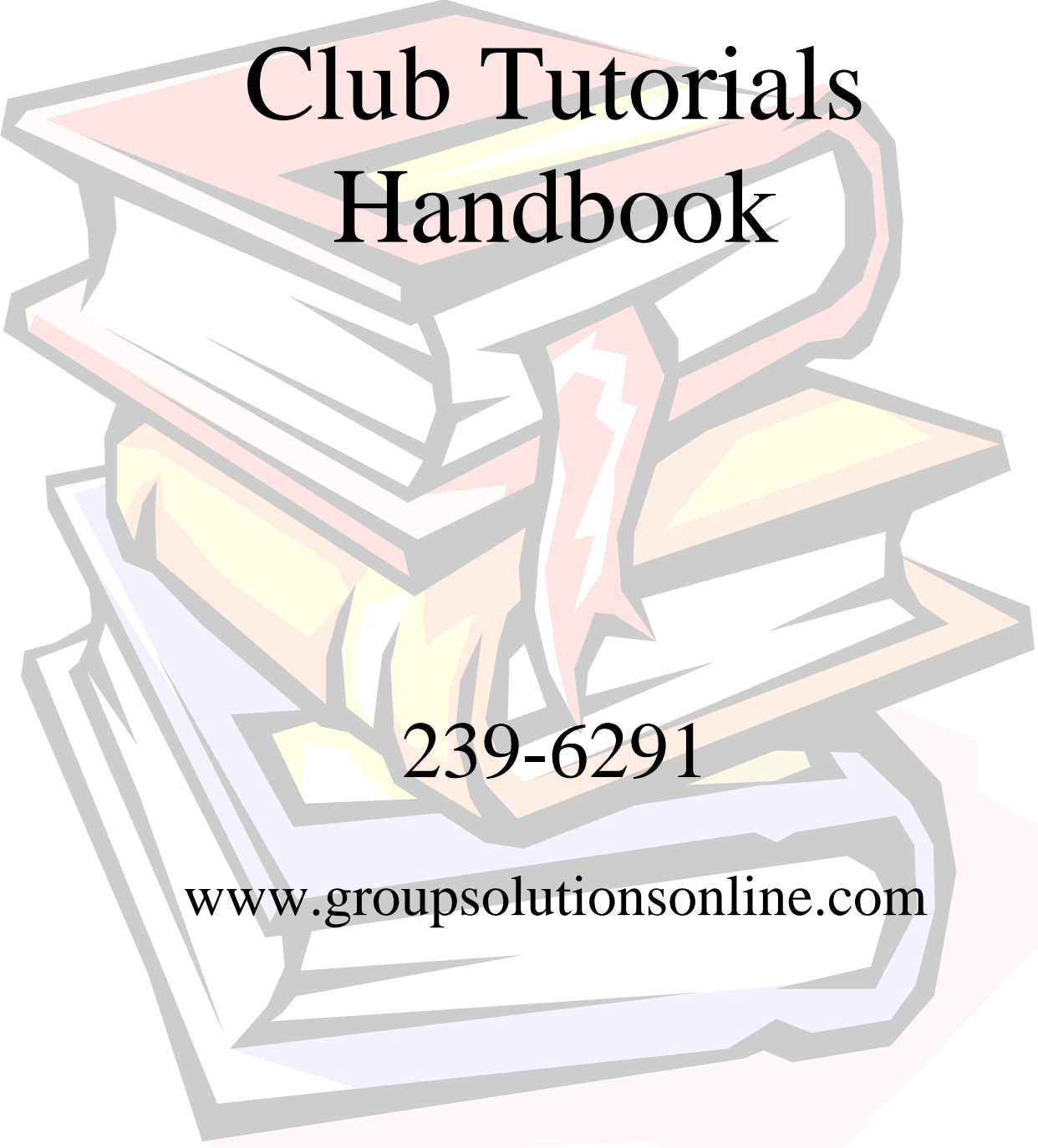


2008-2009  
*Group Solutions*



Club Tutorials  
Handbook

239-6291

[www.groupsolutionsonline.com](http://www.groupsolutionsonline.com)

