



Grace Immanuel  
BIBLE CHURCH



# HANDBOOK

and  
code of conduct

2018-2019

# Grace Homeschool Connection Handbook & Code of Conduct 2018-2019

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Grow in the grace and knowledge of our Lord and Savior Jesus Christ.  
To Him be the glory, both now and forever. 2 Peter 3:18

# Grace Homeschool Connection

*A ministry of Grace Immanuel Bible Church*

## FROM THE BOARD

We, the Board of GHC, consider it a privilege to serve you throughout this next year. We are organized to assist you, the parent, in preparing your child(ren) to excel in every duty and calling God has for them throughout their lives. We are only an aide to you as you are your child's primary instructor. It is ultimately your responsibility that your child(ren) maintain all the course work assigned in the GHC classes.

GHC is unapologetically Biblical in its curriculum choices and decidedly classical in its style and approach to teaching.

*A Classical Education is a system of education designed to foster in students the desire and capacity to learn, think critically, and communicate proficiently, preparing them to function as engaged citizens. Its curriculum demands breadth as well as depth, is interactive, and requires students to directly engage the original texts.*  
(Jonathan Becker)

Our courses follow a three-fold approach to obtaining a classical education, known as the Trivium (recognizing age-appropriate grammar, logic and rhetoric stages), to accomplish this task.

At GHC we also count it the highest privilege to pour truth into the minds and hearts of young souls. Below is a list of core tenants they will learn:

1. GHC leadership is committed to teaching that salvation is by grace alone through faith alone in Christ alone, and therefore man by his works contributes nothing to his salvation. (Ephesians 2:9)
2. GHC leadership is committed to teaching that man is sinful from birth, corrupt by nature, unable to please God, and will never be able to accomplish enough good works to make man acceptable to Him. (Ephesians 2: 1-2; Romans 3:9-31)
3. GHC leadership is committed to teaching that it is the imputation of Christ's righteousness which makes a sinner acceptable to God. (Romans 3:21-31)
4. GHC leadership is committed to teaching that every soul will end in either heaven or hell.
5. GHC leadership is committed to teaching that the inerrant Word of God, given by the God of the Word, is the full plenary inspiration of God, and is sufficient and authoritative for life and godliness. (2 Peter 1:2-21)
6. GHC leadership is committed to teaching that a person can know they have been truly born again by the grace of God, if their faith in Christ evidences Biblical fruits of the Spirit: 1) A love for the Word of God manifested by submission to it. 2) A desire for holiness manifested by an evident power over sin. 3) A commitment to sacrificially use their gifts to serve a local church.

We invite you to talk with Jay Pitts or any member of the GHC board. We are here to serve each of you and would love to answer any questions or field any comments you may wish to share. (Our contact information is listed on a separate page of this handbook.) We look forward to working with and for you in the year ahead.

GHC is a not-for-profit ministry of Grace Immanuel Bible Church whose purpose is to glorify God by connecting with homeschool families and assisting them in their call as their child(ren)'s primary educator. GHC classes meet on Thursdays, with some classes meeting on Tuesdays, at Grace Immanuel Bible Church in Jupiter.

Please review this handbook to familiarize yourself with the policies of Grace Homeschool Connection (GHC). **A statement signed by both parent and student indicating that both have read and agree to abide by the Handbook guidelines will be required each school year in order to complete the student application for enrollment.**

Visit our website at [www.GraceHomeschoolConnection.com](http://www.GraceHomeschoolConnection.com) for updates and additional information.

# **GHC/PARENT PARTNERSHIP**

Instructors and the GHC board, in partnership with parents, will enforce all GHC policies and academic and behavioral requirements in the GHC **Handbook** and the GHC **Code of Conduct**. By parents and students signing the registration form, all agree to the GHC requirements. Finally, it is important for students, parents, and instructors alike to realize that this is a unique partnership. All have come together for the common goal of home-educating students and building a Christ-minded community to the glory of our Lord Jesus Christ.

## **COMMITMENTS**

### **Grace Homeschool Connection's commitment:**

1. Provide exceptional instructors with educational experience, mastery of material, ability to teach, personal integrity, and a love for the Lord.
2. Provide core and technical classes for middle and high school students.
3. Provide elective classes for upper elementary through high school students.
4. Provide support, encouragement, and training to enhance the parental role as the primary educator.
5. Provide an Administrative Director responsible for the daily operations and parent contact.
6. Provide an active Board comprised of involved individuals who are also available to answer any parent questions.
7. Provide annual standardized testing and/or evaluation opportunities.
8. Maximize learning by maintaining a class size of between 5 and 20 students per class, depending on class structure.
9. Provide an active website and updates to inform GHC families of all pertinent information and announcements.
10. Provide parent training opportunities regarding high school and college requirements, teaching methodologies, etc.

