

GROVE CITY CHRISTIAN ACADEMY

Be transformed by the renewing of your mind. Romans 12:2

Study Center

FAMILY HANDBOOK

PO Box 7, Grove City, PA 16127

Phone: 724-458-5253

Fax: 724-458-5259

E-mail: gcca@thesafety.net

Table of Contents

GCCASC Mission Statement	3
Statement of Faith	4
Secondary Doctrinal Policy	5
Educational Philosophy	6
Notice of Non-Discriminatory Philosophy	8
Comprehensive Grievance Policy	9
Parental Involvement	11
Basic Study Center Rules	12
Discipline Policy	13
Dress Code	15
Attendance Policy	17
Class Preparation and Grading Policies	18
Advancement Policy	19
Class Materials and Home Assignments	20
<i>A LA CARTE</i> Classes	21
Admissions Process	22
Calendar	23
Daily Schedule	24
Snow Cancellation Policy	25
Class Descriptions	26
Financial Agreement	30

GCCA Board of Directors reserves the right to change any policy herein at any time at their discretion when it is determined to be in the best interest of the study center.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

MISSION STATEMENT

Grove City Christian Academy Study Center seeks to instruct children concerning the sovereign Lord of creation, the purpose He has for them, and the nature of the creation over which He has placed man. We strive to equip and assist children to faithfully and obediently carry out man's God-given task in Genesis 1:28: "God blessed them and said to them, 'Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish of the sea and the birds of the air and over every living creature that moves on the ground.'" We want their convictions and beliefs regarding the whole of life to be rooted in the Bible. While striving for academic excellence in every discipline, Grove City Christian Academy Study Center emphasizes a structured integration of our Christian world and life view in all of our studies. We seek to reinforce the moral values and Christian faith that our students are taught in the home and church.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

STATEMENT OF FAITH

The following is the foundation of beliefs on which Grove City Christian Academy Study Center is based. These beliefs also are the key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered to be primary doctrine in Grove City Christian Academy Study Center. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority (see Secondary Doctrine Policy).

We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

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 men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone.

We believe that faith without works is dead.

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 to the resurrection of life, and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

We (I) acknowledge and agree that all classes offered by Grove City Christian Academy Study Center will be taught in a manner consistent with Grove City Christian Academy Study Center's Statement of Faith.

Father's Signature

Date

Mother's Signature

Date

(Both parents must sign)

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

SECONDARY DOCTRINE POLICY

The objective of the Secondary Doctrine Policy is to establish the limits of doctrinal teaching at Grove City Christian Academy. Secondary doctrine is defined as doctrinal issues which are not addressed in the Grove City Christian Academy Statement of Faith.

This policy applies to all GCCA teachers in their capacity as teachers at GCCA.

Guidelines:

1. Classroom discussion of secondary doctrine should be on an informative, objective level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
2. Presentation of all sides of an issue is encouraged.
3. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

EDUCATIONAL PHILOSOPHY

At Grove City Christian Academy Study Center, we believe parents are accountable to God for the education of their children (Deuteronomy 6:6-7; Psalm 78:3-8; Ephesians 6:4). Parents must choose the means of education that best fits the gifts and abilities of the parents and the individual needs of their children. Grove City Christian Academy Study Center is an institution that allows parents to employ tutors to help implement the educational responsibility for them. As such, the study center "is an extension of the home which seeks to carry on the functions and duties that the home has delegated to it."¹ The study center, then, derives its authority and mission from the home. Parents choosing Grove City Christian Academy Study Center may expect that the Board and staff seek to implement the following philosophy of education.

Believing the Bible to be the inerrant Word of God that addresses the whole of life, Grove City Christian Academy Study Center deems the Scriptures to be the foundation for defining and carrying out the educational task. The Bible teaches that God is the sovereign Lord of all. He created all things for His own glory, including man, whose specific responsibility is to fill and subdue the earth. In other words, man's God-given task (and privilege) is to occupy, cultivate, and rule over the earth, "to unfold the full potential of the earth in ways that bring glory to God."²

However, when man sinned against God, not only was his relationship with God broken, but his efforts to subdue and fill the earth also became frustrated, perverted, and wearisome. Conflicts and strife characterized human relationships, while man's efforts to rule over the earth were marked by abuse and misuse.

Thankfully, God, in His wisdom and mercy, sent His Son, Jesus Christ, the second Adam, to do all that the first Adam failed to do and more. Christ perfectly fulfilled the law, thereby atoning for sin, and reconciled men to God. But that is not all. Christ's redemptive work extends to the whole of creation. Thus, forgiven man is renewed in his position as caretaker of creation, and in Christ's strength he exercises dominion with Godly wisdom and skill, in ways that now please and honor the Creator.

