



Glasgow Christian Academy

HANDBOOK

2011—2012

*An education ministry based on changing lives
through the understanding of God's Word.*

“PANTHERS”

Providing A Network of Truth in a Heritage of Education Reflecting Scripture

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HISTORY

In 1994 Glasgow Reformed Presbyterian Church built a new children's wing. The following year Sherry Bitler, Director of Children's Ministry, opened registration for a weekday Preschool Ministry. Thus, Glasgow Christian Academy (GCA) began - formerly known as Glasgow Reformed Presbyterian Church (GRPC) Preschool. It started with 32 children and each year enrollment has grown. Kindergarten classes were added in 2000, First Grade in 2004, Second Grade in 2005, and a combined 3rd/4th grade class in 2006. We are currently offering enrollment through 8th grade as we follow God's direction for this ministry.

WHAT WE BELIEVE

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the Five Points of Calvinism: Total Depravity, Unconditional Election, Limited Atonement, Irresistible Grace and Perseverance of the Saints.

PHILOSOPHY OF EDUCATION

Glasgow Christian Academy is a ministry of Glasgow Church. Our teachers and support staff are mainly comprised of Glasgow members. The academy was created to offer a godly alternative to the public school system and is available to the community as well as our church family. GCA strives to teach God's Word from a reformed perspective. It is our desire to love and challenge our students according to biblical principles. Our prayer is that students will obtain academic excellence, conduct themselves with strong moral character, and eventually develop a relationship with Jesus Christ. We believe an understanding of God's Word and an ability to apply it to daily life choices prepare the foundation students need to comprehend the life story of Jesus.

GCA MISSION STATEMENT

Glasgow Christian Academy exists to glorify God by providing a safe haven for families, supporting and encouraging them as they seek to train their children, and promoting spiritual, physical, academic and emotional growth. Students will grow in Godly wisdom as they are taught all academic courses using a biblically based and relevant curriculum. Our goal is to develop the student's ability to view each subject and each decision process from a biblical perspective.

ADMISSIONS POLICY

Notice Of Student Nondiscriminatory Policy

Glasgow Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. We believe that a smaller number of students within a classroom creates an intimate learning environment and provides for individualized instructional opportunities. The opportunity to get into our program is available to anyone accepting the guidelines within this handbook dependent upon space availability.

Registration Policy

The registration period for the upcoming school year occurs at the beginning of January for all returning GCA families. At the beginning of February registration is open to new families. It is important to register early as openings are limited. Enrollment packets include the following items which must be completed and returned along with registration/book fees. Note: Children must turn the appropriate age by **September 1**.

All Families

- Registration Form
- Payment Summary and Direct Debit Authorization

All Students

- Emergency Card
- Health Appraisal Form (Preschool thru Kindergarten, 6th Graders)
- Minor Participation Authorization, Consent & Release (Glasgow Church)
- Student-Parent Handbook Acceptance Disclosure

New Students

- Student Evaluation (from current school administrator)
- Report Card (most recent from current school indicating grade advancement)
- Request for Transfer of School Records
- Racial & Ethnicity Form
- Must take a GCA provided Assessment Test

PARENT CONCERNS / WITHDRAWALS

GCA must be informed in writing of any student that will not continue in school for whatever the reason. All records will be forwarded, if needed, once all financial obligations to the school are met.

GCA uses the Matthew 18 principle for resolving disputes between individuals. All problems and conflicts must first go directly to the person involved. Following this principle, if a parent has a conflict with a teacher, we recommend they address the teacher directly. If the problem cannot be resolved, the GCA Administrator may be contacted to meet with the parent and the teacher to resolve the conflict.

TUITION PAYMENTS / FINANCIAL AID

As a Christian institution, we honor our responsibility to meet all financial obligations on time. To this end it is necessary that we receive the tuition in a timely manner. Registration, book fee and tuition monies are accounted for when families commit via registration. As a result registration and book fees are required at the time of enrollment and are non-refundable.

