



# Glasgow Christian Academy

## Student/Parent Handbook

### 2020 - 2021

*Viewable online at [www.reachschoools.online/gca](http://www.reachschoools.online/gca)*

*A Homeschool Ministry of Reach Church  
based on the Modeling, Mentoring, and Mercy Scriptures found in  
Colossians 3:23, Titus 2, and Micah 6:8 respectively.*

Last updated: Wednesday, October 7, 2020

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# INTRODUCTION

## Mission Statement

GCA exists to partner with families in providing students with a quality, Christian education at home. Our main desire is to instill in young people a deep love for Jesus and His Word which equips them to “make disciples” in response to the Great Commission (Matthew 28:19). We seek to reflect Christ in all aspects of life including how we educate our students.

### Our program includes the following:

- One day/week classes for students from preschool through 12<sup>th</sup> grade
- An umbrella school for K-5<sup>th</sup> graders who are members of Reach Church or siblings of students enrolled in *RLCA at Glasgow*.
- *RLCA at Glasgow* is a diploma program with open enrollment for 6<sup>th</sup>-12<sup>th</sup> graders. *RLCA at Glasgow* provides encouragement and accountability through portfolio reviews with experienced homeschooling educators, grades, transcripts, competitive sports, and an accredited diploma upon graduation. **Enrollment in *RLCA at Glasgow* is not required to enroll in classes.** The well-rounded GCA experience includes weekly core subject and extra-curricular classes, mercy ministry projects, social activities, student council, honor society, chapels, dramatic musicals, and our annual Student Showcase.
- Support for students with special needs  
GCA welcomes students with special needs in our classes. Students should be able to maintain appropriate participation levels in the classroom and may attend with or without assistance.

## Values

GCA, formerly called Three M, is based on Modeling—striving for excellence as teachers and/or students, providing real, tangible examples of godly homeschool practices, Mentoring—experienced homeschool families helping newcomers, and Mercy—exhibiting qualities of serving others through planned projects which encourage being others-oriented.

**Model:** Whatever you do, Work at it with all your heart, As working for the Lord not for men.  
~Colossians 3:23

**Mentor:** 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

**Mercy:** 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

## 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.

## **Lifestyle Policy**

The biblical and philosophical mission of Glasgow Christian Academy (GCA) is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. GCA seeks to establish a strong partnership with parents in order to maximize the spiritual and educational influences of the home, church, and school. It is our desire for students to develop and articulate a distinctive Christian worldview based on Scripture that impacts their thoughts and actions. In addition, we seek to aid the development of each child spiritually, socially, physically, and intellectually.

GCA stands firmly upon the historical truth, claims, and moral foundation of Christianity. This includes, but is not limited to, the biblical definition of marriage, the boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God’s design. While the student and enrolling parent are involved at GCA, they are expected to exhibit the qualities of sexual purity found in the Scriptures and to refrain from certain activities or behavior. Therefore, GCA retains the right to refuse enrollment or withdraw students should the parent or student engage in sexual immorality, including any who practice, promote, and/or condone sexual relationships outside of a biblical marriage between one man and one woman, homosexuality, bisexuality, or transgender behavior (Romans 1:24-27; 1 Corinthians 6:9; 1 Thessalonians 4:3-5; Hebrews 13:4).

Parents or legal guardians who choose to apply, are accepted, and subsequently enroll their children at Glasgow Christian Academy are agreeing to support these and other basic biblical values derived from Scripture.

# **ADMISSIONS**

## **Admissions Overview**

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

GCA 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.

## **Commitment to Excellence**

*Students* will adhere to the dress code, be focused, thoughtful, considerate, displaying self-control and Christian character traits, and be committed to pleasing the Lord in all they do and say. Students will show respect and consideration for other students, staff, and teachers, as well as respect for property. Students will be submissive to authority and work toward a willingness to understand how to apply mercy to everyday situations that arise. Continued negative behavior may result in expulsion.

Students will use the restroom during breaks between classes only, except for emergencies. Students will not dawdle between classes but will make sure to arrive to each class on time. Students will make up work when absent. Exemptions may be made for extenuating circumstances.

