

INDEX

	PAGE #
I. INTRODUCTION	3
A. History of Gray Road Christian School	
B. Educational Philosophy	
C. Statement of Mission	
D. Steering Committee	
E. Nondiscriminatory Policy	
II. ADMISSIONS	3
A. Admissions Policy	
B. Testing	4
C. Age Requirements	
D. Financial Information	
E. Re-Enrollment	
F. Separation and/or Divorce or Custodial Rights	
G. Change of Address	
III. TRAFFIC REPORT	
A. Parking	5
B. Arrival	
C. Dismissal	
D. Building Security	
E. Transportation	
IV. EXTENDED CARE	6
V. ATTENDANCE POLICY	7
A. School Hours	
B. Absences	
C. Tardiness	
D. Leaving the Building or Early Pick-Up	
E. School Visits	
VI. HEALTH POLICY	
A. Dispensing Medication	7
B. Getting Medication To and From School	
C. Severe Allergies, Asthma, etc.	8
D. School Health and Wellness	
E. Frequency and Dosage of Medication	
F. Head Lice	
G. Medical Emergency	
VII. WEATHER RELATED CLOSINGS	9
VIII. ACADEMICS	10
A. Association	
B. Curriculum	
C. Promotion	
D. Report Cards	
E. Grading Scale	
F. Testing Program	
IX. DRESS AND CONDUCT	10
A. Dress Code	
B. Potty Training	11
C. Conduct and Discipline	
D. Electronic Devices	
E. Expulsion Procedures	

X.	GENERAL INFORMATION	
	A. Lunch Program	11
	B. Friday Folders	
	C. Parties	
	D. Lost and Found	
	E. Chapel	
	F. Field Trips	12
	G. Car Seats/Booster Seats	
	H. Parent-Teacher Fellowship	
	I. Fund Raisers and Donations	
	J. Phone Calls and School visitation	
	K. School Office Hours	
XI.	COMMUNICATION	13
XII.	PLEDGES	



I. INTRODUCTION

A. History of Gray Road Christian School

Gray Road Christian School opened in 1984 with an initial enrollment of 63 students. The school was started to ensure that the children of the church could receive a Christ-centered education. In the ensuing years, many families from surrounding churches and community also realized the need for this type of education and supported the school by enrolling their children.

B. Educational Philosophy

With the basic understanding that God created and oversees the world in which we live, we strive to see that every subject is founded on the absolutes of God's Word and acknowledges the pre-eminence of Jesus Christ in all things. With the guidance from the Holy Spirit, the teachers seek to relate truths from a Christian perspective in such a way that the pupil in turn applies his learning within the context of his society.

C. Statement of Mission

The purpose of Gray Road Christian School is summarized in our mission statement "Building Strong Minds and Committed Hearts." Our focus is on producing students with a strong grasp of the academic disciplines, as well as a spirit of obedience to what God is saying to them in His Word.

D. Gray Road Christian School Steering Committee

Gray Road Christian School is blessed with a governing board actively involved with the workings of the school, concerned with the impact this ministry has on the community.

E. Notice of Nondiscriminatory Policy

We offer affordable, quality Christian education in an interdenominational setting. Gray Road Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policy, scholarship and loan programs, and athletic and other school administered programs.

II. ADMISSIONS

A. Admissions Policy

Admission into Gray Road Christian School is a privilege afforded to parents who are willing to make the sacrifices necessary to give their children a Christian education. Parents wishing to enroll their children will proceed through the following steps:

- Pick up an application packet in the school office. Read and complete all materials. The following forms must be completed for each child enrolled:
 - ✓ Application
 - ✓ Parent Agreement
 - ✓ Release of Information Form for Criminal History Check Purposes
- Return completed materials with application fee to the school office.
- Schedule an appointment with the principal to discuss confirmation of placement if needed.
- Make sure that your child's Immunization Record is up to date.
- Upon admission, the following forms should be completed and returned to the office immediately:
 - Field Trip Permission Slip
 - Emergency Card
 - Personal ae Dom (Pre-K)

B. Testing

Scholastic and/or aptitude testing may be required as a prerequisite of admission for some students. Students new to our school may be given a readiness exam. The primary purpose of this exam is to alert parents and teachers to the academic standing of a student in comparison to the expectations of our school.

