

Calvary Class Day 2008-2009

Backpacks: Children can carry their books and supplies in a backpack. Please mark with student's name.

Calendar: There are 16 scattered Fridays.

http://www.groupsolutionsonline.com/class_calendar.php

Chapel Time: Chapel time used to be called Opening. Students in grade school (1st – 6th) will meet in room #201 upstairs (new location). They will go over scriptures, character stories, worship, etc. Students in junior high and high school (7th – 12th) will meet downstairs in the sanctuary in the first few rows on the left facing the pulpit. They will be studying **I and II Thessalonians**. Enter at the back (not side doors) as long as a door is open. If you find the door closed for younger or older chapel time, don't enter. It's too distracting for such a short twenty minutes. Wait until next time and come a little earlier. Both groups will begin at 9:30am and end at 9:50am.

Class Closure: Unforeseen circumstances may arise that may cause a family to withdraw. If there are no available teachers to cover, be prepared for a possible mid-year class switch for your students. No one likes these surprises, but with a group this size, it's likely that there could be a couple class closures. Just pray for enough manpower and womanpower. ☺

Class Length: 50 minutes

Classroom Use: Do not use any teacher supplies in any of the classrooms. Only use the whiteboards or chalkboards, TV/VCR's, chairs, and tables. Please bring your own dry erase markers.

Classroom Size: No more than 12 students are usually allowed in one class. If the teacher is a credentialed teacher, a seasoned teacher by experience, and there is classroom space (some classrooms are too small to add more students), then it is possible to grow the class to 15 students.

Clean Up at the End of the Day: After third period, each family is responsible for cleaning his/her area. Cleanup jobs will be designated before the first day of class. Classrooms need special attention. Wash off tabletops (bring your own cloth and cleaner) and be sure the floor is vacuumed. Drapes/curtains should hang nicely. Stack chairs by color. Place trash bags outside the door. Turn off lights. Make sure windows are shut. Erase whiteboards. Please refer to the table/chair arrangement plan posted on the wall next to the door. We choose to be fastidious in putting this church back in order when we are done so that we are invited back the following year. *There will be an inspection at the close of each Friday and discrepancies will be noted (new).*

Communication: The main form of communication is email. If your family does not have email, it is your responsibility to stay informed by contacting someone else for messages. Check your emails regularly and especially on Mondays. On Monday mornings, many teachers may want to give an instruction or clarify the assignment. During class day, the message center is also used for communication. The message center, located in the Fellowship Hall (downstairs near the kitchen), contains hanging family folders.

Communication Penalty for Non-Compliance: Historically, a third of the members have not checked the Monday reminder before the Friday that we meet, so we had to think of a way that would encourage each family to stay informed. Here is the change.

A "return receipt requested" is a way to find out if families are keeping themselves informed. Another way for a family to indicate that they have read the email (only the Monday reminder emails that come out on the 16 Mondays before the 16 Calvary Class Day) is to type in "got it" and click REPLY. Either way, verification is sent to admin@groupsolutionsonline.com. The deadline for a verification of receipt is Thursday, the day before Calvary Class Day. Failure to comply with this important deadline will result in an assessment of **\$1** for each missed deadline. Bills will be distributed in the family message center (or by email) on the 7th and 16th Fridays and bills should be paid on the 8th and 16th Fridays, BEFORE the distribution of the family's yearbook. All the funds collected will be forwarded to Roy Hanson. Write checks to Roy Hanson and give these checks to the designated "email police person".

Dads: Dads are encouraged to be teachers.

Daily Schedule:

9:10 **EARLY ARRIVAL** of first period workers for Infants, Toddlers, and Kindergarteners
9:15 – 9:30 Arrival of all other members
9:30 - 9:50 Opening for grades 1-12 (Come before the door shuts – **9:30**.)
10:00 – 10:50 Period 1
11:00 – 11:50 Period 2
11:50 – 12:35 Lunch
12:30 **EARLY ARRIVAL** of third period workers for Infants, Toddlers, and Kindergarteners
12:40 – 1:30 Period 3
1:30 – 1:35 **Cleanup at the End of the Day**

Discipline: First, student is placed outside the door on a chair for 5 minutes. Second, student goes to nursery (or parent, if parent prefers) to take time out for ten minutes. Also, see **Student Report**.

