

HSP Community Policies A to Z for 2021-2022

Please read to the end- 10 pages. As of 4/21/21

This document is part of the binding online registration agreement between Homeschool Plus and participating families.

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A. ADMISSIONS and MANDATORY ORIENTATION

HSP is designed for Christian homeschooling families and admission is based on the application criteria. Pre-school students must be at least three years of age by September 1 and be potty-trained. Kindergarten students must be at least five years of age by September 1.

Orientation- These evenings are an important first step to build effective partnerships between parents, teachers, and administrators. Important information will be covered which you will be responsible for.

At least *one* parent MUST come to *one* of these orientations in person or virtually. *For in- person OR virtual participation, request the SignUp Genius link from office@homeschoolplus.org.*

1. Monday, August 30, 7:00 pm– Elementary/ Middle School Orientation Primarily for Pre-K through 8th grade Academy.
2. Wednesday September 1, 7:00 pm- For those whose primary participation is in Wednesday and/or enrichment classes.
3. Thursday, September 2, 7:00 pm High School and Brain Bridges This is primarily for families with high school students, 9th- 12th and Brain Bridges parents who have children enrolled in learning therapy regardless of child's age/ grade.

B. STATEMENT OF FAITH

At least one parent, legal guardian or the tutor designated by the parent who oversees the student at Homeschool Plus, asked to sign the HSP statement of faith which is part of the registration agreement. *See page 8-10 for additional issues of morality and behavior which may affect your enrollment at HSP.*

I, as the parent/ legal guardian/ designated tutor signing below, believe and teach that Jesus Christ is the only Son of God, equal and eternal with the Father and Holy Spirit and that the Bible is the inspired Word of God and the only infallible rule of faith and practice.

C. COVID-19 Mitigation

Please read this temporary document, posted on our web site, www.homeschoolplus.org This will be our guide until available data indicates we no longer need mitigation on our campus.

D. IMMUNIZATIONS

Virginia law states that any parent who decides not to have his child vaccinated must complete a vaccination exemption form (Commonwealth of Virginia Certificate of Religious Exemption), and have their signature notarized, or obtain a letter from their child's physician. These records are the responsibility of the homeschooling parent.

E. OFFERINGS and FUND RAISERS

At least one HSP fundraiser will be held and appeals given as needed. Please consider including HSP in your charitable giving in support of Christian family homeschooling or designate a gift for our Sister Schools in Cameroon, Uganda, and Kenya. A letter for your tax records will be provided in January of each year.

Non- HSP fundraising is not allowed on campus except as a bulletin board post.

F. CALENDAR

Please READ the weekly announcements published each Monday evening during the academic year. The announcement page is e-mailed and posted on our website and Facebook page. If you do not receive the Monday HSP announcement page, please contact office@homeschoolplus.org

Calendar highlights for 2021-2022:

Classes begin – Tues., Wed. and Thurs. September 7, 8, 9 2021

Thanksgiving break – No classes November 23-25, 2021

Christmas break –No classes between December 17- Jan 3, 2022. The last regular class day in December is Thursday Dec. 16. Classes resume Tuesday, January 7th, 2022

Spring break- TBD

Last regular class day- May 19, 2022 Teacher's workdays or makeup classes as needed May 24-25

Field Day- Thursday, May 26, 9:00-12:00

Graduation and Reception- Saturday, June 4, 2022 - 1:00- 3:00 p.m.

G. TUITION PAYMENTS to TEACHERS

Please ensure payments are made to the teacher's name for each class, each month. Tuition is based on 33 weeks of instruction, divided evenly over 9 monthly payments.

We highly recommend that you use free automatic bill pay services through your bank or digital means of making payments. All tuition checks made to the teacher's name, can be mailed to Homeschool Plus, 925 Ingleside Rd., Norfolk, VA 23502. Most teachers accept some form of digital payment (Venmo, Pay Pal or other) and this is listed in their course descriptions.

Any financial transactions which cannot be handled digitally may brought to the Financial Office, Room 100B for a receipt during limited office hours. Please ensure all cash is exact change, in a sealed envelope labeled with teacher name, student name, and amount.