With these truths in mind, we seek at Grove City Christian Academy Study Center to instruct our children concerning the sovereign Lord of creation, the purpose He has for them, and the nature of the creation over which He has placed man. We strive to equip and assist children to faithfully and obediently carry out the God-given task of Genesis 1:28; that is, the task of exploring, investigating, unfolding, developing, and ruling over the creation, with all its richness and variety, for the benefit of man and for the glory of God.

Moreover, because all of man's efforts of subduing and ruling over the creation are to be directed to the glory of God, we strive to ensure that our children understand that all of life is, in reality, an act of worship (Romans 12:1, I Peter 2:5). All of life (even those seemingly non-religious areas) is, in fact, religious. Nothing is neutral, for everything we do, think, and say is either done in service to God or is an act of rebellion against the one true God and is done in service to an idol.

In short, we want to nurture in our children a Christian world and life view. That is to say, we want them to come to interpret, explain, and apprehend all of life on the basis of God's word. We want their convictions and beliefs regarding the whole of life (from their views of God and man to their views of society, work, truth, morality, etc.) to be rooted in the Bible. For it is the Scriptures, instructing in God's purpose for man and creation, which provide us with a consistent, accurate, and unified view of reality. They furnish us with the truth by which we might rightly assess and properly come to understand the world in which we live. Paul confirmed such thinking when he declared that: "all the treasures of wisdom and knowledge are hid in Christ" (Colossians 2:3) and that we are to "[take] every thought captive to the obedience of Christ" (II Corinthians 10:5). Put another way, we strive to nurture our children to be thoroughly Christian, ones who are so imbued with the truths of God's word that they live and think Christianly. In this way, our children will understand their divinely appointed task and place in creation, and they will be equipped to carry it out to the praise of their Creator.

Education as a human activity, then, is a component of a greater purpose. It is meaningful in as much as it furthers the capacity of a person to serve God's purposes in the world. We want our children to recognize that study center work is referred to when the Scriptures say in Colossians 3:17, "Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him." Therefore, we want to emphasize that education has value only if it is conducted as one aspect of a life committed to God's glory.

An additional component in the Christian worldview is that all men, both regenerate and unregenerate, were made with the ability to create works of beauty. Therefore, we study works, especially in literature and history, that are written by non-Christians, while keeping our Christian worldview in mind.

At Grove City Christian Academy Study Center, we are dedicated to teaching a Biblical view of reality. Ours is a curriculum that puts God at the center, revealing to our children how God's sovereign hand is in all parts of life and that all of life is unified and the work of our Creator. Thus, we do not simply use a secular curriculum, add a Bible course, and then claim we are a Christian study center. We want our children to realize how God's plan for creation manifests itself in history, science, math, literature, economics, art, ethics, law, etc., and we intend for them to view the world as a whole, seeing the unity of His creation in their studies and their lives. We plan always to review and refine our curriculum to insure our children enter their youth and adult years equipped not only in academics, but also in understanding that Christ is Lord of all (Psalm 2). We strive for them to know that nothing is separate or compartmentalized in our Father's world. Moreover, we expect them to know that they are responsible in all areas of life--in studies, in work, in families, in relationships, in society--to God and His mandate for mankind.

¹Robert P. Vande Kappelle and John D. Currid, "The Old Testament: The Covenant Between God and Man," in Building a Christian World View 1, ed. W. Andrew Hoffecker (Phillipsburg, CA: Association of Christian Schools International, n.d.), p.1

²Harry Blamires, The Christian Mind: How Should A Christian Think? (Ann Arbor, MI: Servant Books, 1963) cited by Paul A. Kienel and Anthony C. Fortosis, "The Biblical Philosophic Foundation of Christian Education," (Whittier, CA: Association of Christian Study centers International, n.d.), p.1.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

NOTICE OF NON-DISCRIMINATORY PHILOSOPHY

Grove City Christian Academy Study Center is a private, Christian educational institution. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admission procedures, scholarship and athletic programs, and other programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment, based on past academic achievement, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Grove City Christian Academy Study Center.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

COMPREHENSIVE GRIEVANCE POLICY

The Comprehensive Grievance Policy's objective is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Grove City Christian Academy Study Center.

These guidelines are to be followed whenever there is a *dispute or grievance* concerning any aspect of Grove City Christian Academy Study Center's operations, between any two parties connected in a direct way to the study center. This includes students, parents, staff, tutors, administration, and Board.

DEFINITIONS:

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the study center, or which (in the judgment of either disputant) threatens the successful implementation of Grove City Christian Academy Study Center's objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

GUIDELINES:

General:

1. It is understood that if any *disputes* arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of *concerns*, the principles of Matthew 18 and James 3 will be followed.