### **Grace Homeschool Connection Instructors' commitment:**

1. Provide curriculum that is unapologetically Biblical while following a philosophy that utilizes a Classical approach.
2. Provide parents with a course description, required textbook list, class syllabus, and schedules to specify expectations and assignments for each class.
3. Post assignments and grades on <https://www.igradeplus.com> and respond to parent and student communications in a timely manner.
4. Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner. (See **Dispute Resolution**)

## **Grace Homeschool Connection Parents' commitment:**

1. Purchase books and materials and pay all fees in a timely manner.
2. Communicate clearly and consistently with their student(s) to ensure that all assignments are completed on time and that their student is fully prepared to participate in class. (Some courses will require the parent to correct work at home.) Initial all assignment sheets as instructed, checking to make sure all required work is completed.
3. Communicate with GHC instructors to inform them of planned absences and to make arrangements for missed lessons. Communications with instructors should be done through their preferred communication method – email or Igradeplus.
4. Make sure students are dressed appropriately and arrive on time for class(es). (See **Dress Code Policy**.)
5. Keep ill children home. If your child has had a fever within a 24 hour period, do not send him/her to class. If your child appears sick while at GHC, you will be called to pick him/her up.
6. Follow the Open Campus and Study Hall guidelines (See **Open Campus and Study Hall in General Policies**).
7. Stay informed via **weekly** email updates from GHC. If you are not receiving a weekly update, please contact Melissa Schubert at [melificent@me.com](mailto:melificent@me.com) to have your email address added to our group email postings. We try to respect your time and limit our emails to pertinent current information about GHC.
8. Register your student on <https://www.igradeplus.com> and monitor their progress weekly. (See Kim Law or Sandy Gray for information on setting up your Igradeplus account)
9. Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner. (See **Dispute Resolution**)
10. Review with child(ren) and sign and agree to abide by the policies set forth in the **GHC Code of Conduct** and **GHC Handbook** at the beginning of each year.
11. Abide by the Florida requirements for homeschooling, summarized as follows:

*Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy Florida's compulsory education requirements.*

*Florida Statute 1002.41 specifies the responsibilities of parents who establish a home education program.*

- *Send a written notice of intent to the school district superintendent. The notice must be filed within 30 days of beginning the home education program and must include the following information:*
  - *Name of the home education student(s)*
  - *Birthdate(s)*
  - *Address*
  - *Parent's signature*

- *Maintain a portfolio of educational records. Statute defines a portfolio as*
  - *A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used, and*
  - *samples of any writings, worksheets, workbooks or creative materials used or developed by the student.*
- *Make the portfolio available for inspection by the superintendent upon 15-day written notice (The statute does not require the superintendent to inspect all portfolios).*
- *Provide an annual educational evaluation of the student's educational progress to the superintendent. The evaluation must consist of one of the following:*
  - *A Florida certified teacher chosen by the parent may evaluate the child's progress based on a review of the portfolio and discussion with the student.*
  - *The student may take any nationally-named student achievement test administered by a certified teacher.*
  - *The student may take a state student assessment test at a location and under testing conditions approved by the school district.*
  - *The student may be evaluated by a psychologist holding a valid, active license pursuant to Section 490.003 (7) or (8), F.S.*
  - *The student may be evaluated with any other valid measurement tool as mutually agreed upon by the parent and the superintendent.*
- *Preserve each student's portfolio for two years.*
- *Submit a letter of termination to the school district superintendent upon completion of the home education program, enrollment in a public or private school or moving from the district.*

### **Grace Homeschool Connection Students' commitment:**

1. Abide by the rules of dress and conduct. (See **Dress Policy** and **Code of Conduct**.)
2. Come prepared for class and complete all assignments on time. (Students who fall significantly behind on assignments without legitimate reason, in the judgment of the instructor and the GHC Board, will be advised to seek other home school options.)
3. Be in their seats and prepared for class at the start of the class period. Students are expected to use the restroom between classes, not during classes.
4. Monitor <https://www.igradeplus.com> weekly to download weekly assignments and monitor class progress.
5. Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner. (See **Dispute Resolution**)
6. Read and agree to abide by the GHC **Code of Conduct** by signing the GHC registration form.
7. Treat all instructors, directors, volunteers, and fellow students with respect and honor.