C. Age Requirements

Children enrolling for the "2 to 3s" Pre-K Program must be 3 years old by December 31st of 2015.

Pre-Kindergarten children must be 3 or 4 years old before August 1st.

Kindergarten children must be 5 years old before August 1st.

This policy has no exceptions.

D. Financial Information

All tuition and fees are handled through the financial manager. The following procedures will be observed:

- A tuition packet will be provided for each family upon enrollment. Included in this packet will be a tuition worksheet and payment coupons.
- Payments are due in the school office by the 1st day of the month. A late fee of \$20.00 is assessed for payments received after the 15th of each month.
- We accept cash or check for payment, with a \$25.00 fee assessed for all returned checks.
- In case of divorce or separation, both parents are expected to work together to pay for their child's education. Gray Road Christian School is not bound by any divorce agreement specifying a parent's responsibility for educational expenses.
- As a nonprofit organization, our monies go toward salaries, equipment, and material/curriculum. Our expenses do not diminish when students are absent or withdrawn. In order for us to be financially responsible, we rely on timely made tuition payments. Therefore, students whose accounts are not current at the end of the semester will be denied enrollment for the following semester. Information regarding application fees, book fees, and tuition is included in the enrollment and re-enrollment packets, or may be obtained through the school office.

E. Re-Enrollment

Students who attend Gray Road Christian School are given first opportunity to enroll for the following school year during the month of January. Re-enrollment is an annual event and the re-enrollment fee must be paid before a place is reserved for your child for the following school year. Open registration begins February 1st. Positions for the following school year will not be guaranteed until current tuition is up to date. In the event that Gray Road Christian School receives more applications than there are openings available in a given class, the following criteria will be considered by the GRCS administration:

- Students who are currently enrolled in GRCS
- Families who are members of Gray Road Baptist Church
- Child of a staff member
- Students who have siblings currently enrolled in GRCS
- Academic readiness for GRCS curriculum

When two or more students are equally qualified, the order in which enrollment forms were received will determine status.

F. Separation and Divorce / Custodial Rights

We realize separation and/or divorce may occur within a family. If this is the case, we will do whatever we can to help the entire family through the situation. Our main goal is to maintain consistency for your child.

If you are a single parent or have remarried and have custody of your child(ren), we need to have a copy of the custodial rights papers from the court. This is done for the protection of the child(ren), and also for your reassurance that the child(ren) leaves the building with the correct person.

We will not allow any child to leave the building with anyone other than a person who is on the "pick-up list." It is your responsibility to call the office or send a note to the office if your child is to be released to another adult. You may update your pick-up list in the office at any time by stopping by or sending written direction.

G. Change of Address

If your family moves after enrollment, please complete a "**Change of Address Form**" so we can update our records. Forms are available in the school office.

III. Traffic Report

In order for drop off and pick up of our children to run smoothly and safely, we need everyone to follow the procedures established.

A. Parking

- **NO PARKING** under the large canopy at any time.
- **NO PARKING** in front of the steps just outside of the large canopy.
- **NO PARKING** in the spaces directly across from the small canopy at the Pre-K wing.
- **PLEASE PARK** in the large parking lot and enter through the doors under the large canopy.
- **STAFF** has left the first row of parking spots available for parents.

B. Arrival

- Back doors open at 7:55 a.m. and car line begins.
- Pull around back forming two lines, Pre-K nearest the building.
- “Car Crew Ladies” will be there to open your car door and assist students out of the car and into the building.
- Please have your child unbuckled, kissed, and ready to hop out of the car.
- At 8:15 a.m. the car line is over. After this time students will need to be walked into the building and signed in at the Welcome Desk or Office. Students will be considered tardy at 8:15 a.m.

