

LIFE Classes Student Handbook

The desire of High Point Home Educators (HPHE) is to be a blessing to the families that we serve. This document in no way precludes the staff or administration from making decisions that need to be made in the best interests of this program or from allowing the Lord to redirect our paths.

This document is intended to be a set of guidelines to give all staff and families a fair expectation of our time together and to eliminate confusion about policies and procedures. If you have a concern or any confusion, please discuss it with the Coordinator personally.

HPHE Statement of Faith

We believe the Bible to be the only inspired, infallible, inerrant and authoritative Word of God. Therefore, it is our supreme and final authority in all things. II Timothy 3:15-17; II Peter 1:21.

We believe in one God, eternally existent in three Persons: Father, Son (Jesus Christ), and Holy Spirit. Deuteronomy 6:4; Matthew 28:19; John 14:10, 26; Ephesians 4:4-6.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. John 1:1-4; Matthew 1:23; Philippians 2:5-11; Hebrews 1:1-4 & 4:15; Acts 1:11 & 2:22-24; I Corinthians 15:3-4.

We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential, and that repentance from sin and acceptance of Jesus Christ as Lord and Savior is the only way to come into a relationship with God.

We believe that Jesus Christ is the only way of salvation. John 1:12-13; Titus 3:4-7; Luke 24:46-47; Ephesians 2:8-9; John 14:6; Acts 4:12.

We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. Revelation 20:11-15; I Corinthians 15:51-57.

We believe in the spiritual unity of believers in our Lord Jesus Christ (Who is the Head of the church) and that all true believers are members of His body, the Church. Ephesians 1:22-23; I Corinthians 12:12, 27. We believe marriage is only for the uniting of one man and one woman in covenant commitment for a lifetime. Genesis 2:18-24; Matthew 19:4-6; Ephesians 5:31

HPHE does not require agreement with this statement; however, it is understood that all instruction and ministry will be based on it. All persons in leadership on behalf of HPHE will be required to sign the Statement. Advisors and leaders of HPHE classes or activities may present material only in accordance with this Statement of Faith and with all the teachings of the Bible, under the sole direction of the Board of Directors.

Philosophy of the LIFE Classes

LIFE Classes are organized as a homeschool ministry outreach. The purpose is to provide support and encouragement to homeschooling families by providing classes that supplement and complement their curriculum. Our assumption is that “school” takes place in the home and our enrichment classes are designed to support families in those efforts.

Student Code of Conduct

The code of conduct established for LIFE Classes is based upon the text found in Galatians 5:22, 23: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” If a child is involved in a breach of conduct, the advisor will attempt to gently lead the child into an understanding of how he can gain a better grasp of these qualities in his life.

HPHE/LIFE Classes Behavior Standards

The behavior standards apply to all HPHE and LIFE classes functions and activities to include sporting activities/events.

- Students must respect the rights and properties of others and treat those in authority with respect.
- Advisors, assistants, staff, and other adult volunteers should be addressed with the appropriate title Mr. or Mrs.
- When talking, students will use an appropriate conversational tone.
- Students must be punctual to each class.
- Students are expected to listen when others are speaking and raise hands for permission to speak in class.
- Writing and passing notes, tossing objects, and playing with irrelevant objects will not be allowed in class.
- No electronic devices or any device that is internet accessible (not limited to iPads, iPods, cell phones, tablets, or hand-held games) are allowed on the HPHE/LIFE Class Campus:
 - If any advisor and/or study hall monitor sees these items, he/she will take the items.
 - The student may have their device returned at the end of the day from the advisor who took the device.
 - If a student is only present for a portion of Life Classes, then the device will be returned upon the student's departure from campus for the day.
 - In the event that an advisor is only present for a portion of Life Classes, the advisor will deliver the device to the welcome center for pick-up at the end of the student's day.
 - In any case, it is the responsibility of the student to coordinate the return of their device.
*Laptops are permitted if required by the advisor.
- Students must help keep the church and grounds clean and free of trash.
- Students must not damage the church property. Parents will be financially responsible for damage caused by their child, even if the damage is the result of an accident. Good stewardship of all our property is a biblical standard that is very important to HPHE.