Students/parents to tutors:

1. All concerns about the classroom must first be presented to the tutor by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents may bring the concern to the administrator.
3. If the problem remains unresolved, the parents will meet with both the tutor and the administrator together.
4. If the problem is still not resolved, the parents should appeal the decision to the Board of Directors.

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the study center (apart from the operation of the classrooms), they should bring their concerns to the administrator.

2. If the situation is not resolved, they should present their *concerns* to the Board of Directors.

Staff and Tutors to administration:

1. All *concerns* about the standards of the study center must first be presented to the Administrator. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Personnel Committee of the Board, followed by a meeting to discuss the matter.
3. If the problem remains unresolved, the staff member may appeal the decision to the Board of Directors.

Tutors to Parents:

1. If an issue should arise concerning a student's learning or behavior, tutors should speak directly with the student's parents before discussing the matter with the Administrator or Board members. A respectful demeanor is required at all times.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

PARENTAL INVOLVEMENT

At Grove City Christian Academy Study Center, we believe the phrase "Parent Sponsored" education best describes our governance approach. Parents have entrusted a portion of the education of their children to Grove City Christian Academy Study Center. They also have covenanted to work with the Board to provide the highest quality Christ-centered education. Parents are encouraged to be involved in the Board member nominating process, to serve on committees of the Board, or to work alongside others in coordinating events that help keep our study center families and the community informed about the study center's work. Parents also are encouraged to utilize all appropriate lines of communication to advise tutors, the administrator, and the Board of their concerns, as well as to share words of encouragement.

Each family is expected to participate in the following ways:

- Pray for our children, their tutors, and the direction of their education.
- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Request or attend informal conferences with tutors.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all paperwork sent home by Grove City Christian Academy Study Center. This is essential to the efficient running of the Study Center.
- Volunteer as needed.
- Communicate your ideas for improvement. We want to hear from you!

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

BASIC STUDY CENTER RULES

The following list of study center rules are those essential policies that we require all of our students to be aware of and adhere to.

CONDUCT GUIDELINES

1. Students are expected to cooperate with basic Christian Standards of behavior and conversation.
2. There should be no talking back or arguing with tutors or staff. Prompt and cheerful obedience is expected. Requests from the tutor should not have to be repeated.
3. No gum chewing, eating or drinking during class time.
4. No electronic musical devices or games are permitted.
5. Cell phone use is limited to emergency situations or as otherwise approved by the tutor. Cell phones are not to be used during class time.
6. No knives are allowed in the study center.
7. Students are expected to be aware of and avoid the off-limits areas of the building or grounds. Students are expected to treat all of the study center's materials or facilities with respect and care. Each family is liable for lost or damaged items. Students accept responsibility to complete all homework assignments in a timely manner.
8. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, tutors and those in authority at Grove City Christian Academy Study Center.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

DISCIPLINE POLICY

For discipline and moral training to be effective, the home, church, and study center must work together. The Lord Jesus Christ expects children to be obedient to their parents in all things, for it is well pleasing to Him (Colossians 3:20). His Word also instructs: "Obey your leaders and submit to their authority" Hebrews 13:17). Discipline is a key element in education. Everyone needs to learn self-discipline and how to work peaceably with others. The tutors' discipline of children should be viewed as a direct support to the parents' God-given task found in Ephesians 6:1-4: "Children, obey your parents in the Lord, for this is right. Honor your father and mother--which is the first commandment with a promise--that it may go well with you and that you may enjoy long life on the earth. Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord."

Students at Grove City Christian Academy Study Center are expected to practice obedience, stewardship, and cooperation. Students are expected to obey all study center personnel without argument. Tutors will instruct pupils in expected behavior based on Biblical principles.

The tutor will maintain ordinary decorum in the classroom. There are instances, however, in which a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to tutor or staff;
2. Dishonesty in any situation while in class, including lying, cheating or stealing;
3. Rebellion, i.e., outright disobedience in response to instructions;
4. Fighting, i.e., striking in anger with the intention to harm another;
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain.
6. Continued disruptive class behavior.

If any of the above actions occur, the student will be asked to leave the classroom to the staff person on duty and will not return for the remainder of that class. At the completion of class, an apology from the student to the offended tutor will be required. The tutor may request the Administrator to meet with the student. The Administrator will decide whether further action should be taken. Restitution, or other measures deemed appropriate may be requested. In severe cases, where there is no change in the student actions or assistance from the parents, the child will be expelled for the remainder of the academic year.

1. **Suspension:** The Board will normally follow the protocol below. In cases in which change is evident and the student appears repentant, exceptions are possible. The Board will determine in its sole discretion (in consultation with the tutor(s)), if an exception is to be made. Appeals for exceptions will not be recognized.

