Parent & Student Handbook

2026-2027

Greece Christian School

Providing a Christ-centered education since 1982

"I will instruct you and teach you in the way you should go;
I will counsel you and watch over you."

Psalm 32:8

Rev. 8/31/26

LOVING **GOD.**
LOVING **PEOPLE.**

Greece Christian School is a ministry of Greece Assembly of God

MISSION

Building Disciples, Shaping Futures

CORE VALUES

KNOW
Developing relationships with God and people
GROW
Becoming more like Christ
SERVE
Demonstrating our faith
SHARE
Producing new followers

VISION

GCS develops students who KNOW Christ, GROW in biblical wisdom, SERVE one another, and SHARE Christ's love while living distinctively above the influence of the world.

STRATEGY

Strategy is the "how" of vision. There are several components to our strategy, but this handbook highlights the ministry of Greece Christian School. This ministry provides students the opportunity to receive a Christ-centered education.

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A MESSAGE FROM THE PASTOR

Grace and peace to you in the wonderful name of Jesus Christ!

As we begin our 45th school year at Greece Christian School, I want to take a moment to welcome you and express how grateful I am that you have entrusted your children to our school family. We recognize that this is more than simply a place of academic learning, it is a place where young lives are being shaped, faith is being nurtured, character is being developed, and futures are being prepared.

At Greece Christian School, our greatest desire is not simply to help students become successful students, but to help them become **faithful followers of Jesus Christ**.

GCS is one of the many ministries we offer at Greece Assembly of God to help families Know Christ, Grow in Christ, Serve Christ, and Share Christ.

Our prayer is that Greece Christian School will always be a place where students encounter the love of Christ, hear the Word of God, experience grace, learn the value of serving others, and understand that their lives have been created for God's purposes.

Thank you for being part of the Greece Christian School family. We are excited about what God has ahead, and we look forward to walking this journey together.

May the Lord bless our students, protect our families, strengthen our teachers and staff, and guide us as we seek to know Jesus, grow in Jesus, serve Jesus, and share Jesus.
Above all, may everything we do bring **honor and glory to Christ.**

In Christ's love and service,

Pat Medeiros
Rev. Patrick Medeiros
Lead Pastor of Greece Assembly of God and Superintendent of GCS

A MESSAGE FROM THE HEAD OF SCHOOL

As we begin a new school year at Greece Christian School, we welcome our students and families with gratitude. This Parent-Student Handbook reflects our commitment to a Christ-centered community where students are encouraged, challenged, and prepared to use their gifts with wisdom, purpose, and compassion. As James 1:5 reminds us, "If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you."

Parents and students are essential partners. Through open communication, mutual respect, and shared responsibility, home and school can support each student's academic, social, spiritual, and personal growth. Students are encouraged to make responsible choices, pursue diligence and integrity, and seek help when needed; parents are encouraged to provide guidance and support.

This handbook outlines school expectations, policies, procedures, communication practices, and available support. We ask students and parents to become familiar with its guidance so that together we can maintain a safe, respectful, and successful learning environment. Scripture teaches, "Whatever you do, work at it with all your heart" (Colossians 3:23), and we will support students as they grow in confidence, responsibility, resilience, and faith.

Thank you for your partnership during this important season of growth. Together, we can cultivate a community marked by wisdom, service, excellence, and care.

With appreciation,

Diana Hernandez
Head of School

I. WHAT DOES GREECE CHRISTIAN SCHOOL BELIEVE?

OUR MISSION

Greece Christian School has one main function – to provide a Christ-centered education. Our students will develop habits, skills, and attitudes which will allow for great achievement. We seek to develop positive citizens who respect themselves and others, who know how to relate to others, who accept responsibility, who possess a sound mind and spiritual values, and who are using their own individual talents, gifts, and abilities to serve God and others. GCS is a place where students will learn to know Christ, grow in Christ, serve the body of Christ and share the gospel of Christ.

OUR FOUNDATIONAL SCRIPTURE

"…that in all things Christ may have the preeminence." Colossians 1:18

OUR PHILOSOPHY

All truth is God's truth: Jesus Christ and His teachings are central in all knowledge and truth. Greece Christian School has educational and program goals in math, English language arts, science, social studies, foreign language, music, art, and physical education; with the overarching objective of thinking and living as a genuine Christian and developing a Biblical worldview.

