



## *Parent & Student Handbook*

*“Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind.”*

*I Peter 3:8*

### **Mission Statement**

*Homeschool ETC seeks to encourage homeschool students and families in strengthening their walk with the Lord, building Christ-like character, and discovering and carrying out God’s unique plan for each of their lives.*

Homeschool ETC’s Board of Directors retains the discretion to amend, discontinue, or vary the policies and standards contained in the parent/student handbook with or without prior notice. This handbook does not create contractual rights or give rise to an irrevocable contractual commitment: it only expresses the status of the policies and standards at the time of writing. This Parent & Student Handbook was updated and revised October 2020.

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**STATEMENT OF FAITH**

- **WE BELIEVE** that there is **ONE LIVING AND TRUE GOD**, eternally existing in three persons the Father, the Son, and the Holy Spirit – equal in power and glory: that this triune God created all, upholds all, and governs all.
- **WE BELIEVE** that all **MANKIND** is in violation of God's righteous requirements and His holy character both by nature and by act, and is therefore under His wrath and just condemnation. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent visible, bodily resurrection.
- **WE BELIEVE** that **SALVATION** is offered as a free gift to the sinner. This gift must be responded to individually by faith, believing in God's Word, not trusting in any personal good works whatsoever, but trusting only in the atoning sacrificial death of Jesus Christ.
- **WE BELIEVE** that the **BIBLE** is the inspired and infallible word of God and constitutes completed and final revelation. The Bible, in its original autographs, is without error in whole or in part, including theological concepts as well as geographical, historical, and scientific details - including a literal 6-day creation.
- **WE BELIEVE** that **MARRIAGE** is the holy union between one man and one woman.

**STATEMENT OF PURPOSE**

Homeschool ETC (Expressing Talents for Christ) is a Christian 501(c)(3) Bible, arts, history and sciences program. By teaching all subjects through a Biblical perspective, our goal is to encourage students to view each aspect of life through a Christian worldview and help students to develop their creative gifts and use them to glorify God.

**GENERAL POLICY STATEMENT**

Homeschool ETC (HSE) is made up of families with a wide variety of backgrounds and convictions so we therefore do not attempt to favor any particular views pertaining to numerous issues faced by Christian families today in such areas as music, dating, clothing styles, movies, politics, etc. We feel it is up to the families to decide for themselves regarding these issues. However, since these issues can become controversial within the Christian community, Homeschool ETC takes a somewhat conservative approach to most issues, and in most cases will choose to err on the conservative side of such issues. (Romans 14:19-23). We established general guidelines for behavior and have implemented a moderate dress code. Homeschool ETC does not

take these positions as an attempt to force a certain value system on the families attending Homeschool ETC, nor are we placing judgment on anyone that may have differing views. Our purpose in establishing these policies is to create an environment that allows participation of Christian families with differing backgrounds and lifestyles.

Homeschool ETC is seen by the governing board, administrators, teachers, supporting staff, students, and their families as a MINISTRY unto God, allowed by God, and provided for by God. The Lord Jesus Christ is Lord over Homeschool ETC. Administrative staff and teachers must be committed believers in Jesus Christ and the principles and purposes of Homeschool ETC and must be able to effectively communicate them.

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. We encourage parents and students to be familiar with the regulations and procedures of Homeschool ETC listed in this handbook.

## **RESPONSIBILITIES**

An understanding of the roles and responsibilities of administration, teachers, and parents is imperative to the success of the Homeschool ETC program.

### **HOMESCHOOL ETC (HSE) RESPONSIBILITIES**

- HSE will strive to provide a safe Christian atmosphere where students can learn more about the Lord, His commandments and His creation.
- HSE provides classes that are taught from a Biblical perspective and follow the Homeschool ETC Faith Statement.
- HSE provides teachers who live in accordance with the Homeschool ETC Faith Statement, who share Homeschool ETC's mission for education, and who have passed a background check.
- HSE will endeavor to provide clear communication of meeting dates, events, tuition, and fees prior to the semester.
- HSE will strive to provide clear communication of the classroom management policy to teachers, volunteers, parents and students to ensure a safe, loving environment with classes that are free from distractions.
- HSE will endeavor to provide clear communication of the code of conduct so that teachers, volunteers, parents, and students can work together to provide an environment that fits families from diverse Christian backgrounds and lifestyles.
- HSE will endeavor to work with teachers, parents, and students to resolve conflicts in a biblical, loving manner that shows respect for all parties involved.

