



# HANDBOOK

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## Accreditation

SEEK is a 501(C)(3) nonprofit corporation. SEEK is not a school and therefore is neither accredited nor affiliated with any other homeschool group or organization. In accordance with Indiana law, accreditation is not required. Subject matter will be taught from a Biblical worldview at a high school and junior high level level. Although teachers will offer an evaluation according to the work completed for SEEK, records and final grades remain the responsibility of parents for their individual home school. SEEK does not keep student records, issue report cards or diplomas, and does not provide academic records to third parties. The Indiana Department of Education recognizes home schools as unaccredited private schools. Only your home school can provide academic records.

## Purpose Statement

SEEK is a unique Christian homeschool cooperative with a focus on high school and junior high academics taught from a Biblical worldview. SEEK classes are a supplement to home education, providing students with the opportunity to participate in a group setting with accountability.

## Statement of Faith

- We believe that there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the inspired, inerrant, and infallible Word of God, and supreme and final authority in faith and life.
- We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man fell into a sinful and spiritually impotent state, totally unable to justify himself before God.
- We believe that Jesus Christ is the express image of the invisible God, which is to say He is God; that He became man, yet without sin, being conceived by the Holy Spirit and born of the virgin Mary; that He died on the cross as the substitutionary sacrifice for sin; that He arose from the dead in the body in which He was crucified; that He ascended into heaven in that body glorified, where He is now, our interceding High Priest; and that He will return again personally, visibly, and gloriously.
- We believe that salvation is wholly of God, by grace; that God in love gave His only Son to die on the cross for sin, thus procuring the redemption of those who come to Him; that this salvation is not merited in any way by man; that God commands men everywhere to repent of sin and believe in Christ; and that this salvation is eternal in its duration and results in good works.
- We believe that marriage is a holy covenant defined as a legal union between one man and one woman.

- In agreement with the Scriptures (Gen. 1:27, Gen. 5:2, Mark 10:6) we affirm there are two genders, male and female, and that God assigns one of these genders to an individual at conception. We believe that each of these two genders expresses distinct spiritual and biological differences to the glory of God. Knowing and affirming that a male is male, and female is female, we do not practice, support, or endorse mixing males and females insensitively and possibly compromising spaces such as restrooms, etc.

## Commitment and Cooperation

- Membership in SEEK is a serious commitment. Regular attendance, punctuality, and parent and student participation are essential to the success of the program. Harmony among a varied group of Christian families coming together for the common goal of educating their children is vital. Therefore, the Leadership Team values input. If an idea is beneficial to the group as a whole and is in accordance with the purpose of SEEK, it will be considered.
- SEEK families are required to participate in two periods. Students may take two classes, one class and one study hall, or just one class as long as their parents serve two periods to help provide adequate adult staffing.
- Returning family approval is based on consistent adherence to the SEEK Student/Parent Contract and policies. *Failure to adhere could result in dismissal from SEEK.*

## Conflict Resolution

If a conflict arises, we expect parents, teachers, and students to follow Matthew 18:15-17.

- First, address the concern with the other SEEK member privately. (v. 15)
- Second, if the issue is not resolved, bring another SEEK member along (such as a parent) to pursue resolution. (v. 16)
- Third, if the issue is still not resolved, ask SEEK Leadership to mediate. (v. 17)

Matthew 18:15-17 is a road map for believers for resolving personal conflicts. While it is the standard operating procedure for SEEK Leadership to delay involvement until SEEK members pursue resolution or reconciliation on their own, it is sometimes appropriate for SEEK Leadership to get involved when parties are not communicating. Healthy relationships and respectful communication keep our co-op strong.

## Eligibility

To join SEEK, a family must have at least one junior high student who is academically and socially capable of handling junior high level classes. A new student must be **at least 12 years old by July 31** prior to the fall semester of the upcoming year.

- Completion of at least one year of homeschooling prior to participating in SEEK.
- Signed agreement of the SEEK Statement of Faith and Family Info Update Agreement.

- Signed Student/Parent Contract for each JH and HS student.
- High school and junior high academics are the primary focus at SEEK. Each family must contribute by teaching or assisting with high school, junior high, and/or enrichment classes.

**Note:** *SEEK cannot accommodate students enrolled in public, charter, or in-home public school programs, with the exception of the Central 9 career programs, which work well with the demands of SEEK membership.*

## Parent Responsibilities

- It is imperative that every parent come to SEEK prepared to fulfill his/her responsibility.
- Interaction with everyone associated with SEEK and facility staff should be respectful.
- Interaction with students should model spiritual maturity, patience, and leadership.
- Parental authority is to be respected in all matters concerning SEEK. (If there is a problem with a student or child, talk to his or her parent as soon as possible.)
- Parents are expected to abide by the dress code and ensure that their children do so as well.
- Parents are expected to carry out their Parent Assignment that was confirmed by May 1<sup>st</sup>, even if their student drops a class and goes off campus.
- Parents are expected to uphold the guidelines as stated in the **Student/Parent Contract** (see Appendix)

## Facility

SEEK meets at a facility located on U.S. 31 just south of the Greenwood Park Mall.

