

Homeschool Instructional Support

(H.I.S.)

Family Handbook

2016-2017

Deuteronomy 6: 6-9

And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up. Tie them to your hands and wear them on your forehead as reminders. Write them on the doorposts of your house and on your gate.

Homeschool Instructional Support (H.I.S.) is a co-operative effort among home school parents to provide classes that meet once a week for the purpose of providing instruction in core subject areas as well as supplementary and elective areas. The program has been in existence since 2005. Currently the classes meet at First Baptist Church in Brazoria on Tuesdays from August through May. Assisting families with high school course requirements is the primary reason this co-op was developed. Classes for all ages have always been part of the program to assist teachers and families in areas where they are less confident or where a group setting is more appropriate for learning. Many families have stated that the classes have met an academic need, provided social opportunities, and helped in meeting transcript requirements.

Registration is required to take part in the classes. Fees are collected and supply/copy costs and curriculum may be required to enroll in classes. Registration for the classes takes place in the summer for fall classes and in November/December for spring classes.

Statement of Purpose and Faith

We believe:

- That the Holy Bible, consisting of the Old and New Testaments, is the only inspired, infallible inerrant and authoritative written Word of God (2 Tim. 3:15-16; 2 Peter 1:21)
- That there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30)
- In the deity of our Lord Jesus Christ, his virgin birth, his sinless life, his miracles, his vicarious and atoning death through his shed blood, his bodily resurrection, his ascension to the right hand of the Father, and his personal return in power and glory (John 10:30)
- That for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely necessary (John 3:16-19; John 5:24; Rom. 3:23; Rom. 5: 8-9)
- That a person is justified by grace alone, through faith alone in the Lord Jesus Christ alone (Eph. 2:8-9; Titus 3:3-7)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13-14; 1 Cor. 3:16; 1 Cor. 6:19-20; Eph. 4:30; Eph. 5:18)
- In the resurrection of both the saved and the lost – those who are saved, unto the resurrection of life, and those who are lost, unto the resurrection of damnation (John 5:28-29)
- In the spiritual unity of believers in our Lord Jesus Christ and his church (Rom. 8:9; 1 Cor. 12:12-13; Gal. 3:26-28).

All classes within the H.I.S. program are taught with a distinctly Christian worldview.

In order to adhere to the vision of the H.I.S. program, it is understood that anyone who becomes involved with the program in a teaching or classroom monitoring capacity shall believe in the above mentioned statement of faith in its entirety. It is also understood that the teaching and principles of H.I.S. are to be consistent with these beliefs.

Parental Involvement

H.I.S is a home-school cooperative. We rely on the support of every parent and every child. Your involvement is required as part of the opportunity given to your children to attend classes. We encourage you to assist as your schedule will allow, but we **require one hour per week of volunteer work** within the following categories:

- Classroom monitor (in this position, you will be monitoring the classroom to comply with policies set forth by First Baptist Church – Brazoria. Any usage of your electronic device must NOT cause you to disengage from actively monitoring the class)
- Building setup and reset. (at the beginning and end of each day)
- Cleanup
- Check-in/Check-out
- Study Hall Monitor (in this position, you will be monitoring behavior and interacting with students in the study hall. Your time on your electronic device must be limited to urgent phone calls or text messages only.)
- Lunch Room cleanup

Parents with children age 9 and under are required to be on campus with their children during school hours. If due to an emergent condition or an unavoidable conflict, find a parent who will fulfill this role and notify an H.I.S. Board member prior to your departure.

Enrollment and Payment Policies

By registering for classes and paying your non-refundable registration fee of \$60.00 per child per school year (2 semesters), you are agreeing to have your child attend sixteen sessions of the selected courses each semester. We will make every attempt to help you match your child with the courses that are appropriate for him/her.