Enrollment Procedure:

1. *Current* members and any *lead* teachers (current, returning, or new) will be allowed to enroll their students starting **May 1, 2009 at 8:30am**.
2. *Returning* (previous – but, not current) or *new* members (who are not lead teachers) will enroll their students beginning **May 1, 2009 at 9:30am** *if* they have already submitted a **Membership Form** and an **Enrollment Form** via this website at least two days **before** the day of enrollment (**deadline: Wednesday, April 29th, 2009 -noon**). Those who complete these two forms after the deadline are considered **DROP-IN** parents.
3. **DROP-IN** parents may enroll on **May 1, 2009 at 10:00am**.

Teachers/parents will wait near the office **downstairs** until enrollment officially begins. Enrollment sheets are displayed upstairs on 3 tables (period 1, period 2, and period 3). Ordinarily, only 12 students may be enrolled in any class (excluding kindergarten, toddlers, and infants). Use a pencil **ONLY**. Do **NOT** use pen. Payment is required at the time of enrollment.

Enrollment tickets will be passed out upon arrival. Every three minutes, a group of six parents/teachers will be invited to apply their children's names to class lists.

Field Trip Days: Dress Up! –Good home school image! Some teachers may choose to set up field trips on the "off Fridays". Also, please make sure every parent has completed a Medical Release Form. Group Solutions has these forms available. Please request them when you need them.

Free Stuff Table: This table is located by the cleaning closet in the Fellowship Hall. Unclaimed Lost and Found items will be placed here after 2 notifications. Also, you may place give-away

**Calvary Class Day Modified for High School Students
Special Admission**

\$25 Group Solutions Membership
\$60 Class Enrollment – one class only
\$? Materials Fees or text (if any)

A family may elect to enroll their high school student in only one high school class.
The parent works as an assistant or a teacher somewhere in the program
during the instruction time of the selected class.

This modification of the Calvary Class Day program is a provision for high school students only.

Click here to view the available high school classes:

<http://www.groupsolutionsonline.com/courses.php>

Submit a Membership Form to indicate your interest:

http://www.groupsolutionsonline.com/membership_app.php

items from home here. At the end of the day, anything left will be thrown into the dumpster or taken to the thrift store.

High School: Since Calvary Class Day only meets 16 Fridays a year, it makes it challenging for high school students to meet the full criteria of a 10-credit course. A 10-credit class means approximately 150 hours of time invested or work completed. The responsibility of all the study and preparation time required outside of class is reliant on the conscientiousness of each family. Some of the teachers are providing 10-credit accountability. But most teachers are providing 2.5 or 5 credits of accountability. The end result is that each family will likely need to augment the accountability available at Calvary Class Day. In other words, some classes do not meet the criteria needed for a full 10-credit class. For example, a student may take a British Literature class equivalent to about 5 credits. The parent could supplement with a grammar program and possibly a writing component to complete the required 10-credit class. On the student's transcript, the 150 hours might be written as English 12.

Home School Days at Magic Mountain and Hurricane Harbor: We will not be attending as a co-op this year.

Hospitality Table: A team of women set up the hospitality table for the benefit of teachers and assistants. Guests and their children may also enjoy the hospitality table as a token of our welcome. Enrolled students are **not** permitted to participate. The hospitality team cleans up during third period. If you have your free time during third period, please collect a plate early in the day. The coffee and tea will be put away last.

Illness of Teacher: If a teacher is ill and needs a substitute, call the teammate the night before or at 7:00am that Friday morning. Find a way to drop off your class materials for the teammate either at their home or at Calvary Chapel. Perhaps the person who brings your "well" children will be able to bring the class materials also.

