

**Home Schoolers' Academy  
Parent and Student Handbook**

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The Board and Staff of Home Schoolers' Academy (HSA) are grateful that they have the opportunity to serve your family. We believe your children will enjoy their time at Home Schoolers' Academy, and we look forward to investing in their lives.

Above all, we want to see them grow in their faith and love for God. The following is our Doctrinal Statement, the foundation of our calling here at Home Schoolers' Academy.

## **Doctrinal Statement**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Standards of Conduct**

The basis for our Standard of Conduct is Mark 12:28-31. In this passage, a teacher asks of Christ:

Of all the commandments, which is the most important? Christ answers, Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.”  
(NIV)

Every Home Schoolers' Academy (HSA) student must understand that all behavior at Home Schoolers' Academy will be governed by the Biblical principles above: honoring and loving the Lord and honoring and loving one another. For the sake of instructing our children in the practical working out of these commandments, some additional specific direction is offered within this code; however, all behavior, whether specifically addressed or not, will be judged by Mark 12:28-31.

It is important for all parents to also understand the following two preliminary conduct requirements:

1. Home Schoolers' Academy offers classroom instruction in a group environment. Parents should make sure that their children have been instructed in mannerly classroom conduct, and that they can show reasonable ability to govern themselves without constant one-on-one supervision.
2. It is imperative that every parent and every student understand that Home Schoolers' Academy is not in the position of replacing the parental responsibility for character development in their children.

## **Specific Rules of Conduct**

1. Students must show respect for personal and school property. No student is to damage any church property or any other student's property in any way.
2. Students will confine themselves to the areas of the church designated for use by Home Schoolers' Academy. This includes only the specified classrooms, gymnasium, rest rooms, and hallways connecting these areas. Permission is not given to go into the kitchen or any other area for any reason without teacher supervision.
3. There will be no running in the building except as permitted in Physical Education Class. Students are to walk from class to class.
4. Students are to submit to instruction and discipline from the adults placed in authority over them in the Lord in a prompt, respectful manner.
5. During class, students are to direct their attention to the teacher, displaying respect and consideration for the teacher and their fellow students.
6. Before leaving a classroom, students should help with sanitizing tables, chairs, equipment, etc., gather all their belongings and assure that the classroom is being left neat and tidy.
7. Students must be quiet and orderly as they are dismissed from a class and remain so in the hallways between classes.
8. Speech and communications must be edifying and kind. No profanity, suggestive talk, rude comments, or mean-spirited teasing will be permitted.
9. No aggressive behavior between students will be tolerated. This includes arguing, bullying, fighting, roughhousing, pushing, kicking, etc.
10. Interactions among students while at Home Schoolers' Academy are to be conducted within the boundaries of chaste Christian conduct.
11. All conduct not specifically addressed in these rules (or elsewhere in the information provided) is still governed by Mark 12:28-31.

## Student Dress Code

Students are to remember that they represent the Lord Jesus Christ and Home Schoolers' Academy in the manner of dress they choose. They are reminded to strive for the highest standards when it comes to appearance. If there is ever a question in the mind of a student or parent about the appropriateness of an outfit, it should not be worn. All outward appearances will be judged on the basis of modesty and appropriateness.

Home Schoolers' Academy students have the responsibility to dress cleanly, tastefully, neatly, and modestly for any occasion. Therefore, the following standards are required of all students.

1. All clothing will be judged on the basis of modesty and appropriateness.
2. No clothing with questionable imprinting will be permitted. Obscene and/or offensive language or logos on clothing are not permitted. Grunge or Goth style of dress is not permitted.
3. Clothing or lack of clothing is inappropriate when it is revealing or form fitting, and clothing should not be torn or have holes in them at inappropriate places. See-through clothing is unacceptable.
4. Clothing should be worn so that undergarments are not revealed on any occasion.
5. Skirts are permitted but must be no higher than 2 inches above the knees. Students do various activities in all classes that sometimes require them to sit on the floor. Therefore, it is recommended that shorts be worn under skirts.
6. Shorts are permitted but should come to the child's fingertips when standing.
7. Leggings are permitted but must be worn with a shirt that completely covers the buttocks and crotch.
8. All shirt straps must be at least three finger widths across.
9. Students must wear tennis shoes every week so that they may participate in PE. Flip-flops and sandals are not permitted.
10. Please realize that even though the weather may be slightly cool, students may still do outdoor activities. Please dress your child in warm enough clothes or send a jacket so that he/she can participate. A jacket may also be needed inside the building.
11. Art can get very messy. Please do not send your child in any clothing that you would mind getting a little paint on. Every attempt will be made to keep your child's clothing as paint free as possible. It's a good idea to send a paint smock in a resealable bag in your child's backpack.
12. There are different views on whether it is appropriate to wear hats inside the church sanctuary. We do not wish to offend anyone so hats will not be allowed inside the sanctuary.
13. Any hairstyle or fashion that the Board views as a distraction in the classroom is unacceptable.
14. Neither makeup nor nail polish should be worn by male students. Earrings for our young men are unacceptable during Home Schoolers' Academy functions.
15. Any excessive body piercings that the Board views as a distraction in the classroom are not acceptable for either gender.

