

# Protocol Handbook 2020 – 2021

Martin Educational Services, LLC

# Martin Educational Services

## Protocol/Handbook 2020 – 2021

*Martin Educational Services provides services for families who are involved in all types of educational settings with a focus on those choosing a traditional home education program. The classes offered by Martin Educational Services do not take the place of a complete home study program, but are offered to provide support to families who choose to educate their children at home. Martin Educational Services strives to provide quality high school and college-prep level courses that will supplement the student's overall high school experience. It is NOT a school, nor does it seek to be one. The courses are homeschool-friendly and are taught by a qualified instructor familiar with the homeschool setting and experienced in the tutorial method. Martin Educational Services, LLC remains proudly unaccredited in full support of traditional home education.*

*As in everything, we do all to the glory of God.*

### **About Martin Educational Services, Inc.**

- Dr. Ruth Martin is a qualified teacher who teaches and administers classes geared specifically towards home schooled students with the goal of preparing them for the rigors of the college experience.
- Some classes will be advanced and will help prepare students for Advanced Placement tests which can be scheduled through [www.collegeboard.com](http://www.collegeboard.com). These classes are NOT AP classes, but are Honors level. That level is reflected on the grade report at the end of the class.
- I am an experienced homeschool teacher with college and advanced degrees.
- The classes are designed to equal Carnegie Unit credits based upon class work and assigned work at home.
- Martin Educational Services, LLC remains proudly unaccredited in full support of traditional homeschooling.

## **Instructor Information**

Ruth R. Martin:

- Ph. D. (Christian Counseling, 2012) Newburgh Theological Seminary
- M. Ed. (Learning Disabilities, 1977) Georgia State University
- BA (Psychology, 1973), Furman University
- Curriculum Coordinator – Specific Learning Disabilities, Dekalb County Public Schools
- 22 years homeschooling three children through high school
- All three have graduated and gone on to college, graduate school, seminary, law school, and culinary school.
- Board of Directors, Georgia Home Education Association (GHEA) – 20+ years
- Officer on Board of Directors, GHEA - 20+ years
- Educational Consultant, GHEA - 20+ years
- Educational Consultant in private practice since 1980; taught in public and private schools prior to 1983
- Graduates associated with Martin Educational Services have gone on to University of Georgia, Georgia Institute of Technology (GA Tech), Vanderbilt University, Piedmont College, Georgia State University, Furman University, Florida State University, FSU School of Law, Southern Baptist Theological Seminary, University of Taiwan, University of North Georgia, Kennesaw State College and University, Georgia State College and University, Berry College, Georgia Gwinnett College, Liberty University, Western Michigan University, Anderson University, Le Cordon Bleu Institute of Culinary Arts, Florida College, Lee University, Warren Wilson University, and others.

## **What This Program is Meant to Be:**

- Support for the home school family in subjects that they may otherwise not be able or feel capable to teach.
- An opportunity for students to get a classroom “feel,” another teacher’s input, and an opportunity to meet some of the social needs of students.
- A positive, safe environment for the traditional home schooler.

## **What This Program is NOT Meant to Be:**

- A school – we are NOT accredited and NOT a school. We are only facilitating hard-to-teach classes with a highly qualified teacher.
- An accrediting agency - we do not support accreditation for homeschoolers, since it is unnecessary and not required for college admission
- A teen hangout – we cannot be responsible for students between classes due to other classes, meetings, preparation, etc.

## **General Information**

1. We will be faithful to start classes at the appointed time. We need you to be faithful to be here on time.
2. We will also be faithful to end classes promptly. We need you to be faithful to pick up your children on time.
3. We have allowed 15 minutes between classes to allow for Q & A and for students or parents to speak with the instructors. We also need this time to take a quick break, hydrate ourselves, and set up for the next classes.
4. We will follow **common sense** weather cancellations and alerts. Please be alert for e-mail weather-related and other class cancellations. If you have ice and snow and it's dangerous, don't send your kids. Just let me know they aren't coming so I don't worry. If my driveway is impassable, I'll email you to cancel. PLEASE watch for emails!!.
5. If you have younger children, they MUST be in your care at all times. My home is not child-proofed. They must remain in the basement area and be well-behaved and aware that classes are being conducted.
6. Please bring something for them to do so they don't disturb the classes in progress. We are home schoolers – they can do their schoolwork or activities you think are appropriate and quiet. If they have difficulty controlling their voices, bodies or behavior 😊, please make arrangements for them elsewhere.
7. Check your student's work. Make sure they're actually doing it. Otherwise it's a waste of time for me and for you.
8. It's also a waste of your money!