It is very important to respect the facility's staff, members, and building by not interfering with its programs. Any questions or concerns about the facility or its property, or requests to use the facility for SEEK-related activities, should be directed to the Facility Liaison on the Leadership Team. The facility's supplies, copy machines, kitchen equipment, or instruments are not for SEEK's use.

# SEEK Overview

## Communication

A reliable computer and internet access are required since group communication is handled primarily via email and the SEEK website. Parents and students must check email regularly.

### Email

- Please use seekhomeschool@gmail.com to communicate with the Leadership Team.

### SEEK Website

- Access information including forms, schedules, calendars, and member email addresses.
- Use the "Classifieds" tab to post information of general interest.

### Jupiter

- Access information on class syllabi, assignments, and grades.
- Jupiter is used to communicate with class teachers.

### SEEK Hotline

- Parents/Teachers need to text this number as soon as they know they will be absent.

### Remind Messaging

- Each family is required to sign-up with a text number or email address to SEEK's Remind account. Remind will be used for urgent/time-sensitive information.

### Member Mailbox

- Each family has a folder in the members' mailbox located on the information table.  
**Check it each week for communication and student assignments.**

### Mailing Address

- SEEK Ltd.  
P.O. Box 7881  
Greenwood, IN 46142

## Communication is Key

### Email

seekhomeschool@gmail.com

### Website

www.seekhomeschool.com

### SEEK Hotline

317.300.4325



## Fees

**Note:** *All fees are subject to change.*

### Registration/Administration Fees

- \$300 per family due at time of application.

**Note:** **Fees are non-refundable after May 1<sup>st</sup>.** Fees cover insurance, facility, administration, online grading, and website services.

### High School and Junior High Class Fees

- Fees are stated in each Course Overview available before class sign-ups.
- Fees for Fall-only and full-year classes are due August 1.
- Fees for Spring-only classes are due December 1.
- Class fees are non-refundable after the stated deadlines.
- If your student's class fees are not paid by the third class of the semester, your student will not be able to attend that class until you have paid their balance.

### Drop/Add Fees

**Note:** *Only apply to high school classes.*

- \$5.00 per student per class will be assessed for each class added or dropped after the annual deadline communicated each spring.

### Enrichment Fees

- \$10.00 per child per semester due at Parent Orientation. Paid only by parents having students in the Enrichment Program. Fees cover curriculum, equipment, copies, and special events.

### Scholarships

- Financial aid scholarships are not currently available for SEEK. However, if paying the membership fees at the designated time is a burden, please contact the treasurer for a payment plan.

### Refund Policy

- If for any reason you decide SEEK is not a good fit for your family, May 1<sup>st</sup> is the deadline to request a refund for your registration fee. **After May 1<sup>st</sup>, we are unable to process registration refunds.**

## Fundraisers

The only fundraisers SEEK participates in are sponsored through and for Student Government and current SEEK Classes. All fundraisers must be pre-approved by the leadership team. Participation is voluntary.

## Solicitation

SEEK is considered part of your student's community; therefore, solicitations for sports clubs, scouts, etc. are expected. Order forms should be placed on the information table or posted

in the “Classifieds” section of the SEEK website. Please refrain from person-to-person solicitation.

**Note:** *The SEEK directory is for members only and should not be used for outside solicitation.*

## Safety Policies

### Sign-In/Sign-Out Policy

For the safety of SEEK families, a sign-in/sign-out log is maintained. Both parents and students must sign-in/sign-out **if**:

- You come to SEEK at a time when you are **not** regularly scheduled.
- You leave SEEK at a time you are expected to be in the building.
- You leave campus (sign out) during the lunch period and return (sign in).
- Signing in is **not** required when you arrive at SEEK during your regularly scheduled times.

### Lunch Policy

To maintain the safety of all SEEK students during the lunch period, students have only the following three choices:

- They may go to the 2<sup>nd</sup> floor Fellowship Hall. (which we consider our lunchroom)
- They may leave campus after signing out.
- They may go outside (remaining on campus) if two adults will accompany them, or stay with their family unit with the supervision of one parent.

### Visitor Policy

All visitors must have **prior approval from the Leadership Team**. Upon arrival, they will need to check in with the Staffing Coordinator to receive a visitor pass.

