



I. MISSION STATEMENT AND PURPOSE

The mission of Greyfriars Classical Tutorials is to assist Christian families by classically educating hearts and minds for Christ's kingdom. We serve Christian families by providing accountability, guidance and structure that is thoroughly biblical, academically rigorous, covenantally nurturing, and financially accessible to as many as possible.

Greyfriars Classical Tutorials is a one-day-a-week tutorial service and not a school: The in-class and at-home teaching times are designed to be complementary. GCT commits to thorough and clear communication between teachers and parents to enable parents to continue and fulfill assignments initiated by GCT. Parents are expected to conduct regular home-schooling duties, which in the state of North Carolina currently include keeping attendance records, conducting annual testing, and determining when a child has attained mastery of a subject. GCT does not conduct entrance or exit testing to determine grade placement; while we are glad to help advise parents on the subject of placement, the responsibility for this decision rests with the family.

II. PURPOSE OF THE HANDBOOK

The policies set forth in this handbook are intended to communicate clearly the commitment of Greyfriars Classical Tutorials (GCT) to execute the responsibilities entrusted to us by the parents of our students. This handbook also outlines the commitments expected of parents and their students toward GCT.

III. GENERAL POLICIES FOR BOTH PROGRAMS

A. NON-DISCRIMINATORY POLICY

GCT admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or any other policy. We do reserve the right to refuse membership based on religious commitment and beliefs. As a sincerely Christian homeschool program, Greyfriars Classical Tutorials does reserve the right to select applicants for admission on the basis of personal religious commitment and beliefs, as well as academic performance, and willingness to cooperate with the Greyfriars Classical Academy Board and Administration and to abide by its policies. Greyfriars requires at least one parent to affirm full agreement with the statement of faith listed in our by-laws and on the application for student admission.

B. PARENTAL INVOLVEMENT

Although GCT, on behalf of the parents, has employed tutors to help meet our goals, parents retain the sole responsibility for the education and upbringing of their children. In order for GCT to provide a quality of service which best glorifies God, parents need to do their best to make sure that each student

is prepared and able to fully participate in each week. Each family is committing itself to be a contributing and supportive member of the Greyfriars community in the following ways:

- Attend New Parent Orientation (Grammar) before the first enrolled school year or Orientation Day (Logic) each school year
- Pay all bills in a timely manner
- Participate as a volunteer when requested (All Grammar parents are required to contribute volunteer hours)
- Maintain a way to receive homework and other assignments and announcements via e-mail.
- Arrive at GCT on time.
- Promptly respond to communications from the tutor or administration (this includes being intentionally available by phone or text on class days if we should need to speak to you about your child).
- Encourage your child's progress by reading all notes from tutors and all papers sent home.
- Know what the assignments are and when they are due, and assume responsibility for the child's completion of all assignments.
- Conduct regular home-schooling duties, including the following: keeping necessary records, testing, and determining when a child has attained mastery of a subject. Each parent must indicate that they will comply with the Family Commitment Statement and submit it with the Registration for admission or re-enrollment.
- Pray for our teachers, students, administrators, and Board

C. CLASS BEHAVIOR & DISCIPLINE

1. We believe that the nurture and discipline of children is primarily the responsibility of the parents, under God. Because we view ourselves as partners with parents in the training of children, we will keep parents informed if we are having trouble with a child, and we will seek to have discipline issues addressed by the parents whenever possible.
2. While we support and strongly encourage godly and wise corporal punishment within the home as God directs (Prov. 13:24, Prov. 29:15), we do not believe it is the place of the school to administer physical punishment.
3. As the children of believers and those under the authority of both parents and church, students at GCT are expected to conduct themselves at all times in a way that brings honor to Christ.
4. The purpose of the discipline policy is to maintain order in the classroom and to help students grow in self-discipline and self-control. We believe that practicing habits such as punctuality, preparedness, and submitting to authority pleases the Lord (Eph. 5:9-10, 6:1) and promotes academic success (Prov. 12:24).
5. For Greyfriars Tutorials to function well, an environment of discipline and self-control must be maintained. Students are expected to
 - work at home on assignments and participate in classroom learning
 - arrive in class on time

- follow the dress code (see below)
 - not bring electronics into the classroom unless directed by a tutor
 - show respect to the tutor and fellow classmates
 - demonstrate a spirit that is willing and eager to learn and grow
6. While we believe in and practice gracious and loving training, especially in the earliest years of a child's growth, if a child does not possess sufficient self-control to participate in class without undue disrespect and distraction, we reserve the right to refuse continued participation, under the guidelines below:
- If an infraction occurs, tutors will first remind students of their duties.
 - Any tutor may dismiss a student to see the Director for inappropriate classroom behavior (e.g., excessive talking, disrespectful attitude, disobeying).
 - The Director will address the issue, make sure expectations are clear, pray with the student, and return him or her to the classroom for an apology and another try.
 - Repeated or aggravated offenses will be brought to the attention of parents and may result in further disciplinary action, including sitting in the office for the duration of a specific class or being sent home for the remainder of the day.
 - If needed, a parent conference will be arranged to discuss how to obtain correct student behavior in the future.
 - If a student's behavior does not improve, he/she may be expelled from Greyfriars Tutorials without a tuition refund.
7. Dishonesty violates the basis of trust within a relationship and will not be allowed. Any form of dishonesty, including cheating or plagiarism, will be taken very seriously and may lead to dismissal from the program. Our writing teachers, especially in Logic, will work with students to make sure they understand the importance of giving credit to others where that credit is due, and parents should work at home to convey the importance of honesty, diligence, and fair attribution.

