

# **GREATER WORKS CHRISTIAN SCHOOL**

A Private Christian School Serving Families Since 1981

## **STUDENT HANDBOOK**

**2026-2027**

*Even the youths shall faint and be weary. And the young men shall utterly fall, but those who wait on the Lord shall renew their strength; they shall mount up on wings like eagles ...*

*Isaiah 40:30,31*

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## **Welcome to Greater Works Christian School**

Since 1981, our desire at Greater Works Christian School has been to impart to our students, through both teaching and personal example, a Christ-like approach to life and learning. We believe that true happiness and success are based on accepting Jesus Christ as one's personal Savior, studying the Word of God, seeking His guidance and applying His wisdom in all situations. GWCS creates an environment for these things where students can build **FAITH, KNOWLEDGE and CHARACTER**.

### **This school year, we look forward to partnering with you in reaching these goals:**

- To inspire students to know, love, and serve Jesus Christ.
- To strengthen each student's belief in the truths of God's Word.
- To develop in students Christ-like character through disciplined, Spirit-filled living.
- To direct students toward a Biblical life view that integrates God's truth into practical Christian living.
- To develop in students a cultural breadth and social skills that enhance their lives and equip them to effectively communicate Biblical truth.
- To instill in students a compelling concern for reaching the lost with the saving truth of the Gospel of Christ.
- To impart to students a commitment to vital involvement in the life and ministry of a Biblically faithful local congregation.

### **God's Call**

Train up a child in the way he should go, and when he is old he will not depart from it (Proverbs 22:6).

### **Our Mission**

To equip our students by developing their faith, character, and knowledge with Christ-centered instruction.

### **Our Beliefs**

- The Bible, in its entirety, is the inspired Word of God and the only infallible rule of faith (2 Timothy 3:16).
- There is one God, Maker of all things, being in Trinity of Father, Son and the Holy Spirit (Matthew 28:19; John 15:26; 2 Corinthians 13:14).
- Jesus Christ, incarnate Son of God, was begotten by the Holy Spirit, born of the virgin, Mary, and is true God and true man (Matthew 1:18-25; Luke 1:27-38).
- There is personal salvation for believers through the shed blood of Jesus Christ (Matthew 26:28; Revelation 1:5).
- The baptism in the Holy Spirit, accompanied by the initial sign of speaking with other tongues, as the Spirit of God gives utterance, is distinct from the new birth experience ((Acts 2:4; Matthew 3:11; Acts 1:4-5; Acts 1:8).
- The gifts of the Spirit are available to all believers (I Corinthians 12:4-10),
- There is divine healing through faith included in the atoning blood of Jesus (Isaiah 53:5; I Peter 2:24).
- Intensive world evangelism and missionary work, with signs following, is the Lord's Great Commission to the church (Mark 16:15; Mark 16:20).
- There will be a resurrection of the dead, eternal happiness for the saved, eternal punishment for the lost (John 3:16-18; John 11:25-26).
- The Christian's hope is the imminent, personal return of the Lord Jesus Christ (I Thessalonians 4:15-17; Titus 2:13).

## **Educational Goals**

### **Faith • Knowledge • Character**

#### **Spiritual Faith**

Greater Works Christian School desires to give students the opportunity to come to know their Lord and Savior, Jesus Christ, in a very real and personal way and to equip them to carry out the will of God in their lives.

#### **Academic Knowledge**

Greater Works Christian School endeavors to promote high academic standards within the abilities of the student so that each individual may realize his or her full academic potential.

#### **Social Character**

Greater Works Christian School aims to help the student to develop his or her personality based on a proper understanding and acceptance of himself or herself as a unique individual created in the image of God.

#### **Certification**

Our school has a Pennsylvania state certification for non-public schools. The certification encompasses a curriculum that meets all minimum educational requirements for the state of Pennsylvania.

#### **Accreditation**

Accreditation by a state governmental agency is an administrative mechanism designed to ensure a uniform education for all students in secular schools. It was established as a governmental means of being certain that local public school districts provide what the state educational agencies have determined to be minimum faculty and academic standards for all public schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum according to the criteria developed by secular educational administrators. GWCS is a member of the Association of Christian Schools International. We have chosen not to be state accredited in order that the state would not have the liberty to regulate our curriculum or educational facility. **Our school will not permit the invasion of state or federal directives mandating the Christian educational or spiritual program designed for our school.**

## Administration and Faculty Contact Information

| Administration       | Title                                                     | Room    | Extension | Email                                   |
|----------------------|-----------------------------------------------------------|---------|-----------|-----------------------------------------|
| Pastor Bill Spahr    | Overseeing Pastor                                         |         | 112       | billspahr@juno.com                      |
| Mrs. Charlene Satira | Administrator                                             |         | 135       | csatira@greaterworkschristianschool.org |
| Ms. Rachel Satira    | Principal                                                 |         | 145       | rsatira@mygwcs.com                      |
| Mr. Timothy Hart     | Business Manager                                          |         | 134       | thart@greaterworksoutreach.org          |
|                      |                                                           |         |           |                                         |
| <b>Faculty</b>       |                                                           |         |           |                                         |
| Ms. Miller           | Three's Program/<br>Transitional Kindergarten             | Nursery |           | kmiller@mygwcs.com                      |
| Mrs. Stegner         | Kindergarten                                              | 7       |           | hstegner@mygwcs.com                     |
| Mrs. Swanger         | 1 <sup>st</sup> Grade                                     | 1       |           | jswanger@mygwcs.com                     |
| Mrs. Champ           | 2 <sup>nd</sup> Grade                                     | 5       |           | kchamp@mygwcs.com                       |
| Mrs. Hobough         | 3 <sup>rd</sup> Grade                                     | 3       |           | phobough@mygwcs.com                     |
| Mrs. Chasko          | 4 <sup>th</sup> Grade                                     | 4       |           | ychasko@mygwcs.com                      |
| Mrs. Southern        | 5 <sup>th</sup> - 8 <sup>th</sup> Grade<br>Math & Science | 101     |           | msouthern@mygwcs.com                    |
| Ms. Kepple           | 5 <sup>th</sup> - 8 <sup>th</sup> Grade<br>ELA & History  | 103     |           | dkepple@mygwcs.com                      |
| Mrs. Spahr           | Missions                                                  | 2       |           |                                         |
| Mrs. Cardona         | Spanish                                                   | 106     |           |                                         |
| Mrs. Pascuzzi        | Art                                                       | 105     |           |                                         |
| Ms. Satira           | Gym                                                       |         | 145       | rsatira@mygwcs.com                      |
| Mrs. Satira          | Chapel                                                    |         | 135       | csatira@greaterworkschristianschool.org |
| Mrs. Lukas           | Private Piano Lessons                                     |         |           |                                         |
| Mrs. Johnson         | Kitchen Supervisor                                        |         |           | ljohnson@mygwcs.com                     |

### School Hours

Morning Bus Drop-Off 7:45AM  
 Doors Open for Parent Drop-Off 8:00AM  
 Late Bell 8:30AM  
 Dismissal 2:40PM – 3:00PM

## **Policies and Procedures**

*All policies and procedures are subject to revision and/or amendments at the discretion of GWCS Leadership.*

### **Attendance**

- Written excuses, messages, or emails for absences should be submitted to the school office or homeroom teacher. If a written excuse is not provided to the school within 3 days after the student returns to school, the absence will be considered unexcused. Parents of any student with 3 days of illegal absences, “truancy”, will be served notice by the school and school district in which they reside.
- Students arriving late, after 8:30AM, must sign in at the school office.
- Students signing in after 11:00AM will be marked absent for the day.
- Missing the school bus is not considered as an excused absence for an entire school day. Parents must find alternative transportation on such occasions; however, absences due to bus problems will be recorded as legal with a parental excuse stating the particulars of the situation.

