



Glasgow Christian Academy

Student/Parent Handbook

2024 - 2025

Viewable online at www.redlionca.org/gca

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

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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.

GCA's unique program combines the benefits of classroom learning and the flexibility and joys of homeschooling. We serve families who want the freedom to homeschool while benefiting from a supportive community and high-quality, Christ-centered academic instruction. We do not take the place of a school, but come alongside homeschool families to offer classes that will assist parents as they teach their children.

Our program includes the following:

- One day/week classes for students from preschool through 12th grade. Classes are scheduled a la carte, with the option of taking just one class or up to a full day of classes.

- **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 Delaware.)
- ***RLCA at Glasgow*, 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.**
- **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.

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 Family Night.

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 and 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 but to do justice, and to love kindness, and to walk humbly with your God?* ~Micah 6:8

Our History

In 2001, Glasgow Christian Academy’s weekly homeschool classes were started by a cooperative effort of a few families under the oversight of Glasgow Reformed Presbyterian Church. The original co-op met on Thursday afternoons and offered just a handful of mostly elementary and middle school classes. A few years later, Three M opened its doors to homeschoolers in the surrounding community; the co-op grew significantly, expanded its class offerings, and changed its name to GCA. At one point, GCA had about 300 students in grades Pre-K – 12!

A succession of changes in the church’s leadership resulted in GCA falling under the supervision of Red Lion Christian Academy. Today, GCA exists as ‘the Homeschool Division of RLCA.’ GCA also created a diploma program called RLCA at GCA. Students who report to this diploma program are eligible to play DIAA sports at

Red Lion Christian Academy.

In September 2023, GCA moved to our new location: Ogletown Baptist Church in Newark. Tuesday classes continue to meet on the Red Lion Christian Academy campus.

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.

Commitment to Biblical Principles

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).

In addition, 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 the message of 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).

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. Our teaching and curriculum choices will correspond with Biblical principles that align with our Statement of Faith. While we function and teach from a Christian perspective, it is not necessary for families to be of the Christian faith.

PARENT, STUDENT, & TEACHER RESPONSIBILITIES & EXPECTATIONS

GCA views the relationship between teachers and parents as a partnership. The teacher's role is to provide classroom instruction, communicate with parents and students, assign homework, distribute quizzes and tests, and assign grades (for graded classes). However, because GCA classes meet only one day per week, much of the instruction and learning happens at home. The parents' role is to commit adequate time each day to educating their child(ren). This could include reading the textbook to/with the child, reviewing concepts to ensure understanding, helping the child study for a test, offering feedback on a writing assignment, etc. When parents are engaged in the education of their children, students will gain the maximum benefit from GCA classes.

Parent Responsibilities & Expectations:

In order to register for and participate in GCA classes, all parents must understand and agree with the following:

- Read and agree to abide by the information in the GCA Student-Parent Handbook.
- Make sure their middle school and/or high school student(s) read, understand and abide by the GCA Student-Parent Handbook, including the summary of Student Responsibilities & Expectations below.
- Obtain required books and supplies for student's classes **by the first day of school**. Refer to the Course Catalog for details: www.redlionca.org/our-schools/glasgow-christian-academy/academics/class-information/.
- Attend a Mandatory Orientation Workshop: "Keys to a Successful Homeschool Partnership" on Thursday, September 12th (several time slots, including evening, will be offered). Attendance is **required** for at least one parent of middle or high school students taking at least one **graded** class.
- Check email regularly for messages from teachers and GCA administration.
- Honor the volunteer commitment as part of the Family Service Requirement (see page 12 for details). This includes finding a replacement if needed and communicating the name of the substitute via email to the teacher (if the parent is a classroom helper) and to GCA@redlionca.org.