Visitors are defined as:

- Guest speakers for a specific class and/or specific purpose
- Immediate family members of current families (parents, siblings, and grandparents) here for a specific purpose
- Parents and former SEEK students in good standing

**Note:**

- *Individuals who do not fit the above requirements are not allowed at SEEK (or anywhere on the campus)*
- *Individuals not enrolled in SEEK are **not** permitted to attend classes.*

### Cancellation/Schedule Change Policy

In the event of severe weather or emergency conditions, SEEK classes may be canceled or delayed. The **One-Hour Delay Schedule** is on the website under SEEK Schedules. When such conditions exist, the Leadership Team makes an official decision by 6:30 a.m.

**If classes are canceled or delayed:**

- A Remind message will be sent immediately.
- Openers, Staffing Coordinator, and Early Bird teachers will receive a text or phone call, as needed.

- If classes are canceled, it is the teacher's responsibility to contact the students with instructions about revisions to class assignments.

**Note:** *Please do not contact the facility's office staff for cancellation/delay information.*

If severe weather conditions occur while SEEK is in session, the Leadership Team may decide to use an **Early Dismissal Schedule**. This schedule will be communicated to those on campus and sent via group email and Remind.

**Note:** *Each family is responsible for their own safety on the roads. If the conditions in your area are questionable, please do what is best for your family. If you stay home, **text** the SEEK Hotline at **(317) 300-4325**.*

## Media Consent

During the application process, all members will give or deny consent for pictures to be taken at SEEK events, which may be distributed via texting, social media, and/or publications and yearbook.

## Personal Items

- All items brought to the SEEK campus or SEEK events are subject to search if there is reasonable cause to do so.
- Personal items are considered each individual's responsibility.

## Code of Conduct

SEEK endeavors to produce surroundings that are academically enriching, spiritually nurturing, and socially secure for students. The Code of Conduct establishes boundaries and provides guidance so there will be no confusion regarding the expectations of SEEK students and teachers.

## Behavior

- Appropriate behavior is expected from students at all times. This includes, but is not limited to:
- Courtesy and respect for fellow students, parents, teachers, the SEEK leadership team, church staff, and others.
- No inappropriate PDA (public display of affection) at SEEK or SEEK events.
- Inappropriate or threatening comments made in person, by text, or on social media will not be tolerated.
- If such behavior occurs, parents will be informed and SEEK Leadership will follow up.

**NOTE:** *SEEK LT has the right to define what is inappropriate and threatening behavior.*

## Dress Code

To maintain an academic and professional atmosphere, modesty is the standard. **The dress code applies to ALL students and adults.**

- Shorts, pants, dresses, and skirts must come down to at least 4 inches above the knee with shoulders relaxed.

- Leggings are not considered pants and must be worn with tops/dresses that come down to 4 inches above the knee with shoulders relaxed.
- Sleeveless shirts and dresses are permitted but must extend to the top of the arm and not reveal spaghetti straps or undergarments.
- Spaghetti straps and/or tight tops are not allowed.
- Necklines should be modest and not reveal cleavage.
- No low-riding or baggy pants will be permitted.
- No clothing with holes will be permitted, except for jeans. However, keep in mind that skin is not allowed to show through holes above the knee.
- Clothing may not expose the midriff, backside, or undergarments.
- No clothing or accessories with offensive pictures, symbols, or sayings will be permitted.

**Note:** *SEEK Leadership reserves the right to define inappropriate, offensive, distracting, and/or disrespectful apparel.*

## Illness Policy

If any member is experiencing **one** of the following, they need to contact the SEEK hotline and their class teachers. The individual and their entire family need to stay home.

- A fever (temperature of 99.5°F or greater).
- Has not been fever-free (without the help of a fever reducer for at least 24 hours).
- Is experiencing shortness of breath, difficulty breathing, or persistent coughing (non-asthma/non-allergy related).
- Is experiencing nausea, vomiting, or diarrhea.
- Muscles aches and fatigue
- Has experienced a sudden loss of taste or smell within the last 14 days
- Has head lice, bed bugs, or any other parasitic infection.

If any member is experiencing **one** of the following, they need to contact the SEEK hotline and their class teachers. The individual will need to stay home.

- A virus or contagious infection, such as pink-eye, chickenpox, measles, mumps, rubella, influenza, strep throat, and contagious rashes.
- Has colored nasal mucus, or eye or ear drainage.
- Sore throat
- Congestion or runny nose

## COVID Policy

SEEK reserves the right to adapt our COVID policy as circumstances surrounding our current pandemic evolve and change. For the most current SEEK COVID policy, please go to [www.seekhomeschool.com](http://www.seekhomeschool.com).

## Attendance Policy

Weekly attendance for students as well as adults is vital to the success of SEEK.

### Students

Absence, for any reason, should be communicated to each teacher as soon as you are

aware you have to miss class. Students are responsible for understanding their teacher's grading policy and making arrangements for any missed work or assignments as stated in each teacher's Class Policies.