***According to Pennsylvanian State Law, Truancy means having three or more unexcused absences in the current school year. These absences do not need to be in a row. Habitual truancy means having six or more unexcused absences in the current school year. These absences do not need to be in a row. Once your child becomes habitually truant, the school must take certain actions. These actions include referrals to attendance improvement programs, the county Children and Youth Services (CYS) agency, or District Magistrate.***

***Truant students will not be given the right to make up class work or tests. A student with excused absences receives the same number of days out to complete and return the make-up work.***

### **Unexcused Absences**

- As stated above, written excuses must be submitted to the first period/homeroom teacher or school office within 3 days after the student returns to school. Failure to do so will result in the absences being coded as unexcused.
- After 3 unexcused absences, an official and final letter will be sent from the school office to the student's home, documenting the illegal absences.
- Any additional unexcused absences will be forwarded to the Home and School Visitor, an officer who will cite the family, through the District Magistrate, for alleged unexcused absences.
- Subsequent fines will continue to occur should the unexcused absences continue. The school office will inform the Home and School Visitor when is student is absent more than 25% of the school year to date.
- Upon review, the Home and School Visitor may cite the family through the District Magistrate.
- A family has the right to plead not guilty and request a court date with any citations.

### **Excessive Consecutive Absences**

- After a student misses 10 consecutive days of school, if the school office is not already aware of the reason for the absences, contact will be attempted, and a home visit will be made.
- If the Home and School Visitor is unable to contact the family, the student will be expelled. The family must re-enroll the student if it wishes to have the child return to school. All documentation verifying a current address will be required.
- If a student misses 36 school days, the student will be considered for repetition of their current grade.
- Legal authorities may be contacted if there is a suspicion of neglect.

### **Work Retrieval for Absences**

The student and/or guardian is to contact the teacher and school office for retrieval of missed work. Teachers will make a copy of class notes for the absent student. Students receive the same number of days absent to make up work/tests (one day for each day absent; full credit given). If parents are aware of an upcoming absence, they should make arrangements to receive and complete any assigned work prior to the missed day. Failure to return work within the allotted time results in a 50% percent deduction and marked as a zero after.

**For Three's and TK Families Only:** If a child's assigned school date falls on a holiday, they may attend on a different day that week; however, if the date is missed due to illness, a makeup day will not be provided.

## **Tardiness**

### **To School**

- Students will be considered tardy if not in 1<sup>st</sup> period/home room by 8:30AM. Tardy students must sign in at the school office and provide the requested information. A class admittance pass will then be issued.
- Tardy students must report directly to the school office to sign in and provide written excuse signed by a parent or guardian. Written excuses should be presented on the day of tardiness and will be accepted up to 3 school days following the tardy. Loitering in the halls, car problems, or sleeping-in are unacceptable excuses. Excused tardies include illness, severe weather, personal emergencies, documented medical appointments or extremely urgent reasons of which the school is judge.
- The total number of days tardy is recorded on the daily absentee sheet and on the student's permanent records.
- Excessive tardiness could have serious consequences on grades and future employment references.

### **To Class**

- A reasonable amount of time between classes has been allotted to accommodate the size of our building; however, if students loiter between classes, they are likely to be late.

### **Unexcused Tardiness**

Students are permitted 3 tardies without any disciplinary action; however, beginning with the 4th tardy, every 3 tardies will be counted as 1 unexcused absent day. Tardies accumulate continuously throughout the entire school year and do not reset each quarter. Under state policy, a student who accumulates 6 unexcused absent days is considered habitually truant, and the Home School Visitor may be contacted for intervention. In addition, under school policy, students who reach a total of 36 absent days during the school year may be considered for retention in their current grade.

## **Arrival and Departure**

### **Morning Arrival**

- School buses/school vans will drop off at the main front lobby entrance of the building starting at 7:45AM.
- Parents must drop students off at the rear of the building between 8:00AM – 8:30AM.
- Three's and Transitional Kindergarten parents must drop students off at the main front lobby entrance between 8:00AM – 8:30AM.
- For safety reasons, the area in front of the stairs marked with yellow lines is a no-parking zone; if parents choose to park, they must use designated parking spaces only.

### **Afternoon Departure**

- School buses/school vans will pick up students on the side of the building at 2:40PM. No parking or parents picking up children are permitted at the side of the building (along the playground).
- Parents must pick up students at the front side entrance of the building (near the loading dock driveway) at 2:40PM.
- Three's and Transitional Kindergarten parents must pick students up at the main front lobby entrance at 2:40 PM.
- Dismissal time is designated solely for students to safely exit the building; playing, running, or loitering is not permitted due to safety concerns.
- After 3:00PM, any students remaining will be kept in the front lobby (front circle). A \$20 late pickup fee will be charged for any student remaining after this time. The fee is due at the time of pickup and must be paid to the school office by cash or card.

### **Early Dismissals**

Students may request an early dismissal for medical, dental, or other approved appointments that cannot be scheduled for after school hours. The student presents a written parental request to the school office on

- The day of the dismissal.
- The request includes the full name of the student and of the parent/guardian, the requested time of dismissal, and the signature of the parent/guardian.
- Students report to the school office prior to the dismissal time in order to sign out.

### **Medical Documentation for Attendance and Records**

Students must provide a medical note upon returning from a medical appointment when the appointment results in an absence, tardy, early dismissal, or medical restriction from a school activity, so the documentation can be kept on file.

### **School Delays/Closings**

Delays and closings are listed on KDKA, WTAE, and WPXI stations, the school website, sent via email, and text message from 724-613-4104.

### **Snow Delays/Closings**

- If your school district has a delay or closing and GWCS remains open, follow your district's bus schedule. If you are unable to transport your child to school, he/she will be marked absent (excused) for the day.
- If GWCS has a 2-hour delay and your school district does not, you are responsible for bringing your child to school between 10:00 and 10:30AM. If you are unable to transport your child to school, he/she will be marked absent (excused) for the day.
- Two-hour delay: Students must report **AFTER** 10:00AM for our 10:30 starting time.
- GWCS closed: Students **MUST NOT** report to school

### **Snow Day Work Packets/Remote Learning Day Work Packets**

To ensure continued learning during unexpected school closures or due to inclement weather, students will be given work packets throughout the year to keep at home. These packets are to be completed **only** when school is closed due to weather or other emergencies. Parents will be notified by both the child's teacher and the school office regarding when students are expected to complete their remote learning packets and any assigned online work.

In addition to the printed Remote Learning Day packet, teachers may assign online i-Ready lessons at their discretion. Teachers will send home student login credentials.

It is the student's responsibility to complete the assigned packet for each closure and return it on the first day back to school. Failure to return the completed packet on the first day will result in a 50% grade deduction and marked as a zero after that. These packets are part of the academic curriculum and are graded accordingly; they are our attendance record for that day and show evidence that students engaged with the material. Remote learning days count toward the 180 instructional days required by the state.

### **Class Schedule (Three's Program – 4<sup>th</sup> Grade)**

| Period    | Regular Schedule     | Two-Hour Delay Schedule |
|-----------|----------------------|-------------------------|
|           | Warning Bell, 8:30AM | Warning Bell, 10:30AM   |
| Arrival   | 8:00 – 8:30          | 10:00 – 10:30           |
| 1         | 8:32 – 9:07          | 10:30 – 10:54           |
| 2         | 9:09 – 9:44          | 10:54 – 11:18           |
| 3         | 9:46 – 10:21         | 11:18 – 11:42           |
| 4         | 10:23 – 10:58        | 11:42 – 12:06           |
| 5 Lunch   | 11:00 – 11:30        | 12:06 – 12:30           |
| 6         | 11:32 – 12:07        | 12:30 – 12:54           |
| 7         | 12:09 – 12:44        | 12:54 – 1:18            |
| 8         | 12:46 – 1:21         | 1:18 – 1:42             |
| 9         | 1:23 – 1:58          | 1:42 – 2:06             |
| 10        | 2:00 – 2:35          | 2:06 – 2:35             |
| Dismissal | 2:40 – 3:00          | 2:40 – 3:00             |

### **Class Schedule (5<sup>th</sup> – 8<sup>th</sup> Grade)**

| Period     | Regular Schedule     | Two-Hour Delay Schedule |
|------------|----------------------|-------------------------|
|            | Warning Bell, 8:30AM | Warning Bell, 10:30AM   |
| 1 Arrival  | 8:00 – 8:40          | 10:00 – 10:40           |
| 2          | 8:42 – 9:46          | 10:30 – 11:05           |
| 3          | 9:48 – 10:52         | 11:05 – 11:35           |
| Lunch Prep | 10:52 – 10:58        | 11:35 – 12:06           |
| 4 Lunch    | 11:00 – 10:58        | 12:06 – 12:30           |
| 5          | 11:32 – 12:07        | 12:30 – 12:54           |
| 6          | 12:09 – 12:44        | 12:54 – 1:30            |
| 7          | 12:46 – 1:37         | 1:30 – 2:06             |
| 8          | 1:39 – 2:35          | 2:06 – 2:35             |
| Dismissal  | 2:40 – 3:00          | 2:40 – 3:00             |

## **School Policies and Procedures Regarding:**

### **Attitude**

*Hebrews 13:17* says, “Obey your leaders and submit to authority.” This shows that we can be obedient while not demonstrating an attitude of submission. The Lord seeks both as do we at GWCS. Complete obedience is accompanied with both right actions and right attitude. If a student demonstrates a counter-productive attitude and showing no signs of progress, he/she may be asked to withdraw from the school.