- Provide appropriate and sufficient educational instruction and guidance to their children on non-GCA days. Parents are the ‘at-home’ teacher and have primary oversight of student academics. The amount of involvement varies based on the student’s age and level of independence; however, ALL students need some degree of supervision and guidance. Parents are expected to stay abreast of their student’s assignments and insist he/she meets all assignment deadlines.
- Monitor student’s grades via the online gradebook accessed through the FACTS Parent Portal and reach out to the teacher with any questions or concerns.
- Commit to ensuring that students regularly attend all classes in which they are enrolled. Students should arrive on time and be prepared to fully participate in class by completing any homework assignments.
- Administer all at-home tests and quizzes, following all proctoring guidelines provided by the teacher and restricting the student’s access to any resources not explicitly allowed by the teacher. Also see ‘Testing Policy...’ on p. 18.
- Notify instructors prior to any absences. It is the responsibility of the parents and/or students to make arrangements with the teacher(s) to make up what was missed. Late or unsubmitted assignments without prior notice may incur penalties. See ‘Absent Student’ and ‘Late Work’ Policies on p. 17.
- Fulfill your state’s reporting requirements for homeschoolers (i.e. report directly to the state or join an umbrella school).

Student Responsibilities & Expectations

In order to register for and participate in GCA, all middle school and high school students must understand, agree with, and adhere to the following:

- Respect and obey those in authority.
- Adhere to the dress code, electronics policy, and the Code of Conduct (refer to Student-Parent Handbook for all policies).
- Come to every class on time and well-prepared.
- Complete assignments on time. Late or unsubmitted assignments without prior notice may incur penalties. See ‘Late Work Policy...’ on p. 17.
- Follow teachers’ guidelines regarding the use of outside resources on homework, quizzes, and tests. Cheating in any way is a serious offense and will result in disciplinary action.
- Communicate any absence with instructors ahead of time and make arrangements to make up any missed classroom instruction and/or homework. See ‘Absent Student Policy...’ on p. 17.
- Remain within designated areas at all times. During the school day, students must be in class, in their assigned lunchroom, in the Zone, or with a parent. Students may not roam or go outside without permission. Parents of high school students with permission to leave campus during the day or for early dismissal must send an email to the GCA Committee (gca@redlionca.org) stating permission for the student to leave campus. Please also include whether the student has permission to give other students a ride or to ride with another

student. After permission has been granted, students must sign out and sign back in at the *GCA Committee Corner* upstairs to receive a pass to leave campus.

Teacher Responsibilities & Expectations

- Hold and model core beliefs consistent with GCA's Statement of Faith
- Care for, teach, and nurture each student
- Create an engaging classroom environment conducive to learning
- Teach through the lens of a Biblical worldview
- Prepare appropriately for each class
- Assign, collect, and grade/evaluate any homework, labs, quizzes, and/or tests the teacher considers necessary to understand and master the subject being taught.
- Record grades in FACTS online gradebook
- Clearly communicate academic and classroom expectations and/or concerns with students and parents in-person or via email
- Address disciplinary issues with students as they arise

ADMISSIONS

Admissions Eligibility

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, or 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.

Admission & Enrollment Process

General enrollment information: Enrollment information for each upcoming school year is available on our website. Registration begins in May. There is a ***non-refundable enrollment fee*** for *each* class which will be applied to your FACTS account upon completion of enrollment. The registration process for NEW and RETURNING families is detailed below.

NEW Families: Online Application and Enrollment Process

Step 1. Go to www.redlionca.org/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@redlionca.org so we can make an internal transfer.

Step 2. Attend New Family Interview – Once the completed application and all required documentation have been submitted, the family will be contacted to schedule a virtual or in-person interview to ensure that GCA is a good fit and to provide families with the opportunity to ask any remaining questions they may have before enrolling. The \$85 non-refundable application fee must be paid at the time of the interview.

Step 3. Upon acceptance, the family will receive email notification containing enrollment instructions.

Step 4. Start online enrollment process in FACTS Family Online to request classes and complete all paperwork. To view the class schedule grids and course descriptions, visit www.redlionca.org/gca, click “Academics,” and then “Class Information.”