## Parents

Text the **SEEK Hotline (317) 300-4325** as soon as possible.

A family's pattern of absenteeism could affect its good standing at SEEK.

## Tardiness Policy

### Students

Students are expected to be in class on time. Teachers may deduct points for each incident of tardiness.

### Parents

Parents are expected to be in their assigned rooms **10 minutes before** the beginning of first period and on time for all other classes.

## Program Description

**SEEK meets from 8:25 am – 2:20 pm on Tuesday of each week**

- 16 weeks of instruction in the fall semester. The first day is shortened due to the Fall Convocation. (See schedule below.)
- 17 weeks of instruction in the spring semester. The first and last days are shortened due to mandatory Winter and Recognition Day Convocations. (See schedule below.)

## General Class Schedule

### Note:

- *Effort is made to maintain this general schedule. Since there are many factors considered when scheduling, classes may not be placed in the assigned periods.*
- *Students may attend classes outside of SEEK; however, SEEK will not permit late arrival or early dismissal for this purpose.*
- *The schedule is subject to change.*

General Class Schedule		
Early Bird	Classes Vary <i>This time slot is usually offered by the special request of a teacher that is not available during the regularly scheduled program. A class is not always offered for this period.</i>	7:15-8:20
Period 1	Core Science & Electives <i>Teachers may extend this period by requiring 15-minute early arrival, either weekly or as needed. This must be stated in the Course Description.</i>	8:30-9:45
Period 2	Core Math & Electives	9:50-11:05
Period 3	English /Language Arts & Electives	11:10-12:25
Lunch: Enrichment		11:55-12:25

Lunch: Junior High & High School		12:30-1:00
Period 4	Core History & Electives <i>Teachers may extend this period by requiring 15-minute late dismissal, either weekly or as needed. This must be stated in the Course Description.</i>	1:05-2:20

## Curriculum

Books and materials are not included in the registration fee. Each teacher determines the appropriate curriculum, materials, activities, and any necessary fees for that class. This information will be stated in the Course Overview and Policies, distributed in the spring for the following school year. The Leadership Team approves all classes taught at SEEK; however, it is the responsibility of parents to assess whether the chosen curriculum is appropriate for their student(s).

**Note:** *While class selections are not limited to Christian materials, all classes are to be presented from a Biblical worldview.*

## Class Selection

SEEK strives to present challenging classes that prepare students for further study beyond high school. Classes offered are based on - but not limited to - what parents have offered to teach, overall interest in the class, and facility availability.

## Age Requirement

**A student's age on July 31 is their "SEEK age" for class registration for both Fall and Spring classes that year.**

### High School - To be eligible for high school classes at SEEK, students must be:

- **14 years old** (or 13 years old for classes that allow this in their prerequisites) by July 31 prior to the fall semester to be able to enroll in classes for that year.

**Note:** *However, it is imperative to consider more than age when determining if a student should enroll in SEEK's high school classes. Academic aptitude and social readiness are essential factors to consider. A 13-year-old could be taking classes in the company of students with a 1-6 year age difference.*

### Junior High - To be eligible for junior high school classes at SEEK, students must be:

- **12 years old** (or 11 years old for classes first and second period that allow this in their prerequisites) by July 31 prior to the fall semester to be able to enroll in classes for that year.

**Note:** *However, it is imperative to consider more than age when determining if a student should enroll in SEEK's high school classes. Academic aptitude and social readiness are essential factors to consider.*

## Auditing

Attending class without completing all assigned work is considered auditing. SEEK does not allow students to audit classes.

# Tutoring Guidelines

## Tutoring may occur:

- When a teacher has a "free" period (which would include teacher prep, study hall monitor, or substitute with no assignment) and the student has a free period or study hall. The teacher's responsibilities as a study hall monitor or as a substitute would take priority over the tutoring. *Remember, a substitute may be assigned for the entire period or only for a partial period.*
- In an open area, such as study hall, with an understanding that the teacher and student will be as quiet as possible in order not to disturb anyone else.

## Tutoring may not occur:

- In the teacher prep room. This space is very limited and has been set apart for quiet work for teachers only.
- If a high school or junior high student has an assigned class that period.

# Classroom Media Policy

*Movies, educational videos, commercials, etc.*

## Teacher responsibility

- Any media used in class should be reviewed by the teacher. The media should be listed in the syllabus for parents' review. Parents should be made aware of any media not included in the syllabus.

## Parent responsibility

- Parents should review their student's syllabi for any media scheduled to be utilized. It is the parent's responsibility to decide whether or not they want their student to view the material. Contact the teacher regarding any issues. The student's grade should not be affected.

# Study Hall

Study hall is available each class period and will be maintained as a quiet place for students to study. It is recommended that students be limited to no more than 2 study hall classes per semester.

