

JOHNSTOWN CHRISTIAN SCHOOL



New Patron Handbook
2020/2021

Dear Friends,

We are glad to have you become part of the Johnstown Christian School family. We welcome you as you share our commitment for training our children to live Christ-centered lives based on biblical principles.

As new patrons, you may have many questions. We hope that this booklet will answer many of them and will be a valuable reference throughout your first year at JCS. We want you to feel free to call and ask if there is anything that you do not understand.

More specific information is available in the Family Handbook (located on the JCS website under the parents tab). The purpose of this booklet is to help you become familiar with JCS traditions and opportunities through your first year.

Sincerely in Christ,

Celeste Sprankle, Administrator

www.JohnstownChristianSchool.org

Facebook: Johnstown Christian School

Instagram: Johnstown Christian School

MISSION STATEMENT

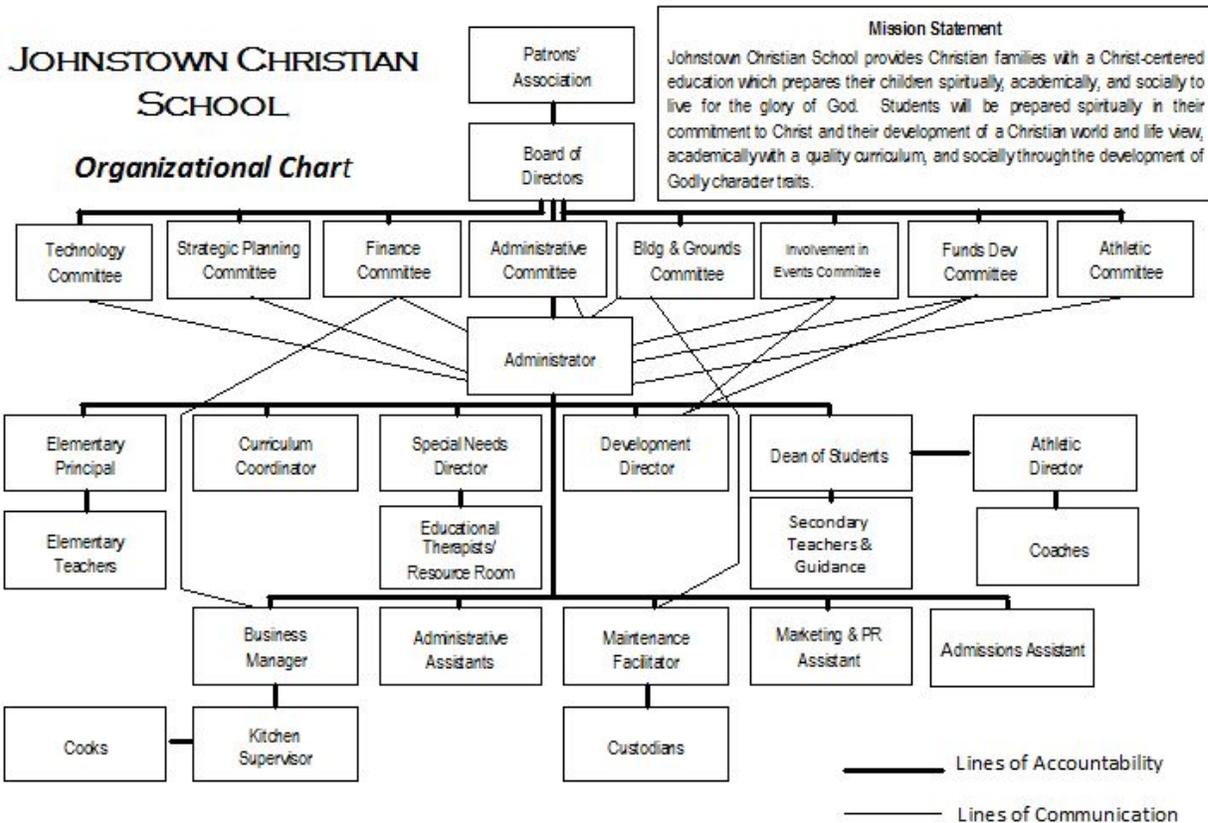
Johnstown Christian School provides Christian families with a Christ-centered education which prepares their children spiritually, academically, and socially to live for the glory of God. Students will be prepared spiritually in their commitment to Christ and their development of a Christian world and life view, academically with a quality curriculum, and socially through the development of Godly character traits.