*Parents* will be united with our vision to train children's hearts to love the Lord and His church. Parents will model grace for their 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 (Zone). Parents are expected to make sure students arrive to GCA on time and to pick them up promptly after their last class ends. Parents must notify teachers if their student will be absent. Parents agree to ensure that their children adhere to the GCA dress code. General administration information will be handled through email; therefore, parents must keep their email address current and check it regularly.

**Family Service Requirement:** Families who do not have a parent teaching on a weekly basis **are required** to provide a parent (or responsible high school student) to serve in a weekly helper position. Parents will be asked to select a window of time for availability under the *Helper Availability* form during online enrollment.

## **Registration**

**General enrollment information:** Enrollment information for each upcoming school year is available on our website. Registration begins in May through <https://factsmgmt.com/> (formerly RenWeb/FACTS.com). There is a non-refundable enrollment fee for each class which will be applied to your FACTS account upon completion of enrollment.

### **NEW Families: Online Application and Enrollment Process**

1. **Go to [www.reachschoools.online/gca](http://www.reachschoools.online/gca) and click *Apply Now*** to start the application process.  
**IMPORTANT NOTE:** Students transferring from Red Lion Christian Academy do not need to submit a new student application. Contact [gca@reachschoools.online](mailto:gca@reachschoools.online) so we can make an internal transfer.
2. **Attend New Family Interview** – Once the completed application and all required documentation have been submitted, the family will be contacted to schedule an interview. The \$75 non-refundable application fee must be paid at the time of the interview.
3. **Upon acceptance**, the family will receive email notification containing enrollment instructions.
4. **Complete online enrollment process in *FACTS Family Online***: request classes and complete all paperwork.  
To view the class schedule grids and course descriptions, visit [www.reachschoools.online/gca](http://www.reachschoools.online/gca), click

“Academics,” and then “Class Information.”

5. **Create payment FACTS account and set up a payment plan:** Tuition is processed through the FACTS payment processing website. ALL registration, tuition, and incidental payments will be handled through FACTS. An annual FACTS bank fee will be incurred, depending on your payment plan. **Students will not be placed in classes until a payment plan has been selected.** Enrollment fees will be applied to your FACTS account no earlier than ten business days after completion of enrollment; all other fees will be deducted based on the payment plan selected. *RLCA at Glasgow* and Umbrella School registration fees will be applied at a later date and included in your payment plan. The online enrollment packet includes instructions for creating a FACTS account.
6. **Receive confirmation of enrollment/tuition charges** and selected payment schedule via email from FACTS. This confirmation will not be received immediately as the completed enrollment for each student in the family must be processed before fees are applied in FACTS (could take up to 15 business days).

### **RETURNING families: Online Re-enrollment Process**

1. An enrollment email will be sent to returning families.  
**Note:** *If enrolling a new student at GCA, click “Apply” in your FACTS Family Online account to create and submit a new student application. The new student application fee will apply.*
2. To view the class schedule grids and course descriptions, visit [www.reachschoools.online/gca](http://www.reachschoools.online/gca), click “Academics,” then “Class Information.” You will need each **Course name and ID number during the enrollment process.**
3. Log into your *FACTS Family Online* (formerly ParentsWeb) account on [www.factsmgmt.com](http://www.factsmgmt.com) using your existing username and password.
4. Complete enrollment process in *FACTS Family Online*: request classes and complete and submit enrollment packet.
5. Log into FACTS to confirm personal and banking information is correct. If you wish to change your payment plan, please contact Mrs. Danyelle Wilson: [dwilson@reachschoools.online](mailto:dwilson@reachschoools.online).

Payment Plans: Tuition is processed through the FACTS payment processing website. All registration, tuition, and incidental payments will be handled through FACTS. Using the FACTS system allows families the flexibility to choose one of four tuition payment plans. An annual fee will be incurred, depending on your payment plan. All class registration fees will be due immediately upon re-enrollment (processed within ten business days) through FACTS. *RLCA at Glasgow* and Umbrella School registration fees will be applied at a later date and included in your payment plan.