C. Dismissal (3:15pm)

- Each family will be required to provide a “pick-up list” (located on the back side of the Student Emergency Card) to be kept in the school office. **This form MUST be completed by the first day of school!** To ensure the safety of children during pick-up, you will be given a tag with your child’s name. This tag must be displayed in the windshield or shown to the teacher in order to pick-up your child. You will be given 2 tags, but may ask your child’s teacher if more are needed. If you or the person picking up your child does not have the tag, you must show proof of identification to the attendant who will then check the pick-up list. **We will not allow the child to leave with anyone who is not on their pick-up list and reserve the right to check IDs at any time.**
- If you need to pick your student up early, you must do so before 3:15 p.m. when car line starts.
 - Unless it is pre-arranged, students will not be sent to the foyer to wait for their parent.
 - Please check in with the receptionist and sign your student out.
 - If your student is in pre-school, you may go to the classroom and get him/her.
 - Parents of kindergarten through 6th grade students are not permitted to go to classrooms at the end of the day to pick up their student. It is too disruptive to the dismissal process.
 - If an early dismissal **is not pre-arranged** and the parent comes in the building to walk their student out, the parent may pick their student up in the gym at 3:15 p.m.
- **WE CANNOT HAVE ANYONE WALKING THROUGH THE CAR LINE WHILE IT IS IN PROGRESS.**
- For our dismissal carline, as in the morning, pull around back forming two lines, Pre-K nearest the building.
- A “Car Crew Lady” will open the car door and place your child in the car. If your child needs assistance with his/her car seat, please pull away from the car line before you stop to assist your child. This will enable car line to operate faster and more efficiently.

D. Building Security

In order to provide the safest environment possible for our children, the following procedures are in place:

- The double glass doors in the gym will be open from 7:00 a.m. to 7:55 a.m. for “Before School Care”.
- Entrance 4 will be unlocked from 8:00-8:30 a.m.
- Students arriving after 8:15 a.m. must be signed in at the Welcome Desk (Entrance 4).
- From 3:30 p.m. to 6:00 p.m., Entrance 4 will be open if “After School Care” is inside.
- Other than at Before and After School Care times, all doors will remain locked during the school day.
- All visitors **MUST** be buzzed in at Entrance 4.
- All students arriving late or being picked up early **MUST** enter/exit through Entrance 4 and sign in at the Welcome Desk or in the Office.
- All visitors **MUST** sign in....then sign out of building. We need to keep track of who is in the building at all times regardless of entry door.

E. Transportation

Our school does not offer transportation to or from school for our students.

IV. EXTENDED CARE

The school offers “Before School Care” and “After School Care” for students whose parents’ work schedules render them unable to drop off or pick up their children at the appointed time.

BEFORE SCHOOL CARE

Before School Care begins at **7:00 a.m.** Children should enter through the double glass doors at the side of the gym and be signed in with the “Before School Care” worker. Children who arrive between 7:00 and 7:55 a.m. are charged according to the fee schedule below. All children will be dismissed to their classrooms at 8:00 a.m. Anyone arriving prior to 7:55 a.m. needs to go to “Before School Care” rather than to their classrooms.

Before School Fee Schedule

7:00 – 7:55 a.m.	\$2.50	Per Day / Per Child
------------------	--------	---------------------

AFTER SCHOOL CARE

After School Care begins at the conclusion of Car Line (3:30 p.m.) Children not picked up by 3:30 p.m. will be directed to designated areas. To ensure that each child is “picked up” from After School Care as smoothly as possible, the following procedures are followed:

- **Enter** through Entrance 4 where you may sign your child out with the After School Care Worker.
- If you see the children on the playground, you may go there directly to sign your child out.
- Children will not be allowed to be anywhere except at the same location as the supervisors.
- If you need to relay a message to anyone in the After School Care Program, please call: **786-3559** (until 3:30 p.m.) or **289-0304** (from 3:30-6:00 p.m.).
- All children must be picked up by 6:00 p.m. There will be an additional charge of \$5.00 for each 5 minutes after 6:00 p.m.
- Parents must sign their children out of the ASC supervisor’s care! Failure to do so will result in a \$6.00 charge.
- Children are under the authority of the After School Care Supervisors while in the program. The expectations will be made clear and the children will be expected to follow the established guidelines.
- The adult picking up the child must sign them out of the After School Supervisor’s care. **WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE NOT ON THE PICK-UP LIST! PLEASE KEEP US UPDATED!**
- The charge for After School Care begins at 3:30 p.m. and continues until the child is picked up according to the fee schedule below. All children must be picked up by 6:00 p.m.

