

PLEASE KEEP FOR FUTURE REFERENCE

Grace Christian School 2016-17 Communication Overview/Technology Guide
Faith . Preparation . Leadership . Service . Community . Spirit



Want to know what is coming up at Grace Christian School...we have the tools for you!!

K-5th Weekly Newsletters

- K-5th grade parents can expect a weekly newsletter from your student(s) teacher. These newsletters are sent by email the end of each week. Each student also has a take home folder/binder. While most documents are emailed, some may come home as hard copies so it is important to check your student's folders and backpacks daily.

Warrior Shout

- The Warrior Shout is a weekly email from the office with school-wide reminders or changes to the calendar.

Warrior Rumble

- The Warrior Rumble is our monthly newsletter sent the last day of each month. This document is filled with

Six Websites you will want to bookmark or save to your favorites are:

1. www.gcsblacklick.org

- Our Website is the first place to go for school calendars, forms, website links and access to our parent/student handbook

2. www.renweb.com

- RenWeb is a Web-based program that provides access to ParentsWeb, which allows parents and guardians to view student grades, mid-term progress reports and grade cards

3. <http://gcs.school-pass.net>

- School-Pass is the Web-based program that drives our dismissal and attendance process

4. www.orderlunches.com

- All lunch orders are placed through this site

5. www.shopwithscrip.com

- To view the hundreds of participating Scrip retailers and to order Scrip online regularly log on to this site. A percentage of each of your Scrip order is applied to your student's fundraising balance.

6. www.landsend.com

- To purchase required chapel and core uniform pieces.

You can also link to any of the sites listed above directly from our Website www.gcsblacklick.org. Detailed instructions for each website can be found below.

Please check your email regularly, print and return necessary forms to the school by the date indicated.

It is important that you keep us up to date on your email address. To ensure you receive all communication in a timely manner, please let us know if your email address changes so that we can promptly update our records. Families may have **two** email addresses on file with the school.

PARENTS WEB

To log in to ParentsWeb, follow these steps:

- Click the *ParentsWeb* link on the left side of the gcsblacklick home page.
- You will be directed to renweb.com from here, click the ParentsWeb Login tab on the left side of the page
- Enter **GCS-OH** (our school's ID) in the School ID box
- Enter your email address in box #2 (this is the email address you have on file with the school)
- Enter your password in box #3
- Click the *Parent Login* box

Please note: The first time you access ParentsWeb, enter only our school's ID and your email address then click the **New Parent Login** box. A password will be sent to the email address entered. You will then need to login from the beginning using the password sent to you.

Using ParentsWeb

ParentsWeb is easy to use. Simply click the tabs on the left-hand side of the page to take you to your desired location.

Our faculty uses RenWeb on a daily basis and members are expected to regularly update student grades. Please be patient with your child's teacher! If you do not see a grade right away, please allow for **three full school days** for grades to be updated.

ParentsWeb gives you access to:


- Our school's family directory
- Your student's mid-term and report card
- General school contact information

SCHOOL-PASS Attendance and Dismissal Procedures

School-Pass is the Web-based program that drives our dismissal process and also allows us to monitor attendance.

It is important to report your student's absences, early pick up, change in bus or car pool information, move a child to extended care or an afterschool activity. **Please do not call the office to report an absence or change in pick up — please use School-Pass.** It is important to note if you do not make the changes through School-Pass, your child will not be dismissed in the carpool line thus resulting in a delay for you. School-Pass also notifies your teacher that your child will be absent and allows you to note the reason. If a parent does not report an absence via School-pass, this could cause the absence to be marked as unexcused.

To log on to School-Pass on your computer or phone:

- Go to <http://gcs.school-pass.net>
- Enter your email address and password (this is the email address you have on file with the school (if two parents are listed, we use the mother's email; the school's default password is *password* —use this only if you did not change the generic password)
- Click *Continue*
- *Please note: School-Pass does not support Internet Explorer 9. To make it compatible, click on the torn piece of paper to the right of the search window* 
- To download the smartphone app (iPhone and Android).
 - Search for "school-pass" – the school code for GCS is 1239.