Intercession: Our group continues because God is faithful. There is no other reason! Praise Him. We want His blessing on our group and that is why we pray. We pray for the needs of each other. Intercession begins at: 10:15am, 11:15am, and 1:00pm. Each parent/teacher prays with the intercession group four times a year. Please make sure your name is posted on the intercessory schedule. Listen for the prayer bell.

Lost and Found: Look for the lost and found beige bin in the Fellowship Hall near the Last Supper picture. Please put name labels on plates/bowls, jackets, books, toys, hats, and lunch boxes. Many things are *never* claimed. Unclaimed things will be placed on the Free Table on the 4th Friday.

- 1st Friday – found item
- 2nd Friday – display
- 3rd Friday – display
- 4th Friday – give away

Lunch Time: Feel free to bring a lawn chair or blanket and eat on the blacktop or on the porch area. Invite a new friend from the group to sit with you. Please stay OUTSIDE during lunchtime. Do NOT eat in cars.

Lunch Menu: A lunch menu will be provided by the bookkeeper/lunch lady. The cost is \$5. It may include a fast-food sandwich, chips, and a drink. Any proceeds go to Roy Hanson, California Home School lobbyist.

Maternity Leave: Moms are allowed 6 calendar weeks of maternity leave.

Modesty Please - ladies: Please be cautious in selecting clothes to wear on Calvary Class days. Avoid spaghetti straps, short shorts (middle of thigh is a good rule of thumb), form-fitting clothes (lycra), low tops (revealing cleavage), and exposing any undergarments. If the ladies and girls can raise their arms and still not see a stomach, the top is long enough. Any person who needs covering will be obligated to wear a work shirt provided by the Administrator. Generally, try to cover up and not be extreme in dress, hair, and jewelry. Our goal is to draw attention to the Lord and not to ourselves.

Modesty Please – boys:

Boys should be sure that boxers are not showing. Choose shirts that are neutral in subject or those that honor the Lord. The administrator will provide a “uniform” shirt (a T-shirt of his choice) if a shirt is questionable. Remove your hat when entering the building. Generally, try to cover up and not be extreme in dress, hair, and jewelry. Our goal is to draw attention to the Lord and not to ourselves.

Open House: Open House for Family and Friends is scheduled for the evening of our last Friday, **May 15th, 2009 at 7:00 – 8:30!** Yearbooks will be handed out at the Open House. The hospitality team will prepare the snack table and make the lemonade. Each family will bring cookies, appetizers or finger munchies. All classes are represented. Period 1, 2, and 3 teachers should each pick a wall to display his/her students’ projects. Set up classroom displays right after class day (1:30pm– 2:00pm). Each family and/or teacher should be thinking of the two best projects to share on the last day and keep it safe until then! Dads who can’t participate, extended family and guests will enjoy the opportunity to see what happens at Calvary Class Day. Each family will perform their regular cleaning responsibility from 8:30-8:40. Open House attendance is required of all families.

Parking: Please try to park in the east parking lot or the extreme west parking area. Do not park in our designated and coned off “play yard”.

Playground Duty: Each week that we meet, we’ll need three playground supervisors. Everyone will help with supervision at least once a year at one of these locations unless we have enough manpower or womanpower to have permanent playground supervisors: West (close to office), East (close to barbecues), and the Door.

Duties include:

- Remind students to pick up trash.

- Make sure outside toys are put away.
- Help students to share politely.
- Escort families outside the Fellowship Hall.
- Distribute plungers for bathroom visits.
- Remind families to eat on the patio and not in cars.
- Start a game for students to play.
- Remind students to not play between the round planter and the office windows.
- Remind students to stay out of planters and gardens and to play on grassy area, cement and blacktop only.
- Wear the **orange** vest.

Pre-Enrollment: When a teacher/assistant is teaching a particular class, that teacher or assistant may request pre-enrollment for their own children in his/her particular class. Type “**pre-enrollment**” on the **Enrollment Form** next to the class name for the specific child for Period 1, Period 2, or Period 3.

