

Snowden Handbook

2017-2018

Elementary

SNOWDEN PILLARS

Upon completing and signing the application for enrollment, parents have agreed to uphold the following pillars:

- a commitment to truth (teaching a Biblical worldview in all of our subject areas)
- parent partnership (parents joining arms with teachers to help their students grow in faith, in personal responsibility, in accountability, in their behavior, and in education)
- fostering self-discipline and motivation (encouraging diligence and perseverance)
- teaching students to think (challenging students to use their minds fully and to reach their potential rather than quitting when something is difficult or requires extra thought)

REGISTRATION WITH THE STATE

Families must register their children as homeschoolers with the state. When marking the form, under “Type of Educational Program,” check “Home Instructional Program.” Where the form asks for a simple description of educational program, simply write “____ grade curriculum.”

DRESS CODE

We want to encourage neatness and modesty while the students are at “work.” Students should abide by the following guidelines:

- NO HATS inside the building. Take them off before entering the glass doors.
- Shorts may be worn, but they should have at least a 4-inch inseam. **If it is difficult to find shorts long enough or loose enough, students should wear pants/cropped pants!**

- Large t-shirts may be worn, but if they completely cover shorts, they give an appearance that the student is wearing a shirt only. Shorts should be long enough that they are showing.
- Skirts and dresses should come no more than 3 inches above the knees.
- Tops/bottoms should not be very tight (we should not see outlines of undergarments).
- Jeans should not have heavy distress (holes) high on the thigh or seat of pants.
- Leggings may be worn, but tops should be long enough to cover in front/back.
- No spaghetti straps.
- No cut off "muscle shirts."
- No questionable or suggestive words or pictures on shirts.
- No pajamas (except on PJ Day!)

DROP OFF AND PICK UP

Drop-off may begin at 8:30 AM. Students should enter Longview Point through the pre-school entrance on the east side of the building. Parents may park and come in during the first week of class. We suggest you drop off under the awning the remainder of the year. Students will be guided to their classrooms. Class begins at 8:45 AM.

Please note: The pre-school door will be locked after drop off is complete. If you need to enter the building any other time of day, you will need to use the front entrance.

Please pick up under the pre-school awning starting at 2:30 PM. A car line will form and tutors will be there to assist. Class ends at 2:30 PM. We will be loading cars until 2:45 PM each afternoon. At 2:45 we will have to lock the pre-school doors and go back upstairs. If you arrive past 2:45, you will need to park in the front of the building (west side facing McIngvale) and walk upstairs.

If your child needs to come late or leave early for lessons or appointments, please be sure to contact Penny Dyer at our Snowden number: (901)417-0723. We appreciate as few interruptions during the school day as possible.

TUITION AND OTHER EXPENSES

Tuition is to be paid according to your contract by the first of each month, August through May. Payments made after the third of the month (by 5 PM) will be assessed a late fee of \$25. Checks should not be handed to Hillary, Kathy, or other teachers; they should be submitted as outlined at the parent meeting in August.

Instead of a check, you may pay freely and securely via your PayPal account. Just be sure you click SEND MONEY TO FAMILY/FRIENDS and have your bank routing number on your PP account and not just a card (there is a fee for card transactions). You should send to the email address: snowdenhstp@gmail.com.

Payment for **field trips and special Snowden events** will be expected by the date specified on permission slips sent home. Cash is almost always requested for these payments.

You will be informed on what **novels or project materials** are needed as we progress through the year. You may expect a few weeks' notice before these things are needed in class. (It is extremely important to read over your student's assignment sheet EVERY week so you will not miss important information about upcoming needs.)

SNACKS AND LUNCHES

Students should bring snacks and sack lunches each day. There will be no microwaves or student refrigerators.

We ask that students not bring energy or high caffeine drinks.

Students may have a water bottle with them during class time.

HEALTH INFORMATION AND EMERGENCIES

Please fill out and return the included health/emergency contact form by the first day of class.

Feel free to send any needed medications needed for your student along with specific instructions.

SICK STUDENT POLICY

We trust you to determine whether or not your child is sick. Please do not send them to class with a fever, severe cold, or nausea.

We will call you if your child complains of illness. For minor cases, you may authorize us to administer Tylenol (for headache, braces tightened, etc.) or Benadryl for allergies. This can be indicated on the health form.

If your student does need to miss class due to illness, please call Penny to arrange for makeup work. We ask that you not try to visit or call tutors during the school day. You may email them and they will be able to respond during their planning time or after school hours. Please allow 24 hour notice for tutors/Penny to prepare makeup work.

PLANNED ABSENCES

Because we only meet three days a week, please do everything in your power to get your student to class. We do completely understand that life happens. If you should need to have your child out of class, we would ask that you call/email Penny specifying the dates *at least one week in advance*. Also, please visit or email each teacher to create a plan for any make-up work. This will help us to keep your student on track.

FIELD TRIPS

Occasionally we will plan a field trip to enhance our students' learning experience. We will send out permission slips, and we ask as many parents as possible to attend. Our program depends on the involvement of parents in their students' education, so we ask for your participation as you are able! We will try to all wear the same color and/or matching t-shirts on these days for safety and identification.