### **TEACHER RESPONSIBILITIES**

Homeschool ETC recognizes that in each person's life, there is a season for serving and a season for being served. While teaching or helping weekly on Fridays is not required, parents

agree to donate their gifts and talents when the season allows them to help. When teaching, responsibilities include but are not limited to:

- Teachers agree to adhere to and teach according to the Homeschool ETC Faith Statement. While all participants in HSE do not need to sign the Faith Statement, families can expect that classes will adhere to these beliefs.
- Teachers agree to work with HSE leadership to create classes that will teach subjects through various group learning styles.
- Teachers agree to read and follow the Classroom Management policy.
- Teachers agree to work with administration, parents, and students to resolve conflicts in a Biblical, loving manner that shows respect for all parties involved.

### **TEACHER, CLASS HELPER, CLASS LEADER, AND ALL OTHER ADULT VOLUNTEER RESPONSIBILITIES**

It is expected that all adults working with Homeschool ETC in any capacity will set a good example for the students by:

- Adhering to the same Dress Code established for the students within this handbook.
- Demonstrating self-control in the use of their electronic devices. For example, you will not be on your phone making calls, texts, or checking social media during your time serving HSE. Exceptions would include emergencies and any activity needed to properly execute your responsibilities (looking up information for a teacher or student).
- Arriving early or on time.

### **PARENT RESPONSIBILITIES**

Homeschool ETC is a volunteer-based program. Parent volunteers are necessary for the successful running of the program throughout the year and specifically each Friday, by offering their prayers, ideas, time and finances. Participation in the program requires some specific parent responsibilities.

#### ***Parents are responsible for:***

- Parents must have a sincere desire and willingness to partner with the program in order to uphold the Homeschool ETC standards and regulations.
- Parent, please encourage your students to honor and follow the code of conduct at HSE and all HSE sponsored events and classes.
- Parents, refer to the website before you text, email or call with a question.
- Parents who are not already teaching or helping on Friday morning will be assigned one mandatory “Help Day” each semester. On this day, they will help (not teach) in any capacity needed and help clean after the program.
- Parents must attend mandatory parent meetings. These meetings effectively communicate information for each year and therefore help prevent confusion and frustrations on the part of families and administration.
- Parents need to be able to consistently drop off and pick up their children on time. Please plan to arrive a few minutes before your student’s first class begins, and pick up your student no later than five minutes after the program ends for the day.

- Parents agree to make payments to HSE by the corresponding payment deadline. In circumstances where this is not possible, parents agree to communicate with HSE administration to set up a payment plan.

### ***Parental Response to a Student's Complaint***

Our goal is to promote an open, honest, and kind relationship between the Board, leadership team, teachers, volunteers, students, and parents. In promoting these values, we feel we are doing Christ's work. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness...". With this in mind, if a child comes home with a complaint about a policy or discipline, please follow these procedures:

- Give the administration, teachers, and volunteers the benefit of the doubt, and in a spirit of love wait 24 hours before contacting the leadership team. The exception to this would be in cases of safety; please contact the leadership team immediately if you have a safety concern.
- Realize that the child's reporting may be emotionally biased and may not include all of the information.
- Refrain from discussing the issue with others not directly involved with the incident until the issue is resolved. Sharing misinformation results in strife within the body of Christ.
- Tone: As parents we are all naturally protective of our children. When we feel they are not being treated fairly, or if they have somehow been slighted, we can become emotional in our response. We request that you be patient with the leadership team and approach them as your brother and sister in Christ, with love and kindness.
- If the situation is unresolved, it will be taken to the Board of Directors for resolution.

## **ATTENDANCE**

While attendance is not mandatory, we have some guidelines to ensure student safety.