Step 5. Complete enrollment process by creating 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 applied based on the payment plan selected. RLCA at Glasgow (diploma program) and Umbrella School registration fees will be included in your payment plan. The online enrollment packet includes instructions for creating a FACTS account. See sample payment below.

Step 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

Step 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.*

Step 2. To view the class schedule grids and course descriptions, visit www.redlionca.org/gca, click “Academics,” then “Class Information.” You will need each **Course name and ID number during the enrollment process.**

Step 3. Log into your *FACTS Family Online* (formerly ParentsWeb) account on www.factsmtg.com using your existing username and password.

Step 4. Complete enrollment process in *FACTS Family Online*: request classes and complete and submit enrollment packet.

Step 5. Log into FACTS to confirm that personal and banking information is correct. If you wish to change your payment plan, please contact Mrs. Danyelle Wilson: dwilson.gca@redlionca.org

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 pay-in-full or choose a payment plan. 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 \$35 per student will be applied for any registrations received after July 31st.
- A fee of \$35 will be applied for any classes dropped after 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 graded classes after September 30 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.**

Sample Payment Plan

Following is a breakdown of the enrollment fees and tuition for an elementary student taking four classes (does not include application or miscellaneous fees):

- Enrollment Fees (due immediately upon registration): \$140
- Tuition (4 classes @ \$245/class):
 - Pay in Full: \$980
 - 9-month payment plan: \$109/month

Families should confirm the tuition rates of individual classes in the Course Catalog for an accurate calculation of their total cost.

Drop/Add Classes

To make changes to class selection after a student's enrollment has been processed, families must document each change on the *Drop/Add* Form. A fee of \$35 will be applied for any classes dropped without replacement after July 31st. Forms can be printed from the website (Click "Quicklinks" at the top of the home page). Completed forms can be submitted in person when classes are in session or emailed in PDF form to gca@redlionca.org.

OPERATIONS

Absent Students

Students are expected to attend each class in which they are enrolled. Teachers check attendance at the beginning of class. If a student is absent and the teacher has not been informed, GCA administrators will check the sign-in sheets and contact parents.

If a student will be absent (whether it is known in advance or last-minute), **parents** should email individual teachers as soon as possible **before** class and include GCA leadership (gca@redlionca.org). Families are encouraged to create an email contact list for each student's teachers at the beginning of the year to facilitate communication.

Calendar

GCA's calendar is viewable on our website (www.redlionca.org/gca - Click "Quick links" or "Calendar" at the top of the home page.

Communication

GCA parents and students in graded classes must have a valid e-mail address and access to a computer and printer to receive all important GCA related communication. Families are expected to check their email regularly. A *Parent Post* newsletter containing announcements, reminders, and updates is emailed weekly to all families. Teachers also send out schedules, class information, and homework via email. In addition, important updates are posted regularly to GCA's private Facebook page: Glasgow Christian Academy - Delaware.

Some teachers of middle and high school classes also utilize Google Classroom, a free online learning platform, to share and collect resources and assignments. A copy of all instructions and announcements posted in Google Classroom will also be sent via email. Parents should always be copied on any communication between students and teachers.

Dress Code Policy

Uniforms are not required. With the oversight of parents, we trust 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 featuring inappropriate/offensive graphics or text, and clothing that exposes excessive skin, such as strapless, low-cut and midriff-exposing shirts, short shorts, short skirts, or visible bra straps/underwear. Compliance is everyone's responsibility. Students who do come dressed in inappropriate attire will be sent home to change.

Drop-Off / Pick-up Policy

DROP OFF:

- * Students should arrive several minutes before the start of their first class.
- * Students and parents entering the building must use the designated entrance (marked by the GCA flag).
- * All students must sign-in each week as they enter the building so that we know who is in the building at all times.
- * Parents of PreK-2nd graders must walk children into the building, sign-in, and walk them to their first class.

PICK UP:

* Students must be picked up immediately after their last class ends – no later than 3:55 for classes that end at 3:45. Pickups after **4:10pm** may result in a late pick-up fee of \$20/15 minutes. Please inform the GCA office if you are running late by email gca@redlionca.org or phone call **443-338-3662**.

