

# Guidelines for SCHA

## Parents, Students, Instructors

### 2026-2027

#### Mission Statement:

SCHA offers supplemental instruction by Christian homeschool educators for the home educated student. High school classes are college-preparatory in scope with middle school classes as high school prep.

#### SCHA Volunteer Leadership Board Members

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*<sup>13</sup>Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. <sup>14</sup>Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, <sup>15</sup>and with your feet fitted with the readiness that comes from the gospel of peace. <sup>16</sup>In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. <sup>17</sup>Take the helmet of salvation and the sword of the Spirit, which is the word of God.*

*Ephesians 6: 13-17*

Revised January 2026

These guidelines are to ensure all students will be able to enjoy a safe, uplifting, and academic environment.

SCHA is a resource for families who home educate and desire to outsource some of their home education to ensure their children are prepared for college courses. In most cases, instructors are current or former homeschool parents themselves, but also hold a minimum of a bachelor's degree or have professional experience in the area they instruct. SCHA is not a private school nor an accredited academic institution; does not maintain 180-day attendance records; does not give letter grades; and does not provide transcripts. Those requirements are met by the individual homeschooling family because the family maintains sole control of their children's education. SCHA encourages parents to review an instructor's selected curriculum prior to registering for a class. Parents are required to directly guide, mentor, and oversee their children's academic work at all times; constantly review provided percentage scores; and assign letter grades for their children's personal transcript based on their family's homeschool grading scale. Our purpose is to provide supplemental instruction along with the parent who does not feel comfortable solely teaching a subject, bearing in mind always that parents are responsible for raising their children to an educated maturity.

## **Part 1 – General Information**

### **Arrival and Attendance**

Students may enter the building at 8:45 AM. Parents should communicate absences to instructors by JupiterEd message or text before the course meeting that will be missed. Individual instructors set tardy and absence policies for their classes. Reference an instructor's syllabus for policies. In emergencies, please contact individual instructors.

### **Snow Days**

Since we have families who travel to SCHA from all over central Indiana, families should use their own judgement when traveling in inclement weather. **Snow Days and Snow Delays will be communicated to families via Jupiter Text Message by 9 PM the day prior to class. Morning of decisions to cancel may need to be made if an unanticipated weather event occurs overnight. Families should enable emergency text messaging on JupiterEd accounts to receive these announcements.**

If a snow delay occurs, SCHA classes will begin at 9:30 AM and will follow the alternate schedule listed below. On days classes are cancelled, instructors are encouraged to create a video, a JunoPod, or an online class, effectively creating an E-Learning Day.

SCHA Alternate Schedule

Period 1 – 9:30 AM to 11:10 AM

Break/Lunch 11:10 AM to 11:30 PM

Period 2 – 11:30 PM to 1:10 PM

Break/Lunch 1:10 PM to 1:35 PM

Period 3 – 1:35 PM to 3:15 PM

## **Student Dress**

All students should dress with a non-distracting modesty standard.

If an instructor determines that the dress standard is in question, he or she will contact the parents of the student asking the parent to review their child's attire prior to attending class.

## **Grading**

Instructors will assign a percentage score for the course. The parents will assign a letter grade according to their home school grading scale and will maintain their own student's transcripts.

## **Fees**

- Current Family Administration Fee and Student Insurance Fee: \$35.00 per registered student payable to SCHA (non-refundable) if paid by Early Registration deadline. Fee will be \$40/student during Late Registration.
- New Family Administration Fee and Student Insurance Fee: \$40.00 per registered student payable to SCHA (non-refundable).
- First Quarter Tuition (\$110) is due to each instructor by May 1. This payment reserves the student's spot in a class.
- Family Facility Fee: Per family fee is payable to Crosspointe Community Church (non-refundable and not tax-deductible, due in August on the first day of class)

## **Tuition** (Payable directly to each instructor)

\$220.00 for a 1-hour and fifty-minute one semester course

\$440.00 for a 1-hour and fifty-minute two semester course

\$ 90.00 for a 1-hour and fifty-minute one semester study hall

\*Some courses also require additional copy &/or lab fees.

Additional costs include text books and supplies such as binders, folders, paper, etc.

Students in year-long (two-semester) courses are automatically reregistered in the 2<sup>nd</sup> semester of that course by SCHA. When a student registers for a two-semester course, it is assumed the student will take the 2<sup>nd</sup> semester of that course.

## **Tuition Payments**

First Quarter Tuition (\$110) is due to each instructor by May 1st for full year and first-semester courses.

This payment reserves the student's spot in a class.

Third Quarter Tuition (\$110) for a second semester only class is due to each instructor by November 15<sup>th</sup>.

This payment reserves the student's spot in a class.

Tuition payments must be made directly to the instructors as designated by instructors. Second, third, and fourth quarter installments are due as designated by instructors and details can be found in an instructor's syllabus. SCHA does not receive any part of tuition payments. Prompt payment of tuition is appreciated, and students may be asked to bring payment in order to have physical class access and JupiterEd access if payments are late.

If previous SCHA members reapply for membership and owe money for past tuition or fees, the membership request will not be approved until past fees have been paid.

## **Withdrawal Policy**

The cut-off date for withdrawing from a course before it begins is April 30<sup>th</sup> for full year and first-semester courses. The cut-off date for withdrawing from a second-semester only course before it begins is November 15<sup>th</sup>. Families who have not paid the first quarter's tuition to each instructor by the registration deadline (spring or fall) will be removed from classes.

If a student withdraws from a course after registration closes, no refund will be given for any registration fees. Tuition refunds and fee requirements are determined by individual instructors.