RELATIONSHIPS

Three verses from the Gospel of Matthew serve as our guide in communication and relationships at Johnstown Christian School. While we share fellowship with people in every area of the school, we deal with problems or issues according to the principle of Matthew 18. If we have been offended by someone, or have a concern with them, it is our responsibility to go directly to that person to try to resolve the situation. If it is necessary to include another person, we follow the lines of the organizational chart, trying to reach resolution at the lowest level possible.

MATTHEW 18:15-17

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”



CALENDAR OF ANNUAL EVENTS

There are several events that occur regularly at JCS. Below is a summary of what you can expect throughout the year. Notification of specific dates and times will occur with announcements in our monthly calendar and in the weekly flyer which will be available on our website (www.johnstownchristianschool.org).

AUGUST

- **Board and Patron Work Days** are scheduled to help get the school building ready for the beginning of classes. There is cleaning and painting as well as a variety of odd jobs that need to be done. This is a good way to begin to accumulate volunteer hours. (Each patron family commits to a minimum of twenty volunteer hours when they sign their covenant.)

SEPTEMBER

- **Patrons' Meeting** occurs just after school begins. This is an opportunity for the final budget to be presented and for faculty to be introduced as well as any other business that needs to take place. It is a special time of dedication for the new school term.
- **Cross Country & Soccer Season** begins. We belong to the Pennsylvania Interscholastic Athletic Association (PIAA). Patron families enjoy watching home games played on the soccer field at the school. A concession is available. A "Fan Day" is held during one of the home soccer games.

OCTOBER

- **Service Opportunities** are scheduled for each section of the school throughout the year beginning in October. High School students choose a service project and plan service opportunities accordingly. Middle School students either form groups or plan individual times of service quarterly. Elementary students are guided through monthly service opportunities by their teacher.
- Our annual **Magazine Sale** begins this month. Proceeds from the magazine sale go into the student activity accounts. Students are given the opportunity for reward activities as a thank you for participation.

NOVEMBER

- The **High School Retreat** for all students in grades nine through twelve is held near the middle of the month. Students go on retreat from Wednesday through Friday and enjoy fellowship that provides some of their special high school memories. Speakers and special programs contribute to the primary focus, the spiritual input away from the regular school environment.

- The Annual **Fall Banquet** is held the first Saturday in November and supports the General Operating Fund. This is a great opportunity to invite others to hear about how God is working at JCS and provides them an opportunity to share in the mission of the school.
- **Parent-Teacher Conferences** are scheduled near the end of the first nine-week grading period. You will receive a schedule to list your preferences for times, indicate the teacher you would like to talk to for each of your children, and return the form to the office. You will be notified with the exact times of your appointments. A Book Fair is often held at this time. It is a great time to start Christmas shopping and it benefits the JCS library as well as providing good reading material in your home.

DECEMBER

- The **All-School Christmas Program** will be presented this month. All elementary students will participate along with the Middle-School Chorus, the Tour Choir, and the Bell Choir. This is always a special time of blessings for the JCS family.
- **Basketball Season** begins for all teams. We will play Christian as well as public schools.

JANUARY

- Be sure to check out the **snow cancellation and delay procedure** later on in this book.
- The **Feed the Need** Committee coordinates this fund development/service opportunity. Students seek sponsorship in a variety of ways (mail, email, text, and website) to support them in a meal packaging event.
- **Basketball** continues through the month.

MARCH

- **Open House** is a good opportunity to invite families who want to find out more about Christian education and Johnstown Christian School. Refreshments are provided by the Hospitality Committee. Visitors may walk through the school, visit with teachers, meet board members and get questions answered.
- Patrons register for the next school year during **Re-enrollment Week**. Your registration fee and signed covenant reserves a place for your child for the next school year. There is a discount on registration paid during the re-enrollment times.

APRIL

- High School students participate in **Mission Week**.
- A **Drama** will be presented in the spring by interested students who have auditioned and been selected to participate.
- The **MS/HS Music Fine Arts Night** will include the high-school, middle-school and Bell Choirs. The Tour Choir will present selections prepared for their annual Choir Tour. MS & HS artwork will be on display.
- The **Middle School Retreat** is held for students in sixth, seventh and eighth grades. It provides an opportunity for students to grow spiritually both individually and in their friendships. They leave on a Thursday, stay overnight, and return in time to go home on the buses on Friday.

MAY

- Our annual **Spring Festival** is held on the Saturday before Mother's Day. It is a highlight of the year. Patrons help by working in the kitchen, helping with an auction, setting up, cleaning up, parking cars, etc. This is our largest public event and each patron family will volunteer at least five of their twenty hours during this week or pay the "buy-out" fee.
- The **Elementary Fine Arts Night** is held in the middle of the month. Elementary students present their Spring Choral Concert and artwork is on display.