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

Parents are the God-ordained authority over the child. GCS seeks to "walk together"(Amos 3:3) partnering with parents in academic excellence and in their student's spiritual growth. It is our commitment to create a safe learning environment that is conducive to learning, loving, and growing in the Lord.

OUR CORE VALUES AND STATEMENT OF FAITH

…the gospel of Jesus Christ.

The gospel is the Good News of Jesus Christ – who He is and what He has done for us. This message is of first importance. Change this message and the basis of faith shifts from Christ to something else. We must be able to distinguish truth from falsehood since belief impacts action. Our beliefs are based on the Bible, the inspired Word of God. To read more of what we believe, visit: greeceassembly.org/whatwebelieve.

The gospel of Jesus Christ leads us to value: knowing Christ, growing in Christ, serving the body of Christ, and sharing the gospel of Christ.

II. SPIRITUAL LIFE

BIBLE VERSIONS

The Bible is the number one book at Greece Christian School! GCS students should bring a New King James, English Standard Version, or New Living Translation version.

CHAPEL SERVICES

Weekly chapel services are held for students Kindergarten through 8th grade. Students are encouraged to bring their Bible, a notebook and pen to chapel services. They will experience a time of worship, prayer, and teaching that will help students know Christ, grow in Christ, serve Christ, and share what Christ has done for them.

SPIRITUAL EMPHASIS WEEK

Twice a year Greece Christian School sets aside one full week for a special spiritual emphasis, with a specified theme. These include daily chapel services, an opportunity for students to pray with and for one another, and service projects.

SERVICE OPPORTUNITIES

Philippians 2:4-5 says, *"Let each of you look out not only for his own interests, but also for the interests of others."* With this scriptural truth in mind, Greece Christian School provides students with opportunities to share God's love through practical acts of service. There are several "one another" passages in the Bible (i.e., pray for one another; encourage one another; love one another; serve one another). Service opportunities may include caring for God's creation, the facility He has blessed us with, and helping those in need.

III. GREECE CHRISTIAN SCHOOL PERSONNEL

SCHOOL ADMINISTRATION & OFFICE STAFF

Diana V. Hernandez	Head of School
Arline Porcelli	Information Technology
Tina Medeiros	Office Administrator
Cindy Stever	Finance Administrator
Donna Salter	Administrative Assistant
Julie Cuvelier, RN	Nurse
Danielle Miller, RN	Nurse

PRESCHOOL STAFF

Cathy Astuto	Preschool Director, PreK-4 Teacher
Jody Kent	PreK-4 Teacher
Marylou Buonaugurio	PreK-4 Teacher Assistant
Adelina Ranalletta	PreK-4 Teacher Assistant
Daniella Marcello	PreK-3 Teacher
Heather Jones	PreK-3 Teacher Assistant

GRADE SCHOOL STAFF

Dawn Skillo	Kindergarten teacher
Stephanie Fordham	Kindergarten aide
Ann Ostertag	First grade teacher
Sarah Fox	Second grade teacher
Dixie Wendt	Third grade teacher
Craig Welker	Fourth grade teacher
Irina Yakimova	Fifth grade teacher
Karen Casella	Mid School Math, Science
Christian Welker	Mid School History, Bible
Ann Marie Bramwell	Spanish & Fine Arts through Music and Drama Director
Amy Oeschsle	K-3 Art teacher
Elizabeth Sagan	Physical Education/Lunch Ministry

GREECE ASSEMBLY PASTORAL TEAM

Pastor Pat Medeiros	Lead Pastor
Pastor Dan Astuto	Executive Pastor
Pastor Bob Godula	Discipleship Pastor
Pastor Vicky Fleck	Children's Pastor
Patrick C. Medeiros	Student Ministries Director

IV. FACILITY

CAMPUS MAP

The main floor for GCS is the lower level of the building. Most classrooms are located on the lower level, however, school chapel services (sanctuary) and two of the preschool rooms (219 & 220) are on the upper level. The school office is located on the lower level, along with the nurse's office, room 113.

PARKING

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

PLAYGROUND

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

RESTRICTED AREAS

The following areas are restricted to student access, unless they have teacher or administrator approval (or escorted): church lobby restrooms, preschool wing, church offices, pastoral team and church business offices, elevator, gym, school main office, restrooms, and stairwells.

SCHOOL SAFETY & SECURITY

GCS has a security system that includes an electronic buzz-in system for the main school entrance and delivery doors, with cameras to identify who is requesting entrance. School staff enter using assigned swipe cards and the external doors on the entire building remain locked during school hours.