## **Behavior and Deportment**

What is "deportment"?

Webster's 1828 Dictionary of the English Language:

“deportment: carriage; manner of acting in relation to the duties of life; behavior; demeanor; conduct; management”

Merriam-Webster.com: “the way a person behaves, stands, or moves ...”

1. Students are expected to behave with maturity and in a godly manner. (deportment)
2. They are to show respect to the instructor, the Martins’ home, and others in the class. (demeanor and conduct)
3. Students are expected to dress appropriately for class in a way that is pleasing to the Lord (and MY grandmother!) Since these are classes of mixed genders, please respect each other and don’t make me make silly dress code rules!! Shorts should be of modest length and shoulders should be covered! Cover your underwear and we’re good. 'Nuff said.
4. Students are expected to participate in class and remain alert during its entirety. We may take a short break about half-way through. You may bring water to help you stay hydrated. No energy drinks, PLEASE!!
5. Eat appropriate meals before you come. You are young adults, NOT children; therefore, you don’t need a snack! We will finish before you die from hunger.
6. If you are staying during lunch, please eat food at the table in the basement. Please do not eat on the couches.
7. Clean up your mess! This includes throwing away your trash and cleaning the table. There are paper towels under the sink in the bathroom. Dampen one and clean the table after you eat. It’s common courtesy. (management - see above definition!)
8. Empty your liquids AND ice from cups before throwing them away. It makes a horrible mess and I hate cleaning!!!!!!!!!!

### **Rules of the House**

1. Please check the bathroom after you or your child visits it. 😊 If there’s a mess, there are cleaning supplies in the bathroom closet. Please see to it! I am not your maid.
2. Please monitor the amount of toilet paper and paper towels that your children are using. Use a reasonable amount.
3. Please advise your children that toilet paper is for toilets; paper towels, napkins and Kleenex are trash and go in the trash can. A mix-up causes a HUGE plumbing mess!!
4. If the supplies run out in the downstairs bath, there are usually replacements in the laundry room cabinet at the top of the back stairs. You are welcome to get those. They are in the cabinet by the back door.
5. Please DO NOT allow your children to play with the pool cues. They are fragile. We allow people over 21 to use them. I’ve seen some kids trying to make “extreme” shots! The felt on the pool table is fragile and expensive to replace! You don’t want to have to do that.

6. Please do not go into the weight room.
7. Absolutely NO TV. It's distracting and rots your brain (well, mostly)! Bring a book, play a game (bring it), do some school work, read a book from my shelf. Exercise your brain, but NO TV.
8. If you are working on schoolwork that involves a DVD, bring a laptop or DVD player and headphones. Your work should not interfere with anyone else's.
9. This is a Comcast Hotspot. If you're a Comcast subscriber, you just need your access info to use the Comcast Hotspot.
10. I do have wireless internet accessibility. You are MESguest and the password is nectarine.

### **Parking**

1. Be ye kind one to another!!! Everybody has someplace to go and is usually on a tight schedule. When you go around cars, you go into my yard. This is a big No! No!
2. Please be CAREFUL entering and exiting the driveway. It is ONE lane only!
3. The rule is: if you're exiting and you meet a car, you get to back up. People coming in have the right of way. Practice your backing up!! 😊
4. Please park respecting others' need to leave. Leave space to your left around the circle. You may NOT park on the yard unless you want to help with yard repairs and maintenance. ***Please stay on the driveway.***
5. Leave yourself space to get out, but don't take up somebody else's space while you're doing that.
6. ABSOLUTELY DO NOT PARK ON THE GRASS!!!!!!!!!!!! After many years, we finally have grass and sprinklers. Please be careful! It's expensive to replace. Stay on the driveway!

### **Assignments**

1. Students and parents will be given a tentative course outline on the first day of class. This syllabus may change and updates will be noted. Check with me BEFORE you start fussing at your children. I may have changed the assignment!
2. Students are expected to look over the syllabus and be familiar with due dates. It is a mark of maturity and an exercise in time management to be able to plan your time for a semester.
3. Students will be given assignments each week that should be completed by the following class time.
4. Students are responsible for completing assignments before class time. By completing your assignment ahead of class, there is better opportunity

- to discuss and correct the current assignment and prepare for the next class.
5. Students will be given an assignment sheet for each course/class they take. Parents, please check these assignments and make adjustments as necessary. We are willing to work with special learning styles and learning needs. This is why parents are ultimately responsible for the grades!
  6. Also, please note anything special about which we should be aware – special needs, events in the student’s life, changes in medications, anything that might affect his/her behavior or academic progress.
  7. Also, please let me know when your student will miss class. I’ll try to work with you to keep on track with assignments.
  8. Students may receive e-mails from the instructor with encouragement or changes in assignments. Please allow them access to the computer with your permission and oversight. We will NEVER forward you anything spam-ey, nor will our list be used for anything other than class-related information. We ask the same privacy from you with our information.

