

## **PURPOSES and POLICIES**

The purpose of Homeschool Plus is to encourage you in your commitment to provide the best possible Christian education for your children through homeschooling. Our philosophy is to *support you but not replace your homeschool*. Classes generally meet only once a week.

We have found that with disciplined study at home this is usually sufficient support even for advanced classes. In addition, we believe in the autonomy of each homeschool regarding transcripts. We have a proven record of documenting high school credit course content and guiding families to produce their own transcripts for college entrance and scholarships at no additional cost to you.

Homeschool Plus is sponsored as a ministry of Ingleside Baptist Church and is here to serve the Christian homeschooling community at large. The weekly operation of the program is guided by the Director along with the executive staff and Homeschool Plus Council. Through the Council, parents and teachers are actively involved in recommending policies and a variety of volunteer work that is of benefit to the entire program. (Parents interested in serving on the HSP Council should contact the Director.) We seek to be guided by the biblical principles in all matters, especially interpersonal relationships and communication.

## **STATEMENT OF FAITH**

*We believe and teach that Jesus Christ is the only Son of God, equal and eternal with the Father and the Holy Spirit, and the Bible is the only inspired, infallible, authoritative Word of God.*

As a basis for building Christian community, all teachers, staff and at least one parent from each family must be in agreement with the statement of faith.

## **CLASSES**

All classes reflect a Christian viewpoint and many are scripturally integrated. Some classes are designed to be supplemental; however, some are designed to be complete academic courses. Please read course descriptions carefully and be willing to commit to the specified requirements before enrolling. Academic courses must be a cooperative effort by the student, parent and teacher for successful completion. Enrollment is limited to 20 students per class. High school academic classes issue quarterly grades. All other classes issue grades or progress reports twice a year. Average teacher to student ration is normally 1 to 8.

## **SERVICES**

TESTING – Standardized testing and evaluations will be offered in the spring at a reasonable price. Contact the HSP office.

WORKSHOPS – Various homeschooling topics. Days and times are announced in the Bayith.

TRANSCRIPT SERVICES – Homeschool Plus high school credit classes will be documented for your own homeschool transcript. Free and effective High School transcript guidance for college entrance is available to all enrolled students.

## **AWARDS**

HSP awards a character trait recognition at the end of the year to each HSP student. Parents are asked to cover the cost of this award. You will be asked to sign up and

indicate whether you want your child to receive a trophy or certificate. Certificates are \$1 and trophies are \$10. The character trait for each student is chosen by our teachers and HSP prepares and presents the award in chapel. Christian Citizenship Awards, various competitions and other class awards are also given by the staff.

## **MANDATORY ORIENTATION DATE AND TIME TO BE ANNOUNCED**

PLEASE READ GUIDELINES CAREFULLY FOR  
PARENTS-STUDENTS WHO MUST ATTEND

Required for one parent from each family having Pre-K- 6<sup>th</sup> students  
(Not required for the **students** 6<sup>th</sup> grade and younger)

Required for one parent and ALL students 7<sup>th</sup>-12<sup>th</sup> grades

CLASSES BEGIN – Tuesday, September 7th and Thursday, September 9<sup>th</sup>

CLASSES END – Third week of May 2011\*

NO CLASSES WILL BE HELD ON THE FOLLOWING DAYS:

THANKSGIVING

CHRISTMAS BREAK

SPRING BREAK

\*Specific dates will be published in the calendar available at orientation.

### **TUITION**

Some months will have 2-3 class weeks because of holidays or special events. Other months will have 5 class weeks. **TUITION REMAINS THE SAME FOR EVERY MONTH, SEPTEMBER THROUGH MAY, REGARDLESS.** Tuition is due at the first of the month for that month. A \$5.00 late fee is added after the 10<sup>th</sup> of the month to each teacher. Tuition will not be pro-rated for missed classes, since tuition is reservation of class space. Please notify us in writing if you plan to miss more than two consecutive classes. If you do not attend for three weeks and have not notified us, we may fill that space from the waiting list.

**EMERGENCY DAY FOR TEACHERS** – Teachers will be allowed one emergency/sick day per school year without owing a refund or a make-up class to parents. Teachers who cancel additional classes, beyond the allowed day without providing for a substitute, owe a make-up class or pro-rated tuition.

### **ACADEMIC EXCELLENCE**

Attend and be prepared for classes, be punctual, complete assignments on time, maintain at least a C average, and satisfy additional requirements by the instructor. Students not maintaining academic excellence will be put on probation, and subsequently removed, from classes."

### **CLASS SCHEDULING**

Children age 12 and under may enroll for a maximum of 6 class hours per week during the school year. We reserve the right to cancel any class for which enrollment is insufficient. Should this occur, any pre-paid class fees will be refunded by the teacher. If enrollment is full, making a class unavailable to you, you will be entitled to the same refund. A copy of each student's schedule is kept in the HSP office. Please notify the office of changes in your child's schedule.