If you have difficulty making a payment, please contact the GCA office immediately. Progress Reports, Report Cards or School Records will **not** be provided until payments are up to date. Your student's continued attendance may be in jeopardy if you have not been in contact with the school office.

Financial Aid

In the past the Glasgow Church Deacon's Fund supported GCA by providing Financial Aid to families in need who applied for and met the financial requirements set forth by the Deacons. Unfortunately, due to the current condition of our economy, this is no longer possible.

SCHOOL HOURS/ATTENDANCE POLICY

Preschool Hours

3-year olds - Tuesday/Thursday mornings	9:00 AM— 11:45 AM
4-year olds - Monday/Wednesday/Friday mornings	9:00 AM— 11:45 AM
4-year olds - Monday/Wednesday/Friday afternoons	12:15 PM— 3:00 PM
4-year olds - Monday/Wednesday/Friday Full Day	9:00 PM— 3:00 PM

Elementary Hours

Kindergarten AM	8:30 AM— 11:45 AM
Kindergarten Full Day	8:30 AM— 3:00 PM
1st—8th grades	8:30 AM— 3:00 PM

Note: K-8th grade students may be dropped off at 8:05 a.m. into the gym where their teachers will pick them up prior to class beginning.

The school day for K through 8th grade begins promptly at 8:30 a.m. Doors open and the drive up drop-off begins at 8:05AM and ends promptly at 8:25AM.. Students need to be at their desk, ready to begin the day at 8:30AM , being late disrupts the class and hinders academic progress. Please do everything in your control to make sure your student arrives with sufficient time to ready themselves for class. Elementary & Middle School students who arrive late need a late pass from the school office to proceed to class.

Absences

Regular attendance is to the student's advantage for academic progress. For that reason the following policy is enforced:

- An accumulation of more than 20 absent days, (Elem./M.S. school) for any reason will result in retention of the student at the current grade level.
- Absences are excused only if a doctor's note is provided.
- For an absence of five or more days, the student must bring in a note from the doctor stating the nature of the illness.
- For absences, please keep in touch with teachers via email/teacherease.com for missed class work and homework assignments.
- Work (including tests) missed by the student during an excused absence must be made up within a time period equivalent to the time missed. When a student misses a test, the test will be administered when they return or when it is convenient for the teacher's schedule.
- Full-day students must be in school a minimum of 3 consecutive hours to receive credit for the day.

Late Pick up

Children must be picked up from school on time! There is a limited amount of time between morning and afternoon Preschool and Kindergarten . If children are picked up late, teachers do not have adequate time to eat lunch and set up for their afternoon classes. Similarly, teachers of Elementary Students need time at the end of the day to prepare for the next day's activities. While we understand the occasional delay or emergency circumstances; ***habitual lateness will result in the assessment of late fees.*** Parents are considered late if they are not waiting for their child(ren) at dismissal. At that time a \$5.00 late fee will be assessed, and for each additional 5 minutes of lateness, another \$5.00 will be added. Payment of all late fees must be paid to the teacher on the following school day.

Early Dismissals

Students requesting an early dismissal are required to bring a note from home and give it to the teacher first thing in the morning. Students leaving early still must be signed out from the GCA office.

SCHOOL CLOSINGS

Please check weekly newsletter for regularly scheduled school closings. Emails will be sent for school closings due to inclement weather, GCA will publish instructions on ABC-TV channel 6 and through the following local radio stations as well:

1150 WDEL AM

Channel 6

FIRE DRILLS

The Delaware Fire Prevention Rules and Regulations require all schools to hold monthly fire drills. We will be complying with these regulations, thus having monthly fire drills.

VISITORS / VOLUNTEERS

Visitors are welcome in the classroom. All visitors must check in with the school office before entering any classroom and wear a Visitor Nametag while in the building. Visitors must adhere to all GCA rules and regulations. We ask that each family volunteer at some point during the school year. Volunteers can provide time, snack, monetary donations, or at home support.