**Note:** *All students must either be in class, study hall, or off campus. Students are not allowed to simply "hang out" on campus or accompany their parent to his/her assignment.*

## Directives for leaving Study Hall

- Students must sign out when leaving campus.
- Students must sign in when returning to campus.
- Study hall monitors will mark any student who does not attend study hall that week as absent. It is not the study hall monitor's responsibility to track down absent students. It is the parent's responsibility to know where their student is at all times.



## Evaluations and Grades

- Teachers will provide timely information regarding the student's progress and assess a percentage at the end of each semester. Parents have the authority to assign final grades for classes taken at SEEK.
- Any questions or concerns regarding evaluations or grades should be communicated directly to the teacher. Specific grading information can be found in the Course Overview and Policies.
- SEEK does not retain academic records for students.

## Classwork and Assignments

Students should take their work seriously. It is expected that students will come to class prepared, in adherence with the **Student/Parent Contract** (as shown in Appendix).

Junior high and high school students are walked through the same disciplinary process, but receive different outcomes. High school students may receive discipline from SEEK Leadership Team if necessary. Junior high students may receive a valuable warning and possibly a zero on related assignments if necessary, to help them prepare for their high school responsibilities.

**Note:** *Occasionally, a student will perform so poorly that they do not have enough of a foundation to move forward in a class that builds upon itself (such as math or languages.) If a teacher requests that a student drop the class, SEEK Leadership respects that request and guides the student to either add a class to their schedule to replace it, register for study hall that period, or go off campus for that period. In these situations, teachers must give recommendations to the student and the parent on next steps (repeating the subject, etc.) to work towards success.*

## High School Discipline Policy

It is very important that any problems be addressed immediately. Complete resolution should be sought in all cases. The steps a teacher must take are listed below.

**NOTE:** *However, if a teacher, parent, or student has any questions, the Leadership Team may be consulted.*

### **If a student is not complying with the Course Overview and Policies:**

- The teacher will communicate with that student and his/her parents via Jupiter Ed, detailing the problem(s), and possible solutions and actions to be taken. This should be done with kindness, with the goal of helping the student.
- If the problem(s) continue, the teacher will confer with the parent and student to discuss the problem and again propose possible solutions.
- If the previous steps do not correct the problem, the teacher should refer the situation to the Academic Liaison, who will determine what further steps should be taken, including a meeting with the parent(s) and student and/or involvement of the Leadership Team.

### **If a student is seriously disrupting the class:**

- The teacher should notify the Leadership Team, immediately.
- One student's behavior will not be permitted to interfere with the class environment.



Teachers, parents, and students should always conduct themselves with respect for others and cooperate to eliminate any problems.

**Note:** *If a student or parent has an issue with a teacher please refer to the Conflict Resolution section.*

## Academic Probation Policy

A student may be placed on Academic Probation if he/she has missing assignments coupled with a lack of communication with the teacher. **Academic Probation is the last resort to help students, parents, and teachers return to full cooperation by holding students accountable to the Student/Parent Contract.**

### The Academic Probation Procedure

The Academic Probation procedure **begins** when the teacher has attempted to communicate with the student and parents via Jupiter regarding a pattern of missing coursework, but the student continues to fail to complete assignments. SEEK Leadership will meet with the student and parent to discuss the possibility of Academic Probation if the student does not make up missed assignments and complete future work. A formal warning will be given and documented.

- If the student misses **3 or more** SEEK assignments, SEEK Leadership will meet with the student and both parents and discuss the terms of Academic Probation outlined below. The family will then bring home the Academic Probation contract to discuss privately before signing. However, a signed Academic Probation contract will need to be submitted to SEEK Leadership before the student attends classes the following week.
- **All teachers** of the student will be notified in writing and instructed to report non-compliance immediately to SEEK Leadership.
- The student must satisfy the terms of Academic Probation by not missing a single assignment in **any** of their SEEK classes for the remainder of the semester. If so, he/she will return to good standing and will have a fresh start at the beginning of their next semester at SEEK. **If they do not, failure to comply may result in dismissal from SEEK.**

### Compliance with Academic Probation

- No further late or incomplete assignments for the remainder of the semester are permissible.
- It is the student's and/or parent's responsibility to communicate with the teacher **AND** SEEK Leadership if any hardships arise that interfere with coursework (i.e. family crises such as the death of a loved one, health issues, etc.) Busy schedules and vacations are not considered hardships, especially when it comes to Academic Probation.

## Cheating

The act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means.

- Copying, in part or in whole, from someone else's test, assignment, or answer key
- Altering or interfering with grading.

- During an examination, using or consulting any sources - including others, electronic devices, or use of materials not authorized by the instructor.
- Committing other acts that defraud or misrepresent.

## Consequences

Academic dishonesty will not be tolerated.

