



K-5th Umbrella School HANDBOOK

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Leadership

Glasgow Church Elders-Governing Body

Dr. Tim Dernlan-Head of Schools

Dr. Chuck L. Betters-Glasgow Church Senior Pastor
Chairman of the Board of Glasgow Family of Schools

Mrs. Michelle Robinson-Umbrella School Coordinator

Mrs. Jane Hoopman-Umbrella School Assistant Coordinator

Contact Information

Please direct all questions or concerns to mrobinson@gca-de.org

Membership Eligibility

Children in grades K through 5 of active Glasgow Church members in good standing, current GCA teachers, and younger siblings of students enrolled in the RLCA at Glasgow (6th-12th grade) located in Delaware and Maryland are eligible for enrollment. Each student must be registered for a minimum of two weekly GCA classes.

School Services

Record Keeping

GCA Umbrella School maintains confidential records for enrolled students. Records are accessible only to parents or guardians and GCA administrators. Records may be released by written request from parents or guardians transferring out of GCA or for legal due process after GCA has conferred with legal counsel.

Representation to State School Boards/Agencies

GCA serves as the official interface between home educators and their respective school boards under their state's Department of Education. Students enrolled in the GCA Umbrella School should not also enroll separately with their state's Department of Education. If a problem develops with a school official or state agency, or if harassment occurs, home educators should insist that all requests for information concerning enrollment by state representatives be presented in writing to GCA. GCA will then serve as the home schooling family's representative in regards to student's academic records.

Executing your responsibilities as a home educator is ultimately up to you. GCA expects high standards to be maintained by all families. We reserve the right to deny or discontinue enrollment to any family not conscientiously and responsibly conducting a clearly recognizable program of education.

Accountability

Parents will meet twice a year for reviews. Mandatory portfolio reviews will take place two times per year: at mid-year (January) and year-end (mid-June). Portfolio reviews are a cooperative effort where home educators can showcase their progress and ask questions if needed.

Standardized Testing

GCA recommends standardized testing. GCA will make standardized testing available if possible for an additional fee.

Membership Fees

The annual membership fee is \$50.00 per enrolled student. Family maximum of \$150.

Portfolio Requirements

The purpose of your student's portfolio is to demonstrate the progress he/she has made in all subjects covered during the year. It should speak for itself. It should include the following:

1. Attendance Sheet: The guideline for the number of school days required is 180. Within those 180 days, two full or four half "teacher in-service days" and up to 10 sick days are allowed. Please note field trips also count as school days. You must document each student's school days on the Attendance Sheet and submit a copy at the Mid-Year and Year-End Portfolio Reviews. Keep the original for your records.
2. Reports. In addition to the Attendance Report noted above you must complete the Portfolio Report Form and submit a copy at the Mid-Year and Year-End Reviews. The originals should be kept in your portfolio. Attendance Report and Portfolio Report forms will be provided upon enrollment.
3. Book List: Include all titles and authors of books your child has read or listened to during the school year.
4. Samples of work: Work should be sufficient to demonstrate progress in each subject. Pre- and Post- tests are ideal, along with writing assignments, journal entries, pictures of projects, and reports.

Failure to complete these requirements may result in removal from the GCA Umbrella School.

Preparing a portfolio does not have to be a monumental task. It may be helpful to leave the student's workbooks intact and bring the entire workbook for the review. Completed student work may also be kept in a binder or accordion type file.