FIRST OFFENSE - Warning, restitution/apologies, suspension for remainder of the day. (Missed work must be turned in within one class day of suspension or a grade of zero will be recorded.)

SECOND OFFENSE - Restitution/apologies, suspension for two class days. (Work must be turned in within two class days of returning to class or a grade of zero will be recorded.)

THIRD OFFENSE - Restitution/apologies, suspension for four classes. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

FOURTH OFFENSE - Student will be expelled for the remainder of the academic year.

2. **Expulsion:** We realize that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are fundamental to our discipline policy. However, should a student and his/her parents fail to eliminate behavioral problems before a fourth offense occurs, the student will be expelled.

3. **Serious Misconduct:** Should a student commit an act with such serious consequences that the administrator deems it necessary, the above system may be bypassed and **suspension or expulsion** imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, gross vandalism to the study center facilities, violations of civil law, or any act in clear contradiction of scriptural commands.

V. RE-ADMITTANCE

Should the expelled student desire to be re-admitted to Grove City Christian Academy Study Center at a later date, the Study center Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

DRESS CODE

There is no single style or form of attire, either for men or for women, which is the only Biblical style. At the study center, we do not intend to imply that our rules are the only right way. Nonetheless, we are fully aware that many contemporary styles do violate Biblical principles. We also believe that the way we dress affects our inner attitudes. The individual who dresses with care will also exercise care in other areas of life.

1. The study center asks that students not wear tight-fitting clothes (such as spandex or close-fitting jeans, skirts, etc.) and ones generally revealing in the way that they fit.
2. The study center requires that dresses, skirts, culottes, or skorts be no shorter than three inches above the knee when the student is sitting. This includes any slits that may be in the garment.
3. Shorts, as with dresses and skirts, may not be shorter than three inches above the knee when the student is sitting. Shorts need to be hemmed. No cut-offs are allowed.
4. Clothes need to fit so that the stomach and back are covered at all times.
5. The study center prohibits the "slag" or "droop" look. Therefore, pants may not be worn below the hips, and underwear may not be exposed. Purposefully oversized and baggy clothing may not be worn.
6. Jeans and other pants need to be clean and free of holes and frays.
7. Clothing may not have inappropriate or offensive language, pictures, or statements contrary to the study center standards. Pants, shorts, or skirts with language or pictures on the seat are not permitted.
8. Girls – a) tops may be worn out, provided that they are hip length. b) necklines are not to be so low that they are immodest. c) no tank tops or spaghetti straps are permitted.
9. Boys may not wear earrings or necklaces.
10. The study center does not permit body piercing or tattoos, although girls may have pierced ears.
11. The study center expects its students to arrive ready for tutoring with tidy and clean clothes; brushed teeth; combed hair; and clean hands and fingernails, etc.
12. Any type of sneaker or street shoe is acceptable. Shoestrings need to be tied.
13. Students may not wear sweat pants or wind suits.

DRESS CODE VIOLATIONS

1. If a student is found to be in minor violation of the dress code, the staff will privately instruct the student to correct the problem.
2. If the dress code violation is repeated, the staff will send a “reminder” note to the parents.

3. If the dress code violation continues to be a problem, the administrator will contact the parents.
4. If the dress code has been **blatantly** violated by wearing clothing that is immodest or which displays inappropriate language or images, the staff will contact the parent(s) to bring in a change of clothes for the student.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

ATTENDANCE POLICY

Because each class period should contribute significantly to the curriculum objectives of Grove City Christian Academy Study Center, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child not to attend the study center on a particular day.

GUIDELINES:

Students enrolled in Grove City Christian Academy Study Center are expected to be present and on time every day the Study Center is in session.

A record of attendance will not be kept as High School parents should be keeping attendance and/or hours in compliance with state law.

Short-term/Long-term Absences: If a student needs to be absent from the Study Center for one to two class days, for any reason, the parents should contact the staff person by note or phone as soon as possible. If a student needs to be absent for three or more consecutive class days, the parents should notify the Study Center in writing explaining the circumstances.

Make-up work: Students may take make-up tests and submit any other make-up work before or after class. Students or their parents should discuss these arrangements with the tutor and take the initiative in completing the missed work.

Lateness: Students are required to arrive and be ready to begin morning prayer and announcements promptly at 8:30 a.m. The Study Center will open by 8:15 a.m. to allow students to arrive and complete any necessary activities to be ready on time.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

CLASS PREPARATION AND GRADING POLICIES

Unprepared students

Grove City Christian Academy Study Center's tutors will not notify parents if a child is unprepared or misses an assignment. The message to parents is that we have high standards and we assume they do, too. Students in grades nine through twelve receive quarterly grades. Neither evaluations nor grades should be a surprise to parents.

