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MISSION STATEMENT

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

“Your Child, Our Calling”

AFFIRMATION

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

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, all 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. But because in most instances parents have neither the time nor the training to do this, churches and Christian schools exist to assist parents in fulfilling this responsibility. 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

GCS is a ministry of Faith Journey Church. As a ministry of Faith Journey Church, the Deacon board and Senior 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.

No attempt to teach Assemblies of God doctrinal distinctives to GCS students is made. We do not require our teachers to subscribe to the beliefs of Faith Journey Church. We strive to maintain an inter-denominational atmosphere in the classroom and with the teaching staff.
STATEMENT OF FAITH

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).

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 both 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

**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 under any circumstances 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.

**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. Do not waste time.
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.
Achievement Tests

Elementary/middle school achievement tests are given on campus to first 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

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

Admissions

GCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activity 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 preschool (three years & potty-trained) 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 be courteous and respectful to their peers, staff, and faculty.

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.

Admission to GCS is age appropriate by September 1. New students entering first through eighth grade may be required to take a placement test before guaranteed grade placement. All placements are at the discretion of the administration.

Attendance

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, students will bring a written excuse from home, signed by parent(s), to the teacher. This excuse must state the reason and date for the student’s absence. Students will be considered tardy at 8:35a.

School/Business hours are:

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
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<tbody>
<tr>
<td>Front Office</td>
<td>M-F</td>
</tr>
<tr>
<td>3’s AM</td>
<td>M/W/F &amp; T/Th</td>
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<tr>
<td>3’s PM</td>
<td>M/W/F</td>
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<tr>
<td>3 Day PreK AM</td>
<td>M/W/F</td>
</tr>
<tr>
<td>5 Day PreK AM</td>
<td>M-F</td>
</tr>
<tr>
<td>5 Day PreK PM</td>
<td>M-F</td>
</tr>
<tr>
<td>Half Day K</td>
<td>M-F</td>
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<tr>
<td>All Day K – 8*</td>
<td>M-F</td>
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Attitude & Language

**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 and stir dissension and cause 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).
**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**

Bible study is recognized as fundamental and is a required subject at GCS. It augments the work in English, 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 are encouraged 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 at least one week in advance to set up a date and time. For student’s personal birthday party, birthday invitations may be passed out at school, providing all students in the class are receiving one. This avoids unnecessary hurt feelings.

**Car Line**

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

<table>
<thead>
<tr>
<th>Drop Off:</th>
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<tbody>
<tr>
<td>AM (all grades)</td>
<td>8:10a-8:25a</td>
</tr>
<tr>
<td>PM preschool students must be walked in</td>
<td>12:30-12:45p</td>
</tr>
</tbody>
</table>
Pick-Up:
AM Preschool (11:30a pick-up)  11:30a-11:45a
AM Preschool & Half Day K (11:45a pick-up)  11:45a-12:00p
All Day K-8+ (3:00p pick-up)  3:00p-3:15p
PM Preschool (3:30p pick-up)  3:30p-3:45p

AM Drop Off: All vehicles must enter the campus via the upper driveway marked “ENTER.” 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 marked “EXIT.”

All Class Pick-Up Requirements: A Gaarde provided yellow placard with your student’s name neatly and boldly printed must be prominently displayed in your front window. Be sure the sign is clearly labeled in bold, large print with the student’s first & last name. 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 Required Information Form. If not, the student will not be released. 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.

Preschool classes & half day kindergarten (11:30a/11:45a/3:30p): All vehicles must enter the campus via the upper driveway marked “ENTER.” As you pass the circle island (you are on the left), go around the island (which is now on your right) and a staff member will open the vehicle door to load your student. Please be sure to have your Gaarde provided yellow placard with your student’s name placed in the front driver-side window.

PM Preschool Classes Drop Off: No car line is available for preschool classes beginning at 12:45p. Parents must park and walk their student into class.

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.
- 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.

Chapel

GCS is vitally interested in the spiritual development of its students. This gathering together of the GCS family allows for times of spiritual growth, sharing of needs, hearing different guests, ministers, and speakers. Attendance is required for all day kindergarten through eighth grade students. Twice a year we hold an all-school chapel in which preschool and half day kindergarten classes are in attendance. 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)

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.

