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*GAARDE  
CHRISTIAN  
PARENT/  
STUDENT  
HANDBOOK*

*"Your Child, Our Calling"*

**2021-2022**  
*Transitional  
Kindergarten  
thru  
Middle School*



**Gaarde Christian School**  
a ministry of



**FAITH JOURNEY**  
C H U R C H

[www.faithjc.com](http://www.faithjc.com)

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## MISSION STATEMENT

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### *“Your Child, Our Calling”*

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.

## AFFIRMATION STATEMENT

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1. 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.
2. 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.
3. 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.
4. GCS students are encouraged to uphold the spiritual and moral values of the Christian faith, which uphold and support the family, church, and nation.
5. 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.

## PRINCIPLES OF CHRISTIAN EDUCATION

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In addition to the preceding affirmations, we adhere to the following principles of Christian education as found in the Word of God:

1. **GOD AND EDUCATION:** God is the one - of whom, through whom, and unto whom are all things (Rom. 11:36).
2. **GOD AND MAN:** God is the one in whose image and after whose likeness mankind is made. Accordingly, life must begin and end with being true to the image of God. Mankind being created in the likeness of God—must think God’s thoughts after Him; must ever will to do God’s will; and must love God because God requires it. (Gen. 1:26, I Cor. 2:16, Rom. 12:2, Lk. 10:27).
3. **MAN AND CREATION:** God has made mankind to have dominion over His creation, and therefore holds him responsible for it. He must love, sustain, and use it for the glory of God. The highest self-revelation of God in creation is mankind, made in His own image - an image in which all humanity shares. Therefore, God requires that mankind must love others as much as he loves himself. (Gen. 1:26-30).
4. **A WORLD IN SIN:** Because of sin, mankind (the pupil) by nature lives apart from God. For the image bearer of God to live apart from God is death—mankind is “dead in trespasses and sins.” Through the fall of mankind, creation (the object of school study) is “groaning” under the curse of sin (Eph. 2:1; Rom. 8:22).
5. **BELIEVERS IN A SINFUL WORLD:** Whosoever is in Christ is a “new creation”, but we still live in fleshly bodies as we travel the road of sanctification throughout life. Because of the conflict that exists between the old nature and the new nature, as stated in Romans 7, there exists the necessity for Christian training.
6. **CHILDREN OF BELIEVERS IN A SINFUL WORLD:** The fact that a child is born into a Christian home does not secure salvation. However, there are blessings to be received as children of Christian parents, one of them being given adequate knowledge of God through His word. This can be enhanced through a Christian education.
7. **EDUCATION IN A SINFUL WORLD:** In view of sin, the world is in a state of disintegration. Education fundamentally is an integrating process, making for a God-centered life. (In and through this integrating process the students are being adjusted to their peers, to their environment, and to the

times in which their lot is subject).

8. **THE HOME AND EDUCATION:** God's Word places upon Christian parents the responsibility for the type of education described above. Churches and Christian schools exist to assist parents in fulfilling the responsibility of Christian education. The Christian school is thus an extension of the Christian home. This necessitates the closest cooperation between the school and the home. (Deut. 6:5-9).

## **SPONSORSHIP**

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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. If anyone wishes to have a copy of the doctrinal statement, it is available in the front office.

The promotion of the Assemblies of God doctrinal distinctive of the baptism of the Holy Spirit with the evidence of speaking in other tongues is not made to GCS students. We do not require our teachers to subscribe to the printed statement of faith. We strive to maintain an inter-denominational atmosphere in the classroom and with the teaching staff.

## GCS STATEMENT OF FAITH

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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:
  - a. "Homosexuality, Marriage, and Sexual Identity"  
<https://ag.org/Beliefs/Position-Papers/Homosexuality-Marriage-and-Sexual-Identity>
  - b. "Transgenderism, Transsexuality, and Gender Identity"  
<https://ag.org/Beliefs/Position-Papers/Transgenderism-Transsexuality-and-Gender-Identity>

## SELF-DISCIPLINE & BEHAVIOR GUIDELINES

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The purpose of rules and guidelines is to make it possible for a large number of people to engage in activity without confusion. They also protect the rights and property of individuals and aid in providing an 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). Key factors in the maintenance of a Christ-centered environment for learning are courtesy and respect (Phil. 2:3, 1 Pet. 2:13-17).