After School Care Fee Schedule

If child is picked up at:		
3:30-4:00 p.m.	\$2.50	Per Day / Per Child
4:00-4:30 p.m.	\$3.50	Per Day / Per Child
4:30-5:00 p.m.	\$4.50	Per Day / Per Child
5:00-5:30 p.m.	\$5.00	Per Day / Per Child
5:30-6:00 p.m.	\$6.00	Per Day / Per Child

- An additional charge of \$5.00 for each 5 minutes after 6:00 p.m.
- Fees are billed on a weekly invoice, sent home in Friday Folders.
- Any family with more than two children in the After School Care program will pay for only two children.

Any ½ day student not picked up by 12:15 p.m. will be sent to the office. Parents, please try to be prompt! Since it is lunch time for the full day students, the teachers will be busy transitioning to their afternoon schedules.

V. ATTENDANCE POLICY

A. School Hours

- Drop off time is between 7:55 a.m. and 8:15 a.m.
- Students arriving between 7:00 a.m. and 7:55 a.m. should go directly to “Before School Care” in the gym.
- The school day ends at 3:15 p.m. Students remaining after 3:30 p.m. will be sent to “After School Care”.
- Classes for students in Pre-K through 6th grade begins promptly at 8:15 a.m.
- Half day programs end at 12:00 noon.

B. Absences

Punctual and regular attendance is extremely important for success in school. Parents are responsible for calling the school office before 9:00 a.m. to report absences and before 8:30 a.m. to report lunch cancellation on the day their child is absent. It will be the student’s responsibility to complete all work missed. The student has as many days to complete class work as he or she was absent.

C. Tardiness

Since transportation is the responsibility of the parents, the responsibility for punctuality is also largely that of the parents, and we urge your cooperation. Any student who comes to school tardy (after 8:15 a.m.) must be accompanied by parent or driver to the Welcome Desk or the Office to sign in. Students who arrive late will only be admitted to class with an “admit to class” pass, given by staff.

D. Leaving the Building or Early Pick-Up

If a student needs to leave the building during the day (such as for a doctor’s appointment or lunch with a parent), a note to that effect needs to be sent ahead to the teacher. The parent must sign the student **out** in the office, and then back **into** the building upon returning. Please do not go to the classroom to get your child before signing the student out. The Office Staff will call the classroom or direct you accordingly.

E. School Visits

We have an open door policy at Gray Road Christian School. All visitors must report to the Office to sign in. If you or a guest wish to visit or volunteer in your child’s classroom, please notify your child’s teacher one day in advance. A criminal background check is required.

VI. HEALTH POLICY

After researching Indiana state regulations and suggestions, as well as the medical policies of other schools in the Indianapolis area, Gray Road Christian School has implemented the following medication policy:

A. Dispensing Medication:

G.R.C.S. **will not** keep a supply of non-prescription medication to give to students. We understand that some students have chronic medical issues and may need to have medication available at school. If this is the case, we **can** keep medications on file for your student, as long as there is adherence to the following procedure:

- The medication must be in the original container possessing its original label.
- Your student’s first and last name must be printed on the container.
- An authorization for medication form must be completed and included with the medication (available in the school office).
- The medication and instructions must be placed in a Ziploc bag. The student’s name should be written on the outside of the bag (please use a sandwich size bag if possible). Please use a separate bag and authorization form for each medication. Additional forms are available in the office.

*Please note this procedure applies to all medications (including over-the-counter and prescription medications).

B. Getting Medication To and From School:

All medication must be brought to the school office by a parent or guardian. It must also be picked up from the office by a parent or guardian. **We will not send medicine home with students.** If your student will be in After School Care, please let the office know so arrangements can be made for the medication to be picked up by an adult from the After Care supervisor.