- If a student will be absent, please inform the administration before the absence.
- If your elementary student is late (past 9:00 am), please walk them in to check in with an administrator.
- If you have to pick up a student before dismissal, please check them out with an administrator before leaving the building.
- Students who drive themselves to and from HSE must check in/check out with administrators if arriving late or leaving early.
- HSE is a closed campus program. For students who leave during HSE hours without checking out with an administrator, parents will be contacted on the first offense, 2<sup>nd</sup> offense will result in suspension for one week and a 3<sup>rd</sup> offense will result in expulsion.
- Students participating in credit classes or dual-enrollment classes are required to attend weekly core classes with up to 3 excused absences per semester.
- An excused absence includes sickness, appointments, and family commitments.

### ***Health Policy at all HSE classes, activities and events***

In accordance with Arvada Covenant Church policy, the following guidelines must be followed for sick students. Please do not bring students to HSE until they have:

- No fever for 24 hours
- No vomiting for 24 hours
- No prolonged coughing
- No colored mucus
- Minimal sneezing

### ***Inclement Weather***

HSE will cancel classes whenever the administration deems the weather situation in surrounding areas could seriously hinder safe transportation. We will post an announcement on the website the night before.

### ***Visitation Procedures***

- Family Members
  - Parents of students are welcome to visit classes at any time.
  - Other relatives are welcome to visit with prior notice.
- Non-Family Members
  - Non-family classroom visits are limited to families interested in attending HSE, and strictly for the purpose of aiding their enrollment decision. These visits must be during scheduled open house events.

## **STANDARDS OF CONDUCT**

Homeschool ETC is a blessed community of families who choose to take part in the program. Participation includes agreeing to adhere to a Standard of Conduct. Our purpose for creating these policies is two-fold. First, they will help provide a safe, loving environment that encourages participants to treat each other with love and respect. Second, establishing these policies creates an environment that allows participation of Christian families with differing backgrounds and lifestyles. Both of these reasons stem from our desire to follow the Great Commandment – “Love the LORD your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.”

### ***Student Behavior Guidelines***

While the following guidelines do not aim to be complete, they do call attention to some of those areas which should be considered in daily behavior.

#### **Our Relationship with God (Love)**

- ☐ Speak of God in respectful ways.
- ☐ Encourage a close relationship with God in others as well as ourselves through activities such as Bible reading, prayer and worship.

### **Our Relationship with Those in Authority (Honor)**

- ☐ Be respectful in our speech and conduct.
- ☐ Be obedient to those in authority over us.
- ☐ Encourage others to be respectful of authority.
- ☐ Prompt and cheerful obedience is expected at all times.
- ☐ Listen while those in authority are speaking and be willing to participate in activities.

### **Our Relationship with Others (Respect)**

- Conduct ourselves in a safe, courteous, and friendly manner and be considerate of others in attitudes, words, and actions. Courtesy is the rule in all relationships.
- Address each other properly and do not resort to name-calling, or insulting language towards each other – even in the name of “kidding”.
- Serve others and encourage everyone to feel included.
- Respect each other’s property and use it only with permission.
- Fighting or pretend fighting, physically or verbally, discriminatory remarks, racist statements, 'put-downs', profane language, obscene body language, and sexual harassment will not be tolerated.
- Refrain from any behavior that implies a boyfriend/girlfriend relationship. Practically applied, this means “hands off” (no holding hands, no embracing, etc.) during HSE classes and activities/events.
- Refrain from being involved in or creating an impression of involvement in immoral activities that are contrary to the philosophy and objectives of HSE. These include (but are not limited to) profanity, gambling, lying, stealing, cheating, plagiarism, vandalism, smoking, vaping, use of nonprescription drugs, consumption of alcoholic beverages, narcotics or tobacco, and premarital sex.
- Students are not allowed to threaten with or have in their possession any kind of weapon, knife (over 4”), gun, fireworks, explosive, matches, lighter, smoke bomb, or stink bomb. Any threats of violence against fellow students, teachers, administration, board members, or parents, either written or verbal, will result in immediate suspension and may lead to expulsion. Small pocket knives (4” or less) are allowed once parents feel it is acceptable, and at their discretion. However, if any problems arise, this privilege will be revoked.



### **Our Relationship with Arvada Covenant Church property (Care)**

It is only by the gracious gift of their facility that Homeschool ETC has a building to meet in.

We have set up guidelines to encourage respect of their property.