### The Five R's of Gaarde

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#### *Respect for Authorities*

1. Obey the rules.
2. Obey all teachers and staff members.
3. Show courtesy in conversation:
  - a. Students may talk to any of their teachers on any matter of concern at a mutually agreed upon time. However, teachers and staff members are to be respectfully addressed.
  - b. Students may not speak in a rude, discourteous, or impolite manner to teachers. Disrespect to teachers and staff members may cause removal both from class and school.

#### *Respect for Peers*

1. Courtesy is really just Christian respect toward others.
2. Play safely. Do not physically endanger others.
3. Build others up; do not put them down.
4. Have a clean mouth - do not use bad language.
5. Students may not speak in a rude, discourteous, or impolite manner to fellow students. Disrespect to fellow students may cause removal both from class and school.

### ***Respect for Property***

1. Be honest, do not steal. Do not borrow school or other people's personal property without permission.
2. Take care of the school – keep it clean.
3. Be careful. Do not bend, fold, staple, mutilate, or write on textbooks, school property, walls, or desks.
4. Protect the floors and carpets.
5. Anything posted in the hallways must be approved by the administration.

### ***Respect Time***

1. Be on time to school and classes.
2. Use time wisely.
3. Be prepared to work – bring books, pencils, notebooks, etc. to class.

### ***Respect Yourself***

1. Be honest, do not cheat.
2. Dress neatly, cleanly, and modestly. This applies not only in the classroom, but at extra-curricular activities as well. Note guidelines for clothing.

## GENERAL SCHOOL INFORMATION

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**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

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Elementary/middle school achievement tests are given on campus to kindergarten through eighth grade students annually, in mid-April. Test results will be sent home at the end of the school year.

### Address & Telephone Number Changes

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

### Admissions

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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 31<sup>st</sup>. Admission to GCS is age appropriate by September 1 for our kindergarten-8<sup>th</sup> 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 eighth 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

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GCS believes that regular attendance is essential for excellence in learning. Therefore, absenteeism is discouraged. When a student must be absent, call the school in the morning, 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 8:35a. 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/Business hours are:**

Transitional Kindergarten	M-F	8:30a - 12:00p
Kindergarten - 8 <sup>th</sup>	M-F	8:30a - 3:00p

## Attitude & Language

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**Attitude** - The Bible has much to say about the believer's mental attitude and its effect upon speech and actions. All Christians are well aware of the prevalence of non-Christian attitudes and resulting actions displayed throughout our society. These attitudes and actions often have a very powerful influence in the lives of Christian people (Prov. 23:7).

Therefore, scornful and scoffing behavior should never characterize one of God's people (Ps. 1:1). Scorners and scoffers generally agitate one person against another, stirring and causing dissension wherever they go. Such behavior is generally manifested by expressions of contempt, disobedience, pride, haughtiness, and a disregard for those in authority, and a disregard for the counsel of God's Word (Prov. 13:1, Prov. 21:24, Prov. 1:22, Prov. 9:7, Prov. 24:9, Prov. 6:19, Acts 23:5, Prov. 22:10, and Rom. 16:17).

**Speech or Language** – In a society where cruel and profane language has become the norm, it is imperative that the Christian school, home, and church unite in promoting Christ-like character and attitudes toward appropriate speech. Speech is the main way ideas are communicated.

A Christian's speech must be considerate and coherent. Profanity, swearing, vulgar language, gossip, filthy words, and unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Students are to use wholesome language that is edifying and encouraging (Eph. 4:29; 5:4).

## Bible

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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. Without the Bible, a student can hardly be considered educated in the true sense. The Bible gives the only true light for this life and the only hope for eternal life to come.

