



You can expect frequent communication from GCS. **Please check your email regularly.** Below you will find information regarding various means of communication and websites to become familiar with. 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. Each parent/guardian may have two email addresses on file with the school.

### **PS-3<sup>rd</sup> Weekly Newsletters**

PS-3rd 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 frequent 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.

### **Five Websites you will need to become familiar with:**

1. **[www.gcsblacklick.org](http://www.gcsblacklick.org)**

Our website is the first place to go for school calendars, forms, and website links.

2. **[www.factsmgt.com](http://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, grade cards, financials (tuition and fee payment information) and the Parent/Student Handbook.

3. **[www.gcs.school-pass.net](http://www.gcs.school-pass.net)**

SchoolPass is the web-based program that drives our dismissal and attendance process.

4. **[www.boonli.com](http://www.boonli.com)**

All lunch orders are placed through this site.

5. **[www.landsend.com](http://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 <https://www.gcsblacklick.org/>. Detailed instructions for each website can be found below.

### **FINANCIALS, GRADES, SCHOOL DIRECTORY: FACTS Family Portal**

To log in to Family Portal, follow these steps:

Click the *FACTS Portal* link on the top of the <https://www.gcsblacklick.org/> home page.

- Enter **GCS-OH** (our school's ID) in the District Code 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 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 grades and report card
- General school contact information
- Financials (tuition and fee payment information)

## **ABSENCES, ARRIVAL AND DISMISSAL CHANGES: SCHOOLPASS**

SchoolPass is the web-based program that drives our dismissal process and also allows us to monitor attendance.

**It is required that you report your student's absence, late arrival, early pick up, change in bus or car pool information, move to extended care or after school activity in SchoolPass. Please do not call the office to report these changes—please use SchoolPass.** SchoolPass notifies the office and teacher that your child will be absent and allows you to note the reason. Please include the reason for the absence, late arrival and early dismissal. If a parent does not report an absence via SchoolPass, this could cause the absence to be marked as unexcused.

**To log on to SchoolPass on your computer or phone:**

- Go to <http://gcs.school-pass.net>
- Enter your email address and password (if you were emailed a temporary password, please enter that on the home screen along with the email address on file with GCS).
- If you have forgotten your password, please click "Forgot Your Password?" on the home screen to proceed.

**To download the smartphone app (iPhone and Android):**

- Search for "school-pass" – the school code for GCS is 1239.

Once logged in, you will be able to make changes to your student's 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. After 2:00 p.m., the system does not accept changes for a student's itinerary.

## **LUNCH: BOONLI**

Order lunches through [www.boonli.com](http://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](http://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](http://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 upcoming month. 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 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](http://www.boonli.com).

## **UNIFORMS**

### **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.

**SPIRIT WEAR** items are purchased through the online GCS Warrior Store at specific times throughout the year. Store dates are published in the Warrior Rumble and Warrior Shout.

**PE UNIFORM** items are purchased through our website. Go to <https://www.gcsblacklick.org/>. Click on the Admissions tab, select uniforms, then select PE Uniform Order Form to place an order.

### **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 driven and organized. Please follow the steps below:

- Go to <https://www.gcsblacklick.org/>
- Click on Admissions, Uniforms, Uniform Garage Sale Facebook Page
- Sign in with your Facebook account username and password