Alternative payment methods to teachers, and prepayment of tuition for the semester or for the year, if desired, must be arranged with each teacher directly.

All tuition payments are due by the 1st day of the month and late after the 10th day of the month. A late fee of \$5 per class tuition will be charged if tuition is not received by the 10th of each month or 10% of that monthly tuition, whichever is greater. If tuition is more than one month late, the student will not be permitted to attend class, or receive work or grades, until payment is received.

August: Good Faith Payment due.

September – April - Regular monthly tuition is due the first of each month.

May – No tuition is due (Good Faith Payment will be credited for May's tuition)

If your family has withdrawn from the class before the end of the academic year, the Good Faith Tuition Payment is forfeited.

Class enrollment after August must make the Good Faith Tuition Payment and the enrollment month payment at the time of enrollment.

Teachers at Homeschool Plus are independent contractors and are individually responsible for making refunds or scheduling make-up classes if due.

H. REFUNDS, RETURNED CHECKS and OUTSTANDING FEES

Registration fees are non-refundable unless the only class you enrolled in becomes unavailable to you. If a class appears full, we suggest that you join the waiting list and we will contact you when a spot opens.

If any check is returned for non-payment, HSP will require all future payments in cash or by money order. Fees incurred for a returned check are the writer's responsibility.

To maintain financial stewardship, all outstanding fees including Family Participation Fee and tuition and supply fees owed to HSP teachers must be paid BEFORE a family can register for the following year. Families who have a poor record of timely payment and poor communication regarding payment arrangements can be dismissed from HSP and will be denied re-enrollment. Final grades, progress reports, evaluations, high school course documentation, standardized test results or placement test results WILL NOT be released until all past due fees to HSP Admin. and to HSP teachers are satisfied.

I. WITHDRAWALS

Please discuss any concerns with your teachers before deciding to withdraw or change classes. To withdraw, *submit the withdrawal form* on the web site or available in the Registrar's office. Lack of this form may result in tuition continuing to accrue.

Students who withdraw from the HSP program entirely or who are suspended are not eligible for year-end events or awards.

Withdrawal from a class before the end of the scheduled school year is an automatic forfeiture of the Good Faith Tuition Payment.

J. ADMINISTRATIVE PAYMENTS made to Homeschool Plus

Payments to Homeschool Plus include one time, annual fees like the Registration fee, the 11-12:00 supervised Refresh/Chapel/ Lunch fee, and annual Family Participation Fee. Lunch Cards and monthly Activity Hall fees are also payable to Homeschool Plus. These fees are explained in more detail on the web site online registration instructions.

We greatly prefer digital payments for simple record keeping and office efficiency.

K. EMERGENCY DAY FOR TEACHERS

Teachers will be allowed one emergency/sick day per school year without owing a refund or a make-up class to parents. Teachers who cancel additional classes, beyond the allowed day without providing for a substitute, owe a make-up class or pro-rated tuition. In most cases a teacher's absence will be covered by a substitute teacher and your child's daily schedule at HSP will remain intact.

L. EMERGENCY CLOSINGS

In the event of weather events or other emergency situations we may need to temporarily close HSP classes or events. This decision will be posted on WVEC 13, on the HSP office phone message and e-mailed. One emergency closing day is allowed without pro-rating tuition. Any cancellations beyond that must be made up or refunded. Almost all HSP classes are prepared to be virtual for up to one month to make up for any cancelled in person classes.

M. ACADEMIC EXCELLENCE

Attend and be prepared for classes, be punctual, complete assignments on time, maintain at least a C average, and satisfy additional requirements by the instructor. Students not maintaining academic excellence will be put on Academic Probation. Academic Probation prescribes a defined time period agreed on with the student, parent and teacher to improve and meet class requirements. If requirements are not met within the time specified in the individual agreement, the student must be withdrawn from the class.

N. CLASS SCHEDULING

Children under the age of 12 may enroll for a maximum of 12 class hours per week during the school year. We reserve the right to cancel any class for which enrollment is insufficient. Should this occur, the teacher would

refund any pre-paid class fees. If enrollment is full, making a class unavailable to you, you will be entitled to the same tuition refund.