* Parents of PreK-2nd graders must pick up their children from their classroom.

* Students leaving the building before 3:00 must sign-out.

Electronics Policy

Students who use cell phones or electronic devices at GCA for personal, educational, or recreational purposes must follow these guidelines:

- Use of cell phones and other electronic devices in the classroom is **prohibited** without explicit permission from the teacher. Cell phones will be collected at the beginning of each class and returned at the end of the period.
- Limited and respectful use of electronic devices, including iPads, iPods, computers, hand-held electronic games, earbuds/Airpods, etc., is permitted in The Zone and the lunchroom. A designated 'Electronics-Free' table will be provided in The Zone.
- Students may use only one earbud or AirPod at a time, ensuring they can remain aware of their surroundings while listening to their device. Headphones are not permitted.

Facilities

We have been blessed with a wonderful facility. GCA families are expected to respect church property and use only items and areas sanctioned for our use. Please help us be good stewards of this great space by following these guidelines:

- 1) No running in the building (including stairways).
- 2) Speak softly in hallways.
- 3) Enter and exit the building **ONLY** through the side door (where the sign-in table is located).
- 4) Eat **ONLY** in designated classrooms and at designated times, and never throw liquids in trash cans.
- 5) Do not sit on tables.
- 6) Do not enter the GYM except during Chapel, Phys Ed, or with permission from a committee member.
- 7) Do not use the elevator except with permission from a committee member.
- 8) No rough housing or playing with balls inside.

Helper/Family Service Requirement

Each family 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.
- Families with a parent teaching one or more classes.
- 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 your 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 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. Monitors in grades K-2 will be responsible to escort students to their next class.
- Special Events Team – This team of 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 - Preschool/Elementary Classes/Lunch/Zone, Door Monitors, Middle School Classes/Lunch /Zone
- High School Students who wish to volunteer for a helper position 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 you are unable to serve on a particular week, it is your responsibility to find another parent to cover your position. Helpers who fail to find a replacement will be charged a \$25 FACTS fee per occurrence.** A directory of GCA families will be distributed via email before the beginning of the school year to facilitate communication.
- In the event of your absence, please notify the GCA committee GCA@redlionca.org of your replacement.

Lost and Found

All unclaimed articles will be placed in the Lost and Found, which will be stationed near the sign-in tables on Thursdays. Periodically, all unclaimed items will be discarded or donated to a worthy organization. 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

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

Our sick policy is based on caring for each other and being considerate. As Jesus said in Mark 12:31, “You shall love your neighbor as yourself.” We want to keep GCA a safe, sick-free zone for the blessing of the teachers, the students who attend, and their families. If you suspect your child may be getting sick, please keep them home.

Additionally, do not allow any family member to attend classes or activities with any of the following symptoms:

- Common Cold/Covid-19/Flu-like Symptoms (sore throat, sneezing/coughing or other active symptoms of a fresh cold)
- contagious stage of illness
- communicable issue or disease (head lice, chicken pox, ringworm, etc.)
- fever (or when “fever free” due to the fever being suppressed by medication)
- presence of fever, vomiting or diarrhea within the last 24 hours

Off-Campus Permission and Departure Policy

Students may not roam or go outside without permission. Parents of high school students with permission to leave campus during the day or for early dismissal must send an email to the GCA Committee (gca@redlionca.org) stating permission for the student to leave campus.

Please also include whether the student has permission to give other students a ride or to ride with another student. After permission has been granted, students must sign out and sign back in at the *GCA Committee Corner* upstairs to receive a pass to leave campus.

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, 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.

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.).

ACADEMICS

Elementary (K-5th grades):

Elementary courses are not graded. At this stage, the parent is expected to teach students the core subjects (i.e. reading, handwriting, math, etc.) at home. GCA's elementary classes are oriented around fun, collaborative learning experiences. Teachers do not assess the students' knowledge of the subject.