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

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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

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**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:

AM (all grades) 8:10a-8:25a

Pick-Up:

Transitional Kindergarten 12:00p-12:15p

Kindergarten-8<sup>th</sup> (3:00p pick-up) 3:00p-3:15p

**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 student/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.



## Chapel

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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 eighth 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

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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

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We highly recommend and encourage faithful church attendance for all GCS families. (Heb. 10:25)

## Classroom

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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

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

Transitional Kindergarten	1:16
Kindergarten	1:16
First thru Eighth	1:18

## Conflict Resolution

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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)

1. Matters of concern should first be handled individual to individual in accordance with the Lord's commands in Matthew 18.

2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the administrator.
3. 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.
4. External mediation will be sought through steps suggested by the Christian Legal Society.

## Curriculum

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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 him/her 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

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Handbills, leaflets, newspapers, and other material may not be distributed or posted by students or non-students on the GCS campus without the express permission of the administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. 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

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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. Further information can be obtained by calling the administration at (503) 639-5336.

## Drills

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GCS participates in monthly fire drills and biannual earthquake and lockout/lockdown drills. We follow Standard Response Protocol (SRP). For more information: <https://iloveguys.org/srp.html>

## Early Release

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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

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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 expected at all times. All GCS students must wear a Gaarde T-shirt/sweatshirt on every field trip.

## Fundraising

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There are two major school fundraisers held each year, the annual fall Walk-a-thon and another in the spring. 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
- Box Tops for Education

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

## Lunch

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Students are required to provide their own lunch and utensils/supplies needed to eat their lunches. A microwave is made available, but items must only need to be reheated within 30-45 seconds.

GCS makes available to all students a hot lunch program on Mondays, Wednesdays, and Fridays. This ministry is dependent on parent volunteers to prepare and help serve lunches. Hot Lunch typically begins in October and ends in May. Tickets are purchased in advance at the front office.

## Illness and Prescription Medication

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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 covered under HIPAA law.

## Inclement Weather/Emergency Preparedness

GCS will always follow Tigard/Tualatin School District for school delays/closures.

### One Hour Late Start:

- Car line begins 9:10a
- All morning classes start at 9:30a
- Hot lunch will be served

### Two Hour Late Start:

- Car line begins at 10:10a
- Classes begin at 10:30a

- Hot lunch will not be served

If inclement weather occurs after the start of a school day, the Emergency Procedure/Parent Phone Tree will be initiated. This procedure consists of a primary and secondary caller (volunteer parents from each class) who contacts the parents from the class. 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

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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

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In the beginning of September, Back to School Night provides an explanation of the basic philosophies foundational to GCS. The distinctive characteristics of Christian education 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

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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, i.e., sport cards, Legos, collectibles, etc. No buying, selling, trading, or exchanging of personal items is permitted. **\*Middle School students (6<sup>th</sup> - 8<sup>th</sup> 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

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

## School Equipment

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No school equipment is to be used without the specific permission of those who are in charge of 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

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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

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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 Harassment

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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

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Each class allots time for one snack break each day. Because of allergies and special diets, 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

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

## Supplies

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Supply lists for each class/grade level will be emailed (or mailed upon request) to parents during the summer. Each student is expected to furnish

his/her own basic school supplies as requested on the supply list. It is unfair to count on borrowing pencil, paper, etc. from other students. Students must inform parents when supplies begin to run low, as teachers will expect students to be equipped for work at the start of class.

## Teacher

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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

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The telephones are for church and school business only and not to be used by students.

## Toilet Training

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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. We strongly encourage all preschool students have a change of clothes in their backpack in the case of a toileting accident.

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

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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 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/Chaperones

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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.

If you are acting as a chaperone or attendee for a field trip, you are required to have a Background Check on file as well as a completed Driver Information Form.