C. Severe Allergies, Asthma, etc. :

If your student has a serious allergy, asthma, or any other condition that could quickly become severe, please be sure the school office and your student's teacher are made aware of it. If he/she requires an Epi-pen or inhaler, please send them to the office at the start of the school year by following the aforementioned procedure.

D. School Health and Wellness:

Providing our students with a healthy environment is highly important to us. If your student is not feeling well, please evaluate his/her health before sending them to school. If you observe any of the following symptoms, please keep your student home from school.

- Fever/vomiting/diarrhea within the last twenty-four hours
- Discharge in or around the eyes
- Questionable rash
- Green or yellow runny nose
- Excessive coughing

If your student becomes ill while they are at school, you will be contacted and asked to pick her/him up as soon as possible. If a parent or guardian cannot be reached, persons on the emergency list will be contacted.

If your student has a headache or stomachache at school and it appears to be at a minor level, we may suggest that he/she waits until after fruit break or lunch to see if he/she improves. If a student feels he/she cannot get through the day or needs medicine to help the condition, we will contact you. You may provide over-the-counter medication by following our policies under "Dispensing Medication."

E. Frequency and Dosage of Medication:

Please include dosage and frequency information on the authorization form that you send with medication. However, please be aware that any requested amount that exceeds the manufacturer's recommended dosage will not be given unless there is written approval from a physician.

F. Head Lice

In an effort to prevent any transmission of head lice, we will follow the NO NIT policy. If you suspect your child has head lice, please have them examined by a medical doctor. If your child is diagnosed with head lice, he/she will not be allowed to return to school until they are NIT free. If your child is diagnosed with head lice, contact the school immediately so we can take necessary steps to prevent additional cases.

G. Medical Emergency

If a medical emergency should arise, the local EMT will be contacted. To ensure the safety of your child, the information on each student's emergency card must be complete and up to date.



VII. WEATHER RELATED CLOSING PROCEDURES

Gray Road Christian School
2015-2016



There are occasions when it is necessary for us to cancel classes due to weather conditions. When making this decision, we try to take into account the safety and travel conditions of our school families as well as the safety and travel conditions of our teaching staff (who come from a fairly wide area). This decision is also influenced by decisions made by school districts in our area, many of whom have contacts with state and local police.

We try to make our decision as early as possible, usually between 5:00 and 6:00 a.m. on the morning of classes. Once a call is made to a TV or radio station, we have no control over how soon they will add us to their listing. They're usually being swamped with calls from many schools and organizations. We advise you to flip between channels and stations to get your earliest notice. The stations that we contact are listed at the bottom of this page. Cut these out and place them as a ready reference when the weather is in question.

We very rarely cancel classes during the school day. Many of our parents must stay at work and would not be able to make last minute child care arrangements. If you are concerned about advancing weather conditions in your area, it is certainly your option to pick your children up early.

If a two hour delay should be called, there will be no ½ Day Programs.

**WEATHER RELATED
CLOSING INFORMATION**
for
Gray Road Christian School
can be found on the following:

**WISH TV 8
WRTV 6
WTHR TV 13
FOX 59
WIBC Radio**

www.grayroad.com

FACEBOOK

VIII. ACADEMICS

A. Association

Gray Road Christian School is a member of the Association of Christian Schools International (ACSI). This membership brings with it the strength of being in an international organization of Christian Schools and the availability of student competitions such as spelling bees and speech meets.

B. Curriculum

Gray Road Christian School operates as a traditional Christian school. Thus, the classes are conducted in a standard classroom setting. A staff of teachers with a strong concern for each student helps to ensure better student understanding and more individualized instruction. Textbooks from publishers with a Biblical philosophy are used in all grades.

C. Promotion

Students who are doing below average work in two or more subjects on their semester report card may be withheld from promotion to the next grade level.

