

## 2008-2009 McLEAN HOMESCHOOL GROUP POLICY MANUAL

The McLean Homeschool Group Policy Manual documents operational policies which address financial and administrative management details. **All students and families enrolled in classes with McLean Homeschool Group are responsible for reading and abiding by the rules stated in the Policy Manual.** The registration package of each student must include a signed Code of Conduct form (please see the last page of this document). In addition, each family must choose a month to serve as On-Site Parent in the classes and a volunteer position as part of the registration process.

Should you have any questions please contact Cheryl Rice, [jrermom@gmail.com](mailto:jrermom@gmail.com) or Ping McKenna, [jazzymom5@verizon.net](mailto:jazzymom5@verizon.net).

The Administrative Committee appreciates that new issues will arise, and these unforeseen circumstances will be evaluated on a case-by-case basis using common sense and good faith judgment. The final decision will rest with the Administrative Committee with input from teachers and applicable families.

### McLEAN HOMESCHOOL GROUP

The McLean Homeschool Group began many years ago as an informal co-op with several families from McLean Bible Church to provide educational support services for homeschoolers. The number of families involved has grown making active parental support to manage the administrative details imperative.

**We are not a private school.** We are a group of Christian 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. Precisely because we are not a private school with a paid staff, we are unable to meet every need of the families involved, though we have always strived to be as helpful as possible.

We are an independent entity from McLean Bible Church and receive no monetary support from the church. All expenses associated with registration and classes are covered by collecting registration fees. Tuition fees are paid by the parents directly to the teachers, with no portion diverted to The McLean Homeschool Group.

Although McLean Bible Church does not financially support our homeschooling group, the church provides the facility – classroom and utilities - as a special and generous ministry to church members. As a result, a McLean Bible Church member liaison (volunteer position) is required to reserve all classrooms for each school year.

If for some reason the McLean Homeschool Group were to dissolve, any remaining funds would be given to McLean Bible Church in appreciation for the use of their facility.

## **McLEAN HOMESCHOOL GROUP MISSION STATEMENT**

McLean Homeschool Group's mission is to provide support services to Christian homeschooling families who are interested in educating their children and families in rigorous academic studies and nurturing the development of Christian character traits.

## **ADMINISTRATIVE COMMITTEE**

The Administrative Committee is composed of parents who oversee the financial wellbeing and smooth management of the McLean Homeschool Group.

## **TEACHER COMMUNITY**

Our teachers are passionate and gifted individuals who love to teach. They love all their students and appreciate each student's uniqueness. Each teacher supports the academic and character development of all their students.

## **PARENT COMMUNITY**

We, the parents, must support the teachers wholeheartedly. Wholehearted support includes but is not limited to: ensuring our children know and complete their assignments for the week; providing a time period and quiet spot within our children's busy schedule so they may actually start and complete their homework assignments; ensuring all assignments are taken to school; ensuring our children arrive early (as opposed to late) for class so they can concentrate on the teacher and the material being taught. In addition, parents are responsible for monitoring their children's academic progress and character growth.

The Administrative Committee strongly encourages parental presence in all the classes. We need adult assistance should students become ill or other unforeseen circumstances arise during class time and have made this a registration requirement.

## **ON-SITE PARENT ROTATION**

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 (October, November, January, February, March, April, 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. (Elementary/Middle School parents would likely gravitate to the Wednesday classes while High School parents would attend Tuesday and/or Thursday classes). The need for parental presence in the classrooms cannot be understated. We are homeschooling parents in partnership with the teachers we employ, and even more important is the need for a parent or parents to be on hand should there be an emergency.

We will be establishing an **On-Site Parent Rotation Coordinator** in the near future. Until then please contact Cheryl Rice ([jrermom@gmail.com](mailto:jrermom@gmail.com)) with questions about this volunteer requirement.

