



# GCA Home School

Student/Parent Handbook  
2011 - 2012

*An education ministry of Glasgow Church  
based on the Modeling, Mentoring, and Mercy scriptures found in  
Colossians 3:23, Titus 2, and Micah 6:8 respectively.*

Providing **A** Network of **T** ruth in a **H**eritage of **E**ducation **R**eflecting **S**cripture

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## INTRODUCTION

### HISTORY

GCA Home School (formerly Three M) was designed in 2001 to provide support and encouragement, through supplemental classes, to families of Glasgow Church Covenant Children called to educating at home. We have been blessed to be able to open our doors to families in the community as space allows. GCA Home School complements at home educational programs by offering a-la-carte courses for activities which are difficult to accomplish in the home setting. GCA Home School is not a traditional school but a cooperative that exists to help home school families persevere and be successful.

### VALUES

GCA Home School is based on Modeling—striving for excellence as teachers and/or students, providing real, tangible examples of godly home school practices, Mentoring—experienced home school families helping new comers, and Mercy—exhibiting qualities of serving others through planned projects which encourage being others oriented.

<b>Model</b>	Whatever you do, Work at it with all your heart, As working for the Lord not for men. ~Colossians 3:23
<b>Mentor</b>	Teach and encourage others In accordance with sound doctrine Just as the grace of God teaches us. Say “no” to ungodliness and worldly passions, Live self-controlled, upright, and godly lives, In this present age... ~Titus 2
<b>Mercy</b>	He has shown you O’ man, what is good, And what does the Lord require of you? To act justly and to love mercy And to walk humbly with your God. ~Micah 6:8

GCA Home School strives to model godly practices and support our home school families in all we do. Please contact our modeling coordinator with feedback on the overall program at anytime. If you desire a home school mentor or have a heart for a particular mercy project please get in touch with the respective coordinator. Contact information is listed in the administrative directory at the back of this handbook.

## **WHAT WE BELIEVE**

- We believe the Bible to be the inspired, 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 Westminster Confession of Faith.

## **ADMISSIONS**

### **ADMISSIONS OVERVIEW**

Families will be responsible to an umbrella school or state organization for attendance and portfolio review purposes. GCA Home School is not an umbrella school. Glasgow Church offers an umbrella school for its members. For more information, contact the coordinator listed in the administrative directory at the back of this handbook.

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.

The opportunity to participate in our program is available to anyone in agreement with the guidelines within this handbook and dependent upon space availability. In regard to space availability, we truly believe that a smaller number of students within a classroom creates the best learning and instructional experience. This, in conjunction with actual building space, impacts the number of families /students accepted .

GCA Home School exists to provide 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. GCA Home School reserves the right to make changes, amendments, and corrections to these rules and policies at any time without prior notice, when deemed necessary.

## **COMMITMENT TO EXCELLENCE**

*Teachers* will be committed to humbly practice reconciliation and resolution when our sinful natures or unintentional offenses threaten our unity. Teachers will keep parents informed of student's progress or problems. They will use email. Teachers will enforce our policies – dress code and work ethic.

*Students* will adhere to the dress code, be focused, thoughtful, considerate, displaying self-control and Christian character traits – committed to pleasing the Lord in all they do and say. Students will show respect and consideration for students, staff, teachers, and classes in session at other traditional classrooms. Students will be submissive to authority and work toward a willingness to understand how to apply mercy to everyday situations that arise.

*Parents* will be united with our vision to train children's hearts to love the Lord and His church. Parents will model grace for our children as they shepherd their hearts and minds. Parents will be responsible for overseeing work assignments and establish good communication with the teacher. Parents are responsible to be with their children when their children are not in a class or study hall. Parents agree to ensure that their children adhere to the GCA Home School dress code. Parents agree to serve 10 volunteer hours per year, typically in the nursery as a caregiver for teacher's children. General administration information will be handled through email; therefore, parents must keep their email address current and check it regularly.

## **COURSES**

GCA offers a-la-carte courses to complement at-home studies. There is a two course minimum per student. Courses fall into two categories: classes and co-ops. Classes are taught by the same teacher every week and are assigned a specific cost (tuition) based on a number of factors including academic level and the length of the class. Supplies for classes are included in the tuition. Co-ops are taught by parents of participating students. These parents take turns teaching/helping as assigned by the co-op coordinator. Co-ops are free, however participating families cover the cost of any supplies used on their teaching week. Study Halls are provided at a nominal fee for any 1st– 12th grade student with a gap between courses. Preschool or Kindergarten students with a gap between courses must be with a parent in the mom's room.

## **DROP/ADD**

Changes to your courses after registration, or withdrawals from the program entirely, must be in writing and will be confirmed by the school office. Adding classes is possible only as space permits. If changes cause gaps in a student's schedule, they will be handled as described under COURSES. The drop/add deadline is September 30th. After that date, families remain financially responsible for tuition for the year. Registration fees are non-refundable. Emergency situations will be handled on a case by case basis.

## **PAYMENT**

The registration fee is due at the time of registration in the form of cash or check. Tuition is payable in six monthly “direct debit” installments due on the first business day of SEP, OCT, NOV, JAN, FEB, and MAR or by “payment in full” by August 1st. This is applicable for all families. Please do not make a tuition payment until registration has been confirmed in early July. Payments will not be refunded for classes canceled due to weather.

## **REGISTRATION**

Registration materials for each upcoming school year are available in late April. Registration begins in May with specific dates published in the April Information Packet. There is a registration fee for every family based on the number of children. The entire Enrollment Packet accompanied by the registration fee must be presented to secure your classes. Failure to complete the paperwork in full and by due dates may jeopardize admission. A late fee of \$25 is applied to registrations received after June 1st.

