



Glasgow Christian Academy

Student/Parent Handbook
2022 - 2023

Viewable online at www.reachschoools.online/gca

*The Homeschool Division of Reach Christian Schools
based on the Modeling, Mentoring, and Mercy Scriptures found in
Colossians 3:23, Titus 2, and Micah 6:8 respectively.*

Last updated: Thursday, November 3, 2022

TABLE OF CONTENTS:

INTRODUCTION	3
Mission Statement	3
Values	3
What We Believe	3
Lifestyle Policy	4
ADMISSIONS	4
Admissions Overview	4
Commitment to Excellence	5
Registration	5
OPERATIONS	7
Dress Code Policy	7
Electronics Policy	7
Lost and Found	7
Safety and Security	7
Family Service Requirement (Helper Positions)	8
Home School Legal Defense Association (HSLDA)	9
Medical	10
Sick Child Policy	10
School Closings/Virtual Classes	10
STUDENT LIFE	11
Mercy Ministry and Missions	11
School Spirit	11
Student Council	11
ACADEMICS	13
Grading	13
Homework	13
Grading Policy	14
GCA Honor Society	15
BEHAVIOR STANDARDS	16
Code of Conduct	16
Statement Against Racism	17
ADMINISTRATIVE DIRECTORY	18

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 12th grade
- An umbrella school for K-5th graders (open only to children of GCA teachers AND younger siblings of 6th - 12th grade students enrolled in the *RLCA at Glasgow* diploma program. Families must also reside in either Delaware or Maryland.)
- *RLCA at Glasgow* is a diploma program with open enrollment for 6th-12th 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 at 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 establishing 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 at 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. Please refer to page 8 for more details.

Registration

General enrollment information: Enrollment information for each upcoming school year is available on our website. Registration begins in May through <https://factsmgt.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 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 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, click “Academics,” and then “Class Information.”
5. **Create a *FACTS* payment 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 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, 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.factsmtg.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.
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 included in your payment plan.

Miscellaneous Fees

- A fee of \$25 per student will be applied for any registrations received after Sunday, July 31st.
- A fee of \$25 will be applied for any classes dropped after Sunday, July 31st.
- 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 canceled 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.**

OPERATIONS

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 (leggings can be worn only if the 'backside' is covered by a long shirt), clothing with large rips/holes, strapless, low-cut and midriff-exposing shirts, short shorts, short skirts, visible bra straps/underwear, or earbuds/Airpods. Boys may not wear earrings or muscle shirts. Compliance is everyone's responsibility. Students who do not come dressed in appropriate attire will be sent home to change.

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.

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 2nd 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 given 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.

Family Service Requirement

Each family that is not already providing a teacher, is required to provide one parent, grandparent, or responsible high school student to help in an assigned position at GCA. Having full participation from each family helps to ensure a safe, quality, and cooperative homeschool environment. Positions include classroom helpers, lunch monitors, door monitors, zone monitors, hot lunch and special event team members. If for any reason you are unable to serve on a particular week, it is your responsibility to find another parent to cover your position.

Limited exemptions:

- Families registering only one student in only one class are exempt from serving.
- We offer a limited number of opt-outs for a fee of \$295.00 for the year. Opt-out spots will be approved on a first come, first served basis for families with documented, extenuating circumstances. If a helper is unable to continue their position during the school year, this may result in paying a portion of the opt-out fee.
- If a serious health issue prevents a family from fulfilling their helper responsibility, an exemption will be allowed without charging the opt-out fee. Please provide a note from medical doctor.

Position Descriptions:

- Classroom Helper – Classroom helpers have no required preparation and are needed only as an extra set of hands in the room to help maintain order and return the room to its original condition at the end of the period. Classroom helpers also walk K-2nd students to their next class if needed.
- Door Monitor - Door monitors are responsible for allowing students/parents entry into the building during their assigned hour.
- Hot Lunch Team - This team of six volunteers assists the Hot Lunch Coordinator once a month to distribute pre-ordered lunches during the lunch hours.
- Lunch Monitor – Lunch monitors supervise a particular grade level during lunch. They are responsible to ask several students each week to head up trash pick-up and table wipe down at the end of the lunch period (students should be completing these tasks, NOT monitors). Chairs also need to be pushed in under the tables. For monitors in grades K-2 they will be responsible to walk students to their next class.
- Special Events Team – This team of four volunteers assists our Special Events Coordinator by purchasing snacks/drinks for events (all reimbursed), setting up tables, and cleaning up at the end of the event. This is a great position for a family that can't commit to being at GCA every week.
- Zone Monitor - This position requires parents to monitor students in either the Elementary or High School Zone for their assigned hour.

Other Important Details:

- Certain helper positions will require a criminal background check to be completed.
- Helpers are required to serve for the duration of their scheduled position.
 - 32 Weeks - High School Classes/Lunch/Zone, Door Monitors, Nursery (possibly)
 - 28 Weeks - Middle School Classes/Lunch /Zone, Door Monitors
 - 26 Weeks - Preschool/Elementary Classes/Lunch/Zone , Door Monitors
- High School Students who wish to volunteer and serve on a weekly basis can earn "Community Service Hours." (A limited number of positions can be filled by high school students. If an appropriate position is not available for a high school student, the parent will be required to serve.)
- Parents and teens are welcome to request and serve in more than one helper position if desired.
- Please arrive 10 minutes early for your assigned position. If for any reason you are unable to serve on a particular

week, it is your responsibility to find another parent to cover your position.