STUDENT HEALTH POLICY

The Delaware Code for Education—Health and Safety—stipulates that schools shall not permit a child to enter school without acceptable evidence of immunization records. Therefore, all students attending GCA must submit a State of Delaware Child Health Appraisal form listing the child's current physical examination and immunizations prior to the first day of school. Physicals are required for the following years: 3-year old, 4-year old, kindergarten, sixth-grade. Current immunization must be shown, and maintained, for all students. According to Delaware law, students can be exempt from school without proof of current immunizations and screening tests.

The immunizations required are as follows:

- Four or more doses of diphtheria, tetanus, pertussis (DTaP, DTP, or other approved vaccine) or diphtheria, tetanus (DT) vaccine or a combination of these vaccines.
- A booster dose of Td (adult) is recommended for all students, five years after the last DTaP, DTP or DT dose was administered.
- Three or more doses of inactivated polio virus (IPV), oral polio vaccine (OPV), or a combination of these vaccines with the following exception: A child who received a third dose prior to the fourth birthday must have a fourth dose.
- Two doses of measles, mumps and rubella (MMR) vaccine. The first dose should be administered on or after the age of 12 months. The second dose should be administered after the fourth birthday. Individual combination vaccines of measles, mumps, and rubella (MMR) can be used to meet this requirement.
- Three or more doses of inactivated polio virus (IPV), oral polio vaccine (OPV), or a combination of these vaccines with the following exception: A child who received a third dose prior to the fourth birthday must have a fourth dose.
- Three doses of Hepatitis B vaccine (Two doses of CDC approved vaccine for children ages 11 - 15 may be used).
- Varicella vaccine (chicken pox) is required beginning in the 2003-2004 school year with kindergarten. One dose is required for children through age 12. Two doses are required for children age 13 and older. A written disease history, provided by the health care provider, parent, legal guardian, Relative Caregiver), will be accepted in lieu of vaccination.

The screening tests required are as follows:

Mantoux Tuberculin skin test or the results of a Tuberculosis risk assessment must be documented by new school enterers. Positive reactions or positive responses will require verification from a licensed health care provider that the individual does not pose a threat of transmitting tuberculosis to staff or other students. Verification shall include Mantoux results recorded in millimeters (if test were administered), current disease status (i.e. contagious or non-contagious), current treatment (or completion of preventative treatment for TB) and date when the individual may return to his/her school assignment without posing a risk to the school setting. Documentation that a blood lead test was completed must be on file for Pre-K or kindergarten new school enterers and all students (from 1995 to present).

Telephone calls will be made to parents in the event their student gets ill or hurt during the school day. Emergency contacts will be called by the office in the order they are listed on the Emergency Contact Form.

PLEASE KEEP YOUR CHILD HOME IF THEY EXHIBIT ANY OF THE FOLLOWING SYMPTOMS

All parents are to use their best judgment in making decisions as to whether the student should be absent from school due to illness. Considering the health of the other students and teacher is appreciated when making the decision.

- **Temperature/Fever** – Student will be excluded with oral or axillary temperature of 100.5 degrees or over, accompanied by behavior changes and/or other symptoms. Student must not return to school until fever has subsided below 100.5 degrees without antipyretics (Tylenol or Advil). **Student must be fever-free for 24 hours to return to school.**
- **Chicken Pox (Varicella)** – Student will be excluded until all lesions have dried and crusted. Student must have a Doctor's note before readmission to school.
- **Coughing** – Student will be excluded with severe coughing associated with difficulty breathing, sore throat, fever, or difficulty concentrating and performing at school; untreated wheezing.
- **Vomiting** – Student will be excluded after an episode of acute vomiting not related to coughing. Student should remain at home until student has retained a bland diet and has resumed normal activities for 24 hours (a full day).
- **Diarrhea** – Student will be excluded from school if stool contains blood or mucus, if the student has acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours.
- **Eye Discharge** – Student will be excluded with purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) until examined by a physician and approved for readmission, with treatment started (24 hours after eye drops are started).
- **Impetigo** – Student is excluded until 24 hours after treatment has been initiated.
- **Jaundice (Yellow skin or yellow eyes)** – Student will be excluded until physician documents that a child poses no serious health risk to himself or other children.
- **Lice (Pediculosis)** – Student will be excluded for:
 - evidence of live louse found on child's head
 - evidence of eggs (nits) found within ½ inch of scalp
 - if a child has not been treated with an over-the-counter pediculocideStudent may return after the over-the-counter pediculocide is used and nits removed.

