



Student & Parent Handbook

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Welcome!

We are excited to have you as part of our learning partnership and are looking forward to a year of learning together.

Home Education Learning Partnership (H.E.L.P.) is a Christ-centered organization, which partners with the home educating family to provide resources and to strengthen and maximize opportunities through tutorial and corporate learning experiences.

As a learning partnership, it is our desire to come alongside the home educating family to strengthen them in this weighty task. We provide a corporate learning experience, pace setting, and outside accountability.

The policies, procedures, and principles outlined below are to make the year progress smoothly and apply to all H.E.L.P. related programs and activities. Please read carefully.

The H.E.L.P. team looks forward to a great year of partnership with your family!

Any student at any time expressing beliefs or engaging in behavior (including their social media) contrary to the HELP Policies and Code of Conduct places himself or herself at risk of no longer participating in the HELP program.

The Executive Director under advisement of the Board of Directors will handle all such issues as deemed appropriate for the good of the HELP ministry and the families with whom we partner.

Campus Location

Charleston Baptist Church
13 San Miguel Road
Charleston, SC 29407

Emergency Contacts

Primary

On-site Coordinator - Name and phone provided by start classes.

Secondary

Anita Coward, Executive Director

843-813-5652

Academic Calendar

The H.E.L.P. academic calendar for the year is printed separately and is also available on our website, www.HELPresources.org.

Communication Loop and Email

Our partnership has an email loop which serves as our method of communicating with you. You will receive an invitation to join this loop. Joining will necessitate that you establish a Yahoo account, but not a Yahoo email. If your email address changes at some point, send an email from your new address to HomeEducationPartner-subscribe@yahoogroups.com.

If for any reason a day of classes needs to be cancelled, we will notify you on this loop.

When an instructor uses this loop to communicate, he or she will include the class name on the “subject” line to help you quickly eliminate what messages do not pertain to your family.

Junior high and high school classes require email availability in the home. We encourage every family to have email for their

home. If you do not have email access in your home it is your responsibility to use a friend's email or to identify a buddy (for each class) within the partnership that will make a commitment to keep you informed.

H.E.L.P. e-Resource Newsletter

If you would like to receive e-news regarding local homeschool resources beyond H.E.L.P., then subscribe to this FREE e-news group today. You may subscribe by sending a message to HELPeresource-subscribe@yahoogroups.com from the email account of your choice. This yahoo group will allow you to receive messages only.

There is no membership requirement to subscribe to this e-news. Anyone may subscribe; so feel free to share this e-news with all of your friends. Share this e-news with your allies like grandparents. It is not necessary to be presently enrolled in any HELP classes or be associated with any other homeschool organization.

This resource will provide you with maximum information regarding our upcoming class offerings and other services such as tutoring and testing, conference opportunities. You also receive information regarding our annual auction that provides an abundance of items of interest to a homeschooling family.

You may unsubscribe/re-subscribe at any time throughout the year.

Promo Plus

Any H.E.L.P. family that recommends our classes to a *new family* who has never participated in H.E.L.P. classes will receive a \$20 tuition credit to be applied toward your family tuition payments. There is a space on the registration form for the new family to identify your family as the one who recommended H.E.L.P. to them.

Disclosure

Our registration process requires full disclosure from the parent

about the student regarding medical, behavioral, academic history and concerns. We want your student to succeed. In order to achieve this in partnership, we need maximum information. Failure to provide full disclosure prior to and following registration may result in removal from campus.

Your Input

We welcome and invite your input. Your perspective is extremely important to us as we seek to continually improve our learning partnership. We need parents, students and staff to be co-protectors of our campus culture and make leadership aware of concerns that may arise throughout the year.

Parent Partnership

H.E.L.P. is committed to parents as we assist them by providing classroom instruction for their children. It is vital to the success of both students and classes that parents make a serious commitment to the class and become familiar with classroom assignments and approaches. Full support at home is invaluable.

It is essential that students attend regularly, arrive in class prepared and ready to engage the material. Chronic unpreparedness, whether it is caused by excessive absences or for any other reason, will call for an evaluation to determine if the unprepared student is a distraction to the class.

Three absences are equivalent to 3 weeks of missed instruction, not 3 days.

If there are 3 total absences an evaluation will be scheduled prior to the student returning to class to determine whether the student may rejoin the class. This decision will be finalized by the administration of H.E.L.P in consultation with the appropriate teacher/s before being allowed to return to class. It is the parents' responsibility to assist their student in getting back on track with the class. In some cases, private tutoring may be available at the expense of the parent.