### **Miscellaneous Fees**

- The deadline for refund of tuition due to cancellations or changes in registration is September 30th. Registration fees are non-refundable. **Payments are not refunded for classes cancelled due to weather, natural disaster, or other circumstances beyond GCA’s control.**
- **We strongly discourage registration for high school students after December 31 due to the difficulty of achieving academic success when entering mid-year. Admission for new students entering after this date will be considered on an individual basis.**

## **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 large rips/holes, strapless or low-cut shirts, short shorts, short skirts, visible bra straps/underwear, or earbuds/Airpods. Boys may not wear earrings, hats, or muscle shirts. 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 in the Course Catalog for details.

## **Electronics Policy**

Use of electronic devices, including iPads, iPods, computers, hand-held electronic games, earbuds/Airpods, etc., is not permitted during the GCA day (classes, lunch room, etc) except while students are in The Zone. Use of cell phones is not permitted except with teacher permission. Cell phones taken out during class without permission will be taken from students and returned at the end of the period.

## **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. Course descriptions are viewable on the website: [www.reachschoools.online/gca](http://www.reachschoools.online/gca).

Graded Course (traditional option): The student is accountable to the teacher (parents provide guidance as necessary at home). The teacher establishes the tests/assessments, assigns homework, and formulates the grade based on the student's performance. Any graded tests or quizzes administered at home should be taken "closed book" in the presence of a parent unless otherwise directed by the teacher. Tests/quizzes will be returned to the teacher in a sealed envelope signed by a parent. Late assignments and lack of participation in class may impact the overall grade based on the teacher's grading expectations. Teachers use FACTS Classroom to document grades. Parents may view their student's grades online at any time via their Family Portal account using their existing username/password. Parents and students should regularly monitor academic progress through RenWeb/FACTS.

Audit-Only Course (non-graded option): The student is accountable to the parent. This option is offered to provide flexibility for students who wish to participate in a class without being required to fulfill all of the requirements established by the teacher. The students are still expected to participate in class instruction, discussion, and labs but may complete assignments as assigned by parent. Students 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). Individual assignments may be graded by either the parent or the teacher; however, the teacher will not track the student's scores in RenWeb/FACTS or assign mid-term/final grades for the class. Parents are responsible to assign any grades needed for the student's permanent records. Payment of class registration fee and tuition is still required. **The decision to audit a class must be made before the start of the second semester although exceptions may be made for extenuating circumstances.** (For students enrolled in the *RLCA at Glasgow* diploma program, parents are responsible to assign any grades needed for the student's portfolio. All graded work must be shown at your portfolio review.)

## **Homework**

To get the most benefit out of class time, students typically do work at home before attending each class.

Students are expected to complete assigned homework and come to class prepared to participate in discussion and activities. For elementary students, this may be as simple as a reading assignment. Some non-graded classes will incorporate incentive charts to encourage homework completion. For older students, homework does become more demanding. In addition to class preparation, homework based on the in-class teaching may be assigned.

### **Lost and Found**

All unclaimed articles will be placed in the Lost and Found which is located in the GCA office. 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.

### **Safety and Security**

At GCA we strive to create a safe and welcoming environment for our children. Safety precautions include keeping all doors to the building locked during school hours, a door monitor at the main entrance, security cameras throughout the building, extra helpers in most classes, escorting preschool through 2<sup>nd</sup> grade students from class to class, and background checks on all teachers. Teachers and parents will be given a badge that must be worn while in the building. A nominal fee will be charged to replace a lost badge.

**Unless accompanied by an adult or give special permission by a parent, students are not permitted to leave the building until all of their classes are done for the day. This is for safety reasons and includes students who are old enough to drive.**

### **Medical**

GCA defers all medical decisions to parents. Parents should accurately complete Medical Information during Online Enrollment. Parents can also give consent for students to receive non-prescription medicine stock in the office.