GCS has an automated external defibrillator (AED) on each floor (downstairs – located across from the nurse's office; upstairs – located outside the elevator), requires background checks for all staff and volunteers, and has strategically placed security cameras throughout the building.

V. EDUCATIONAL STANDARDS

Greece Christian School believes in promoting excellence. Standards are made in keeping with the school's philosophy of education and each student is expected to:

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

COUNSELING
School administrators and pastors may be involved in short term counseling of students regarding academics, behavior, or other issues affecting their progress in school.

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

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

When a student receives an Incomplete (I) on the report card, work must be completed within two weeks after the end of the marking period. Failure to complete outstanding assignments after this two-week period will result in the "I" being changed to whatever the student's grade average is for the quarter. Any extensions must be approved by the principal. The GCS grading policy is based on the premise of mastery of content in any given subject area (i.e., 80% indicates 80% mastery of content, etc.). Teachers post grades online using RenWeb for parents and students to view via the Parent Portal. Parents will be notified via email of marking periods and report card availabilities throughout the year. Parents will need an email address to be issued their username and password for the RenWeb Family portal.

HOMEWORK
The purpose of homework is to reinforce the concepts taught during the school day and may be differentiated at the discretion of the teacher. Parents will be able to log into their assigned online account within RenWeb to view what assignments have been assigned by their child's teacher(s). GCS maintains a "no excuse" policy regarding homework. Parents and students can expect to receive the teacher's homework policy at parent orientation. In addition, parents will be notified when homework is not being completed on a consistent basis. Students may benefit from the use of personal planners to learn organizational skills, especially in the older grades. Homework is posted on RenWeb.

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

HONOR ROLL

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

KINDERGARTEN

Kindergarten applicants are given a developmental evaluation to determine their readiness to begin school. It is not required that a student know sounds or letters or is able to read or write any words to qualify for GCS Kindergarten.

PRESCHOOL

GCS offers a quality preschool program to three- and four-year-old children. A safe, orderly, and caring learning environment is provided using an interactive approach to education with proven, age-appropriate curriculum. For more information about the preschool please call the preschool director, Mrs. Cathy Astuto, at 723-1165, or visit our website at greecechristianpreschool.org.

SPECIAL AREA SUBJECTS

Art: Students have art classes each week to develop their skills and introduce the students to the varied facets of art.

Music: Students have instructional music classes each week with an emphasis on worship. As a part of the "performance" criterion of the music curriculum, Greece Christian School mandates attendance for all students at concerts announced via the school calendar. Should a student have an excused absence, an alternate assignment will be given.

Physical Education: Students have two scheduled PE classes each week.

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

TUTORING

GCS offers a tutoring program. Teachers may identify students who are deemed eligible to qualify for tutoring. Tutoring takes place during school hours at GCS with Sylvan Learning Center program. Summer enrichment programs are also a possibility as needed. Greece Central School District (through BOCES) provides Speech at times, as well as Occupational and Physical Therapists, and tutors to GCS students they qualify through testing to receive special services.

VI. POLICIES

ADMISSIONS

The formal admissions process is active throughout the school year and the acceptance of a new student follows the established procedure set in place by the school administration. Contact the school office for more details.

ATTENDANCE & ABSENCES

Regular attendance is essential for successful class work. Parents are asked to notify the school office (723-1165) before 9 AM if their child will be absent for the day. Absences are considered excused or unexcused (i.e., excused absences include illness of the student, medical and dental appointments, and death in the family). Any late arrivals (students arriving after 8:40 AM) must be signed in at the school office before reporting to class and must also inform the school office if the child is buying lunch, as their class order may have already been completed for the day.

Whenever a child is to be taken out of school during the day, such as for a medical appointment, the parent should send in a note indicating the time of dismissal. When picking up, the parent must sign out the child at the school office (and sign back in upon return of the same day).

CELL PHONES & ELECTRONIC DEVICES

No cell phones, iPads, Chromebooks, and/or electronic devices are allowed to be used by students at school without teacher or administrator permission. Upon arrival at the school building, personal electronic devices (i.e. cell phones, iPads, electronic tablets, etc.) must be turned off and kept in the student's book bag or coat. If a student violates the policy, it will be confiscated and kept at the office until it is picked up by a parent.