## Calvary Club Tutorial 2008-2009

### Advertisement of Classes:

- **Methods:** The *first* method that classes are announced is through the website. The *second* method is when teachers or families circulate links to friends or contacts to announce classes. This would be a valuable plan for families who have students enrolled in a class that could be closed if the minimum enrollment is not met. The *third* method is when teachers or families make phone calls to describe the available classes to families.
- **When:** Ideally, it is helpful when classes are posted by May 1<sup>st</sup> of each year. However, at times a class will not be posted until later in the year for a second semester offering or because a new tutor wasn't discovered in time. Tutors should keep their classes posted for at least 2 months. It takes families awhile to digest what is available and to figure out their schedules.

**Calendar:** There are 30 Tuesdays. Please click on [Club Tutorial Calendar](#).

**Class Cancellation:** If the minimum student enrollment has not been met, a class could be cancelled. A teacher is free to cancel his/her class on [August 1<sup>st</sup>, 2008](#) if the minimum number of students has not been met. This gives both the teacher and the family adequate time to make other plans before the school year begins. The teacher will then reimburse all tuition fees. Tutors should include the minimum amount of students needed within the [Tutorial Proposal](#).

**Class Closure:** Unforeseen circumstances may cause a tutor to withdraw from teaching. In this case, the appropriate moneys would be reimbursed to each family.

**Class Length:** Class length can be 1 period, 1-1/2 periods, 2 periods, or 3 periods.

**Classroom Size:** A maximum of 12 students (other than the tutor's) may be enrolled in one class unless there is an assisting teacher.

**Classroom Use:** Do not use any supplies from the classrooms. Use only the whiteboards, TV/VCR's, chairs, and tables. Please bring your own dry erase markers.

**Clean Up at the End of the Class:** Each tutor is responsible for cleaning his/her area. Wash off tabletops and be sure the floor is vacuumed. Drapes/curtains should hang nicely. Stack chairs by color. Place trash bags in the dumpster. Turn off lights. Make sure windows are shut. Whiteboards should be erased. Please refer to the table/chair arrangement plan posted on the wall next to the door.

**Communication:** The main form of communication between the teachers and students 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 [Thursdays for Tuesday classes](#) because teachers may want to give an instruction or clarify the assignment noted in the syllabus provided at the beginning of the year.

**Co-Op Classes:** Co-op groups that meet during Club Tutorials may have their own requirements and parameters in addition to what is currently mentioned within this Club Tutorial Handbook.

**Dads:** Dads are encouraged to be teachers.

**Daily Schedule:**

Tuesdays: 12:00pm – 4:00pm

**Discipline:** Student is placed outside the door on a chair for 5 minutes. Also, see **Student Report**.

**Early Student Drop-Off:** Parents must not arrive in the parking lot more than 5 minutes before the beginning of class.

**Enrollment Procedure:** Families should submit an **Enrollment Form** via the website to show their interest. It will be forwarded to the tutor. The tutor will then contact the family to arrange for the \$50 non-refundable deposit if there is still space. As soon as the class is full, the tutor will notify the administrator that the class is full. The website will then state that the class is “CLOSED”. Tutors may continue to take names to place on the waiting list.

**Enrollment Season:** Families may begin enrolling their students starting **May 1<sup>st</sup>, 2008** for the year **2008-2009**. Enrollment may be collected any time following that date. After the first day of class, enrollment may continue if the teacher agrees that it would be a good fit even if the student enrolls after the first day of class. Only those families who are **members** may enroll in a class at Club Tutorials.