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

- **Temperature/Fever** – Oral or axillary temperature of 100 degrees or higher, accompanied by behavioral changes and/or other symptoms. Students should be fever-free for 24 hours without taking fever-relieving medication prior to returning to school.
- **Chicken Pox (Varicella)** – Please don't send your child until all lesions have dried.
- **Coughing**
- **Eye Discharge** – 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)
- **Impetigo** – Students are excluded until 24 hours after treatment has been initiated.
- **Jaundice** (Yellow skin or yellow eyes) – A 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 the following: 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 a physician's note to be excused from activities at school if condition persists for more than 3 days.
- **Broken bones** – Student 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/Diarrhea** – 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 communicated through email, GCA’s Facebook page, and ParentAlert texts. Families must provide a cell phone number for any person wishing to receive text alerts during Online Enrollment. Classes canceled due to weather will be handled as necessary.

## **GCA Honor Society**

The GCA Honor Society has been created to recognize GCA students in grades 10 through 12 who are currently enrolled in at least two graded GCA classes (one completed at honors level) and who displayed excellence in both academics and community service during the previous school year and have a clean disciplinary record. Accepted students will have the privilege of listing this public recognition of their achievements in their transcripts. Specific information regarding the application process will be distributed to GCA families when it becomes available.

## **School Spirit**

GCA endeavors to provide an enriching, well-rounded educational experience for our students by providing activities such as social events, mercy ministry projects, sports, student council, chapels, dramatic musicals, spirit wear, fundraisers, honor society, student showcase, graduation, and much more.

## **Student Council**

GCA’s Student Council, comprised of elected high school students, meets on a regular basis under the direction of a parent adviser to plan social activities, implement mercy ministry and outreach projects, and promote school spirit throughout the student body. Elections for senior officers are held in the spring; elections for class representatives are held in the fall.

### **Qualifications to serve on Student Council:**

- Must be a Christian and approved by the GCA Leadership Committee as a student in good standing with leadership qualities.
- Must enroll in at least two Thursday classes at GCA
- Must have a CLEAN disciplinary record for all years in attendance at GCA. If a disciplinary issue arises with a council member, that student may be removed from his or her position on the Council.
- Students must have a C average or above in all subjects in the year prior to election and maintain a C average or above in all subjects during the year in which they serve on the Council.

### **Additional qualifications to serve as an officer on Student Council:**

- A candidate for an officer position must be a SENIOR during the year in which he or she serves. **Note:** Prom Chair can be a JUNIOR.

### Officer Positions -- Descriptions and Responsibilities:

#### President:

- \* Leader of Student Council
  - \* Attends and runs all Student Council meetings
  - \* Maintains major presence at GCA
  - \* Enrolled in minimum of two classes at GCA
  - \* Involved in all Student Council-sponsored activities
  - \* Opens each chapel in prayer and leads students in Pledge of Allegiance
  - \* Staffs school store when class schedule permits
- \* Special events
  - \* Oversees planning and implementation of social events

#### Vice President:

- \* Missions and Outreach
  - \* Oversees and promote collections for child sponsorships
  - \* Sets up other outreach activities like collecting items for Paris Foundation or Urban Promise, etc.
  - \* Attends all Student Council meetings
  - \* Staffs school store when class schedule permits

#### Secretary:

- \* Correspondence and Promotion
  - \* Sends emails (via Mrs. Hoopman) to student body about events and activities
  - \* Maintains Student Council bulletin board
  - \* Attends all Student Council meetings
  - \* Records and reports minutes of Student Council meetings
  - \* Staffs school store when class schedule permits

#### Treasurer:

- \* Fundraising
  - \* Keeps financial records for Student Council
  - \* Oversees fund-raising including School Store, Spirit Days, and Box Tops
  - \* Attends all Student Council meetings
  - \* Staffs school store when class schedule permits

#### Chaplain:

- \* Chapel speaker scheduling
  - \* Schedules student testimonies for chapel
  - \* Ensures that speakers know to send their written 2-3 minute testimonies to Mrs. Melanie Betters via email at least one week prior for approval
  - \* Attends all Student Council meetings

#### Prom Chair:

- \* Oversees prom sub-committee under the direction of the Special Events Coordinator
- \* Attends all prom-planning meetings over the summer and during the school year
- \* Attends all Student Council meetings

Student representative (two per grade level – 9<sup>th</sup>-12<sup>th</sup> grade):

- \* Attends all Student Council meetings
- \* Serves on at least one committee under the direction of an officer (social events, outreach, promotion/communication, fundraisers)

## **Home School Legal Defense Association (HSLDA)**

HSLDA is a national organization dedicated to the preservation of parents' right to educate their children at home. HSLDA has established the National Center for Home Education through which it monitors state and federal legislation and notifies its members of pending actions throughout the country. HSLDA collects data and provides accurate reports concerning the success of home education nationwide.