O. SUPERVISION

Students, while on site, are required to be in a class, activity hall, study hall, chapel or lunch, unless under the direct supervision of a teacher, parent or monitor. Exceptions can be made by special arrangement with the director. Students may not visit classes in which they are not enrolled unless for the purpose of previewing a class they are considering, and a parent must obtain advanced permission from the office and from the instructor. Visitors must sign in at the HSP office and wear a visitor's badge.

P. ABSENCES

Consistent participation is key to achievement. Please notify teachers and HSP office by phone or e-mail if you must miss class, virtual or in- person. If you do not attend for three weeks and have not notified us, you may lose your place in class as we fill available space from the waiting list.

Q. PARKING LOT

1. Do not pass cars that have paused in the driveway. Someone may be crossing in front of them that you cannot see.
2. If you are picking up students and must wait, please park in a marked parking space. Do not wait in the driveway. The spaces marked with orange cones are for 10 minute parking only.
3. If you're talking with someone in the parking lot, PLEASE keep an eye on your children. Do not allow distraction from job #1- SAFETY.
4. Please drive slowly and be extremely careful backing out of parking spaces. We have many families with small children who may not be seen in your mirror. Park only in marked parking spaces or on the street. Avoid parking directly across from driveways.

R. PICKING-UP Students after classes

Pre- K and Kindergarten students must be picked up at their classroom door at 5 min. BEFORE the hour. Other students will be released from their classes between 4-2 minute before the hour. Please wait outside of the door near the playground to meet your children.

S. STUDENTS WHO DRIVE, RIDE WITH a STUDENT DRIVER, WALK, BIKE OR TAKE PUBLIC

TRANSPORTATION Parents, must give us a written permission slip, signed and dated in the office for these situations. A list of students with permission to drive or ride with student drivers, walk, bike or take public transportation will be kept on the hall monitor notebooks and students will just need to check in with the monitor at the exit.

T. LATE PICK-UP

There is a fee charged for the supervision of students not picked up after 10 minutes. HSP Administration will contact the emergency numbers on hand: please keep numbers updated.

U. ACTIVITY HALL/STUDY HALL Activity hall at HSP is available for HSP students from 9:00 AM – 3:00 PM. See the web site for Activity Hall enrollment and fees. Activity Hall payments are to be made out to HSP. The activity room often is NOT quiet; students participate in activities, puzzles, board games, drawing, etc. Some supplies, books and games are provided. During some HSP hours there is a separate quiet area, Study Hall. for students who need to complete academic work during this time. Parents who want academic work completed during activity/study hall are asked to send work and communicate this expectation directly with the monitor

for that hour. In addition, any student who is behind in their HSP class work or has a grade less than C will be expected to use Activity/ Study Hall to complete HSP class assignments.

V. LEGAL ISSUES

Homeschool Plus families are individually responsible for their legal standing with the State of Virginia. Homeschool Plus is not a school and does not assume responsibility for individual schooling responsibilities. Further, families must maintain all records.

W. CONSEQUENCES

Most disciplinary issues only need a prompt or brief instruction to correct and can be resolved quickly between students and teachers. Hall monitors, teachers, and admin. staff have the responsibility and authority to give prompts/ directions to the student. If prompting is received well by the student, we may not consider it necessary to contact the parent.

However more serious problems, repeated issues or poor follow through will result in a phone call or e-mail to the parent. We record a disciplinary report for our private records. Students must give their name to the hall monitor if asked. Disciplinary measures may mean community service or consequences specifically related to providing restitution for the offense.

Repeated problems when there is no apparent remorse or effort from the student or when there is no cooperation from the student OR parent will result in probation or suspension.