### **WITHDRAWAL**

ANY AND ALL WITHDRAWALS DURING THE SCHOOL YEAR REQUIRE A TWO WEEK WRITTEN NOTICE TO THE TEACHERS AND THE HSP DIRECTOR WITH PAYMENT FOR THAT TWO WEEK PERIOD. If written notice is not given to teachers, tuition payments continue to accrue. Students who withdraw early, or who are on suspension or probation at the end of the year are not eligible for awards or participation in the closing programs or parties.

### **RETURNED CHECKS**

If more than one check is returned for non-payment, HSP will require payment in cash or by money order. Fees incurred for returned checks are the writer's responsibility.

### **OUTSTANDING FEES**

All outstanding fees and tuition owed HSP or HSP teachers must be paid before a family can re-register. Families who have a poor record of timely payment and poor communication regarding payment arrangements can be dismissed from HSP and will be denied re-enrollment.

### **PRE-SCHOOL AND KINDERGARTEN ADMISSION**

Students to be enrolled in Pre-School level classes must be three years of age by September 1 and must be potty-trained. Students to be enrolled in Kindergarten level classes must be five years of age by September 1.

### **SIGN-IN/EMERGENCY CONTACT NUMBERS**

If the emergency number by which you can be reached on any given class day differs from the numbers that we have on file, please come into the building and sign in your children on the designated sign-in sheet at the information table.

### **PICK-UP**

Pre-K students must be picked up at their classroom door. Other students will be released from their classes on the hour and you must meet them at the double doors near the information table. Please do not ask your child to meet you in the parking lot. If you have young people who are driving themselves to classes or are riding with other HSP student drivers, we must have a permission slip on file. A list of students with permission to drive or ride with student drivers will be kept on the hall monitor clipboards.

### **LATE PICK-UP**

Please be prompt picking up your child from HSP. If you are more than 15 minutes late picking up your child, they will be sent to study hall or placed with an HSP staff member for supervision. We will check messages to see if you have called in. We will also try to contact your spouse's work number or any other alternative emergency contact numbers you have left for us. In the extremely rare event that we are unable to reach anyone and you have not picked up your child by 5:30 p.m., they will be supervised at the home of Dr. Peter and Margaret McLewin at 841 Wedgefield Ct., Norfolk, just a few blocks from the church, until we are able to make contact with you.

### **ACTIVITY HALL/STUDY HALL**

Study hall at HSP is available for HSP students from 9:00A.M. – 3:00P.M. for \$20 per month, per student, per hour, or \$60 per family on a regular basis. Study hall payments are to be made out to HSP. The main study hall room is NOT quiet and students participate in activities, puzzles, board games, drawing, etc. Some supplies are provided and there are computers with some basic educational software. During some

study hall hours there is a separate quiet room for students who need to complete academic work during this time. Parents who want academic work completed during study hall should send work and communicate with the study hall teacher. The computer lab is also available for supervised use during some study hall hours.

### **HOMESCHOOL PLUS RULES**

**PLEASE COMMUNICATE** – Report problems which affect you, to a hall monitor, teacher or other staff. We want your time at HSP to be pleasant, safe and fun.

**SUPERVISION** – Students must be in class, study hall, chapel or lunch unless under the direct supervision of a teacher, parent or monitor; or by special arrangement with the Director.

**CHANGING CLASSES/HALL PASSES** – Classes are to be dismissed at 5 minutes before the hour and begin ON the hour or at the listed start time on the schedule. Students are expected to be seated in their next class as soon as possible but not later than the listed start time. Students must ask for a hall pass from their teacher to leave the room for any reason.

**UNACCEPTABLE BEHAVIOR**, No rough play, running in the building, physical or verbal aggression, damage to church or personal property or disrespectful behavior is allowed. No weapons of any kind. Students must participate positively in class. No skateboards, roller skates or “heelies”. No lying, cheating, stealing, immorality or promotion of non-Christian life-styles.

**LUNCH AND CHAPEL** – All students who are here during chapel and do not have a class or lunch during that time must attend chapel. During lunch students are responsible to clean up after themselves. Do not sit on the tables at any time. When there is a parent/teacher available to monitor and the weather is good, students are sometimes allowed to eat outside. All paper, food and soda cans must be cleaned up outside. Students must remain near the foyer steps and open play area. Do not go around the building. Do not climb the trees or sit on the church sign. Students should stay in sight of the monitor at all times. Bring your own utensils from home.

**BUILDING CARE** – Wipe your feet on the mat at the door. Do not swing or hang on the door bars. Do not sit on the tables. Use trash cans. Do not open windows. Teachers are responsible for controlling the room temperature with appropriate use the AC/Heat controls. Turn off faucets securely. Report any plumbing problems to the hall monitor immediately. Keep up with your belongings. A Lost and Found is located in the first floor stairwell. Any vandalism of church property or tampering with the fire alarm system will result in immediate suspension.