Because our program offers only one class session of instruction for our courses each week, parent partnership is essential in order to set the student up to succeed.

Conflict Resolution

The H.E.L.P. corporate learning experience is a privilege to share. Our standard is excellence and we choose to invest our time in learning, not in conflict resolution. However, conflict happens in human relationships and needs to be resolved.

When there is conflict between students, our first encouragement is that they work it out. If help is needed, a student may ask a H.E.L.P. team member for assistance. Student conflict that continues to go unresolved will be brought to the director's attention to be mediated appropriately.

If you as a parent are in some way dissatisfied with the program, please make your concerns known to the appropriate team member. Class concerns should be discussed with the instructor. Please be considerate to not infringe upon scheduled class time.

Concerns about payments or fees should be brought to the director, as well as any conflict resolution that does not meet with your satisfaction. Parents who need to speak with the director are encouraged to email or call ahead for an appointment to receive undivided attention. A telephone appointment might be a better option for those who would have a child with them at the time of the appointment.

If at any point during the school year, the partnership relationship between H.E.L.P. and parent(s) is broken, all students of the family may be asked not to return to campus until the relationship has been restored. While H.E.L.P. will endeavor to facilitate reconciliation, this does not suspend the financial obligation to the program.

Arrival and Name Tags

Students must remain with their parent until only 5 minutes prior to the start of class. However, because of the masses arriving at 9AM, students may arrive 15 minutes prior to that 9AM start. Be sure children report directly to the check-in desk and are not left wandering around.

Nametags serve many purposes in our learning partnership and are received at check-in each day of classes. Students are required to wear their nametag on their right or left shoulder where it can be clearly seen throughout their time on campus.

Supervision

Parents are responsible for arranging adult supervision of their children at all times at any H.E.L.P. function. For safety reasons as well as for consideration of classes in progress, at no time will children be allowed to loiter in the parking lot, on the grounds, or in the hallways.

Parents may not remain in the building while their child is in class. Congregating parents and siblings are a disturbance to classes in session.

If there is an emergency, which would prevent you from picking your child up on time, please contact the on-site coordinator to notify of your delay. Name and number for this person will be provided by first day of classes.

No Sick Children

- No vomiting, diarrhea or fever within 24 hrs. of class.
- No colored nasal mucus.

Parent Volunteers

We ask that all of our parents sign up to volunteer in a specific way. Parent Volunteer Forms are available during parent orientation. We use this form to help us know a specific task that you would enjoy doing to strengthen our partnership. We are sure there are a variety of opportunities, which will fit your strengths. Our greatest need for volunteers is our annual Auction.

Lunch Time

For a small monthly fee of \$5, we will provide a supervised lunch period from 12:00–12:30 p.m. Lunches must not require heating or refrigeration. Small coolers are advised.

Lunches should be labeled with the child's name and dropped off in designated area on the way to class. No eating or drinking is allowed at any other time or in any location other than this supervised lunch period. Water bottles are allowed.

Students with driving privileges are not permitted to leave campus during this lunch.

Pick-up

You must pick up your child promptly at the scheduled end of class. Parents must be ready and waiting for curbside pickup. After 10 minutes, you will have to come in to get your child. Fines will be assessed for late pick-ups. Charges are \$5.00 for every 5 minutes.

Please have your H.E.L.P. identifying card in your front window for efficiency purposes. Another person having your identifying card does not give authorization for pick up.

You must communicate to the on-site coordinator if someone other than a parent is picking up your child. This adult must be listed on your carpool list and they must present a picture I.D. Please provide three to five (3-5) people on your registration that you authorize to pick up your child if you are unavailable.

Medical Emergency

In the event of an emergency our staff will first call 911 and then the parents. If we are unable to speak with a parent we will call any additional emergency contact with the information you provided on your registration form.

Medicine Release Form

If your student is required to carry an epi pen or inhaler during their time with us, this information must be provided on the Medicine Release Form. All other medications needed during the day must be listed on this form, given to the onsite coordinator, and will be locked up in an office until administered by the onsite coordinator. If your student is characterized by needing over the counter medication, please provide that information on the form as well. We do keep a minimal amount of these on hand.

Field Trips

Field trips are optional excursions meant to supplement our program. Costs and dates for these trips are determined as these trips are planned. If you are interested in planning, have ideas, or want to organize one, please contact the director.

Our insurance policy prohibits H.E.L.P. from arranging any transportation. If you commit to transport students other than your own, you are personally responsible for their safety.

