



# **Grace Evangelical Christian School**

(GEC School)

## **STUDENT PARENT HANDBOOK**

1410 Hubbard Rd  
Galloway, OH 43119

## **Statement of Understanding**

We have read and discussed the Student Handbook and understand the obligations of students and parents at Grace Evangelical Christian School (GEC School). We understand that this handbook represents the current policies, procedures and regulations. The school retains the right to add, change or delete policies or other school conditions at any time.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature(s)

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Print Student(s) Name(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade(s)

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## **Mission/Vision Statement**

### **Statement of Faith:**

**We Believe** that there is only one God, eternally existent in three persons: The Father, the Son, and the Holy Spirit. Matthew 3:16, 17; Matthew 28:19, 20; Mark 12:29; John 1:14; II Corinthians 13:14.

**We Believe** that the Bible is “inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness”. We believe that the Bible is the word of God, verbally inspired in all parts, and therefore wholly without error as originally given by God. We believe that Jesus Christ is the ultimate fulfillment of all Scripture and that all Scripture points to Christ who is the living Word. We believe that the authority of Scripture depends not on the truth or understandings of humankind, but on God himself, who is the truth, and thus Scripture must be received as the Word of God. We believe that it is only by the Spirit of God that anyone can interpret the Scripture with power and humility, efficacy and insight. 2 Timothy 3:16; 2 Peter 1:21; John 1:1,2

**We Believe** that man, made in the image of God, as male and female, is a fallen creature by virtue of his rebellion against his Creator and thus deserves eternal judgment from a righteous God. Genesis 1:26-28; Genesis 3:1-24; Romans 5:12

**We Believe** that the sacrificial death of Christ paid the full penalty of man’s sin and provided salvation for all who believes in Him. We believe that salvation is by grace through faith. Justification before God, which gives us freedom from punishment and gives life with God, is available only as a gift from God through faith in Jesus Christ. Ephesians 2: 8-9; Titus 3:5-6; John 3:26; 1 Peter 1:18-19

We at GEC School are affiliated with Grace Evangelic Church and support and abide by the Church constitution and statement of faith and beliefs.

### **Mission Statement:**

Here at GEC School our goal is to glorify God through the training and nurturing of students in their spiritual, academic, physical, emotional, Slavic culture and language development. This is achieved through a Christ-centered education based on biblical truth, and offering a curriculum emphasizing higher level of academia, which leads to the formation of the character of God within. God’s character imparts wisdom, knowledge and love, helping our school community develops a world-view that will impact the world for Christ. Additionally, GEC School will focus on developing oral and written communication skills of the children in several languages.

### **Core Values and Vision**

- To clearly communicate the message of salvation through Jesus Christ, faith in Christ and a redeemed life through Jesus Christ.

- To glorify God through the training of students in spiritual, academic, physical, emotional and social development.
- To provide a Christ-centered curriculum based on biblical truth that will result in clear, critical thinking and a Christian world-view.
- To provide an education experience leading to the formation of the character of Christ in the lives of students, which includes wisdom, knowledge and love.
- To support parents in their primary role and responsibility of training their children.
- To enhance written and oral skills of the Slavic language and culture.

### **Racial Nondiscrimination Policy**

The GEC School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the GEC School will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

### **Academic Information**

“A student is not above his teacher, nor a servant above his master.” Matthew 10:24

All GEC School students are expected to show excellence in the spiritual, mental and physical education as well as social behavior.

The curriculum and learning materials are used to provide excellence in academic education from Christian perspective. The curriculum exceeds most state standards while integrating a scriptural approach and a biblical worldview.

In addition to academic subjects, students will be taught physical education, art, music, technology and foreign language (Ukrainian/Russian), which will be taught by specialized teachers.

### **Admission process**

- Complete application (child must be 5 years old on or before September 30 in the year he or she starts kindergarten)
- Submit copy of birth certificate
- Submit immunization record (or a form declining immunization)
- Assessment testing is required for all new applicants
- School supply lists will be distributed upon registration

### **Class Size**

The Administration reserves the right to determine classroom size.

### **Parent-Teacher Conferences**

Conferences are held twice a school year; one conference per semester.

It is not necessary, however, to wait for a scheduled conference. If you have a concern, you may request a conference at the teacher's earliest convenience.