#### ☐ Sanctuary, Classrooms, Hallways and Lobbies

- Walk quietly down hallways
- Do not touch or use church materials or displays
- Do not bring sugary drinks with any bright coloring into the building
- Report any spills, mars, or damage to the building to class leaders or administration
- Do not bring food of any kind into the sanctuary unless it is in a closed backpack and not taken out
- No nuts or latex in the building (according to ACC policy)

#### ☐ Restrooms

- Use restrooms for intended purpose only
- Flush toilets and urinals after use
- Place paper towels in trash cans
- Horseplay will not be tolerated in restrooms
- Report any messes/equipment malfunctions to class leaders or administration

#### ☐ Outside

- Respect landscaping by not moving or throwing sticks, stones or wood chips
- Do not climb trees or hang from limbs of trees
- Playground equipment may only be used by children preschool age and under (according to ACC policy)
- Clean up outside messes and trash
- Parking lot speed limit is no faster than 10 miles per hour.

Anything accidentally harmed or broken should be reported to HSE administration immediately. Students/parents will be liable for and bear the financial responsibility of paying for damages to church property caused by the student or their guests.

### ***Electronic Equipment***

Students are not allowed to have cell phones, music players, or hand-held electronic devices at Homeschool ETC. Specific teachers may make an exception to this rule. Example, study hall will allow the use of music with headphones while studying. If students need to arrange rides or call parents, they will be allowed to use an administrator's phone. Parents who need to reach students may call Linda Kidder at 303-618-7125.

Violations will result in confiscation of the device for the duration of the morning. Repeated noncompliance in regard to electronic devices will result in contact of parents and further consequences as laid out in the next section, “Disciplinary Guidelines and Steps”.

If your student has a medical condition that you feel requires them to carry a cell phone, please speak to the administration; we are willing to make exceptions in these circumstances.

### ***Off-Campus Behavior***

Students participating in Homeschool ETC are expected to portray their Christian witness both on and off-campus. Actions and attitudes that may be detrimental to the nature of a Christian program often occur off-campus. While it is not the responsibility of HSE to intervene in all incidences of behavior infractions outside of HSE, the administration does reserve the right to hold students accountable for those actions that impact the program environment and that relate to the promotion of immoral or illegal activity. This includes communication posted on social networking sites, within text messages, and within other forms of written or recorded communication.

### ***Social-Networking, Websites, and Blogs***

All students will be held accountable for what is posted on blogs, web sites, and apps. Student activities will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members. Any evidence of inappropriate or illegal behavior posted on the internet will be grounds for appropriate disciplinary action.

## **DISCIPLINARY GUIDELINES AND STEPS**

It is anticipated that students will strive to adhere to the Code of Conduct. We realize, though, that we all struggle with obedience at times. It is therefore our goal to handle each situation in a loving way that encourages students to grow in their relationship with the Lord and with each other.

Homeschool ETC will notify the parents of any concerns, infractions, and disciplinary measures. Students requiring disciplinary intervention will be warned and dealt with according to the seriousness of their actions or attitudes. Decisions concerning the consequence will be determined by the HSE administration according to the nature of the offense after first discussing the infraction with the student and his or her parents and teacher. These decisions will be made with love and concern for each student’s relationship with Christ, first and foremost.

When it becomes necessary to assert consequences, Homeschool ETC will be careful to follow the Biblical principles of Matthew 18. After following these guidelines, HSE administration, under the authority granted by the Board of Directors, will have the right to determine the proper procedures for discipline, reconciliation, or release of a student from HSE and HSE activities.

The following are guidelines for handling various situations that may arise at Homeschool ETC