Students who need to make an emergency call during the day must do so in the school office with the teacher's permission to leave class. As a safety precaution, students are required to speak English and not in code or other language to hide discussions from office staff. This is vital to the safety of the school as no threats can be transmitted without knowledge by the school staff. If parents need to contact their student, please do so through the school office. GCS school is not responsible for the damage or loss of any student's personal electronic device.

CLASSROOM & LUNCH VISITS

Parents are welcome to visit their student's classroom and cafeteria by making prior arrangements with the teacher or school office. All visitors must abide by the school standards for dress code and behavior. If interested in volunteering, the Volunteer Handbook must be read, a code of conduct signed, and a background check completed by our school office.

COMPUTER CODE OF CONDUCT

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

GCS COMPUTER USAGE CODE OF ETHICS:

1. I will not copy, change, read, attempt to read or use programs on another person's file or identity.
2. I will not attempt to modify hardware or software in any way.
3. If I identify a security problem, I will notify a GCS teacher or administrator.
4. I will not use the Internet to participate in any illegal activities.
5. I will not use the Internet or chrome book to harass, bully or use hate speech.
6. I will not use my chrome book for email purposes to friends unless specified in a school project.
7. I will not try to access inappropriate material that does not reflect God's righteousness.

I understand that failure to follow these codes will result in a loss of the right to my chrome book.
I also understand that further discipline may take place as needed according to the level of offense.

DISCIPLINE POLICY

The discipline policy at Greece Christian School supports the discipleship process of each student. The purpose of Biblical discipline is stated in Hebrews 12:11, "Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it." The goal is not punishment, but for students to grow spiritually and develop a desire to live a life pleasing to God. Consequences for Level I misbehaviors will be given by the teacher in most situations, and consequences for Level II and III will be directed by the administration.
(See page 15: *VI. Discipline Policy)*

DRESS CODE POLICY

Greece Christian School has an official Uniform Dress Code that must be adhered to by all students. All students are required to adhere to the standards of the Dress Code (See page 16: *VII. Dress Code)*. Please label all school uniforms and clothing of value with your child's name.

DRESS DOWN/CASUAL DRESS DAYS

On special occasions the school or select grades may be awarded a "casual dress" or "dress down" day. This is generally the last Friday of each month. (See page 16: *VII. Dress Code)*

MANDATED REPORTING

School faculty and staff are Mandated Reporters, required by law to report to Child Protective Services (CPS) whenever they have reasonable cause to suspect a student has been abused or maltreated. Such reporting will be done in conjunction with the principal and shall be kept confidential.

NON-DISCRIMINATION NOTICE

GCS does not discriminate against any person on the basis of race, color, nationality or ethnic origin, gender, age, or physical disability. As a religious institution, the school reserves the right to refuse acceptance of hiring of employees, admitting of students or families, or affiliating with individuals or corporations that do not share the school's religious beliefs and/or meet its religious qualifications.

PERSONAL BELONGINGS

We reserve the right to confiscate personal belongings brought to school that are inappropriate. Any belongings (i.e., books, games, cards) that have anything to do with the occult, such as witchcraft, gothic, vampire, mysticism, or necromancy are prohibited both on the bus and on school grounds. Examples of these would be Pokémon cards, Bey Blades, Harry Potter materials, or books such as the Twilight series.

TEXTBOOKS & CHROMEBOOKS

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

VII. DISCIPLINE POLICY

Level I Offenses:
These behaviors are not all inclusive, but could include the following:

- Classroom disruption/blurting out
- Teasing others/disrespectful to other students
- Chewing gum or candy when not allowed
- Dress code violation
- Late for class
- Unwholesome talk
- Incorrect use of electronic device/use outside the classroom
- Lying or cheating
- Disobeying classroom rules/bathroom rules

Level I Offense Possible Consequences – Administered by the classroom teacher.
Teacher warning; Fill out "Think sheet"; Parent notification.
Please note: 3, "Level I" offenses may result in 1 day out of school suspension.

Level II Offenses:

- Fails to follow Computer Code of Conduct (find standards under "*V. Policies*")
- Acts in a manner that is defiant toward any school personnel
- Destroys the work of other students
- Vandalism to school property or other student's property
- Bullies and/or threatens to hurt others
- Consistently disrupts the classroom (has previously been given Level I consequences)
- Second offense with an electronic device
- Play fighting/wrestling

Level II Offense Possible Consequences – Administered by school administration.
Loss of privileges; Parent conference; 2-3 day out of school suspension.