## ANNUAL TUITION & FEES

<i>Elementary/Middle School</i>			
	<i>Transitional Kindergarten</i>	<i>Primary</i>	<i>Intermediate</i>
	<i>Turns 5 by December 31st</i>	<i>K – 3<sup>rd</sup></i>	<i>4<sup>th</sup> - MS</i>
	<i>M-F 8:30-12:00</i>	<i>M-F 8:30-3:00</i>	<i>M-F 8:30-3:00</i>
<b>Tuition 1<sup>st</sup> Student</b>	\$4000	\$5300	\$6100
<b>Sibling</b>	\$3200	\$4240	\$4880

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

<i>Enrollment</i>	<i>\$225 New Student</i> <i>\$150 Returning Student</i>	
	<i>\$200</i>	<i>Due at time of enrollment</i>
	<i>\$225</i>	
<i>Billing</i>	<i>\$150</i>	<i>Applies if 10 Month Payment Plan is chosen (Aug 1<sup>st</sup> - May 1<sup>st</sup>) One fee per family</i>
<i>Activity/Technology, K-3<sup>rd</sup></i>	<i>\$150</i>	<i>Billed with first month's tuition due August 1<sup>st</sup></i>
<i>Activity/Technology, 4<sup>th</sup>-8<sup>th</sup></i>	<i>\$175</i>	

### DISCOUNTS

<i>Sibling</i>	<i>20%</i>	<i>Given on any student enrolled after the oldest student</i>
<i>Paid in Full</i>	<i>4%</i>	<i>Given on tuition account paid in full by August 1<sup>st</sup></i>

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

<i>T-Shirt</i>	<i>\$10-20</i>	<i>Required for all students</i>
<i>NIV Bible</i>	<i>\$10</i>	<i>First thru eighth grades</i>
<i>Middle School</i>	<i>Varies</i>	<i>To be determined</i>
<i>Spring Trip</i>		

## **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 7<sup>th</sup>.
- All school fees are non-refundable.
- Minimum \$25 charge for checks that are returned by the bank.
- Contact the Registrar prior to the 1<sup>st</sup> 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 in arrears at the end of the month, the student may not be allowed to continue at GCS.

## **EARLY WITHDRAWAL FEES**

- Withdrawn by July 31<sup>st</sup> for the following year, no tuition or early withdrawal fee charged. No other monies reimbursed.
- Withdrawn after August 1<sup>st</sup> or prior to the start of school, first month's tuition will be charged. No other monies reimbursed.
- Withdrawn during the school year: \$250 for preschool students, \$625 for elementary and middle school students, in addition to the pro-rated cost of tuition.

## **Early Withdrawal Process**

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

1. 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.
2. 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.
3. A completed checkout sheet is then signed and returned to the front office.
4. The bookkeeper will be notified of student's withdrawal to prepare a final statement. Any balance owing on an account is due upon receipt.

## STUDENT INFORMATION

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### Accidents

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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

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

1. 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.
2. NO destruction of school property.
3. Running, shoving, tripping, punching, or throwing objects of any kind is not permitted on the premises at any time.
4. No electronics, skates, skateboards, or other disruptive or potentially dangerous items are to be brought to school.
5. Leave all bulletin boards, whiteboards, and other equipment and materials alone unless given specific permission to use them.
6. Students are to stay out of classrooms unless a teacher is present.
7. 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.
8. Be kind and courteous to everyone in and out of class.
9. Chewing gum is not permitted.
10. Inappropriate gestures/actions of any kind, (i.e., using hands, body) will result in immediate discipline.
11. Possession of narcotics, alcohol, nicotine or non-authorized prescription drugs, knives, firearms (or look-alike toys) will be grounds for immediate expulsion from school.
12. Cell phones 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 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.

**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.

1. 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 secreting evidence of an illegal act or school violation.
2. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
3. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
4. If student guidelines are not followed, a student may receive detention, suspension, or expulsion.

## Discipline

While discipline is basically positive training in the right direction (Prov. 22:6), there must be consequences for failure to follow the rules. Students must realize that the "law is not made for the righteous person," but for the "lawless and rebellious, for the ungodly and sinners, for the unholy and profane..." 1 Tim. 1:19.

Teachers and school administrators will use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. If a student causes a problem, he/she will own that problem. It will be up to the student to take steps to work it out. A student will always be given the opportunity to explain his version of the problem. The corrective measures to be employed to help the student work out his/her problem and correct his/her misconduct will be determined by the teacher or administrator involved.