### **Honor**

*1 Peter 2:17* tells us to “Honor all men.” It is vital for a student to learn to submit to and honor all branches of authority in order to mature in Christ. We cannot submit to God if we cannot honor and submit to earthly authority. Honor and respect for God, others, and ourselves is foundational Biblical principle which the Lord asks us to demonstrate. If a student repeatedly shows disrespect for others, with no sign of progress, that student may be asked to withdraw from the school.

### **Moral Integrity**

*“In everything set them an example by doing what is good (Titus 2:7).”* What we do privately affects what we do publicly; therefore, in order to maintain Christian integrity, if any information is brought to the attention of the administration regarding the immoral activity of a student outside of school, we reserve the right to dismiss the student from GWCS.

### **Backpacks and Book Bags**

Backpacks and book bags are not permitted in the classrooms, cafeteria, or gymnasium for reasons of safety and security. Students must use their lockers to store them. GWCS is not responsible for lost or stolen items.

### **Bomb Threats and False Fire Alarms**

Any student who furnishes false information to any other student, teacher, administrator or other employee of the school concerning the placement or setting of a bomb or other explosive, or sets off an alarm, knowing the same to be false, shall be subject to expulsion.

### **Classroom Visitation**

Visitations for special events or birthdays may be arranged through the classroom teacher or school office.

### **Chromebooks**

Provided by GWCS and are to be used for educational purposes only under the restrictions of Greater Works Christian School. The student and/or parent are held financially responsible for any damage, loss, criminal activity, or theft of device.

### **Curriculum**

We are committed to providing a well-rounded education that integrates strong academic standards with a Biblical worldview. Our history and science curriculums are developed by Christian curriculum providers and are rooted in Biblical principles. Students in kindergarten through 4th grade receive Bible teachings, activities, or tests as part of their Bible curriculum. 5th through 8th students grade attend a daily Bible class. Our Math and English Language Arts (ELA) curriculums are aligned with state standards and the Common Core, ensuring academic rigor and consistency. Both subjects utilize diagnostic testing three times a year to monitor student progress and provide personalized digital lessons tailored to individual learning needs.

### **Diagnostic Testing**

Designed to help predict what students know and what they need with valid, reliable data. The data is fully integrated with instructional options to meet the unique needs of every learner. Through thousands of lessons aligned to academic stances, each student receives an adaptive assessment. Students are also assigned an attainable path to reach goals that propel them forward backed by validity evidence. Teachers receive reports based on student performance with criterion-referenced data and norm-referenced data. Students in kindergarten through 8<sup>th</sup> grade will take this digital assessment 3 times a year covering math and ELA. It is available in both English and Spanish.

## **Digital Communication**

Families are encouraged to check these platforms regularly to stay informed about their child's progress and classroom activities. The school uses phone calls, email, and text messaging as its primary methods of communicating with families. To support consistent and effective communication between school and home, we also use the following platforms:

- Three's Program – 4th Grade: Class Dojo is used for classroom updates, messages, and important announcements.
- 5th – 8th Grade: Google Classroom is used for assignments, updates, and communication.
- All Teachers: In addition to the platforms above, all teachers can be reached via their school-issued email addresses.

## **Discipline**

The Bible clearly teaches that to receive discipline means that we are loved (Hebrews 12:5, 6, 8). At GWCS, our goal is to discipline out of love and relationship rather than by force and intimidation. We believe that obedience will flow out of a loving relationship (John 14:15). We expect the full support of both parents and students as we educate, and anyone who demonstrates an unwillingness to cooperate will be removed from the school at the discretion of our administration. Disciplinary action will be taken only after prayerful consideration and parents will be informed of all decisions regarding their students' behavior. We ask that parents speak directly to the faculty member(s) involved to ensure the best possible communication. GWCS will not administer corporal punishment; however, reasonable force may be used by administrators/faculty/staff for the following reasons:

- To suppress a potentially harmful disturbance
- To obtain possession of weapons or other potentially dangerous objects
- For self-defense
- For the protection of persons or property
- To remove any unruly student who refuses to leave upon request

## **Displays of Affection**

Public displays of affection are not permitted on school grounds. Students must maintain a ruler distance between one another. Sexual harassment or reading/viewing obscene material are grounds for suspension and/or expulsion.

## **Disruptive Behavior**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, fighting, passive resistance, profanity, obscene gestures or any other conduct contrary to good morals and Biblical values. Neither shall he/she urge other students to engage in such conduct. Any of the above infractions will result in detention, suspension, or expulsion. Teachers are expected to maintain order in the classroom and govern their classroom using their best judgment and discernment commensurate with school policy. They are also expected to communicate with parents whose children are causing classroom disruptions. If a student continues with disruption, the teacher will submit the student's name to the school office and disciplinary action will follow.

## **Dress Code (1<sup>st</sup> – 8<sup>th</sup> Grade)**

We expect students to dress in a way that reflects the values of modesty and respect for themselves and others. While we do not require uniforms, clothing should be appropriate for a learning environment and honor the principles of our faith. Failure to comply with the dress code will result in the student being required to wear school-issued clothing for the day, and a parent or guardian will be contacted.

- No crop tops, tank tops, tube tops, strapless tops, thin strap tops, off-the-shoulder tops, or halter tops.
- All tops must cover both shoulders and the midsection at all times.
- All bottoms must sit at the waist, fully cover the buttocks, and not sag below the hips.
- Shorts, skorts, skirts, and dresses must extend below the student's fingertips when arms are relaxed at their sides.
- Writing and graphics on clothing must be school-appropriate and suitable for the student's age.
- No hats, beanies, hoodies worn over the head, visors, ski masks, or head coverings.

## **Drugs, Drug Paraphernalia, Tobacco, Nicotine, Vaping Devices, and Alcohol**

GWCS has a **NO TOLERANCE** policy regarding anyone who sells, shares, possesses, uses, or is under the influence of drugs or alcohol. The result will be an automatic expulsion, and the occurrence will be reported to the local law enforcement agency. GWCS reserves the right to search a student (within reason) if there is any suspicion or reasonable cause. The school also reserves the right to require a test for substance abuse if any student is suspect of such activity. The parent/guardian is responsible for the cost of the test.

## **Electronic Devices**

All phones, smart watches, smart glasses, gaming devices, radios, Bluetooth headphones and speakers, tablets, MP3 players, etc. are not permitted to be in use during school hours. All electronic devices must be turned off and turned in at the school office upon arrival. Students may retrieve devices at the end of the day, 2:40PM. Failure to comply and caught with a device result in a lunch detention and confiscated items will be kept in the school office until picked up by a parent/guardian.

## **Food and Drinks**

Bottles with sealed lids containing water are permitted in the hallways and classrooms, per the teacher's discretion. Food and drink are permitted in the classrooms for birthdays, snack time, and other special occasions. No food or drink are permitted in the gymnasium. Due to severe peanut and nut allergies within the school, students in classrooms with an identified allergy will receive a letter at the start of the year prohibiting all nut products.