SCHOOL CANCELLATION AND DELAY

Sometimes, due to a heavy snowfall or other bad weather conditions, it becomes necessary to cancel school, delay school, or dismiss early. This information will be distributed to you by the One-Call System. The One-Call system will call four phone numbers that you will submit to JCS in the event of a schedule change in the school day. Such cancellations, delays, and dismissals are also announced on area radio and television stations. (WJAC-TV, WTAJ or listen to FM stations 96.5, 95.5, 92.1, and AM stations 1490 and 990.) You can also access the information on the JCS website.

In the case of an unexpected early dismissal, parents are asked to get/verify their information from Renweb (www.renweb.com), the JCS website or from TV and radio stations rather than call the school. At times like these, there is a need for immediate communication with radio stations and bus companies and we try to keep our limited phone lines open. Please plan ahead of time what to do in the case of an unscheduled early dismissal. Arrangements could be made with a neighbor in the event that your child comes home earlier than you anticipated and you are not home.

JCS utilizes "Virtual School Days" on snow days. The procedures for these learning days are outlined in our family handbook. Our student will engage in uninterrupted learning from home using a mix of teaching methods including text books, Google classroom, and digital materials.

FINANCIAL POLICIES AND PROCEDURES

There are three options for paying tuition: the entire year's tuition may be paid at the beginning of the year; tuition can be paid in two payments, one at the beginning of each semester; or monthly payments can be made. For the first two options, payments are made directly to the school. For the third option, arrangements are made through a tuition management service to have payments withdrawn directly from a checking or savings account. Questions may be addressed to the business office.

Tuition covers approximately 75% of the cost of education at JCS. The remaining amount is raised through fund-raisers and contributions from persons interested in Christian education. The Fund Development Committee is responsible for these activities.

CLASS ACTIVITIES

- Classes at each grade level have special activities.
- At the elementary level, parents are asked to help with holiday parties and field trips.
- Middle school and high school classes organize with class officers and have class socials which provide special times of fellowship. The junior class plans the Junior-Senior Prom held in May to especially honor graduating seniors individually and as a class.
- Additionally, student leadership plans activities including a Christmas Banquet and end of year outing.

TRANSPORTATION

Eleven school districts provide transportation to Johnstown Christian School. Bus schedules are made up by the bus companies which service the district.

When a district providing transportation to JCS has a weather-related delay or cancellation, their buses will run on the delayed schedule or, in the case of the cancellation, not at all. Students are not penalized as tardy or absent on those days.

Elementary students who regularly ride a bus must bring notes for their teachers on days when they are not riding the bus.

COMMUNICATION

Students are not permitted to use a school telephone except in the case of an emergency.

Flyers (containing current events & upcoming school information), lunch menus and monthly calendars can be viewed on our website. If you do not have computer access, please notify the office and a hard copy will be available for your child to bring home.

Student progress can be monitored online at www.renweb.com. You can also access teachers via email. Their email addresses are listed in the school directory that you will receive at the beginning of the school year. Parents and teachers are encouraged to communicate with one another regularly to track student progress in every area.

YOUR SCHOOL

Johnstown Christian School is your school. You, along with the other patrons of the school, are the owners of the school. We are a group of people who have banded together for the Christian education of our children. Everyone's contribution is necessary. We look forward to the addition of your gifts to the resources of JCS. Get to know the rest of the JCS family by helping teachers, coming to games, participating in work nights, and finding other ways to give of yourself in the program at JCS.

PATRON VOLUNTEER HOURS

When patrons sign their covenants, they agree to contribute a minimum of 20 hours of volunteer time to the school during the school year. Patrons are responsible for tracking their own hours. Up to five hours may be used for individual student/class activities (i.e. supervising field trips, working the concession stand at athletic events, etc.) that benefit your child directly. At least five hours should be completed the day/week of the Festival in May. The remaining hours may be volunteered as you wish in areas that benefit the overall school and its programs (a list of ideas will be sent home with your student during the first weeks of school).

PARENT CLEARANCES

Due to the passing of Act 153 and through recent amendments to the law, the following clearances are required prior to beginning service as a volunteer at the school. Safety of our students, faculty and staff are a high priority. Links to these sites can be found on the website under the Parents tab.

- Act 34 - PA State Police Report of Criminal History
- Act 151 - PA Child Abuse Clearance
- Act 114 - FBI Fingerprinting (This is waived for anyone who has been a resident of Pennsylvania for the last ten (10) years. Instead, you can complete an affidavit).