Unprepared students will not be permitted to hold back the rest of the class. For instance, if one student has not purchased his literature book, the rest of the class will proceed as scheduled. In some classes, tutors assign activities that require the students to know material in order to participate meaningfully. An unprepared student may sit quietly and pay attention while not participating in the discussion/activity. Only after a pattern of incomplete assignments has developed will a student be sent to study hall to complete his work. Unprepared but non-disruptive students have the benefit of classroom instruction. An unprepared student who is disruptive will always be removed from class.

Grades

Grades are maintained for students in the study center and reported quarterly. Generally percentage grades are given, with parents being responsible for assigning the letter grading scale.

In order to receive a grade from a Grove City Christian Academy Study Center class, high school students are to complete all assignments required by tutors. All grades are advisory, with the parents having final authority to assign grades for a portfolio.

While we are a service to home educators, and desire parents to be in charge of the child's education, Grove City Christian Academy Study Center's courses must not be depreciated by students selecting which assignments to complete. In order to maintain a high standard and to have meaningful grade percentages, the service offered to parents of Grove City Christian Academy Study Center students requires completion of all tutor assignments.

If parents want their student to be able to "opt out" of assignments, the student will be listed as auditing the class, and it will be indicated as such on the Grove City Christian Academy Study Center transcript. The tuition for audited classes is the same as for regular classes.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

ADVANCEMENT POLICY

Grove City Christian Academy Study Center generally encourages parents to assert their authority as the primary educators of home-schooled students. Our goal is to supplement, not supplant, the nurture and instruction provided to students by their parents. Study Center classes are self-contained and appropriate for grades 9-12 except where noted (math, e.g.).

Among other things, home schooling parents must evaluate and make decisions concerning their students' progress. Grove City Christian Academy Study Center will endeavor to accommodate the decisions that parents make concerning their students' progress. However, if a student is not progressing in his mastery of a subject, the pace and quality of instruction can be adversely affected, frustrating the student, his/her tutor and classmates.

If by the end of the school year a student has earned less than 70% in a given subject, we will strongly recommend that he not advance to the next level, unless he receives additional instruction during the summer. If the student advances to the next level and is struggling to keep up with the class, he/she will be moved to a more appropriate level in order not to embarrass the student, nor impede the progress of the other students.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

CLASS MATERIALS & HOME ASSIGNMENTS

Class Materials

Parents are responsible for purchasing all student class materials from the book lists and curriculum lists published each year.

Home Assignments

Grove City Christian Academy Study Center tutors will give home assignments to their students to reinforce concepts taught in the classroom. The principal reasons for home assignments are as follows:

- Because the study center concept concentrates tutor instruction and class discussion into brief periods each week, students will have substantial work to complete at home, including tests. That way class time is spent on actual instruction, and students are on their honor with take-home tests.
- Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the tutor may assign homework to allow for necessary practice.
- Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
- Home assignments enable parents to monitor the current topics of study in class.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

A LA CARTE CLASSES

As the Study Center grows over the years we ultimately want to offer a full complement of courses for a high school curriculum. Until that time we recognize that many students will need *a la carte* classes.

Eventually we will encourage all students to enroll in a full slate of courses each year, and offer discounted tuition for these students for the following reasons:

- As students progress through the learning stages, they will benefit from having been exposed to the full range of classes in previous years;
- Tutorial instruction will be more “seamless” and interactive from year to year if all or most students have taken the full range of classes in previous years;
- It fosters the development of a learning community consisting of entire families who are pursuing classical and Christian education;
- It reduces the administrative burden on Grove City Christian Academy Study Center.

However, Grove City Christian Academy Study Center exists in the first instance to serve home schooling families, and we presume that parents are able to make the best decisions concerning their children’s education. Accordingly, in the event that parents want to enroll their student(s) in fewer than all classes offered by Grove City Christian Academy Study Center, our offerings are available on an *a la carte* basis.

For all subjects, students who are enrolled in the full range of Grove City Christian Academy Study Center’s classes will be given priority over students who wish to take a class on an *a la carte* basis. Classes which have not yet reached capacity will remain open to full-time applicants through June 15. Part-time applicants who may lose their spot in a class will be notified and given the option of switching to full-time. After June 15, the open spots will be filled on a first-come, first-served basis without respect to full-time or part-time status. In other words, after June 15, no part-time student will lose his spot in a class even if another student wishes to enroll on a full-time basis.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

ADMISSIONS PROCESS

Re-enrollment forms are accepted from current Grove City Christian Academy Study Center families by March 1 of each year. Additionally, siblings of current Grove City Christian Academy Study Center families may enroll by March 1. Applications are accepted from new families on a date subsequent to March 1, to be determined each year.

