PLEASE KEEP FOR FUTURE REFERENCE

Grace Christian School 2021-22 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!!

PS-5th Weekly Newsletters

- PS-5th grade parents can expect a weekly newsletter from your student(s) teacher. These newsletters are sent by email at 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 upcoming calendar items, reminders, event information and important document due dates.

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.

2. **www.factsmgt.com**
   - Facts Management is a Web-based program that provides access to FACTS Family Portal, which allows parents and guardians to view student grades, mid-term progress reports, grade cards, financials and Parent/Student Handbook.

3. **www.gcs.school-pass.net**
   - School-Pass is the Web-based program that drives our dismissal and attendance process

4. **www.boonli.com**
   - All lunch orders are placed through this site

5. **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.

FACTS Family Portal

To log in to Family Portal, follow these steps:
- Click the *FACTS Family Portal* link on the top of the https://www.gcsblacklick.org/ home page.
- You will be directed to www.factsmgt.com from here, click the FACTS Family Portal Login tab on the left side of the page
- Enter **GCS-OH** (our school's ID) in the School ID box
- Enter your user name in box #2
- Enter your password in box #3
- Click the *Parent Login* box

Please note: The first time you access FACTS Family Portal, 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 FACTS Family Portal
Family Portal 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 FACTS 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.

FACTS Family Portal gives you access to:
- Our school's family directory
- Resource Documents
- Your student's mid-term and report card
- General school contact information
- Financials

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 after school 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.boonli.com

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

Before you can place your first order, it is necessary to register. To register:
- Go to www.boonli.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.boonli.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.** Once lunches have been purchased for the month, refunds cannot be issued. This includes refunds for inclement weather days, field trips and if a child is absent for school on the day a hot lunch was purchased.

Boonli.com has a wonderful customer service and tech support team. If you have questions about ordering or if you have difficulty, please go to the customer support link at www.boonli.com.

LANDSEND

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

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 username and password.

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