### 1<sup>st</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- SEEK Leadership will put this first offense on record.
- The student and parent(s) may be required to meet with the SEEK Leadership team to discuss the situation.

### 2<sup>nd</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- The student and parent(s) may be required to meet with the SEEK Leadership team to discuss the situation.

### 3<sup>rd</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- The student and parent(s) will be required to meet with the SEEK Leadership team to discuss the situation.
- The student may be immediately and permanently dismissed from SEEK.

**Note:** *If a student's first or second violation of the Code of Conduct is extensive and seems to have violated more than one aspect, she/he is subject to immediate dismissal*

## Plagiarism

The act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means

- Incorporating ideas, words, sentences, paragraphs, or parts of another person's writings, without giving credit, and representing the product as your own
- Undocumented or uncited source usage
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as your own

**Note:** *Junior High and High school students are expected to review the SEEK-approved plagiarism tutorials on the home page of our website before we begin every school year.*

## Consequences

Academic dishonesty will not be tolerated.

### 1<sup>st</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- SEEK Leadership will put this first offense on record.
- The student and parent(s) may be required to meet with the SEEK Leadership team to discuss the situation.

### 2<sup>nd</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- The student and parent(s) may be required to meet with the SEEK Leadership team to discuss the situation.

### 3<sup>rd</sup> Offense

- The student will receive a zero for the assignment.
- The teacher will contact the student's parents and carbon copy SEEK Leadership via Jupiter.
- The student and parent(s) will be required to meet with the SEEK Leadership team to discuss the situation.
- The student may be immediately and permanently dismissed from SEEK.

**Note:** *If a student's first or second violation of the Code of Conduct is extensive and seems to have violated more than one aspect, she/he is subject to immediate dismissal.*

# Junior High Handbook

## Junior High Program Overview

- **A student's age on July 31 is their "SEEK age" for class registration for both Fall and Spring classes that year.**
- The Junior High program is provided for students who are 12 and 13 years old by July 31 of the program year. Junior high classes are designed to help prepare students to transition smoothly into SEEK high school classes. These classes encourage personal responsibility for communication along with organization and completion of the required homework assignments.
- SEEK Enrichment students who will be 11 by July 31 may take Junior High classes 1<sup>st</sup> and 2<sup>nd</sup> period as allowed in the teachers' prerequisites.
- The Junior High program is overseen by the Academic Liaison in conjunction with the Leadership Team. Open communication is essential to the success of the program. Parents are encouraged to give input and share ideas.
- Concerns should be brought to the Academic Liaison right away, so there will be a timely resolution. Specific communication steps are outlined in the Junior High Discipline Policies.

**Note:** *Unless noted otherwise, High School policies previously listed also apply to Junior High.*

## Junior High Class Structure

- Each semester, there will be at least one Junior High class offered per period.
- Junior High students may choose study hall as a class choice.
- Junior High class sign-ups will follow the same process as high school class sign-ups, thus Junior High students choose their classes.
- The 13-year-old junior high student is allowed to enroll in **both** high school classes and junior high classes, as they choose.
- The 11-year-old student is allowed to enroll in **both** Junior High classes 1<sup>st</sup> and 2<sup>nd</sup> period (that allow 11-year-olds in their prerequisites) and Enrichment classes, as they choose.
- Junior High classes require homework. Auditing is **not** allowed.
- Each class will have a teacher and an assistant.
- Junior High teachers provide:
  - Course Overview, Policies, and Syllabus
  - Written communication with parents regarding revisions and any additional assignment information given in the class syllabus.
  - Timely information regarding the student's progress and assessment of a percentage grade at the end of each semester; Parents have the authority to assign final grades
- The Media Policy: Movies, educational videos, commercials, etc.
  - Teacher Responsibility

- Any media used in class should be reviewed by the teacher. The media should be listed in the syllabus for parents' review. Parents should be made aware of any media not included in the syllabus.
- Parent Responsibility
  - Parents should review their student's syllabi for any media scheduled to be utilized. It is the parent's responsibility to decide whether or not they want their student to view the material. Contact the teacher regarding any issues. The student's grade should not be affected.

## Junior High Class Schedule

Junior High Class Schedule	
Period 1	8:30-9:45
Period 2	9:50-11:05
Period 3	11:10-12:25
Lunch	12:30-1:00
Period 4	1:05-2:20

**Note:** Junior High students eat lunch with the high school students and follow the Lunch Policy listed in the High School section.

## Junior High Attendance Policy

Absence, **for any reason**, should be communicated by the student or parent to each teacher as soon as possible. Students are responsible for understanding their teacher's absence policies and making arrangements for any missed assignments.