### HSLDA Membership Benefits

HSLDA provides legal counsel and representation in the event of action by a school board, school superintendent, or other governmental representative. In addition, HSLDA issues a quarterly newsletter, The Home School Court Report, with information regarding court cases, trends, and issues affecting home education across the nation.

GCA Homeschool Academy cannot and will not legally be able to protect you and your family. Because of HSLDA's value as a resource to homeschool families and especially for the legal protection it affords those getting started, we strongly recommend membership.

## Code of Conduct

Our desire is to create a safe, welcoming, and Christ-like environment. This code of conduct is not an exhaustive list of misconduct; we reserve the right to discipline at our sole discretion. Expected behavior includes the use of social media.

### **Students, faculty, and parents are expected to**

- Conduct themselves in an orderly, safe, and responsible manner
- Attend classes and be on time
- Be prepared for class assignments
- Respect other people and their property
- Refrain from abusive language and demeaning actions
- Abide by the dress code
- Abide by classroom rules
- Express thoughts and feeling in constructive ways
- Resolve differences biblically (Matthew 18)

### **Examples of Minor Offenses:**

**First Offense:** Verbal warning

**Repeated Offenses:** Parental and committee notification

- Breaking the dress code
- Skipping class
- Leaving property without permission
- Running or yelling
- Repeated, unexcused tardiness to class
- Leaving class without permission
- Breaking classroom rules
- Throwing objects in class
- Disrupting class
- Public displays of romantic affection such as kissing
- Texting or other use of electronic devices in class without permission

### **Examples of Major Offenses:**

These incidents will be reported directly to the committee and will be handled on a case-by-case basis. A conference with the teacher, student, parent, and a committee member will be held, an incident report will be filed in the student's permanent record, and consequences may include suspension or expulsion.

- Cheating (including plagiarism – an explanation of plagiarism can be found in the “Grading Policy” section)
- Lying
- Obscene language/defamatory (racist, hateful, bigoted, sexist) speech (including email, social media, texts, etc.)\*
- Publicly Slandering Reach Church and/or GCA
- Threatening/bullying
- Disrespect toward authority
- Forgery of a parent's signature

- Blatant defiance/insubordination
- Repeated misbehavior
- Stealing
- Fighting
- Sexual misconduct/harassment (including online)
- Abuse of prescription drugs.
- Possession of or use of weapons, illegal drugs, alcohol, pornography, tobacco, e-cigarettes or 'juling' devices, pepper spray, matches, lighters, etc.

### **Statement against Racism:**

As Christians, we must be the salt and light of the world and cannot remain silent while our nation is fighting against the intolerable sins of racism, hatred, violence, and injustice. "Let justice roll down like a river...woe to those who are complacent" (Amos 5:24, 6:1). May we intentionally strive for unity and to be one as Jesus prayed in John 17. In that spirit, please read the following statement:

I Corinthians 2:2 says, "I want to know nothing among you but Jesus Christ, and Him crucified." At Reach Church and Reach Christian Schools, we take this Scriptural call seriously to live for and reach all people with Nothing But Jesus while filtering all of life through the grid of the gospel. This includes speaking up for and coming alongside people of color who face the ongoing struggle against the sin of racism. Learning to listen, going beyond our comfort zones, and looking within our own hearts will help us acknowledge where injustice exists so we can pursue opportunities to share the healing hope and reconciliation of the cross. We desire to create a community of worship and education where all people, regardless of race, feel safe and unconditionally loved. May our fervent prayer be that we will always desire "to act justly, to love kindness, and to walk humbly with our God" (Micah 6:8).