## **Flag Salute and Pledge of Allegiance, Pledge to the Christian Flag, & Pledge to the Bible**

All students must stand and recite the pledges daily as it honors our country, our freedom, and God.

## **Fire Drills and Lockdown Drills**

Conducted monthly throughout the school year.

## **Loss of Privileges**

Students who engage in misconduct will forfeit their rights to participate in extracurricular activities. If a student participating in a school-sponsored event or activity violates civil or school rules, he/she will be subject to disciplinary consequences which may include suspension from future events/activities, suspension from school, and/or expulsion from school.

## **Lunch Program**

Our school partners with MealManage to provide a convenient lunch program for our students. All lunches must be pre-ordered for the following week or month using the MealManage system. Orders must be submitted by Friday at 8:00 PM each week. We offer a daily lunch option, as well as a peanut butter and jelly sandwich alternative. Each lunch includes a drink. Families are encouraged to maintain a minimum balance of \$5.00 in their child's lunch account to cover the cost of an emergency lunch, if needed. Menus are sent home monthly, posted in the MealManage app, and can be found on our school website.

To maintain a safe and secure environment, our school will no longer accept food deliveries from third-party services (e.g., DoorDash, Uber Eats, Grubhub, etc.). This policy is due to ongoing safety concerns, including unauthorized building access, misplaced deliveries, and communication issues with drivers. Only parents or guardians may drop off food for students. All lunches must be delivered before 11:00 AM. Lunch is served daily from 11:00 –11:30 AM.

## **Medication**

No student is allowed to possess medicine of any kind while on school property. There must be written medical inquiry from a physician to the parents or school for approval. Medications prescribed for a student shall be kept in the school office in its original container bearing the original pharmacy label showing the prescription number, date filled, physician's name, direction for use, and the student's name. Medications will only be given to the students with a note from the doctor. Non-prescription medications should be kept to a minimum. They need to be brought to the school office in the original container bearing the student's name and with written instructions signed by the parent/guardian. Cough drops are considered to be a non-prescription medication.

### **Probations**

Any student having an academic/behavioral problem will be placed on probation for at least one 9-week period. If a student participates in extracurricular activities and has a 59% or less in a particular class, he/she will be placed on academic probation and will be unable to participate in extracurricular activities until the grade is brought up to 65% or higher.

### **Searches**

For the protection of every person at GWCS, we reserve the right to search a student and his/her locker, purse, book bag, or vehicle on school property. A teacher or school official of the same sex, in the presence of another adult, will conduct the search in private.

### **Tuition**

Tuition is due according to the selected payment plan. Families may choose one of the following options: a single full payment, two installment payments, or monthly payments. Financial aid and scholarship opportunities are available for qualifying families; we encourage you to apply if you need assistance. All tuition accounts must remain current. Failure to stay up to date with tuition payments may result in a student's withdrawal from the school. If you anticipate difficulty meeting a payment deadline, please contact the school office promptly to discuss available options.

### **Violation of Penal Laws**

Any pupil of GWCS who has violated any federal or state law while on school grounds or while traveling to or from school, including extra-curricular activities or events at school or away, will be subject to immediate suspension from school attendance, following a thorough investigation by school administration. A student suspended under this policy may be reinstated in good standing or with limited privileges according to the recommendation of school administration.

### **Weapons**

GWCS has a **NO TOLERANCE** policy regarding weapons. Possession results in immediate expulsion and notification of law enforcement. Per state law, GWCS must notify all parents/guardians and staff when a weapon is discovered. Toy, replica, or imitation weapons are not permitted on school property or at school-sponsored events. This includes, but is not limited to, toy guns (including Nerf-style), water guns, toy swords, toy knives, or any item that resembles or could be perceived as a weapon. Items that create the appearance of a weapon or cause fear, disruption, or safety concerns will be treated as violations of the school's weapons policy and may result in disciplinary action.

## **Code of Conduct**

### **Classroom Conduct**

- Enter the classroom quietly, leaving hallway conversations at the door.
- Go to their seat immediately and be prepared for class when the bell rings.
- Recognize their teacher as the God-ordained authority in the classroom.
- Respect their teachers and classmates and expect the same in return, with no bullying, mocking, touching, or isolating in any way. Students have the right to ask for and receive adult intervention if being mistreated.
- Be prepared for class by bringing their textbook, notebook, homework, and pen/pencil along with other materials required for each day's lesson.
- Raise their hands and waiting to be called upon by the teacher when they have a question or comment.
- Not bring any electronic devices onto school property, understanding that these items could be a distraction to their education. Also, students must understand that cell phones are permitted only after 2:40PM.
- Eat and drink only in the cafeteria and only during their lunch period or after school dismissal.
- Take responsibility for completing assignments on time and will make up any work missed during absences according to their teachers' timeline.
- If late for class, bring a written "admit to class" slip from their previous teacher. If they are late for class through their own negligence, they will accept the correction deemed appropriate by their teacher.
- Not deface school property.
- Use the restroom after asking their teacher's permission to be excused.
- Come to class dressed according to the school dress code. The only permissible piercing is ear piercing.
- Not be in possession of any type of drugs, alcohol, or weapons, for any reason. The result will be expulsion.

### **Hallway Conduct**

- Students must move through the halls without allowing themselves to be distracted, thus eliminating the need to run to class.
- Students must respect the personal space of others, not touching them in any way.
- Students must promote a peaceful learning environment by not yelling, slamming lockers, using profanity, or disrespecting others in any way.

### **Cafeteria Conduct**

- Students must treat all cafeteria personnel and all volunteers with courtesy and respect.
- Students are to sit at a table and eat quietly with classmates, enjoying healthy social interaction.
- We expect students to find opportunity to develop new friendships by including others in their conversation.
- When done eating, students must throw clear their tables of trash and throw it away in an orderly manner.

**All parents/guardians and students must sign a Code of Conduct before the school year begins.**

## **Admission Policy**

### **New Enrollment**

- Parents of students (Three's Program – 8<sup>th</sup> grade) may apply for enrollment of their children at any time during the school year.
- All students must pass a written entrance exam for their grade level in order to qualify for enrollment.
- All students must present a copy of their most current report card (current grade level/grade level just completed).
- All parents and students must present a pastoral reference from their current home church.
- All parents must reveal any problem concerning their child's/children's involvement in family or individual counseling outside the school environment (i.e., psychologist, counselor, psychiatrist, etc.).
- Students must accompany parent(s)/guardians to a personal interview and be prepared to discuss their reason(s) for wanting to attend a Christian school.
- All students applying for new enrollment must be in good academic and social standing in their previous school and may not be a participant in any type of learning support or behavior support classes.
- New enrollment and re-enrolling students enter GWCS each year for a nine-week probationary period.
- They must maintain a grade point average of 60% or better and have no poor remarks for their classroom conduct or citizenship in order to remain at our school. If at any time during any of the four nine-week periods the student falls below acceptable performance levels either academically or by exhibiting conduct not conducive to the learning environment at GWCS, the administrative team reserves the right to either request the student's immediate, mandatory withdrawal from the school or to expel the student.

### **Re-Enrollment**

- Students enroll on a yearly basis and must apply for re-enrollment at the end of each school term.
- Attendance at GWCS in previous school years does not automatically guarantee acceptance for the following school year.
- Any student leaving GWCS for one grading period (nine weeks) or more must follow the new enrollment procedure in order to reapply.
- Determination for a student's re-enrollment will be made with regard to the student's current GPA and the student's conduct from the previous school year.
- All students (new and re-enrolling) enter GWCS each year for a nine-week probationary period.
- Students must maintain a grade point average of 60% or better and have no poor remarks for their classroom conduct and citizenship in order to remain at the school.
- If at any time during any of the four nine-week grading periods the student falls below acceptable performance levels academically or exhibits conduct not conducive with the learning environment of GWCS, the administrative team reserves the right to either request the student's immediate mandatory withdrawal from the school or expel the student.

## **School Records**

All school records from the student's previous school must be submitted to the school office before enrollment will be considered, i.e., report card, standardized test scores, health information, etc.