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. Disciplinary alternatives can include, but are not limited to the following: parent conferences, loss of recess or playtime, detention, work detail, non-participation in extra-curricular activities (i.e., field trips), probation, suspension, and expulsion.

**TK/Kindergarten** - Since we see our transitional kindergarten and kindergarten classes as a time of transition, we reinforce positive attitudes and behavior patterns that will benefit the student for his/her whole life. We base this on an understanding of the student's needs and stage of development. Discipline helps the student develop inner control, acceptable behavior and respect for the rights of others. Discipline is viewed as corrective and

instructional, not merely punishment.

Indirect guidance techniques:

1. Warnings: “You have five more minutes to play before it’s time to clean-up.”
2. Redirection: “You need to play over here for a while. After circle time, you may play in the block area again.”
3. Give choices: “You may paint, or you may read a book.”
4. Regular routine: “We always wash our hands before snack. After snack is story time.”
5. Avoid nagging: We tell the student what we expect just once, follow it by asking if he or she remembers what we asked, and then offer to help the student do what he or she was asked.
6. Consistent: We do things the same way each day so the students know what to expect and learn to trust and feel safe in their environment.

Direct Guidance Techniques:

1. 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.”
2. Student’s Attention: Focus the student’s attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the student to repeat the directions.
3. Expectation: Expectations are reviewed to ensure they are age appropriate. We do not make rules based on noise or mess factor.
4. Solution: Arguments are avoided by following through with solutions that address the problem with the student. The student is given opportunity to exit the problem gracefully.

If a student is unable to demonstrate self-control, a brief time-out results for him or her to regain control. Time-out occurs when other measures fail and it functions as an opportunity for the student to re-group.

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

**TK - Middle School Corrective Procedures** - The purpose of correction in the school setting is to lovingly encourage students to change attitudes and actions. “Whom the Lord loveth, he chasteneth” suggests that chastening is an expression of Christian love. When a student’s action demonstrates a lack of love for God, his neighbor, and himself, correction calls him to change his mind (repent) and respond to God’s love with a different attitude. Changed behavior will follow from a changed attitude. The final goal is loving submission to Christ as Lord and to those whom He provides to give us educational leadership. Misconduct has been classified into three categories,

depending on the severity of the violation.

**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 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

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**Purpose** - GCS recognizes that parents and students are primarily responsible for the appearance and dress of the student, therefore guidelines have been limited. The purpose of the guidelines established is to best enhance the learning environment and uphold the spiritual climate of GCS. The goal is to create an environment that discourages using fashion as a status symbol or arena for competition. Acceptability of dress should not determine the acceptability of the student. Each individual should be recognized for his/her effort, abilities, and spirit. The school also endeavors to encourage Christian young people to be concerned with the Biblical principle of modesty.

### Dress Code – General

1. Daily attire shall be neat, clean, pressed, in good condition, and no holes or worn through areas.
2. Clothing will be of proper fit, not tight or baggy. Pants will sit on waistline.
3. Shorts/skirts/dresses/jumpers must be no shorter than three inches above the knee.
4. Undergarments should not be visible at any time.
5. Shoes must be worn at all times. We discourage open-toed and high heel shoes due to safety issues.
6. Specifically excluded are: hats, flip flops, sweatshirts, sweatpants/workout pants, yoga pants, and unnatural hair coloring.
7. TK through middle school students: hooded sweatshirts (pullover or zip up) and coats may not be worn in the classroom; they may be worn during recess.
8. It is encouraged that students wear shorts or leggings under skirts/dresses/jumpers for ease of play at recess.

### Dress Code – TK-5<sup>th</sup> & Middle School

Tops/Shirts:

Colors: Solid colors in dark navy blue, dark green, yellow, white, gray

Styles: Polos, button down, long or short sleeved shirts, scoop neck shirts (girls only), and sweaters

### Bottoms:

Colors: Beige tone, dark navy blue, black, gray

Styles: Pants, shorts, skirts, jumpers, dresses

Note: Leggings approved for girls under jumpers and skirts in dark navy blue, gray, black, white, and beige.