Families are required to submit completed applications with \$40.00 (per family) application fee. Applications are accepted in the order received. Generally, once a class reaches fifteen students, the class is closed, and future applicants are placed on a waiting list.

Interviews may be conducted for all applicants, even if the class is full, in case of an opening. The family interview will be scheduled for parents and student(s) with Grove City Christian Academy Study Center board members and/or administrators. The Board will notify the family of their decision to accept/decline admission based on the application, interview, and class openings.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER CALENDAR 2009-2010

Calendar of 4 quarters, 17 meetings per 9-week quarter, 5 possible make-up days=68-73 meeting days

Month	Tuesday	Thursday	Notes
Sep	1	3	
	8	10	Labor Day
	15	17	
	22	24	
Sep/Oct	29	1	
	6	8	
	13	15	
	20	--- (Makeup)	GCC Fall Break
	27	29	End 1 st Q
Nov	3	5	
	10	12	
	17	19	
	---	---	Thanksgiving
Dec	1	3	
	8	10	
	15	17	
	22 Makeup	---	Christmas Break
Jan	5	7	
	12	14	
	19	21 Makeup	End 2 nd Q
	26	28	
Feb	2	4	
	9	11	
	16	18	
	23	---	GCC Winter Break
Mar	2	4	
	9	11	
	16	18	
	23	25	End 3 rd Q
Mar/Apr	--- (Makeup)	---	GCC Easter Break
	6	8	
	13	15	
	20	22	
	27	29	
May	4	6	
	11	13	
	18	20	
	25	27	
June	1	3 Makeup	End 4 th Q

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

PLANNED DAILY SCHEDULE

Planned Daily Schedule

Classes or Opening Exercises will begin promptly at the times indicated. Students should be inside the building and ready to go at least five to ten minutes before these times.

Tuesday		Thursday	
8:15	<i>Building Opened</i>	8:15	<i>Building Opened</i>
8:30 – 9:20	<i>Spanish</i>	8:30 – 9:20	<i>Spanish</i>
9:25 – 11:15	<i>History</i>	9:25 – 9:35	<i>Opening Exercises (all students)</i>
		9:40 – 10:40	<i>Literature/Writing</i>
		10:45 – 11:15	<i>History</i>
11:30	<i>Building Closed</i>	11:30	<i>Building Closed</i>

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

SNOW CANCELLATION POLICY

With respect to cancellations due to snow and inclement weather, Grove City Christian Academy Study Center will follow the decision of Grove City Christian Academy. Please watch channels: KDKA (Channel 2), WKBN (Channel 27), and WYTV (Channel 33).

GCCA Study Center Omnibus 2009-2010

Faith, Freedom, and Revolutions: 1600-1850

1 credit History, ½ credit Government, ½ credit Philosophy/Theology

Tutor: Cindy Marsch, M.A. (Credentials at www.writingassessment.com)

Primary Text: *Omnibus III: Reformation to the Present*, Veritas Press (the same text used for the literature/writing course—one portion this year and the other in the following year) \$70-\$100

Family Choice Text (one required): A comprehensive history of America 1600-1850

Paul Johnson's *A History of the American People*

OR Winston Churchill's *History of the English-Speaking Peoples* (will need supplements)

OR The Teaching Company DVD series *History of the United States* (will need readings)

OR Other resources discussed with the tutor

Readings (some only in excerpts): All are available on the Internet, most are easily available in libraries, and all can be purchased second-hand for little expense. You WILL need hard copies (books or printouts) for class meetings. The underlined titles are discussed in *Omnibus III*.

Background of European Government / Religion for Context

Of Plymouth Plantation, Other Colonial Materials

The Social Contract

Autobiographies—Ben Franklin, David Brainerd, Jonathan Edwards, Jonathan Woolman

Foundational American Documents—Declaration of Independence, Articles of Confederation, Constitution

Federalist/Anti-Federalist Papers

Reflections on the Revolution in France

Course Description: In this one-year exploration of early American history and government, students will consider the context of European history, faith, and philosophy. Students will be expected to bring to discussions their own understanding of the historical details as derived from "Family Choice" resource studies, but class discussions will focus on the primary source readings listed above, as guided by the *Omnibus III* text and exercises completed outside of class.

With only a few hours of class time per week, students will need to be independent in their work, closely guided by a comprehensive syllabus. Each nine-week quarter will include weekly quizzes, quarterly exams, and quarterly papers.