### **Conference Courtesy**

- Arrive on time. Stay only as long as you are scheduled, as others are waiting for their turn.
- Keep the attention focused on your child.
- Discuss any concerns you have regarding your child's progress.
- Volunteer information that might be helpful to the teacher.
- If you run out of time and still feel discussion is needed, please schedule another conference.
- A parent-teacher conference is a beneficial two-way exchange of information about your child.

### **Grading Scale**

A Superior 90-100

B Good 80-89

C Average 70-79

D Below Average 60-69

F Failure 0-59

S+ = Exceeds grade level expectations

S = Meets grade level expectations

S- = Meets grade level expectations with assistance

N = Does not meet grade level expectations

### **Report Cards**

There are four grading periods in the academic school year. Report cards will be issued approximately one week after the end of each grading period.

### **Academic Communication**

Each student will have a 'take-home' folder with any papers that need to come home. If there is a paper that needs to be signed, do so and put back in the folder for your child to bring back to school and give to their teacher.

Student agendas are to be signed by parents daily and brought with students every day.

### **Promotion, Placement, and Retention Policy**

At the end of each school year, the student's report card will indicate the grade assignment for the next school year. The best interests of the students will always be the primary consideration.

A decision regarding promotion to the next grade will be based upon the completion of pupil performance objectives, standardized tests results and the student's overall ability and age. Pupil performance will be monitored closely throughout the year to ensure no unexpected decisions. Promotion and/or retention decisions are generally finalized at the end of the fourth grading period.

Input from the parents, teachers, administration, and members of the intervention team will be considered in making a retention decision. The process will start by March 1st of the current school year and a final determination will be made by the administration by May 1st of the same year.

## **Attendance**

### **Attendance Policy**

All GEC school students are expected to consistently attend school as this will help them establish regular habits and dependability. Regular school attendance is a joint responsibility shared by the student, parent, and teacher to achieve outstanding academic success.

The State of Ohio requires all EdChoice applicants to adhere by these standards. Students are not to miss more than 20 days of absence per year. Regardless if it is excused or unexcused absence. If student is going to be absent for the day, parents must call school office by 9 a.m. or leave a voicemail during non-business hours. If a parent does not call the office, then the school is required by state law to contact the parent to determine the child's whereabouts. Failure to report an absence from the parent may result in an unexcused absence.

When a student is absent he/she must, upon return to school, present to the office a written note from a parent and/or physician stating the cause of the absence.

*As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:*

**Illness or injury of the child.** The parent/guardian must provide documentation to GEC School. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

**Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to GEC School stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

**Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.

**Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

**Medical or dental appointment.** The parent/guardian must provide documentation to GEC School. GEC School may require a written statement from the physician or dentist upon request.

**Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to GEC School detailing dates of all absences for religious holidays.

**Emergency or other set of circumstances.** The parent or guardian must provide documentation to GEC School detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

### **Make-Up Work**

All work missed as a result of an excused absence must be submitted to the appropriate teacher.

Students will receive the same number of days as those that were missed to make up the missing work. For example, if a student is absent four days, they will have four days to complete the missed work.

### **Tardiness**

Students are expected to be in the classroom, seated and ready to begin at the start of each period. If a student is late to class, the teacher will record the tardy. Any student entering the classroom after 7:55 am (GECS) and 8:25 a.m. (GECPC) will be considered tardy. Students in grades 6-8 will receive two demerits for every tardiness. Students in grades K-5 will receive a \$10 late drop off fee for every fourth unexcused tardy. Students who are tardy to school need to report to the office.

### **Health Related Guidelines for Keeping Your Child Home from School**

- Fever of 100° and above (student must be fever free for 24 hours before returning to school)
- Severe coughing
- Difficulty breathing
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Evidence of lice or scabies
- Sore throat associated with a fever
- Skin rashes associated with a fever

Students and staff alike are encouraged to use healthy techniques such as frequent hand washing and covering the mouth when coughing or sneezing to prevent spreading illnesses from one person to another.



### **Student Arrival**

- Students can be dropped off at school starting at 7:40 am (GECS) and 8:10 a.m. (GECP).
- Students must report to their classrooms by 7:55 am (GECS) and 8:25 a.m. (GECP).
- Children not enrolled in the school are prohibited in a building during school hours.