### **Grades/Evaluations**

1. Parents are ultimately responsible for the final grade; however, the instructor will give a recommended evaluation of work completed, behavior in class, participation and any other requirements of that instructor. We will provide a recommendation, along with a course description, at the end of the course that can be used for a transcript or portfolio.
2. Because we are home schoolers ourselves, we have a homeschool-friendly mindset. We understand that families like to travel and may do so during the school year. Try to keep up with your work while you’re away so that you aren’t knee deep when you return. We will have moderate mercy. 😊
3. Most of our courses are one-year/one-credit courses divided into semesters to make payment more convenient. The composition courses (Essays and Research) may be taken as half-credit courses to be added to a yearly English credit or may be counted as ½ credit composition courses on their own. (I’ll help you with that, if you want.)
4. Speech and Debate are each 1-semester courses worth ½ credit. Neither are required subjects, but both are highly regarded on a transcript.
5. American Government is required and is a 1/2 credit course; Economics is also required and 1/2 credit. These are each 1-semester stand-alone courses.
6. Advanced Composition and Honors British Literature are full-credit, full-year courses. Students should plan to complete BOTH semesters. Both of these are rigorous and considered Honors Level.

7. US History/Literature and World History/Literature are required 2-credit courses that span 2 semesters. Both semesters are required for both credits. Honors Level is available, but not required.

### **Requirements for all classes**

Parents will find a list of supplies needed for each class on each course syllabus. Other than those, each student is expected to bring:

1. class materials, including paper and writing utensils.
2. completed work for the week and signed assignment sheet.
3. your cooperation.
4. your willingness to learn.
5. a sweet smile and great attitude.

### **Class Lists and Miscellanea**

1. Students should have access to an email address. If you don't allow your student to have his/her personal email address, then you, the parent, will have the responsibility of passing along all information to him/her. **This is my main mode of communication with the students.** From time to time, changes in assignments occur in class and I send a reminder to them/you.
2. Parents are included in all class emails.
3. For convenience, I have set up GroupMe lists for all classes. A GroupMe message is usually information that needs to be received quickly – weather updates, changes in class (rare, but it has happened), etc.
4. A class list will be available to the students to aid in their group work. Please keep this list safe since it contains personal information. Our list is to be used **only** in connection with events and classes surrounding Martin Educational Services, LLC. Please keep this information inside the "circle of trust". Private information should not be shared with anyone else. That includes Facebook friends, Instagram networks, Twitter accounts, etc.
5. Our list will NEVER be sold to anyone and we ask that you please not use this list for business purposes (jewelry, scrapbooking, household supplies, vitamins, insurance, essential oils, etc.)
6. Our purpose in making it available to students is to promote camaraderie and a spirit of "class-togetherness." Students are encouraged to communicate with one another as long as they are doing so responsibly and "as unto the Lord."
7. I do NOT Facebook with my current students.



## **Martin Educational Services**

### ***Honor Code***

One of the most important qualities expected of each student participating in classes at Martin Educational Services is his/her honor. This is a quality that will follow you into adulthood. "A good name is more to be desired than great wealth, and to be respected is better than silver and gold" (Proverbs 22:1). The writer to the Hebrews states, "...we are sure that we have a good conscience, desiring to conduct ourselves honorably in all things" (Hebrews 13:18). In order to have an environment of academic vibrancy, we must make it a priority of "desiring to conduct ourselves honorably in all things." These "things" include the following areas:

1. A student's relationship to God demands reverence for God and respect to those He has placed in authority (Exodus 20:7; Romans 13:1-7; I Peter 2:17). As a participant in these classes, you are not expected to be a *believer* in God. You are expected to be *respector* of God.
2. A student's word is true at all times (Proverbs 12:17; Ephesians 4:25). As a participant in these classes, you are expected to be honorable in your conversations, your statements, and your reports.
3. A student's treatment of property includes respect for others' property and forbids stealing the property (tangible or intangible) of another individual or institution (Exodus 20:15; Ephesians 4:28).
4. A student's treatment of another student holds the expectation of respect for others (Matthew 7:12; Romans 13:10). Discussions will be held with respect for others, regardless of whether you agree or disagree. As a participant in these classes, you will hold others in high esteem without prejudice or narrow-mindedness. You will maintain this respect in all class-related activities.