D. MEDICATION, INJURY, & ILLNESS

1. Students are not allowed to possess medication on campus. Parents should deliver any medication that a student may need to take during school hours to the director or director's office assistant with instructions for how it should be administered. The director will keep the medication in the office and give it to the student as directed by the parents.
2. If a student experiences illness or injury during the course of a school day, office staff will address the situation immediately. We do not employ a nurse, but at least one person with CPR training is on campus at all times during the school day.
3. Minor first aid may be administered without parental consent, but an incident report will be given to the parent no later than the end of the school day.
4. Any discretionary medications such as ibuprofen may be given to a student after confirmation of permission from a parent.

5. The signed parental waiver allows the administrators of GCT to make decisions about the care of a child in an emergency situation. Every effort will be made to contact the parents immediately, but if this is not possible, administrators will make necessary judgments about emergency care.
6. In order to minimize the spread of any infectious diseases within GCT, and to ensure the health and safety of all children and tutors, please do not bring your child to class if he or she is sick or has exhibited any of the following symptoms within the past 24 hours:
 - Rash
 - Runny nose with colored discharge
 - Discharge from eyes or ears
 - Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.)
 - Fever or 100 degrees or higher without treatment by fever-reducing medicines
 - Diarrhea
 - Vomiting
 - Head lice/nits within the past 72 hours without first discussing the treatment with the administrator
7. For the Covid-19 policies for the 2020-2021 school year, please see the linked [document](#) which was approved by the Board and shared with parents in the summer of 2020. Communication about Covid-19 policies for the 2021-2022 school year will be communicated to parents no later than the beginning of the school year in August and are subject to change.

E. INCLEMENT WEATHER AND SCHOOL BREAKS

1. We do not always follow the Charlotte-Mecklenburg and/or Union County school closings or delays. An email will go out to all families as soon as information is available concerning a change to our normal schedule. We do not plan to make up a cancelled class due to inclement weather.
2. Regular week-long breaks are scheduled four times each year: in early October, at Thanksgiving, in early March, and at Easter. In addition, a three-week semester break is scheduled at Christmas. During these breaks, no homework will be assigned, although upon completion of the break week, at-home work may be assigned during earlier days of the week preceding an in-class day.
3. For Logic, assignments begin after Orientation Day, preceding the first official school day.

F. DRESS CODE

Christian character ought to be demonstrated in every area of life, and personal appearance is no exception. As a general rule, unkempt or ostentatious clothing or hair is unbecoming. Additionally, Greyfriars seeks to promote and cultivate within our students a spirit of excellence and a sense of the importance of what they are gathered to do. The GCT dress code is designed to assist students in making wise and responsible decisions in the areas of modesty, self-control, prudence, discretion and loving respect for others. We want our students to look and feel “ready to learn” in a way that differentiates the school day from the at-home days. To that end, we offer the following guidance:

All:

- All clothing should be neat, clean, and free from tears (this include intentional distressing on jeans)
- No tight-fitting tops or pants (see note on leggings for girls below)
- No hats or distracting headgear may be worn indoors, including sweatshirt hoods
- Hair must be in a natural color
- Visible tattoos or body piercings are prohibited, except earrings for young ladies
- No graphic shirts or sweatshirts (this includes advertisements of all kinds, printed logos or pictures, or large brand identifiers; a small, discreet pocket logo is fine)

Boys

- Tucked in, collared shirts (polo style or button-down)
- Pants or shorts (shorts must approach the knee)
- Neat, solid jeans are allowed (no rips, tears, cutoffs, or obvious patches)
- No flip-flops (closed-toe shoes are recommended since outdoor play takes place on a parking lot)
- No athletic pants or shorts

Girls

- Dressy-casual blouse or top
- No tank tops, halter straps or graphic t-shirts
- Jeans, pants, skirts or longer shorts are allowed (at the Grammar level, skirts should have biking shorts or leggings worn under them for additional modesty during active play)
- No short skirts, short shorts, or skinny jeans
- If leggings are worn, they should be functioning as tights or for additional modesty, with a dress or dress-like tunic over them (i.e., the top should be one that would be modest if worn alone). Leggings may not be worn as a substitute for pants.
- No flip flops (closed-toe shoes are recommended since outdoor play takes place on a parking lot)

If a dress-up day (Grammar) or Spirit Day (Logic) is announced, the Director may indicate ways in which the dress code is suspended, but families should keep these principles and goals in mind at all times.

G. FACILITIES

Resurrection Presbyterian Church has graciously allowed us to use its facilities during the week. As members of the body of Christ, and in response to the generosity of RPC, participants in GCT should always promote the beauty and care of the facilities.

