

## McLean Homeschool Group New Family Information

Please find below a brief outline of the most salient topics from our Policy Manual to give you an overview of our philosophy, rules, and regulations. Please also take the time to read our Code of Conduct (at the end of this document). Prior to registration we look forward to meeting **all new parents and students**. These meetings help everyone understand the goals of our group as well as provide a time to ask questions. Please contact either Debbie Rieman ([mkdrieman@aol.com](mailto:mkdrieman@aol.com)) or Cheryl Rice ([jrermom@gmail.com](mailto:jrermom@gmail.com)) to set up a time.

### We are not a private school

- One important thing to remember is that **we are not a private school**. We are a group of homeschooling parents who work in partnership with the teachers we have hired. Meeting for class only one (or two) day(s) a week implies hands-on parent participation at home with their child(ren), on a daily basis, as they work through the assignments to ensure the work is being completed properly and honestly. While our teachers issue grades for the classes, it is up to the parents to keep a portfolio of the work, develop a high school transcript, meet the county requirement to undertake standardized testing for their students on a yearly basis, and report the results to the county.
- The Administrative Committee is composed of Christian parents, who oversee the financial well-being and smooth management of the McLean Homeschool Group. **We do not have the expertise nor the funds to hire a nurse, guidance counselor, textbook supervisor, or assistant to copy reading material/tests/quizzes.**

### Tuition/Class Schedules

- As a group we hire a professional teaching staff
- There are 32 classes for each subject in our academic year
- Our classes are held on Tuesday, Wednesday, and Thursday and will begin the week of Tuesday, **September 13, 2011**
- Class tuition fees do not include any class associated textbooks, quiz/test books, or other miscellaneous items.
- We have a McLean Homeschool Group registration fee per student or family
- Once registration is finalized, we do not refund class tuition.

### Class Assignments/Absences

**Parents bear the responsibility** to see that their child(ren):

- Receive additional instruction or academic supervision needed outside of class
- Complete homework assignments and have them ready to turn in at the beginning of each class

**Parents are responsible** to contact the teacher(s):

- In a timely manner if students are absent due to illness or any other reason

- For information regarding missed assignments due to illness - missed assignments will receive a zero unless an alternate arrangement has been made with the teacher(s)

**The teacher(s)** will notify parents if homework is not handed in

- The third such notification will require a mandatory face-to-face conference with the teacher and a representative from the Administrative Committee
- A failing grade for any class will be issued unless missed assignments are submitted for grading in a timely manner following a conference with the teacher

If you feel an error has been made in the grading of an assignment, please contact the teacher in a respectful manner to discuss your concerns and discoveries. The Administrative Committee supports each teacher's professional assessment of your child's academic progress within the instructor's class.

### **Required Volunteer Participation**

The participation of a parent from each family is a vital contribution to our community. Our volunteer requirements are listed below:

While parents are welcome and encouraged to sit in on the classes at any time:

- **A parent from each family is required to attend the first two classes in September**, to learn about our teachers, how the classes operate and monitor the interaction of their child(ren) with other students in the group
- **A parent from each family will be responsible for attending classes for one month.** You may volunteer for Tuesday mornings, Tuesday afternoons, Wednesday mornings, Wednesday afternoons, Thursday mornings, and/or Thursday afternoons for one month (Oct., Nov., Jan., Feb., Mar., Apr., and May). We will set aside a lunchroom or study hall for the use of families with younger siblings. A parent may be on-site to provide assistance to our group as well as tutoring their younger children in our lunchroom or study hall during their month.

Our **On-Site Parent Coordinator** is Nancy Rooker ([ronniestephen@me.com](mailto:ronniestephen@me.com)). Once you have stated your month preference on the Student Information Form she will be in touch with you to solidify when you will serve.

In addition, **each family is required to volunteer their talents to plan or help facilitate an activity for our group.** Our community's talents have, in the past, produced a monthly electronic newsletter (Mindsweep), provided organization and oversight for standardized testing, planned monthly birthday celebrations, hosted several community building socials, collected donations for Christmas gifts to our teachers, proctored National Latin Exam, coordinated fundraisers, provided oversight for yearbook development, scheduled a professional photographer for individual portraits & class pictures, and much more. We are very open to hearing ideas that generate from your family's strengths and interests.

Our **Volunteer Activity Coordinator** is Debbie Rieman ([mkdrieman@aol.com](mailto:mkdrieman@aol.com)). She will contact each family to discuss the volunteer activity best suited to your family's availability and/or interests.

## Miscellaneous

- We will not accept registration for any student(s) who were previously enrolled in the McLean Homeschool Group but ended the year with an “incomplete” in one or more classes.
- While students may purchase food or drink in the McLean Bible Church Cafeteria, we **eat together** in a classroom dedicated as our Lunch Room. We have found this arrangement wonderful for community building.
- **No classes should be skipped.** There are liability and safety issues associated with students who are on the premises of McLean Bible Church without the knowledge of teachers and parents. Parents will be contacted if students are on McLean Bible Church premises but not present in their scheduled classes.
- We highly recommend that each family has **access to a computer & printer**, as assignments for many of the classes need to be typewritten for submission.
- The Administrative Committee understands that **new issues will arise**, and these unforeseen circumstances will be evaluated on a case-by-case basis seeking guidance from the Lord, employing common sense and good faith judgment. The final decision will rest with the Administrative Committee with input from teachers and applicable families.

We are excited about our community atmosphere as all our children benefit from the support and talents of each family. The Administrative Committee supports all the teachers in their endeavors to expose all our students to the excitement of learning and to a sense of accomplishment derived from a task completed with integrity. We realize that our vision may not be the right fit for your family, but we thank you for your interest.

Our class schedule, class descriptions, calendar, teacher resumes, Policy Manual, registration documents and list of Frequently Asked Questions may be found on our website ([mcleanhomeschoolgroup.org](http://mcleanhomeschoolgroup.org)).

## Code of Conduct

At least one parent from each member family and each participating student shall sign that they have read, or had explained to them, and agree to abide by this Code of Conduct. Repeated violations of this Code of Conduct may result in denial of participation in the McLean Bible Church Homeschool Group (“Group”)/CHALK \* activities.

- I will treat others with kindness and respect as Jesus would.
- I will honor those in authority with prompt and cheerful obedience.
- I will be on time to all Group/CHALK activities.
- I will have my homework done in a timely manner and before the class when it is due starts.
- I will treat worship, prayer and class discussion with proper seriousness.

- I will treat Group/CHALK materials and facilities with respect and care.
- I will dress appropriately and modestly at all Group/CHALK activities.
- I will not use unwholesome speech, gestures, or artistic renderings at Group/CHALK activities. My words, deeds, and artistic creations are to be pleasing to the Lord.
- I am willing to be held accountable for my own actions and will lovingly hold others accountable for theirs.
- I acknowledge that any disciplinary action necessary at Group/CHALK activities shall be administered by the offending child's parent, if immediately present, or the person in charge of the activity. If not administered by the parent, such discipline shall not include corporal punishment. Any misconduct shall be reported to the child's parent by the person in charge of the activity as soon as possible.
- I understand that parents are responsible for their own children and may not drop them off unless the person in charge of the activity has specifically granted permission to do so. A parent may ask another member to supervise a child (or children) at an event as long as the parent remaining at the activity can reasonably supervise the number of children in his or her care and is willing to accept full responsibility for all such children.

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Parent's Signature

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Date

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Child's Signature

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Date

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Child's Signature

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Date

\* Christian Homeschool Activities Linking Kids - the acronym which describes our homeschool group and is the legal designation for our finances.