- Minor Offenses will normally be handled by the class leader or by teachers. They will follow HSE Classroom Management policies. Examples of minor offenses include, but are not limited to:
  - Running in the hallway
  - Talking in class
  - Not participating appropriately in classroom activities
  - Minor horseplay (especially for younger students)
  - Using electronic devices while at HSE
- Intermediate Offenses will normally be handled by class leaders or teachers, as well as Linda Kidder or Kimberly Traum. The situation may result in a reflective time in the lobby. Parents will be contacted to be made aware of the situation and may be asked to further deal with the situation at home. Examples of intermediate offenses include, but are not limited to:
  - Repetitive offenses from the previous section (minor offenses)
  - Verbal abuse or harassment
  - Lying or deceit
  - Disrespect to helpers, teachers, or property
  - Inappropriate language or topics of conversation
  - Excessive horseplay
  - Leaving the classroom without permission
- Serious Offenses will be handled by the leadership team and HSE Board of Directors. Parents will be contacted to discuss what further action should be taken at home. Meetings with administration, parents, and teachers may be required. Infraction in this section will result in removal from class, and suspension or expulsion from Homeschool ETC and HSE activities. Examples of serious offenses include, but are not limited to:
  - Repetitive offenses from the previous section (intermediate offenses)
  - Leaving the building without prior permission
  - Dangerous activity
  - Fighting
  - Vandalism
  - Bullying
  - Partaking in immoral or illegal activity like pornography, vaping, smoking, etc.

In recognition of the fact that fellow students will hear and see more than the administration, parents, and teachers, we ask that any student observing questionable activities or over-hearing conversations that are contradictory to the policies of Homeschool ETC immediately discuss the matter with a teacher, helper, parent, and/or the administration. We desire to build a safe, respectful community, but we cannot address issues we are not aware of. To that end, we ask that each student partner with us in building the type of community laid out in this handbook.

### **DRESS CODE**

Homeschool ETC is made up of families with a wide variety of backgrounds, and we therefore do not attempt to favor any particular views pertaining to numerous issues faced by Christian families

today, including clothing styles. We feel it is up to the families to decide for themselves regarding these issues. However, since clothing can become controversial within the Christian community, HSE has established general guidelines for a moderate dress code. Homeschool ETC does not take these positions as an attempt to force a certain value system on the families attending HSE, nor are we placing judgment on anyone that may have differing views. Our purpose in establishing these policies is to create an environment that allows participation of Christian families with differing backgrounds and lifestyles.

We believe that a prescribed Dress Code policy promotes neatness, helps improve self-image and behavior, ensures modesty, helps to promote community, and decreases distractions in the learning environment.

The Dress code is not intended to measure spirituality, but to serve as a tool to accomplish these specific goals:

- Create an atmosphere free from distractions.
- Build character that exhibits neatness, modesty, self-discipline, cleanliness, and submission.
- Inspire the making of responsible choices.
- Focus on the inside character and heart of a person versus the outside appearance.
- Strive for a balanced approach in this area, not extremes.

A student's compliance with the Dress Code policy is a shared responsibility. Self-policing by parent and student is required and will prevent the Dress Code from becoming a significant issue. Therefore, we ask for your cooperation in helping your students maintain these standards.

However, we realize that standards may be interpreted differently by each family and even by each member of the leadership team. To minimize confusion and frustration, HSE has compiled some general guidelines for all HSE functions, including but not limited to, Friday HSE days, Credit and Dual-Enrollment classes, Field Trips, Back to School Picnic, Senior Banquet, Graduation, etc.

***General Dress Code:***

- All clothes should be neat, clean, and in good repair. No intentionally ripped or distressed clothing.
- No undergarments should be seen at any time.
- Appropriate slogans or illustrations are allowed on t-shirts and hoodies.
- Hoods are not to be worn over the head.
- Clothing should be loose and not form fitting. To keep consistent, clothing should have at least 1 ½" extra fabric. That means at the seam, fabric can be easily folded into ¾" fold without stretching the fabric. This is given as a bare minimum requirement. It should not be the heart desire to come right up to this requirement and see how far it can be pressed. This is simply given to maintain consistency.

***Girls' Dress Code:***

- Sleeveless tops may be worn if the outer edge of the top touches the outer edge of the shoulder and the arm holes are not revealing. (No spaghetti straps or halters are allowed.)
- Shirts must not show any cleavage or skin around the waist when arms are raised.
- Pants must not ride down onto or below the hips at any time.
- Leggings, jeggings or tights are not to be worn alone as pants.
- No skinny jeans or jeans that fit like leggings allowed as pants. To help keep consistent, when standing fabric at mid-thigh must be able to be pinched (by the student) up into at least a ¾" fold at the seam without stretching the fabric.
- Shorts are acceptable but must not be any shorter than 2" from the fingertip.
- Skirts and dresses are acceptable but must be no shorter than 2" above the knee when kneeling, even with leggings.
- Leggings/shorts are to be worn under skirts and dresses due to class activities.
- Slits in skirts and dresses must not reach more than 2" above the knee.

