

HOME SCHOOL UNIVERSITY

Student Handbook 2009 – 2010

Mission: Home School University exists to provide an affordable opportunity for home school parents to customize and enrich their student's education in a Christ-centered environment.

Cooperative Participation: This program requires everyone's cooperation to function. Parents are required to serve 10 hours per year per student on campus, to a maximum of 25 hours per year per family. On-campus responsibilities will vary (some examples would be monitoring hallways between classes, administrative work, overseeing set-up/take-down and aiding in classrooms).

Our desire is to have parents serve a short period of time for 10-15 weeks in a row at the same task or position. This will help alleviate the "sub" feel of stepping into an unknown situation and help parents feel more a part of what is going on at HSU.

It is the parent's responsibility to find a substitute if he or she cannot perform the allotted time of service. We will collect one \$30 security deposit check for your required service before the school year begins. These checks will be destroyed at the end of the year once all service hours have been completed. If a parent fails to show or provide a substitute for any of their volunteer duties, then the \$30 check will be deposited and not refunded. At that time, another deposit check will need to be submitted for future service. Some of the money will be used to pay someone else to come in and fill the vacancy.

In the event of an emergency conflict with your service time, please contact the HSU front desk to let us know of the conflict, and then begin to find a replacement. We will do our best to assess the situation and give grace as needed, but a last minute vacancy leaves us in a bind.

As additional duties arise, we hope that each family will have a servant's heart and will actively seek opportunities to volunteer.

Who May Participate?: Children, ranging in age from 18 months through 12th grade, from Christian homes, may participate in some way at HSU. **Once a student is entering 7th grade, he/she needs to have their own personal relationship with Christ.** Parents and students must agree with the statement of faith at the end of this handbook and sign the Student Handbook Agreement, complete an informal interview and submit all necessary paperwork. We reserve the right to deny admission after review of all information gathered in the admissions process.

Location: HSU will meet at Community Fellowship Church in West Chicago, located at 28W240 North Ave. (Rt. 64).

Tuition & Fees: For those who desire a "ballpark" figure, a good rule of thumb is to calculate approximately \$7 per class hour per week, which comes out to \$210 per year for a one hour class...this is estimating tuition, material fees & facility fees and is in addition to registration fees. A basic breakdown of our fees is as follows:

- **Registration:**
Prior to May 15th: \$55 for first student, \$110 for two or more students
(exception: \$30 registration for one student in one class)

After May 15th: \$65 for first student, \$130 for two or more students
(exception: \$35 for registering one student in only one class)

- Tuition: Most classes are \$150 per class hour per year; some may be less and some may be more. Please see Class Descriptions on our website.
- Material Fees: Most are between \$15 and \$30 per class. Please see Class Descriptions.
- Facility Fees: \$30 per class, with a maximum family outlay of \$270 for the year
- Lunch/Chapel/Worship Times: \$120 per year (required if your student is on campus at that time)
- Study Hall: \$90 per hour per year
- Private Lessons & Tutoring: Paid directly to instructors. These range in price from \$12-\$20 per half hour. Final time slots are assigned in late August or early September.
- Books: Textbooks, workbooks and/or literature selections are required for some classes, and these are parents' responsibility to purchase.

Private Lessons/Tutoring: Will begin the 2nd week of classes unless contacted by instructor prior to classes beginning. Payments for all private instruction, which include tutoring and music lessons, will be made directly to the instructor. Instructors will act as independent contractors and will arrange their own schedule with the help of school administrator.

Payment Policy: Tuition and fees payments will be collected the first weeks of classes. You will receive a detailed invoice after your student's schedule has been finalized. Our database will list several payment options for you. You may split your tuition and materials fees into 2, 5 or 9 equal payments according to the following schedule:

- 2 payments (checks dated September 1 & January 1)
- 5 payments (checks dated September 1, November 1, January 1 & March 1, May 1)
- 9 payments (checks dated Sept 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, Mar 1, Apr 1, May 1)

Checks should be made out to *Home School University* and submitted once your student's schedule has been finalized. There may be materials fees for each class as noted on the schedule.
REGISTRATION IS FOR ONE FULL SCHOOL YEAR.