- **Pain** – Student will be excluded for severe pain or discomfort, particularly in joints, abdomen, and ears.
 - Sprains – injured joints with swelling will need physician’s note to be excused from activities and care at school if condition persists for more than 3 days.
 - Broken bones – must have a note to be excused from activities and a note when student can resume activities.
- **Rash** (Skin that is infected; untreated skin patches or lesions) – Student will be excluded if rash accompanies fever or behavior change until physician has determined the illness not to be a communicable disease.
- **Scabies** – Student will be excluded until after treatment has been completed.
- **Strep Throat** – Student diagnosed by physician with streptococcal pharyngitis will be excluded until 24 hours after treatment has been initiated and until the child has been fever free for 24 hours.

Guidelines for Medication at School

If a student is in need of medication during school hours these guidelines must be followed:

- Medicine must be brought into the GCA school office in the original container with EXACT dispensing instructions, students name and the prescribing physicians name.
- A Medication Consent Form needs to be completed for each medication.
- At NO time is a student permitted to carry medicine with them (in locker, purse, Book bag, etc.) on school property.
- Emergency medications (i.e. inhalers, epi pens, anti-convulsions/seizure medications will be stored in the classroom with Medication Consent Forms.

CHARACTER TRAINING & DISCIPLINE

Train means, “to exercise, to discipline, to teach and form by practice.” When a child is trained, the lessons he learns become part of his character. Character training builds positive, behavioral habits, but it must also take place in a consistent manner. It is our goal to encourage each student to develop Godly character and to aid in the development of the fruits of this character in their lives through consistent training.

We will strive to support parental training so that children will:

- Know, love and serve God and His Church
- Respect authority and Obey willingly
- Pay attention and follow directions carefully
- Focus on the current task putting forth best effort
- Learn, respect, and apply rules
- Develop an appreciation for the benefits of hard work
- Develop habits of carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness, neatness, patience, good judgment, and respect

All students are expected to respect and obey all GCA staff. Students who have trouble following rules will be verbally corrected and redirected toward positive, controlled behavior. Should negative behavior continue after verbal correction, the student will be removed from the group and/or activity for a specific period of time. Should negative behavior still continue, the student will lose part or all of recess and a written explanation of the behavior will be sent home. Parents will be notified of uncontrolled behavior so that parents might work together with teachers to improve the situation. Students, who do not comply with basic expectations, even after continued teacher interaction with parents, will be asked to enroll in another educational facility.

Students may not, at any time, harm or threaten another student physically or verbally.

Positive Behavior Enforcement

Panther PAT (Panther Applying Truth)

Here at GCA excellent behavior is always expected. At the same time we recognize that each individual is growing in godly behavior at a pace designed by our Lord Jesus Christ. It is our goal to help students prepare for their future. No one always make the right choice and often the best choices we make are seen only by God, but getting caught in the act of making a good choice - at just the right moment - may be the encouragement needed to continue positive behavior. Redeemable PAT coupons will be issued to students when they are caught making a good choice.

UNIFORM POLICY

Preschool

Preschool students should wear appropriate clothing for activities such as outdoor play, painting, sitting on the floor, snack time, etc. Clothing and shoes (**sneakers preferred**) with buttons, buckles, zippers, snaps, etc., that children can easily manage by themselves.

Elementary/Middle School (Kindergarten through 8th grade)

Uniforms are available through Atlantic Embroidery , French Toast, or Lands End. Uniform bottoms may also be purchased through local area retailers as long as they confirm to the specifications noted below. Compliance is everyone’s responsibility. Students not dressed in appropriate attire will be required to change into appropriate clothing before returning to class.

