

HSP Community Policies- Please read to the end- 6 pages.

## **2019-2020**

MANDATORY ORIENTATION- Two evenings- At least one parent MUST come to one of these orientations. .

1. Monday, August 26, 2019, 7:00 pm– Elementary/ Middle School Orientation

This is for Pre-K and K- 8<sup>th</sup> Academy and Enrichment class PARENTS (Students in Pre-K- 2<sup>nd</sup> are not required to attend orientation. Attendance is optional for 3<sup>rd</sup>- 8<sup>th</sup> students who are only taking enrichment class) Attendance by at least one parent is required.

2. Thursday. August 29, 7:00 pm High School and Brain Bridges This is for 9<sup>th</sup>- 12<sup>th</sup> PARENTS AND STUDENTS and ALL Brain Bridges PARENTS who have children enrolled in learning therapy (regardless of child's age/ grade)

These evenings are an important step to build effective partnerships between parents, teachers and administrators. Important information will be covered which you will need to know to be ready for the first day of class and a strong start to the academic year.

### STATEMENT OF FAITH

At least one parent, the legal guardian or the tutor designated by the parent and overseeing the student at Homeschool Plus will be asked to sign the HSP statement of faith which is part of the registration agreement.

*I, as the parent/ legal guardian 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.*

### IMMUNIZATIONS

By Virginia law, 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.

### OFFERINGS

Designated fund raisers will be announced periodically for building or playground improvement and classroom furnishings. Free-will offerings will be encouraged at Orientation and all Open Houses (approximately four times a year). A letter for your tax records will be provided in January of each year. Please pray and consider including HSP in your charitable giving in support of Christian family homeschooling.

CALENDAR- Please READ the weekly announcements released each Monday during the academic year and available by e-mail, posted on our web page and on our facebook page.

CLASSES BEGIN – Tues., Wed. and Thurs. September 3,4 and 5, 2019

NO CLASSES WILL BE HELD ON THE FOLLOWING DAYS:

THANKSGIVING BREAK – No classes November 26-28, 2019

CHRISTMAS BREAK –No classes between Friday December 20, 2019 through Monday January 6, 2020. The last regular class day in December is Thursday Dec. 19.

Classes resume Tuesday, January 7th, 2020

SPRING BREAK- No classes April 6-10, 2020 the week BEFORE Resurrection Sunday April 12, 2020. Other specific dates will be published in the calendar available on our web site homeschoolplus.org and included in our weekly announcements.

### TUITION

Some months will have 2 – 3 class weeks because of holidays or special events. Other months will have 5 class weeks. Tuition is based on 33 weeks of instruction, divided evenly over 9 monthly payments, due no later than the 1<sup>st</sup> of the month for that month of instruction. Tuition REMAINS THE SAME FOR EVERY MONTH. A \$5 late fee is added after the 10th of the month payable to each teacher. Tuition will not be pro-rated for missed classes, since tuition is reservation of class space. Please notify teachers and HSP office by phone or e-mail if you must miss any class and in writing if you plan to miss more than two consecutive classes. 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.

### SEPTEMBER TUITION

The September tuition is due by Friday, August 2<sup>nd</sup>, 2019, or immediately upon registration thereafter. Tuition checks and supply fees must be made out to the individual teacher's name. We highly recommend that you set up free automatic check delivery through your bank. All checks can be mailed to HSP, 925 Ingleside Rd., Norfolk, VA 23502. Teachers are not obligated to hold your space in the class if you do not pre-pay September tuition by August 2. October through May tuition is due no later than the 1st of that month. Tuition payments 30 days late will result in grades being withheld.

### 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.

## EMERGENCY WEATHER CLOSINGS

In the event of weather events that make driving unsafe we may opt to cancel HSP. This decision will be posted on WVEC13, and on our office phone and e-mail messages. One emergency weather day is allowed without pro-rating tuition. Any cancellations beyond that must be made up or refunded.