Preparedness of Students: All the teachers expect that your student comes prepared. If there is a problem, the parent is responsible for **calling** the teacher ahead of time. Teachers should email their students Monday morning with any additional instructions for Friday. Students ought to be following the **syllabus** already for homework requirements. If you discover that a student has come unprepared without a phone call from the parent, please complete a **Student Report** and distribute.

Progress Reports: Pass out Progress Reports on the 8th Friday and the 16th Friday. Junior High and Senior High students may receive a letter grade or a percentage. Younger students may receive an O, S, N (+ or – are optional). See a sample of a **Progress Report** on page 9.

Rainy Days: If it looks like rain, all families are encouraged to bring indoor games for the students to play during recess/lunch.

Rest and Recuperation: Make sure that you are **not** working during one period each Friday.

Rules and Etiquette (read to students on first day of class and to your children at home):

- a. Raise your hand in opening and closing.
- b. Show respect to teachers by using Mr. or Mrs.
- c. Stay in your classroom.
- d. Look at the person who is speaking.
- e. Obey the first time there is a request.
- f. One person speaks at a time.
- g. Keep your hands to yourself.
- h. Respect others’ insight, opinions, and questions
- i. Help each other
- j. Speak in a positive and encouraging way.
- k. Stay **outside** during lunch.

Sickness of Students: Students and toddlers and infants may come if they have runny noses and coughs (colds are OK). Anything that is infectious **other than a cold** must stay home. If your whole family has passed the flu to one another except the last one who appears to have just a cold, let that child stay home. It’s not just a cold, but probably the flu. If there is a **fever, diarrhea, or vomiting**, the child must stay home (flu is NOT ok). It’s virtually impossible to prevent the

spread of the flu and colds because everyone is contagious 24-48 hours before the first symptom. We can at least attempt to slow the spread of the flu and colds.

Stay on the Premises: Our program is not a drop-off service. Even if you work as a custodian, playground supervisor, or have a special assignment that does not require you to work two out of three periods, you are still required to stay on the premises or within the parking lot area during Calvary Class Day hours. Errands or pick up and drop off of other children are not permitted. Leaving (safely, watching for toddlers) during lunch is permitted as long as you bring your children with you or you have a “designated” parent to watch your children in your absence.

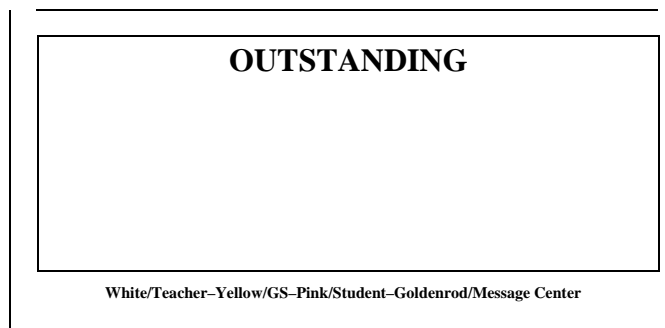
Stairs: Please use the back stairs (not the spiral stairs) for traveling up and down. There is an elevator that may be used (if there are a lot of bags, boxes, or bundles to be transported or someone cannot travel by stairway because of a physical ailment). Please do not use the elevator as a matter of simple convenience. The elevator has a “trip meter”. Calvary is charged when it goes over 200 rides. Children may not ride the elevator unless they are with the parent (who has a lot of stuff).

Store: If there are enough parents, there will be a table set aside in the Fellowship Hall for used curriculum to be sold. If each book is clearly marked with a price and last name of seller, it can be placed on the store table. A designated parent will collect money and give you cash or check at the end of the day (envelope in the message center). Any curriculum forgotten on the table will not be saved. Please remember to walk by the table at the end of the day to be sure all of your materials/books have been picked up or sold.

Student Report: This is a four-part form used to inform parents/students of a problem (attitude, class discussion, class work, effort, homework, materials, miscellaneous) or to point out success in a particular area (outstanding). Please press **HARD**. See the **Student Report** sample below.