## **VOLUNTEER LIST**

McLean Homeschool Group is excited about building a supportive homeschool community through our volunteer positions. To that end **each family is required to volunteer their talents to plan an activity for our group.** This year, our community's talents produced a monthly electronic newsletter (Mindsweep), provided organization and oversight for standardized testing, monthly birthday celebrations, hosted several community building get-togethers, collected donations for Christmas gifts to our teachers, National Latin Exam proctoring & awards, and more. We are very open to hearing ideas that generate from your family's strengths or interests.

**Our Volunteer Activity Coordinator is Cheryl Rice.** Please contact Cheryl to discuss the volunteer activity you are interested in and/or to discuss the feasibility of a possible activity [jrermom@gmail.com](mailto:jrermom@gmail.com) .

## **REGISTRATION AND LATE FEES**

To cover our financial obligations, the following fees are necessary:

1. **EARLY Registration Fee** – postmarked by July 31, 2008  
 \$35 per student \$55 per family - - High School  
 \$25 per student \$35 per family - - Elementary/Middle School
2. **STANDARD Registration Fee** – postmarked on or after August 1, 2008  
 \$60 per student \$80 per family - - High School  
 \$40 per family \$55 per family - - Elementary/Middle School
3. **Late Payment Fee**  
 \$50 each late class payment for all tuition checks received after September 11, 2008. Please note this late fee applies to each class where tuition payment is received after September 11. (If a student pays late for 4 classes, then a \$200 late fee will be applied.)
4. **Class Cancellation Fee**  
 \$20 per class

5. **Returned Checks** – Parents will be responsible for any bank fees incurred by CHALK and/or teachers if checks are returned for insufficient funds.
6. **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. Please contact Cheryl Rice ([jrermom@gmail.com](mailto:jrermom@gmail.com)) or Ping McKenna ([jazzymom5@verizon.net](mailto:jazzymom5@verizon.net)) if extenuating circumstances existed.

EARLY registration helps us determine the enrollment for each class and serves as a financial incentive to families. The STANDARD Registration fee applies to all registrations received with postmark on or after August 1, 2008. A check should be written to **CHALK** for registration fees.

Moreover, please note that a late payment fee of \$50 will be applied to late payments (received after September 11, 2008) for each and every class. An exception is granted for students registering for classes after September 11; in which case the total yearly tuition payment plus the Standard registration fee is due at time of registration with no added late payment fees. Please contact an Administrative Committee member if there are extenuating circumstances regarding the lateness of your payment.

## FINANCIAL OBLIGATIONS

Based on past experience and predicted future expenditures, the registration fees are used to pay for the following expenses:

1. Copying Fees
2. Subsidize Christmas and end of year gifts for Teachers
3. Technician Fees for operating audiovisual equipment for end of year performance project.
4. Book fees for teachers
5. Miscellaneous equipment and expenses for classes
6. Supplies for elementary science and geography fairs
7. Postage fees
8. Subsidize High School yearbook, Elementary memory book

## TUITION FEES

We believe in the quality of our classes and the professional ability of each teacher. Thus, we ask each family to carefully consider the benefits of each class with the understanding their **CLASS COMMITMENT IS FOR ONE YEAR and all tuition fees are nonrefundable – unless a class is cancelled due to insufficient enrollment.**

Please review our class description document for specific class yearly tuition fees. The yearly tuition fee for each class is set based on previous class enrollment numbers and the teacher minimum hourly rate.

**All tuition checks are written directly to each teacher.** Our teachers for the 2008/2009 academic year are Ada Evans, Ann Emery, Ben Roundtree, Lorena McCurdy and Teresa Reniker.

The registration fee and the first half of the total yearly tuition fee for each teacher are due BY July 31, 2008. (After August 1, 2008, the STANDARD Registration fee applies to all registrations received with postmark on or after August 1, 2008.) This allows us to anticipate if we will have enough students for each class in the fall. Also, we can inform families about potential tuition increases in advance so they may budget accordingly. In doing so, we will be able to tell our teachers if they will have enough students for the class in the fall.

The second half of the total yearly tuition fee payment to each teacher is due the first week of classes or by September 11. If you are not able to be at McLean Bible Church to turn in the second half of your total yearly tuition payment, please make arrangements with another family to turn in your payment. [As an alternative, please consider mailing the second tuition payment before September 1 to the Financial Administrator indicated on the registration form). After the first week of classes, the late payment fee applies to all payments. For students who register the first week of class in September, the total yearly class tuition and STANDARD registration fee is due in full at that time; no Late Payment fee will be charged.