Students may drop a class at anytime. However, a full refund of tuition is only available through September 10th, 2009. After September 10th, 50% of tuition may be refunded through September 17th. Absolutely no tuition refunds will be made after September 17th. Material & Facility fees are nonrefundable after September 1st. All registration fees are nonrefundable.

Registration: **REGISTRATION IS FOR ONE FULL SCHOOL YEAR.** Registration fees may be mailed to HSU c/o Cynthia Eenigenburg, 308 E York Ave., West Chicago, IL 60185.

Please mail completed Registration Forms, along with registration fee made payable to HSU, to the address on the top of Registration Forms. If classes are in session (between September and mid-May), then Registration Forms may be dropped off on either Tuesday or Thursday at the HSU Office desk in the lobby. Please do not leave your registration forms in the church mail box or down in the church office! HSU is not a ministry of Community Fellowship.

Study Hall: Study Hall will be available to students in **grades 4th-12th** for quiet study only and will

be used during class or study hall unless a student acquires written permission from both HSU personnel and a parent. We prefer these items be left at home. If a student chooses to bring one of these items and uses it at an inappropriate time or becomes a distraction, the item will be taken up to the front desk and can be picked up at the end of the day.

- If a student does bring a cell phone to school it must be set on vibrate and should not be used on campus without permission from a teacher or supervisor. If a phone is being used without permission it will be collected and turned in to the front desk to be picked up at the end of the day.
- No pocket knives, guns or weapons of any kind are allowed at HSU (exception would be a pocket knife for Godly Guys AS NEEDED ☺)
- Physical, verbal or cyber bullying will not be tolerated.
- Families who have students on campus at the beginning of the day will be assigned set-up duties such as setting up tables and chairs in classrooms, wiping down tables, or gathering equipment.
- Students should not eat in class without permission.
- Families who have students who are on campus in the afternoon will be assigned a clean-up duty such as collecting trash, wiping down tables, putting away chairs, etc. These duties will be overseen by teachers, parent volunteers and/or the supervisor of the day.

Check-in/Check-out: Each student must check in and out at the beginning and end of their school day. Check-in/Check-out sheets will be located in the lobby of the building. It is important for us to know when a student has arrived on campus and when a student leaves. Please follow this procedure carefully...we have put it in place for the safety of all of our children. Parents with children 4th grade and below need to enter and exit the building with their children and assist them with the check-in/check-out process.

Name Tags: Name Tags need to be worn on the left side of each student's chest at all times while on campus.

Homework: Homework, when assigned, is mandatory. **It is the parent's responsibility to ensure a student completes any weekly assignments at home and that student comes to class prepared and ready to participate.** The following procedures mainly apply to students for 5th grade and up:

- If a student comes to class unprepared and with missing homework, he/she may receive a zero for participation and will receive a warning (on a "White" Academic Report). One warning or pass will be given per semester. The missing work assignment will be due at the next class session. One warning will be given per semester per class.
- The 2nd & any subsequent times in a given semester that a student is missing homework, a parent will be contacted and a blue slip ("Blue" Academic Report) will be issued. 5 academic demerits will be given for each offense.
- In the event that sickness prevents a student from completing assignments on time, the parent must email the teacher with an explanation and agree with the teacher on an adjusted timeline.
- If a student becomes characterized in any 6 week period by missing or incomplete work in a particular class, he/she may be dismissed from that class for the remainder of the year without a refund of tuition or fees.

Hall Passes: Students need to have a hall pass in order to be out of their classroom during class for any reason. Adults have the right to stop a student found in the halls and ask to see his/her hall pass. **Certain areas of the building are considered "off limits" to students.** These areas are any room other than a student's classroom, study hall or restroom.

