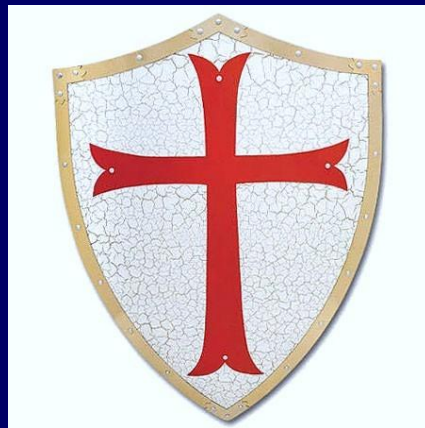


# **Georgetown Homeschool Group**

## **Policy Handbook**

Effective September 2010



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## Enrollment

- Enrollment is open to preschool-age children through the high school senior year.
- Enrollment is open at the beginning of the Fall Semester and the Spring Semester.
- Children **MUST** be three years old by September 30th and be fully potty trained to be enrolled in Preschool.
- Children **MUST** be five years old by September 30th to be enrolled in Kindergarten.
- Children will be enrolled in the grade level that suits their age, not their academic level.

## Attendance Policy

Many of the classes offered at the Georgetown Homeschool Group present concepts in lessons that build on one another and also utilize projects that may span several weeks. For this reason, we encourage parents to only enroll their children in the program if they believe that the students will be in attendance for 90% or more of the class days. Students are also expected to participate in our full class day as opposed to picking and choosing specific class periods to attend classes. If a family has children enrolled in our program that are in the 8<sup>th</sup> grade or below, a parent, guardian, or designated relative is expected to remain on the campus for the whole class day. Exceptions may be granted at the discretion of the Board.

## Monitor Guidelines

- Please arrive at least ten minutes early on the day you monitor to provide time to check in, get your schedule, and line up with your class.
- Monitors must stay in class with the students.
- Help the teacher keep order in class, i.e. quiet a student who is being disruptive.
- Remember you are there to assist the teacher, not to participate in the class yourself. Please do not answer questions for the students unless you are specifically asked to by the teacher.
- Keep a watchful eye in the hallways between classes. Students are to be reminded that the church staff is working.
- Refer to the [Discipline Policy](#) for all disciplinary actions.

# Dress Code

Georgetown Homeschool Group has a guideline of neatness and modesty for students' dress and grooming practices on co-op Mondays and at GHG-related events.

We believe that our standards for dress and grooming are based on biblical principles:

- Dress should be modest. (1 Timothy 2:9)
- Dress should properly differ between boys and girls (Deuteronomy 22:5, 1 Corinthians 11:14-15, Matthew 19:4)
- Dress should not call undue attention to oneself. (Philippians 4:5, 1 Peter 3:3-4, 1 Corinthians 11:14-15)
- Dress should not be worldly in appearance, identifying with society that is contrary to God and the Gospel of Jesus Christ. (1 John 2:15, 1 Corinthians 6 19-20, Colossians 3: 1-10)

## ***Parental Responsibility***

We believe it the parent's responsibly to ensure that the student is properly dressed for participation at Georgetown Home School Group. Please familiarize yourself with the dress code and complete a neatness and modesty check before leaving home. When a student is observed to be in non-compliance with the dress code, the parent or legal guardian may be asked to take the child home to make any needed alterations to his/her dress. Please be aware that the Director of the Georgetown Home School Group reserves the right to determine the acceptability of clothing and hair styles.

## **Preschool**

Preschool students should wear neat, comfortable clothes and shoes that allow them to participate in all school activities. Dresses should be no shorter than 2 inches above the knee (use your discretion for shorts under the dress). All shirts must cover the child's stomach when his or her arms are raised overhead. Boys and girls should exemplify Christ in their clothing.

