that month's care.
- Based on availability, you may be able add a day of After Care to your selected option. There is an upcharge (prorated for the option selected) for that add-on which will be reflected on the following month's invoice.
- Late pickup charges will result in a \$10 charge for the first 10 minutes, and a \$15 charge for each 5 minute period thereafter.
- Payments are due regardless of child's attendance. However, each child enrolled in Before or After Care will be afforded the number of days reflected on their scheduled weekly attendance for the school year as an excused absence which will be credited to their account if used.
- Early Withdrawal from Preschool will result in \$500 withdrawal fee.
- Accounts past due can result in suspension of daycare use until account is current.





Gaarde Christian School

Websites

www.wearefaithjourney.church
www.gardechristian.com

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