<table>
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<tr>
<th>Class Level</th>
<th>Class Size</th>
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<tbody>
<tr>
<td>Preschool 3’s</td>
<td>1:12</td>
</tr>
<tr>
<td>PreKindergarten</td>
<td>1:16</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1:16</td>
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<tr>
<td>First thru Eighth</td>
<td>1:18</td>
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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)

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.
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

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

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 children. All gifts are gratefully received and wisely used. Gifts/donations are tax deductible. Further information can be obtained by calling the administration at (503) 639-5336.

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. Students are reminded that radios, mp3 players, iPods, iPads, tablets, laptops, headsets, and other music paraphernalia 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 or sweatshirt on every field trip.

Each teacher will be arranging the 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. We will not take field trips without adequate supervision; therefore, we encourage parents/guardians to become GCS volunteers.

Fire & Earthquake Drills

**Fire Drills** – When the siren sounds, students should walk immediately and quietly through the nearest outside exit. The last person from the room should always turn out the lights and shut the door. Students sitting by windows should close the windows. All students must leave the building regardless of their activity and assemble quietly with their assigned teacher and group. Students may return to the building when directed to do so by their teacher or when signaled by the administration.

**Earthquake Drills** – When the siren sounds three times, students should respond immediately in the procedure of drop, cover, and hold. After two to three minutes of silence, students may return to their seats for review of earthquake characteristics.

Fundraising

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:
- **Gaarde Gift Card Mall** in which gift cards are purchased at full price and GCS receives a portion of the proceeds from the vendor.
- **Fred Meyer Rewards** in which a reward card is “linked” to GCS and the school receives a check based on dollars spent.
• Box Tops for Education in which tops are “clipped” from participating packages (cereals, soups, cake mixes, etc.). GCS packages them and sends them into the Box Tops for Education program to receive $0.10 per top.

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

Hot Lunch Program

GCS makes available to all students a hot lunch program on Mondays, Wednesdays, and Fridays. Tickets are purchased in advance at the front office. Parent volunteers are needed to prepare and help serve hot lunch.

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 of higher) for a minimum of 24 hours without the aid of medications before they can return to school. Contagious diseases (i.e. chicken pox, strep throat), should be reported in order to notify other parents.

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. 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.

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. An Oregon Health Department Report is filed in January of each year. If immunizations are not complete or up-to-date, exclusion orders are filed with the State and enforced in February.
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
- No morning preschool or half day kindergarten classes
- PM preschool classes will meet
- 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 Required Student Information 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 both school and parent.

Lost & Found

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. Items found lying around, left behind, or misplaced will be placed in the lost and found. Items may be retrieved before or after school. On the first of each month, items in lost and found will be donated to a nonprofit organization.

Parent/Teacher Conferences

Parent/teacher conferences will be 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.

Parent Orientation/Back to School Night

In the beginning of September, Back to School Night is spent in 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

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 (6th – 8th grades) may have a cell phone on campus. It must be turned off and stored away in a backpack or locker and may be used for emergency purposes only.

Pets

Pets are not allowed on campus.

School Equipment

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

There are a minimum of two scheduled parties during the school year – a Christmas party and a Valentine’s Day party, with additional parties at the teacher’s discretion. Parents are highly 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. In the fall, individual student photos are made available for purchase. In the spring, class photos are available for purchase, and individual photos can be taken if ordered.

Sexual Harassment

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

GCS allows a nutritional snack time for the student each day during school hours. 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

Each teacher will keep 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 “Records Request” form to have their student’s records transferred to GCS. All students must have an up-to-date Immunization Record on file with GCS prior to their first day of school.

Supplies

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 each class. In August, you will be mailed a supply list for your student’s 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.

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. If a student has a toileting accident, we will contact the parent immediately. If a parent cannot be reached, the student will be taken care of and the parent will be updated. 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 removal of enrollment.
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 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

The safety and care of our students is of paramount importance at GCS. All volunteers at GCS will have a background check processed through Pinnacle Investigations, our provider of background checks for all employees and support staff. The cost for each volunteer will be $15 (cost is subject to change). Gaarde will pay the balance of the fee, totaling $32. Backgrounds 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 for a field trip, you are required to have a Background Check on file as well as a completed Driver Information Form.
## TUITION & FEES