We will try to fix a problem without interfering with the learning process. For example, a shirt can easily be turned inside out, or a cap can easily be removed. However, a parent may be called to bring a student new clothes or to pick up the child if the situation is not easily addressed. Any dispute over a student's appearance will be resolved at the Board's discretion.

Please reread through the list of guidelines above and make sure that both you and your students understand them. If you have any questions, please call the Home Schoolers' Academy Director.

# Discipline

Parents, it is not our goal to parent your child while at Home Schoolers' Academy. It is, however, our duty to keep our classrooms functioning in a way that honors God and represents homeschooling in a positive light. We do this by expecting our students to be obedient in our classrooms. If they choose not to be, they become a disruption and make it difficult for other students to learn.

Our goal is to put the responsibility on the student for their own behavior. It is the duty of Home Schoolers' Academy staff to enforce the policy, but it is up to the child to follow the rules and make choices that produce good fruit. There is a difference between willful disobedience and childish irresponsibility. It is just childish irresponsibility if the child is unaware of their actions being wrong. Once the child has been made aware of an issue with their behavior, their behavior is then a choice.

If the staff and Board feel that effort and progress is being made in all discipline and behavior situations, the child will be allowed to continue to attend Home Schoolers' Academy. However, if the staff and Board do not feel that significant effort and progress is being made, and if they feel that it is in the best interest of the other students attending Home Schoolers' Academy, a child may be asked to leave. This is a rare occurrence and an option used only as a last resort. Proper communication among the staff, parents, and students is the key to having a great year. Our goal is to provide a safe learning environment in which ALL students can feel loved and accepted as the unique individuals that God has created them to be.

## **The policy used with 3/4**

The Teacher, Class Assistant or Parent Worker will ask the student to correct his/her behavior and will redirect the student. The student will be given three opportunities to change their behavior. If the student chooses to not correct their behavior, they will then be told to sit in timeout. Timeout will last one minute per their age. The adult in charge will set the timer. At the end of the time the adult will help the student rejoin the class activities.

If the student continues to struggle with discipline issues and the teacher feels it necessary, the student will be escorted to the director to determine why they are continuing to have problems in the classroom. Parents will be notified if their child has been sent to the Director during the day. A slip will be given to them at pick-up. If issues continue a Discipline Form will be filled out and the Director will speak with the parents at the end of the day.

## **The policy used with 5/6**

The Teacher, Class Assistant or Parent Worker will ask the student to correct his/her behavior and will redirect the student when appropriate. The student will be given two chances to correct their behavior. If the student chooses to not correct their behavior, they will then be told to sit in timeout. Timeout will last for 5 minutes. They should QUIETLY get up from where they are and go sit in the designated timeout area. The adult in charge will set the timer. The student is to sit QUIETLY until the timer goes off. At the end of the time the adult will help the student rejoin the class activities.

If the student continues to struggle with discipline issues and the teacher feels it necessary, the student will be escorted to the director to determine why they are continuing to have problems in the classroom. Parents will be notified if their child has been sent to the Director during the day. A slip will be given to them at pick-up. If issues continue a Discipline Form will be filled out and the Director will speak with the parents at the end of the day.

**The policy used with 7/8**

The Teacher, Class Assistant or Parent Worker will ask a student to correct his/her behavior. This will be the student's warning. If the student chooses to not correct the behavior, they will then be told to sit in timeout. Timeout will last for 5 minutes. They should QUIETLY get up from where they are and go sit in the designated area. The adult in charge will set the timer. The student is to sit QUIETLY until the timer goes off. At that point, the student is to QUIETLY return to his/her original seat without any disruption. If they choose to create disruptions while returning, they will be told to go back to the timeout chair for five more minutes and this will be counted as their second timeout.

A student will be allowed two timeouts per day. On the third time they will instead be escorted to the Director to determine why they are continuing to have problems in the classroom. Parents will be notified if their child has been sent to the Director during the day. A slip will be given to them at pick-up. If issues continue a Discipline Form will be filled out and the Director will speak with the parents at the end of the day.

**The policy used with 9/10**

The Teacher, Class Assistant or Parent Worker will ask a student to correct his/her behavior. This will be the student's warning. If the student chooses not to correct their behavior they will be escorted to the Director. The Director will discuss the issue with the student and work with them on a plan to correct the behavior. If the student is cooperative and willing to work on the behavior they will be allowed to return to class. If not, a Discipline Form will be filled out and the parent will be asked to pick their child up immediately. They may return the following Monday.