Casual Fridays: General dress code guidelines still apply. Students may wear jeans and t-shirts that are proper fitting and in good repair. Clothing or jewelry with emblems, writing or pictures shall reflect that which is wholesome and positive. Any clothing or jewelry that depicts values contrary to that of the school's mission or principles is not allowed.

GCS sweatshirts and t-shirts are permitted for field trips and on Fridays.

### Appearance:

1. Student's hair should be clean, neatly groomed, and not interfere with eyesight. No "distracting" styles or unnatural colors.
2. Jewelry for girls should not be excessive or distracting. Earrings are to be worn in the earlobes only. For boys, no earrings are allowed at school.
3. Specifically excluded are visible tattoos as well as adornment with compromising symbolism and body jewelry.
4. Middle school girls may wear light make-up.

### Dress Code Violation

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. While it is possible a student's attire or hairstyle meets the letter of the Dress Code as stated, these may not be appropriate as worn, particularly while sitting or walking. If attire is not appropriate, the student will be sent to the front office and will remain there until acceptable clothing is available.

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

### Flag & Bible Pledges

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*Christian Flag* - I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one community uniting all true Christians in service and in love.

*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 might not sin against God.

*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.

## Grading

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**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.

1. Each student's performance in the educational program of the school is his/her major responsibility.
2. Achievement of the class objectives should determine grades.
3. 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).
4. Minimum standards of citizenship goals and objectives will be established for each course and explained to the student.
5. The relative value of class work, assignments, tests, and examinations will be established in relation to expectations for grade levels.
6. Midterm progress reports indicate the direction of the student's achievements.
7. Class absence and tardiness may be reflected in the grade.

*Kindergarten, First, and Specials (Music/PE/Art/Spanish/etc.)*

<b>E</b>	Exceeds Expectations
<b>M</b>	Meets Expectations
<b>D</b>	Developing Expectations
<b>N</b>	Needs Improvement
<b>*</b>	Modified
<b>NA</b>	Not Applicable

*Second thru Eighth Grades*

<b>A</b>	93-100%	Exceeds Expectations
<b>B</b>	84-92%	Meets Expectations
<b>C</b>	74-83%	Developing Expectations
<b>D</b>	63-73%	Needs Improvement
<b>F</b>	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

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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

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

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

## Recess Rules

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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 (refer to pages 10-11).

### 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.

### Textbooks

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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.

## TECHNOLOGY AGREEMENT

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We believe that the use of technology, and access to available technology, integrated throughout our program of instruction, will help prepare our students for their future. The use of technology will allow our students to collect, analyze, consider, and communicate ideas and information from an enormous pool of available resources through a properly filtered web-access. Through effective planning, our classroom teachers will help guide our students in the analysis, synthesis, and evaluation through a “*Christian World View*” of this vast store of information and help them apply it to complex and practical real-world problems in the classroom. It is our desire to maintain a rigorous traditional educational experience and high expectations as we further integrate with this new technology. Technology is a tool and is not meant as a substitute for traditional teacher-student environment, but rather an enhancement.

Establishing this environment for learning requires careful planning and consideration as well as the application of effective policies and procedures. In many ways this program will demand an increased level of responsibility on the part of all students, parents, and school staff. The policies and procedures covered in this document are not “*all inclusive*” and are subject to review.

All K-5<sup>th</sup> 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.

### Receiving Your Chromebook

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Chromebooks will be distributed at the beginning of the school year to the middle school students. K-5<sup>th</sup> grade students will use a mobile technology lab. Parents & students must sign and return the “Technology Policy and Procedures” and Student Pledge documents before the Chromebook can be issued to or used by their student. Chromebooks will be collected at the end of each school year for maintenance, cleaning, and application installations.

### Taking Care of Technology

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Students are responsible for the general care of the Chromebook issued by the school. A Chromebook that is broken or fails to work properly must be taken to their “*homeroom teacher*” with a written explanation of the failure issue, and if broken, how the Chromebook was broken.