# STUDENT CONDUCT AND BEHAVIOR

***We assume that parents will provide sufficient oversight to ensure that their student(s) conduct themselves honorably and adhere to the Code of Conduct while they are at GHC. We expect students to exemplify excellence in their personal behavior, conducting themselves in a manner that is pleasing to the Lord.***

GHC is designed to provide instruction to self-disciplined young men and women. Because GHC relies on concentrated classes and considerable student preparation outside of class, students who lack the necessary self-discipline will find success difficult and are advised to seek other home education options. Students must be prepared, attentive, and free from distraction to benefit from this type of educational opportunity. All students are expected to conduct themselves in accordance with Biblical standards and in a manner which will not be distracting to other students. Any student who does not abide by GHC's standard of conduct and behavior may be dismissed from GHC at the discretion of the instructor and the GHC Board without refund.

## Discipline Policy

1. Disobedience and /or disrespect will not be tolerated in the classes. Offenders will be dismissed (to the study hall) from the class, and work must be made up on the student's own time.
2. Repeat offenders will be dropped from class without refund. (Withdrawal fees will apply.)

## Grading Policy

Students are responsible for contacting their teachers to make arrangements concerning late assignments. If the student fails to do so, 10% will be taken off the final grade for each week the assignment is missing. Our goal is to avoid incomplete grades whenever possible and to keep the students current in their work. We appreciate your cooperation in this endeavor.

## Incomplete Grade Policy

1. An incomplete grade will be issued to students who have not completed the semester's assignments by the end of the grading period.
2. Parents will be notified in writing by the instructor when a student falls behind more than two assignments.
3. Students who are behind on more than two assignments will need to make arrangements to meet with a tutor to make up the missed assignments. (Tutoring fees will apply.)
4. Incomplete assignments must be completed in a timely manner. (If assignments are not made up by the end of the successive grading period, then the incomplete grade will be changed to a failing grade).

*"Only let your conduct be worthy of the gospel of Christ."  
Philippians 1:27*



# **GENERAL POLICIES**

## **DRESS POLICY**

Recognizing that different people have different standards of modesty, students must proactively take a conservative approach that reasonably avoids offense to anyone.

**In Young Men:** Out of respect for classmates and instructors, young men may not wear shirts that display messages or symbols that are profane or promote alcohol, drugs, or sexual immodesty. The waistline of pants must be worn above the hips, so that underwear or shorts are not visible at the waist.

**In Young Women:** Out of respect for classmates and instructors, young ladies may not wear short shorts or short skirts; no tight or revealing clothing; no bare midriffs; no tank tops, no spaghetti straps unless worn underneath a sleeved shirt; waistline of pants may not be worn below the hips showing underwear or midriff; no shirts with profane or inappropriate messages or symbols are permitted.

Students who are dressed inappropriately (in the judgment of any GHC instructor or board member) on the GHC campus may be sent home or asked to wear a shirt and/or sweat pants provided by GHC.

*“Dress modestly, with decency and propriety.”  
1 Timothy 2:9*

## **USE OF THE BUILDING**

While GIBC is an open campus, GHC students should limit their access to classrooms, plaza, and fellowship hall areas. The elevator and kitchen are generally off-limits to students. Drop off and pick up for GHC is at the western entrance to the plaza. Students and parents are expected to abide by the rules established by the church.

## **OPEN CAMPUS**

Our classes meet on an OPEN church campus, where visitors are free to engage in GHC as well as other church campus activities. Our policy regarding students on the GIBC campus before, between and after classes:

- 1<sup>st</sup> – 3<sup>rd</sup> grade students must be picked up from class and supervised by their parent(s) while on campus.
- 4<sup>th</sup> – 8<sup>th</sup> grade students not in a GHC class are required to attend the supervised Study Hall at all times. Study Hall is for grades 4<sup>th</sup> and up.
- 9<sup>th</sup> – 12<sup>th</sup> grade students are permitted to be in our plaza and cafeteria area when not in class and are not directly supervised.

Parents of any GHC students are welcome on campus to supervise their children while not in class(es).