Grading: The primary grades for this course will be for the quizzes, exams, and papers, but class participation will count for a portion of the grade (probably 10-20%), and grades will be reduced for tardiness and other headaches. The tutor's assigned grades are advisory to the parents, to be adjusted according to the parent's best understanding of the effort put in by the student and allowances made for circumstances the tutor cannot control nor fully understand. For example, younger students may need help completing their papers. I encourage this help but will grade a paper based on its own merits, not on any calculation of which papers have parental help involved. I advise that juniors and seniors receive their stated grades, sophomores add three points (on a ten-point scale), and freshmen add five points (on a ten-point scale).

This plan is subject to change but is substantially what will be done for the year.

GCCA Study Center Omnibus 2009-2010

The Literature of Faith, Freedom, and Revolutions: 1600-1800

1 credit English (writing and literature) at appropriate grade level

Tutor: Cindy Marsch, M.A. (Credentials at www.writingassessment.com)

Primary Text: *Omnibus III: Reformation to the Present*, Veritas Press (the same text used for the history/government course--a portion will be used this year, another portion in the following year) \$70-\$100

Readings: All are available on the Internet, though I highly recommend the more pleasing “real book” experience. Most are easily available in libraries, and all can be purchased second-hand for little expense. You WILL need hard copies (books or printouts) for class meetings. The underlined titles are discussed in *Omnibus III*.

King Lear

Pilgrim’s Progress

Paradise Lost (selections) and Other Puritan-era Poetry

Pride and Prejudice, Jane Austen

Frankenstein, Mary Shelley

“The Pit and the Pendulum” and Additional Story Selections

Romantic Poetry Selections

A Tale of Two Cities

Course Description: In one class meeting each week, students will discuss the literature assigned and do in-class exercises to develop their writing skills, with significant work to be completed outside of class. Students will use the Criterion Online Writing Evaluation service™ as described at www.writingassessment.com to post their full assignments and receive evaluations from the tutor. This means of interaction requires high-speed Internet access, but students with slower (dial-up) Internet connections may complete their work via email or, for an additional fee, on old-fashioned paper (typed). The course will cover approximately two of the above bulleted selections per quarter, with multiple assignments growing in complexity from the first weeks of class to the final weeks. Assignments may be adjusted somewhat for student maturity and ability.

Assignment Types: Students will complete a variety of assignments including short essays imitating the style of selected literature, creative narratives, expository (explaining) essays, comparisons, literary analyses, and essay exams in both impromptu and multi-draft assignments. The classic Progymnasmata (rhetoric exercises) will be incorporated throughout the course. Please review the course offerings at www.writingassessment.com , particularly the Great Books Writing Workshops and Progymnasmata Tutorials, for an idea of the types of assignments and pacing to expect.

Grading: The primary grades for this course will be for the written work evaluated, but class participation will count for a portion of the grade (probably 10-20%), and grades will be reduced for tardiness and other headaches. The tutor’s assigned grades are advisory to the parents, to be adjusted according to the parent’s best understanding of the effort put in by the student and allowances made for circumstances the tutor cannot control nor fully understand. For example, younger students may need help completing their papers. I encourage this help but will grade a paper based on its own merits, not on any calculation of which papers have parental help involved. With the range of grades in class, I advise that juniors and seniors receive their stated grades, sophomores add three points (on a ten-point scale), and freshmen add five points (on a ten-point scale). Please see the FAQ page at www.writingassessment.com for more information.

GCCA Study Center 2009-2010 - Spanish Level I

1 Credit

La profesora: *Senora Nalene Fleming*

General Course Description: This introductory Spanish course will focus on a multi-faceted approach for secondary language acquisition and use, couched within the framework of a biblical world and life view. Essential language skills include far more than speaking verbally. Therefore, growth in thinking, listening, writing, reading, and speaking Latin American Spanish will be emphasized (though brief connections to its European Spanish roots will be noted and differences in pronunciation, etc. will be explained as appropriate). Knowledge that is integrally connected with the study of Spanish (in the realms of linguistics, history, geography, religion, music, art, literature, and culture) will be incorporated.

Textbook and Other Resources: The complete *Vistas* (third edition) package; published by Vistas Higher Learning will provide the essential materials for this course. The package includes: textbook, fotonovela DVD, and access to a student website, which includes a WEALTH of practice activities and other resources. The package lists for \$116 at www.vistahigherlearning.com.

I chose this textbook for multiple reasons.