Major Behavior Offense	Consequence
<ul style="list-style-type: none"> Hitting, pushing, tripping, slapping, shoving Any physical contact between members of the opposite sex (holding hands, kissing, embracing, touching, etc.). 	<ul style="list-style-type: none"> Suspension or expulsion, no warning is necessary.
<ul style="list-style-type: none"> Any inappropriate communication (including but not limited to sexually explicit pictures, videos, text messages, cyber bullying) 	<ul style="list-style-type: none"> Suspension or expulsion, no warning is necessary.
<ul style="list-style-type: none"> Possession of a weapon (guns, knives, etc.) 	<ul style="list-style-type: none"> Subject to immediate expulsion, no warning is necessary.
<ul style="list-style-type: none"> Possession of or consumption of Illegal drugs/tobacco/alcohol products of any kind 	<ul style="list-style-type: none"> Suspension or expulsion, no warning is necessary
<ul style="list-style-type: none"> Cheating 	<ul style="list-style-type: none"> Suspension
<ul style="list-style-type: none"> Vandalism/Destruction of church property 	<ul style="list-style-type: none"> Expulsion
<ul style="list-style-type: none"> Any third incident of misconduct as stated in the Third Offense section 	<ul style="list-style-type: none"> Expulsion

Procedure for Handling Improper Conduct

If a child is deemed to be involved in a breach of behavior standards during the program, the following procedure(s) will be implemented:

- Verbal Warning: If the offense is minor, students will receive a verbal warning.
- First offense: The advisor will take the student quietly aside and discuss the nature of the misconduct with him/her. The advisor will gently guide him/her into an understanding of what behavior was unacceptable and suggest one or more-character traits (based on Gal. 5:22-23) that would be appropriate to work on developing. A written warning will be sent to the parents after the first offense occurs.
- Second offense: In the event of a second occurrence of the same or equal nature, the same procedure will be followed. In addition, however, the advisor will contact the parent and arrange for conference between the advisor, the Coordinator, and the parent, as needed.
At the discretion of the HPHE Board of Directors, parents may be required to sit with the student in each class until the end of the semester. (If the parent cannot attend with the student, the student cannot return without parental supervision. No refunds for classes will be permitted.)
- Third offense: A third incident of misconduct of a similar nature, may be grounds for expulsion from the class with no refund. If a child is unable to bring his/her behavior under control, he/she may be removed from the classroom and taken to the study hall monitor, at which time the parent may be called.

General Standards

Dress Code

- For girls, any shirts, skirts, dresses, pants, or shorts should be an appropriate length for sitting and moving modestly.
- Shirt and dress necklines must cover cleavage even when bending.
- Shirts should completely cover the abdomen and lower back even when sitting or bending.
- Parents will be required to bring a change of clothing if a student wears something that is immodest or offensive (to include t-shirt graphics and logos).
- Boys and girls should wear jeans, pants or shorts that are neat, clean, and that fit comfortably and are not too tight or excessively baggy.
- Shirts with sleeves are preferred, and T-shirts are acceptable for all, if worn with discretion

Advisor/Parent Communication

- Parents should be informed of the child's progress, and concerns should be discussed early on.
- Advisors should make every effort to respond to parent calls or emails within 48 hours.
- The Coordinator is available to meet with advisors and parents, if needed.
- Parents may confer with the Coordinator regarding any communication from advisors that causes concern.

Grievance Procedures

- Should a student, parent, teacher or administrative person experience disharmony with another student, family, teacher or administrative person, he/she must follow the Matthew 18 principle for resolving conflict. Specifically, the following steps need to be taken:
 1. Go to the person with whom you have disharmony.
 2. If not resolved, go to the person with the advisor.
 3. If not resolved, bring the issue to the Coordinator.All of the above must be done in love and with respect.

Before and After Class

- Parents are responsible for their own children at all times.
- LIFE Classes staff will not be responsible for students who arrive more than five minutes early or leave more than five minutes late.
- Students must arrive to classes five minutes prior to class start and are dismissed from classes five minutes prior to the next class time.
- A fee of \$5.00 per student will be charged for students arriving before 10:50 am and leaving after 3:15 p.m. After three occurrences, the fee will be \$20 per student. Note: Only students taking 90 minutes classes are exempt of this policy.
- Students cannot to be unsupervised/unattended at any time at the church facility (including the playground).
- Parents will be held financially responsible for any facilities damage caused by their children.

Class Descriptions, Grade Levels, Age Requirements

- Classes are listed by grade level to include the general age divisions corresponding with those grades. Classes for K-1 are designed for children (beginning at age five) with few or no reading skills. Classes for grades 2-3 are for children who can read and understand simple instructions and stories. Grades 4-5 should be able to read and write well.
- Advisors have the right to set age limits for their classes to meet the standards and expectation of their class.