To get the most benefit out of class time, students sometimes have a simple homework or reading assignment to complete at home before attending each class. These assignments are not graded, but some classes will incorporate incentive charts to encourage homework completion.

Middle School (6th-8th grades):

GCA's middle school courses are designed to gradually prepare students for the more rigorous academics they will encounter in high school. During class time, teachers present and review concepts, stimulate discussions, lead experiments and/or activities, and/or administer quizzes. Students typically have weekly reading and/or written homework assignments, quizzes, and tests. Students are expected to complete assigned homework under the supervision of a parent and to come to class prepared to participate in discussion and activities.

We offer all subjects required for middle school students (language arts, math, science, social studies) as well as several elective classes (art, Bible, Life Skills, Physical Education, etc.). Core subjects and some electives are graded by the teacher, with the option to audit (see 'Grading Options...' below). Please see the individual course descriptions for specific.

High School (9th-12th grades):

GCA's high school courses have an academic focus designed to prepare students for their next step after graduation, whether attending college or a technical school, joining the military, or entering the workforce. During class time, teachers present and review concepts, stimulate discussions, lead experiments and/or activities, and/or administer quizzes. Teachers also assign homework, quizzes, and tests to students to complete at home under the supervision of the parent and come to class prepared to participate in discussion and activities.

We offer all subjects required for students to graduate as well as many elective classes. Core subjects and most electives are graded by the teacher, with the option to audit (see 'Grading Options...' below). The course descriptions in the Course Catalog list tuition and fees, curriculum that the parent must purchase, prerequisites, a description of the course, and course credit. Students can earn either College Prep or Honors credit for most courses (see 'Honors Credit' below).

Grading Options for Middle and High School Classes:

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 FACTS. Report Cards are generated at the end of each semester. Parents may view, download, and print their child's Report Card through the FACTS Family Portal.

Audit-Only Course (non-graded option):

The auditing 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 auditing student is accountable to the parent, rather than the teacher. Auditing 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 record the student's scores in the FACTS online gradebook 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 by completing the [Auditing Request Form](#) by the 10th week of the school year although exceptions may be made for extenuating circumstances.** Please refer to the school calendar for the exact deadline. [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, Math or Social Studies). For audited classes, parents are responsible to assign any grades needed for the student's portfolio. All graded work must be shown at the portfolio review.]

GRADING SCALE

A+ = 100-98

A = 97-95

A- = 94-93

B+ = 92-91

B = 90-87

B- = 86-85

C+ = 84-83

C = 82-79

C- = 78-77

D = 74-72

D+ = 76-75

- D- = 71-70
F = 69 and under

Grading Standards for Middle and High School Classes

GCA's grading standards are designed to instill a sense of responsibility in our students while also equipping them with the essential skills for higher education and/or future careers. We also want to extend grace and allow for flexibility when circumstances warrant.

In order to assess student performance and progress in a given class, we offer feedback on student performance through graded assignments, quizzes, and tests. At the start of each semester, a syllabus for each enrolled class will be sent, providing an overview of assignments and when they are due. Students are responsible for following the syllabus. The teacher may also provide additional details about assignments via in-class handouts, emails to students and parents, and/or Google Classroom.

Absent Student Policy:

Because High School classes meet for only 32 days of instruction (28 days for Middle School), it is crucial that students be in class. Not only do absences result in the loss of valuable instruction that cannot be conveyed through notes or email, but absences create more work for teachers.

For occasional unavoidable absences due to illness, vacation, or other circumstances, please do the following:

- 1) Whether the absence is known in advance or last-minute, **parents** should email individual teachers as soon as possible **before** class and include GCA leadership (gca@redlionca.org).
 - a. Parents or high school students are responsible for making arrangements with the teacher to submit homework and/or make-up a quiz, presentation, lab, or test missed due to an absence.
 - b. Teachers may require absent students to submit work due electronically to avoid the late penalty.
- 2) If the teacher is not informed *before* class, the absence will be considered 'unexcused' and any missing work will incur the late penalty explained below. *Students with a scheduled vacation should plan accordingly and submit work on-time via email if needed in that situation.*