D. Report Cards

Report cards will be sent home at the end of each nine-week grading period. The purpose of the reporting system is to give parents and students an accurate indication of the progress that is being made. At the end of the 1st grading period, a Parent-Teacher Conference will be scheduled to report initial progress of the students. Each student is evaluated in two areas: academic and conduct. The conduct grade is used to reflect attitude and overall behavior and, in the Christian school, is an important part of that student's report card. The academic grade is used as a means of establishing student success in the learning of material. Evaluative measures include testing, homework, reports, projects, experimentation, etc.

Report cards are to be signed by the parent and returned to the school within one week. There is a \$5.00 charge for lost or destroyed report cards. In addition, students will not receive their report card if tuition accounts are not current.

E. Grading Scale

Letter grades of A, B, C, D, and F are used in all grades except the Pre-Kindergarten classes. The grading scale is as follows:

A+ = 100	B+ = 91-92	C+ = 83-84	D+ = 75-76
A = 95-99	B = 87-90	C = 79-82	D = 71-74
A- = 93-94	B- = 85-86	C- = 77-78	D- = 69-70

F. Testing Program

Gray Road Christian School participates in testing programs designed to measure the student's abilities and progress. This helps us evaluate the student, classroom, and school as a whole.

IX. DRESS AND CONDUCT

A. Dress Code

The purpose of our dress code is to maintain a standard of dress that is **neat, modest, and appropriate**. At all times, we try to honor the Lord in our appearance.

General Guidelines:

Neat: Clothes should be clean and in good repair.

Modest: Students should remain decent and in good taste while standing, sitting, and playing.

Appropriate: Students' dress should not be distracting to others or promote values outside of those taught by the Bible or Word of God.

- Decisions regarding specific dress code issues are made by the administration of Gray Road Christian School and are final.

B. Potty Training

Children **MUST** be potty trained to enter Gray Road Christian School. We do not maintain a supply of replacement clothing or personal hygiene supplies. If your child needs help with clean-up, please inform the teacher that assistance may be needed. For the "2 to 3's" Program, pull-ups will be allowed for nap time only.

C. Conduct and Discipline

Discipline at Gray Road Christian School is designed to help develop Christ-likeness in the lives of the students. We are seeking to build character traits such as obedience, self-control, courtesy, respect, diligence, neatness, truthfulness, morality, and a positive attitude. The individual teachers are trained to handle classroom discipline, and most discipline situations are handled in that setting. Responses to discipline needs include a warning, time out from recess, call to parents, visit to the principal's office, and possible suspension from school. If a problem does develop, the parents will be notified. Students are subject to review or dismissal by the School Steering Committee at any time.

D. Electronic Devices

Electronic devices or games are not permitted at school. If a student brings an emergency cell phone, it must remain in the students backpack.

E. Expulsion Procedures

The Gray Road Christian School Steering Committee may expel a student from GRCS after other disciplinary procedures have failed.

X. GENERAL INFORMATION

A. Lunch Program

There are presently two options for lunch at Gray Road Christian School which are listed as follows:

- The students can bring their lunches from home. Daily drinks may be pre-ordered on the lunch form for \$.50 each.
- The students may purchase hot lunch/pizza (including drink) by pre-ordering on our weekly lunch menu. Our "lunch week" runs from Wed.-Tues.

Wednesday is Bake Sale day, offering the students sweet treats for \$.25 each and parents the opportunity to get involved. Each class/grade sponsors a month by providing baked goods and parents to run the sale.

The students also have a mid-morning fruit break. Each student brings their own snack which should be healthy and nutritious in nature.

B. Friday Folders

In order to help keep our office/parent communication organized, special Friday Folders will go home each Friday (there are a few exceptions around Holidays and breaks). All forms from the office (lunch/milk order form, financial notices, PTF News, Friday Facts, etc.) will come home on Fridays in a large manila envelope. This is your child's "Friday Folder". Folders are due back on Monday with the appropriate lunch orders, tuition, etc. All teacher communication will continue to be in the colored "Take Home Folder" that comes home daily.

C. Parties

We will have parties at special holidays during the year. Parents will be invited to sign up to help with these parties. On your child's birthday, you may bring party items and/or a special snack. These arrangements should be made with your child's teacher.