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.

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:

- **Common Cold/Covid-19/Flu-like Symptoms**
- **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** – please keep your child home until 24 hours after treatment has been initiated.
- **Jaundice** (Yellow skin or yellow eyes) – Please keep your child home until a physician documents that the child poses no serious health risk to himself or other children.
- **Lice (Pediculosis)** – Please keep your child home 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.
- **Rash** -- (skin that is infected; untreated skin patches or lesions). Please keep your child home if rash accompanies fever or behavioral change until physician has determined the illness not to be a communicable disease.
- **Scabies** – Please keep your child home until after treatment has been completed.
- **Strep Throat** – Please keep your child home until 24 hours after treatment has been initiated and until the child has been fever free for 24 hours.
- **Vomiting/Diarrhea** – Please keep your child home after an episode of acute vomiting not related to coughing. Child should remain at home until symptoms have subsided for at least 24 hours.

School Closings/Virtual Classes

School closings will be communicated through email and GCA's Facebook page. Classes canceled due to weather will be handled as necessary.

If classes are unable to meet in person due to health-safety concerns or inclement weather, some middle school or high school classes may be held virtually via Zoom. We will communicate any relevant changes via email and Facebook. Teachers will be responsible to email their students any information specific to their class (i.e. Zoom link, changes to the syllabus, etc.).

STUDENT LIFE

Mercy Ministry & Missions

GCA was originally called Three M, with one of the M's standing for Mercy since we have always had a desire to be a merciful presence in our hurting world (Micah 6:8). We have supported a girl named Virginia from Happy Life Children's Home in Kenya for several years through their sponsorship program. Many of our students, alumni, and teachers have visited Happy Life over the past few years.

In the past, we have featured a 'donation box' at the sign-in table where students can leave their gifts. This year, we hope to increase our support for Happy Life by asking each family to contribute a minimum of \$15/family. If each family gave this even small amount, we would have enough funds to sponsor three or four children!

We will provide more information about GCA's sponsorship of Happy Life at the beginning of the school year. Please prayerfully consider what your family is able to give to these precious children. To learn more about Happy Life, please visit their website: www.happylifemission.org.

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 – 9th-12th grade):

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

ACADEMICS

Grading

Elementary courses are not graded. Courses for Middle School and High School core subjects may be graded or audited. Parents must communicate their choice of graded or audited directly to each teacher. 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.

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 the 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.** (Students enrolled in the *RLCA at Glasgow* diploma program **MUST** choose the graded option for Bible and for at least one core class (English, Science, or Math). For audited classes, 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.

Grading Standards

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 must 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>

GCA Honor Society

The GCA honor society recognizes students who display excellence in academics, leadership, character, and community service. Students will have the privilege of listing this public recognition of their achievements on their transcript.

MEMBERSHIP REQUIREMENTS

A yearly membership is open to GCA students in grades 10 through 12 who are currently enrolled in a minimum of two graded GCA classes and have completed the listed criteria.

ACADEMIC: Academic eligibility is based on the student’s *final grades* from the previous year (2021-2022) AND the *midyear grades* from the current year (2022-2023).

- 90% or higher in at least two graded GCA classes
- 90% or higher in an **honors level, core (math, science, OR English)** class. The honors class must be EITHER one of the student’s two graded GCA classes OR a class taken through a college/university.
- 85% (B) or higher in ALL other classes (whether taken at GCA or elsewhere)

LEADERSHIP:

- A leadership position in school or the community (includes athletics, committee chair, etc.). If an office has not been held, the student may submit a letter of recommendation listing the leadership qualities witnessed by the recommender.

COMMUNITY SERVICE REQUIREMENT:

- Minimum of 20 hours of unpaid Community Service completed within the past 12 months.

CHARACTER:

- Student demonstrates the following six criteria: trustworthiness, respect, responsibility, fairness, caring and honesty. The student will not have a discipline record with the school for current year with consideration given on a case-by-case basis for previous incidents.

BEHAVIOR STANDARDS

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 below)
- Lying
- Obscene language/defamatory (racist, hateful, bigoted, sexist) speech (including email, social media, texts, etc.)*
- 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.

* **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>

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 GCA, 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).

ADMINISTRATIVE DIRECTORY

GCA Leadership Committee:

Leigh Ann Betters	labetters@reachschoools.online
Alice Feldmann	afeldmann@reachschoools.online
Danyelle Wilson	dwilson@reachschoools.online

Finance Manager:

Chuck Wilson	cwilson@reachschoools.online
--------------	------------------------------

GCA Contact Info:

GCA Office Phone:	(302) 392-1090 (only receives messages)
GCA Alternate Phone:	(443) 338-3662 (This number is for urgent calls on Thursdays only.)
GCA Email:	gca@reachschoools.online
GCA Website:	www.reachschoools.online/gca