

***Submission of registration for classes signifies full concurrence on the part of the parents and students with this Family Agreement***

**Our purposes for the classes are threefold:**

- To provide support and resources that help parents more effectively integrate academics into the overall discipleship and character development of their children.
- To assist and support the parent(s) in achieving educational goals and academic excellence while developing independent learners.
- To enhance and support the family's ability to successfully home school their children through the high school years.

***The HTS Classes are designed to be a partnership between administration, parent, instructor and student.***

**What you can expect from the Instructor**

Each class will have an instructor who is educated in and passionate about their subject material, teaching and evaluating unapologetically from a biblical worldview. Each instructor will provide a course syllabus and will have regular email contact with the parent(s) that may include a brief description of material covered and current assignment(s). Quarterly progress reports (semi-annual for Elective Classes) and a final year end report will be issued in sealed envelopes or via email at the discretion of the instructor. The instructor will contact a parent immediately if behavioral problems surface or if lack of academic progress is evident. While we will not provide a transcript, there will be sufficient evaluations, tests, etc. to enable the parent to produce a transcript for our courses that sufficiently meets your educational requirements.

**What we expect from the Student**

This is NOT a self-paced program. The student will be expected to attend all classes, meet assignment deadlines, participate actively and respectfully in class discussions and perform to a satisfactory level on quizzes, tests and assignments. Being properly prepared for class is an important part of the training necessary for future success in college, career and/or home management. The student will be expected to come prepared with texts, completed assignments and required supplies necessary to fully participate in class. In the event of a planned absence, the instructor must be notified **by the parent** as far in advance as possible as assignments will need to be completed in advance of the absence. Grace will be extended for missed classes in circumstances beyond the family's control, but submitting missed assignments in a timely manner will still be required.

**What we expect from the Parent(s)**

Regardless of the method of education you choose, the ultimate responsibility for the education of the child remains with the parent. The purpose of HTS is not to replace the parent, but to come alongside and assist the parent in this monumental task. We expect that the parent will be intimately involved in monitoring their student's progress, including deadline management. Depending on the level of maturity and responsibility of the student, more or less "hands-on" monitoring will be required. Ideally, less and less intensive monitoring will be required as the year progresses and the student begins to achieve independent learning skills necessary for college, career and household management. We encourage each parent to assist their student(s) in keeping a notebook or file for each class that will enable the parent and their student to assemble a worthy portfolio at the end of the school year. If a behavioral issue arises, parents will be expected to partner with the instructor to deal with the situation promptly, courteously and thoroughly. Discipline issues that linger will be dealt with according to the Matthew 18 guidelines. If you are concerned about a particular issue/behavior/assignment, please contact the instructor promptly. Please be alert to potential miscommunications whether through lack of communication or misunderstood expectations which could result in offense or strife. Seek clarity where it is needed as soon as possible. Parents will be required to assist the instructor as a proctor, grade

and/or return to the instructor various daily assignments, quizzes and tests throughout the school year. The specific parental role required for each course will vary. Information specific to each course is available from the instructor prior to registration.

### **Family Service Program**

In an effort to further partner with families in the day-to-day operation of HTS and to keep operating expenses as low as possible, every HTS family (particularly parents of students) will be required to assist with various administrative and support responsibilities on the days when the classes meet and before, during and after special HTS events. Each family is required to serve a total of **8 hrs/family + 2 hrs/enrolled student (limited to 6 hrs)**. The maximum service hours required per family is 14. Hours can be served in a variety of ways (ex. Study Hall monitor, Lunch monitor, set-up for special events, etc.). This is a requirement and condition of acceptance into the HTS class program. This service requirement should not be confused with any individual service requirements of individual classes such as Art or Drama. Any service requirements placed on parents by individual classes is in addition to this requirement.

## **General Family Policies**

### **Introduction to HTS – “HTS 101”**

HTS is a unique ministry to the homeschooling family and therefore it is important that everyone understand not just our goals, but how we expect to achieve them and in particular, what the family's role is in this process. Our purposes (outlined on the next page) reach far beyond what one sees on a day when classes meet. Over the past few years we have become increasingly more intentional and deliberate in carrying out these purposes.

