

# SAIL Handbook

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1/31/20

The information herein is accurate to the best of our knowledge.  
Policies, procedures, and fees are subject to change without notice.

## Table of Contents

1. Welcome.....	3
1.1 Statement of Faith .....	3
1.2 SAIL Leadership .....	3
1.3 Website .....	3
2. General Policies .....	4
2.1 Registration.....	4
2.2 Payments .....	4
2.3 Class Schedule and Descriptions.....	5
2.4 Absentee Policy .....	5
2.5 Illness .....	5
2.6 Arrival and Dismissal .....	5
2.7 Inclement Weather and Cancellations .....	5
2.8 Communication .....	6
2.9 Graduation Policy.....	6
2.10 SALT .....	6
3. Student Responsibilities.....	7
3.1 Assignments .....	7
3.2 Cheating and Plagiarism.....	7
3.3 Behavior .....	7
3.4 Dress Code .....	7
3.5 Cell Phone Usage .....	8
4. Signature Page .....	9

## 1. Welcome

Students Are Inspired Learners (SAIL) is a non-profit organization. Our purpose is to provide academic and enrichment classes for students of local homeschooling families, grades five through twelve. All students seeking enrollment as seventh grade students must have reached their twelfth birthday by September 30 of the current school year.

### 1.1 Statement of Faith

SAIL is a parent-led organization that seeks to support home schooling families by providing both academic and elective classes for middle school and high school students. All classes are taught from or adhere to a Biblical perspective that emphasizes the following foundational truths:

1. The Bible is the inerrant, infallible Word of God.
2. God exists in three persons: Father, Son, and Holy Spirit.
3. Man fell into sin through his disobedience.
4. Jesus Christ paid the penalty for man's sin through His perfect life, His sacrificial death, and His triumphant resurrection.
5. Eternal life is available to those who confess and repent of their sins and put their trust in Christ alone as their hope of salvation.
6. Christians have the Holy Spirit as an indwelling Person, enabling them to live lives of faith, repentance, virtue, and obedience.

Since different denominations and viewpoints exist within the larger Christian community, SAIL seeks to abide by the following basic principle: "In essentials, unity; in non-essentials, liberty; in all things, charity."

SAIL classes are offered as a Biblically-based educational option for Christian families. Participating families are not required to adhere to the statement of faith above. However, all SAIL parents and students should recognize that classes are taught from a Christian perspective, particularly when dealing with worldviews and/or discussions of origins, history, ethics, and literature.

### 1.2 SAIL Leadership

SAIL is led by a board of directors which oversees the weekly classes and activities and plan for the future. All board members work together to serve the best interests of the student body. Board members are chosen from among current and former families.

### 1.3 Website

The SAIL website is located at: <https://sailwinchester.com/>

Please make it a habit to check the website weekly. Information regarding activities, special notices, cancellations, and other information is readily available on the website and is updated regularly. If you have a question, please check the website first before calling a board member or teacher. In many cases, you will find the answer on the website.

## 2. General Policies

### 2.1 Registration

SAIL uses an online registration process which is thoroughly explained with deadlines on our website. Occasionally, classes with low enrollment may be canceled. The determination to cancel a class will be made early enough for families to register for alternative classes.

Registration typically occurs yearly in March with a schedule as follows:

- Week 1 - Teachers' students
- Week 2 – Returning SAIL families
- Week 3 – New families

## 2.2 Payments

SAIL collects registration fees, materials fees, and class fees. Families are expected to pay fees on time and in full.

The registration fee is due in the spring at the time of registration. Your student will not be officially registered for a class until the registration fee has been paid.

Class fees must be paid in two parts with the first half of class fees and the materials fees due by June 1 and the second half due by September 1. Class fees and the materials fees should be paid through the SAIL website.

**Penalties:** Payments not received by the 10th of the month in which they are due will be subject to a \$10 late fee. Also, students will forfeit seats in classes if payment is not received by the 10th. These open seats will be filled by those students currently on the waiting list.

Registration fees, materials fees, and class fees are non-refundable.

**Late Registration Fee:** A fee of \$20 will be charged for registrations occurring after May 1.

**Post-Term Interview Fee:** An interview fee of \$10 will be due at the time of the interview for interviews conducted between May 1 and July 31.

New families who register between May 1 and July 31 must submit the following items at the time of the interview:

- registration fee, including late registration fee
- first half of tuition and all materials fees
- required prerequisite class forms
- required writing samples for writing and literature courses

ALL of the above documents must be received in order for registration to be completed.

Registration will remain open until July 31 for the 2021-22 school year.

**Change/Drop Fees:** After June 1, a \$10 fee will be charged to make any schedule changes. Material fees will not be refunded or transferred.

## 2.3 Class Schedule and Descriptions

The complete class schedule and course descriptions are available on the website. To assist families in selecting the best class choices for their student(s), the website contains a suggested course progression and required course prerequisites.