### **Student Dismissal**

- Students are dismissed at 2:30 pm (GECS) and 3:00 p.m. (GECP).
- Students must be picked up by a parent or other authorized adult.
- Any student not picked up by 2:41/3:11 pm will be taken to the administrative office for late pick up (See Late Pick-up Policy).

#### *Early Pick-Up*

- If a student needs to leave school before the end of the school day, the teacher must be notified in advance.
- Only parents, guardians, and other authorized persons will be allowed to pick up a student for early dismissal.

### **Late Pick-Up Policy**

- Late pick up of a student begins 11 minutes after school is dismissed.
- Each family will be allowed one late pick up per nine-week grading period with no charge. After that, there will be a \$10 charge to your account.

GEC Primary 3:11 pm

GEC Secondary 2:41 pm

### **Emergency Closings**

All delays, early dismissals and closings will be posted on Viber GEC School app. If you have provided the school with your personal phone number, you will receive notification of closings, delays and early dismissals by Viber App or by other means possible.

The safety of your family is of utmost importance to us. If you choose to keep your child home because of unsafe driving conditions, the absence will be counted as “excused” after a parent or guardian has notified the school, and it will not be counted towards the attendance total.

### **Cheating/Plagiarism**

Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, and/or any improvement of evaluation of performance, by any dishonest or deceptive means.

Cheating includes, but is not limited to: lying, copying from another’s test or homework, unless such discussion is specifically authorized by the instructor; taking or receiving copies or communication of an exam or exam answers without the permission of the instructor, using or displaying notes, "cheat sheets," or other information devices during test conditions.

Cheating or plagiarism is one of the highest academic offenses concerning scholastic and scholarly pursuits; therefore GEC School regards such offenses seriously. Students who are caught cheating will be brought before a faculty council and the consequences will be weighed against the below recommendations.

1st offense – Zero for the grade on the quiz, test or project

2nd offense – Failure for the quarter with a grade of 59%

3rd offense – Failure for the class and the requirement to retake the class next year

All cheating is wrong and violates the honor code, but the consequences will also be determined based upon the type of assignment.

### **Student Behavior**

Examples of behaviors that may require (but are not limited to) detentions are: repeated school tardiness, disrespect, public display of affection, irreverence, intentional mischief, name calling, put-downs, gossiping, profanity or vulgar language, gambling, disobedience and repeated behaviors or attitudes.

- The fourth detention will warrant the assignment of an In-School Suspension
- Detentions may be assigned with or without the prior assignment of a previous written warning.

### *School Suspensions*

Infractions usually resulting in a suspension include:

- Stealing
- Lying
- Plagiarism
- Forgery
- Flagrant disrespect
- Abusive language including profanity
- Possession, consumption and/or distribution of alcohol or tobacco products
- Willfully accompanying and/or assisting others who are violating the behavioral expectations of the school
- Reckless endangerment of self or others
- Possession or use of pornography
- Gambling
- Leaving campus during school day without permission of the office
- False alarms
- Inciting panic
- Misuse of technology
- Inappropriate pictures/writing/language/threats/intimidation/harassment
- Any other serious violation of biblical morals or that which hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school
- Fighting
- Hazing
- Destruction or defacing of property
- Disrespect of those in authority
- Inflicting major injury
- Cheating

- Repeated behaviors/attitudes

Suspended students may not attend classes or any other school activity

Out of School Suspensions may be assigned with or without the assignment of a previous suspension, detention or written warning, as seen appropriate by the administrative of the school.

### **Suspension**

Suspension is withholding from the student the privilege of attending class. The intention of suspension is to discipline the student for a period of time in which there will be an opportunity to reflect upon the seriousness of the actions and take the necessary personal steps to correct behavior and/or attitude. The purpose of suspension is to hold the student accountable for his/her behavior and academic work.

Students serving an out-of-school suspension need to know that all assignments due and tests given on the date of the Out of School Suspension will receive a “0”. Students in grades K-5 will receive a suspension instead of a detention on their fourth detention.

### **Demerits**

Students in grades 6<sup>th</sup>-8<sup>th</sup> use a demerit system for behaviors.