- White – teacher keeps
- Yellow – goes into yellow folder at the back of the message center for administrator
- Pink – goes to the student at that moment or at the end of class
- Goldenrod – goes to the parent – place in the parent’s message folder

GROUP SOLUTIONS	
Student Report	
Student’s Name:	_____
Teacher’s Name:	_____
Class Name:	_____ Date: _____
NEEDS IMPROVEMENT	
Attitude	<input type="checkbox"/>
Class Discussion	<input type="checkbox"/>
Class Work	<input type="checkbox"/>
Effort	<input type="checkbox"/>
Homework	<input type="checkbox"/>
Materials	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>



Study Hall: A parent may not find a suitable class for his/her student during a particular period. In this case, the student would be considered on Study Hall. This student must sit at a table in the Fellowship Hall or a designated table in the downstairs hallway (if there are extra tables available).

Suggestions: Send your suggestions to admin@groupsolutionsonline.com .

Supplies: Each teacher should have his/her own caddie on hand with the following items glue bottles, 6 scissors, tape, pencils, stapler, crayons, markers, or colored pencils, and a carpet cover (when using clay or sticky or wet substances). Use a cleaner for the top of the table, or use a plastic tablecloth to protect the table. Please refrain from using glitter and play dough (crumbles and gets into carpet). You may use alternatives for play dough. There are some acceptable substitutes.

Syllabus: By **September 1**, email (to student and parents and admin@groupsolutionsonline.com a basic “year at a glance” schedule/syllabus for your class. Please view a sample of a simple **syllabus** on pages 10-11.

Teacher Orientation – Friday, 11:00am, August 15, 2008: This is a relaxed opportunity to meet other parent/teachers. Be ready to give a brief description of what may happen in your class. If your syllabus is prepared early (highly recommended), feel free to hand it out on this day. **NO CHILDREN** – so plan now for a sitter! Study this handbook and take the email test **BEFORE** the Teacher Orientation. ☺ The orientation is arranged to make sure everyone is clear about the handbook, to introduce co-op members, to distribute available syllabi, to give a brief oral description of classes, distribute Borders certificates, and for fellowship. All members must attend.

Test: An email will be forwarded to each member with a link. Click on the link and take the test. The test is a review of the Calvary Class Day Handbook. Each member or possible member may click **here** to view the test or take the test early. The test may be taken using an open-book format. This test is to be submitted before the date of the summer Teacher Orientation regularly held in August - **Friday, 11:00am, August 15, 2008.** *Please re-take the test if you score **below 80%**.*

Treasury: Each class is allowed a budget of **\$.65** per child per class. This is a small improvement over last year. So, *save your receipts* and hand them to the bookkeeper. She will help you keep track of your budget. She’ll place your reimbursement check in the message center. Please pay attention to your budget for the year. If an American Government teacher has 12 students, then **\$7.80** is available per class. This American Government teacher will be able to receive reimbursements up to ($7.80 \times 16 = \$124.80$) **\$124.80** for the entire year. Please avoid collecting additional supply fees if the allowable reimbursement is sufficient.

Tuition: Tuition ***must*** be paid at the time of enrollment.

- \$160 for the first child,
- \$80 for the second and third child who are age four or older by September 1.
- Group Solutions Family **Membership** - \$25

Families may PAY IN FULL and receive a 10% discount by using Paypal or by writing a check. If you prefer to pay on a TEN-MONTH PLAN, Paypal is your only option by means of automatic monthly deductions.

Group Solutions is a co-op or interdependent program. Therefore, there are no refunds for withdrawal after September 1, 2008. If there is an early withdrawal on or before September 1, 2007, then all is reimbursed except \$50.

Vacation Days: Each family is allowed 1 day of vacation per school year. Most families can schedule their vacations on the “off Fridays”. Please be considerate of your team. Each time a team member has to cover for you, it may mean they will miss their break. Make an agreement *at the beginning of the year* on how much flexibility you want in covering for each other. More than two times is excessive. Two absences is already 1/8 of the school year.