### **Entrance Ages**

- Three's Program: three years old by September 1
- Transitional kindergarten: four years old by September 1
- Kindergarten: five years old by September 1
- First Grade: six years old by September 1 or having successfully completed a full-year academic Kindergarten program

### **Birth Certificate/Social Security Number**

All students must submit a copy of their birth certificate and social security number to the school office along with their completed application.

### **School Nurse At GWCS on Tuesdays**

One nurse is assigned to GWCS through the Gateway School District. The nurse will complete a height and weight check, and vision and hearing exam once a year. For daily needs when the nurse is not present, students can visit the school office to be treated.

### **Vaccination Regulations**

All students are required to have up-to-date vaccination records on file prior to enrollment. Documentation of immunizations must be submitted to the school office. In cases of exemption, a written statement of religious objection must be provided by the parent or guardian and kept on file. The Allegheny County Health Department (ACHD) wants every parent to be aware of vaccination requirements for students in grades K-12. To ensure that your child is in compliance, schedule an appointment with your physician or the ACHD. For more information, call the Allegheny County Health Department at 412-687-ACHD.

#### **Grades K-8:**

- 4 doses of tetanus (1 dose after 4<sup>th</sup> birthday)
- 4 doses of diphtheria (1 dose after 4<sup>th</sup> birthday)
- 3 doses of polio (1 dose after 4<sup>th</sup> birthday)
- 2 doses of measles
- 2 doses of mumps
- 2 doses of rubella
- 3 doses of hepatitis B
- 2 doses of varicella or written statement from physician/designee indicating month and year of disease or serologic period of immunity.

#### **Grades 7- 8 (before entering 7<sup>th</sup> grade):**

- 1 dose of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis vaccine (MCV4)

### **Return to School After Illness**

To protect the health and safety of all students and staff, students must meet specific criteria before returning to school after an illness. A student must be fever-free for at least 24 hours, vomit-free for 24 hours, and diarrhea-free for 24 hours, without the use of fever-reducing, anti-nausea, anti-diarrheal, or other related medications. These guidelines help prevent the spread of illness and ensure students are well enough to fully participate in school activities.

## Transportation

### General Information

- Parents/guardians of the Three's Program & Transitional Kindergarten students must provide transportation.
- Transportation is provided for students in grades K-8 through the school district in which the student resides within a 10-mile radius of the school, with the exception of the Wilkinsburg and Jeannette School Districts. Students will not be permitted to leave the school grounds with any person(s) other than their originally designated form of transportation without written consent from their parent or guardian and office approval.
- All students must follow the rules set by their busing authorities. There is no place for misconduct that jeopardizes safety, distracts the driver, and puts everyone at risk. It is also a poor reflection of the school and the name of Christ. GWCS supports the bus company and the driver in revoking a student's busing privileges.

### Bus Transportation

- Students are to exit the building and report directly to their buses at dismissal and remain on bus
- Students are not permitted to alter their bus schedules or stops without written permission from their parent and the school district providing the transportation.
- Students are not permitted to ride another child's bus either to or from school, unless they have obtained permission from the school district's transportation department.
- All students must obey established bus rules. Any misconduct could result in suspension from or loss of transportation privileges.
- Bus drivers have full authority on their buses.
- Any transportation questions should be directed to the transportation department of the school district providing your busing.
- The bus driver will submit all bus incidents to GWCS in writing. A bus report will be issued to the student to notify parents of all reported bus misconduct and the disciplinary action taken.
- Transportation is not provided by the public-school districts or GWCS for extracurricular activities; parents are responsible for arranging transportation for participating students.
- For whole-school field trips, GWCS will provide bus transportation through the Gateway school district.

### Bus Rules

- Be courteous.
- Do not fight, push, throw objects, use profanity, or cause other disruptions.
- Keep the bus clean and free of trash.
- Do not eat or drink on the bus.
- Cooperate with the bus driver.
- Respect the driver's right to assign seats on the bus.
- Keep your head, feet, hands and arms inside the bus.
- Stay in your seat during the bus ride and kindly share your seat with other students.
- The use of any form of tobacco is forbidden.
- Students must obey all guidelines established by their bus drivers.

Riding the school bus is a privilege that requires students to follow all safety and behavior expectations. Failure to comply with bus rules will result in disciplinary action.

- **First Offense:** Verbal warning, phone call home, and a bus conduct write-up.
- **Second Offense:** Bus write-up and a 5-school-day suspension from bus transportation.
- **Third Offense:** Bus write-up and a 10-school-day suspension from bus transportation. Continued violations beyond the third offense may result in loss of bus privileges for the remainder of the school year. Serious infractions may result in immediate suspension from the bus regardless of offense number.

**Parent Drivers/Visitors**

Parents in kindergarten through 8<sup>th</sup> grade are to drop off their children at the rear, lower back parking lot entrance. Parents in the Three's Program and Transitional Kindergarten are to drop off in the main front circle entrance. Parents in the Three's Program, Transitional Kindergarten, and Kindergarten may walk your child to their classroom. You may not remain in your child's classroom or in the hallways.

For security purposes after morning drop-off, all parents, upon entering the building, must use the intercom at the front door and be buzzed into the building. Parents must report to the front reception desk to sign in and speak to the school secretary to obtain permission before proceeding to any classroom area. Parents must sign out before leaving the building.

All meetings with teachers regarding academic and non-academic matters must be scheduled in advance by contacting either the teacher or the school office by note, phone, or email. Teachers must not meet with parents to discuss any concerns in the hallways or classrooms when students are being dropped off in the morning or at dismissal time. All issues must be discussed in private conference time, scheduled in advance.

## **Academics**

Greater Works Christian School develops leaders, students who want to make a difference in the world, students who think that school is more than mere knowledge. We encourage students to excel, we foster their drive, and we nurture their development. We intend to see students who develop the ability to think critically and deeply; students who become independent and articulate learners; students who form within themselves the knowledge and responsibility for leadership; students who develop a pattern of active faith; students who can articulate a distinctively Christian worldview. In the end, these young men and women of character know and understand and therefore strive for a life of purpose.

### **Parent/Teacher Conferences**

- It is vitally important to establish and maintain open lines of communication between parents and teachers.
- As teachers become aware of potential academic, behavioral or attitudinal problems, they will inform the student's parent by message, phone, or personal conference.
- Any conferences requiring the presence of teachers or administrators should be scheduled by the school office.
- Parents may contact the classroom teacher or school office to arrange a personal conference.
- Conferences will be conducted by appointment only.
- Scheduled parent/teacher conferences will be held following the end of the first quarter for all students.

### **Academic Policies**

Academic integrity is a character trait involving truth, honesty, and trustworthiness in the educational as well as spiritual realm. A violation of academic integrity is a misrepresentation of one's actual achievements. Examples of this include but are not limited to plagiarism, cheating, and deception. Plagiarism is an attempt to pass off someone else's work as one's own by copying the work of an outside source or paraphrasing without proper documentation. Cheating is defined as fraudulently deceiving or acting in a manner that violates the rules in a dishonest manner.

- Copying Homework: No credit for either student, unless stolen
- Quiz and Exam Cheating: No credit
- Plagiarizing: No credit

### **Report Cards**

Academic grades are reported quarterly (every 45 days), based on a 180-day school year. All report cards are computerized and sent home with the oldest student. Once the nine-week grading period has ended, report cards are finalized, printed, and distributed. At that point, grades cannot be changed. To ensure accurate reporting, all assignments must be completed and submitted before the end of the nine weeks. All outstanding balances and fees must be paid in full before a student's quarterly report card will be released.

### **Homework**

Homework is a vital part of the learning process. Its purposes should be to review, enrich, or to provide opportunities to express one's learning through special projects. It should never become just "busy work." It is expected that students will complete assigned work on time. When homework is not completed and turned in on time, the student will receive a 50% percent deduction for the incomplete work and lunch detention.

### **Grading Scale**

100% - 90% = A  
89% - 80% = B  
79% - 70% = C  
69% - 60% = D  
59% - 0 = F

**Academic Evaluation**

Students are assessed by qualified teachers using both objective and subjective data to determine grade level readiness. Grading is completed during four 9-week report periods.

**Citizenship**

Citizenship is an estimation of the student's behavior in the classroom. All students will receive a citizenship grade of the report card.