Our communication of this vision is important because our experience has shown that families who enter our program with a clear understanding of these purposes do well and receive far more in return. This is why we provide a venue to discuss the vision of HTS. In 2006 we began offering HTS 101 to answer questions like these: What is HTS all about? Why is there such an emphasis on parental involvement? How can my family get the greatest benefit from HTS? These and many other questions will be answered at three “HTS 101” classes that are scheduled for May 26, August 18, and September 26. These classes are one and one half hours long and will provide time for discussion and for questions and answers. **All families are required to attend one in order to participate in the program.** Families who attend will have \$35 of the registration fee credited to their overall tuition bill.

### **HTS Orientation**

Orientation will be 7:00pm on September 1, 2009 and is a required event when we go over key policies (both old & new) that affect every family. At a minimum, one parent is required to attend, preferably with each student taking classes. We preview how a typical class day goes and update families on modifications to the program. It provides a good opportunity for the students to meet their instructors and get familiar with the building, thus reducing first-day jitters. Parents will also be given their first opportunity to sign up for the Family Service Program at Orientation.

### **Email Access**

Parents must have access to email and check it regularly. Email will be used for communication between parents, instructors, and HTS Administrative staff.

### **Tardy Student Policy**

It is a sign of respect and regard for others that students arrive for class on time. A student is tardy when he/she arrives after the classroom door has been closed and the class has begun. Students habitually arriving late for class are a significant disruption. Out of a desire to come alongside families and help train students in timeliness, the instructor will take attendance each class period and make note of students who are tardy. Parents of a student that is habitually late for class will be contacted to discuss the situation and to inform them that the student will be sent to study hall if the student is late again.

### Dropping Off and Picking Up Students

*(The following is a matter of security and safety).* Upon entering The Harvester property, adhere to the posted traffic pattern to park or to drop students at the church door. Do not park or wait in the traffic pattern. If you expect any delay when you drive up to the building in either the drop-off or pick up of your students, park your car, so as to reduce the amount of disruption to traffic flow. Students are not to be outside the building without the permission and direct supervision of their parent or HTS staff member. **Students who drive are required to have a signed parent release and are not to leave the Harvester property until he/she is leaving for the day.** Once a student's classes are over, he or she is not to linger in the Harvester parking lot. Parents are expected to pick-up their children promptly. The blacktop area is for traffic movement and parking. The playing of ball sports and the riding of scooters, roller blades, or skateboards are prohibited in the church parking lot.

### Crossing Rolling Road

No student, unless accompanied by a parent or with express WRITTEN permission from the parent, is to leave the Harvester property. ***Any student crossing Rolling Road by himself without parental oversight will face severe consequences including possible expulsion.***

### Inclement Weather

In the case of inclement weather, the classes will follow the action of the Fairfax County Public Schools. If the public schools are closed, then the classes will be canceled. If the public schools close early HTS classes will also close early (at the same time as the public schools). However, **if the public schools open late, the classes will commence on time.** A program wide email will be sent to all staff and families when at all possible to confirm the HTS schedule but it is the responsibility of HTS staff and families to listen to radio WMAL-AM 630, any of the major network TV stations, or check the web site, [www.fcps.edu](http://www.fcps.edu) for this information. Please do not call members of the Administrative Team or the church office for this information as it will take resources away from us at a time when it is needed for response to the myriad of details that arise due to inclement weather.

### Payment of Registration Fee and Tuition

HTS is contractually obligated to pay the instructors and its staff. Specific dates have been set to pay our instructors. It is vital that families make all tuition payments on time so that HTS can meet these obligations. A registration fee of \$95 (remember that \$35 of this amount is credited to your overall tuition upon completion of HTS 101) and  $\frac{1}{4}$  of the entire tuition is due within 10 days of registration. The remaining  $\frac{3}{4}$  of the tuition will be paid in three installments on Aug. 15<sup>th</sup>; Oct. 15<sup>th</sup>; and Dec. 15<sup>th</sup>. Unless an alternate payment plan has been established with HTS Administration, tuition payments postmarked after these deadlines will accrue a flat late payment penalty of \$10. If tuition payment and the penalty are not received within 10 days after the deadline, then the student will not be allowed to attend class and any tuition collected up to that point will not be refunded. Families are still morally obligated to pay the remaining tuition. A \$20 fee will be added to all bounced checks.