## 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 probation. Probation prescribes a defined time period agreed on with the students, parents and teacher to improve and meet requirements. If requirements are not met within the time specified in the individual agreement, the student must be withdrawn from the class.

## 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.

## SUPERVISION

All visitors must sign in at the HSP office. 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.

## WITHDRAWAL

ANY AND ALL WITHDRAWALS DURING THE SCHOOL YEAR REQUIRE A TWO WEEK WRITTEN NOTICE TO THE TEACHERS AND THE HSP DIRECTOR AND ONE MONTH OF TUITION. If written notice is not given to teachers, tuition payments continue to accrue. Please use the withdrawal form available on the web site or in the HSP office. Students who withdraw early, or who are on suspension or probation at the end of the year, are not eligible for awards or participation in the closing programs or special events.

## RETURNED CHECKS

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.

## OUTSTANDING FEES

In order to maintain financial stewardship, all outstanding fees including Family Participation Fees and tuition 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 and to HSP teachers are satisfied.

### PRE-SCHOOL AND KINDERGARTEN ADMISSION

Students to be enrolled in Pre-School level classes must be three years of age by September 1 and must be potty-trained. Students to be enrolled in Kindergarten level classes must be five years of age by September 1.

### PARKING LOT

1. Use your emergency flashers when unloading students. This will help alert other drivers around you.
2. Do not pass cars stopped in the driveway. Someone may be crossing in front of them that you cannot see.
3. If you are picking up students and must wait, please park in a parking space. Do not stop and wait in the driveway.
4. If you're visiting with someone in the parking lot, PLEASE keep an eye on your children. Do not allow distraction from job #1- SAFETY.
5. Please drive slowly and use extra caution when backing out.

### PICK-UP

Pre-K – 2nd grade students must be picked up at their classroom door. Other students will be released from their classes on the hour. If you have young people who are driving themselves to classes or are riding with other HSP student drivers, we must have a permission slip on file. A list of students with permission to drive or ride with student drivers will be kept on the hall monitor notebooks.

### LATE PICK-UP

Please be prompt picking up your child from HSP. If you are more than 10 minutes late picking up your child, he/she will be sent to activity hall or placed with an HSP staff member for supervision and you will be charged for that hour. We will check messages to see if you have called in. We will also try to contact your spouse's work number or any other alternative emergency contact numbers you have left for us.

### ACTIVITY HALL/STUDY HALL

Activity/Study hall at HSP is available for HSP students from 9:00 AM – 3:00 PM. See the web site for Activity Hall / Study Hall enrollment and fees. Activity/Study Hall payments are to be made out to HSP. The activity room is NOT quiet; students

participate in activities, puzzles, board games, drawing, etc. Some supplies, books and games are provided. During most HSP hours there is a separate quiet room (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.

## LEGAL ISSUES

Homeschoolers enrolled in the Homeschool Plus program are individually responsible for their legal standing with the State of Virginia and their relationship with local school boards. Homeschool Plus is not a school and does not assume responsibility to provide a legal covering for homeschooling. We do not keep permanent records but encourage you to keep all HSP class documentation for your records. Free instruction is provided on request to show you how to create your own homeschool transcript. Teachers at Homeschool Plus are independent contractors and are individually responsible for making refunds or scheduling make-up classes if due.

## CONSEQUENCES

Most disciplinary issues can be handled immediately and resolved between students and teachers. When deemed necessary, hall monitors, teachers, and staff have the responsibility and authority to correct the student. If correction 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 submit 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.

## 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 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 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 Director, in consultation with teachers and parents.
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.

4. Parents 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.

**Please continue reading the next two pages for HSP rules and dress code.**

## **HOMESCHOOL PLUS RULES**

Being a student at HSP is a choice, not a requirement; a privilege, not a right. Even though students may be at various points in their spiritual journey, the student must be willing to maintain respect toward the Christian faith. Students must demonstrate cooperation and respect toward peers and those in authority over him. HSP seeks to build a partnership with parents 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 valued.