## General Precautions

No food or drink is allowed in close proximity to your Chromebook while it is in use. Chromebooks should be closed before moving them to conserve battery life. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of GCS. All GCS and Chromebook identification labels and markings must remain on the Chromebook. Chromebooks must never be left unsupervised. Students are responsible for placing their Chromebook in the lock-up safe slot assigned. They must keep their Chromebook's battery charged for school each day.

## Carrying Chromebooks

Students will need to make every effort to consider the care of the Chromebook as they transport it from room to room or back to its storage location.

## Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook when it is closed, or place books on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks). Clean the screen with the cleaning cloth that the classroom teacher provides.

## Using your Chromebook at School

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Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

## **ALL Chromebooks Must Be Left At School In Lock-Up**

**ALL** Chromebooks must be left at school and placed with the Chromebook closed in the appropriate storage slot at the end of each school day. It is the student's responsibility to ensure the Chromebooks are plugged in with the charging light on. Failure to lock-up and/or charge the Chromebook, will result in a warning and the next day's use will be limited due to lack of battery charge. *Repeat* violations of this policy will result in a "violation notice" sent home. After a third violation, disciplinary action will be taken.

## **Chromebooks Undergoing Repair**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with their “*homeroom teacher*” depending upon the circumstances of the breakage or Chromebook failure.

## **Charging Your Chromebook’s Battery**

Chromebooks must be in a fully charged condition at the start of each school day. Students need to charge their Chromebooks at the end of each school day. Repeat violations of this policy will result in disciplinary action.

## **Screensavers and Backgrounds**

Middle school students may choose their own background/screensaver. However, inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

## **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes, or headphones when allowed by the teacher. Parents or students must purchase their own headphones.

## **Printing**

Students will not be able to print while on campus.

## **Deleting Files**

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebooks performance.

## **Music and Applications (Apps)**

The privilege to stream music on their Chromebook is given to students. Only Christian or classical music will be allowed. Any student who chooses to listen to other genres that are not Christian or Classical will have the privilege of streaming music revoked. Any applications (apps) installed, but not approved by the school will require a reset to default settings and may be subject to disciplinary consequences.

## **Social Media Networks & Prohibited Websites**

- Use of social networking with your Chromebook such as “*Facebook*” and the like is prohibited.
- Surfing and viewing obscene websites and pornography is prohibited.

## Managing Your Files & Saving Your Work

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### **Saving to the Google Drive**

Students will be logging onto their school Google Drive account in order to back up their work. Saving files to a student's Google Drive account will allow access to them anywhere they have a Chromebook or computer available outside of school hours.

### **Saving Data to Removable Storage Devices**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work and therefore will be responsible to save their work to Google Drive not to a Removable Storage Device.

## Software and Applications on Chromebooks

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### **Originally Installed Software and Applications (Apps)**

- Apps originally installed must remain on the Chromebook and easily accessible at all times.
- From time to time the school may add Apps for use in a particular course.
- Periodic checks of Chromebooks will be made to ensure that only appropriate apps are installed on student's Chromebooks.

### **Virus Protection**

Chromebooks are virtually virus free and come with their own protections.

### **Inspection**

Students may be selected at random to provide their Chromebook for inspection.

## Acceptable Use

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### **General Guidelines**

- Students are responsible for their ethical and educational use of the technology resources of GCS in accordance with Christian principles and the *"Parent-Student Handbook."*
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, etc.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, and the GCS

Superintendent, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

### **Privacy and Safety**

- Do not access chat rooms or send chain letters without permission.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential; the school may access anything on your Chromebook at any time.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. **This is not a request; it is a responsibility.**

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the GCS's disciplinary procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **E-mail**

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high Christian integrity with regard to email content.
- No private chatting during class (I.M.'s.)
- Student e-mail is subject to inspection by the school officials at all times.
- Students should check their e-mail regularly, at least weekly.

