

H.E.L.P. 2021-2022

Parent & Student Handbook

Vision

Homeschool Education Learning Partnership (HELP) wants to be recognized as the premiere Christian homeschool resource center in the area to assist parents developing well-prepared champions for the faith who impact the world for Jesus Christ. We want to offer quality education classes that will help enhance student learning with passionate, skilled educators in a classroom setting.

Mission Statement

HELP has been established to come alongside Christian Homeschool families in the Tri-State area by providing bi-weekly classroom opportunities.

2021-2022 School Calendar

Classes meet Tuesdays and Thursdays

- First Day of Classes - September 7, 2021
- Thanksgiving Break - No classes November 23 & 25, 2021
- Christmas Break - No Classes December 17, 2021, through January 10, 2022
- Spring Break - No Classes March 1 & 3, 2022
- Final Day of Classes - May 19, 2022

Please visit woodlandvalley.org and click on the HELP tab to see our social events and activities.

HELP Administration Team

Kate Funk Director	(412) 215-1503	funk@zoominternet.net
Michelle Groves Treasurer	(724) 816-5409	cowrule405@gmail.com
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GENERAL INFORMATION

Statement of Faith

HELP is a ministry of Woodland Valley Church. All tutors and families are required to sign our Statement of Faith acknowledging that they are aware of the beliefs of the church.

Arrival and Dismissal

We ask that students arrive no earlier than 7:50am each morning and are picked up no later than 2:00pm each afternoon. Please understand that our HELP administrators have additional commitments that require them to leave promptly when classes end. We thank you for your consideration. *Please Note: Homeschool gym class on Tuesdays IS NOT part of the HELP program. Students are not permitted to be on the 3rd floor after 2pm. Please see the homeschool gym class rules and discuss with your children.*

Check-in/Check-out

All students must sign in upon entering the building and sign out before leaving. There will be a check-in/out desk located on the 3rd floor. Students are not permitted to leave the 3rd floor while attending classes unless they are leaving for the day or have a signed waiver to leave the building.

Waiver to Leave the Building

Students 13 years of age or older are permitted to leave the building during unscheduled class time if their parents have signed a waiver for their child to leave the building. Students will sign-out when they leave and sign-in when they return. The signed waivers will be kept at the check-in desk for reference.

Dress Code

Students are to dress modestly and appropriately. Shorts are permitted but should be approximately finger-tip length or longer. No tank tops, shirts with spaghetti straps or halter tops. Absolutely no shirts that reveal the belly or chest. T-shirts with Biblical messages are welcome, but clothing touting offensive messages or lifestyles is prohibited. For girls, leggings are not to be worn with a top that does not cover their bum.

Closings/Delays

We will follow the Mars school system for closings and delays. If Mars school system closes for inclement weather so will HELP. However, we will not close or delay for cold weather. If Mars has a two-hour delay, we will open at 9:00 and classes will remain at their normal times. The 8:00 class will be cancelled. We will always send out an email to confirm a delay or closing. We suggest checking your email for cancellation before leaving to drop your child off.

STUDENT LOUNGE

While at HELP, students are required to be in class or in the Student Lounge. Students are not permitted to roam the building during HELP hours. The Student Lounge is available to students in 6th grade or older. **Younger siblings are not permitted.** It can be used to study or socialize with friends. Snacks and drinks are available for purchase all day, each day, and students are expected to clean up any messes made while in the Student Lounge.

Lunch

On Tuesday we do not have a scheduled lunch period, so students may eat a snack/lunch in the 11:00-12:00 class. Eating food in classrooms is not permitted at any other point in the day. On Thursday, we have a lunch period in the Student Lounge from 11:00-12:00. On select Thursdays, there will be an option to purchase pizza. All pizza orders must be placed on the Tuesday of that week.

Parent of the Day

Each family is required to serve as Parent of the Day (POTD) once during the school year. It will be on a scheduled Thursday from 8:30am -2:10pm. During this time, the parent will be responsible for supervising the Student Lounge and doing some light cleaning. You have the Parent of the Day schedule in your Welcome Folder. It is your responsibility to make note of your day and show up at your assigned date/time. You will not receive any reminders of this day so please mark this on your calendar asap. If you need to switch your assigned day, we ask that you reach out to the other HELP families to find a swap and make HELP administration aware of the switch.

Opt-out Fee: We have a \$100 opt-out fee if you are unable to serve as Parent of the Day. **We kindly ask that you give us at least 3 weeks notice to opt-out so we have ample time to find your replacement.** *If you already know that you do not want to serve as POTD this year, please submit the opt-out fee with your first tuition payment on September 7th so that we can schedule a replacement for you ASAP. To do this, write a \$100 check made payable to "cash" with "POTD opt-out fee" written on the memo line. (This check will go directly to the person who fills in for you. ****Do not** include an additional \$100 in your first quarter tuition payment. We do not want to have to issue a check to your replacement). If a parent fails to show up on their designated POTD, a \$100 fee will be added to their next tuition invoice.