Respect of People and Property

Respect for every person on the H.E.L.P. campus is required. Kind interaction, kind speech and mutual respect among peers is expected at all times. It is unacceptable for any student to mock or belittle another student verbally or non-verbally. This includes but is not limited to bullying, language, racism, substance usage or references, sexting or other content that does not align with our values. Love is kind. Love is not rude.

Social Media: The student is responsible for their social media. It reflects you and your family. While HELP does not monitor this, any post that creates concern to a parent or student could be evaluated to determine if the student is no longer a fit for our campus culture.

Students are expected to respect and obey all teachers, assistants, and staff. When addressing adults while at H.E.L.P. students are required to do so as Mr. or Mrs. (Last name).

If a student is disruptive in class, it will be handled with a quiet, loving, but firm request for correction. If it continues, the student will be placed in a quiet time-out spot until behavior changes. If there still is no change, we will contact the parent.

While H.E.L.P. does offer many opportunities for peer interaction, social interaction is not our primary purpose. We celebrate relationships as we pursue academic objectives together.

We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. Although we acknowledge the reality of human struggle, the HELP program is not the place for these conversations. It is within the institutions of the family and the local church where such questions are best revealed, wrestled with, and answered. Students enrolled in the HELP program must affirm and identify with the sex and sexuality of their birth. In addition students enrolled in HELP program must promote and affirm the reality of God's design in their conversations.

Here are a couple more respect-based principles: respect for property is required and there will be no public displays of affection within the student body.

Any student at any time expressing beliefs or engaging in behavior (including their social media) contrary to the HELP Code of Conduct places himself or herself at risk of no longer participating in the HELP program.

The Executive Director under advisement of the Board of Directors will handle all such issues as deemed appropriate for the good of the HELP ministry and the families with whom we partner.

Backpacks

Backpacks are standard equipment for all students because it has been our best way to **ensure** that everything gets all the way home. Backpacks must be able to hold schoolbooks; therefore purse-like backpacks do not accomplish the goal. Backpacks must have straps that permit the student to load them onto their back. There are times when rolling backpacks is not an option given the number of students enrolled.

Lost and Found

All personal items must have student's name clearly marked. Items are dated when they are found and donated when they are unclaimed for more than 2 weeks. Please feel free to use the loop to inquire about a lost or found item.

Distractions and Personal Items

Our goal is to limit distractions in our classrooms since we have limited time each week for instruction. Tardiness and early dismissal interrupts our classes.

If students are enrolled in classes that call for costumes, face painting or props, then the student needs to be prepared to add this only in the classroom in which it is required. They should not arrive dressed in character throughout the day.

Items needed for class presentations must be stored in a previously arranged location until the time it is needed.

Personal items such as legos, dolls, books, board games, etc. are approved for Gap Care if they fit inside your backpack. However, if they come out before gap care they will be taken by the teacher and returned to a parent upon request.

No skateboards, scooters, roller blades, rolling shoes, bicycles, or the like are allowed at any time on the H.E.L.P. campus.

No pocketknives, weapons, or sharp objects are allowed.

Cell Phones and Other Devices

Students must turn their phones off and keep them in their backpack. They may not use their cell phone as a watch. They may not receive or send texts or calls throughout their day at H.E.L.P.

Parents that wish to communicate with their student throughout the day must do so by communicating with the onsite coordinator. If staff or instructor sees a cell phone, it will be taken for the duration of the day and given back to a parent in the carpool line.

The director or on-site coordinator must approve the use of laptops, tablets or any other devices during study halls, gap care, or at any other time while on campus.

Progress Reports - Grades 1-6

Reports will be prepared periodically throughout the year as a means for parents and instructors to connect and address any areas of concern. When these reports are issued, a message will be posted to the loop to inform the parent to ask for them from their student.

It is important to remember that H.E.L.P. is a learning partnership, not a private school. Although H.E.L.P. issues progress reports, we do not maintain records. Every homeschooling parent must maintain their own records for each student.

Use of Study Guides

At H.E.L.P., our faculty endeavor to partner with parents in providing students the opportunity to learn to analyze writing and critically think through arguments. Students are taught to develop critical thinking skills, solid reasoning skills and reading comprehension.

Study guide tools (i.e. Cliff Notes, Sparknotes, and Shmoop Guides, etc.) are to be used only by the parent as an additional help to assist the student in understanding complex themes, symbolism, and other literature components for assigned reading.

Visitation Policy

Only students enrolled in class are permitted to be in the classroom. No visitors are permitted in class. Parents are permitted to observe the classroom to determine whether or not a class is a good fit for their child. If you desire such an opportunity, contact the director for scheduling.