## **Kindergarten - 4<sup>th</sup> grade**

**Shirts:** Shirts must exemplify modesty and respect. Tops must be loose fitting, covering the back and have a modest neckline. Tops should allow students to raise their arms overhead without exposing one's stomach. Any message on a shirt, sweatshirt or hoodie must be of a neutral, Christian or GHG theme. Shirts with vulgar or unkind writing, scary or obscene pictures, etc. will not be permitted.

**Skirts/Dresses:** Skirts/dresses must be modest in front, back, top and bottom and buttoned appropriately. All dresses /skirts must be no shorter than 2 inches above the knee. Shorts must be worn under dresses to participate in Physical Education class.

**Pants and Shorts:** Pants and shorts need to be loose fitting, but not saggy and baggy pants that expose one's undergarments. Shorts should be at least as long as the child's middle finger when they hang their arms by their sides.

**Shoes:** All types of shoes are allowed. Tennis shoes will need to be worn to fully participate in Physical Education class.

### **Middle School & High School**

**Shirts:** Shirts must exemplify modesty and respect. No cleavage, mid sections, or undergarments may show at any time (i.e. When arms raised overhead, when leaning forward, bending over, or when seated, etc.) Tops must cover the back and have a modest neckline. Any message on a shirt, sweatshirt or hoodie must be of a neutral, Christian or GHG theme. Shirts with vulgar or unkind writing, scary or obscene pictures, etc. will not be permitted.

**Skirts/Dresses:** Skirts/dresses must be modest in front, back, top and bottom, and buttoned appropriately. All dresses /skirts must be no shorter than 2 inches above the knee (including the slit). Dresses must cover the back and have a modest neckline.

**Pants and Shorts:** Pants and shorts need to be loose fitting, but not saggy and baggy that exposes one's undergarments. Shorts should be at least as long as the child's middle finger when they hang their arms by their sides.

**Shoes:** All types of shoes are allowed. Tennis shoes are required to fully participate in the Physical Education class.

Those students on the Crusader Athletic teams will also follow [KCSAA dress code](#) for games.

### **Other Aspects of Personal Grooming for ALL Students:**

#### **Boys**

- Extreme hairstyles must be avoided, for example shaved sides or unnatural color
- All earrings or other visible body piercings must be removed
- If tattoos are present, they must be covered during all GHG-related events

#### **Girls**

- Extreme hairstyles must be avoided, for example shaved sides or unnatural color
- Makeup should be minimal and in keeping with the testimony of a Christian woman
- Earrings are permissible. All other visible body piercings must be removed during all GHG-related events.
- Appropriate undergarments must be worn at all times.
- If tattoos are present, they must be covered during all GHG-related events

# Discipline Policy

The Georgetown Homeschool Group wishes its students to display character which reflects a Godly character and Christian love. All students should display proper behavior at all co-op functions, and have respect for teachers in the classroom. We wish all students to live in such a way that those who know you, but don't know God, will come to know God, because they know you. Therefore, we have provided the following conduct policy:

Coarse or vulgar language will not be permitted. Language should never be hurtful, or tear down other people, including gossip. "Let your speech be always with grace..." Colossians 4:6.

Fighting, threatening, or bullying of students or other persons will not be permitted. These incidents will be handled by the teacher in an age-appropriate manner.\* Parents will be notified as the incident demands.

Electronic devices of any kind will not be permitted. These include cell phones, I-pods, MP3 players, cameras, etc., unless specifically required by a teacher for an assignment. Incidents will be verified with the teacher. Emergency situations will be determined on an as needed basis, and students must have written notice by the parents. Violations will result in confiscation of the device, which will be returned to the parent at the end of the day.

*\*Discipline options: If a verbal warning to the student is not heeded, the teacher will have the option to provide the child with a short timeout from the class activity or to have the child escorted back to the parent by the class monitor. At no time will corporal punishment be condoned.*

Pocket knives or weapons of any kind will not be permitted. Violations will result in confiscation of the item, which will be returned to the parent at the end of the day.

Alcohol or tobacco products of any kind will not be permitted.