All registration fees and copy/curriculum fees are non-refundable. All tuition, curriculum, copy and supply fees for the first semester must be paid by the 1st day of class. Second semester tuition, curriculum, copy and supply fees must be paid in full by the first Tuesday in December (A possible payment plan schedule for the 2nd semester is shown below**). All payments for the class (tuition, curriculum, copy and supply fees) should be in the form of a check and made out to the individual teacher or cash inside a clearly marked envelope that is labeled with the teacher's name, class name, and payment amount. Payments should be given to the teacher.

Registration fees should be paid to a board member in the form of a check or cash. Fees are \$60.00 per child per school year.

Courses that are dropped by the 3rd class session are subject to a prorated refund for the tuition only (curriculum, copy and supply fees are not subject to a refund). Classes that are dropped after the 3rd class session will not be refunded. When dropping a class both a board member and the teacher of the course must be notified.

If you experience a financial hardship that may cause you to fall behind and unable to pay on the assigned day, please notify the teacher as soon as possible so that an arrangement can be made.

**Possible payment plan (for payment of second semester):

For \$120 classes pay \$30.00 per month on the 1st Tuesday in Sept.-Dec.)

For \$150 classes pay \$37.50 per month on the 1st Tuesday in Sept.-Dec.)

Attendance

An enrolled student is expected to attend every class session. If your student is unable to attend due to illness or out-of-town trip, it is the parent/student's responsibility to notify the teacher prior to the absence. It is the parent/student's responsibility to make arrangements to pick up any handouts and assignments for that day. For any other absences, please notify the teacher as soon as possible to collect any missed assignments or turn in any work that was due during the missed class. Teachers prepare by making lesson plans, copying handouts and grading papers for your student every week whether he/she attends or not. It also requires extra time to make adjustments for an absent student, therefore teachers must be paid for each session of the course regardless of absence.

Check-in / Check-out Procedures

Formal check-in and check-out procedures will be followed during weekly class activities. Students under legal driving age must be checked in and out by a noted responsible adult only, unless advanced, written parental consent is received and accepted by the Board.

Communication with Teachers

Please check with your student each week to see if information has been sent home to you from the teachers. Teachers may communicate to you through notes, phone calls, or most often via e-mail. Since some teachers have several students in a number of classes, communication by e-mail is the most effective way to reach your child's teacher. It is essential that you check your e-mail account several times a week to view information from your child's teacher(s).

If you need to talk to a teacher on the day of class, please make arrangements to meet the teacher. This will ensure that their other classes are not delayed or interrupted.

Homework and School Items

All assigned homework is expected to be completed to the best of the student's ability and on time. Students will not receive full credit for late work. Students will receive a zero or points deducted at the discretion of their teacher. If you have a family emergency or extreme situation that needs extra consideration, the parent needs to contact the teacher.

Each student needs to bring all class textbooks, notebooks, and supplies to each session of the class. Teachers are not responsible for items left in classrooms. Students must also take responsibility for taking all class items home with them. A backpack or rolling backpack used to hold these items is suggested. Being unable to complete home assignments because items were left behind is not an excuse for failing to turn in assignments on time.

Cheating

If a teacher requires the purchase of an answer key to facilitate parent grading or checking of homework, the parent must prevent the student from having access to the answer key (especially for quizzes and tests).

Some students may "test" the boundaries of supervision in this area. If a student is found to have copied answers directly from the answer key, the teacher will contact the parent. In the case that a student enrolled in a high school level class has copied answers from a teacher key, or passed that information to another student in any way, that student (and the one who received the answers) will receive a zero on that test. A student who is discovered in the act of cheating or giving answers during class time will be dismissed to their parent for the remainder of the day. A conference between the parent, teacher, and H.I.S. board member will precede the student coming back to classes. In the case where a student violates this policy a second time, the student will be dismissed from the H.I.S. program for the remainder of the semester.

Dress Code

General modesty is required at all times. To reduce the number of clothing guidelines needed, a polo or collared shirt, with no writing or graphics, must be purchased and worn to every class session. Girls may wear the polo or collared shirt with a skirt (at least knee length with no slits that are higher than the knee), jeans, pants, or capri pants. Capri pants must cover the knees at all times, even when sitting. Shorts may NOT be worn by either girls or boys to H.I.S.