**Note:** On the rare occasion when a parent must be absent, the Junior High student should attend class, if possible.

## Junior High Parent Responsibilities

- Parents agree to uphold the **Student/Parent Contract** (See Appendix.)
- Parents are expected to communicate appropriate classroom guidelines to their students and support teachers as they hold students to high standards of respectful behavior.

## Junior High Student Responsibilities

### Conduct

- Students agree to abide by the **Student/Parent Contract** (see Appendix.) If any discipline issues occur, the Junior High Discipline Policy below will be followed.

### Homework

- Students are required to complete the work as assigned and to understand their teacher's Class Policies.

## Communication

Students are expected to contact their teachers regarding clarification of questions and missed assignments due to illness and absences as stated in each teacher's Class Policies.

## Junior High Student Expectations

- Be attentive when the teacher is talking.
- Be respectful; leave others' property alone.
- Be kind in words and actions.
- Be polite; use an inside voice.
- Be responsible; we are guests in the building.

## Junior High Discipline Policy

It is very important that any problems be addressed immediately. Complete resolution should be sought in all cases. The teachers, parents, and students should always conduct themselves with respect for others and cooperate in working to eliminate the problem.

The steps a teacher must take are listed below. However, if a teacher, parent or student has any questions, they may contact the Academic Liaison.

### Teacher Guidelines

- If the student is not complying with the class requirements, the teacher will promptly speak with the student. Communication must be completed through Jupiter Ed detailing the problem(s), possible solutions, and the actions to be taken. This should be done with kindness and with the goal of helping the student.
- If the problem(s) continue, the teacher will confer with the parent and student to discuss the problem and again propose possible solutions.
- If the previous steps do not correct the problem, the teacher should refer the problem to the Academic Liaison who will determine what further steps should be taken, including a potential meeting with the parent and student or involvement of the entire Leadership Team.

**Note:** *If the student is seriously disrupting the class, the teacher should get the Academic Liaison involved immediately. One student's behavior will not be permitted to prevent other students from benefitting from the class.*

### Parent/Student Guidelines

If the parent/student has an issue with a teacher, it should be discussed with the teacher first. If a resolution cannot be reached or the student does not wish to discuss the issue with the teacher, the Academic Liaison can be consulted at any time to assist with resolution.

## JH Academic Attention Policy

While the Academic Probation Policy does not apply to Junior High students, ongoing issues with academics will be addressed by SEEK Leadership when a pattern becomes evident.

# Enrichment Handbook

## Program Overview

- The Enrichment Program is provided for the younger siblings (from birth to 11 years old) of SEEK junior high and high school students. The goal of the program is to provide age-appropriate, academic, and social opportunities while a parent is serving at SEEK. Enrichment classes are designed to be a supplement to the student's home education by providing motivating, hands-on, and interactive activities in a variety of subjects in a classroom setting. The subjects may include math, science, history, writing, speech, or literature. Students usually complete all activities in class. Occasionally, students may be asked to bring an item from home or will have an **optional** homework assignment.
- The Enrichment program is overseen by the Enrichment Coordinator(s) in conjunction with the Enrichment Liaison on the Leadership Team. Open communication is essential to the success of the program. Parents are encouraged to give input and share ideas.
- Concerns should be brought to the Enrichment Liaison **right away**, so there will be a timely resolution. Specific communication steps are outlined in the Enrichment Discipline Policy.

**Note:** *Unless noted otherwise, policies previously listed also apply to Enrichment.*

## Enrichment Class Structure

- The program has four class periods plus lunch and recess. The schedule is listed under Enrichment Class Schedule.
- Each period is usually divided into two or more blocks of time to provide the opportunity for multiple subjects to be taught.
- At least two teachers are assigned to each class: Students may not be left without adult supervision.
- 11-year-old students have the option to take Junior High classes in 1<sup>st</sup> and/or 2<sup>nd</sup> period. During 3<sup>rd</sup> and 4<sup>th</sup> periods, they will be registering for Enrichment or Off-Campus.
- Each student is placed in a class according to *his/her age on July 31st prior to the beginning of the fall semester*. The student remains in that class for the entire SEEK year.
- Classes are divided by age. Generally, two age groups will be combined. For example, 8-and 9-year-olds may be placed together in one class. Each year, the age divisions are determined by student enrollment and available classrooms.
- Enrichment students do not have class choices.

## Enrichment teachers

- Plan the class together and decide how to divide the responsibilities equitably
- Select the topics they desire to teach and submit their ideas to the Enrichment Liaison for approval. This step helps to ensure that a variety of subjects are being taught throughout the SEEK day

- Can request reimbursement for classroom expenses as determined by the annual budget

## Media and Literature Policy

- **Only** videos/DVDs and fiction/non-fiction work that are educational or character-building are to be used.
- Teachers must get approval from the Enrichment Liaison two weeks before use.
- If the Enrichment Liaison believes that a video/DVD or fictional work needs to be approved by the parents, then the teacher will contact the parents to request consent.