**Promotion/Retention**

Academic (Core) Subjects: Math, English, Science, and History

- We have a percentage grading system for all our students. They must achieve an overall 60% by the end of the school year in order to be promoted the following school year.
- If a student fails two or more academic subjects, he/she will be retained and will be assigned summer work.
- If a student fails the same subject two years in a row, even if it is the only subject failed, he/she must successfully complete the summer work or be retained.
- Excessive tardiness or unexcused absences may be cause for retention.

**Student Withdrawal**

- Teachers must sign the Student Withdrawal Form and record the student's current grades.
- All textbooks and Chromebook are to be returned to the school.
- All outstanding debts are to be paid in full.
- Student records will not be sent until the above steps have been completed.

**Student Testing**

i-Ready Diagnostic Testing for Grades K-8 in ELA and Math 3 times per year. Designed to help predict what students know and what they need with valid, reliable data. The data is fully integrated with instructional options to meet the unique needs of every learner. Through thousands of lessons aligned to academic stances, each student receives an adaptive assessment. Students are also assigned an attainable path to reach goals that propel them forward backed by validity evidence. Teachers receive reports based on student performance with criterion-referenced data and norm-referenced data.

**Allegheny Intermediate Unit (AIU) Services**

Assistance for students experiencing learning difficulties in ELA and Math is provided through the Allegheny Intermediate Unit. These services are offered one to three days a week by a member of the AIU and daily within your child's classroom with your child's teacher.

## **Early Childhood Education: Three's Program**

**Full-Day (8:30AM – 3:00PM):**

**5 Full-Days/Week**

**3 Full-Days/Week**

**2 Full-Days/Week**

**5 Half-Day (8:30AM – 11:30AM)**

**3-Year-Olds**

**No Busing**

The Three's Program curriculum at Greater Works Christian School is designed to develop the "whole child" intellectually, physically, socially and spiritually. It is based on learning through play, and our daily routine consists of activities the children love to do — art projects, puzzles, manipulative toys, dramatic play objects. We offer tables filled with developmental and curriculum-based items; all designed to enhance their development and answer their questions about their world! Most days begin with circle time focusing on cognitive development, and includes songs, puzzles, finger puppets, games, or reading a story. The month, day of the week, pledge to the flag, and a prayer are included in this segment — maybe even an experiment or two! The three-year-old class will go to the playground, have lunch, and will also spend time in their nap room. Students will also enjoy circle time is for the Bible story and scripture verse of the week. Students will eat in the cafeteria; a packed or school bought lunch.

**Special Subjects:** Chapel

## **Early Childhood Education: Transitional Kindergarten Program**

**Full-Day (8:30AM – 3:00PM):**

**5 Full-Days/Week**

**3 Full-Days/Week**

**2 Full-Days/Week**

**5 Half-Day (8:30AM – 11:30AM)**

**4-Year-Olds**

**No Busing**

Transitional Kindergarten is a wonderful program that we offer for children who have completed a 4-year-old program and need another year to develop physically, socially, or academically prior to entering Kindergarten. We offer a calm, safe, and nurturing environment where these children are challenged at their individual levels to develop confidence in the skills needed for future success in school. Our TK serves as a bridge for children who need the gift of time, time that is essential for absorbing and expressing ideas, learning more about friendships, asserting independence, and examining the world around them. This program offers a comprehensive curriculum that meets the needs of the 5-year-old child at a pace that has been adapted to best suit his/her abilities. As children acquire skills, they advance at their own pace to the next level.

### **Confidence**

Our TK program will help your child develop confidence in themselves to learn. At this level, they will be encouraged to demonstrate curiosity and the ability to focus his attention while remaining true to their individual nature, being free to develop to their own potential.

### **Communication and Literacy**

During the TK years, your child will have experiences with communication and literacy and will begin to form the basis for his later school success. Your child will receive numerous opportunities to interact with responsive adults and peers in language and print-rich environments. They will develop his vocabulary, extended language skills, and knowledge of the world around them. They will develop listening comprehension and an awareness of phonics, understand the everyday functions of print, become motivated to read, come to an appreciation of literary forms, and acquire letter knowledge. Your child will learn what books are and how to use them as we foster a love for reading and build future successful students by developing an understanding of the value of literacy as a means of communication. These language and literacy accomplishments are best achieved through activities integrated across different developmental areas: cognitive development, fine and gross motor development.

### **Mathematics**

We build on children's curiosity and enthusiasm and challenge children to explore ideas about patterns and relationships, order and predictability, and logic and meaning. Consequently, quality instruction occurs in environments that are rich in language, encourage children's thinking, and nurture children's explorations and ideas. These ideas include the concepts of number patterns, measurement, shape, space, and classification.

### **Special Subjects: Chapel**

**Kindergarten Program**  
**5 years of age by September 1<sup>st</sup>**  
**Full-day Kindergarten (8:30AM to 3:00PM)**

Greater Works Christian School early childhood curriculum addresses each area of development according to our mission statement – spiritually, academically, physically, socially, and emotionally. Students are taught using a developmental approach in self-contained classrooms. A solid Biblical perspective will reinforce the application of scriptural principles. They will develop their fine and gross motor skills: snap, tie, and zip, social and emotional skills, work habits, listening and speaking skills.

**Math:** Number recognition, counting objects and numbers, writing and counting orally from 1 to 100, patterns, shapes, addition, subtraction, and directions. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**English Language Arts:** Blending, reading, and spelling simple words. Letter recognition and letter sounds from A to Z. By the end of the school year your child will have added 200+ words to their reading vocabulary. Students can participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Other Core Subjects:** Penmanship, Citizenship, Bible, Science, and Social Studies

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

**Elementary Education**  
**1<sup>st</sup> Grade**

**Language Skills:** Pre-writing skills, journaling, fundamentals of basic grammar and sentence structure, rules for capitalization of punctuation, and basic storytelling; oral reading skills which enhance learning new words and letter/sound patterns, as well as an understanding of print and how it is read in English.

**Penmanship:** Learning to shape the letters of the alphabet properly, print, and space them neatly; developing small muscle strength and dexterity and good eye/hand coordination

**Spelling:** There are six to ten spelling words per week. The first six words share a common theme, two are review words from the previous week's spelling list, and the last two are words that were vocabulary/high frequency words from the previous week's reading story. Students learn visually from their spelling workbooks and hearing the words additionally through story time to enhance consistent repetition of those ten words.

**English Language Arts:** Basic reading skills are introduced at this time. Phonics and word building activities are integrated to build letter and word recognition. They use context clues as well as the sounds of the letters in the words to enable them to begin to “unlock” new words. Positive class interaction, daily reading, and small group settings cause the children to become confident, enthusiastic readers. Computer games are introduced to build reading skills along with other phonics principles. The “one-and-two-vowel” rule, the “ck” rule, rules for adding suffixes at the end of root words and adding prefixes at the beginning of root words are taught. Students have the opportunity to participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Math:** Students learn to count by 2's, 5's, and 10's, and by 1's, from 1 to 200, odd and even numbers, number patterns and patterning. They write number sentences for story problems (single digits to 20), do basic computation (addition/subtraction with double digits), and perform problem solving. Measurement (linear, weight, and capacity), graphing, and classification by attributes (sorting) are also covered. Students will learn

about place value, money, and shapes (recognition and classification). Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**History/Social Studies:** Our history curriculum is Christian based, integrating a biblical worldview into the study of historical events and figures. We also use *Scholastic News* for current events and incorporate special mini-units on community helpers with fire safety and “Firefighter Pat,” seasons, family, “All About Me,” friendship, cooperation, bus safety, apples (“Johnny Appleseed,” Native Americans, and Thanksgiving, “Christmas Around the World,” Martin Luther King, Jr. and black history, Dr. Seuss’ birthday, and the Christian themes behind St. Patrick’s Day, Christmas, and Resurrection Sunday.