ASSESSMENT OF PROGRESS

The grading scale is as follows:

89.5-100 A
79.5-89.4 B
69.5-79.4 C
64.5-69.4 D
0-64.4 F

Elementary students will receive traditional grades in their core subjects. In non-core subjects and enrichment courses, students will be given a number based on their participation and completion of assignments. The number system will be further explained on a grade sheet in the take home folder.

As home-school parents, you are required to keep up with your student's grade records. Please keep printed grade reports in a file at home. **Snowden is not responsible for maintaining a file of grade reports for students after each quarter.**

We will be using a new online grading system called EduSight. Please watch for a letter in the go-home folder regarding how to register at edusight.co! (not .com!)

INCLEMENT WEATHER

We will go along with DeSoto County school closings. If they are closed for the day, we will send out word that we are doing the same.

STAYING IN TOUCH

You may email the tutors any time:

Hillary Hale snowdenhstp@gmail.com

Brian Dennstaedt brian.dennstaedt.snowden@gmail.com

Kathy Wilcke kathy.wilcke.snowden@gmail.com

Christy Grisham christy.grisham.snowden@gmail.com

Denise Lyons denise.lyons.snowden@gmail.com

Gina Zee gina.zee.snowden@gmail.com

Please do not text before 8:00 AM, past 6:00 PM, or on the weekend. This is a policy in place to protect tutors' personal/family time.

STUDENT BEHAVIOR AT SNOWDEN

Students are expected to show utmost respect to their tutors and classmates at all times. Disrespect and misbehavior will not be tolerated and will result in disciplinary action including tutors contacting parents, students missing recess time, students assigned lines to write, etc. **In cases where misbehavior/disrespect of tutors or classmates is repetitive, dismissal from Snowden can occur with parents still responsible for full tuition payment.**

Disrespect/misbehavior includes but is not limited to continuous talking when asked to be quiet and listen, classroom disruption, use of profanity, coarse or obscene joking, inappropriate comments, bringing inappropriate items to school, unkindness, an unteachable spirit, a defiant attitude, defacing property, copying others' work/cheating, and refusal to comply with a tutor's request.

Our desire at Snowden is to promote and provide a God-honoring, safe, productive, and loving environment where students feel comfortable to learn and be confident in who God has made them. Administration and tutors will be serious about maintaining this atmosphere and protecting learning time in the classroom.

STUDENT BEHAVIOR OUTSIDE OF SNOWDEN

Students and families who are accepted to Snowden are committed to upholding the values and principles of a Christian environment. Therefore, students are expected to conduct themselves in a manner above reproach in word and deed even outside of the school environment--*whether in person or on social media*. Students conducting themselves in a manner that brings shame on the name of Christ and accordingly on the reputation of Snowden can face disciplinary action and/or dismissal at the discretion of Snowden leadership.

STUDENT CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices (except for high school iPads) must be kept in student backpacks at all times (until leaving campus), not in pockets or binders. As part of our parent partnership, parents needing to contact their students or pass along a message to them should contact Penny. If there is an emergency, you may also call the office at Longview Point.

Honoring this policy shows our students that there is a time to put away devices and be "ALL THERE" in the classrooms and with their peers face-to-face.

Any cell phones/devices not in backpacks will be taken up and not given back until the end of the day. In cases of repetitive problems, disciplinary action may result.

ITEMS BROUGHT TO SNOWDEN

Students should only bring items necessary for school each day. Approved sports equipment (like frisbees and footballs) is acceptable.

No weapons of any kind (knives, guns, etc.) may be brought on campus under ANY circumstances.

No illicit substances of any kind (alcohol, tobacco products, e-cigarettes/vaping devices, pornography, etc.) may be brought to campus under ANY circumstances.

If an inappropriate item is brought, the item is subject to confiscation, and parents will be contacted. Disciplinary action will result. Dismissal from Snowden is possible and is at the discretion of Snowden leadership.

CONFLICTS AMONGST STUDENTS

Anywhere there are sinful people gathered, there will be conflicts that arise. At Snowden we seek to work through these conflicts and talk about heart issues to pursue true restoration and promote genuine love and forgiveness amongst our students. Whenever there are struggles in students' relationships with one another, parents can be assured that Snowden staff will work diligently for biblical resolution of the issues at hand. We are committed to teaching our students to appreciate their classmates' differences in gifts and personalities. We are also committed to helping students realize the value (and biblical calling) of genuinely caring about others rather than primarily being concerned about themselves. This is not an easy task, but we are confident that one of our greatest responsibilities in teaching students is helping them work through difficult issues in a way that pleases the Lord.

We ask that our Snowden parents promote these same ideals. If conflicts arise, we desire for our parents to talk with their students and to reach out to other parents in hope that true reconciliation might occur. In seeking to gather like-minded families for the purpose of training up these students in the way they should go (Proverbs 22:6), the leadership of Snowden firmly believes that we must have parents' unwavering support in this area.