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# **SEEK, Ltd.**

**A High School Teaching Cooperative for Homeschooling Families**

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# **SEEK HANDBOOK**

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## **Purpose Statement**

SEEK is a unique Christian homeschool co-operative with a focus on high school academics. SEEK exists to assist homeschooling families by coordinating high school academic classes 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.

## **Eligibility**

- To join SEEK, a family must have at least one high school student who is academically and socially capable of handling high school level classes. A new student must be at least 14 years old by July 31 prior to the fall semester of the upcoming year.
- Completion of at least one year of home schooling prior to participating in SEEK.
- Signed agreement of the SEEK Statement of Faith.
- Letter of recommendation from the pastor of your church.
- Each family must contribute by teaching or assisting with high school academics and/or Junior High or Enrichment classes.

**Note:** *SEEK cannot accommodate students enrolled in public, charter or in-home public school programs.*

## **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 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 homeschool. SEEK does not keep student records, issue report cards or diplomas.

## **Commitment and Cooperation**

Participation 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.

All applications are reviewed annually. Returning family approval is based on consistent compliance with the SEEK Student/Parent Contract and policies. *Failure to comply could result in dismissal from SEEK.*

## **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 of 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.

## **PROGRAM DESCRIPTION**

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

- ➔ 16 weeks of instruction in the fall semester
- ➔ Plan for 18 weeks in the spring: 17 weeks of class instruction - which includes one shortened schedule due to our New Year Convocation. The final week is planned for grade distribution and Student Recognition.

### **General Class Schedule\***

*\*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.*

<b>Period</b>	<b>Class</b>	<b>Time</b>
<b>Early Bird</b>	<b>Classes vary</b> This time slot is usually offered by special request of a teacher that is not available during the regularly scheduled program. A class is not always offered for this period.	<b>7:15-8:20</b>
<b>Period 1</b>	<b>Core Science and Electives</b> Teachers may extend this period by requiring 15-minute early arrival, either weekly or as needed. This must be stated in the Course Description.	<b>8:30-9:45</b>
<b>Period 2</b>	<b>Core Math and Electives</b>	<b>9:50-11:05</b>
<b>Period 3</b>	<b>English/Language Arts and Electives</b>	<b>11:10-12:25</b>
<b>Lunch 1 / Enrichment</b>		<b>11:55-12:25</b>
<b>Lunch 2 / Junior High and High School</b>		<b>12:30-1:00</b>
<b>Period 4</b>	<b>Core History and Electives</b> Teachers may extend this period by requiring 15-minute late dismissal, either weekly or as needed. This must be stated in the Course Description.	<b>1:05-2:20</b>

**Note:** *Students may be enrolled in classes outside of SEEK; however, SEEK will not permit late arrival or early dismissal for this purpose.*

## **Curriculum**

Books and materials are not included in the application fee. Each teacher determines the appropriate curriculum, materials, activities and any necessary fees for that class. This information will be stated in the Course Description, 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 individual 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**

To be eligible for high school classes at SEEK, a new student must be 14 years old (13 years old for current students) by July 31 prior to the fall semester of the upcoming year. 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.

## **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.

All students must either be in class, study hall, or off campus.

**Note:** *Students are not allowed to simply "hang out" on campus or accompany their parent to his/her assignment.*

## **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.

## **Communication**

Reliable computer and internet access is 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](mailto:seekhomeschool@gmail.com) to communicate with the Leadership Team.

### **➔ SEEK Website**

Access information including forms, class assignments, calendar, and member email addresses.

Use the "Classifieds" tab to post information of general interest.

### **➔ 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.

### **➔ Leadership Team Mailbox**

A mailbox is located on the information table for submission of forms to Leadership Team.

### **➔ 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](mailto:seekhomeschool@gmail.com)

#### **Website**

[www.seekhomeschool.com](http://www.seekhomeschool.com)

#### **Attendance Hotline**

**317.300.4325**

## **Fees** *(All fees are subject to change.)*

### ➔ **Registration/Administration Fees**

**\$285 per family due at time of application.** (Fees are non-refundable after May 1<sup>st</sup>.) Fees cover insurance, facility, administration, online grading and website services.

### ➔ **High School Class Fees**

**Vary per student per class and are due at Parent Orientation**

- Fees are stated in each Course Description available before class sign-ups.
- Fees for Spring-only classes are collected November 1-15.
- Fees are non-refundable.