By finishing all tuition payments for the entire year by the first week of class in September, the parents involved in the administrative details will have the bulk of the planning, organizing and coordinating classes complete allowing them to give their full attention to their own child(ren)'s academic progress.

Our teachers commit their time and efforts for the year. In return, they expect to be paid for the year. If the attendance for one class at the beginning of the school year does not generate the minimum hourly fee, then that class may be cancelled. The families and teacher involved may decide to keep the class by increasing the tuition rates to cover the full class fee. If classes are cancelled due to low enrollment, no cancellation fee will be charged, and all tuition fees paid for the cancelled class will be refunded. Since our group does not receive financial support, we are not able to pay the fees for any student who has dropped class.

As a support service for our teachers, the Financial Administrator and Administrative Committee members will collect the tuition fees for each class. This tuition collection support effort frees our teachers from administrative details and allows them to focus on teaching, guiding, and planning for our children. All tuition or class fees are paid to the respective teacher.

When tuition checks are late, the teachers are paid late. In the state of Virginia, laws exist protecting the right of every worker to be paid in a prompt and timely manner for services provided. The McLean Homeschool Group does not have funds that can be used to subsidize teacher tuition payments.

The McLean Homeschool Group is not able to offer multiple payment options. Please contact an Administrative Committee member for approval if you require a different payment option due to special circumstances.

**Before September 1, 2008, please mail all checks (teacher tuition, registration fees) to the Financial Administrator whose name and address will be provided in the Volunteer Position list.**

**After September 1, 2008, all checks will be collected at the registration table in McLean Bible Church during the first week of class.**

## **CLASS REGISTRATION AND CANCELLATIONS**

Due to the small size of our classes, a class cancellation by one student results in a tuition increase for the remaining students in the class. Therefore, we ask each family to carefully consider the benefits of each class with the understanding their **CLASS COMMITMENT IS FOR ONE SCHOOL YEAR and all tuition fees are non-refundable.**

The McLean Homeschool Group, however, reserves the right to cancel a class due to our inability to find an appropriate teacher for a respective class. Circumstances may arise in which a teacher is unable to teach a class as planned. For these circumstances, all class tuition fees will be refunded to respective families. Registration fees will only be refunded if a family has registered for a single class, and that one class is cancelled.

## **REFUND POLICY**

There will be no refund issued for missed classes due to illness or other reasons. We are not able to issue refunds because we are financially obligated to the teachers for their time and efforts. In addition, we will only make up one missed class due to snow or weather.

## **CLASSROOM FOOD & LUNCH ROOM POLICY**

From time to time teachers will incorporate food into their lesson plan. Otherwise food and drink (except water) are not allowed in any class without teacher permission. While students may purchase food or drink in the McLean Bible Church Café, we eat lunch together in a classroom dedicated as our Lunch Room. We have found this arrangement helpful for community building.

- **If** you need to purchase your lunch in the cafeteria, do so right away and bring what you have purchased to Room 1105.
- **The only exceptions** to this are if your parent is with you and would like to eat with you in the Cafeteria. If your parent is not here please go to Room 1105.
- **If** you do not have class after lunch but are waiting for a pick-up wait in Room 1105

- **If** you do not have class after lunch but are buying lunch and waiting for a pick-up – buy your lunch and take it to Room 1105, then wait there for your pick-up.
- **If** you have a class in the morning and then no class until the afternoon, please use the Study Halls (Tuesday – Couches on the 1<sup>st</sup> Floor by the Coffee Bar, Thursday – Rooms 1102, 1103). According to our agreement with the McLean Bible Church and our Policy Manual students may not be unaccompanied in the halls.