### **Consequences**

The student whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the GCS's Technology Policy and Procedures will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

## **Student Responsibilities**

- Students are responsible at all times for their Chromebook.
- Students may never take their Chromebook to the bathroom or dressing rooms *for any reason*.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All Chromebook components are to be carried in approved Chromebook cases at all times.
- Students may not loan Chromebook components to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. on the Chromebooks without permission of their *“homeroom teacher.”*
- Students are responsible for charging and maintaining battery units daily.
- All students have access to their “Google Drive” account. It is the responsibility of the student to see to it that critical files are backed up regularly.
- All use of the Internet must comply with school guidelines. Log files are maintained on each Chromebook with a detailed history of all sites accessed. These files will be reviewed periodically.

## **Parental Responsibilities**

- No student at any time will be allowed to bring a Chromebook home. If a Chromebook has been taken home, it is the parent’s responsibility to see that the Chromebook is returned as soon as possible.
- Parents will be responsible for monitoring their student’s “Google Drive” at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student’s activities on the Internet on a regular basis.
- Log files showing Internet activity are available to parents upon request.

## **Gaarde Administration and GCS Teacher Responsibilities**

GCS Administration and classroom teachers will monitor to the best of their ability both the student’s use of the Chromebook and website usage. GCS admin will to the best of their ability provide web-filtering and monitoring for the Chromebooks through an established system of filters and firewalls.

## Protecting and Storing Your Chromebook

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### Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. All GCS and Chromebook identification must remain on the Chromebook.

### Password Protection

Students will create their own password account and record their password with their homeroom teacher. Students are expected to keep the passwords confidential. ALL Chromebooks are configured to only connect to the Gaarde student wifi.

### Storing Your Chromebook

When students are not using or monitoring Chromebooks, they should be stored and locked securely in their lockers. Nothing should be placed on top of the Chromebook when stored in the locker.

### Chromebooks Left Unsupervised

Under no circumstances should Chromebooks be left unsupervised. Disciplinary action may be taken for Chromebooks left unsupervised.

## Repairing or Replacing your Chromebook

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### School Protection

Students experiencing technical difficulties should take their Chromebooks to their *“homeroom teacher.”* Students should make an effort to address these issues before school whenever possible.

**INTENTIONAL DAMAGE:** Parents are responsible for full payment of intentional damages to Chromebooks including negligence in the use and care of the computers.

## Parent & Student Agreement

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*As the parent,* I understand that my student is responsible to abide by the ‘Technology Policies and Procedures’, taking care of the Chromebook assigned. I also understand that parents are responsible for full payment of intentional damages to the Chromebooks including negligence in the use and care of the computers.

*As the student,* I understand that I am responsible to abide by the ‘Technology Policies and Procedures’.

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended, always knowing where the Chromebook is.
3. I will never loan out my Chromebook to other individuals.

4. I will never take my Chromebook to the bathroom or a dressing room.
5. I will have my Chromebook's battery charged fully and ready for the start of each school day and as necessary throughout the day.
6. I will keep food and beverages away from my Chromebook to prevent damage to the Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only using the supplied cleaning cloth to clean the screen.
9. I will use my Chromebook computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
11. I understand my Chromebook and accounts are subject to inspection at any time without notice and they remain the property of GCS.
12. I will follow the policies outlined in the GCS Technology Policy & Procedures.
13. I will immediately report theft, vandalism, or any damage or malfunction of my Chromebook to my classroom teacher.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my Chromebook-bag & cloth in the event any of these items are lost or stolen.
16. I agree to return the school Chromebook in good working condition.
17. I will not reveal my own or anyone else's personal address, phone number, or passwords using the school's Chromebook.
18. I agree to abide by all copyright and license agreements.
19. I agree that no financial transactions of any kind will be allowed using the school account.
20. I understand that access to the Internet will be allowed.

## Google Apps for Education Permission

A signature on the signature page of the Technology Policy and Procedures acknowledges that the GCS Technology Policies and Procedures have been read and will be adhered to at all times during the school year. This signature is a requirement for each students in all grades and will need to be turned in to the teacher prior to class attendance. This signature also confirms/denies permission to use Google Apps for Education.





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