**PLAYGROUND CARE** - No tree climbing. Don't swing on the gate. Don't climb the fence. Use the equipment as it was designed to be used.

**OFFICE AREAS** – Students or parents may use the HSP office phone in room 105 for urgent matters only (.25 per call, please). The copier may be used for .10 per copy. Please do not enter the church office, Room 100, unless you have business directly related to IBC.

**CONSEQUENCES** – If a student breaks a rule; hall monitors, teachers, and staff have the responsibility and authority to correct the student, call the parent, and submit a disciplinary report. Students must give their name to the hall monitor if asked. Repeated problems will result in probation or suspension.

**FUNDRAISING** – Non-HSP sponsored fund raising (candy, cookies, coupon books, etc.) is not allowed at HSP except through notices on the community bulletin board or through once a year use of the parent file folders for distribution of flyer advertisements.

**ELECTRONIC EQUIPMENT** – Recreational use of personal electronic equipment is only allowed during study hall at the study hall teacher's discretion/permission. Lap tops, palm pilots, recording devices or calculators may be used for class related activities with the teacher's permission. Cell phone use is limited to brief, /necessary calls outside of class time. The spirit of this rule is to provide an environment focused on learning and healthy social interaction with a minimum of distractions. Requests by teachers or monitors to limit use of such equipment must be honored.

### **DRESS CODE**

Our goal is to promote a learning environment with a minimum of distractions. We understand that Christian families may have widely different opinions about what acceptable, modest dress is. We understand that these standards will seem too rigid for some of you and will seem too lenient for others. It is the very nature of rules that they are, in some ways, arbitrary. It is the attitude of administration that you are not necessarily LESS spiritual if you allow MORE freedom in dress in your home than the HSP standard. Also we do not believe you are necessarily MORE spiritual because you allow LESS freedom in your home than the HSP standard. We are aware that dress can be used creatively to express personality, but there are many other ways to meet the need of personal expression while attending classes here. One goal of a dress code is to encourage students to be known and noticed because of their character and service rather than because of their dress. **RULES ARE NECESSARY FOR THE GREATER GOOD OF THE BODY OF CHRIST WORKING TOGETHER AT HSP AND MUST BE FOLLOWED DURING YOUR TIME AT HSP. PARENTS, PLEASE GO OVER THESE RULES WITH YOUR CHILDREN BEFORE THE FIRST CLASS DAY.**

1. No un-natural hair colors or extreme hairstyles.
2. No piercing jewelry, except earrings.
3. No underwear may show including bra straps and boxers.
4. \* Girl's tops must not reveal midriffs or bust line at any time.
5. \* Girl's skirts no shorter than one inch above the top of the knee. Shorts or skirts with shorts underneath must be no shorter than mid-thigh.
6. Clothing must not be overly tight or see-through.
7. Christian symbols/message T-shirts are fine. Avoid other symbols and secular cartoon character T-shirts.

8. Avoid extreme dress styles and excessive jewelry.

9. No “heelies”, shoes with wheels.

\*These rules have partly to do with the cut of the clothes and partly to do with how our young ladies carry themselves. Consider whether you can go through a normal day’s stretching and bending in an outfit and maintain modesty.

### **SUSPENSIONS/PROBATION**

In a desire to maintain Christian standards and to provide a positive atmosphere for learning for everyone in the program, we adopt the following policy:

1. If a student displays unacceptable behavior, the teacher will contact the parents.

Unacceptable behavior includes the following:

- a. Verbal or physical harassment of others
- b. Profanity
- c. Disobedience to classroom instruction
- d. Damage to church or personal property
- e. Failure to maintain academic requirements. (See Academic Excellence policy)
- f. Lying, cheating, stealing
- g. Promotion of non-Christian life-styles

2. Unacceptable behavior can result in a student being placed on probation for up to one month. During this period the student may not attend classes or special events but their place in class will be reserved and ½ tuition will be due for that period.

3. If the behavior is not corrected when a child returns, they may be suspended from classes for the remainder of the year. Decisions for probation or suspension will be made by the Director, in close consultation with teachers and parents.

4. We are aware that children need time to adjust to the characteristics of classroom instruction. We will make every effort to help children who want to make that adjustment.

5. Parents who engage in unacceptable behavior while on the HSP campus or at off-campus HSP sponsored events may be considered in breach of the registration agreement and the family will be at risk for dismissal from HSP.

### **LEGAL ISSUES**

Homeschoolers enrolled in the Homeschool Plus program are individually responsible for their legal standing with the State of Virginia and their relationship with local school boards. Homeschool Plus is not a school and does not assume responsibility to provide a legal covering for homeschooling. Teachers in Homeschool Plus are independent contractors and are individually responsible for making refunds or scheduling make-up classes if due.