X. SUSPENSION/PROBATION

In a desire to maintain Christian standards and to provide a positive atmosphere for learning for everyone in the program, we respond to serious or repeated unacceptable behavior in the following ways:

1. Unacceptable behavior can result in a student being placed on probation for one to three weeks. During this period the student may not attend in- person classes or special events but their place in class will be reserved and tuition is still due for that period.
2. If the behavior is not corrected when a child returns, they may be suspended from classes for the remainder of the year. Decisions for probation or suspension will be made by the HSP Director along with the Academy- Brain Bridges Director and in consultation with teachers and parents as may be concerned.
3. We are aware that children need time to adjust to the characteristics of classroom instruction. We will make every effort to help children make that adjustment. Receiving a disciplinary report on a student does not mean they are “fatally flawed” in our eyes but we fully expect positive, personal growth from addressing rather than ignoring issues. The full cooperation of parents in discipline greatly enhances a positive outcome for everyone.
4. Parents or students who engage in unacceptable behavior while on the HSP campus, at off campus HSP events *or on social media when other HSP students or staff are affected* may be considered in breach of the registration agreement and the family will be at risk for dismissal from HSP.

Y. HOMESCHOOL PLUS CODE OF CONDUCT Being a registered family/ student at HSP is a choice and not a requirement; a privilege, not a right. Even though students may be at various points in their spiritual journey, they must be willing to maintain respect toward the Christian faith. Students must demonstrate cooperation and respect toward peers and those responsible to provide direction to students. HSP seeks to build a partnership with parents and students to help nurture a personal relationship with Christ and Christ- like character.

1. COMMUNICATE – Report problems that affect emotional, physical or spiritual safety to a hall monitor, teacher or other staff. We want your time at HSP to be pleasant, safe, and fun. Proactive communication from parents and students is highly valued.

2. CHANGING CLASSES/HALL PASS – Classes are dismissed by teachers at 5, 4, 3 or 2 minutes before the hour depending on age group and classes begin ON the hour or at the listed start time on the schedule. Students are expected to be seated in their next class as soon as possible but no later than the listed start time. Students must ask for a hall pass from their teacher to leave the room for any reason.

3. UNACCEPTABLE BEHAVIOR – Issues of morality

Our mission is to support Christian homeschooling families in nurturing their children to know and love the Lord. (Eph. 6:4) We believe some behaviors and influences are destructive to children in the process of discovering who they are in Christ. We aim for HSP to be a place that nurtures students to mature in mind, body, spirit and social relationships free of distracting and destructive influences. (I Thess.5:23)

In order to maintain a learning environment with these goals, HSP reserves the right, within its sole discretion, to refuse admission of a family application or to discontinue enrollment of a family if the activities of the parent or student are counter to our understanding of a spiritually healthy, biblical lifestyle. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual or transsexual activity or promoting such practices. Each situation is individual and will be approached with compassion, discretion, consultation with parents and respect. When desired, we will provide referrals for spiritual and emotional counsel.

Behavior outside of HSP, including home, social events and social media sometimes affects the HSP community and may be considered a factor in disciplinary decisions. Any use of/involvement with tobacco, illegal drugs, misuse of prescription drugs, excessive alcohol, occultism, violence, cheating, fighting, physical or verbal aggression, bullying, stealing, lying, or immoral behavior or promoting non- Christian life styles may result in probation or suspension from HSP.

4. UNACCEPTABLE BEHAVIOR- Issues of wisdom. No skateboards, roller skates or similar equipment on campus. Do not run in the halls. No rough play, or damage to church or personal property. No tampering or unauthorized use of other's property including cell phones. No public displays of affection between couples. Students must participate positively in class.

5. LUNCH AND CHAPEL – All students on campus Wednesdays who do not have a class at chapel time must attend chapel. During lunch, students are responsible to clean their area. Do not sit on the tables at any time. When there is a parent/teacher available to monitor and the weather is good, students will be allowed to eat outside. All paper, food, and cans/bottles must be cleaned up. If outside for lunch, students must remain near the picnic tables, foyer steps or open play area and not go around the building. Students should stay within sight of the monitor at all times.

6. BUILDING CARE – Any vandalism of church property or tampering with the fire alarm system will result in immediate suspension. Wipe your feet on the mat at the door. Do not swing or hang on the doors. Do not sit on the tables. Use trashcans. Only teachers or hall monitors may open windows as needed for ventilation. Turn off faucets securely. Report any plumbing problems or temperature discomfort to a hall monitor. Keep up with your belongings.

7. PLAYGROUND CARE – Children must be directly supervised. After class hours. parents who allow extra playground time must be within the fence, watching and listening. Children who appear to be unsupervised will be sent to Activity Hall and the family billed for this supervision.