Level III Offenses:

- Physically fighting or endangering the safety or others
- Possession of knife or other weapon
- Possession of vape pen(s) and/or vaping paraphernalia
- Commits theft of school property or personnel property
- Speaks language that is profane, abusive, or racially, ethnically, or sexually explicit
- Use of cell phone or other electronic device to send bullying, threatening, or sexually explicit statements to a GCS student or family member (during or outside of school hours)
- Bullies/harasses/threatens another student consistently (targeting)
- Speaks or writes threatening statements with words such as "bomb", "kill", or "shoot"
- Causes significant vandalism to school property or other student's property
- Breaking major code of ethics for the Computer Code of Conduct
- Three suspensions for the same misbehavior

Level III Offense Possible Consequences – Administered by school administration.
Loss of privileges; 3-5 day suspension; Possible expulsion and/or referral to law enforcement

VIII. DRESS CODE POLICY

Greece Christian School has an official uniform (complete with school logo) ordered at the Official GCS Online Store. Orders are delivered to the school office. All students are required to wear this shirt and are to honor the other standards of the Dress Code listed below:

DRESS CODE GUIDELINES	
SHIRTS	GCS polo shirts (purchased through the online store). **Colors:** Navy Blue, Light Blue, White, Gray
HOODIES & SWEATERS	GCS hoodies and sweaters (purchased through the online store). **Colors:** Navy Blue, Light Blue, White, Gray
PANTS	Chino pants are to be worn on school days (except gym days), and be comfortable and loose, but not sloppy. Cargo, spandex, jeans, jeggings, ripped styles, stretch leggings, and form-fitting pants are not allowed. Leggings can ONLY be worn with jumpers/skirts/gym uniform shorts worn over them. **Colors:** Navy Blue, Khaki, Black, Gray
SHORTS & SKORTS	Shorts should reflect our uniform pants and must be worn in a neat, modest manner. Shorts can be no higher than 1" above the knee. **Uniform Shorts may be worn:** 9/26 - 10/26 & 4/27 - 6/27. **Colors:** Navy Blue, Khaki, Black, Gray
JUMPERS & SKIRTS	Must be mid-knee or longer and have no slits. Leggings must be worn under jumpers/skirts. **Colors:** Navy, Khaki, Black, Grey and Plaid.
FOOTWEAR	No heels higher than 2 inches, heelies, or sandals without backs are allowed. Socks or stockings must be worn with all footwear. During snowy periods, winter boots should be worn, but shoes must be brought to school to change into. Boots are not permitted for gym class.
ACCESSORIES	No hats, scarfs, gloves, vests, large dangling jewelry, ankle bracelets, body piercings, chokers, and nose piercings are allowed. No more than double ear piercings per ear. Boys are not permitted to have earrings.
HAIR & MAKE-UP	No extreme colors, styles (or lengths for boys). Light make-up and nail polish only. Administration reserves the right to deem certain hairstyles/make-up inappropriate.
GYM CLASS UNIFORM	Gym uniforms are required for grades 4-8 and are ordered through the GCS online store. Gym uniforms are to be worn throughout the day on gym days and only items on the site are permitted. Students in K-3 are not required to wear a gym uniform.
CASUAL DRESS DAYS	Students are expected to wear clothes that are modest, that do not draw attention to themselves, and do not contain slogans that may be offensive or divisive. Clothes must be in good repair (no holes or ripped jeans or shirts). Sleeveless and mid-drift shirts are not permitted, nor tights without skirts.
CONCERTS & GRADUATION	Girls must wear dress slacks, skirt or dress and must be mid-knee or longer with no slits. Sleeveless or "spaghetti" strap dresses or tops are not permitted. Boys are to wear a dress shirt, dress pants and dress shoes. Optional: Jackets/ties.

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

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

IX. PARENT COMMUNICATIONS

ATHLETICS – SECTION V SPORTS

GCS is a member of the NYS Section V Modified school sports program, which is offered to students in 7th and 8th grade. GCS competes against other private schools in soccer, girls' volleyball, basketball, chess, and baseball/softball. GCS also offers co-ed volleyball in the spring.

The Greece Christian School sports fee is $50.00 per sport. All necessary health forms and physicals must be completed prior to the first practice for students to participate in a sports program (*see page 17 "Physicals for Athletics*). Students are ineligible to participate in a sports program if their report card or progress report have any failing grades (below 65%). The student will be ineligible for a period of two weeks – he/she can practice with the team but will not be permitted to participate in games. The student must work with their teacher to bring their grade to a passing level to earn reinstatement.