**Entrance:** Use the front office door and proceed upstairs.

**General Family Responsibilities:** Each family is required (**only if there are more than 20 students enrolled in Club Tutorials – otherwise, just help the teacher clean his/her classroom- you will be notified if your service is need – likely, not for 2008-2009**) to contribute 4 hours each Club year doing one of the following jobs:

- **Advertising Team** (4 hours per year during summer) – Notify other support groups and Christian home schooling families about available classes – forward email and post where appropriate
- **Any Auxiliary Position** (4 hours per year) – miscellaneous – fill one of the other available needs
- **Coordinator: Custodial Care** (4 hours per year) – Plan who will come to come to each Club day and call the family 2 days ahead of time to remind them of their obligation.
- **Coordinator: On-site Supervision/Study Hall** (4 hours per year) – Make a schedule for an on-site supervisor/study hall person for each Club Day. Bill late parents and parents who use the study hall privileges. Collect signups on the first day of Club.
- **Custodial Care** (4 times a year - 1 hour) – Arrive at 3:30 to put out sweepers and vacuums. At the close of the day, check classrooms to see if the furniture matches the diagram posted on the wall near the door, if the trash has been taken to the dumpster, if white boards have been erased, if shades are hanging nicely, and chairs are stacked according to color. Bathrooms need to be de-littered, toilets flushed, sinks dried and polished. The Club Tutorials door is secured and locked.
- **On-site Supervision/Study Hall** (4 hours once per year) - Open single windowless door on the east side of the building at 11:45am on Tuesdays or 12:45pm on Thursdays. Greet students as they arrive and be a part of making sure students go directly to their classes upstairs. Re-direct Club students or Club tutors from the downstairs area to the

upstairs area only. Keep track of late parents and bill them. Be seated in the hallway at the base of the stair well.

- Phone Calls (4 hours per year) – Call lists of interested families and tutors. The goal is to contact as many people as possible during the four hours.
- Prayer Team (4 times a year - 1 hour) Meet upstairs in the prayer room to pray for the needs of the home schooling community, especially those involved in Club Tutorials. There is a “pray” bucket and a “prayed” bucket. Pray for the prayer needs in the “pray” bucket and then transfer it to the “prayed” bucket when done.
- Verify Membership Fee Collection (first day of school – 4 hours) – Compare the Paypal list to the verified members and reconcile.

**Illness of Teacher:** If a teacher is ill, notify parents as soon as possible and cancel the class.

**Late Student Pick-Ups** Parents must arrive in the parking lot 5 minutes before the end of class. Students who are found outside waiting for a pick-up will be brought in and placed in Study Hall. Late Parent Study Hall fees are \$1 a minute.

**Lost and Found:** Unclaimed things will be kept by the teacher.

**Membership Fees:** All participants (students and tutors) must become members of Group Solutions. If a teacher or tutor is concurrently enrolled in Calvary Class Day of Group Solutions, he or she will not need to pay additional fees. The annual **Membership Fees** are \$25 and are designated for the required insurance policy, building utilities, and for the maintenance of the website.

**Modesty Policy – Boys and Men:** Boys should be sure that boxers are not showing. Choose shirts that are neutral in subject matter or those that honor the Lord. Mr. Sanchez will provide a “uniform” shirt (a T-shirt of his choice) if a shirt is questionable. 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 Policy – Girls and Ladies:** Please be cautious in selecting clothes to wear on Club Tutorial days. No spaghetti straps, short shorts (middle of thigh is a good rule of thumb and finger tips should not rest below the bottom edge), form-fitting clothes (Lycra), and low tops (revealing cleavage), and no underclothing should be seen. . 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☺. Cover up and do not be extreme in dress, hair, and jewelry. Our goal is to draw attention to the Lord and not to ourselves.

**Parking:** Park in the west lot.

**Progress Reports:** Progress Reports are filled out and delivered (email or given to the student) on the last day of each semester or at the completion of a class. Tutors will use O (outstanding), S (satisfactory), or N (needs improvement) for younger students. Use A, B, C ... for older students. Consider using + or – for all grades. See a sample of a **Progress Report**.