If the student returns to the Director a second time that day, a Discipline Form will be filled out and the parent will be asked to pick their child up immediately. They may return the following Monday.

Parents will be notified if their child has been sent to the Director during the day. If no Discipline Form has been filled out, a slip will be given to the parents at pick-up.

**The policy used with 11-13 and 14 & Up**

The Teacher, Class Assistant or Parent Worker will ask a student to correct his/her behavior. This will be the student's warning. If the student chooses not to correct their behavior a Discipline Form will be filled out and they will be escorted to the Director. The Director will discuss the issue with the student and work with them on a plan to correct the behavior. If the student is cooperative and willing to work on the behavior, they will be allowed to return to class. If not, the parent will be asked to pick their child up immediately. They may return the following Monday.

If the student returns to the Director a second time that day, the parent will be asked to pick their child up immediately. They may return the following Monday.

Discipline Form(s) will be given to the parent when the student is picked up.

If a student is openly defiant in ANY WAY to an adult, the student will be sent directly to the Director, a Discipline Form will be filled out, and the parent will be asked to pick up their child immediately. They may return the following Monday.

## Illness

Each week we ask that you assess your children with the following guide. If there is any question regarding the health of a household member, we would ask that you play it safe and miss Home Schoolers' Academy for the week.

Difficulty Breathing  
Loss of taste or smell  
Fever of 100.0 F or over  
Shortness of breath  
Cough  
Runny or blocked sinuses  
Sore throat

Unexplained Muscle aches/pain  
Headaches  
Fatigue  
Nausea  
Vomiting  
Diarrhea  
Chills

We understand that some of these symptoms can be caused by seasonal allergies. If a family member typically suffers from seasonal allergies and is displaying symptoms consistent with their normal allergic reaction, use your best judgment regarding attendance. A note should be sent with any student having seasonal allergy symptoms so that staff is aware of the issue. If any other symptoms are present in your home, please help your fellow co-op members by keeping your family home till you get better.

If anyone in your home tests positive for COVID your family needs to quarantine from HSA for 5 days from the most recent positive test.

If anyone in your family (with the exception of health care workers on duty) is directly exposed to a COVID positive person your family needs to quarantine from HAS for a 5-day period.

The Leadership Team wishes to support your family with prayer. Please let us know if your family is missing classes due to illness.

## Other Student Policies

1. Students should only bring to Home Schoolers' Academy items specifically requested by the teachers. Students may have cell phones on them, but they should be left off and should not be taken out during class time.
2. If a child cannot participate in P.E. on a specific day, the child shall bring a note of verification from home.
3. Students are not to bring guests with them to Home Schoolers' Academy.
4. Students are not to bring gum, toys, noisemakers, or other distracting or potentially dangerous objects to Home Schoolers' Academy.



## **Check-In/Check-Out**

Check-In: Parents and students shall make every effort to arrive early enough so that students can be in their first class of the day before Home Schoolers' Academy begins. Late arrivals cause disruptions to classes that have already started.

Check-Out: Parents shall make every effort to pick up their students at the designated time.

Please notify staff at check-in if you need to pick your student up early.

Late pick up will incur the following fees:

1. There is a five-minute grace period.
2. Beyond five minutes a \$2.00 per minute fee will be assessed.

An invoice for late fees will be sent and the fees must be paid with the tuition for the next month and are subject to the tuition policy.

## **Tuition**

Full tuition and fees are due the first co-op Monday of every month. The second co-op Monday of every month is provided as a grace period. However, if full tuition and fees are not paid by the end of co-op on the second co-op Monday, a late fee of \$20 will be assessed and attendance will not be allowed until tuition and fees are paid in full. We understand that life is often unexpected and that things occur beyond our control. If you are having difficulty meeting your tuition obligations, please speak immediately to the Treasurer so that we can work with you on this issue.

## **Parent Workers**

Parent involvement is very important to the running of Home Schoolers' Academy. Each family is required to work on a scheduled rotation basis. If a workday is missed due to illness or other extenuating circumstance, then it will need to be rescheduled. Failure to work your scheduled day or make it up if missed will result in a \$50 fee added to the next month's tuition.

## **Parents In Classes Outside Parent Worker Hours**

Parents are welcome to visit their student(s)'s classes with prior approval from the Director. Approval will not be granted more than once every two months unless extenuating circumstances are involved. When observing class, parents should remain in the background and unobtrusive as they are there for the purpose of observation only and not participation. If the Teacher or Class Assistant feel the parent's presence in the room is disruptive, they will ask the parent to leave. At that time the parent needs to leave the classroom and discuss any issues or concerns with the Director.