For some sports we partner with Northstar Christian Academy to field a team.

EMERGENCIES

Greece Christian School will adhere to the same schedule for school closings as the Greece Central School District. Notification of these closings will be given on area television stations as well as by RenWeb texts and/or emails.

FIELD TRIPS

Teachers may elect to host field trips throughout the year and are allowed to do so with the use of parent drivers and family volunteers who have passed background checks through our main office. Permission forms will be sent home by the student's teacher. If the form is not completed, the student will not be allowed to attend the field trip.

LUNCH

A school lunch program is offered by Greece Christian School. Applications are reviewed following federal guidelines for free or reduced-price lunches. Students can choose to bring their own lunch and still purchase milk, juice, or snacks. Hot lunches are ordered daily from Greece Athena cafeteria and are served during lunch. Menus are provided monthly. Any student planning on buying lunch at the school cafeteria must indicate so during attendance each morning. Should a student arrive late for school, he/she must order lunch in the school office while being signed in by the parent. No child will go without lunch should they not bring or fail to order. A lunch will be provided for the student, and the parents will be notified as to the cost.

Milk and snacks can be purchased at the snack table in the cafeteria. Parents can send money in with their child, or an "account" can be established by paying ahead. No "credit" will be given to students for snacks.

Please be advised: the cafeteria does not have provision to heat up or keep student lunches cold at school. Also, energy drinks are not to be consumed by students while at school.

PARENT TEACHER CONFERENCES

Good communication among students, parents and teachers is essential for educational progress. To facilitate good communication, one conference will be scheduled in the fall for each student. Times will be scheduled with each designated teacher. All parents are encouraged to make the time to attend. Additional conferences can be scheduled at the request of parents or teachers throughout the school year.

PARTIES & SNACKS

Birthday party celebrations during class must have the teacher's permission. Due to health guidelines, only store-bought food is permitted. Invitations to home birthday parties can be given at school, provided that no one is excluded (i.e., all girls, all boys, or the whole class). Students in grades Kindergarten through 5th have a compulsory daily mid-morning snack time of about ten minutes. If you want your child to have a snack, please have it packaged in their backpack each morning. Greece Christian School will not provide your child with a snack.

PROMOTION & GRADUATION

Promotion to the next grade indicates average or above mastery of the content of the previous grade level. Upon completion of the required core subject work, students in eighth grade will be promoted and given certificates at the graduation service recognizing their accomplishment. A special kindergarten "cap and gown" ceremony is also held. Promotion to 1st grade requires sufficient evidence that the student is reading at grade level and demonstrates sufficient maturity to move on. Our four-year-old preschool program also conducts a graduation service.

REPORT CARDS & PROGRESS REPORTS

Report cards are provided each quarter. Parents are expected to sign in and view report cards when notified via email. All families must set up a FACTS RenWeb username/password to log into the Family Portal (*see page 22)*. Parents can see their student's grades and homework assignments at any time. Interim progress reports are also viewable using the Family Portal.

RE-ENROLLMENT

Each February GCS offers a 6-week Priority Re-Enrollment period where current students can re-enroll for the upcoming school year. Priority Re-Enrollment offers a discounted re-enrollment fee. Families must be up to date with their tuition account to be eligible to re-enroll. After the Priority Re-Enrollment period ends, the school opens enrollment to new families..

X. NURSE'S OFFICE

GCS has a registered nurse provided by the Greece Central School District three days a week. GCS sponsors a RN the other 2 days. New York State requires immunization and health records to be on file for all school children. Parental cooperation in compiling these records is imperative. All students in grades K, 2, 4 and 7 are required by law to have a physical examination. If parents do not provide us with the completed examination form, their student may face expulsion.

ACCIDENTS & INJURIES
Minor first aid will be given at the Nurse's Office and parents will be notified.

ALLERGIES
Food allergies can be life threatening. GCS works to reduce the risk of accidental exposure to allergens by working with students, parents, and physicians to minimize the risks and provide a safe environment for all students. Families should notify the school of any allergies their child has by completing an allergy form. If merited, an accommodation plan will be established.

DENTAL EXAMINATIONS
New York State Education requires school district families to be advised of the importance of having a complete dental exam. Families must provide proof that a dentist has performed this examination during the previous 12 months or that such an exam is scheduled. A family's dentist may submit a form or note. If the dental exam is scheduled after school has started, GCS requires a note stating the scheduled date of the exam.