Visitation: Families may come to visit, but they will not be able to participate until they have enrolled and paid membership fees

Visiting Alumni Students: Please fellowship in the Teacher’s Lounge (Fellowship Hall), stay with your parent, or visit outside during lunch. Please do not walk the halls or visit classes.

Website: old: www.gs4che.com (being phased out)
new: www.groupsolutionsonline.com (longer, but easier to remember and currently working)

Who and How Many? There will be space for as many families as can serve and find appropriate classes. New families are selected on a "first come, first served" basis upon submittal of membership forms. http://www.groupsolutionsonline.com/membership_app.php. All families are invited who are Bible-believing Christians and **CURRENTLY and REGULARLY** attend a Bible-believing church.

Yearbook: Each family will receive one FREE yearbook at the Open House. Yearbook prices will be announced at the end of the year so that extra yearbooks may be purchased if desired. Older students tend to prefer their own copy for autographs and personal memories and so families may want to consider purchasing additional yearbooks. Place your additional yearbook orders with the historian.

Student _____
 Class _____
 Teacher _____

Semester Grade (A-B-C-D-F /older students)	
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Place each Progress Report (K-12) in the family file folder in the message center. Teacher's comments are optional.

Progress Report	Teacher's Comments
Brings Supplies	
Comes Prepared (reads, practices, completes ...)	
Demonstrates Creativity	
Exhibits Self Control	
Participates in Discussions	
Proves Diligence and Neatness	
Shows Attentiveness	
Shows Respect (for teachers and students)	
Submits Assignments On Time	

*O – Outstanding, S – Satisfactory, N – Needs Improvement
 Older Students – A, B, C, D, F (Junior and Senior High)*

Class Name: World History at a Glance (using The Usborne Illustrated Atlas of World History) Grades 4-8

Class: The Usborne Illustrated Atlas of World History This is a **SAMPLE**. If you have specific topics, write them in. Tell what you plan on doing during class time. Follow the sample below. Be clear about how you want your students to prepare. The sooner you prepare your syllabus, the better for everyone. It would be a good idea to prepare your syllabus before the **Teacher Orientation** (*not required, but, highly recommended*). But, it is **mandatory** to have it ready by **September 1**. Email it to your students and admin@gs4che.com on **September 1**. If you need help with this, let us know. We will provide this grid for you.

Teacher's Name:	Phone:	Email:	Calvary Class Day
Somebody	555-1212	someone@treasureisland.com	

Class Day	Date	Read/Do Before Class	Class Day Activity
1		Civilization Begins, Ancient Cities	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – map study - review oral presentation requirements (diction, poise, clarity, creativity, eye-contact, enthusiasm, knowledge) – Students and teacher will grade each oral presentation.
2		Languages, Ancient Egypt	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –Jeopardy game – mummy talk
3		Ancient Greeks, The Roman Empire	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – video - discussion – learn Greek
4		The Great Invaders, World Religions	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – map study - discussion
5		Great Empires, Europe's New Age, Feudal Europe	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –Jeopardy game - discussion
6		Clash of Empires, The Crusades,	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –video - - discussion
7		The Mongols, The Renaissance	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – map study - discussion
8		Exploring the World, The New World, The Reformation	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –Jeopardy game - discussion
9		Power in Europe, The Russian Empire	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –video - discussion
10		China – The Middle Kingdom	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – map study - discussion
11		The slave Trade, The Rise of Japan, Industrial Revolution	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –Jeopardy game - discussion

12		The Age of Revolutions, The Right to Vote	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –video - discussion
13		The Birth of the USA, Colonial Fever,	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – map study - discussion
14		World War One, Between the Wars, World War Two	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –Jeopardy game - discussion
15		New Nations, The Cold War	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) –video - discussion
16		The Developing World, The 20 th Century Ends	Students are assigned one topic out of the pages being read. Use 3 sources to research the topic. Prepare a 2-minute oral presentation (using index cards) – The 20 th Century Game