Your signature indicates that you have read and are familiar with the principles of the Honor Code. You are expected to abide by these principles.

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please make a copy of this form and turn it in to Ms. Ruth on the first day of class! I'm keeping copies for my records! You should, too.

## **Fees and Payment**

### **Policies:**

|                                     |                      |
|-------------------------------------|----------------------|
| Annual Application/Registration fee | \$30/ <u>student</u> |
| Semester Supply Fee                 | \$20/ <u>student</u> |
| All MES classes:                    | \$240/\$300**        |

\*\*Each course breaks down to \$20/week. Thirty-week courses = \$600; Fifteen-week courses = \$300; 12-week courses = \$240. The cost of each semester is the **full amount** regardless of how many weeks your student attends!! If he/she misses weeks, the cost is STILL \$240/\$300/\$600. We still prepare and plan for your student even when he/she is absent.

### **3 methods of payment provided for your convenience:**

- Pay per semester – FIRST payment due by first week of class
- Monthly – you do the math!
- Weekly payment - \$20/week (regardless of attendance)
- Cash or check made payable to Martin Educational Services or Ruth Martin.
- Checks will be deposited the Friday of the week they're due. If emergencies come up, arrangements can be made. However, there is a **\$50.00 returned check fee**.
- Cash is preferred.

## **2020-2021 Fee Schedule**

**ALL students:** \$30.00 registration fee; paid once per year  
\$20.00 supply fee; per student; once per year

### **12-Week course \$240/semester**

Composition: Essays/Research

### **15-Week courses \$300/semester**

Speech/Debate

American Government/Economics

### **30-Week courses \$300/semester \$600/year**

Advanced Composition

British Literature

Creative Writing

American History/Literature

World History/Literature

### **Sibling and Multiple Course Discounts:**

**If 2 or more siblings are registered in the SAME class** (i.e., both registered in Speech):

|                                    |   |
|------------------------------------|---|
| <b><u>1<sup>st</sup> child</u></b> | \$240/300/semester (regular price)                  |
| <b><u>2<sup>nd</sup> child</u></b> | \$200/260/semester (2 free classes = \$40 discount) |
| <b><u>3<sup>rd</sup> child</u></b> | \$180/240/semester (3 free classes - \$60 discount) |

**If student takes more than one course, fees are as follows:**

1<sup>st</sup> Course                    \$240/300/semester (regular price)  
2<sup>nd</sup> -3<sup>rd</sup> course                \$200/260/semester = \$40 discount

Payment may be made by semester, by month, or by week. Please see application for information.

## **2020-2021 Semester Calendar**

### **1<sup>st</sup> Semester**

|                |                              |
|----------------|------------------------------|
| Aug. 10        | Parent Meeting 7:00PM        |
| Aug. 25/26     | All classes begin            |
| Sept. 29/30    | Fall Break                   |
| Nov. 17        | Last Day Composition: Essays |
| Nov. 24/25     | Thanksgiving Break           |
| Dec. 15/16     | Last Day all other classes   |
| Dec. 17-Jan.12 | Christmas Break              |

### **2<sup>nd</sup> Semester**

|           |   |
|-----------|---|
| Jan.12/13 | 2 <sup>nd</sup> semester begins – ALL classes |
| Mar. 2/3  | Winter Break (Snow Days, if needed)           |
| Apr. 6/7  | Spring Break                                  |
| Apr. 13   | Last day Composition: Research                |
| May 4/5   | Last Day all other classes                    |
| May 11/12 | Snow Day, if needed                           |

### **Contact Information:**

You may feel free to contact me if you have an emergency or with questions or extra help:

Ruth Martin

404-217-8118 (cell) -- YES, I do text!!