### ➔ **Drop/Add Fees** *(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.

### ➔ **Junior High Class Fees**

**Vary per student per class and are due at Parent Orientation.**

- Fees are stated in each Course Description available before class sign-ups.
- Fees for Spring-only classes are collected November 1-15.
- Fees are non-refundable.

### ➔ **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.

## **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 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:

- 1) You come to SEEK at a time when you are **not** regularly scheduled.
- 2) You leave SEEK at a time you are expected to be in the building.
- 3) 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**

In order to maintain the safety of all SEEK students during the lunch period, students have only three choices. They may:

- 1) Go to 2<sup>nd</sup> floor Fellowship Hall (which we consider our lunch room)
- 2) Leave campus after signing out
- 3) Go outside (remaining on campus) if two adults will accompany them

### **Visitor Policy**

All visitors must have **prior approval from the Leadership Team** and check in with the Staffing Coordinator in the breezeway to receive a visitor pass. They must also sign in and sign out.

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 (allowed at lunchtime only)

Individuals who do not fit the above requirements are not allowed at SEEK (or anywhere on the campus)

**Note:** *Individuals not enrolled in SEEK are not permitted to attend classes.*

## **Photographs**

Membership in SEEK implies consent for pictures to be taken at SEEK events and 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.

## **Weather Policy**

### **SEEK Emergency Cancellation/Schedule Change Policy**

In the event of severe weather or emergency conditions, SEEK classes may be cancelled 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 cancelled or delayed:**

- ➔ An email/text message will be sent via Remind
- ➔ Openers, Staffing Coordinator and Early Bird teachers will receive a text or phone call, as needed
- ➔ If classes are cancelled, it is the teacher's responsibility to contact the students with instructions about revisions to class assignments.
- ➔ Keep in mind that classes may be made up by an outside-of-SEEK meeting or online class, if the teacher determines it is necessary.

***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/or Remind.

#### **Parents:**

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 Attendance Hotline.***

## **CODE OF HONOR**

SEEK endeavors to produce surroundings that are academically enriching, spiritually nurturing, and socially secure for students. The Code of Honor establishes boundaries and provides guidance so there will be no confusion regarding expectations of SEEK students and teachers. A Code of Honor Agreement must be signed and submitted by each high school student.

### **Behavior**

Appropriate behavior is expected from students at all times. This includes, but is not limited to, courtesy and respect for parents, 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 social media will not be tolerated. *If such behavior occurs, parents will be informed and SEEK Leadership will follow up.*

### **Classwork and Assignments**

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

#### **1. ACADEMIC PROBATION POLICY**

A student may be placed on Academic Probation if he/she has issues with late work or class performance below 70%.

If a student's situation warrants Academic Probation, SEEK Leadership will discuss the issue with the parent(s) and student. The probationary period gives the student the opportunity to correct his/her situation.

#### **To comply with Academic Probation:**

- No further late or incomplete assignments are permissible for the remainder of the semester.
  - **This is a zero-tolerance policy.**
  - ***Failure to comply may result in dismissal from SEEK.***
- Both of the parents and the student will be required to meet with SEEK Leadership to discuss the terms of probation and sign the Academic Probation Notice.
- The teacher will be notified in writing and instructed to report non-compliance immediately to SEEK Leadership.

SEEK Leadership will monitor homework confidentially, expecting the student to abide by the Student/Parent Contract. *Failure to comply could result in dismissal from SEEK.*

## **2. Cheating**

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

1. Copying, in part or in whole, from someone else's test, assignment or answer key
2. Altering or interfering with grading
3. During an examination, using or consulting any sources - including others, electronic devices or use of materials not authorized by the instructor
4. Committing other acts that defraud or misrepresent

### **Consequences:**

Academic dishonesty will not be tolerated.

#### **1st Offense:**

- The student will receive a zero for the assignment
- The teacher will contact the student's parents
- The teacher will notify SEEK Leadership and the incident will be recorded in the family's confidential file for the remainder of the student's high school career
- The student and parent(s) will be required to meet with the SEEK Leadership team to discuss the situation

**2nd Offense:** The student may be immediately and permanently dismissed from SEEK.

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

## **2. PLAGIARISM\*\***

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

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

**\*\*Note:** High school students must complete a SEEK-approved plagiarism tutorial

### **Consequences:**

Academic dishonesty will not be tolerated.