D. Lost and Found

Lost and found items are placed in a designated area determined by the school office. Parents are welcome to check this area. At the end of each month, unclaimed items are donated to the local mission. Please place your child's name on all items.

E. Chapel

Gray Road Christian School wants to ensure that our students understand God's Word as well as the privileges and responsibilities of being a Christian. A chapel service is held each Friday for the Elementary, Pre-K, and Kindergarten classes.

F. Field Trips

Field trips are an extension of the classroom and are therefore incorporated into the learning experience. The classes will take trips to interesting, educational, and often entertaining places as a vital part of the instructional process. Parents are a welcome and necessary part of field trips. The children are transported to and from the field trip location by parent volunteers. Any adult participating in a field trip or other events must have a Criminal History check completed by the school office. Forms are available in the school office. Cost of field trips is not included in tuition or fees. Money for field trips or special events will be collected by the teacher in charge.

G. Car Seats/Booster Seats

State law requires that children under the age of 8 must be secured in a car seat/booster seat unless they can properly fit in adult seat belts. In order to safely transport the children on field trips, each child's booster seat should be dropped off the morning of the field trip. Please make sure to have your child's name on their booster seat.

H. Parent-Teacher Fellowship

At the beginning of the school year, various opportunities for parental involvement will be introduced. In order to provide the very best learning experience for our children, we depend on parent volunteers to help with the "extras". Historically, our P.T.F. has contributed to our school by organizing volunteer opportunities, fellowship events, prayer groups and teacher encouragement activities. It has proved to be a good way for our parents to get plugged in to their child's school, while getting to know the other Gray Road families. Plan to get involved in 2015-2016!

I. Fundraisers and Donations

In order to keep our fees as low as possible, there will be two main fundraisers (fall/spring) and several ongoing fundraisers that run throughout the year. It is hoped that parents will actively participate in and support the fundraising activities so that fees will continue to be as low as possible. Information about such activities will be conveyed through newsletters, flyers, and phone calls.

Gray Road Christian School also welcomes any donations from parents which will save money for the school. Suggestions might include toys or equipment your children have outgrown or discards from your home or workplace that would be appropriate for classroom activities.

J. Phone Calls and School Visitation

- Neither teachers nor students will be available to leave classes to receive phone calls during instruction time (except in cases of extreme emergency).
- Messages can be left with the receptionist and the teacher will return your call during a break or at lunch time.
- Students are to use the phone only when necessary. They are not to use the phone without permission.
- Anyone coming to the school to see a student or teacher is to report to the office area first.

K. School Office Hours

Monday through Friday
7:30 a.m. – 3:30 p.m.
OR BY APPOINTMENT



XI. COMMUNICATION

The G.R.C.S. Steering Committee meets the first Thursday of each month. Persons wishing to present concerns or ask questions relevant to school matters should put the communication in writing to be presented to the committee.

When concerns arise during the course of the year, the following procedure should be followed:

- All matters of concern should first be referred to the appropriate staff member, i.e., a classroom matter to a teacher, an extended care concern to the After School Supervisor, etc.
- All matters not resolved by the staff member should be taken by the concerned parent to Mrs. Wall.
- Other matters not related to staff members' area of responsibility should be taken directly to Mrs. Wall.
- Matters which cannot be resolved by the Administration will be taken before the Steering Committee in a written format.
- If a parent is contacted by someone about a school matter of concern, the parent should tactfully refer the person to this policy so that they can appeal to the appropriate persons.
- Please be mindful of placing concerns on FACEBOOK or other type of Social Media. It can be a very damaging form of communication, unnecessarily hurting individuals and the school ministry.



XII. PLEDGES

(These should be memorized by all students)

A. PLEDGE to the AMERICAN FLAG

I pledge allegiance to the flag of the United States of America,
and to the republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

B. PLEDGE to the CHRISTIAN FLAG

I pledge allegiance to the Christian flag,
and to the Savior for whose kingdom it stands,
one Savior, crucified, risen, and coming again,
with life and liberty to all who believe.

C. PLEDGE to the BIBLE

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