Restroom: Students need to use the restroom between classes. Permission to use the bathroom during class should be an occasional occurrence. If a student should ask to use the restroom during class, he/she will be given a hall pass and reminded to go between classes. For younger students (1st-3rd grades), there will be a couple of set classroom bathroom breaks where everyone will be encouraged to go. If your student warrants special consideration in regards to this policy, please contact his/her teachers to make them aware of your student's possible need for more grace in this area.

Absentee Policy: In the case of an absence, parents should email HSU admin or call the HSU phone 630-386-6721 to let us know. Parents and students are responsible for reviewing the missed material on their own using the course syllabus or contacting the teacher via email to secure any assignments. Please discuss all planned absences with student's instructors.

Sick Policy: In consideration of other students, if your student exhibits signs of illness to include fever and/or cold symptoms, please keep your child home. Students should be symptom-free (including no fever) for 24 hours.

Snow Days: In the event that area schools (either Benjamin Middle School and/or Wheaton Academy) are closing for inclement weather or emergencies, we will not have classes. Please check your email for any last minute notification. Use personal judgment of your situation as to whether or not you should attend. In the event of very extreme weather during the school day, we will send out an email letting parents know if we should decide on an early dismissal; otherwise, please use your discretion as to whether or not to pick up your child early.

Dress Code: Undergarments are not to be visible or noticeable **at any time**. Low-riding pants are not acceptable. Modest, non-distracting earrings may be worn, but no other types of piercing or tattoos.

Girls: No shorts or skirts unless they hit the top of the knee or longer. Modest (ie. lower-thigh length) gym shorts may be worn for p.e. Shirts and blouses should cover mid-drift and overlap at least an inch over the top of pants, skirts, capris, etc. Tops should have at least a 2-inch strap, should be buttoned modestly and may not be low-cut, strapless, or see-through. Bras need to be worn but not seen. Underwear should not be visible, even when arms are lifted or student is seated. No tube tops, tank tops, or one-shoulder ponchos.

Boys: Knee-length shorts or pants allowed. All pants need to ride at the waist and should not expose underwear. Shirts or t-shirts should be modest and not offensive.

Wearing casual dress to school is a privilege. We adhere to a demerit system. Should a student fail to meet the dress code, he/she will be given a Discipline Report, which must be signed by a parent and returned to the supervisor the next day of classes. The student will also be given a large t-shirt to be worn over their clothing, assigned 10 demerits and a call will be made home to notify parents of the offense. If a student is found in violation a second time, they will be asked to wear an HSU t-shirt for the remainder of the semester and receive another 15 demerits.

Physical Contact / Public Displays of Affection

There should be none!

Dating in general and among students is strongly discouraged. Should students begin a dating relationship while in this program, we ask that it not be exhibited while at school. Basically, we should not be able to tell that a boy and girl are “seeing” one another outside of HSU while they are on our campus.

Student Code of Conduct:

The following principles should be a guide by which all students conduct themselves. Our young people need to realize they are accountable before the Lord for their own behavior and actions. Our Code of Conduct is based upon a simple acrostic, GOD:

Give the speaker your full attention (this means to both teachers and students)

Only use appropriate/kind words (this includes words spoken to one another as well as about one another)

Don't invade another person's space (keep your hands to yourself, remain in your assigned spot)

Discipline Philosophy:

Our staff maintains standards of behavior of kindness, love and a genuine regard for the student. However, when disciplinary action becomes necessary, it will be carried out, tempered by good judgment and understanding. We ask that parents give teachers the benefit of the doubt in any situation regarding their student. If we work together, our students will grow in godly character and conduct.

Discipline for Preschool to Early Elementary through 4th grade:

We will be implementing a bead behavior system for all of our younger students. This system will allow us to track students' behavior throughout the day and reward them at the end of their time on campus.

- Each student will start on “green” with all their beads at the beginning of their time on campus.
- Any student ending the day on green will be rewarded when they check-out with an HSU dollar.
- HSU “money” will be redeemed at the front desk for a prize.
- Students will be allowed one warning from each teacher if they are misbehaving and will be asked to state which element of the Code of Conduct was broken (based on the GOD acrostic). They will remove the clear/white bead at this time.
- The next infraction will warrant removing the green bead; student will then be on “yellow.” Yellow is a caution stage, reminding the student that their next step is red.
- If a student needs further correction in any class, they will have to go to “red.” At red, a Discipline Report/email will be sent home from teacher or supervisor.