Mandatory Student Assembly – Grades 7-12

Junior high and high school students must attend an assembly in which the director will provide an overview of student related handbook content. Students are encouraged to ask any questions necessary to bring clarity to the principles which guide expectations of student conduct.

We feel this is important to equip our students for a successful school year. This assembly takes place *Thursday prior to 1st week of class at Charleston Baptist Church Worship Center.*

Many families choose to go to lunch following this assembly. We would love if you plan to join us!

Note-Taking Seminar

Students entering high school classes at H.E.L.P. are required to complete this one-day note-taking and study skills workshop in the summer. This seminar is open to grades 7-8 if space allows.

Monitored Study Hall

Supervised study hall periods will be available for students grades 9-12. This service is available for a small fee to assist you in securing supervision at all times. Study Hall will be used as a monitored time of study. Students should bring appropriate reading and study materials with them. Food, noise, games, and music will not be permitted in Study Hall.

Work-Study Opportunity

We have a limited opportunity for mature students who would be available to arrive early or have a gap in their academic schedule to serve on campus. We have ongoing weekly needs in setting up classrooms, lunch areas, resetting the facility at the end of the day, as well as some classroom assistance.

If you would like for your student to be considered as a possible candidate for work-study, the director will review our needs and their availability. Students selected to serve in a specific role must be students who can work without prompting after they have been given clear instructions. They must be dependable.

If work-study students are going to be absent for any reason, they must make the director and supervising adult aware as soon as they know they cannot fulfill their responsibilities that week. These helpers are essential to our program.

Driving Privileges

High school students who possess a drivers license may be permitted to drive themselves to and from H.E.L.P. classes. We will need to know in advance of any student who wishes to have this privilege. The H.E.L.P. Driving Privilege Form must be completed and on file. Students who are driving must check out with our carpool coordinator before leaving the building.

Students are expected to leave the premises promptly at the end of their classes and students will not be permitted to socialize in the parking lot after class. Any passengers must submit written permission from both driver's parent and passenger's parent prior to carpooling for the first time. No drivers may leave campus during the lunch period.

Honor Code

We expect that students conduct themselves with integrity at all times. Those found cheating on their assignments will be issued a "0". Second offenders will be expelled from class, but will still be required to honor their financial commitment.

Dress

Students should dress comfortably and still be modestly covered. Below are some guidelines; however, it is impossible to address every fashion choice available. Our dress code policy is intentionally principle based. Our goal is to prepare students to be young professionals. Our time with them is short, so we want clothing to reflect this desire and not to become a distraction on campus.

- No short shorts or short skirts/dresses. Shorts must extend beyond your fingertips and skirts/dresses should extend past the knee. If student fails to choose a dress option within these guidelines, then that student will lose the privilege of wearing shorts or skirts for the remainder of the school year.
- No tank tops, spaghetti straps, mid-drifts. Tops may not reveal bare shoulders. If raising your hand in class reveals skin below your shirt, that shirt will not be appropriate.
- No T-shirts with offensive messages
- No tight clothing, including yoga pants and leggings that are not covered appropriately. Leggings may only be worn with dresses that extend beyond the knee.
- Jeans and pants may not be slashed or shredded above the fingertips.
- No hats or caps may be worn on campus.
- Clothing should not be a distraction. This includes costumes, pajamas, etc.

Parents will not be contacted to bring a change of clothes. If the director or on-site coordinator deems clothing to be inappropriate, the student will be required to leave campus for the day. We do not intend to invest time weekly seeking compliance on this issue. We reserve the right to dismiss a student for the remaining portion of the year with ongoing offenses, but this dismissal does not release the family from their financial commitment.

Attendance and Grading Policies - Grades 7-12

The following policies are applicable to all junior high and high school classes. However, individual instructors may establish more stringent policies, which would take precedence.

HELP is designed to offer pace setting and accountability to ready our students for college and the workforce.

To respect our program as well as serve our teachers, students and families, HELP has a campus wide policy regarding Attendance and Deadlines. Students must honor these policies in order to conduct themselves in a mature academic manner.

Attendance: After 3 absences, students and parents must attend a re-admit meeting to determine if coursework can be adequately mastered in the time remaining. This decision will be finalized by the administration of H.E.L.P in consultation with the appropriate teacher/s before being allowed to return to class.

Deadlines: All assignments are to be completed on time. Late assignments will receive a minimum 5-point penalty per day. Assignments due on Tuesday, turned in on Thursday will be 2 days late and turned the following Tuesday will be 7 days late which would not be desirable.