Item	Description	Colors
Shirts	GCA Logo Shirt -must be long enough to tuck-in -mid-drift must be covered	<u>Current colors</u> are white, light blue, royal blue, and black <u>Retired Colors</u> green and red are acceptable to wear but not to purchase.
	Under the Logo Shirt -long sleeve turtleneck/crew style shirt	white, navy, black or same color as logo shirt
	Over the Logo Shirt -Cardigan sweaters, GCA gym uniform sweat-shirts, GCA fleece jackets and vests	white, navy, black or same color as logo shirt
Pants	Chino styling NO sagging, cargo or skinny pants and NO hip huggers or “jean style” pants	khaki, navy, black
Skirts, Skorts, J & Jumpers	At or below the knee	khaki, navy, black
Socks/Tights		white, navy, black or same color as logo shirt
Shoes	Shoes appropriate for gym or playground use. Sneakers are required for Physical Education. NO flip flops, sandals, or heeled shoes	
Accessories	NO scarves, hats, unusual jewelry/belts	
Make-Up/ Nail Polish	Modest —NO unusual or distracting make-up or nail polish	
Gym Uniform	Loose fitting basketball style shorts and sweatpants and GCA logo t shirt +/- or sweat-shirt from Atlantic Embroidery or Lands’ End.	black shorts/sweatpants (logo not required) royal blue t-shirt/sweatshirt with logo white panther t-Shirt from GCA School Store
Music Uniform 6-8th Grades Only	Boys: White oxford shirts (log not required), boy’s tie from Lands’ End, and black chino style pants. White GCA logo 3/4 length sleeve shirt from Lands’ End for girls with black pants/skirt.	

Vendor Information

Atlantic Embroidery	French Toast	Lands’ End
Diane Harrington (Local) 110 Maplecroft, Bear, DE 19701 ATLANTICEMB@verizon.net (302) 834-0686 office (302) 834-1725 cell	School ID#: QS5QLWM www.frenchtoast.com 800-373-6248 12	School ID#: 900136458 www.landsend.com 800-469-2222

ACADEMICS

Curriculum

GCA strives to meet the needs of every student as we support parents in the education of their children. Our goal is to teach academics through a Biblical worldview. The core curriculum consists of instruction in foundational subjects such as Bible, Language Arts, History, Science, Math, but includes fine art and practical art opportunities such as music, physical education, art, and basic life skills.

Middle School students will have the opportunity to participate in the following specialty classes: Foreign Language, Martial Arts, Study Skills, Family & Consumer Science, Public Speaking/Drama and Computers, Writing.

Reading and Math specialists will be available as needed for tutoring. GCA and parents split any tutoring expenses.

Bible/Chapel

Bible time is a very important part of our daily school schedule. The New International Version (NIV) of the Bible is used in the school for all memory work and Bible teaching. It is a requirement that all Students have a Bible of their own for school use. We will be teaching the basics of our Reformed faith beginning in Elementary and Middle School. Chapel is scheduled for both Elementary and Middle School students on a regular basis.

National Honor Society

Membership in the National Junior Honor Society is both an honor and a responsibility. Membership is ONLY open to those students in seventh and eight grade. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, and character. Students must achieve and maintain a MINIMUM GPA of 85% B, 3.0 (on a 4.0 scale). Students who have met the criteria will be invited to join by faculty invitation. The NJHS induction ceremony will be held in May.

Student Government

Each fall there is a Student Government election. Middle School students have the opportunity to hold the offices of President, Vice President, Chaplain, Secretary, Treasurer. A 5th grader is elected to represent the Elementary students. Students in 3rd through 8th grade vote and elect the student officers. All grades benefit from the Student Government as the officers work toward implement ideas for the overall good of the school.

Field Trips

Throughout the school year, field trips may be planned which will be a purposeful extension of classroom activity. Each Preschool student must have an adult chaperone in order to attend a field trip. Transportation is not provided by GCA for Preschool and typically Kindergarten. Transportation for Elementary and Middle School students is handled differently.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework that will enhance or reinforce the subject matter taught. Homework may be assigned on a daily basis. From time to time special projects or catch-up work may require some weekend time. However, homework will rarely be assigned for Wednesday evenings in support of children's activities in various churches.