### Preschool

<table>
<thead>
<tr>
<th></th>
<th>2 Day 3’s</th>
<th>3 Day 3’s</th>
<th>3 Day PreK</th>
<th>5 Day PreK</th>
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<tbody>
<tr>
<td>3 by Sept. 1</td>
<td>3 by Sept. 1</td>
<td>4 by Sept. 1</td>
<td>4 by Sept. 1</td>
<td></td>
</tr>
<tr>
<td>T/Th</td>
<td>M-W-F</td>
<td>M-W-F</td>
<td>M-F</td>
<td></td>
</tr>
<tr>
<td>8:30-11:30</td>
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<td>8:30-11:45</td>
<td>8:30-11:30</td>
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<td>$1725</td>
<td>$2049</td>
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<td>$1380</td>
<td>$1639</td>
<td>$1959</td>
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### Elementary/Middle School

<table>
<thead>
<tr>
<th></th>
<th>Half Day Kind</th>
<th>All Day Kind</th>
<th>Primary</th>
<th>Intermediate</th>
<th>Middle School</th>
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<tbody>
<tr>
<td>5 by Sept. 1</td>
<td>5 by Sept. 1</td>
<td>1st – 3rd</td>
<td>4th &amp; 5th</td>
<td>6th, 8th</td>
<td></td>
</tr>
<tr>
<td>M-F</td>
<td>M-F</td>
<td>M-F</td>
<td>M-F</td>
<td>M-F</td>
<td></td>
</tr>
<tr>
<td>8:30-11:45</td>
<td>8:30-3:00</td>
<td>8:30-3:00</td>
<td>8:30-3:00</td>
<td>8:30-3:00</td>
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<td>$4775</td>
<td>$4995</td>
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<tr>
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<td>$2999</td>
<td>$3719</td>
<td>$3820</td>
<td>$3996</td>
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### ENROLLMENT & FEES (enrollment & fees are non-refundable)

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>$225</th>
<th>New Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150</td>
<td></td>
<td>Returning Student</td>
</tr>
<tr>
<td>$200</td>
<td></td>
<td>enrolled by February 2nd</td>
</tr>
<tr>
<td>$225</td>
<td></td>
<td>Returning Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>enrolled after February 2nd</td>
</tr>
<tr>
<td>Billing</td>
<td>$150</td>
<td>Applies if 10 Month Payment Plan is chosen (Aug 1st – May 1st)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One fee per family</td>
</tr>
<tr>
<td>Activity/Technology, K-3rd</td>
<td>$150</td>
<td>Per student cost for planner, field trips, gym, technology</td>
</tr>
<tr>
<td>Activity/Technology, 4th-8th</td>
<td>$175</td>
<td>Per student cost for planner, field trips, gym, technology</td>
</tr>
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</table>

**Due at time of enrollment**

**Billed with first month’s tuition due August 1st**
DISCOUNTS

<table>
<thead>
<tr>
<th>Discount</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sibling</td>
<td>20%</td>
<td>Given on any student enrolled after the oldest student</td>
</tr>
<tr>
<td>Paid in Full</td>
<td>4%</td>
<td>Given on tuition account paid in full by August 1st</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Shirt</td>
<td>$10</td>
<td>Required for all students</td>
</tr>
<tr>
<td>NIV Bible</td>
<td>$10</td>
<td>First thru eighth grades</td>
</tr>
<tr>
<td>Middle School Trip</td>
<td>Varies</td>
<td>6th Coast, 7th Missions, 8th Washington D.C.</td>
</tr>
</tbody>
</table>

PAYMENT SCHEDULE

- Enrollment fee paid at time of enrollment to reserve a place in the classroom.
- First tuition payment, billing fee, and activity/technology fee (if applicable) due August 1st.
- All tuition payments due by the first day of the month, starting in August. Late fee of $25 charged if not paid by the 7th.
- Minimum $25 charge for checks that are returned by the bank.
- Contact the Registrar 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 in arrears 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: $250 for preschool students, $625 for elementary and middle school students, in addition to the pro-rated cost of tuition.

Early Withdrawal Process

Withdrawning a Student

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 withdraw and reason for withdrawing from school.
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

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

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 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. Middle School students: cell phones may not be used during school hours. All student cell phones must be turned off and kept in the students’ backpack or locker.

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 may 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.

**Preschool** - Since we see our preschool as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child 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.