- Outside play should take place in the open field and the appropriate parking lot area. Students may NOT go behind the fence, into the woods, past the front edge of the building toward the street, or to neighboring properties.
- Students should NOT be in any building without a teacher unless with specific permission from a teacher or director.

- Earliest drop off time is 7:30 a.m. Please make every effort pick up your students promptly; if you are going to be more than ten minutes after the stated end of the class day, please contact the appropriate director or assistant and let her know that you are delayed.
- If any part of the RPC property is damaged or broken, whether wilfully or by accident, the parents of the responsible student(s) may be required to make amends at the discretion of the GCA board, in consultation with church officers.

H. LUNCHTIME

- Lunch will be eaten outside or, in the case of inclement weather, in classrooms with appropriate supervision. Lunch monitors (staff or parent volunteers) are always provided for GCT students. Students should not eat in the classrooms without permission, as these rooms are not typically supervised during the lunch period. All trash should be disposed of properly.
- We do not restrict the foods that are brought to school, so if your child has allergies, you should ensure that he or she knows not to accept shared food or to come in close contact with other children while eating.
- The microwaves in the education building are for the use of the high schoolers and teachers only. Please do not send food for lunch that needs to be microwaved.
- The kitchen in the fellowship hall should not be used in any capacity (microwave, refrigerator, sink).

I. TUITION & FEES

1. Textbooks

The price of textbooks is not included in tuition; parents are responsible to purchase all books. Every effort is made to choose books that are readily available in used copies and thus inexpensive. A textbook list will be made available to parents by the end of May. Families should be careful to get the exact ISBNs listed.

2. Tuition & Fee Amounts for the 2021-2022 school year are available on the [school website](#).

3. Payments

The registration fee should accompany the submission of a completed application. If the student's application is approved, the registration fee will reserve his or her space in class until the due date of the supply fee (April 1, or the next business day thereafter). Payment of the supply fee continues to reserve the student's place in the class until tuition is paid. Additional payment details are available on the school website and the application.

4. Refund Policy

- Registration and supply fees are non-refundable.
- Tuition payments are non-refundable after July 1.
- After July 1, any money paid for courses that are dropped will not be refunded.

IV. POLICIES SPECIFIC TO PROGRAMS

A. GRAMMAR

1. Parent Volunteer Program

In order to accomplish our goals with younger children, we need parents to help us by donating 5 - 7 work hours each over the course of the year. A signup for these jobs is sent out in the summer, and we work to ensure that the differing times and responsibilities will allow each parent to find manageable ways to fulfill this commitment.

2. After-School Activities

In order to facilitate further fellowship and fun among the children at GCT, for the past several years we have been able to offer one-hour extracurricular activities after dismissal on Tuesdays. Each activity requires an adult supervisor, approved by the headmaster. The number of classes per semester and the cost of each activity is determined by the supervisor. Past offerings have included P.E., Chess Club, and 3-D Art. Communication about these activities will be provided to the community prior to the semester in which they are offered. Parents are requested to be prompt at pickup. A parent may request approval for an activity by speaking to the appropriate director.

B. LOGIC

1. GRADING

a. Grade Reports

Course grades will be determined by Logic teachers and emailed to parents twice each year, in December/January and May. Since GCT students are homeschooled, the parent is the primary teacher and ultimately determines the grade for a particular class, if desired. (The state of North Carolina does not require that transcripts for home-schooled students be kept until high school.) We do not keep transcripts or records of these grades and will not “transfer” a student’s grades to a full-time school. However, as a drop-off program, we realize that parents need to know how their student is doing in the classroom and in mastering the subject matter. Therefore, students will be assigned a grade in each class for feedback purposes. These grades will also be made available to the GCA administration if a student applies to GCA for high school; they will be used only as an indication of proficiency/readiness..

b. Grading Scale

Course grades will be assigned using the following grade scale (with corresponding point values):

- | | |
|---|---------------|
| A | 90% – 100% |
| B | 80% – 89% |
| C | 70% – 79% |
| D | 60% – 69% |
| F | 59% and below |

2. Optional Monday class

Students in grades 6 through 8 may elect to enroll in a second class day, currently offered on Mondays. Students in all three grades meet in one large classroom for what is designed as a "best homeschooling day." Students work on assignments for Math and Latin under the supervision of tutors competent in each field, and they enjoy academic enrichment in the areas of Bible, art, and aesthetics. They also have one general study hall period. Students attending on Mondays report growth in friendships as well as academic benefits. *A la carte* options are not available for Monday classes.

3. Intramural Sports

For the past few years we have offered Logic students an optional after-school recreational athletics program for a reasonable cost. Along with students enrolled in grades 9 - 12 at GCA, participating students meet under the supervision of Coach Jay Miller of Victory Sports on Wednesdays from 3:15 - 4:30 p.m. The program is designed for both young men and young women, regardless of their athletic ability. Parents are responsible for transportation to and from the program, which meets at various locations in the Matthews-Mint Hill area.