### Dropping a Class

Within the first 10 days following registration families may drop a class via the HTS website. After 10 days a withdrawal request must be sent to [hts@harvesterpca.org](mailto:hts@harvesterpca.org). Once classes begin HTS will retain the registration fee and first semester's tuition.

### Classroom Behavior & Discipline

HTS considers the Bible to be the inspired Word of God and the standard for assessing truth and error as well as moral right and wrong. Academically this means that we evaluate all ideas, opinions, and theories by their conformity with both the Bible and, where possible, the results of scientific study. Relationally this means that we endeavor to treat one another with kindness and respect, in mutual submission that considers others before ourselves. An academic setting affords frequent opportunities to consider differing opinions and ideas. We recognize that even within a worldview that sees the Bible as the standard for truth, there is an acceptable range of interpretational opinions and individual

applications. We encourage students to present and defend their views and to open-mindedly consider positions other than their own, but we insist that all such interactions be conducted with kindness and respect. We expect all participants to always speak truth in love, remembering that love is patient, kind and gentle. We do not tolerate personal attacks or insults, or any other approach that belittles other people, regardless of their viewpoint. We believe that mutual accountability reinforces individual restraint in promoting appropriate standards of behavior. Although adult oversight will always play a strong part in the day to day operation of HTS, appropriate standards of behavior will best be enforced by all participants in the spirit of Matt 7&18 and then if needed reporting problems to HTS administration.

### **Respect for the Facility**

We are guests of The Harvester Church. Students are to be respectful of all church property and equipment. Any misuse of Harvester Church property will be punished. No one is to handle audio and musical equipment in the sanctuary. No one is to use the church copier without permission.

### **Study Hall**

There will be only one Study Hall offered for student use. Study Hall is a revocable privilege, not a right. Students who are neither arriving for their first class nor departing from their last class AND who are not in a class but remain on the premises are required to register for one of the study halls. **Students are required to come prepared for study hall just as if it were a class. Parents are required to ensure that their children come prepared to use study hall for its intended purpose. Study Hall is not a game room or place for people to sit and talk.** Attendance will be taken by an adult monitor who will preside over each Study Hall. No games, CD/cassette players, Ipods, or hand-held electronic games are permitted in the Study Hall. Cell phones must be put on silent mode AND used for emergency purposes only. Students of any age who are capable of sitting still and working independently for the duration of the class period are welcome to enroll. Students who are not able to work independently are not permitted in the Study Hall and are encouraged to work under their parent's direction in a room set aside for parent-student work.

### **Food and Lunch**

**No snacks or drinks are to be consumed during class or study hall with the exception of water.** Students and their families are free to eat lunch in areas to be designated by the HTS administration. Families will be responsible for cleaning up after they are finished eating. This includes washing the tables and/or chairs; sweeping the floor; (if necessary) and putting trash in the cans provided. As Harvester does not have a kitchen, families should bring food that can be eaten without the preparatory use of a refrigerator, microwave, oven or sink. Families are welcome to pick up food from McDonalds or any other food provider and eat it at the church building. These policies apply only to lunch. Otherwise the "Food" policy above applies. Parent volunteers will be on duty during the lunch hour.

### **Outside Areas**

**No unsupervised children of any age are permitted outside the HPCA building without express permission from an HTS administrator.** HTS, Harvester, nor any of its agents will be held liable for an injury to a child. The blacktop area is for traffic movement and parking. The playing of ball sports and the riding of scooters, roller blades, skateboards are prohibited in the church parking lot.