1. It fits well with the goals of Christian, classical education – moving the student from the basic and necessary grammar stage approach to learning a secondary language (emphasizing a LOT of memorization of vocabulary and grammar concepts) consistently toward logic and (eventually) rhetoric stage activities within the context of this new language.
 2. The material within the text provides a comprehensive core for Latin American Spanish. By the time the student completes the entire text, s/he will have received a solid foundation in the language and should be able to use it effectively.
 3. The materials include a fotonovela, a drama given in short installments (1 installment accompanies each lesson) and containing solely Spanish (which incorporates concepts learned during the lesson). The beauty of its structure is that the students will have the opportunity to hear numerous speakers from a diverse portfolio of Latin American countries, bearing varied accents. This provides a wonderful taste of the variety that exists within Latin American Spanish, without overwhelming students with the variances in vocabulary, pronunciation, etc. that can be found from country to country. It also allows them to observe an immediate, appropriate context for the usage of the concepts they have just learned. In addition, it provides an opportunity for a little immersion in the language and subconsciously introduces subtle nuances in the language and more colloquial speaking styles.
 4. The text is used in high school and college classes, though originally designed for college use. For example, Grove City College has used this text in their 101, 102, 201, and 202 (Introductory and Intermediate) Spanish courses, covering the material in four semesters (2 years). The long range goal for us will be to cover the 18 lessons in three years, spending approximately six weeks on each individual lesson (3 lessons per semester).
 5. These materials are geared very well toward a multi-sensory, multi-learning style approach to learning Spanish, and though not designed for complete immersion in the language, for logic and rhetoric stage students they make a wonderful transition to the final goal of “no English” in communication.
- The cost of the materials, though a little pricey on the forefront, encompasses three years of language learning. Divided between the three years of language instruction, the cost per year becomes rather minimal.

GCCA Study Center 2009-2010 - Spanish Level I (cont.)

Course Logistics:

Classroom time will center upon introduction of new material, guided practice with it, oral quizzes, and conversational/pronunciation instruction in the language. Daily Work Assignments (designed for the home) will focus on listening, watching (the fotonovela), reading, and writing activities, with a smattering of appropriate conversational practice (flashcards, to be practiced aloud and daily, phone assignments with classmates, etc.), interactive practice on the *Vistas* student website, and tests (to be proctored by the home educator and sent back to Sra. Fleming in a sealed envelope). From time to time we will engage in extra curricular activities (outside of class time) to supplement the classroom and home labors in the language (i.e. a meal at Los Compadres, movie night, or fiesta – Hooray)!

Grading:

I seek to use an objective points system at all times and endeavor to mark errors clearly, explaining if necessary any loss of possible points. Students will not only receive a percentage and letter grade each marking period; they will also see how many points they earned out of the total possible number of points. If they have been maintaining a record sheet, they should not be surprised at any time by their “grade status,” though they may not have their participation/conversation grades. They may obtain these whenever they like simply by asking me for them.

****Other Possible Resources:**

If you are in earnest about providing your son or daughter with a solid foundation in Latin American Spanish, there are several avenues you may want to consider for additional practice and learning opportunities (through the summer months, especially). Though pricey, the *Rosetta Stone* Latin American Spanish program provides a wonderful source of extra practice within the context of complete immersion in the language. Also, education majors at Grove City College must complete certain field experience requirements to earn their degrees. Contacting the Department of Modern Languages may provide you with a list of students who are interested in individual tutoring opportunities. Even a half hour (or more) a week of extra, “informal,” conversational practice with a tutor or fellow classmate helps a language student immensely. Learning a language is comparable to learning to play an instrument. Each new bit of knowledge predicates upon previous instruction and must be practiced over and over again, DAILY, in order to bring facility within the new medium (Latin American Spanish). The more intentional practice a student engages in, the more quickly and thoroughly s/he will be able to employ the language.

GROVE CITY CHRISTIAN ACADEMY STUDY CENTER

FINANCIAL AGREEMENT

Full-Time Students

We understand that Grove City Christian Academy Study Center makes financial decisions based upon its projected annual revenue. We agree that by registering our child(ren) in Grove City Christian Academy Study Center, we are obligated to pay for a full year's tuition for each of our child(ren) enrolled in Grove City Christian Academy Study Center. In the event that a student who is registered in Grove City Christian Academy Study Center on a full-time basis wishes to withdraw from Grove City Christian Academy Study Center, all pre-paid tuition is non-refundable.

A La Carte Students

We understand that Grove City Christian Academy Study Center makes financial decisions based upon its projected annual revenue. If the student wishes to withdraw from a class(es), all pre-paid tuition is non-refundable.

Methods of Payment

Upon receipt of a completed Enrollment Application, families will receive a Tuition Agreement. Payments for both full-time and *a la carte* students are due per semester. Payment for the entire fall semester is due June 15, 2009. Payment for the entire spring semester is due December 1, 2009. All tuition payments are non-refundable. There will be no month-to-month tuition payment plan. A fee of \$30.00 will be charged for dishonored checks.