## 2.4 Absentee Policy

Students are responsible to complete all homework for the classes in which they are enrolled. If a student knows that he/she is going to miss a class in advance, he/she must notify the teacher and make appropriate arrangements for getting and turning in his/her assignments on time. Students who are absent due to illness or family emergency are also responsible to contact their teachers in a timely manner to obtain their assignments and to submit assignments that were due on the day of the absence. Each student must arrange with his/her teachers when missed assignments are due with the

understanding that the teacher may require assignments to be turned in on the original due date.

## 2.5 Illness

Please do not send your student to SAIL if he/she is sick. A sick student is defined as one exhibiting a fever, vomiting, discolored discharge from the nose or eyes, diarrhea, or any contagious virus. Students should be symptom-free for at least 24 hours before returning to SAIL. Parents will be notified if their student becomes ill while at SAIL.

## 2.6 Arrival and Dismissal

Students are required to be seated in their classrooms, ready for class to begin, before the bell rings. Tardy students will not be admitted. If a student is going to be late due to a circumstance beyond his/her control, he/she must contact the front desk to inform the board of the situation. In such situations students will be admitted to class upon arrival.

Out of respect for our hosts at Fellowship Bible Church, students must be in class when they are at SAIL. There are other people using the building, both staff and parishioners, and the church has asked that all students and teachers stay in SAIL's designated area.

Parents who are waiting for students to finish classes are asked not to wait in the foyer or hallways of the church, due to overcrowding and fire safety rules. However, parents are welcome to wait for students in the lounge located off the classroom hallway.

If a student has a gap in his/her schedule, he/she must be picked up and taken off campus during that time. Students may arrive five minutes before class and wait five minutes after their class in the Commons area. Students must remain on premises for lunch if they have classes before and after.

## 2.7 Inclement Weather and Cancellations

SAIL **does not** follow Frederick County school closings. In the event that SAIL is closed or delayed due to inclement weather, families will be notified via email and the SAIL Facebook page. Alternate schedules for delays are as follows:

In the event of a ONE-HOUR DELAY, we will observe the following schedule:

- 10:00 - 10:50 First Period
- 10:55 - 11:45 Second Period
- 11:50 - 12:40 Third Period
- 12:45 - 1:10 Lunch (shortened to 25 minutes)
- 1:15 - 2:05 Fourth Period
- 2:10 - 3:00 Fifth Period (extended five minutes)

In the event of a TWO-HOUR DELAY, we will observe the following schedule:

- 11:00 - 11:40 First Period
- 11:45 - 12:25 Second Period
- 12:30 - 1:10 Third Period
- 1:10 - 1:30 Lunch (shortened to 20 minutes)
- 1:35 - 2:15 Fourth period
- 2:20 - 3:00 Fifth period (extended 5 minutes)

There is always the possibility that our host, Fellowship Bible Church, might have to cancel our classes in the event of a facility emergency or urgent need for congregational use, such as a funeral. If this occurs, families will be notified via email and the SAIL Facebook page.

## 2.8 Communication

Open lines of communication are vital to the health and function of the student body. **It is imperative that families check their email daily for SAIL updates and class information.**

Any complaints about SAIL should be directed to the teacher, director, or board member with whom a parent or student has a concern. A parent or child who has been hurt or offended by a SAIL member should go to him/her in the spirit of peace and speak the truth in love, seeking reconciliation. Above all, seek to support and encourage one another with uplifting conversation that builds community.

## 2.9 Graduation Policy

In the spring of each school year, SAIL offers a graduation ceremony to its families. This is a special time of celebration. Diplomas are awarded to each student from his/her respective homeschool during the ceremony.

While the SAIL Board oversees the graduation ceremony, details are planned by the seniors and parents each year. Planning begins with a senior family meeting in September and continues with occasional meetings through the school year. A graduation fee will be charged to cover graduation expenses (i.e. cap, gown, tassel, and ceremony expenses). Families are also responsible for additional costs such as refreshments and decorations.

Students who wish to participate in SAIL's graduation ceremony must take at least one SAIL class and should be seventeen by September 30 of the school year in which they commence their senior year. (e.g. Students who wish to graduate in the spring of 2021 must be seventeen by September 30, 2020.) Students must complete all high school course work (whether that coursework is taken at SAIL, at home, or elsewhere) before the next school year begins. Students who will continue high school work the next fall are NOT eligible to participate in the ceremony.

Graduation candidates will participate in fundraising for graduation and a senior activity. This may include working in a senior store during lunch time and any other planned fundraisers.

## 2.10 SALT

The Student Action Leadership Team (SALT) is responsible for building a sense of community by encouraging student involvement and participation in SAIL events, creating a welcoming environment for students, and seeking to serve the SAIL body and the community as servant leaders.

SALT members serve by attending monthly SALT meetings, by praying for the board, teachers and student body, by making phone calls and by helping with planning, and setting up and cleaning up of events. SALT members are expected to set examples of servant leadership and exhibit a desire to be growing spiritually. Members should also be willing to go out of their way to help other SAIL students, especially new ones, feel welcome and included.