### **Visitors**

Visitors are not permitted in a classroom without the prior approval of the Instructor and Administrative Team member on duty. Parents are always welcome when space permits.

***In case of emergency, please call The Harvester church office at 703-455-7800.***

## Principles of Community Conduct

**This topic will be covered in detail in an interactive format at HTS 101. At that time a document requiring signature by parents and students will be distributed in order for registration process to be considered complete. Please join us for this most important discussion.**

Students and parents are expected to show respect and consideration for administration, instructors and one another. Parents should instruct students to seek out the help of the Administrative Team member on duty if help is needed in resolving a problem.

*The student will be self-governed by:*

1. Being respectful, obedient and cooperative.
2. Remaining seated and quiet.
3. Waiting to be recognized before speaking.

*The student will be responsible for:*

1. Doing his/her best in all he/she is asked to do.
2. Paying close attention in class.
3. Following directions.
4. Completing assignments neatly and on time.
5. Being prepared for class with necessary supplies, such as notebook, pen, and paper.
6. Taking the responsibility to ask instructors about make-up work when absent.

*The student will demonstrate the love of Christ to others by:*

1. Being polite, respectful, and considerate, toward all adults and fellow students.
2. Caring for their own property and that of classmates and The Harvester.
3. Following the pattern of Matthew 18:15-17 when problems arise concerning another person.

*The student will accept responsibility for his/her actions by:*

1. Being honest and truthful at all times.
2. Not lying, cheating, or plagiarizing others' work.
3. Asking for forgiveness and making restitution when necessary.

*The student will dress in a neat and modest fashion.*

1. Our general approach will be to remain covered from shortly above the knee to at least above the chest. Tops must be modest. Outer shirts should cover the shoulders, and outer clothing should not be overly tight or form-fitting.
2. Jeans are acceptable.
3. Longer skirts and shorts are appropriate - short skirts and short shorts are not.
4. Any extremes of dress, hairstyle and makeup are not appropriate. These include extremes in general appearance, obvious and unnatural hair coloring, spiking, etc., as well as various accessories, extreme makeup and other forms of "costuming". Grunge, hip-hop, punk style clothing, or accessories are not appropriate.

If a student violates any of these guidelines parents may be called to come and pick up the student from class that day. Any student with repeated violations may not be permitted to return to classes for the school year and re-enrollment for the classes for the following year will be at the discretion of the HTS Director.

***The act of registering for classes confirms full acceptance of the terms of this agreement in its entirety. As mentioned above a "Principles of Conduct" document must be signed by parent and student(s) before registration is complete. It is recommended that you keep a copy of these policies for your records.***

**HTS 2009-2010 Class Calendar**

**May 2009**

26– HTS Book Sale, 12noon-4pm & HTS 101/201, 7:30 pm – 9:00 pm

**August**

15 – First Semester’s Tuition due IN FULL

18 – HTS 101/201, 7:30 pm – 9:00 pm

**September**

1 - Orientation, 7:00 p.m.

8, 10 – Classes Begin for 2008-09 school year

22 - HTS 101, 7:30 pm – 9:00 pm

**October**

15 – First ½ of 2nd semester’s tuition due

**November**

3, 5 – End of First Quarter

24, 26 – Classes Canceled -Thanksgiving Holiday

**December**

15 – Final tuition payment due for 2<sup>nd</sup> Semester IN FULL

15, 17 – Last Day of Classes for 2009

22, 24, 29, 31 – Classes Canceled - Christmas Holiday

**January 2009**

5, 7 – Classes Resume

19, 21 – End of Second Quarter and first semester

**February**

23, 25 – Classes Canceled – Winter Break

**March**

30, 1 April – End of Third Quarter

**April**

6, 8 – Classes Canceled - Spring Break

27 – Open House

**May**

3, 5, 7 – Standardized Testing K-12

4, 6 – ELECTIVE Classes canceled (**CORE Classes still meet**)

25, 27 – Last Day of Classes

**June**

1 – HTS 101 & Book Sale

1, 3 -- End of Semester – Finals Week