## **School Uniform Code**

### **School uniform:**

At GEC School, we want to have a modest dress code that will assist students to be Christian witnesses in the world, with an outward appearance. We don't want any “bullying, peer-pressure, or showing off”, so we have implemented a dress code that will be reasonable and easy to follow for students and shouldn't be a financial hardship on parents who are struggling to provide a good Christian education for their children.

### **GUIDELINES:**

Dress code should be modest, no showing off, normal hair color, no jewelry.

Tops; must have collars, buttons and sleeves; any solid color and no logo larger than quarter size.

Sweaters should also be solid colors and no hoods, and no hats inside the building.

All tops must be tucked in and when hands rose, no skin shall be showing around waist.

Gym tops may be a plain t-shirt, solid color and no logo or art work.

Bottoms; khakis, slacks, skirts, dresses, shorts. Has to be one solid color.

Dresses and shorts have to cover knees or longer.

Cargo pants or denim (jeans) are NOT allowed.

Pants should fit nicely and not form fitting or extremely baggy. Leggings are only allowed under a skirt.

Pants should be worn with a belt (if applicable) and should not sag below the waist.

Gym shorts can be athletic shorts but have to be at least finger-tip length.

Footwear: dress or casual shoes that are all solid color and no logo.

Shoes that are NOT allowed: open toe, heels, crocs, sandals, light-up, flip-flops, or skater shoes.

Gym shoes can be tennis shoes.  
Jewelry is NOT allowed during school hours.  
Hair should be modest and natural color.  
Boys hair should be above the eyes and not longer than collar length in the back.

**Casual days:**

Will be scheduled by teachers, and allow students to wear clothing other than what is listed in the dress code while remaining comfortable and modest. Tops may be any color or design with a Christian slogan, message or artwork but must have sleeves. Jeans will be allowed, as long as they are not torn, ripped or showing skin through the distress. Casual day may be revoked if it will be misused.

Leggings are prohibited from being worn alone, must be paired with a skirt

**Chapel Uniform:**

One day a week, students will have a scheduled chapel day. GEC implemented chapel uniform to allow students to dress up for a church service. It also takes away any differences during chapel service to allow students to solely focus on God’s word. Student’s are required to wear the correct chapel uniform on the scheduled chapel day. Navy sweater (no hood), white GEC embroidered polo and navy or khaki bottoms.

**Violations:**

Parents have to help their child follow GEC schools uniform policy.  
Students not in uniform or dressed inappropriate will be sent to the office and parents will need to bring correct attire.  
Final decision regarding dress code will be made by the school administrative.

**Code of Conduct**

**Discipline Philosophy: Partnership with Parents**

Discipline is an area where the partnership between parents and the school is paramount. Parents should only enroll their students in GEC School if they share the core values illustrated in the disciplinary policies. In all disciplinary matters, the school endeavors to work with the parents in carrying out its policies. Discipline is only effective in the heart and life of a student if the parents and school are working in harmony.

Proverbs 13:18: “He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.”

Proverbs 15:5: “A fool spurns his father’s discipline, but whoever heeds correction shows prudence.”

Proverbs 19:18: “Discipline your son, for in that there is hope; do not be a willing party to his death.”

**Articles Prohibited**

The following items are contraband on campus and subject to immediate and permanent confiscation and may result in other consequences:

- Any personal electronic devices, (i.e.; iPads, iPods, E Readers, media players) cannot be used during school hours without permission from a teacher/administrator

- Cell phones of any type
- Students must go to the school office to use the school phone in approved instances
- Real or toy weapons (i.e. guns, swords, knives)
- Caps, explosives of any kind
- Skateboards and roller blades
- Alcoholic beverages
- Any type of narcotics (real or counterfeit)
- Any type of drug paraphernalia
- Laser pointers
- Any Satanic type games
- Inappropriate magazines, books, media, etc. – reading material brought to school must not promote demonization, sexual immorality, excessive violence, or sinful behavior
- Unapproved/illegal substances
- Tobacco products
- Any media which advocates a lifestyle contrary to biblical Christianity
- Any item dangerous, disruptive or annoying, which hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school.

THE ADMINISTRATION RESERVES THE RIGHT TO CHECK LOCKERS/BOOK BAGS OF STUDENT AT ANY TIME.