E-mail: [martinedservices@gmail.com](mailto:martinedservices@gmail.com); [ruth@ruthmartin.org](mailto:ruth@ruthmartin.org)

Website: [www.ruthmartin.org](http://www.ruthmartin.org)

## Martin Educational Services, LLC

1345 Chandler Road, Lawrenceville, GA 30045

404-217-8118

martinedservices@gmail.com

### Application for Admission and Course Registration

Date of Application \_\_\_\_\_

Name of Student \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Parents' cells: father \_\_\_\_\_ mother \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Name/relationship \_\_\_\_\_

Phone: \_\_\_\_\_

Student's Complete Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

Student's Age: \_\_\_\_\_ D. O. B. \_\_\_\_\_

I am registering my child for the following course/s: \_\_\_\_\_

Approximate current grade level: \_\_\_\_\_

How long has this child been home schooled? \_\_\_\_\_

Has student been enrolled in a traditional school setting? \_\_\_\_\_ If yes, please give name of school student last attended: \_\_\_\_\_

Does your child have or has he/she had a discipline problem in school? Yes No

If yes, please explain:

Has your child ever been dismissed or suspended from any school? Yes No

If yes, explain:

Please indicate any special physical, emotional, family or allergic factors that would have a bearing on your child's performance.

Is your child taking medication for any behavior or emotional issue which may affect his/her learning or others?

Is there any medical condition of which we should be aware that may affect his/her educational progress?

Is your child on medication for allergies?    Yes    No    If yes, please explain:

**MEDICAL RELEASE**

In the event of an emergency, I hereby authorize Ruth Martin or any member of the faculty of Martin Educational Services, LLC to obtain appropriate medical care for my child listed above. I hereby release Martin Educational Services, LLC and members of the martin family from all legal claims and liabilities which arise from participation in classes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**DAMAGES AGREEMENT**

I/We agree that full restitution will be provided for any damages caused by me/our child, \_\_\_\_\_ (child's name), provided that a reasonable cost is made available within thirty (30) days of the incident in question.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE AND INDEMNITY**

I hereby give my consent for my child to participate in classes with Martin Educational Services, LLC. As with any activity involving young people, there is always the possibility of injury. I/We hereby release and agree to hold harmless Martin Educational Services, LLC, Ruth Martin, and all members of the Martin family for claims for damages for personal injuries or otherwise to my/our child which may arise by virtue of acts, or omissions to act, negligent or otherwise, on the part of Martin Educational Services, LLC, Ruth Martin, and all members of the Martin family. I/We hold harmless and indemnify them against any and all claims, including any claim, suit, or action brought by the child or on his/her behalf, or by me/us, it being our specific intent to fully indemnify and hold harmless Martin Educational Services, LLC, Ruth Martin, and all members of the Martin family without limitation of any kind as to party, nature of claim, amount, of claim, or time interval involved. This form must be signed by parent/guardian if child is under 18 years of age.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**In making this application, I agree to the following:**

1. Attending classes at Martin Educational Services is a privilege, not a right. If at any time the students' conduct or cooperation is considered unacceptable by the Director or the faculty, that student will be withdrawn from the program. I will be kept informed of possible behavior issues. I will abide by the decision of the faculty regarding suspension or dismissal.
2. If I voluntarily withdraw from classes or if my child is dismissed from the program due to behavior issues, I understand that there will be no refund of registration fee, supply fee, or tuition after the first week of classes.
3. I am responsible for fees due for services rendered.
4. I support the faculty's efforts to train my child from a Biblical standpoint, and I am in agreement with the spiritual goals and objectives of the program.
5. I will ensure that my child's attire is consistent with the program's dress code.
6. I will encourage my child and his/her siblings to obey house rules.

7. My child has been clearly informed of the Honor Code and understands it.

★ Please return this completed application form and non-refundable \$30.00 application fee to:  
Ruth Martin, 1345 Chandler Road, Lawrenceville, GA 30045

### FINANCIAL PAYMENT PLAN

“A workman is worthy of his hire.” 1 Timothy 5:18

Martin Educational Services, LLC will provide a scholarly educational experience for your student. We, in return, ask to be compensated for our hard work and diligence to your student’s education. We do not ask you to sign a contract, but ask that you be aware of your commitments, plan accordingly, and be faithful to fulfill what you’ve promised.

In order that we know better how to plan, we ask that you let us know your intentions for payment:

**ALL students** are required to pay \$30 for application fee and a \$20.00 supply fee. In addition to these non-refundable fees, I agree to pay:

€ weekly (\$20/week)

€ ½ payment up front; ½ payment mid-semester (\$150 per payment for 15-week courses; \$120 per payment for 12-week courses)

€ total for semester (\$240/\$300)

Student: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### DRIVER RELEASE AGREEMENT

I/We hereby release \_\_\_\_\_ (child’s name) to drive to and from the Martin residence at 1345 Chandler Road, Lawrenceville, GA 30045, or any other location where Martin Educational Services are provided.

Parent/Guardian Name (Please print):

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date