Tight fitting or “shrink wrapped” jeans, capris, or skirts are NOT allowed at H.I.S. Clothing with holes is NOT allowed. Shoes are required at all times. Heelys (or shoes with skate wheels) are not allowed at H.I.S. Earrings may be worn by girls only. No other piercings are allowed. No VISIBLE tattoos or gauged ears with gauges are allowed. Hats, hoodies, and ball caps are NOT allowed. If a student is not in compliance when they arrive at H.I.S., they will not be permitted to attend class until they are dressed appropriately. **NOTE:** Clothing styles and trends change rapidly today. This section may be modified at any time. The appropriateness of a student’s attire for H.I.S. participation is solely at the discretion of the H.I.S. board.

Prohibited Items

No tobacco, alcohol, or drugs are allowed at H.I.S. No weapons, pocket knives, electronic games, recreational items, matches, lighters, AirSoft guns, or any other devices that could be distracting or potentially dangerous are to be brought to H.I.S. It is the parent’s responsibility to ensure that none of these prohibited items are brought into the building.

Students may bring bottles of water to class. Snacks and food are allowed in the gym ONLY.

Behavior

In order to provide a safe and effective learning environment, students are expected to have the highest standards of character and behavior. Behaviors that are deemed unacceptable include bullying, name-calling, rough-housing, using profanity or foul language, disrespecting adults, bringing weapons to classes, refusing to obey teachers or other authority figures, cheating, or fighting (this is not a complete list).

In the event that action is necessary (other than being corrected by a teacher in a classroom setting), the following procedure will be enforced:

1st action: verbal warning with parental notification; 2nd action: the child is released to the parent; 3rd action: the child is suspended without reimbursement.

Background Checks and Training

For anyone working closely with students, such as teachers, classroom monitors, and study hall monitors, H.I.S. in cooperation with First Baptist Church – Brazoria, will require all volunteers to participate in background checks. These checks will only screen for convictions related to child/domestic abuse. Subsequent training for proper classroom procedures involving children will also be required.

Required Paperwork

To complete your registration for classes, you must complete the following forms:

- Registration Form (once per semester)
- Release of Liability and Agreement for Mediation
- Consent for Medical Care
- Agreement to Check-In/Check-Out Procedures
- Consent to Background Check and Training (as applicable)
- Volunteer Application
- Guideline Checklist
- Photo Release Form

Payment for registration (make checks payable to H.I.S.) is due in order for registration to be initiated. You will be issued a receipt. Payments for tuition and copy/supply fees are due on the first day of class and are payable to the teacher.

Information about graduation requirements provided by Brazosport Area Home School Graduation (BAHSG) Committee.

GENERAL REQUIREMENTS for participating in the graduation ceremony conducted by BAHSGC.

- AGE: Students must be 16 years of age, or be accepted by an accredited college or junior college.
- Students should have a minimum of 26 credits for graduation, of which at least 50% (2 years or 13 credits) should be derived from a home school conducted in a bona fide manner.

BAHSG ACADEMIC REQUIREMENTS

Students should have the Recommended Course of Study of 26 credits for participation in the BAHSG program, of which at least 50% (13 credits) or 2 years out of the last 5 schooling at home, should be derived from a home school conducted in a bona fide manner.

2017 Recommended Course Study

26 required credits

English – 4

Math (Algebra 1, Algebra II, Geometry, 4th topic) – 4

Science (Biology, Chemistry, Physics, 4th topic) – 4

Social Studies (World History, World Geography, U.S. History) – 3

Government – 0.5

Economics – 0.5

Physical Education – 1

Foreign Language – 2

Fine Arts – 1

Speech – 0.5

Health – 0.5

Electives – 5

Elective suggestions include but are not limited to: Bible, Driver's Education, Technology Applications, Computer, Multi-Media Technology, Career or Work Programs. Overages from academic courses such as English, Math, Science, Social Studies, or Career Related Courses may count as electives.