Academic Excellence

- Most HPHE classes only accept 10-12 students per semester, which allows us to keep a low student to teacher ratio. Therefore, we reserve the right to impose academic standards that will maximize our ability to retain qualified advisors and an environment that fosters academic excellence.
- Students are expected to participate in class and complete all assignments/projects. This minimizes classroom distractions and ensures students are gaining the maximum benefit from their class.
- Students who consistently fail to participate in class and/or complete assignments and projects could be dropped from future classes.
- Homework may be assigned by advisors for various reasons: Fosters the growth of good work habits such as discipline and responsibility, furthers learning through practice and application, acquaints parents with what students are learning, allows for assignments that require more time, and teaches children to follow direction.

Attendance

- Parents should communicate regarding absences directly with the advisor.

Credits, Grades and Record Keeping

- LIFE Classes are a service to the homeschool community and not a school. Advisors may keep data on a class during the semester but are not required to maintain records of attendance or grades for future reference once the semester has completed. At their discretion, advisors may determine if students will receive grades.

Class Changes and Withdrawals

- Students may withdraw at any time, but no refund will be issued after 10:00 am on the first day of classes.
- Class fees are not transferable- If a student changes classes after 10:00 a.m. on the first day of classes, the original class fees and materials fees will not be refunded or transfer.
- Parents are expected to pay any fees associated with the class to which the student is transferring.

Class Materials Fees

- Class material fees are already added to the class fee and must be paid at time of enrollment.
- Parents have the right to request from advisors a list of materials bought with the material fee.

Church Facility/ Parent Area

- No staff or families should make requests of the host church hospitality (maintenance) staff or church employees. All requests should be handled through the Coordinator.
- An assigned parent area is available for parent and students while waiting for their class. Parents are responsible for the property therein and cleaning up afterward.
- No parent or student should be in areas that are off limits to LIFE Classes (church policy), empty rooms, halls, couches in the halls, etc.

Study Hall/Nursery

LIFE Classes offer study hall and nursery. The nursery is available only to advisors' children and to parent monitors' children when parent is fulfilling their monitor duty. The study hall room is used for advisors' and monitors' students free of charge. All other Study Hall use falls under the space availability guidelines and fee listed upon selection at time of registration.

Lost and Found Procedure

- Staff and monitors will collect items left in classrooms and common areas and place them in the Lost and Found box.
- Items will be held for the duration of the semester or less. Unclaimed items will be given away or donated to charity.
- HPHE, LIFE Classes, staff, monitors, and the host Church are not responsible for lost or stolen items.
- In the event of a lost item, contact your student advisor first. Do not contact the church.

Directory Information

- Class lists and directories of any kind may not be released outside of participating families and may not be used for solicitation purposes.

Field Trips

- Field trips are optional. Advisors should notify the LIFE Classes Coordinator for approval.
- Written permission from each student's parents is necessary for participation.
- Parents have the right not to allow their child to participate without it affecting their class grade

Lunch/ Peanut/ Nut Products

- No lunch schedule is offered in LIFE Classes. Food is not allowed in classrooms, hallways, or common areas.
- Only water is permitted.
- Peanut/Nut products are not allowed in LIFE Classes.

Guests

- Only people in the classroom are to be registered students and approved staff.
- Student guests should have permission from the advisor and the Coordinator.
- Only parents of enrolled children may occasionally wish to sit in their child's class and should be welcomed by the teacher. Parents must notify advisors prior to sitting in.

Illness and Injury

- If a student becomes ill or is injured, he/she must report to the advisor, who will call the parent.
- The parents will be notified before any action is taken.
- If the parent or emergency contact cannot be reached, action will only be taken if the situation appears life threatening.
- Any accident or injury which may cause a parent questions or concerns should be written up by the advisor and turned in to the LIFE Classes program Coordinator.

Special Needs

Although we have no formal limitations to enrolling a special needs child, parents should discuss the individual situation with the advisor prior to the beginning of class. Advisors are encouraged to work with the parents to establish an effective plan for maximum learning. A parent may be requested to be in the classroom for an undetermined amount of time with his/her student.

Communication from staff to families to Teachers and Parents

- Emails and posts on www.highpointhomeeducators.com and on our Facebook page are the primary means of communicating information to families and staff.
- **Severe Weather Policy**
 - In the case of bad weather, High Point Home Educators will be listed on the local news stations (www.wxii12.com and www.myfox8.com), the HPHE Facebook page, the HPHE forums on our website, and through emails. These are the primary sources for posting cancellations and changes. Students should be notified of make-up work within 3 days of any missed class.

Parent/Student Orientation

- Orientation is mandatory for all students attending classes. Students will receive pertinent class information during this event.
- Advisors will be available, so families may have the opportunity to meet them and visit the classrooms.

Name Badges

- For identification purposes, all parent monitors are required to wear ID badges when monitoring. Students that need assistance should contact a monitor.