For missed classes due to early dismissal for sports practices or games, please do the following:

- 1) As soon as the dates of the sports season are confirmed, parents should email individual teachers to inform them of the student athlete's early dismissals or absences from class.
- 2) To avoid late penalties, students must continue to meet all homework and test deadlines. Homework should either be submitted to the teacher before leaving the building or marked with the teacher's name and left at the *Committee Corner*.
- 3) It is the responsibility of parents and student athletes to arrange with teachers to make up any missed quizzes, instruction, presentations, or other classwork.
- 4) Teachers may establish their own policies regarding handling work from student athletes; parents and

students should refer to the class syllabus for specific guidelines.

- 5) Failure to follow these or the teacher's procedures will result in any subsequent submissions being considered late and subject to the late penalty below.

Late Homework Policy:

Students are expected to turn in their work ON TIME. This not only builds important habits and character traits in students but also allows teachers to offer meaningful and timely feedback to students as a means of assisting in the growth around an area or skill. We understand that situations arise – sickness, family emergency, etc – that prevent students from completing assignments on time ***even if they attend class on the day it is due***. Our teachers generally are happy to grant an extension if needed as long as parents/students follow the procedures outlined below.

- To be considered ON TIME, homework must be turned in by the deadline given by the teacher. Assignments are typically submitted in class, via email, or through Google Classroom. Refer to the class syllabus for each teacher's specific policies and procedures.

Students encountering extenuating circumstances that may impede timely completion of assignments must do the following:

- 1) Promptly communicate such situations to the teacher IN ADVANCE (no later than the ***day before*** class) to ensure appropriate accommodations. Failure to notify the instructor ***in advance*** will result in any subsequent submissions being considered late and subject to the late penalty below.
- 2) If a student is granted an extension on an assignment, the teacher will establish an alternate due date and will send a confirmation email including the parent/guardian to keep all parties aware of the accommodation made and the revised due date(s).

- This late work policy is intended to establish consistent expectations for students and teachers when dealing with turning in late work and adhering to deadlines. Teachers have the ability to make exceptions to the late work policy on a case-by-case basis as the need arises.

Late and Missing Work Penalty:

Unsubmitted assignments which have not been given an extension will be marked with an 'M' for MISSING in the gradebook and will be scored as a zero (0). This 'M' will generate an email alerting the parents to the missing assignment. Once the assignment is turned in, the zero will be replaced with the assessed grade minus any late penalty.

If the procedures described under the LATE HOMEWORK/ABSENT STUDENT sections have not been followed, the late assignment(s) will incur the following penalty once they have been submitted:

- Up to 6 days late (without a pre-class excuse) = 5% penalty
- 1 week late = 10% penalty

- 2 weeks late = 20% penalty

Note: Occasionally, teachers may adjust the late policy to better suit the specific needs of their courses. Parents and students should read the class syllabus to confirm each teacher’s policies.

Honors Credit

Most high school classes fulfill a ‘college prep’ level credit. However, students can complete additional, optional work to earn honors credit in most classes. Refer to the class descriptions in the Course Catalog for specific credit information.

Students who report to GCA’s diploma program should refer to the RLCA at Glasgow’s handbook for honors requirements for each subject. All honors work is overseen and graded by the parents and presented to their assigned portfolio reviewer at the portfolio review. Students must declare their intention to earn honors credit by the mid-year review. If a student is a senior and applying to colleges, they must declare their intention to earn honors credit at the beginning of their senior year.

Students who report to a different diploma program or directly to the state should consult their program’s honors requirements.

Special Needs and Learning Differences

While GCA's flexible approach to education and relaxed classrooms allows for accommodation of mild learning differences, it's important to note that GCA may not be suitable for students with needs that extend beyond our capacity to support. Parents are encouraged to discuss any relevant learning challenges with one of our committee members before or during the admissions interview to determine whether GCA would be a good fit for their child.