**Science:** The purpose of the science curriculum is to show how awesome and creative our God is and how fearfully and wonderfully made we all are. We do some simple experiments (like cleaning pennies with salt and vinegar), mini units on magnets, insects, frogs, and turtles, dinosaurs (and plants in the spring, including planting our own). With our butterfly unity, we watch and document in daily journals the life cycle of eight to twelve “painted lady” butterflies from larvae to chrysalis to butterfly. In the spring, we free the butterflies outside. It’s a great lesson to show how detailed and specific our Creator is.

**Health:** This includes learning about our families and our bodies, how they work and how to keep them working properly through good nutrition and dental health.

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

## 2<sup>nd</sup> Grade

**English Language Arts:** The course focuses on grammar, the writing process, mechanics, and spelling. Students will write stories, friendly letters, and poetry. Students will be given instruction in phonics, decoding, and comprehension. They will be taught in small and large reading groups and will read orally to the teacher. Adding more blends, digraphs, contractions, alphabetic awareness, plurals, and syllables. Students will follow a structured writing program that focuses on grammar, sentence structure, paragraph development, and creative and expository writing skills. Students can participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Math:** Addition, subtraction, place value, data and graphing, money, time, 2-digit addition and subtraction, geometry and measurement. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**History:** Our history curriculum is Christian based, guiding students through the foundations of early America and the important figures who helped shape our nation.

**Science:** Plants, animals, the body, and nutrition.

**Health:** How to take care of your body and be healthy; manners; safety.

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

## 3<sup>rd</sup> Grade

**Language:** Students will learn composition, grammar, sentence parts, parts of speech (nouns, pronouns, adjectives, verbs, prepositions, and adverbs). A series of compositions are written using the writing process: pre-writing, draft, revision, and final draft. Compositions include descriptive paragraph, story, persuasive letter, how-to paragraph, review, comparison and contrast paragraphs, poem, and research paper.

**Penmanship:** Students learn the proper way to hold their pencil and how to form each letter. The capital and lower-case letters are introduced, and the children work on improving in form, neatness, slant, size, margin, spacing, alignment, and begin to learn cursive writing.

**Reading:** Spelling words and the challenge words are incorporated into the reading stories to make for ease in oral reading. Focus skills (such as narrative elements, inference, summary, etc.) are taught with the stories each week, along with comprehension and oral reading skills. Vocabulary words are read and understood through context. Students will follow a structured writing program that focuses on grammar, sentence structure, paragraph development, and creative and expository writing skills. Students have the opportunity to participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Math:** Children work with individual clocks, counting boards, shapes, play money, fraction bars, solid figures, etc. A classroom number line is also provided. Children make a multiplication chart to help them learn the times tables. Children learn place value, comparing numbers, ordering numbers, and addition and subtraction. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**History:** Historical figures are brought to life as they learn about reading timelines. They learn a character's life and how he/she lived in that period of time. They start American History with Christopher Columbus in the fifteenth century to Billy Sunday in the twentieth century. Students honor African American historic figures through written and oral reports. Geography and map reading skills help them learn the continents and oceans.

**Science:** The major areas of study are the nervous system, plants, animals, and their habitats. Students enjoy putting together a leaf collection and animal booklet.

**Health:** The importance of good posture and the skeletal system, nutrition, and a balanced diet are covered. Children draw pictures of balanced meals and evaluate their diets are recording their food intake for a week. Exercise, cleanliness, fighting disease, dental health and first aid are also part of the curriculum. Most importantly, the course covers spiritual, social, and mental health.

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

#### **4<sup>th</sup> Grade**

**Language:** The course focuses on composition and grammar, sentence structure and types of sentences. Students also learn about subjects, predicates, clauses, parts of speech, abbreviations, titles, quotations, word usage, and comma usage. The writing process continues to be incorporated in all the styles of compositions.

**Penmanship:** Capital and lower-case cursive letters and words are reinforced through weekly practice. Emphasis is placed on improving form, neatness, slant, size, spacing and smoothness of letters. Students will follow a structured writing program that focuses on grammar, sentence structure, paragraph development, and creative and expository writing skills.

**Reading:** The courses focus on comprehension, oral and silent reading, vocabulary and listening skills. Various novels are read, and students compose books reports each month and can participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Spelling:** Students are given a list of twenty spelling words each week. They learn the words through games, workbook pages, conversation, and overhead projections. They apply these words in sentences, through ABC order, in writing, and in everyday classroom context.

**Math:** Students begin to understand numbers and operations. They learn data, graphing, and time and work on multiplication with two-digit numbers and on division and divisors. Geometry, measurement, probability, basic algebra, fractions, and decimals are also taught. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

**Science:** Students read the material, complete comprehension questions and study guides, investigate concepts, and complete graphic organizers and skill sheets. They do experiments, play games, read informational books, and engage in science-related art projects. Other topics of study include light, geology, astronomy, matter, energy, plants, and sound.

**History:** The focus in this grade level is American and Pennsylvanian history. Students study early explorers, the first Americans, the thirteen original colonies, the French and Indian War, the Revolutionary War, and historical African American figures. As the end of the year, the class explores the Western United States and read a book about the Oregon Trail. Our history curriculum is Christian based, integrating a biblical worldview into the study of historical events and figures.

**Health:** This course covers the different systems of the body (skeletal, muscular, and respiratory), layers of our skin, and parts of our teeth. We repeat the importance of good posture, hygiene, and healthy bodies.

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

## **Intermediate Education** **5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade**

### **Bible/Chapel**

This course seeks to equip the student with the basic tools and information need to become a productive, faith-filled person. Attention is given to helping each student see the reasons for his or her faith and to gain the ability to present that faith to others in a personal way.

Focus will be given to assisting the student in the development of a healthy Christian worldview. Students will be encouraged to learn how to identify and reject the immoral issues in our society that challenge us on a daily basis.

- God's Word and how it applies to the student's life
- A sound Biblical foundation
- Observation, interpretation, and application of Biblical principles
- Relationships – God, Others, Self
- Using wisdom and discernment in the struggle with real life issues
- Growing faith with Jesus by memorizing scripture and keeping a prayer journal
- Prayer and soaking ministry
- Making Godly choices and applying Biblical principles to everyday life

### **Grammar/Literature**

Students will continue to reach a higher level of academic standards and excellence in all academic areas in middle school. Through grammar/literature their knowledge will increase in reading, writing, speaking and listening. Students have the opportunity to participate in the Book-It Program. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

- Learning to read independently
- Reading critically in all content areas
- Reading, analyzing, and interpreting literature
- Types of writing styles
- Quality of writing

- Speaking and listening
- Characteristics and function of the English language
- Research papers/book reports/journaling

## **Science**

Based on the firm belief that science is God in action, His method of operating the world He created, this course acknowledged a passionate, purposeful, and perfect Creator behind a world of beauty and order. It builds upon general, foundational, values-based principles with each grade level and provides practical knowledge for daily life. There are prerequisites for subsequent courses and courses in higher education. The curriculum guides students in knowing the loving, perfect Creator who originated our world and keeps it in motion.

- Begins with the basic scientific process
- Foundational understanding of studies such as Biology, Botany, Astronomy, Geology, Chemistry, and Physical Science
- Study of human, plant and animal life
- Understanding the organization, function, and structure of human anatomy
- Preparing students for high school studies including the microscope, characteristics of plants, animals, roots and stems, insects, evolution vs creationism, photosynthesis, and leaf structure, cell respiration, pollination, genetics, heredity, and the structure and function of cells
- Universal principles and laws of our physical Earth
- Basic chemistry – electricity, magnetism, atomic energy, simple machines, light and sound, mechanics
- Application of mathematics to scientific concepts
- Hands-on experience with scientific theory through laboratory sessions

## **Math**

Meets the standards of the National Council of Teachers of Mathematics and Common Core Standards. Students take diagnostic assessments three times a year to monitor their academic progress and receive personalized digital lessons that target their individual learning needs.

- Understand numbers and operations and how they relate to each other
- Compute fluently and make reasonable estimates
- Work with algebraic expressions and solve one-step equations
- Grasp concept of work with simple two-dimensional geometric shapes
- Apply appropriate techniques, tools, and formulas to determine measurements
- Select and use appropriate statistical methods to analyze data
- Understand and apply basic concepts of probability
- Select, apply, and translate between words and mathematical representations to solve problems
- Understand measurable attributes of objects and units, systems, and processes of measurement
- Specify locations and describe spatial relationships using coordinate geometry and other representational systems
- Monitor and reflect on the process of mathematical problem solving
- Select, apply, and translate among mathematical representations to solve problems.