**Selection:** Current SALT members, SAIL teachers, or board members recommend students in 8th - 10th grade in whom they have observed servant leadership. The recommendations are sent to the SAIL board for approval. Invitation letters are mailed to potential members each summer. SALT members who remain in good standing both academically and behaviorally serve until they graduate.

**Commitment:** Time commitment varies according to event. Members should plan on a minimum of a monthly meeting during lunch time at SAIL and possibly summer or break meetings. They are also expected to arrive early and stay late at all events. Because of the significant time commitment, being a SALT member affects parents as well. SALT members may need parents to drive them to events. Therefore, potential SALT members are encouraged to speak and pray with their parents about joining the team.

## 3. Student Responsibilities

### 3.1 Assignments

Students are expected to complete all homework assigned. When absent, the student is responsible to contact the teacher for assignments. If class assignments remain uncompleted, the teacher may request the student to be removed from the roster, and no refund will be given.

### 3.2 Cheating and Plagiarism

Cheating will not be tolerated and may result in dismissal from SAIL. Copying information from any published sources, including the internet, without proper documentation is plagiarism and is considered cheating. The first offense will result in a warning to both the student and his or her parents as well as a zero on the assignment. Subsequent offenses may result in dismissal from SAIL. No refund will be given.

### 3.3 Behavior

Appropriate behavior/attitudes are expected toward others. As brothers and sisters in Christ, we desire to affirm and encourage each other. This includes being respectful of Fellowship Bible Church and the property of the church. Obscene or coarse language or jesting will not be tolerated and can result in dismissal. Discipline will be as follows:

1. A student will be given two warnings concerning inappropriate behavior. If the student continues to act out, he/she will be required to leave class for the day, and parents will be notified. If inappropriate behavior continues, the student will be asked to leave the class for the rest of the year. No refund will be given.
2. Teachers will arbitrate conflicts/offenses between students to help them reconcile differences following the Biblical pattern of confession, repentance, forgiveness and reconciliation. (Matthew 18:15; Galatians 6:1; Ephesians 4:15 and Romans 15:14). Parents may be notified.

### 3.4 Dress Code

As SAIL members, we wish to honor God with our actions and behavior. The SAIL dress code is in place to emphasize each student's true value in Christ. Students will be expected to adhere to the dress code listed below. If a student is in breach of dress code, the incident will be handled discreetly and respectfully in love. In cases of minor dress code infraction, students will be asked not to wear the item(s) again. In more extreme cases, parents may be asked to bring a change of clothes for the student during the school day. If a student appears to be in breach of dress code repetitively and/or in defiance, more consequential discipline may be required.

The SAIL dress code rules are applicable both during SAIL class days and during SAIL events.

1. Clothing must not reveal undergarments or private areas.
2. Straps on shirts must be greater than 1 inch wide.
3. Clothing must not reveal midriff or backs when reaching or bending.
4. Shorts must reach mid-thigh when the student is seated.
5. Skirts and dresses must reach mid-thigh when the student is seated.

6. Leggings must be opaque and may be worn only with tops that reach upper thigh when seated. (Bottoms must be completely covered in front and back when seated.)
7. Clothing must be free from ungodly words and images.

The SAIL board reserves the right to determine if student dress is within appropriate standards.

### **3.5 Cell Phone Usage**

Student cell phones must remain OFF when students are in class and during lunch. Parents, if your students bring cell phones to SAIL, please help us by reminding them to make godly choices in their cell phone use.

We encourage our students to be personally responsible; phone calls for lunches, homework, etc. that were left at home are discouraged.

Although FBC has free public WiFi, electronic devices are only allowed to be used in class if they are being used for academic purposes (e.g., research.)

**Reservation of Rights:** The SAIL Board of Directors reserves the right to remove any student who fails to follow the guidelines set forth in the handbook or website. Member families may also be dismissed for causing undue conflict or failing to support the goals and mission of SAIL.



## 4. Signature Page

### **Parent**

As a parent of a SAIL student, I have read and agree to help my SAIL student(s) comply with all of the policies within the SAIL Handbook.

By signing this form, I understand that I have carefully read the course descriptions and homework requirements, have considered which classes meet the needs of my student(s), and understand that ALL FEES MUST BE PAID BY THE DUE DATES. No refund will be given if my student(s) is unable to complete any SAIL sessions.

In addition, I agree to assume all risks, hazards, and costs incidental to participation at SAIL and agree to release and hold blameless the teachers, assistants, parent helpers, board members, and Fellowship Bible Church for any accident, injury, or loss suffered during SAIL.

Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

### **Student(s)**

I have read and agree to comply with all of the policies within the SAIL Student Handbook.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Additional Students:

Student's Printed Name \_\_\_\_\_ Student's Signature \_\_\_\_\_

Student's Printed Name \_\_\_\_\_ Student's Signature \_\_\_\_\_