## **Lunch/Recess**

### **Lunches and Drinks**

1. Students must bring a packed lunch or order a school lunch. Please include napkins and plastic ware when you pack your child’s lunch. Microwave ovens are available in the lunchroom for students to use. Please send food that requires no more than 1 minute of heating time. Nutritious foods are strongly recommended.
2. An “office lunch” which is prepackaged meal is available for a student who has no lunch and no parent is available to bring a lunch to the child. Every attempt will be made to contact parents before an office lunch is offered to a student. We want to encourage responsibility in our students, so this lunch is available only twice a year per child when there is an emergency situation. Parents will be sent a written notice of the cost of the lunch.

### **Lunch Time**

Lunch period is between 10:50 am-12:30 pm. Lunch times are split between grades.

### **Lunchroom/Recess Visitors Policy**

No visitors are allowed during lunch/recess.

During the lunch period, students entering the eating area will be directed to designated tables. Students are to remain seated in the designated eating areas during lunch.

### **Lunchroom Rules**

1. Keep your hands to yourself.
2. Use quiet voices.
3. Do not trade food with others.
4. Do not touch food that does not belong to you.
5. Do not throw food.
6. Remain seated until you are excused.
7. Pack any necessary silverware and/or napkins. The school does not provide these items.
8. Raise your hand if you need assistance.
9. Use the restroom before going to lunch.
10. Games or toys may not be brought to lunch.
11. There will be a ten-minute quiet time at the end of the lunch period for grades K-1.

### **Recess:**

Recess will be outside weather permitting and at the discretion of the school administrative decision. Please provide appropriate clothing for students to go outside on colder days.

Student will have recess in the school gymnasium in case of cold/rainy weather conditions as decided by school administrative.

### **Playground Rules**

#### **General Rules:**

1. Use the sidewalks to enter and exit the playground area. Avoid traveling through landscaping to get to the playground.
2. No pushing, shoving, tackling, overly physical behavior or name-calling.
3. Slide:
  - a) No more than one student at a time going down the slide.
  - b) Students must be seated on slide.
  - c) Do not walk up or down the slide.
  - d) Wait until others have cleared away from the bottom of the slide.
  - e) No bumping and stacking of students on the slide.
  - f) No objects of any kind (i.e. stones, toys, etc.) are to be carried onto the slide.
4. Only one student at a time is allowed on the sliding pole.
5. Swings:
  - a) One person per swing (seated position).
  - b) Push from the back of the swing only.
  - c) Do not jump off the swing while it is in motion.
  - d) Do not twist in the swing.
  - e) Take turns.
  - f) Do not stand up on the swings.
  - g) Do not run within the swinging area.
7. Stay away from parked cars.

8. Stay away from the modular buildings.
9. Do not enter the school without permission from the duty teacher.
10. Always play within sight of the duty teacher.
11. Do not throw objects that may cause damage to people or property.

### **Financial Information**

“A generous man will prosper; he who refreshes others will himself be refreshed.”

Proverbs 11:25

“And my God will meet all your needs according to His glorious riches in Christ Jesus.”

~Philippians 4:19

### **Budget**

GEC School cannot operate on tuition alone. Financial donations from our Grace Evangelical Church community enable us to carry out the mission and purpose of School. Donations are accepted throughout the school year and are tax deductible.

“The Lord’s blessing is our greatest wealth.” Proverbs 10:22

### **Payment Policy**

Tuition can be paid in one of three ways:

- a. Annual advanced tuition. Full payment must be made directly to GEC School by August 1st.
- b. Biannual payment Due August 1st and January 1st.
- c. 10 months payment plan Due 1st day of month (August through May).

A late fee of \$25.00 will be added to the account after the 5th day of the month if payment is not received before the due date. The tuition is based on the total school year. Late enrollments and early withdrawals will be prorated based on the number of days the student is enrolled.

### **Withdrawal Policy**

Parents planning to withdraw students from GEC School should do so no later than July 1st. Parents must notify the office of student’s withdrawal in writing or by email. After July 1st, a \$300 withdrawal fee per student will be assessed. This fee will also apply to students who withdraw during the school year. Requests for exceptions may be made only to the Head of School. This policy is meant to encourage a firm commitment so that the school can remain fiscally accountable.

