

# H.E.L.P. 2023-2024

## Parent & Student Handbook

### Vision

Homeschool Education Learning Partnership (HELP) wants to be recognized as the premiere Christian homeschool resource center in the area to assist parents developing well-prepared champions for the faith who impact the world for Jesus Christ. We want to offer quality education classes that will help enhance student learning with passionate, skilled educators in a classroom setting.

### Mission Statement

HELP has been established to come alongside Christian Homeschool families in the Tri-State area by providing bi-weekly classroom opportunities.

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### HELP Board Members

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### 2023-2024 School Calendar

Classes meet Tuesdays and Thursdays

- Tutor orientation – August 22, 2023, 9am
- Student orientation – August 30, 2023, 7pm
- First Day of Classes - September 5, 2023
- Thanksgiving Break - No classes November 21 & 23, 2023
- Christmas Break - No Classes December 19, 2022, through January 4, 2024 (classes resume January 9, 2024)

- Spring Break - No Classes March 5 & 7, 2024
- Final Day of Classes - May 16, 2024

Please visit [www.learnathelp.org](http://www.learnathelp.org) to see our social events and activities.

## **GENERAL INFORMATION**

### **Statement of Faith**

HELP is a Christian non-profit organization. All tutors and families are required to sign our Statement of Faith acknowledging that they are aware of our Biblical beliefs. Parents must accept and agree that that they understand these key elements of Christianity will be taught.

### **Arrival and Dismissal**

We ask that students arrive no earlier than 7:50am each morning and are picked up no later than 2:00pm each afternoon. Please understand that our HELP administrators have additional commitments that require them to leave promptly when classes end. We thank you for your consideration. Please note: Students are not permitted to be on the 5<sup>th</sup> floor after 2pm, even after the last gym class.

### **Check-in/Check-out**

All students must sign in upon entering the building and sign out before leaving. There will be a check-in/out desk located on the 3<sup>rd</sup> floor. Students are not permitted to leave the 3<sup>rd</sup> floor while attending classes unless they are leaving for the day or have a signed waiver to leave the building.

### **Waiver to Leave the Building**

Students 13 years of age or older are permitted to leave the building during unscheduled class time if their parents have signed a waiver for their child to leave the building. Students will sign-out when they leave and sign-in when they return. No one is to enter or exit the building through any doors other than the main entrance doors to the church.

### **Dress Code**

Students are to dress modestly and appropriately. Shorts are permitted but should be approximately finger-tip length or longer. No tank tops, shirts with spaghetti straps or halter tops. Absolutely no shirts that reveal the belly or chest. T-shirts with Biblical messages are welcome, but clothing touting offensive messages or lifestyles is prohibited. For girls, leggings are not to be worn with a top that does not cover their bum.

### **Closings/Delays**

We will follow the Mars school system for closings and delays. If Mars school system closes for inclement weather so will HELP. However, we will not close or delay for cold weather. If Mars has a two-hour delay, we will open at 9:00 and classes will remain at their normal times. The

8:00 class will be cancelled. We will always send out an email to confirm a delay or closing. We suggest checking your email for cancellation before leaving to drop your child off.

## **STUDENT LOUNGE**

While at HELP, students are required to be in class or in the Student Lounge. Students are not permitted to roam the building during HELP hours. The Student Lounge is available to students in 6<sup>th</sup> grade or older. **Younger siblings are not permitted.** It can be used to study or socialize with friends. Snacks and drinks are available for purchase all day, each day, and students are expected to clean up any messes made while in the Student Lounge.

### **Lunch**

On Tuesday we do not have a scheduled lunch period, so students may eat a snack/lunch in the 11:00-12:00 class. Eating food in classrooms is not permitted at any other point in the day. On Thursday, we have a lunch period in the Student Lounge from 11:00-12:00. On select Thursdays, there will be an option to purchase pizza. All pizza orders must be placed on the Tuesday of that week.

## **TUITION**

### **Tuition Payment Schedule**

Please be diligent about paying tuition on time. 100% of the tuition fee is payable to your child's tutor and we are counting on your timely payment so we have the funds available to pay our tutors.

- Registration fee due for Semester 1 – May 13, 2023
- 1<sup>st</sup> payment due no later than September 5, 2023
- 2<sup>nd</sup> payment due no later than October 26, 2023
- Registration fee due for Semester 2 – January 18, 2023
- 3<sup>rd</sup> payment due no later than January 18, 2024
- 4<sup>th</sup> payment due no later than March 21, 2024

If your child is taking a science class, the science lab fee will be added to the first quarterly payment. ***All tuition checks are to be made payable to "H.E.L.P"***

### **Late Tuition**

There will be a \$25 fee for any late tuition payments. If tuition is late, students cannot attend classes until payment is made.

### **Drop/Add Policy**

At the start of the year, students have 2 weeks to drop a course with no charge. After the two week window, there will be a \$100 drop fee per student per class.

## **ACADEMICS**

### **Parent/Tutor Communication**

Parents should receive an email from each of their child's tutors before class begins. Here the tutor will introduce themselves and share a list of supplies needed for class. **Parents: It is your responsibility to communicate directly with your child's tutors.** Please make sure you have their contact information saved in your files so that you can easily reach them if needed. Tutor contact information is included in your welcome folder.