- On any particular day, if a student is just unmanageable beyond this system, the student will be removed from the classroom and sent up to the supervisor's desk, where they will spend the rest of that class period. A parent may be called to come and pick up their student.
- If this last option were to happen more than once, administration will have to consider whether said student is a good fit for the program.
- For students in elementary cores (A & B), homework is mandatory and parents will be promptly notified if students are missing assignments. If there is a pattern of missing or incomplete work a student may be dismissed from the program without a refund.

We desire for all of our students to succeed, and that is most possible when the lines of communication are open with parents about the progress of their student. If parents will keep us informed of any concerns or problems as well, we will be able to work together to create a safe and rewarding atmosphere for all of our students. We hope that the structure of the behavior system and the daily rewards offered for those who stay on green will encourage every student to do his or her best every day at HSU!

Discipline for 5th-12th (Demerit System):

In a desire to maintain Christian standards and to provide a positive atmosphere for learning for everyone in the program, we have adopted a demerit system for our older students. Students have the right to feel safe. They have the right to be treated with respect and kindness. Drop off at HSU is a privilege not a right. If a student is struggling with misbehavior the student and parent may lose this privilege.

Each teacher will be responsible for enforcing the Code of Conduct in his/her own class according to the following procedure:

1. The teacher or administrator will attempt to instruct the individual privately regarding correction of the inappropriate behavior with respect to a violation of the Code of Conduct. This may serve as a warning and in this case, a "yellow" slip would be sent home.
2. Any further offense by a student will be assessed according to the following scale and reported to student and parent via a "red" slip:
(Please review this carefully with your student to ensure they are not in violation of items listed.)
These offenses will be accompanied by a phone call.
 - Class disturbance = 10 demerits
 - Showing disrespect to any teacher or fellow student = 10 demerits
 - Unchristianlike attitude or conduct = 15 demerits
 - Foul language (taking the Lord's name in vain is included)
 - Inappropriate physical contact
 - Bullying - deliberately hurting another student verbally, physically or emotionally
 - Coarse jesting
 - Divisiveness

- Dress code violations - 1st offense = 10 demerits
- Dress code violations - 2nd and subsequent offenses in one semester = 15 demerits + loss of free dress privilege
- Off-limits (parking lot, gym, bathroom or hallway) without permission* = 10 demerits
- Public display of affection (PDA) = 10 demerits
- Skipping class or leaving premises without permission = 20 demerits
- Intentional damage to facilities = 20 demerits

These offenses will not be accompanied by a phone call:

- Tardy to class - 5 demerits
- Chewing gum or eating in class (unless approved by teacher or class is lunch hour class) = 5 demerits

The administration on the advice of our Parent Advisory Board reserves the right to set aside the demerit system if the student's conduct or attitude becomes uncooperative or rebellious. If this occurs, the parents will be required to meet with the administration before the student can resume classes at HSU.

The above list of infractions/behaviors is not intended to be all-inclusive. Behavior/infractions that are not listed above are awarded demerits/suspensions after a careful review of each individual occurrence. The assignment of demerits (quantity) and/or suspension/expulsion for these occurrences is at the sole discretion of the administration and/or the Parent Advisory Board.

Consequences for the accumulation of demerits are as follows:

- 30 Demerits = Conference & possible suspension and/or expulsion
- 40 Demerits = one day suspension & possible dismissal from program

*40 behavioral demerits accumulated at any time during the year may result in loss of drop-off privilege requiring a parent be present at all times with their student on campus or immediate expulsion from HSU.

We are aware that children need time to adjust to the characteristics of classroom instruction. We will make every effort to help children who want to make that adjustment.

We desire to keep the lines of communication open with parents about the progress of their students. If parents will keep us informed of any concerns or problems as well, we will be able to work together to create a safe and rewarding atmosphere for all of the students at HSU.