ILLNESS
Any child who has symptoms of an illness should be kept at home. Should a child present symptom of sickness during the school day, parents will be called to come and pick up their child.

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

MEDICINE
If a student must take medication during the school day, the medication must be brought to the Nurse's Office by a parent or guardian. Medication must be in the original pharmacy container or a sealed "over the counter" container with a written consent form from your child's doctor. Two photos of the child must be provided for identification purposes – one photo will be attached to the medication card and the other to the corresponding medication container.

PHYSICALS FOR ATHLETICS
Students participating in competitive sports must have a physical within the past 12 months and be certified by the school nurse for each sport. Athletic Program Permission Slip and Medical Recertification Form should be completed by the parent within one month of the start of practice. It does not require a physician's signature. Forms are available from the school or health office. No student will be allowed to participate on a team without these forms on file.

XI. SCHOOL DAYS

SCHOOL HOURS

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

SCHOOL SCHEDULE

8:20 AM	Doors open for school
8:40 AM	Homeroom begins
9:00 AM	1st period begins
9:40 AM	2nd period begins
10:20 AM	3rd period begins
10:55 AM	4th period begins
11:35 AM	First lunch begins (or 5th period begins)
12:20 PM	Second lunch begins (or 5th period begins)
12:50 PM	6th period begins
1:30 PM	7th period begins
2:15 PM	8th period begins
3:00 PM	Homeroom
3:05 PM	Bus Dismissal
3:10 PM	Parent pick-up

OUTSIDE ACTIVITIES

Classes will not be allowed outside when the temperature is too cold, too hot, and in severe weather. Teachers notify the school office when they are taking a class outside and carry a communications radio.

PLANNERS

GCS encourages students to use planners to help develop organizational skills. Assignments can be checked online on RenWeb accounts. Parents should make sure that they know how to access their family RenWeb account and should call the school office if they need assistance.

XII. PROCEDURES AND EVENTS

DISMISSAL
All students riding the bus will be dismissed by 3:05 PM. Once buses are loaded and have left, students for parent-pick-up will be dismissed individually to their parent's vehicle. For a student to be included in the parent-pick-up, a note from the parent must be received by the school office.

DROP OFF
If a student is dropped off during the school day, a parent must accompany them into the building through the main school entrance. The parent and child must go directly to the school office and sign in. The parent should then exit the building and the student can head to their classroom.

Parent drop-off before school does not require parents to sign in. Parents are to drop off students under the carport while remaining in their vehicle. GCS staff members will be welcoming students as they arrive. Parents are not allowed to be in the hallways during drop off or go to the classroom to talk with teachers – this is for safety and security purposes. If you have any questions please call or leave a note in the main office.

EMERGENCY RESPONSE PLANS
Greece Christian School's emergency response plans including Building Evacuations, Offsite Evacuations (to the YMCA next door), and Lockdowns. GCS practices fire drills and lockdowns throughout the school year.

EVENT COMMUNICATIONS
Event communications pertaining to the entire school will go out via email using RenWeb. We also encourage and ask all parents to "like" and "share" our official Facebook page! There you will learn about the fun activities happening weekly at the school, as well as special events.

HOMEROOM
Students are to report to their classroom once they enter the building and all students are provided coat hooks outside of their classroom for personal belongings. Once in class they are to get ready for the day, which may include indicating on a chart if they are purchasing lunch as well as giving the teacher any envelopes from home. The teacher may have an activity for them as they enter the room. Once all the buses have dropped off the students, by 8:40 AM, attendance is taken as well as the lunch count. Pledges to the American flag, Christian flag, and Bible are recited over the intercom system. Middle School students are to report to their homeroom for attendance at the beginning of the day as well as at the end of the day at dismissal (even if they are staying for an after school activity).

LOST & FOUND
All items left in the building will be taken to the Lost and Found – located in the health office. Items will be sorted each quarter, and if unclaimed will be donated to Mission Share Outreach Center.

PESTICIDE NOTIFICATION
As required by law, Greece Christian School will send a request to each home asking if the family wishes to be notified in advance when pesticides are used on the property within 72 hours of school being open. In addition, families are notified when pesticides are used and what they are. Whenever possible, the applications take place outside of 72 hours of school being open.