#### **1st Offense:**

- The student will receive a zero for the assignment
- The teacher will contact the student's parents
- The teacher will notify SEEK Leadership and the incident will be recorded in the family's confidential file for the remainder of the student's high school career

### **2nd Offense:**

- The student will receive a zero for the assignment
- The teacher will contact the student's parents
- The teacher will notify SEEK Leadership and the incident will be recorded in the family's confidential file for the remainder of the student's high school career
- The student and parent(s) will be required to meet with the SEEK Leadership team to discuss the situation

**3rd Offense:** The student may be immediately and permanently dismissed from SEEK.

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

## **4. AUDITING**

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

## **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 **Attendance Hotline (317) 300-4325** as soon as possible.
- A family's pattern of absenteeism could affect its good standing at SEEK.

## **Illness Policy**

Attendance is important; however, illnesses should be contained at home if at all possible. Please refer to the Health Self-Screening Tool in the SEEK notebook.

**Note:** Students are responsible for contacting teachers to make arrangements for completing missed assignments in compliance with the teacher's Class Policies.

## **Tardiness Policy**

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

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

## **Dress Code**

In an effort to maintain an academic and professional atmosphere, the standards in this area are modesty and decorum. The dress code applies to students and adults.

- ➔ Shorts, pants, dresses, and skirts must be at least knee-length.
- ➔ Leggings are not considered pants and must be worn with knee-length tops.
- ➔ No low-riding or baggy pants will be permitted.
- ➔ No clothing with holes will be permitted.
- ➔ Sleeveless, spaghetti-strap and/or tight tops are not allowed.
- ➔ Necklines should be modest.
- ➔ Clothing may not expose the midriff, backside or undergarments.
- ➔ No clothing or accessories with offensive pictures, symbols, or sayings are permitted.
- ➔ SEEK Leadership reserves the right to define inappropriate, offensive, distracting and/or disrespectful apparel.

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

1. If the student is not complying with the Class Policies, the teacher will communicate with students and parents via Jupiter Ed, detailing the problem(s), and possible solutions and actions to be taken. This should be done with kindness and with the goal of helping the student.

**Note:** *If the student is in violation of the Code of Honor (plagiarism or cheating), the teacher will speak directly to the parent rather than the student.*

2. If the problem(s) continue, the teacher will confer with the parent and student to discuss the problem and again propose possible solutions.
3. In the event that the previous steps do not correct the problem, the teacher should refer the problem to the High School Liaison who will determine what further steps should be taken, including a meeting with the parent(s) and student or involvement of the entire Leadership Team.
4. If the student is seriously disrupting the class, the teacher should get the Leadership Team involved immediately. One student's behavior will not be permitted to prevent other students from benefitting from the class.

5. The teachers, parents, and students should always conduct themselves with respect for others and cooperate in working to eliminate the problem.
6. If the student and/or parent 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 High School Liaison can be consulted at any time to assist with resolution.

### **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 uphold the guidelines as stated in the **Student/Parent Contract** (see Appendix)

### **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 Class Policies.

SEEK does not retain academic records for students.



## **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 the study hall. It is understood 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.

## **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' information. If the media is decided upon after the syllabus is distributed, the parents should be notified with sufficient time to preview it.

### **➔ Parent responsibility**

Parents should review the syllabi of their student's classes for any media that is scheduled to be shown. Full responsibility falls on parents to decide whether or not they want their student to view the media. Parents should contact the teacher regarding any issues. The student's grade should not be affected.

# JUNIOR HIGH HANDBOOK

## **Program Overview**

The Junior High program is provided for the younger siblings of SEEK high school students. Junior high students are 11, 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.

The Junior High program is overseen by the Jr. High/Enrichment Coordinator(s) 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 Jr. High/Enrichment Coordinator(s) right away, so there will be timely resolution. Specific communication steps are outlined in the Junior High Discipline Policies.

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

## **JH 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 and the age-appropriate Enrichment class, 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:
  - Class Policies and Syllabus
  - Written communication with parents regarding revisions and any additional assignment information given in class
  - 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.
  - Any media used in class should be reviewed by the teacher. The media should be listed in the syllabus for parents' information. If the media is decided upon after the syllabus is distributed, teachers must get approval from the Jr. High/Enrichment Coordinator.