If a student is unable to gain control and requires more individual attention than can be given within student-to-staff rations, parents may need to be contacted. A student requiring one-on-one attention may have to leave school temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of the student attending Gaarde Christian Preschool.

Elementary/Middle School Corrective Procedures - The purpose of correction in the school situation 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**

**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 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, yoga pants, and unnatural hair coloring.
7. Kindergarten thru middle school students: hooded sweatshirts (pullover or zip up) and coats may not be worn in the classroom; they may be worn during recess.

**Dress Code – Preschool**

Comfortable, washable play clothes are a must for school. Dress your child for an active day. Please keep in mind that we do many fun things and sometimes children get messy and dirty. Children may want to “dress up” for special school events. There will be no “messy” play or activities on these special days.
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 will include some outside play. All jackets, sweaters, and caps should be clearly marked with student’s name. “Sunday” shoes and flip flop type sandals are dangerous on active feet and inappropriate for school except on special days. Loose-fitting jewelry, especially necklaces, are also a hazard for young students and, therefore, best not worn to school. We ask that students not wear clothing representing violence, sorcery, or supernatural powers. Since young students have difficulty distinguishing between realities and pretending, this type of clothing often leads to violent play at school. Speak to the administrator if you have questions about our dress policies.

**Dress Code – Elementary & Middle School**

**Tops/Shirts:**
- **Color Options:** Solid colors in dark navy blue, dark green, yellow, white
- **Style Options:** Polos, button down, long or short sleeved shirts, scoop neck shirts (girls only), and sweaters

**Bottoms:**
- **Color Options:** Beige tone, dark navy blue, black, gray
- **Style Options:** Pants, shorts, skirt, jumper
  - Note: Leggings approved for girls under jumpers and skirts in dark navy blue, gray, black, white, and beige.

Casual Fridays – 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.

**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**

*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**

**Preschool** - The letter grades (P, D, and H) are used to designate achievement standing for Preschool students.

- **P** = Performing the skill
- **D** = Developing the skill
- **H** = Help needed to develop the skill

The following policies are generally accepted by teachers as being applicable for grading procedures. They should serve 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.

**Elementary/Middle School** - The letter grades (E, S+, S, and NI) will be used to designate achievement standing for grades kindergarten thru first, as well as for elective classes such as PE, music, art, etc. The letter grades represent the following achievement levels:

- **E** - Excellent or Superior Work
- **S+** - Very Good
- **S** - Satisfactory
- **N** - Needs Improvement

The letter grades (A, B, C, D, and F) are used to designate achievement standing for grades 2nd-8th.

The letter grades represent the following achievement levels:

- **A** - 93-100% Excellent
- **B** - 84-92% Above Average
- **C** - 74-83% Average
- **D** - 63-73% Below average-minimum passing grade
- **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 become 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 two days 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
- Administrative and Pastoral offices
- Sanctuary
- Furnace Rooms
- Teacher Workroom
- Kitchen
- Storage Sheds
- Garbage/Disposal Area
- Off-campus
- Other areas as posted

Recess Rules

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.

General Rules

Do not bounce balls or slam against classroom walls, gym lights, gym walls, and duct work.
No hanging on basketball hoops.
No going behind the fence, bushes, buildings, or dumpsters.
No food or drink on the playground.
No spitting.
Do not bring toys to recess.
All school equipment must be shared.
No bad attitude/language.
No fighting, pushing, or shoving.
Do not interfere with other students’ games; kicking ball away from players, etc.
No leaving playground or recess area without permission.
No hitting or kicking.
No arguing or being disrespectful.
Play in sight of the recess teacher.
Do not drop litter on school grounds.
Do not go to the playground area unless permission is given.
Do not play with cones and/or branches from trees.
No fighting or play fighting (including Karate/Taekwondo).
No one is to be in classrooms during recess unless permission is given.
When the whistle sounds, line up quickly by class.

**Specific Rules**

*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

**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. Textbooks will be replaced at the student’s expense. 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.
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-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.

Receiving Your Chromebook

Chromebooks will be distributed at the beginning of the school year to them middle school students. K-5th 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

Students are responsible for the general care of the Chromebook they have been 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**
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 at the end of each school day. It is the student’s responsibility to insure 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**

- 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

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

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

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 middle school 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 Admin 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

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

Repairing or Replacing your Chromebook

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.
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