## **How Violations Will Be Handled:**

- The first violation of any policy will be noted, and parents will receive a copy of the report. A second violation of any of the policies will result in the student not being permitted to attend the next meeting of the co-op. A third violation of any of the policies will result in the student being dismissed from the co-op for the remainder of the school year.
- The severity and source of specific violations may result in suspension or dismissal at any time, without notice.
- Incidents may be combined from any source to form second or third violations.
- A meeting will be held with the parents and the Board of Directors if suspension or dismissal is deemed necessary.

## **Senior Graduation**

Each year, Georgetown Homeschool Group recognizes the accomplishments of its graduating seniors by honoring them at a special ceremony during the Spring Program. A graduating senior of the Georgetown Homeschool Group is defined as an attending member of the organization or a member of one of the Crusaders' sports teams for the student's final year of high school as determined by his or her homeschool teacher(s).

Because the graduation ceremonies are a part of the Spring Program, all members of the Georgetown Homeschool Group family are invited to share in the celebration.

## **Financial Assistance Policy**

In keeping with biblical example, it is the intent of the Georgetown Homeschool Group to assist those families that have been hit hard financially for a variety of reasons by providing discounted or waived tuition fees. However, the Bible also admonishes us to be good stewards of what the Lord has provided and also admonishes us that those that are unwilling to work shall not eat. Making this determination of how families fall within this continuum is a very difficult task, but as stewards and Christians we must make this determination to help those truly in need.

Any family that wishes to attend the Georgetown Homeschool Group, but is experiencing financial difficulties due to significant hardships is welcome to complete an application for financial assistance. This application will be reviewed by the Board of Directors and a determination of financial assistance will be made. Until an official decision is made by the Board, any and all financial obligations incurred by the family in participating in the group's activities, including but not limited to Monday afternoon classes, will remain the family's responsibility.

The amount of financial assistance that the Georgetown Homeschool Group can afford to extend on any given year may vary depending on operational expenses and enrollment. Therefore, all requests for financial assistance will only be made for a semester time frame. If assistance is needed beyond this point, it will be necessary to re-apply to the group.

# Application for Financial Assistance

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Children enrolled in the program:

Application for: \_\_\_\_\_ Fall Semester \_\_\_\_\_ Spring Semester

Request to discount or waive:

\_\_\_\_\_ Tuition \_\_\_\_\_ Supply Fees \_\_\_\_\_ Insurance

Please explain the circumstances that bring you to applying for financial assistance:

How long do you anticipate that this situation may exist? \_\_\_\_\_

What is your monthly payment for:

- Satellite/cable \$ \_\_\_\_\_
- Internet \$ \_\_\_\_\_
- Cell phone \$ \_\_\_\_\_

Aside from the role of our teachers, there are many jobs that need to be done each week that are acts of service by the members of our group, such as emptying garbage, cleaning up the restroom facilities, vacuuming carpets, etc. Are there things that you would feel lead to assist with as a means of serving the group while receiving assistance outside of what would be normally expected? If so, what areas would you be willing to serve?

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Board Determination:

## Visitors

- Visitors are required to give the Director a two-week notice of their visit.
- Visitors are encouraged to leave their children at home during the visit.
- If children must attend, all teachers who will have the child/children in their class will be given the two-week notice as well. Visiting children will observe and not participate in class.
- Visitors may not attend on party days or special ceremony days.

## Associated Member Program Guidelines

Several families have expressed an interest in being associated with the Georgetown Homeschool Group, but are not able to participate in our Monday afternoon activities. The Georgetown Homeschool Group Associate Member Program is an avenue for just this sort of interaction. These families will pay a \$25 per year annual dues. The benefits and opportunities that will be available through this membership will be participation in field trips, our annual Expo competition, Field Day, attending Picture Day for school pictures to be taken, competition in the homeschool spelling bee sponsored by our group, and the ability to purchase the Georgetown Homeschool Group yearbook. Participation in annual graduation ceremonies is not an included benefit in the Associate Member program. All parents and students that are Associate Members must adhere to all guidelines and policies when in attendance of any activity related to the group.