Please Note: Students must provide hard copy assignments to the teacher for grading purposes. Mailing your work is an option, however, an emailed assignment places the printing burden on the teacher, which is not acceptable.

Parents of students identified as struggling with course work may be contacted by the instructor to discuss needs and share recommendations.

In the case of illness: The student is responsible for contacting the instructor in a timely manner concerning the absence. The student is responsible for getting any class notes and completing and handing in the missed assignment(s) by the next class. If a quiz or test has been missed, the student is

responsible for arranging to make up the exam as soon as possible at a time and location that is at the instructor's convenience.

Excused Absence: The student is responsible for informing the instructor in advance of any planned absences. Failure to do this results in an "unexcused" absence. After informing the instructor, the student is responsible for getting any class notes and completing and handing in the missed assignments(s) by the next class. If a quiz or test will be missed, the student is responsible for arranging with the instructor to make up the exam as soon as possible.

The student will receive a 0% for any graded class work (quiz, test, etc.) he/she misses because of an unexcused absence. Any homework assignment handed in late because of an unexcused absence may receive a ten-point grade reduction.

The student may be denied registration in subsequent classes for failing to perform in a mature academic manner.

The instructor will provide three (3) academic reports to the parents concerning the work completed and the grade earned for that period. These reports will serve as a communication both for parents and accountability groups. The first two (2) reports will be given out during the last class days in October and in February. The final report may be given out during the final class session or mailed with the Course Credit Record (CCR) in a timely fashion. The CCR will be issued for high school credited classes only and will include the final grade earned for the class.

It is important to remember that H.E.L.P. is a learning partnership, not a private school. Although H.E.L.P. issues progress reports, we do not maintain records. Every homeschooling parent must maintain their own records for each student and submit these grades to your accountability group.

In the event that you need to transfer your student, contact your accountability group to guide you in providing appropriate documentation.

If for any reason, you need a grade for your student between grading periods, you would use the most recent progress report and each individualized grade returned to your student to date. Our grading tool does not accommodate calculating grades between reporting periods.

Auction Reservation Fee and Minimum Support

The Auction provides necessary funds to cover ongoing and growing costs for this ministry. The fundraising Auction lessens and may even eliminate the need for an increase in registration and tuition costs. It is for these reasons that we require some minimal support from each family:

- At registration, each family must pay an auction reservation fee of \$20. This fee secures a reservation for 2 adults to attend our annual auction.
- We also require each family to solicit one donation item valued at \$25 or more. If parents prefer, they may make a donation of \$25 to the Auction team who may assemble an auction item on your behalf.

The Auction is scheduled in November of each year. Although attendance is not required, it is always a very enjoyable evening. This is an adult only event and does not include children. Please make certain that your invited guests understand this as well.

Parent volunteers are welcome to serve as volunteer in support of our auction in a way that best suits their strengths. Just indicate the auction on your parent volunteer form.

Share ideas and interests with the auction team at the Auction booth during parent orientation. What would you love to see at our Auction? What would you enjoy bidding on. What are you already planning to spend money on this year? Let us know!

We also encourage your family to consider participating in the incentives we offer. Information for these incentives is available at the Parent Orientation Auction booth and on the H.E.L.P. loop once classes begin.

Financial Policies and Payments

Checks should be made payable to Home Education Learning Partnership (H.E.L.P.). If not delivered by hand, they may be mailed to arrive prior to the due date:

_____ H.E.L.P.
c/o Anita Coward
108 Short Street
Summerville, SC 29483.

There is a \$20 returned check fee.

PayPal is an option for online payment on our website, www.HELPresources.org.

September's tuition must be mailed for late August receipt. September tuition checks will not be deposited until the first day of class. However, if you write one check including both registration and 1st month's tuition, it will be deposited upon receipt.

Tuition for subsequent months is due to the accounts coordinator before or as you arrive for the first class meeting of each month. Registration fee is non-refundable. Science fees are non-refundable. A \$10 late fee will be applied if your check is received after the date due.

Some families choose to write 7 separate checks for each of the tuition payments. We deposit one check each month as indicated on the check memo line.

When you register for classes you are making a financial and time commitment to the class for 8 months (7 payments). Acceptable reasons for being released from your agreement are parent becomes unemployed, family moves 30 miles or more farther from class, or death of a parent (which we pray no family has to face).

The following are NOT valid reasons to break your agreement: student enrolls in school, students dismissed for behavioral or

academic purposes, student loses interest in class, or student/parent has too many other activities.

NOTE: Final grades will not be issued until outstanding balance is paid in full.