Testing Policy and Proctoring Procedures

Because GCA classes meet only once a week, there is typically not sufficient time to test students in class; therefore, students will take most tests at home under parental supervision following the procedures detailed below:

At-home Test Procedures:

- Tests will either be sent home in sealed envelopes OR emailed directly to parents.
- Parents should maintain possession of the test until the day it is to be taken.
- When the student is ready for the test/quiz, all notes, books, and any other help, such as phones or other devices, should be removed from the testing area.
- The parent should then remove the test from the envelope and administer it to the student at a table in an area where the parent can see the student at all times.
- Once the student finishes the test, the parent should look it over to confirm that all questions are answered.
- Once finished, place it into a new envelope and seal the envelope closed.
- Sign parent name across the seal. This signature indicates that the test was proctored by an adult for the entire time it took the student to finish it, and that it was taken fairly with only the aid of what the

teacher said the students could use (i.e. calculator, etc.).

- Have the student place the test envelope into his/her backpack to hand in on the next class day.
- Tests that are not enclosed in a sealed envelope will not be accepted and will incur a late penalty based on the time of resubmission.

BEHAVIOR STANDARDS

Discipline Policy

Our desire is to partner with our families to create a safe, welcoming, and Christ-honoring environment. Encouraging and expecting one another to exhibit Godly character is an important part of our program.

Students who do not abide by the Code of Conduct will be individually addressed by their teacher and lovingly, but firmly, advised to stop the behavior. We hope students will value, listen and respond to their teacher's verbal correction.

If the student does not respond to the teacher's correction, a GCA committee member will be notified of the situation. If disciplinary action is needed, a meeting may be called with the teacher, a committee member, and the parents to discuss the situation and come up with a plan of action.

Code of Conduct

This code of conduct is not an exhaustive list of misconduct; we reserve the right to address discipline issues 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 offensive or abusive language and demeaning actions
- Abide by the dress code
- Abide by classroom rules
- Express thoughts and feelings 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 academic penalties, suspension or expulsion.

- Cheating (including looking at another student's work during an in-class quiz/test, using an answer key or other outside resource on any assignment/quiz/test without the teacher's permission. 'Outside resources' include, but are not limited to, another person, the internet, an AI-powered website, a cell phone app, etc.)
- Plagiarism (as defined by the teacher; 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 vaping devices, pepper spray, matches, lighters, etc.

* **Plagiarism:** Plagiarism is a major offense and is subject to discipline as outlined in the **Code of Conduct**. Because plagiarism takes several forms and can occur unintentionally, 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. Additionally, using AI to generate content without proper attribution or acknowledgment of its source will be considered plagiarism, as it involves presenting someone else's work as one's own without giving appropriate credit. Source:
<http://wpacouncil.org/positions/WPAplagiarism>

Chapel/Assembly

Chapel for K-12th grade meets each week in the gym from 1:30-1:45. The program varies and may include brief devotionals, worship songs, announcements, and/or team-building activities. Student involvement is encouraged, including those who are gifted singers or musicians, as well as those willing to share a testimony or read a devotional. All students present in the building during chapel time are expected to attend.

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 AND the *first semester grades* from the current year.

- 90% or higher in at least two graded GCA classes
- 90% or higher in at least one **honors level core (math, science, English, or history/social studies)** 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: The student holds a leadership position in school or the community (includes athletics, committee chair, etc.). If no position is currently held, the student may submit a letter of recommendation listing the leadership qualities witnessed by the recommender.

COMMUNITY SERVICE REQUIREMENT: The student has completed a minimum of 20 hours of unpaid community service within the past 12 months.

CHARACTER: The 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 or previous years with consideration given on a case-by-case basis for past incidents.

Hot Lunch

Hot lunch is typically served one Thursday per month (i.e. Chick Fil-A, pizza). Families must place their orders in advance; order forms are available on the sign-in table. Details are announced in the weekly Parent Post email.