## STUDY HALL

Study Hall is a quiet place for students who are in 4<sup>th</sup> grade or higher to study, read, or work on homework. It is not a social hall. Students must have quiet work to do. Laptops may be used for academic purposes. The study hall will be monitored between 8:30am and 4pm.

## EATING AND LUNCH

Students are only permitted to stay during lunch if they have a class immediately prior to the lunch period or a class directly afterwards. Students may eat in the designated eating areas only. No student is to consume food or drink anywhere else in the building (Clear water bottles may be brought to class or study hall). Students must respect church property and strive to keep the Fellowship Hall and pavilion area clean by picking up after themselves. Parents are encouraged to volunteer for lunch duty to assist in lunch setup, serving, monitoring and cleanup.

Menu information is available anytime on the website or from our lunch coordinator on Thursdays at GHC. Reservations must be made in advance. **All lunch orders for the week must be received by the lunch coordinator by Wednesday before noon – you will receive an email confirmation that your order has been received.** Standing lunch orders may be placed with the lunch coordinator in lieu of weekly orders. We only order lunches for which orders have been received. *Payments for lunch must be in cash and made to Sandy Gray or Kim Law, Thursday mornings before lunchtime.* Prepayments on future lunch purchases are also accepted. You will be charged for any ordered lunches (including standing orders) unless you notify our lunch coordinator to cancel them by noon Wednesday, the day before the lunch.

## **DISPUTE RESOLUTION**

Grace Homeschool Connection (GHC) is a ministry under Grace Immanuel Bible Church (GIBC); therefore, those who desire to participate in any manner must (of necessity) understand and be willing to submit themselves to the Authority of the inerrant Holy Scriptures and the Elder leadership of GIBC along with their governing documents - the GIBC Bylaws. GHC leadership understands that occasionally misunderstandings or problems may arise, and when they do, all participants will be required to resolve those matters in accordance with the Holy Scriptures and the GIBC bylaws under the oversight of the GIBC Elders. A complete copy of the GIBC bylaws is available from the church office. Following is a section of the GIBC bylaws concerning the resolution of such matters along with church policy on other issues clearly stated in the Scriptures:

### **GRIEVANCES**

We believe that Christians are prohibited from bringing lawsuits against the Church, one another, Elders or the Staff, to resolve personal disputes between members. In the event of any dispute, claim, question, or disagreement arising between members, the members shall use their best efforts to settle such dispute, claim, question, or disagreements as befits Christians. They shall consult and negotiate with each other in good faith and recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. Disputes between a church member and the Church shall not be litigated in the civil courts since it is biblically forbidden (I Corinthians 6:1-11).

All Members of this church agree to submit to binding arbitration of any matters that cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. All disputes shall be arbitrated by a committee of at least three Elders. The committee's finding shall be binding upon the members, and if they do not comply, they shall be subject to church discipline.

### **CHURCH POLICY**

1. The Bible clearly teaches that sexual immorality, homosexuality, adultery, fornication, abortion, unbiblical divorce, and factious or divisive behavior are offenses grievous unto God and that, apart from genuine confession and repentance; they are sufficient grounds for church discipline. (1 Corinthians 6: 9-10; Titus 3: 9-11; Proverbs 6: 16-19)
2. The only legitimate marriage is the joining of one natural man and one natural woman. (Gen.2: 24; Rom.7: 2; 1Cor.7: 10; Eph.5: 22-23)
3. Men and women are spiritually equal in position before God, but God has ordained distinct and separate spiritual functions for men and women in the home and in the church. The husband is to be the leader of the home, and men are to be the leaders of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal.3: 28; Col.3: 18; 1Tim.2: 8-15; 3:4-5, 12)
4. No constitutional or legal rights afforded to the church can be waived without the written approval of the Board of Elders.

## GHC CODE OF CONDUCT 2018-2019

GHC is intended to provide instruction to self-disciplined young men and women. Students must be prepared, attentive, and free from distraction to benefit from this type of educational opportunity. All students are expected to conduct themselves in accordance with Biblical standards and in a manner which will not be distracting to other students. Parents are responsible for their own children's behavior to ensure they are acting in accordance with all GHC policies. Any student or parent who does not abide by the Code of Conduct will be asked to leave the program without a refund.