### **Grading Policy**

This is the general grading policy for all graded classes, although some teachers may adjust it slightly to fit the unique needs of their class. Students will be expected to comply with the grading policies. Teachers will provide a syllabus, offer sufficient in-class instruction, and give prior notice of all assignments/quizzes/tests. Some non-graded classes will provide an incentive chart to encourage homework completion with an achievement certificate awarded at the end of the year to students who completed all the assignments.

**Grading:** Grades will be comprised of class participation, homework completion, quizzes, and tests. It is up to the individual teacher to determine the proportion of the grade assigned to each component (for example: 15% class participation, 20% homework, 25% quizzes, 40% tests). Teachers are encouraged to administer quizzes on a regular basis (preferably in-class quizzes).

**Tests/Quizzes:** All take-home quizzes and tests will be handed out in a sealed envelope, and students are not permitted to view them prior to taking them. As the primary teachers of their children, parents may view tests in order to ensure students have studied the appropriate material, but specific questions from the tests may not be shared with students. Parents should be present to proctor. Students are not permitted to access notes, books, or other supplemental material to complete tests and quizzes unless specifically instructed by the teachers. Use of such aids will be considered cheating which is an infraction of the GCA Code of Conduct. Once completed, tests/quizzes should be placed in a sealed envelope with a parent's or guardian's signature over the flap.

**Partial Credit:** Because our goal is to encourage mastering the subject, students may be given the option to earn back partial credit using the Text or Solution Manual/CD to correct missed questions on Math, Chemistry, and Physics tests and quizzes. Corrected problems must show all work not just the solution.

**Homework:**

Math: Teachers will require students to complete homework in pencil, showing all steps. In most cases, students (or parents) will be required to check homework using the Solutions Manual prior to coming to class. For students using Teaching Textbooks curriculum with automated grading, homework must still be completed manually with written work shown. Teachers will communicate details of their specific requirements directly to the class.

For graded classes other than math, teachers will handle homework assignments and grading in a manner that is unique to the needs of the class.

**Late Work/Absences:** Unless a student is absent or prior arrangements have been made with the teacher, work that is not returned on the due date will be considered late and may lose partial credit, subject to the teacher's grading policy. If a student is absent, he/she may email the teacher to receive the work electronically, or missed assignments may be received in the next class. Once missed work is received, it must be completed and returned by the next attended class, unless other arrangements are made with the teacher.

**RenWeb/FACTS:** Access to student's grades will be available online through FACTS Family Portal. These grades can be accessed by parents and students anytime throughout the year. At the completion of each semester, a percentage grade will be calculated. At the end of the year, the final percentage grade will be given by averaging the grades of both semesters.

**Plagiarism:** Plagiarism is a major offense which is subject to discipline as outlined in the **Code of Conduct**. Plagiarism takes several forms and can occur unintentionally, so students need to understand what constitutes this form of cheating. According to the Council of Writing Program Administrators, "plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source." This definition applies to all print or online works as well as the work of other students.

Source: <http://wpacouncil.org/positions/WPAplagiarism>

## **ADMINISTRATIVE DIRECTORY**

### **GCA Leadership Committee:**

Leigh Ann Betters	labetters@reachschools.online
Melanie Betters	melaniebetters@gmail.com
Jane Hoopman	jhoopman@reachschools.online
Danyelle Wilson	dwilson@reachschools.online

### **Finance Manager:**

Chuck Wilson	cwilson@reachschools.online
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### **GCA Contact Info:**

GCA Office Phone:	(302)392-1090
GCA Email:	gca@reachschools.online
GCA Website:	<a href="http://www.reachschools.online/gca">www.reachschools.online/gca</a>

Glasgow Christian Academy (GCA)  
Is a Ministry of

reach  
CHURCH



*Nothing But Jesus*

[www.reachchurch.online](http://www.reachchurch.online)  
302-834-4772

Dr. Charles L. Betters.....Senior Pastor and Chairman of the Board of Reach  
Christian Schools  
pastorchuck@reachchurch.online

**We invite you to worship with us on Sundays at 10:00 a.m.**

Reach Church exists to reach all people with “Nothing But Jesus”

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SCHOOLS