### **Homework**

Students are encouraged to write down all homework assignments. For elementary and middle school students, the tutors usually follow-up with an email of the weekly assignments. High school students are expected to keep track of their own assignments.

### **Grading**

Tutors will send grade updates to parents at 16 weeks and final grades at the end of the school year. Below is the grading scale that will be used at HELP:

- A** (90-100%) (4.0)
- B** (80-89%) (3.0)
- C** (70-79%) (2.0)
- D** (60-69%) (1.0)
- F** (59% and below) (0.0)

### **Cell Phone Policy**

It is at the discretion of each tutor to collect silenced cell phones at the beginning of each class to avoid distractions. When class is dismissed, phones will be returned to students.

### **Absences**

If you know in advance that your child will be absent, please let their tutors know so the student can get their assignments. If the student misses the class due to illness or an emergency, it is the student's/parent's responsibility to email the teacher to get the assignments.

### **Visitors**

All visitors are required to receive permission from administration prior to attending HELP. Visitors will receive a badge upon check-in so staff can easily identify them.

Current HELP students who wish to preview a class that they are not currently enrolled in must receive permission from administration and the teacher.

## **STUDENT CONDUCT**

### **Anti-Bullying/Social Media Policy**

Please see our **Anti-Bully** and **Social Media Policies** on our website.

### **Cell Phone and Ear Bud Policy**

Students are not permitted to wear ear buds in class or while walking in the hallway. Also, students may not wear their hoodies up over their heads in any classroom or while in the hallways. Ear buds and hoods are permitted in the Student Lounge.

### **Behavioral Issues**

As we do not expect behavior issues, if they arise in the classroom, tutors will address them with your child immediately.

#### ***HELP Behavioral Expectations:***

Respect for tutors and other students.

Be prepared and ready to work at the start of class

Cheating and plagiarism will not be tolerated, and parents will be notified

#### ***Disciplinary Guidelines:***

We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventative rather than punitive. In working with children, the HELP Administration Team and tutors will use those means that will promote and build good attitudes and respect for others.

The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, while other infractions may warrant notification to the parents.

The number of times the offense has been repeated will also be considered in determining the specific consequences.

#### ***Structure of consequences:***

- 1- Warning to student (depending on severity of infractions)
- 2- Phone call to parents (with HELP administration) with follow-up email
- 3- In-person meeting with student, parent and HELP administration
- 4- Removal from program

\*The HELP Administration Team will be involved with all stages of disciplinary action. In most situations one representative from the HELP Administration Team will be present during all verbal and in-person communication

### **Cheating Policy**

Academic dishonesty includes but is not limited to cheating, plagiarizing, assisting academic dishonesty by/for others, or tampering with other student work. Academic dishonesty is initially handled within the classroom at the teacher's discretion. Parents will be notified as soon as possible of every incident. School administration may take additional action if necessary. Students in violation of academic dishonesty may include the following consequences but are not limited to: lowering of grade on the activity, assignment, or assessment; suspension; or expulsion (for gross and/or multiple offenses).

## **HARASSMENT**

### **Policy :**

HELP is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. HELP is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

### **Definition of Harassment:**

"Harassment" means any verbal, visual, or physical conduct that is unwelcome and designed to denigrate or belittle another person for any reason, including but not limited to race, color, national origin, gender, disability, or age. This includes inappropriate touching or suggestions of such, made by someone from, or in, the school setting.

### **Examples of Harassment**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct. Such behaviors include, but are not limited to, the following:

1. Unwanted touching, physical contact, or requests for, discussion of, and inappropriate touching; (does not have to be of a sexual nature).
2. Threats for refusal to cooperate with such requests;
3. Visual conduct such as leering, glaring, or other bodily movements designed to depreciate another person;
4. Presentation of written material or pictures that show hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability circulated or placed anywhere within the school;
5. Any words or actions designed to intimidate or slander another person;
6. Physical conduct such as touching, obstructing or blocking movements, or assaulting another person.

**Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

**Protection against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

**Displays of Affection**

Students are expected to exercise self-control in navigating romantic interests. Public expression of these feelings is prohibited including, but not limited to: hand-holding, hugging, snuggling, and kissing. Students should regard one another as brothers and sisters in Christ who seek to encourage godliness in one another.

**WEAPONS**

Any student possessing a weapon on school property or on the school bus will receive out of school suspension (OSS). This safety violation will be reported to the police. "Weapons" shall include, but not be limited to, any knife, cutting instruments or tools, firearms, explosive device, and other tools or instruments capable of inflicting serious bodily harm. The term "weapon" does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, pencils and the like; unless a student uses the object in an aggressive, threatening and/or intimidating manner, or to attack another person.

**ILLNESS**

We ask that students, tutors, and volunteers watch for symptoms and stay home if they experience any, including: fever of over 100.4°F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

While in the building all students are asked to avoid close contact with their friends including keeping their hands to themselves, washing their hands after eating and not to share food or drink. Students are to cover their coughs and sneezes and wash their hands after. Hand soap and paper towel is in every room.

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks or backpacks. Office staff must administer all

medications. All medications must be in the original pharmacy or manufacturer's labeled container. A signed parent/physician consent form must be on file for those students.

Updated 4/21/23