Mercy Ministry & Missions

GCA was originally called Three M, with one of the M's standing for Mercy, and we have always had a desire to be a merciful presence in our hurting world (Micah 6:8). We intentionally seek opportunities to

extend mercy in various ways, including supporting orphans at Happy Life Children’s Home in Kenya and Boys and Girls Home in India, and collecting food and practical items for ministries like Our Daily Bread in Middletown and the Paris Foundation in Elkton.

GCA’s student council chooses each year’s mercy projects. All students are encouraged to contribute to GCA’s mercy ministries. Donation boxes will be placed at the sign-in table where students can leave their gifts. Details will be communicated in advance via email and Facebook.

School Pictures

During the fall semester, students will have the opportunity to have individual school pictures taken by a professional photographer at our Ogetown location. ALL seniors will be required to sit for a portrait to be published in the GCA yearbook. (even if they choose not to purchase a senior portrait package). Details will be communicated in advance via email and Facebook.

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, monthly spirit days, fundraisers, honor society, student showcase, graduation, and much more.

Student Council

GCA’s Student Council, comprised of elected high school students, meets regularly 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.

Student Council 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
- * Gives at least one devotional in chapel
- * Special events
 - * Oversees planning and implementation of social events

Vice President:

- * Missions and Outreach
 - * Proposes, oversees, and promotes student-led mercy and outreach projects. Past projects include collecting items for Paris Foundation and Urban Promise and raising money to support an orphan at Happy Life Christian Home.
- * Gives at least one devotional in chapel
- * Attends all Student Council meetings

Secretary:

- * Correspondence and Promotion
 - * Sends emails (via Mrs. Feldmann) to student body about events and activities
 - * Creates flyers/posters to publicize Student Council events
- * Gives at least one devotional in chapel
- * Records minutes of Student Council meetings; sends minutes to council members and GCA administrators in a timely fashion
- * Attends all Student Council meetings

Treasurer:

- * Fundraising
 - * Keeps financial records for Student Council
 - * Oversees fund-raising from Spirit Days and other fund-raising activities
 - * Gives at least one devotional in chapel
- * Attends all Student Council meetings

Chaplain:

- * Chapel speaker scheduling
 - * Schedules student testimonies for chapel
 - * Ensures that speakers know to send their written 2-3 minute testimonies to the designated administrator via email at least one week in advance for approval
- * Gives at least one devotional in chapel
- * 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

Student representative (two per grade level – 9th-12th grade):

- * Attends all Student Council meetings
- * Gives at least one devotional in chapel
- * Serves on at least one committee under the direction of an officer (social events, outreach,

promotion/communication, fundraisers)

* Representatives of each grade level work together to plan and implement at least one social event for their own class.

HOMESCHOOLING SUPPORT

Mentoring

One of the founding principles of Three M, GCA's original name, was Mentoring, and we still embrace this core value. GCA is committed to providing encouragement and support to our families as they undertake the challenging and rewarding task of educating their children. GCA's leadership committee is available to answer questions and offer guidance as needed. Whether through informal mentoring, training workshops, or ongoing encouragement, our goal is to empower families to confidently and successfully navigate the complexities of homeschooling.

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.

Tri-State Homeschool Inc.

Tri-State Homeschool, Inc. is a Christian homeschool support group for families in the DE, MD, and PA. TSHSI, which has existed for over 30 years, offers opportunities for connection and enrichment to homeschoolers. Members of Tri-State Homeschool can participate in a variety of social, athletic, artistic, scholastic, and competitive groups. For more information on TSHSI, visit their website: www.tristatehomeschool.org.

ADMINISTRATIVE DIRECTORY

GCA Leadership Committee:

Leigh Ann Betters	labetters.gca@redlionca.org
Alice Feldmann	afeldmann.gca@redlionca.org
Danyelle Wilson	dwilson.gca@redlionca.org

Finance Manager:

Chuck Wilson	cwilson.gca@redlionca.org
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Administrative Support:

Nancy Altizer naltizer.gca@redlionca.org

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@redlionca.org

GCA Website: www.redlionca.org/gca