If withdrawing from a course after registration closes, parents will email instructors directly with details of the withdrawal.

## **Student Activities**

SCHA will encourage student spirit by having Spirit Days throughout the year. These days will include themes like Hat Day, Backwards Day, Christmas Spirit, Era Days, Crazy Socks, etc. The students will be notified via Jupiter throughout the year.

Students must enroll, attend, and complete all SCHA instructor requirements for at least one SCHA class in the academic year that they intend to participate in the SCHA graduation ceremony.

## **Field Trips**

An instructor may schedule field trips. These additional learning opportunities will be organized by the instructor and arranged at a time convenient to class members.

## **Social Media**

SCHA utilizes a closed Facebook group page (SCHA) to provide an entertaining and less formal way to promote SCHA. Only SCHA family members will be approved to join. Any approved member may post to this page; however, all posts must be approved by the admins. Parents are responsible for monitoring their child's use of this page. SCHA also utilizes a public Facebook and Instagram page for promotion of our group.

## **Part Two – Behavioral Expectations**

### **Parental Oversight**

Parents are expected to be responsible for their children's education and are expected to actively supervise their children as necessary in all aspects of SCHA courses, including deadline management and academic performance. *Parents should periodically check Jupiter to monitor student academic performance.* In addition, parents are expected to be aware of, and responsible for, their children's behavior during course meeting times and in any correspondence with instructors or adult supervisors. During the school year, parents and instructors will utilize the JupiterEd messaging system to communicate about classes and students.

### **Student Expectations**

Instructors and others in positions of authority should be treated with the respect due to someone who is in a position of leadership. This is based on Romans 13:1.

*Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.*

Instructors develop their own course meeting policy and the SCHA Board will support those instructors and the policy in their individual meeting rooms. If there is conflict with an instructor, we encourage each student to approach the instructor outside of course meetings and try to solve the conflict. If a satisfactory solution cannot be reached between instructor and student, then the parents should meet with the instructor and the student. The SCHA Board will step in after the first two steps have been taken if a solution cannot be reached.

We encourage each family to follow the procedure listed above as stated in Matthew 18: 15-17.

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

### **Student Code of Conduct**

Respect those in authority. Romans 13:1

*Everyone must submit himself to the governing authorities, for there is no authority except that which God has established.*

SCHA students are expected to adhere to the following code of conduct during all SCHA classes and events:

- Respect all instructors, adults, and other students.
- Perform all work honestly. Do not cheat, copy another student's work, ask to copy another student's work, use any answer keys to which you may have access, or copy information from the internet or any other source (without giving proper credit) and represent it as your own work. If an instructor suspects plagiarism or improper usage of AI, an instructor will utilize QuillBot (<https://quillbot.com/>) and PapersOwl (<https://papersowl.com/>) to check the student's work.
  - When an instructor suspects that plagiarism or cheating has occurred, the instructor's disciplinary plan will begin. The SCHA Leadership Board will be notified of every occurrence by instructors.
  - The SCHA Leadership Board will step in only when multiple verifiable offenses of cheating or plagiarism have occurred. At that point, a meeting will take place with instructor, student, and parents.
  - The SCHA Leadership Board and individual instructors reserve the right to remove students who have committed multiple verifiable offenses of cheating or plagiarism.
- Follow all classroom rules as designated by individual instructors.

## **Responsibility Toward Church Property**

As tenants of Crosspointe Community Church, the students and parents of SCHA are to follow the agreements made with the host church to show respect for the church and its facilities and to show recognition that this is God's house every day of the week.

- Respect will be shown to the church premises.
  - NO smoking, vaping, alcohol or drug use in, or on, premises.
  - NO horseplay.
  - NO use of elevator unless physical limitations deem it necessary.
  - NO access to unlocked storage closets unless accompanied by an instructor.
  - Utilize contracted space only.
  - Drinks must be in a container with a closed lid.
- Students are to be in class, study hall, or lunch at all times. If they leave the building without SCHA supervision, they must leave the property.
- No "guests" of a student are permitted without prior permission from an instructor.

In the event there is damage to the church building or its contents, cost of repairs will be made by the student who causes the damage, to the satisfaction of the church. Depending on the nature of the incident, an insurance claim may be filed.

## **Part Three – Discipline**

### **Disciplinary Procedures**

Each adult at SCHA should lovingly and directly speak to the students who disrespect persons or building. If the student does not respond in a respectful manner or continues to disregard the guidelines, the adult will speak to the student's parent and notify the SCHA Board if a resolution cannot be reached.

Disciplinary action is based on Matthew 18:15-17 and will be as follows:

- Instructor or responsible adult will speak to the student.
- If behavior remains unsatisfactory, instructor or responsible adult will speak to the parents.
- If behavior continues to be unsatisfactory, the student, parents, or instructor can request a meeting with a member of the SCHA Board.
- Because instructors control classroom activities, if no resolution can be reached, instructors reserve to the right to determine a student's continued participation in their classroom.

Instructors will monitor and reprimand student behavior only within the specified school day and hours at Crosspointe Community Church and during official SCHA sponsored activities and events. SCHA is not responsible for any student actions that occur outside of our specified school days, at other locations, or at events that are not sponsored by SCHA.

## **Part Four – Sick Policy**

In consideration of all Southside Christian Homeschool (SCHA) families, during times of illness, we ask that students refrain from attending classes on a day that the student is experiencing any of the following symptoms, unrelated to any ongoing physical issues or allergies, within the last 72 hours:

- Fever (over 99.5 taken orally and must be fever free for 48 hours **without the help of fever reducer medication.**)