***Boys' Dress Code:***

- No muscle shirts, sleeveless shirts, or tank tops are allowed.
- Pants must not ride down onto or below the hips at any time.
- Sport leggings can be worn under shorts that meet the length requirement.
- Shorts are acceptable but must rise no more than 2" above the knee when seated.

***Consequences of dishonoring the Dress Code***

While it is not our desire to embarrass any student, compliance with the rules is often contingent on the rules being enforced for all students. It is our hope that students will choose to honor the Dress Code out of respect for the organization and fellow students. However, if they break the Dress Code, there will be specific consequences.

Any student not dressed in accordance with this code will be subject to the following disciplinary schedule:

- 1<sup>st</sup> offense - Infractions will be dealt with discreetly, by talking to students first and giving them the opportunity to resolve the issue themselves, i.e. putting a jacket over a spaghetti strap shirt. Student who are unable to do that will be given the opportunity to go home or wear clothing provided by HSE (a denim shirt, denim skirt, jacket, etc.) The goal is not to embarrass students, but to help them realize the infraction so they will not be as likely to repeat it.
- 2<sup>nd</sup> offense – Students will be spoken to individually and discreetly and given the opportunity to resolve the infraction. In addition, parents will be contacted to be made aware of the situation and may be asked to help further deal with the infraction. Depending on the level of the offense, students may be asked to go home and may be unable to attend HSE classes or events throughout the following week.

- 3<sup>rd</sup> offense – Students will be spoken to individually and discreetly and given the opportunity to resolve the infraction. Repeated offenses will be handled by the leadership team and the HSE Board. Parents will be contacted to discuss appropriate consequences. Consequences may result in removal from class, suspension or expulsion from Homeschool ETC. and HSE events.

This dress code policy is not intended to be all-inclusive. The HSE administration is responsible for enforcing and therefore interpreting any subjective areas of the Dress Code and will serve as the final authority in matters related to dress. These interpretations should be received by the student in an attitude of self-discipline and respect.

## **FINANCIAL CHARGES AND INFORMATION**

### ***Registration Fees***

A registration fee is required for all enrolled students. The registration fee is nonrefundable and is due upon acceptance into the program for new students, and due the last day of the previous semester for returning students. Payment can be made by cash, check, PayPal, Venmo, or Zelle.

### ***Tuition and Insurance Fees***

Tuition and insurance fees are due 3 weeks prior to start date.

Payment plans are available and will be strictly enforced. Balance must be paid in full prior to registration for the following semester. Payment can be made by cash, check, PayPal, Venmo, or Zelle.

### ***Elective Class Fees and Credit & Dual-enrollment Class Fee***

Elective class fees will be due at time of sign up through Sign-Up Genius. Credit & Dual-enrollment classes have a \$25 deposit at time of sign up. Payment plans are available for the remaining balance and will be strictly enforced. Balance must be paid in full prior to registration for the following semester. Payment can be made by cash, check, PayPal, Venmo, or Zelle.

### ***Fieldtrips, events and activities payments***

All fieldtrips, events and activities fees will be collected through Sign-Up Genius and are nonrefundable.

### ***Fundraisers***

As with any non-profit organization, fundraising is a necessary component. The various fundraisers Homeschool ETC participates in help to offset program costs and keep our fees low, therefore member participation is strongly encouraged. For the most part, HSE fundraisers are easy and don't require families to sell anything, and are usually just an opportunity to benefit HSE through places families already spend money: King Soopers gift cards, BoxTops, Longmont Dairy Caps, Smile.Amazon.com, Family fun night's at participating fast-food restaurants, etc.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations meeting on church property must be approved by the administration in writing. Anyone wishing to start a club or organization associated in any way with Homeschool ETC should submit a request to the HSE board in writing with the following information:

- Purpose of organization
- How this organization will enhance HSE goals or Godly character
- Any other pertinent information on the organization, or as requested by the administration

## **FIELD TRIPS AND OFF CAMPUS ACTIVITIES**

Homeschool ETC families may set up group fieldtrips and activities for HSE members, with approval from the HSE administration. All parents and students who participate in field trips or off campus activities associated with HSE must act according to this handbook.