Students must not climb trees, swing on the gate or climb the fence. Use equipment as designed to be used and in an age-appropriate way.

8. OFFICE AREAS – The HSP Office is Room 105, next to the lunchroom staffed by Sherrie Yeates, Office Manager and Registrar and Nikki Park. Academy and Brain Bridges Administrative Assistant. If two people are already being served in the office, please wait outside the door. The HSP Financial Office and Ingleside Church office is Room 100B, near the sanctuary, staffed by our financial manager Robert Cullipher. This office is for financial transactions which cannot be handled digitally. Please conduct business digitally or through the HSP file folder system when possible.

9. ELECTRONIC EQUIPMENT/ CELL PHONES- We recommend locking all cell phones. Students may NOT tamper with other peoples' phones. Recreational use of personal electronic equipment is only allowed during activity/study hall at the monitor's discretion and supervision. Laptops, recording devices or calculators may be used for class related activities with the teacher's permission.

Cell phone use is prohibited except in emergencies or a teacher led activity that uses features on the phone. Students who need to use their cell phones to contact parents during the day must inform a hall monitor or HSP staff member and stand near them to make the call. Requests by teachers or hall monitors to limit use of equipment must be honored. In the event that requests to put away phones is not honored we reserve the right to hold the students cell phone securely in the HSP office until the end of the day.

10. DOOR SECURITY Please model respectful behavior toward door monitors whose job is safety. If you arrive EARLY 8:30- 8:45am enter from the blue door on the north side of the building. Early arrivers will be seated in the Fellowship Hall/ lunchroom until 8:50 am. We will unlock the door at the main entrance door near the playground at 15 min. before each class hour and a monitor will attend the door. 5-10 min. after the hour we will re-lock the door. Should you need entrance at other times, please knock or call the HSP office when you arrive- 757 HOME-HSP (466-3477). Access to the building during HSP hours is restricted to HSP families, unless by appointment when a staff member can meet a visitor at the door. Registration at Homeschool Plus assumes your understanding that security cameras are in use.

Z. HOMESCHOOL PLUS DRESS CODE

Our goal is to promote a learning environment with a minimum of distractions. We understand that Christian families have different opinions about what is acceptable, modest dress. It is the attitude of administration that you are not necessarily LESS spiritual if you allow MORE freedom in dress in your home than the HSP standard. Also, we do not believe you are necessarily MORE spiritual because you allow LESS freedom in your home than the HSP standard.

We are aware that dress can be used creatively to express personality, but there are many other ways to meet the need of personal expression while attending classes. One goal of a dress code is to encourage students to be known and noticed because of their character and service rather than because of their dress. Rules are necessary for the greater good and must be followed during you time at HSP.

PARENTS, PLEASE GO OVER THE DRESS CODE WITH YOUR CHILDREN BEFORE THE FIRST CLASS DAY and prevent them from coming to HSP with known violations.

1. AVOID EXTREMES and DISTRACTIONS- Avoid distracting hairstyles or extreme haircoloring and excessive jewelry. Minimal to moderate highlighting is acceptable but a vibrant, unnatural color over the entire head will be considered a distraction. No piercing jewelry may be worn, except earrings. If in doubt, just tone it down a bit.

2. STAY MODEST No underwear may show including bra straps and boxers. Clothing must not be overly tight or see-through. Tops must not reveal midriff or décolletage. Shoulder straps must be at least one inch wide.

No “spaghetti” straps or strapless tops. Skirts with bare legs or hose must be no shorter than *one inch* above the top of the knee cap. Skirts, dresses worn with leggings/tights, shorts or skorts must be not shorter than *three inches* above the knee. Consider if you go through a normal active day, stretching, sitting and bending and maintain modesty? When in doubt, simply choose something more conservative for your HSP day.

3. AVOID OFFENSIVE SYMBOLS Avoid wearing occultic, death- culture or hate symbols. When in doubt, choose something else to wear for your HSP hours.

AGREEMENT- This agreement is part of your online registration. I have read and agree will follow the HSPCommunity Policy, Rules and Dress Code while on campus or at off-campus events sponsored by HSP.