Once you are logged in, you will find detailed information on how to make changes to an itinerary, add drivers, and make changes to your family profile.

Absences need to be reported prior to 9:00 a.m. Changes to pick up schedules or after school activities can be added prior to 2:00 p.m. on the day of the event. For instance, if your student is going home with a friend rather than his or her primary driver, you will log in to School-Pass and add the new driver for the day of the event only. After 2:00 p.m., the system does not accept changes for a student's itinerary. In this case, the driver must come to the school office to retrieve the student.

Ordering Lunches through www.orderlunches.com

The only way to order lunch through the GCS lunch program is by going through orderlunches.com.

Before you can place your first order, it is necessary to register. To register:

- Go to www.orderlunches.com
- The GCS School Password is GCS#1
- Click Register
- Follow the directions to register (please note, you must register each of your children!)

Please register only once! If you forget your username and/or password, please follow the instructions for a forgotten or lost username or password. If you re-register, you will have multiple accounts on file, which easily leads to payment and accounting problems.

To order lunches:

- Go to www.orderlunches.com
- Click Sign In
- Provide your user name and password (this is what you created when you registered)
- Follow the directions to order lunches

Once you sign in, you will see a detailed calendar for ordering for the entire school year. Please pay close attention to the dates provided because we cannot accept late orders. **If you miss an order deadline, lunch cannot be purchased for the entire month.**

Orderlunches.com has a wonderful customer service and tech support team. If you have questions about ordering or if you have difficulty, please contact support@orderlunches.com.

ORDERING SCRIP ONLINE

You may browse the hundreds of Scrip retailers and purchase Scrip cards online at www.shopwithscrip.com. Before you can begin purchasing, you will need to register.

To register:

- Go to www.shopwithscrip.com
 - Click *Create Account* in the Family Sign-up box on the left side of the page
 - Step 1: Enter a user name (**to ensure you get proper credit, please enter the name of your student**)
 - Step 2: Create a password and then verify it
 - Step 3: Enter your account information requested
 - Step 4: Enter your email address and then verify it
 - Step 5: Read and accept the Scrip terms of use
 - Click *I Accept*
 - Enter our enrollment code, which is **622B27684218**

To log in and begin purchasing:

- Go to www.shopwithscrip.com
- Enter your username and password (you created both when you registered)
- Click *Login*

Please note you cannot pay for your Scrip orders online. **To pay for your order, print out your order confirmation and attach a check or your credit card information to it and send it to school with your student.**

LANDSEND

Landsend.com is the only location to purchase chapel and core uniform pieces. You can follow the link from our website or visit landsend.com

It is important to set up student profiles on landsend.com to ensure you are ordering the correct pieces for that grade. Go to Landsends.com

- Hover over uniforms and click on find your school
- Create a profile for your first student
- Choose find your school
- Click on the Grace Christian School Logo
- Click on Save School
- You can then choose to shop for this school or you can create an account so that you do not have to complete these steps next time.

As a reminder, gym uniforms and spirit wear are purchased at the GCS Warrior Store. Store dates are published in the Warrior Rumble and Warrior Shout.

FACEBOOK UNIFORM GARAGE SALE

This Facebook page is exclusively for GCS families to sell or trade GCS uniform pieces. The Facebook account is completely parent drive and organized. Please follow the steps below:

- Go to gcsblacklick.org
 - Scroll under Announcements
 - Click on "GCS Uniform Garage Sale."
 - Sign in with your Facebook account user name and password.
-

GCS iPhone (version 9.0 or higher) AND ANDROID APP

This app is available to our GCS families to gain access to all web portals and points of information that you use as GCS parents. Some of these portals are general in nature (orderlunches, School Pass, etc.), and then there are two entry points within the app that are uniquely applicable to the elementary or to the middle school. You may also easily access our social media points from the app, as well as call the school office.

Follow these steps for directions on how to install this app:

- Go to gcsblacklick.org
- Scroll under "Announcements"
- Click on either "NEW GCS iPhone App" or "NEW GCS Android App."