- Students will act in such a way that their words and actions **promote the unity and purity** of all fellow students.
- Students violating personal or **academic integrity** (plagiarism or cheating) may be dismissed from GHC.
- **All cell phones must be turned off during class and Study Hall** and may only be used during breaks if absolutely necessary.
- Any electronic devices, such as iPods or cell phones that the teacher deems a distraction in class will be taken away. All items will be given to the Administrative Director and may be retrieved by the parent.
- Students assume responsibility and risk of loss for their own possessions. Please clearly label all books and notebooks.
- Students will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating, or rude, and will **avoid gossiping** to or about others.
- Poor attitude is grounds for dismissal without refund.
- Students must **dress modestly**, adhering to the Dress Policy set forth in the GHC Handbook.
- Students must be in their seats and **prepared at the start of the class period**. They may not wait for other students or for their instructor to call them to class.
- No student may wander on campus grounds or leave the campus without parent permission.
- Students may not go into any part of the building other than the designated classroom, plaza, and fellowship hall areas.
- Students must **respect the church property** and the property of others by not touching anything that does not belong to them without permission.
- The stairwells and halls must be kept clear and quiet.
- Students may **eat only in designated eating areas** and must pick up after themselves immediately. All trash must be thrown away, and all belongings must be cleaned up and removed before exiting an area.
- Students may not bring pocket knives or any other object that could be used as a weapon.
- Any damage caused by a student to the building, tables, or other church property is the financial responsibility of that student and his/her family.
- Students may NOT use the elevator except for medical reasons, and permission must be obtained from the Administrator.

## BOARD MEMBERS

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL</u>	<u>PHONE</u>
Jay Pitts	GIBC Elder Overseer of Website Communications	<a href="mailto:jayp@gibcjupiter.org">jayp@gibcjupiter.org</a>	(561) 746-4617
Brian Arnold	GIBC Elder, Youth Pastor	<a href="mailto:brianandtanya5@gmail.com">brianandtanya5@gmail.com</a>	(561) 531-1828
Melissa Schubert	GHC Communications, Igradeplus Liaison, Academic Fair Coordinator	<a href="mailto:melificent@me.com">melificent@me.com</a>	(561) 768-3668
Peggy Bruce	Academic Director	<a href="mailto:bruceclnmp@bellsouth.net">bruceclnmp@bellsouth.net</a>	(772) 341-2860
Kristy Buck	Administrative Director Overseer of Teachers	<a href="mailto:thebuckgroup@yahoo.com">thebuckgroup@yahoo.com</a>	(772) 285-4665
Sandy Gray	Bookkeeper, Notary	<a href="mailto:gharryjr@bellsouth.net">gharryjr@bellsouth.net</a>	(561) 628-3406
Kim Law	Treasurer	<a href="mailto:5JupLaws@gmail.com">5JupLaws@gmail.com</a>	(561) 346-4175
Terri Strasser	Administrative Assistant	<a href="mailto:tjstrasser8@gmail.com">tjstrasser8@gmail.com</a>	(561) 876-3285

## DESCRIPTION OF BOARD RESPONSIBILITIES

**Academic Director:** provide oversight in the selection, evaluation, and implementation of the academic curricula of GHC and in overseeing the preparation of the class schedule.

**Academic Fair Coordinator:** plan, manage and coordinate events for the year-end academic fair.

**Administrative Director:** manage the overall daily operations of GHC, implement the policies and procedures originated by the Board, and communicate with parents to address concerns as they arise.

**Administrative Assistant:** provide support and assistance as needed to the Administrative Director and oversee GHC volunteers and helpers.

**Bookkeeper:** create and maintain all accounting files, including billing for tuition and fees, and reconcile all GHC accounting with the fund accounting maintained by GIBC personnel.

**Igradeplus Liaison:** monitor Igradeplus and work with McGraw Hill to resolve problems.

**Facility Usage Coordinator:** coordinate with GIBC regarding GHC's use of the facilities.

**GHC Communications:** maintain GHC group email database and communicate weekly with parents via email.

**Overseer of Website Communications:** oversee the functionality of the GHC website.

**Overseer of Teachers:** provide oversight in the selection, screening, contracting, training, and evaluating of teachers and provide a "bridge" between teachers and the GHC Board.

**Standardized Testing Coordinator:** provide oversight in the selection of annual standardized testing, as well as provide church liaison and oversight of annual testing.

**Treasurer:** review financial information, provide financial reports and analysis, develop and propose tuition and fee structure.

## INSTRUCTORS

Kristina Bengé	<a href="mailto:callmems.k@gmail.com">callmems.k@gmail.com</a>	(772) 985-8979
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