- Parents should review the syllabi of their student's classes for any media that is scheduled to be shown. Full responsibility falls on parents to decide whether or not they want their student to view the media. Parents should contact the teacher regarding any issues. The student's grade should not be affected.

**JH Class Schedule:**

<b>1<sup>st</sup> Period Class</b>	<b>8:30 – 9:45</b>
<b>2<sup>nd</sup> Period Class</b>	<b>9:50 – 11:05</b>
<b>3<sup>rd</sup> Period Class</b>	<b>11:10 – 12:25</b>
<b>Lunch*</b>	<b>12:30 – 1:00</b>
<b>4<sup>th</sup> Period Class</b>	<b>1:05 – 2:20</b>

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

**JH 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.*

**JH 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.

**JH Student Responsibilities:**

- **Conduct** – Students agree to abide by the **Student/Parent Contract**. 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 questions, and missed assignments due to illness and absences as stated in each teacher's Class Policies.

**JH Code of Conduct:**

- 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.

### **JH 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 Jr. High/Enrichment Coordinator.

#### **Teacher Guidelines:**

1. 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.
2. If the problem(s) continue, the teacher will confer with the parent and student to discuss the problem and again propose possible solutions.
3. In the event that the previous steps do not correct the problem, the teacher should refer the problem to the Jr. High/Enrichment Coordinator 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.

**Exception:** If the student is seriously disrupting the class, the teacher should get the Jr. High/Enrichment Coordinator 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 Jr. High/Enrichment Coordinator 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 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 Jr. High/Enrichment Coordinator(s) 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 Jr. High/Enrichment Coordinator right away, so there will be 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. (See the schedule below.)
- 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.
- 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 Jr. High/Enrichment Coordinator 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 works which are educational or character-building are to be used.

Teachers must get approval from the Jr. High/Enrichment Coordinator two weeks prior to use.

If the Jr. High/Enrichment Coordinator 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:**

<b>1<sup>st</sup> Period Class</b>	<b>8:30 – 9:45</b>
<b>2<sup>nd</sup> Period Class</b>	<b>9:50 – 11:05</b>
<b>3<sup>rd</sup> Period Class</b>	<b>11:10 – 11:50</b>
<b>Lunch</b>	<b>11:55 – 12:25</b>
<b>Recess</b>	<b>12:25 – 12:55</b>
<b>4<sup>th</sup> Period Class</b>	<b>1:05 – 2:20</b>

### **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.
- **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:**

*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 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 Jr. High/Enrichment Coordinator.

1. 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.
2. 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 Jr. High/Enrichment Coordinator.

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 give the completed Parent Communication Form to the Jr. High/Enrichment Coordinator. The Jr. High/Enrichment Coordinator will then seal it in an envelope and place it in the family's mailbox.

3. If the child continues to misbehave, the child will be removed from the classroom and the Jr. High/Enrichment Coordinator will get the parent. The parent will be given the Parent Communication form and asked to take the child aside to rectify the situation.

4. After the parent/child discussion, the child will be allowed to return to the classroom. The Jr. High/Enrichment Coordinator 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 Jr. High/Enrichment Coordinator.



# Appendix

## SEEK Student/Parent Contract

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

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men...”  
Col 3:23*

### Student

I will:

- Attend SEEK classes regularly.
- Make SEEK assignments a priority in my education.
- Abide by the SEEK Handbook.
- Be accountable for my own work.
- Ask for help if needed.
- Be in class on time, prepared with completed assignments.
- Contact my instructor for assignments prior to any absence.
- Behave in a respectful manner toward my parents, instructors and peers.
- Abide by the dress code.
- Pay for any damage to equipment or property of the host facility caused by me.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent

I will:

- Recognize SEEK as a serious commitment and be on time each week.
- Abide by the SEEK handbook.
- Oversee my student's work, encouraging him/her to do their best.
- Require my student to do their own work.
- Be responsible for my student's access to answer keys at all times.
- Supervise my student during test-taking.
- Hold my student accountable for appropriate behavior.
- Be responsible for any damage incurred by my family.
- Read my email regularly.
- Honor deadlines and attend mandatory meetings.

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

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