## **History**

Essential core materials of American History in political, spiritual, cultural, military, and economic realms are examined with both the general survey format and as many thematic segments as acuity and interest levels permit. With a hands-on approach combining artifacts, primary sources, and film clips to bridge the portals of time, we emphasize the consistency of human nature in successive eras and illustrate man's continual need for God's guidance. With parallels and comparisons, we seek to capture a sense of the drama and vitality of history.

**Special Subjects:** Chapel, Missions/Evangelism, Art, Spanish, Music, and Physical Education

## 10 Tips for Academic Success

1. **Come to School Ready to Learn**  
Get a good night's sleep, eat a healthy breakfast, and arrive on time each day.
2. **Stay Organized**  
Use folders, planners, or checklists to keep track of homework, assignments, and important dates.
3. **Ask Questions**  
Don't be afraid to speak up if something is confusing. Asking questions helps you learn and shows you're engaged.
4. **Complete All Assignments**  
Finish classwork and homework on time. Practice and review are key to understanding new skills.
5. **Practice Good Study Habits**  
Review notes regularly, break big tasks into smaller steps, and study a little each day instead of cramming before tests.
6. **Read Every Day**  
Whether it's a book, comic, or article, reading regularly builds vocabulary, focus, and comprehension.
7. **Use Your Time Wisely**  
Stay focused during class and avoid distractions. Use extra time to review or get ahead on work.
8. **Keep a Positive Attitude**  
Believe in yourself, try your best, and don't give up—even when things are challenging.
9. **Talk to Adults You Trust**  
If you're struggling, talk to a teacher or parent. You're not alone, and there's always help available.
10. **Obey the Rules**  
They are made to ensure the smooth operation of the entire school and to help you to succeed. Let's cooperate and be respectful, for the good of everyone. Most importantly, treat other people as you wish to be treated.

## 10 Ways to Help Your Child Become Successful in School

1. **Establish a Daily Routine**  
Set regular times for homework, meals, and bedtime to create consistency and reduce stress.
2. **Create a Quiet Study Space**  
Provide a well-lit, distraction-free area where your child can focus on homework and studying.
3. **Encourage Good Attendance**  
Make sure your child attends school regularly and arrives on time to build responsibility and avoid falling behind.
4. **Talk About School Every Day**  
Ask specific questions about your child's day to stay engaged and show that their education matters to you.
5. **Read Together Daily**  
Reading with your child, regardless of their age, boosts vocabulary, comprehension, and a love for learning.
6. **Monitor Screen Time**  
Limit time on TVs, phones, and gaming devices, especially during school nights, to keep focus on academics and sleep.
7. **Support Learning at Home**  
Reinforce what's being taught at school with fun activities, educational games, or real-life applications.
8. **Promote a Growth Mindset**  
Encourage effort over perfection. Help your child see mistakes as learning opportunities, not failures.
9. **Communicate with Teachers**  
Stay in touch with your child's teachers to understand expectations and address concerns early.
10. **Celebrate Progress, Not Just Grades**  
Praise hard work, improvement, and perseverance to build confidence and motivation.

## **Additional Information**

### **Field Trips**

Occasionally, students in grades TK through 8<sup>th</sup> take field trips to educational, fun, and interesting places in the immediate area. Parents will be notified in advance of any field trips. Parents will sometimes be asked to serve as chaperones for the trips. A signed permission slip is required for students to attend field trips. Bussing is available for field trips.

### **Field Trip Locations:**

- Carnegie Science Center
- Children's Museum of Pittsburgh
- Heinz History Center
- Ligonier Camp and Conference Center
- Phipps Conservatory
- Pittsburgh Zoo & PPG Aquarium
- The Frick Museum & Park

### **Special In-School Activities:**

- 100<sup>th</sup> Day of School Assembly
- ABC Countdown to Summer
- Allegheny County Park Rangers Assembly
- Apple Week/Johnny Appleseed Day
- Back to School Campfire
- Birthday Parties
- Black History Month
- Buhl Planetarium Assembly
- Carnegie Science Center Assembly
- Chick-fil-A Kids Marathon
- Christmas Concert
- Christmas Dress-Down Days
- Christmas Movie Night
- Christmas Party
- Emergency Responders Week with the Monroeville Fire Department and Plum Boro Police Department
- Field Day
- Keller's Kritters Assembly
- Kids of STEEL Assembly
- Live Nativity
- Missions/Evangelism Outreach Monthly Projects
- Middle School's Monthly After-School Events
- Monthly Coloring Contests
- Pastries with Parents
- Pittsburgh Zoo & Aquarium Assembly
- Plum Librarian Visits
- Read Across America Week
- Someone Special Dance
- Spring Concert
- Thanksgiving Day Balloon Parade
- Thanksgiving Feast
- TK and Kindergarten Graduation
- Turner's Dairy Farm Presentation
- Women's Shelter Outreach
- Yearbooks

### **Fundraisers:**

- Chipotle Fundraiser
- Five Below Fundraiser
- Ice Cream Sale at Lunch
- Mrs. Spahr's Christmas Shoppe and Easter Shoppe
- Rudy's Subs Fundraiser
- Sarris Candies Fundraiser for Christmas and Easter
- Shop 'n Save S.E.E.D. Program

**Greater Works Christian School  
School Calendar 2026-2027**

|                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|
| <b>August 13 &amp; 14</b>   | In-Service Days             |                             |
| <b>August 17</b>            | Parent/Student Orientation  | 9:00am. All grades          |
| <b>August 18</b>            | First Day of School         |                             |
| <b>September 7</b>          | Labor Day                   | No School                   |
| <b>October 7</b>            | School Picture Day          |                             |
| <b>October 12</b>           | In-Service Day              | No School                   |
| <b>October 21</b>           | End of 1st Quarter          |                             |
| <b>November 16</b>          | Parent-Teacher Conferences  | 8:00am to 3:00pm. No School |
| <b>Nov. 25 – Nov. 30</b>    | Thanksgiving Break          | No School. Return Dec. 1    |
| <b>December 7 – 18</b>      | Christmas Shoppe            | 9:00am to 2:00pm            |
| <b>December 18</b>          | Christmas Concert           | 11:00am Dismissal           |
| <b>December 21 – Jan. 3</b> | Christmas Vacation          | No School. Return Jan. 4    |
| <b>January 13</b>           | End of 2nd Quarter          |                             |
| <b>January 18</b>           | Martin Luther King, Jr. Day | No School                   |
| <b>February 15</b>          | Presidents' Day             | No School                   |
| <b>March 19</b>             | End of 3rd Quarter          |                             |
| <b>March 24 – March 29</b>  | Easter Break                | No School. Return March 30  |
| <b>April 12</b>             | In-Service Day              | No school                   |
| <b>May 21</b>               | Spring Concert              | 12:30pm                     |
| <b>May 28</b>               | Last Day of School          | 11:00am Dismissal           |

**SCHOOL HOURS: 8:00am – 3:00pm  
DOORS OPEN: 8:00am  
BUSES LEAVE: 2:40pm**

This calendar may be altered or extended due to any unscheduled closings.

## Acknowledgment Agreement

We, the undersigned, acknowledge that we have reviewed the Greater Works Christian School Student Handbook for the 2026–2027 academic year.

This handbook is available in two formats:

- **Digital Version:** Accessible on the school website
- **Hardcopy:** Available in the School Office

By signing below, we affirm that:

- We have read and understand the rules, policies, and procedures outlined in the handbook.
- We agree to adhere to and support the enforcement of these rules, policies, and procedures.
- We understand that the handbook is subject to change, and that any updates will be communicated by the school.

We understand that this acknowledgment is required for continued enrollment at Greater Works Christian School.

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**Student Name (Print):** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Please return this signed page to your teacher or the school office by **August 25<sup>th</sup>**.

Thank you for your cooperation and commitment to a successful school year!