2. CHANGING CLASSES/HALL PASS – Classes are to be dismissed at 5 minutes before the hour and 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 an applicant or to discontinue enrollment of a student if the activities of the 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. We will provide referrals for spiritual and emotional counsel when it is desired.

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, drugs, 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 or roller skates 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 who are here during chapel and do not have a class during that time must attend chapel. During lunch students are responsible to clean up after themselves. Do not sit on the tables at any time. When there is a parent/teacher available to monitor and the weather is good, students are sometimes allowed to eat outside. All paper, food, and soda cans/bottles must be cleaned up outside. If allowed outside by the lunch monitor, students must remain near the foyer steps and open play area and not go around the building. Students should stay within sight of the monitor at all times.

5. BUILDING CARE – 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. Do not open windows. Turn off faucets securely. Report any plumbing problems or temperature discomfort to the hall monitor or office. Keep up with your belongings. Lost and Found is located in the first- floor stairwell. Any vandalism of church property or tampering with the fire alarm system will result in immediate suspension.

6. PLAYGROUND CARE – Do not climb trees. Do not swing on the gate. Do not climb the fence. Use the equipment as it was designed to be used in an age-appropriate way. Parents must supervise any playground use after release from classes. Supervision means being within the playground fencing.

7. PARKING LOT – Caution! We have many families with small children. Drive very slowly into the parking area. Park only in marked parking spaces or on the street and avoid parking across from driveways. Please be extremely careful backing out of parking spaces. The spaces marked with orange cones are for 10 minute parking.

8. OFFICE AREAS – Students or parents may use the HSP office phone in room 105 for urgent matters only. Please be respectful of the need for our office staff to focus on serving the mission of HSP and do not create unrelated distractions. If two or three people are already being served in the office, please wait outside the door. Please do not enter the church office, Room 100, unless you have business directly related to Ingleside Church.

9. ELECTRONIC EQUIPMENT- Recreational use of personal electronic equipment is only allowed during activity/study hall at the monitor's discretion/permission. 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 are asked to come to the HSP office to do so. Requests by teachers or hall monitors to limit use of such equipment must be honored. We recommend locking all cell phones. Students are reminded to NOT tamper with other peoples' phones for any reason.

10. FUNDRAISING Non-HSP sponsored fund raising (candy, cookies, coupon books, etc.) is not allowed at HSP except through notices on the community bulletin board or through once- a - year use of the parent file folders for distribution of flyer advertisements.

11. DOOR SECURITY 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. Shortly 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 church staff member will meet

visitors at the door. Registration at Homeschool Plus assumes your understanding that security cameras may be in use.

### **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 acceptable, modest dress is. 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 THESE RULES 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 hair-coloring and excessive jewelry. Highlights are acceptable but an unnatural color over the entire head will be considered a distraction. No piercing jewelry may be worn, except earrings.
2. STAY MODEST No underwear may show including bra straps and boxers. Clothing must not be overly tight or see-through. \*Girl's tops must not reveal midriffs or bust line at any time and shoulder straps must be at least 1 inch wide. (no "spaghetti" straps or strapless tops) \*Girl's skirts with bare legs or hose must be no shorter than one inch above the top of the knee cap. Girls skirts or dresses worn with leggings/tights must be not shorter than three inches above the knee. Shorts or skorts (skirts with shorts underneath) must be no shorter than three inches above the knee.
3. AVOID OFFENSIVE SYMBOLS Avoid occult symbols, secular cartoon characters or secular rock band T-shirts.

\*These rules have partly to do with the cut of the clothes and partly to do with how our young ladies carry themselves. Can you go through a normal day's stretching, sitting and bending over in an outfit and maintain modesty? When in doubt, simply choose something more conservative for your HSP day.

I have read and agree to follow the HSP rules, policies and dress code while on campus or at off-campus events sponsored by HSP.

Parent \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_