## Enrichment Class Schedule

Enrichment Class Schedule	
Period 1	8:30-9:45
Period 2	9:50-11:05
Period 3	11:10-11:50
Lunch	11:55-12:25
Recess	12:25-12:55
Period 4	1:05-2:20

## Enrichment Parent Responsibilities

- Parents **must** be in the building while any of their Enrichment students are in class.
- Each parent serving in Enrichment **teaches** in an Enrichment class.
- Every parent who has an Enrichment student (birth to 11 years old) who is on campus for the Junior High/High School lunch period serves on a rotating recess schedule.
- Parents should support teachers by holding students to the Enrichment Code of Conduct.
- Parental authority is to be respected in all matters concerning SEEK. (If there is a problem with a student or child, talk to his or her parent as soon as possible.)
- **Fees:** There is a **\$10.00 fee per student per semester due** at Parent Orientation. This fee covers curriculum, equipment, copies, and special events.

## Enrichment Student Responsibilities

- **Supplies:** It is suggested that Enrichment students bring a pencil, paper, and folder to class each week, but is not mandatory. It is highly suggested they bring a small bag or backpack to store their work and projects from the day.
- **Conduct:** Students agree to follow the Enrichment Code of Conduct.

## Enrichment Code of Conduct

**Note:** All parents of Enrichment students are expected to communicate these classroom guidelines to their students and support teachers as they hold students to these standards.

- Be attentive when the teacher is talking.



- Be respectful; leave other people's property alone.
- Be gentle; keep hands, feet, and objects to oneself.
- Be kind in words and actions.
- Be polite; use an inside voice.
- Be responsible; we are guests in the building.

## Enrichment Discipline Policy

### Teacher Guidelines

- In order to maintain an atmosphere that is orderly and conducive to learning, it is imperative that teachers follow the discipline guidelines below. Since SEEK meets only once a week, teachers need to quickly address a student's behavior so that the student does not disrupt the entire class.
- If you have a question or need clarification, please contact the Enrichment Liaison.
- If a child misbehaves, take the child aside in a loving, Christ-like way and explain the expected behavior. Warn the child that continuing to misbehave will result in a timeout in the hallway and his parent will be informed.
- If the child continues to misbehave, the child will be removed from the classroom for a timeout. The child will be placed in the hallway under the supervision of the Enrichment Liaison.
- The general rule is that the timeout period will be one minute for each year of the child's age. For example, if the child is 6 years old, then his timeout period would be approximately six minutes. After the timeout, the child will be allowed to return to the classroom with the expectation of a behavior change.
- The teacher will complete a Parent Communication Form **before the end of the class period**. The teacher should ask for a Substitute in order to have adequate time to complete the form. The teacher will then give the completed Parent Communication Form to the Enrichment Liaison. The Enrichment Liaison will then seal it in an envelope and place it in the family's mailbox.
- If the child continues to misbehave, the child will be removed from the classroom and the Enrichment Liaison will get the parent. The parent will be given the Parent Communication form and asked to take the child aside to rectify the situation.
- After the parent/child discussion, the child will be allowed to return to the classroom. The Enrichment Liaison will follow up with the teacher to be certain that the situation has been resolved.

### Parent Guidelines

- If a parent has a problem with a teacher, the parent should first discuss it with the teacher.
- If the issue is not resolved, the parent should consult with the Enrichment Liaison.

# Appendix

## SEEK Student/Parent Contract

(Each high school and junior high student should fill out a separate form.)

### Student

- I will make SEEK assignments a priority in my education.
- I have read and will abide by the SEEK Handbook.
- I have completed the SEEK-approved tutorial(s) on the website home page.
- I understand the seriousness of the Code of Conduct regarding plagiarism and cheating as well as their consequences.
- I will be in class on time, prepared with completed assignments.
- I will communicate with my teachers and meet their expectations as outlined in their Course Overview and Policies.
- I will behave in a respectful manner toward my parents, instructors, and peers.
- I will abide by the dress code.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent

- I recognize SEEK as a serious commitment and will be on time each week.
- I have read and will abide by the SEEK handbook.
- I have completed the SEEK-approved tutorial(s) on the website home page.
- I understand the seriousness of the Code of Conduct regarding plagiarism and cheating as well as their consequences. I have discussed these guidelines with my student(s).
- I will oversee my student(s) work, with encouragement and accountability.
- I will monitor my student(s) progress through Jupiter Ed at least weekly.
- I will be responsible for my student's access to answer keys at all times.
- I will supervise my student during test-taking.
- I will hold my student(s) accountable for appropriate behavior.
- I will be responsible for any damage incurred by my family.
- I will read my SEEK email regularly and respond in a timely manner.
- I will honor deadlines and attend mandatory meetings.

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_