SAFETY MEASURES

Student safety is a priority for Greece Christian School. GCS is a locked facility during the school day and all visitors must be identified by camera before being "buzzed in" at the entrance. The building is also outfitted with several security cameras, both inside and outside. Walkie talkies are in all school office areas, including the health office. All school staff supervising students outside must get a walkie talkie from the school office prior to going outside. The school is equipped with a public address system for effective communications as needed. AEDs are located downstairs near the nurse's office and upstairs near the elevator. CPR training is given to all staff and specified training as needs arise (e.g., severe allergies of a student in class).

SCHOOL PICTURES

Each year a school photography company is scheduled to take student pictures for permanent records. Parents may order picture packages from the company at an additional cost.

SIGN IN/OUT & HALLWAY PASSES

Should it be necessary to pick up a student during the school day, parents are to park in the south lot and enter the building at the main school entrance door. Once buzzed in, parents must proceed directly to the school office and sign out their child. GCS office staff will not release a child to someone other than a parent unless their name is on the approved list of people submitted by the parent. This is to secure the safety of all children. Please do not park in the fire lanes – vehicles will have to be moved before being permitted to enter the building. In addition, be mindful that it is illegal to pass the buses when their red flashers are on.

If a student is late for a class he/she must have a hallway pass. There is no walking in the halls without receiving permission from a teacher. Students must report to the cafeteria for lunch and cannot eat in the rooms unless the teacher has made special arrangements. Permission from the lunchroom supervisor is required for students to leave the lunchroom area.

TRANSPORTATION

Under New York State law, busing is provided by the student's home district within a 15-mile radius of a school. A child must be five years old by December 1st to use the bus. It is the responsibility of the parent or guardian to file the Request for Transportation forms to their district by the appropriate deadline, preferably April 1st. Districts will use their own buses or subcontract this service to a private company. Except for some outlying districts, only GCS students are on the bus. The most efficient routes are sought by each district, who, by law, must keep the ride less than one hour in-district and 1 and 1/2 hours out-of-district.

At times it may be necessary for a parent to contact their district about routes and/or pick-up locations. School administrators and parents have responsibility for student conduct while they are on the bus. Due to food allergies and choking concerns, students are not allowed to eat while riding the bus. Students must stay seated while on the bus. Children are only allowed to go on another student's bus if it is within the same district and there is a note from the parent, signed by the principal, agreeing to the change.

WEBSITE

GCS maintains an official website for the school at greecechristian.org.

XIII. FAMILY PORTAL FACTS SCHOOL MANAGEMENT SOFTWARE

GCS has a Parent Portal through FACTS Family Portal – http://sis.factsmgt.com/family-portal. The Family Portal link can also be found on the GCS website. The Parent Portal will allow parents to see attendance, homework assignments, grades, and the family financial account. FACTS is used to communicate to our parents by administration and teachers.

At the moment, there is no IOS or Android app that is available for parents.
Please use your web browser of choice to access the Portal.

CREATE A FACTS FAMILY PORTAL LOGIN

In Chrome, Firefox, or Safari go to: http://www.greecechristian.org/parent-info/renweb.cfm
or www.FACTSmgt.com > Parent Log in > FACTS Family Portal (ParentsWeb)
Family Portal Login > click on Create New Family Portal Account
District Code: GC-NY
Email: *(your personal email address)*



Check your email for link to page to create your User Name and Password
Click to create your Family Portal login --> Change/Create Password > Save

SET UP A FACTS TUITION PAYMENT PLAN

On the Family Portal page go to: Financial (left side) > Financial Links (right side) >
For returning families: Financial Home
For new families ONLY: Set up a Payment Plan
Note: a 4-digit PIN may be required by FACTS

FREQUENTLY ASKED QUESTIONS ABOUT FACTS FAMILY PORTAL

Is my information secure? Yes. Personal information, including payment information, is protected with the highest security standards in the industry. For more information on security visit: FACTSmgt.com/Security-Compliance.

When will my payments be due? Payment schedule is chosen by each family from one of the following options: the 1st, 15th, or last day of the month.

What happens when my payment falls on a weekend or holiday? It will be processed on the next business day.

What happens if a payment is returned? There will be a FACTS returned payment fee of $30.00.

How do I make changes once my agreement is on the FACTS system? Changes to your address, phone number, email address, or banking information can be made at FACTSmgt.com or by contacting Cindy Stever at 723-1165. Any changes to payment dates or amounts need to be approved by GCS who will then notify FACTS. All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.

FACTS Parents Tuition Payment Help Line: 1-866-441-4637

Greece Christian School

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Greece Christian School is a ministry of Greece Assembly of God.