Good Behavior Reports:

HSU would like to recognize good behavior. Each teacher will be encouraged to hand out Good Behavior Reports (“Green” Reports) for those students displaying Christ-like character and conduct. Students who receive 6 or more Good Behavior Reports throughout the year and who have less than 20 demerits by the end of the school year will be included in a special end-of-the-year party.

Parent Advisory Board:

This Board will consist of the dean of students and 2-3 parents appointed by the HSU administrators. Its purpose will be to handle, in a fair and objective way, major conflicts that emerge throughout the school year. The Parent Advisory Board will annually review the policies of HSU.

Parent Code of Conduct

- Parents are asked to support HSU staff and administration.
- Parents are expected to hold their student accountable to his/her actions at school, both academic and behavioral.
- Parents are expected to set an example of proper conduct.
- Inappropriate parent behavior includes acts such as: causing a scene on school grounds, disruption of school activities, showing disrespect to another parent, teacher or student, threats upon any staff or student, divisiveness and gossip.
- Parents will forward any concerns to the supervisor and administration.
- HSU may dismiss a student from the program if at any point it becomes evident that his/her parent does not agree with nor support the policies of HSU.

Teacher/Staff Pledge

- We will trust your student until he gives us reason to do otherwise.
- We will hold him accountable to turn his work in on time.
- We will respect your student and work with him to solve problems.
- We will promptly correct and offer feedback on your student’s work.
- We will keep your student’s performance and grades confidential, to be disclosed only to your student, yourself and school administration.
- We will offer extra help and alternative assessments should your student require them.

Biblical Guidelines for Conflict Resolution

Conflict in life is inevitable, therefore conflict within our program’s community is inevitable. We are all sinners. When a conflict arises that needs to be addressed within our school community, we would desire for everyone to follow these guiding principles:

1. Step Back - Take a breath (or several ☺), count to three, walk away...whatever it requires to maintain self-control.
2. Diffuse - Take the issue to the Lord, surrender your emotions to Him and ask the Holy Spirit to take control of the situation.
3. Reconcile - Contact appropriate party or parties in order to bring about a godly resolution.

We ask that each teacher, administrator, and parent consider the following Scriptures in regards to conflict...

- **Rom 12:18:** If it is possible, as far as it depends on you, live at peace with everyone.
- **Matthew 18:15-16:** If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'

In the event of a conflict with any student, teacher, parent or administrator of HSU, we will strive to handle this type of situation in a way that would honor Christ and go directly to the person(s) involved in an effort to make peace. Gossip will not be tolerated. The Parent Advisory Board will serve to bring about resolution and restoration.

Facility

The church building and school property should be handled with care and respect. Any student found to be abusing the property will be disciplined, assigned demerits, and this may be grounds for dismissal from the program. Marked on, defaced, or broken property is to be replaced at the offending student's expense.

Home School University maintains a closed campus policy: students may not leave the school grounds during class time without permission from parent or guardian.

HSU Statement of Faith:

We, the HSU founders, wish to state the basics of faith to which we ascribe so that all participants can be aware of the foundation from which we live and have based this program. All teachers will teach their classes with this belief system as their base. Denominational doctrines will not be taught in classes.

1. **Salvation:** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are made new by the Holy Spirit.
2. **The Word of God:** We believe that the Bible is the Word of God, fully inspired and without error, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
3. **The Trinity:** We believe that there is one living and true God, eternally existing in three persons—Father, Son, and Holy Spirit. These three are equal in power and glory, working separately, yet together, in the work of creation, providence and redemption

STUDENT HANDBOOK AGREEMENT

* Please sign after reviewing the Handbook and return to HSU Administrators.

We, the parent(s) and student(s), have read this 2009/2010 Student Handbook, paying particular attention to the Daily Operations, Homework, Dress Code, and Discipline Philosophy and Procedures sections.

We understand that we are responsible to know the policies and procedures which are stated here, and we agree to abide by them.

Parent Signature Date

Students 2nd grade and up, please sign below:

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date