## **MISSED CLASSES**

As our classes meet once a week, each class covers approximately a week's (five days) worth of subject material. Keeping up with concurrent class work and handing in a missed assignment upon a student's return requires extra time and commitment on the part of the student. In addition, we ask each family to understand the importance of the first week of class. A great deal of information is covered during the first week. Therefore, we ask each family to carefully consider the placement of family vacations and other scheduled activities.

**Please respect your teacher and notify him/her BEFORE you miss class.** This notification includes (but is not limited to) vacations, prior commitments, illnesses, sport commitments, and out of town visitors. We realize that illness may prevent a family from notifying a teacher before the missed class; please notify the teacher via email or phone call within 48 hours of the missed class. As a result, the teacher will be able to pass on information regarding missed assignments. Additional time for completion of assignments is granted for illnesses and other teacher approved excuses. Each teacher at his/her discretion will assign a revised due date for the missed assignment to the respective student. Otherwise, a zero for the assignment or an incomplete grade for the class will be issued. Without prior notification, parents will be contacted for each missed class.

Each student is responsible for noting correct class start times and for being present in the classroom at the proper time. Please note that each student must complete and submit their homework assignments if he/she is to learn, understand, and retain the information encountered in each class.

Regarding the skipping of classes, no classes should be skipped. There are liability and safety issues associated with students who are on the premises of MBC without the knowledge of teachers and parents. Parents will be contacted if students are on MBC premises but not present in their scheduled classes.

## **MISSED ASSIGNMENTS**

Please note that each student must complete and submit their homework assignments if he/she is to learn, understand, and retain the information encountered in each class. Credit for a late/missed assignment (homework, quizzes, and tests) is granted at the teacher's discretion. Otherwise, a zero for the assignment or an incomplete grade for the class will be assigned. In the absence of prior notification for missed assignments, parents will be contacted.

## **CLASS DROP-OFF & AFTER CLASS PICK-UP**

If you have a class in the morning and then no class until the afternoon, please use the Study Halls areas (Tuesday – Couches by the Coffee Shop, Thursday – Rooms 1102, 1103, 1105). According to our agreement with the McLean Bible Church and our Policy Manual, students may not be unaccompanied in the halls.

## **TARDY STUDENTS**

**Please respect the teacher's time and arrive to class on time.** Each student is responsible for noting correct class start times and for being present in the classroom at the proper time. In addition, missed assignments, quizzes, and tests due to tardiness will be accepted at the teacher's discretion without prior notification to the student. All assignments not turned in by the due date may be assigned a lower grade. Sometimes circumstances arise (accidents, traffic jams, etc.) beyond our control, and exceptions may be granted by the teacher.

## **CLASS VISITOR POLICY**

Any non-registered student who desires to shadow a registered student or sit in as a visitor may do so **with prior notification of teacher or administrative team member**. In addition, at least one responsible parent must visit the class with the visiting students. Again, this policy is to address safety and liability concerns.

## **CODE OF CONDUCT**

Each family must read and sign the Code of Conduct agreement. Please pay particular attention to the modesty requirement for both the young ladies and young men. At the beginning of every school year, time is spent reviewing the modesty provisions with students. While we do understand that students like to express their individuality by their dress, we also believe that we need to adhere to a minimum modesty code regarding the minimum covering for our bodies. If the abdomen or back is exposed when arms are stretched or the torso is bent, a longer undergarment (such as T-shirt or camisole) should be worn underneath the shorter top layer or a longer jacket or sweater covering the shorter shirt should be worn. If pants appear ready to slide down over the hips, then a belt should be added to prevent loss of pants. A final visual check should be performed at home before leaving for classes. The modesty provision is not intended to stifle anyone's individuality. Instead the provision supports the development of moral behavior and prevention of unbecoming behavior.

We expect each family to instruct their child(ren) to obey reasonable instruction by all adults (church staff and on-site parents) while on the McLean Bible Church premises.

## 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 Homeschool Group (“Group”).

- 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 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 materials and facilities with respect and care.
- I will dress appropriately and modestly at all Group activities.
- I will not use unwholesome speech, gestures, or artistic renderings at Group 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 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 practicable.
- 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.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Signature

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Date

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Child’s Signature

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Child’s Signature

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Date