## **FIRE DRILLS**

Homeschool ETC may occasionally initiate and run a practice fire drill.

## **LOST AND FOUND**

Homeschool ETC is not responsible for personal property left in the building. A lost and found bin is located in the welcome center in the upstairs lobby. Coats can often be found on the coat hook or racks. Please check those places before asking the church or HSE administration. At the end of each semester, all items which have not been claimed will be given to charity.

## **CREDIT & DUAL-ENROLLMENT CLASSES**

### ***Credit & Dual-enrollment classes – student responsibilities***

It is a privilege to enroll in any of our credit & dual-enrollment classes and your added responsibilities should be taken seriously. Many of these classes are on a different day than our core classes but the same standard of behavior is expected. These classes are offered at an additional cost, payable to HSE. In addition, all dual-enrollment classes are offered at an additional cost (currently \$200) payable to Colorado Christian University.

- These classes are for Junior and Senior students (Sophomores by instructor approval only).
- Must pay a \$25 deposit at time of sign up on Sign-Up Genius.
- Any remaining balance due MUST be paid by end of semester. Payment plans are available and will be strictly enforced.
- Students must attend all core classes at HSE each Friday.
- Three excused absences allowed per semester from HSE core classes. Each credit/dualenrollment class has its own attendance policy as per Colorado Christian University policy.
- Students should arrive, be in their seat, and ready to start class by the posted started time.

Please plan accordingly.

- Students are required to go through the class syllabus before class begins.
- Parents must be willing to work with their student and the instructor. This includes but is not limited to:
  - Reviewing the syllabus with students
  - Reviewing at least the first few weeks of assignments to make sure students are performing to their best ability
  - Study with students who appear to be struggling
  - Review or proof-read large papers before they are turned in

### ***Credit and Dual-enrollment classes – Teachers responsibilities***

- Please be willing to work within the HSE schedule set up by the leadership team as much as possible.
- Attend a planning meeting to set schedules and discuss issues.
- Provide a class description and expectations for elective sign up.
- Provide a syllabus to students and update as necessary.
- Provide grading and comments in a timely manner (this will differ for each class).
- Provide feedback for students to help them improve their classwork and performance.
- Communicate any issues with parents and the leadership team.

## **GRADUATION**

### ***Privilege to participate in Homeschool ETC's Graduation***

It is a privilege to graduate with HSE and is not a guaranteed opportunity based on participation in the weekly HSE program. Homeschool ETC reserves the right to deny graduation privileges for students with a lifestyle opposing the HSE standards as indicated in this handbook. ***Any remaining balance owed to HSE must be paid in full at least 30 days prior to graduation day.***

### ***Participation requirements***

- Homeschool ETC will provide the opportunity for a class photo.
- The graduating family will pay the Graduation fee which is due and payable with the Fall semester fees in August.
- The graduating family will attend a mandatory graduation meeting during the Fall semester.
- The graduating family will have a total of 7 minutes for the graduation ceremony. That includes ALL family members who want to speak, the slideshow, the charge to student, and presentation of diploma.
- ***Please honor everyone who attends and is part of the graduation ceremony.***

### ***What Homeschool ETC will provide for the graduation ceremony***

- HSE will provide the venue for the ceremony.
- HSE will provide the programs for the ceremony.
- HSE will provide the presentation of the slideshow (if submitted by the deadline).



- HSE will provide the emcee for the ceremony.
- HSE will provide the clean up after the ceremony.

***What the graduating family will provide for the ceremony***

- The graduating family will provide their own tassel, diploma and graduation cap & gown.
- HSE has a limited number of cap & gowns to loan out, but you must check those out and pay a \$25 deposit, which will be refunded when the gown is returned.
- The graduating family will provide a senior picture and a short paragraph, with approximately 186 words or 1074 characters with spaces (biography of the student, thank you from the student, or charge to student) for the graduation program. Failure to submit by the determined deadline will result in no submission at all.
- The graduating families have the opportunity to provide a completed slideshow finished in .mp4 format. Failure to submit by the determined deadline will result in no slideshow at all.
- The graduating family will provide an estimate of the amount of programs they want for family members/friends attending the graduation. (One per family attending please).
- Any graduating family participating in the HSE graduation party must help plan, execute, and clean up the event.