All students are expected to make up any missed work, due to absence or uncompleted work in class, as homework. Each student is expected to complete successfully the homework assigned each day. Failure to complete homework assignments may affect the student's grade and ultimately jeopardize the student's advancement if it results in lack of understanding of the subject matter.

Teachers currently utilize *www.teacherease.com* to communicate with parents allowing parents access to grades on a regular basis. Please check this website regularly and contact your child's teacher via email with any questions.

Grading:

For Elementary and Middle School (K-8), the school year will be divided into four marking periods. Report Cards will be sent home at the end of each quarter. A complete grading scale is readily is in the enrollment packet or available upon request.

Parent/Teacher Conferences

Preschool Parent/Teacher conferences are scheduled once a year (after the progress reports go home). These conferences may be telephone conferences. Teachers will connect with parents throughout the year should any concerns arise.

Elementary and Middle School conferences are scheduled two times during the year- November and February.

At any time during the school year, parents are encouraged to contact the teacher regarding any problems or questions concerning their child. It is the desire of Glasgow Christian Academy to be a safe place so we encourage dialogue between the parents and teacher at any time. If you wish to speak with your child's teacher, please call the Glasgow Christian Academy office and schedule a time that is convenient for both parent and teacher.

Class Size (below chart indicates the preferred maximum number of students per class)

Preschool	20
Elementary School	25
Middle School	18

After Care

After Care Program – K-5th grade

Aftercare is available on a contract basis for the entire year only. The cost may be added to your direct debit account or paid in full. Aftercare is provided on all days that school is open – including all early dismissal days. (**This schedule is subject to change with prior notice if a special event is added to the school calendar.*) A snack is provided each day, however on noon dismissal days students should bring a lunch. *For families who need aftercare on scheduled noon dismissal days only, a reduced fee schedule is available.* There is no reimbursement for days absent.

It is our desire to offer a safe and comfortable atmosphere where children can make friends, relax, enjoy a snack (provided), and also begin some of their homework assignments.

Schedule

3:00 – 5:00	settle in/snack time/playground or gym/special activity
5:00 – 6:00	quiet time – homework club
6:00	full time aftercare pick up

Emergency School Closing

If GCA closes due to inclement weather, after care is closed also, however if school is dismissed early due to inclement weather, after care will close 2 hours after school closes. Announcements will be emailed to you or are on WDEL 1150 AM or Channel 6 ABC.

Sign Out Policy

A parent or guardian must sign out your child with the staff member on duty. If someone other than parent or guardian is picking up your child a note must be sent into school and the person picking up must present identification prior to the release of the student.

Late pick up policy

Aftercare closes promptly at 6 PM. If an emergency arises, please make every effort to contact the school. Any aftercare parent arriving after 6 PM according to the cell phone time must pay a fine of \$1/minute/child. For example; 5 minutes late, two children would be a \$10 charge. You will be billed accordingly. Consistent lateness may result in termination of aftercare enrollment.

Accidents

If your child is injured a staff person will contact you immediately. In an emergency when immediate attention is required, the staff will call 911 and then contact you. If the paramedics decide it is necessary, your child will be taken to the hospital.

Illness

A child should not come to school or aftercare with any of the following symptoms: Fever, vomiting, diarrhea, undiagnosed rash, inflamed or watery eyes, severe cold or sore throat are reasons to not be in school. If child becomes ill at school, the staff will have the child rest in a quiet area of the room, isolated from the rest of the children. We will contact you to pick up your child. If you cannot be reached, the emergency contacts on the emergency card will be called.

Discipline

The staff of GCA respects the dignity of the children in all their dealings with them. The children are expected to respect each other, just as the staff respects them. Most children respond well to a confident and friendly manner in adults and that is our expectation. Positive reinforcement is used to encourage appropriate behavior in children. Repeat disobedience may result in time out, issuance of a Think Sheet, or a meeting with the parents. Persistent disobedience and inappropriate behavior may result in suspension from the program.