We ask parents with children under the age of 5 (or children who may be disruptive) to arrange childcare for their younger children so that they are not distracted while serving at HELP.

Study Room

We will be opening a Study Room from 12:00pm-2:00pm each day. High school students are permitted in this room alone. Middle School students must have parental supervision at all times. This room is not for groups of friends to gather and socialize. This is a quiet room. Food and drink are not permitted while in this classroom.

TUITION

Tuition Payment Schedule

Please be diligent about paying tuition on time. 100% of the tuition fee is payable to your child's tutor and we are counting on your timely payment so we have the funds available to pay our tutors.

- 1st payment due no later than September 7
- 2nd payment due no later than October 26
- 3rd payment due no later than January 18
- 4th payment due no later than March 22

If your child is taking a science class, the science lab fee will be added to the first quarterly payment. ***All tuition checks are to be made payable to Woodland Valley Church with the words "HELP" in the memo line.***

Late Tuition

There will be a \$25 fee for any late tuition payments. If tuition is late, students cannot attend classes until payment is made.

Drop/Add Policy

At the start of the year, students have 1 week to drop a course with no charge. For the remainder of the year, classes must be dropped before the beginning of a new marking period to avoid payment. Once a marking period begins, the quarterly payment must be made.

ACADEMICS

Parent/Tutor Communication

Parents should receive an email from each of their child's tutors before class begins. Here the tutor will introduce themselves and share a list of supplies needed for class. **Parents: It is your responsibility to communicate, directly, with your child's tutors.** Please make sure you have their contact information saved in your files so that you can easily reach them if needed. Tutor contact information is included in your welcome folder.

Homework

Students are encouraged to write down all homework assignments. For elementary and middle school students, the tutors usually follow-up with an email of the weekly assignments. High school students are expected to keep track of their own assignments.

Grading

Tutors will send grade updates to parents at 16 weeks and final grades at the end of the school year. Below is the grading scale that will be used at HELP:

- A (90-100%) (4.0)
- B (80-89%) (3.0)
- C (70-79%) (2.0)

D (60-69%) (1.0)
F (59% and below) (0.0)

Cell Phone Policy

It is at the discretion of each tutor to collect silenced cell phones at the beginning of each class to avoid distractions. When class is dismissed, phones will be returned to students.

Absences

If you know in advance that your child will be absent, please let their tutors know so the student can get their assignments. If the student misses the class due to illness or an emergency, it is the student's/parent's responsibility to email the teacher to get the assignments.

STUDENT CONDUCT

Anti-Bullying/Social Media Policy

Please see our **Anti-Bully** and **Social Media Policies** on our website. Go to woodlandvalley.org and click on the HELP tab.

Cell Phone and Ear Bud Policy

Students are not permitted to wear ear buds in class or while walking in the hallway. Also, students may not wear their hoodies up over their heads in any classroom or while in the hallways. Ear buds and hoods are permitted in the Student Lounge.

Behavioral Issues

As we do not expect behavior issues, if they arise in the classroom, tutors will address them with your child immediately.

HELP Behavioral Expectations:

Respect for tutors and other students.

Be prepared and ready to work at the start of class

Cheating and plagiarism will not be tolerated, and parents will be notified

Disciplinary Guidelines:

We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventative rather than punitive. In working with children, the HELP Administration Team and tutors will use those means that will promote and build good attitudes and respect for others.

The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, while other infractions may warrant notification to the parents.

The number of times the offense has been repeated will also be considered in determining the specific consequences.

Structure of consequences:

- 1- Warning to student (depending on severity of infractions)
- 2- Phone call to parents (with HELP administration) with follow-up email
- 3- In-person meeting with student, parent and HELP administration
- 4- Removal from program

*The HELP Administration Team will be involved with all stages of disciplinary action. In most situations one representative from the HELP Administration Team will be present during all verbal and in-person communication

COVID

We ask that students, tutors, POTD and Volunteers watch for symptoms and stay home if they experience any, including: fever of over 100.4°F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

While in the building all students are asked to avoid close contact with their friends including keeping their hands to themselves, washing their hands after eating and not to share food or drink.

Students are to cover their coughs and sneezes and wash their hands after. Hand soap and paper towel is in every room.

What Happens if I Get Covid-19 during the School Year?

- Self-Quarantine for 14 days
 - o Contact HELP admin ASAP so we can take extra cleaning measures
 - o Provide HELP admin with list of who they've been in close contact with
 - o Parent is to contact tutors for upcoming assignments
- If you have other children attending HELP, please keep them home as well.

When can a HELP student with COVID-19 return to classes?

- Stay home from HELP until:
 - o fever has resolved for at least 24 hours without the use of fever-reducing medications, and other symptoms (like cough or shortness of breath) have improved; and
 - o at least 14 days have passed since symptoms first appeared.