***What Homeschool ETC will provide for the graduation party***

- HSE will provide the venue for the graduation party
  - HSE will make sure the park is clean and ready (pick up trash, clean up any broken glass, etc.).
  - HSE will have someone go to the park early on Saturday to set up general supplies.
- HSE will provide the cake for the graduation party.
- HSE will provide small plates, napkins and cake forks for the graduation party.
- HSE will provide 2 large water coolers with ice and water for the graduation party.
- HSE will provide blue and burgundy table cloths and basic table decoration (silver balloon weight).

***What graduating family will provide for graduation party***

- Any food you want to serve
- Any drinks you want for your family or guests other than the water provided
- Any serving utensils needed
- Any paper goods needed for food other than the cake
- Extra tables and chairs if needed
- Any special decorations you want for your specific table
- Any extension cords or power strips needed to heat food
- Willing hearts and hands to help clean up afterwards. Each family is responsible for cleaning up their own area and we will need help cleaning up the rest of the park. Please plan to stay long enough to make sure we leave it better than we found it, as many hands make light work. With all the families involved, the work should go very quickly.

## **CLASSROOM MANAGEMENT POLICY**

The first and most important idea is that we need to be fun and yet firm - harshness is not a good response, but neither is being too passive. It is very important that we are proactive in the correction, which usually wards off a need for discipline or parents who are concerned about seeing their children mimic bad behavior that they have learned from other students.

1. At the beginning of the day (and whenever necessary throughout the day) ask students how they can show respect and attentiveness to the teacher and the other students. Ask how they can be attentive with their eyes...ears...mouths...hands...and feet. Encourage them to keep their eyes on the teacher, listen with their ears, keep quiet except when raising hands for an answer, and keeping hands/feet to themselves.
2. When coming into a classroom, make sure to loudly praise the students who are being attentive. This usually works better than correcting the ones who are not.
3. If one or more of the students still do not sit quietly, ask them specifically if they are being attentive with their mouths. If they keep touching other students ask if they are being attentive with their hands, etc.
4. If they still choose not to show attentiveness, please have them come and sit next to you.
5. Remind the kids that these rules are for the hallway as well. If they cannot follow the rules in the hallway, they need to hold your hand on the way to the next class.
6. Please separate children who encourage each other's bad behavior. All of these kids are great kids - sometimes certain combinations, though, are not so positive. Let them know that sitting together is a privilege that they can earn with good behavior or lose with talking or goofing around. Their goofing around makes it very hard for the other children to concentrate and that is not fair to them.
7. Make sure to follow through with separation. Lovingly have one child sit on one side of you and the other on the other side.
8. Helpers, do not feel afraid to step in and handle discipline especially when the teacher is lecturing or doing projects. It is our hope that the teachers can focus on the subject at hand and not have to deal with correction.
9. If they are opposed to any of these ideas and give you a hard time, come get Linda Kidder.
10. Try to encourage children to use the restroom before classes begin. If they need to use the restroom, walk them there and wait outside until they are finished.

11. Make sure not to leave a teacher alone in a classroom with students. If your leaving for the bathroom will leave a teacher alone, please try to have the student wait, ask another adult to come in the room, or as a last resort, leave the door open as you go to the lobby to get another adult.

Please do not go to the lobby or converse with other adults outside the classroom if it leaves a teacher alone in the classroom with students.

12. Please do not think you will overwhelm Linda if you talk to her about issues that are happening in the classroom. It is far better to hear it from you when it happens then from parents who later call with concerns.
13. Linda will handle students with classroom behavioral issues that arise or any habitual behavioral issues. We will often have them come talk to us in the lobby, possibly sit in the lobby for a reflective time, and talk to parents about the behavior issues.
14. Please do not take up an issue with parents on your own. You may be asked to discuss an issue with parents after speaking with Linda. This helps keep communication consistent.

Teachers, class leaders, and helpers can come up with variations for handling various situations. If you would like any additional ideas, be sure to discuss the issues with Linda.