### **Withdrawn Student Records**

The following items must be completed for GEC School to fulfill a request to transfer student records:

- A Transfer of Records form must be signed by the parent/guardian to authorize the approval to transfer their child’s records to another school. This form will be supplied by the enrolling school and sent directly to GEC School.
- All fees/fines, including the withdrawal fee, have been paid.
- All library books, textbooks and classroom materials must be returned.

## **Health and Safety**

“Be strong and of good courage, be not afraid or dismayed for the Lord is with you wherever you go.” Joshua 1:9

### **Accident Policy**

GEC will supervise students who are either on school property or on a school sponsored field trip.

When an accident occurs, the injured student will be sent to the first aid station. If the student is unable to walk, a responsible student will be sent to the first aid station to request assistance. An accident form will be completed and emailed to the parent/guardian immediately after the child has received medical assistance.

In serious health incidents emergency services (911) will be called when appropriate. Parent/guardian will be called immediately when emergency services have been contacted. Parents will be notified of any serious accident involving their child during school hours. In addition, an accident report will be sent home that day. If an injury needs immediate medical attention, every effort will be made to contact the parents. If a student needs to be transported to a medical facility, a parent and/or school official will go with the student.

Emergency information is kept for each student. Parents/Guardian: it is your responsibility to keep the office informed of any changes in telephone numbers, emergency contacts, or addresses.

Students may only play on the school playground before or after school if an adult is with them.

### **Student Supervision**

Student breaks, additional recesses, ending of special classes, etc., will be supervised by an adult.

### **Closed Campus Lunch/Recess Policy**

With safety as the primary consideration, GEC School has adopted a closed lunch policy.

- Lunch/recess periods at GEC School are closed with the exception of individuals employed on the GEC School campus.
- All lunches brought to school after the beginning of the school day will be left in the school office. Students will be called to the office to pick up their lunches.

### **Immunization Policy**

Ohio law requires all schools to have a record of each student’s immunizations, including the month, day and year of administration. GEC School follows the requirements of the Ohio Department of Education for admission into school. A list of required immunizations and clinics that offer free immunizations is available upon request from the school health care aide. Failure to comply within two weeks following written notification will result in exclusion from school until the school has received the proper documentation. Head of School must approve all exceptions.

If parents choose to not vaccinate their children due to religious, good cause or medical reasons must submit STATE OF OHIO LEGAL IMMUNIZATION EXEMPTION form



3313.671 with the enrollment application. The following form can be found on State of Ohio webpage, or can be requested from the school administration.

### **Parking lot safety**

Please drive carefully and slowly through the parking lot at all times. Please do not park directly in front of the school building at any time.

### **Child Abuse Reporting Policy**

As required by state law, GEC School staff must report any “reasonable suspicion” of child abuse to Children’s Services. This would include physical abuse, sexual abuse, or child neglect. Each incident will be brought up by administrative to the board of trustees of the school for final decision on course of action. Parents are not required to be notified before the school makes a report to authorities.

## **Basic Topics of Information**

### **Birthday Celebrations**

We have children with allergies to foods such as eggs, peanuts, milk, flour, etc. at our school. Therefore, contact your child’s homeroom teacher regarding any allergies in the classroom and the best time to bring in items.

### **Communications**

The most timely and efficient method of communication between parents and the school will be by phone. Therefore, it is imperative that each legal guardian provides the school with a current phone number.

Parents will also be informed of important events and opportunities through a variety of ways including monthly calendars, viber, and take-home folder.

The custodial parent or legal guardian will be the first contact made regarding school issues that require immediate action/communication.

### **Field Trips**

Parents will be notified in advance by email, memo or the monthly calendar of all upcoming field trips and any associated costs. You may indicate your desire to participate in field trips by contacting the appropriate faculty member. All field trips are regular school days and all school rules apply.

### **Lost and Found**

Lost and found items are kept in a box located in the lunchroom. Items not claimed by the end of month will be removed. We strongly suggest that you label all personal items, especially school uniforms, jackets, book bags and lunch boxes.

**Parent/Guardian Orientation**

Parent/guardian orientation will be held at the beginning of each school year. Parents will be notified of orientation dates and times. The orientations are for parents/guardians only. Please make child care arrangements when applicable.