Aggressive and Dangerous Acts

This policy is meant for the handling of serious acts of violence, bullying, or endangering others or self. For example: hitting, biting, punching, kicking, scratching, head locks, use of foul language, uncontrollable rage, shoving with force, or use of any kind of weapon. Parents will be notified by an Incident Report sent home with the child or presented directly to child. The child will be removed from the group. Depending on the circumstances, parents may be called to come and meet with the Principal and aftercare staff. Disciplinary actions listed in the Handbook will be applied as appropriate.

MISCELLANEOUS

Electronic Devices/Cell Phones

No electronic devices of any kind are permissible at school. Your student should not bring them to school. If a student has a cell phone it must be turned off and left in book bags until the end of the school day when the student exits the building.

Food Allergies

Students with food allergies are required to bring their own snacks from home each day. This is most applicable to preschool students as older students bring their own snack/lunch daily.

Lost and Found

All articles found in the school area not claimed will be placed in the Lost and Found located on the second floor of the Family Life Center. Once a month, all unclaimed items will be donated to a worthy organization. We suggest you label all your child's articles with his/her name to help eliminate lost items.

Healthy Foods Policy

Research has shown that students perform at their best when they eat healthy foods, including a balanced breakfast, lunch and dinner. Students who eat healthy foods are able to learn more and have fewer classroom issues. Eating unhealthy foods such as candy, chips and sweets make it extremely difficult for students to concentrate in class. For this reason we are recommending a “*no soda*” policy in our school. Our vending machine contains water choices only. *We respectfully ask that you do not send soda into school with your child for lunch or any other function.* Additionally we suggest that you limit sweets to special occasions, opting for fruit in the place of candy.

Lunch/ Snack

Lunch for full-day Elementary and Middle School students (1st through 8th grade) will last for 30 minutes every day and will be eaten in the Family Life Center—GCA’s lunchroom. Students **will not have access to a microwave or refrigerator.** Hot meals are available to Students on Fun Food Fridays only. Parents will need to pack lunch items that will not require heating or refrigeration. Students will also need to bring lunch items that they can **manage themselves.** Please do not pack items that need to be cut up, are too difficult for a student to open, or require adult assistance of any kind. It is imperative that every child have proper nutrition so that he/she will have energy to learn. Preschool snacks are donated by the parents and served to the students by the teachers. For liability purposes students with food borne allergies are asked to provide their own snacks. A “peanut free” zone is available in the lunch room.

School Wide Communication

The Parent Post Weekly is an email newsletter sent by school administration every Monday to all families. In addition parents are invited to attend monthly Parent Connection meetings.

Supplies

At the present time all general supplies for preschool and elementary students are included in the price of registration. However, there may be times when parents are asked to purchase various supplies for special events /projects. We provide each Preschool student with a GCA tote bag and each new Elementary School student with a GCA book bag. Middle School students provide their own supplies and backpack. A Middle School supply list will be available mid June.

Watco, Inc.
P. O. Box 216
Newark, DE 19715

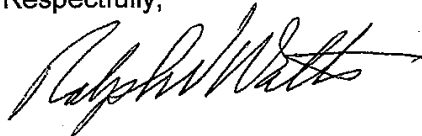
November 19, 2007

Glasgow Reformed Presbyterian Church
2880 Summit Bridge Road
Bear, DE 19701

Ref: Asbestos

We were the Design/Build contractors for all three projects to date of the buildings for the Glasgow Reformed Presbyterian Church. Asbestos was not used in the construction of any of the buildings.

Respectfully,

A handwritten signature in black ink, appearing to read "Ralph V. Watts", written in a cursive style.

Ralph V. Watts
President

Notes



GLASGOW CHRISTIAN ACADEMY

Glasgow Christian Academy is a ministry of Glasgow Church and is dedicated to providing a quality education in a Christian atmosphere. Compliance with the rules and regulations outlined in the handbook is necessary. These policies have been established to protect the students and faculty and to create a safe and welcoming environment for learning. Glasgow Christian Academy reserves the right to make changes, amendments, and corrections to these rules at any time without prior notice, when deemed necessary.

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