**Refunds:** Be aware that some classes indicate that there will be no refunds for early withdrawal.

**Rules and Etiquette:**

- a. Raise your hand.
- 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 in the building at all times.
- l. Use **upstairs** bathrooms only.
- m. Complete the required assignments designated by the tutor.

**Sickness of Students:** Students may come if they have runny noses and coughs (colds are OK). Anyone who is infectious *other than a cold* must stay home. If your whole family has passed the flu to one another except the last one that 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 (bringing the flu to Club Tutorials 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. But, at least we can slow the spread of colds and the flu.

**Stairs:** Please use the front spiral stairs on Club Tutorial Tuesdays. There is an elevator that may be used (if there are many things to be transported upstairs). 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).

**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**. Procure these at the beginning of the year. Scroll down to see the **Student Report**.

- White –teacher's copy
- Yellow – administrator's copy - goes into yellow folder at the back of the message center
- Pink – student's copy - to the student at that moment or at the end of class
- Goldenrod – parent's copy – give directly to the parent, mail it by snail mail, or scan it and send it via email

**GROUP SOLUTIONS**  
**Student Report**

**Student's Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Class Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NEEDS IMPROVEMENT**

**Attitude**

**Class Discussion**

**Class Work**

**Effort**

**Homework**

**Materials**

**Miscellaneous**

**OUTSTANDING**

White/Teacher–Yellow/GS–Pink/Student–Goldenrod/Message Center

**Suggestions:** [admin@groupsolutionsonline.com](mailto:admin@groupsolutionsonline.com)

**Supplies:** Each teacher provides whatever supplies are needed for the class by either requesting a materials fee or providing materials out of the enrollment fees.

**Syllabus:** By **September 1st**, email (to students/family and [admin@groupsolutionsonline.com](mailto:admin@groupsolutionsonline.com)) a basic “year at a glance” schedule/syllabus for your class. Please view a sample of a simple **syllabus** on page 8 and 9.

**Test:** The email test is a requirement that satisfies the Administrator’s need to know that each family is familiar with the rules and requirements mentioned in this Club Tutorial Handbook. After studying this handbook, please take this 20-question test (open book) to verify that you understand and have read the Club Tutorial Handbook by **September 1st**. You may pre-view the test at any time. Click [here](#) (if you don’t have pop-up blockers).

**Tuition:** A \$50 deposit is required for enrollment (paid directly to the tutor). The tutor will arrange for collection. The balance of the fees will be divided in two installments to be paid on the first day of each semester. If the class is only one semester long, the balance of the fees will be paid at the beginning of that semester. Click on the [calendar](#) and note when to pay remaining balances.

**Website:** [www.gs4che.com](http://www.gs4che.com) (old) [www.groupsolutionsonline.com](http://www.groupsolutionsonline.com) (new)

**Who and How Many?** All families are invited who are believers and attend a Bible believing church.

Student \_\_\_\_\_  
 Class \_\_\_\_\_  
 Teacher \_\_\_\_\_

<b>Semester</b> <b>Grade</b> (A-B-C-D-F /older students)	
--	--

Place each Progress Report (K-12) in the family file folder in the message center. Teacher's comments are optional.

<b>Progress Report</b>		<b>Teacher's Comments</b>
Traits/Work Habits		
Respectful (of other students and teacher)		
Self-Control		
Contented Spirit		
Attentiveness		
Self-Motivated		
Creativity		
Thoroughness		
Participates in Discussions		

**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. Email it to your students and [admin@groupsolutionsonline.com](mailto:admin@groupsolutionsonline.com) on or before **September 1**.

**Teacher's Name:** Somebody      **Phone:** 555-1212      **Email:** someone@treasureisland.com      **Club Tutorials**

Class Day	Date	Read/Do Before Club	Club 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

<b>12</b>		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
<b>13</b>		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
<b>14</b>		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
<b>15</b>		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
<b>16</b>		The Developing World, The 20 <sup>th</sup> 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 <sup>th</sup> Century Game