# **OPERATIONS**

## **ATTENDANCE/ABSENCES**

Students are required to sign in at the reception table outside the school office every week. Teachers take attendance in class as well. Parents should notify teachers when their child will not be attending class via email either for planned or unplanned absences. Teachers will notify parents via email when a student was not in class and follow-up if absences continue. Missing classes can hinder a student’s academic achievement, especially at the high school level. For certain high school classes, specifically science labs, missing class time can result in not completing the state requirement of 30 hours of lab time.

## **COMMUNICATION**

Email is the primary form of communication. Parents are responsible to make sure GCA Home School staff has updated addresses. Please check email regularly.

## **DISCIPLINE**

Our students are expected to be respectful of people and property at all times. Students having trouble will be verbally corrected by GCA or Glasgow Church staff and redirected toward positive, controlled behavior. Parents will be notified if negative behavior continues after verbal correction. Continued negative behavior may result in a student being expelled from the program.

*STUDENTS MAY NOT, AT ANY TIME, HARM OR THREATEN TO HARM ANOTHER STUDENT.*

## **DRESS CODE POLICY**

Uniforms are not required. With the oversight of parents, we are trusting students to dress in neat, modest attire. The following are prohibited: tight clothing, clothing with rips/holes, hats, sleeveless or low-cut shirts, short shorts, short skirts, visible undergarments and flip-flops. Compliance is everyone's responsibility. Students who do not come dressed in appropriate attire will be sent home to change. (Specialty classes such as dance, martial arts, physical education, and sometimes art (smocks) require special clothing. Please see course descriptions for details.)

## **GRADING**

Elementary courses are not graded. Courses for Middle School and High School core subjects may be graded or audited. Parents must specify their choice of graded or audited at the time of registration. This does not apply to electives such as dance or physical education. Please see the individual course descriptions to determine the grading options.

Graded Course (traditional option): The student is accountable to the teacher. The teacher establishes the tests/assessments, assigns homework, and formulates the grade based on the student's performance. Late assignments and lack of participation in class may impact the overall grade based on the teacher's grading expectations.

Audit-Only Course: The student is accountable to parent. The student participates in class instruction, discussion, and labs, but completes assignments as assigned by parent. All assignments are graded by parent. Student will be expected to limit questions to the subject matter currently being addressed by the teacher (off-topic questions will be handled at the teacher's discretion).

## **HOMEWORK**

To get the most benefit out of class time, students typically do work at home before attending each class. For elementary students this may be as simple as a reading assignment. For older students, homework does become more demanding. In addition to class preparation, homework based on the in-class teaching may be assigned. A syllabus showing the plan for the year (week by week) will be made available by teachers directly to families in early August. Most teachers will distribute their syllabus via email. In addition to the full year syllabus, teachers may communicate homework to parents throughout the year via email and/or weekly assignments given to students. This later communication is primarily for older students (middle school and up). Parents are expected to help ensure teachers receive all assignments that are required.

## **LOST AND FOUND**

All unclaimed articles will be placed in the Lost and Found which is located on the second floor lobby of the Family Life Center. All unclaimed items will be donated to a worthy organization at

the end of each month. We suggest that you tag all of your child's articles with his/her name. Please look for items immediately after you discover they are missing.

### **MEDICAL**

Normally there is a volunteer nurse scheduled to work in the school office on Thursdays. However, GCA Home School defers all medical decisions to parents. It is important that an accurate Emergency Card and Medical Consent Form are provided at the time of registration.

#### **PLEASE KEEP YOUR CHILD HOME IF THEY EXHIBIT ANY OF THE FOLLOW:**

- **Temperature/Fever** – Student will be excluded with oral or axillary temperature of 100.5 degrees or higher, accompanied by behavioral changes and/or other symptoms. Student must be fever free for 24 hours before returning to school.
- **Chicken Pox (Varicella)** – Student will be excluded until all lesions have dried and crusted. Student must be evaluated by your family physician before coming 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.
- **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, or if a child has not been treated with an over the counter pediculocide. Student 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 at school if condition persists for more than 3 days.
- **Broken bones** – must show physician documentation of injury and instructions prior to returning to school.
- **Rash** (Skin that is infected; untreated skin patches or lesions) – Student will be excluded if rash accompanies fever or behavioral 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.

- **Vomiting** – Student will be excluded after an episode of acute vomiting not related to coughing. Student should remain at home until well and for at least 24 hours.

**SCHOOL CLOSINGS**

School closings will be handled through email notification. Rescheduling canceled classes due to weather will be handled as necessary.

**TARDINESS**

Students arriving late disrupt the class as well as hinder their own academic progress. Please do everything in your control to make sure your student arrives on time for their first class and encourage them to be on time throughout the day.

**GCA Home School Administrative Directory**

Melanie Betters .....Schedule & Elementary Coordinator  
mbetters@gca-de.org

Leigh Ann Betters.....High School Coordinator  
labetters@gca-de.org

Laura Helton .....Operations Manager/GCA Liaison  
lhelton@gca-de.org

Jane Hoopman.....Modeling, Mentoring & Mercy Ministry Coordinator  
jhoopman@gca-de.org

Mary Beth Huey.....Secretary  
mbhuey@gca-de.org

Deana Leubecker..... Middle School & Umbrella School Coordinator  
dleubecker@gca-de.org

Anita Nahe.....Nursery Coordinator  
anahe@gca-de.org

**GCA Home School and Glasgow Christian Academy are Ministries of**



Dr. Charles F. Betters.....Senior Pastor  
drbetters@glasgowchurch.com  
Www.glasgowchurch.com  
(302) 834-4772

Mr. Keenan Dorsey.....GCA Principal/Head of School  
principal@gca-de.org  
Www.gca-de.org  
(302) 392-109