ORGANIZATIONS

- The **Middle States Association of Colleges and Schools (MSA)** is the regional accreditation association of the Mid-Atlantic region. It is the association which accredits public schools and colleges as well as private institutions. Johnstown Christian School is fully accredited by MSA.
- The **Association of Christian Schools International (ACSI)** is a worldwide organization of Christian Schools to which JCS belongs. JCS is accredited both by ACSI and the Middle States Association. ACSI provides educational and legal information and conducts conferences for Christian school teachers and administrators.

Student Activities sponsored by ACSI are an important part of the JCS program and include: Spelling Bee (Hosted by JCS), HS and MS Leadership Conference, Speech Meets, Science Fair, Music Festival, & Fine Arts Festival.

EASY WAYS TO SUPPORT JCS:

1) SCRIP

Scrip is just another name for “gift cards”, cards of various retailers that you usually purchase for birthdays, Christmas or anniversaries. The gift cards are used just like cash and have no expiration date and no fees. Gift cards are purchased and redeemed at full face value. Great Lakes Scrip consist of over 300 major retailers’ gift cards nationwide. Every time you purchase a retailers’ gift card to pay for your basic shopping needs (groceries, gas, clothing, on-line shopping, home improvements, etc); you earn rebates towards your child’s tuition account and for our school.

HOW ARE REBATES EARNED? JCS orders the gift cards at a reduced rate. The difference is the rebate. One half of the rebate is then applied to your tuition account and the other half is credited to JCS. So if you order a \$100 gift card to Get Go for gas you receive a \$100 Get Go gift card. Giant Eagle offers a rebate of 4% which means you earn \$2.00 towards your tuition and \$2.00 for the General Fund. Need new shoes? Finish Line’s rebate is 10%. Order a \$100 card and receive \$100. You also earn a \$10 rebate (\$5 to your account and \$5 to the General Fund).

HOW MUCH MONEY CAN YOU EARN TOWARDS TUITION? The more you use your cards, the more rebates you will earn. Many families also have their relatives and friends sign up!

WHEN WILL MY TUITION ACCOUNT BE CREDITED? Our scrip year runs from March 1 to February 28. Rebates are dispersed during Reenrollment and are applied to the following year’s tuition. However, you can track your earnings on your very own account at www.shopwithscrip.com.

HOW DO I GET STARTED? There are several options available.

1. **Traditional method:** Use attached order form and submit with payment to the office. Order deadline is Monday morning at 9:00 am.
2. **Online** – you can place your order online and send payment to the school by Monday morning at 9:00 am.

- 3. Bank Fee** – order online (small fee of \$0.15 – taken directly out of your checkbook).

If you have any questions, contact the JCS SCRIP coordinator, Kristen Mack at 288-2588 or kmack@jcsfamily.org. Orders submitted on Monday by 9 a.m. when school is in session will be sent home with students Wednesday afternoon or available for pickup on Wednesday after 2:30 pm. During the summers, orders are submitted on Monday by 9 am and are available the following Monday. Order forms are available at the school office and can be downloaded from the JCS website. Also, scrip may be ordered on-line at www.shopwithscrip.com. Additionally, some cards may be reloaded (reducing both waste and distribution time and effort), or receive scrip in seconds with the “ScripNow” option. Check shopwithscrip.com for additional information.

2) SMILE.AMAZON.COM

If you like to shop Amazon.com – please switch over to: Smile.Amazon.com. Designate Johnstown Christian School as your non-profit and Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to the JCS.

3) BOX TOPS FOR EDUCATION

Just clip those box tops and send them in. An easy way to support JCS.

4) EBAY FOR CHARITY

Any eBay seller with an account in good standing can create an eBay for Charity listing. The program is administered by PayPal Giving Fund, our nonprofit partner. Simply set up your items to sell and choose JCS to receive a percentage of the sale.

5) **GE APPLES FOR STUDENTS**

Register online (through the JCS website). You will need your GE Advantage Card number, located under the bar code on the back of your card and the school code 1555 to register.

REN WEB Instructions

JCS parents can keep informed on Renweb. You can look at Renweb for homework assignments, grades, lunch menus, family directory, etc.

The following are the instructions for Renweb:

If you have not yet set up your Parent Account, you need to do the following:

- Go to www.renweb.com
- Click on Logins
- Click ParentsWeb Login
- Click Create New ParentsWeb Account
- Enter district code JCS-PA
- Enter your email address (needs to have been provided to JCS prior to access)
- Click create account
- A Renweb password will be emailed to you

To Access Parent Account Log-In

- Go to www.renweb.com
- Click on Logins
- Click on ParentsWeb Login
- Enter District code JCS-PA
- Enter your user name and password
- Click on Login

NOTES:



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www.JohnstownChristianSchool.org