

# **SPECTRUM**

**Christian Homeschool Community**

## **Policy Handbook 2018-2019**

*“ . . . whatever you do, do it all for the glory of God.”*

*1 Corinthians 10:31*

*Revised July 26, 2018*

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## INFORMATION AT A GLANCE

**Website:** Website: [www.homeschool-life.com/md/spectrum/](http://www.homeschool-life.com/md/spectrum/)  
**Location:** Hope Baptist Church, 8801 Stephens Road, Laurel, MD 20723

### **Oversight Committee (OC):**

President.....Rhonda Murray  
Vice-President (Parent Liaison and Teacher Liaison).....Beth Swon  
Secretary.....Emily Wood  
Treasurer.....Adriane Donkers  
Registrar and Website Administrator.....Regina Gwathmey  
Hospitality Team Chairs.....Jeneane Tolley  
Care Team Chairs.....Jeneane Tolley  
Field Trip Coordinator.....Adriane Donkers  
Building Liaison.....Jeneane Tolley  
Advisor.....Anne Dransfield  
**Stagelight Productions**.....Anne Dransfield,  
Pamela Fahs, Emily Wood  
**Student Activities Supervisors**.....Robbi Czerny, Cell phone: 443-838-9910  
Jeneane Tolley, Cell phone: 443-540-2210

### **Admissions:**

All registrations and payments are made through our website - [www.homeschool-life.com/md/spectrum/](http://www.homeschool-life.com/md/spectrum/) Payments are made on the website through PayPal

### **Policy of Non-Discrimination.**

Spectrum Christian Homeschool Community admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available by our tutorial service. Further, Spectrum does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, hiring policies, admissions policies, or programs.

**Spectrum Christian Homeschool Community is a 501(c)3 non-profit organization.**

## WHO WE ARE

### Our Vision

To provide homeschool families with a classroom setting that facilitates information gathering and learning while parents direct and evaluate their students' progress.

### Spectrum "Essentials"

- We are a Christ-centered organization.
- We offer classes for which tuition is charged.
- We are not a co-op or a school.
- We provide grading services as a paid option. Grading for some rhetoric level classes and for dialectic English is included in the tuition. However, we do not keep records of grades.
- We provide support to homeschooling parents and students.
- Students enrolled in Spectrum's history and literature classes will be studying the same time period.
- In each class, opportunities exist for very light through much more intense and/or difficult workload.
- Parents will decide what is required of their students and will grade their own students' work unless the grading option is chosen.

### Spectrum's Program of Studies for 2018-2019

#### Core Academic Classes for Grades 3-12:

- English (literature and writing at all levels)
- Science: Rhetoric - Biology, Chemistry, and Physics; Dialectic -General Science; Grammar Level - Anatomy
- Social Studies: History, Government (rhetoric level)

#### Enrichment Classes for Grades 3-12:

- STEM
- Art
- Theatrical Arts
- Choir
- Physical Education/Health
- Photography
- Life Skills God's Way
- Debate
- Sign Language
- Spanish

*\*Courses are subject to change based on teacher availability and enrollment. Classes for the current school year may be found at the schedule link located on our website.*

**Academic Levels:**

Classes are broken into three academic levels:

Grammar approximately grades 3-6

Dialectic approximately grades 6-9

Rhetoric approximately grades 9-12

**Class Days**

Classes will meet Tuesdays, and Thursdays, 10:00 a.m. - 3:45 p.m. Most classes meet once a week, but some meet twice a week. Please check the online schedule for more details.

**PARENT INVOLVEMENT**

Although parents have employed teachers at Spectrum to help meet their children's educational goals, parents retain the sole responsibility for the education and upbringing of their children.

We strongly encourage parental involvement in the following ways:

- Keep all required forms and waivers up-to-date on the website. This information is under your "profile."
- Schedule and attend conferences requested by the parents, teachers, or OC members. Maintain open communication with your child's teachers.
- As homeschool parents, you determine assignments and grading. If your expectations differ from the EWQP, please let the teacher know so they can adjust their expectations regarding your child. Spectrum intends to provide a learning environment that is thorough, but not highly stressful.
- Oversee assigned class work to be completed at home, and provide instruction in the remaining subjects required by the state. (Check with your reviewer for requirements.) For high school students, SCHC strongly recommends that you create and maintain a transcript. Parents are responsible for determining assignment load and issuing a final grade.
- Read and respond to emails or paperwork in a timely manner.
- Attend Back-to-School Night, during which we will pray for our children, their teachers, and the direction of their education.
- Participate in the Family Night celebrations scheduled throughout the year.
- Communicate your ideas for improvement and comments regarding Spectrum's program to the OC members. We want to hear from you.
- Pay for tuition and supplies.

## DAILY ACTIVITIES AT SPECTRUM

- Un-enrolled children may not be left on campus without a parent or designated adult. If you must leave your child with a designated adult, please inform the Student Activity Supervisor (SAS) on duty.
- With prior permission from the SAS, a parent may leave an unattended child in study hall and pay a drop-in fee of \$3.00 per class period.
- With SAS permission, high school students in study hall may study in another area on the property. Mixed gender studying will have adult supervision. Younger students do not have this option and remain with the SAS during study hall.
- High school students may go outside for lunch with the SAS's permission. Younger students may go outside for lunch with adult supervision. Students should stay in areas designated by the SAS.
- There is a family study hall room provided for families to work with their non-Spectrum students or with their Spectrum students between classes if the Spectrum student is not enrolled in a supervised study hall.
- At the end of the school day, each student will be released from Spectrum when the parent checks the student out with the SAS or when the student checks him- or herself out, according to the completed Pick-Up Plan form. Students should be picked up within five minutes of their last class or the end of the school day, whichever occurs first. After that 5-minute grace period, a fee of \$3.00 per student will be charged. If you arrive late, please be considerate and self-impose the \$3.00 fee. This courtesy avoids the awkward situation of requiring staff to ask for payment. One late arrival will be excused.
- Spectrum hosts Open House days in the spring. Prospective families are welcome to visit during those times. Because the end of the school year is a special time for the teacher and her students, we ask families to refrain from visiting during the last two weeks of classes.

## STUDENT EXPECTATIONS

At Spectrum we expect that all students understand and display self-government. This will be evident as the students:

- **Dress appropriately.** Students should dress neatly, modestly, and with consideration for others. Parents should provide guidance to ensure that this happens.
- **Use edifying language.** Students should be considerate in their speech, avoiding the use of divisive, foul, profane and/or inappropriate language.
- **Show respect.** Students should treat each other and all adults associated with Spectrum with respect.
- **Act responsibly.** It will be the students' responsibility to come prepared for class and be where they are supposed to be at all times.
  
- **Cooperate.** During class, students will be encouraged to participate in discussions. Electronic devices, passing notes, talking out of turn, working on other assignments, and/or any other disruptions are prohibited.
  
- **Attitude.** Students are expected to be cheerful, willing, and, when addressed, to respond with immediate compliance.
  
- **Use electronic devices responsibly.** Students should follow these guidelines regarding electronic devices.
  - Electronics are for each student's personal use; devices may not be shared. They may be used for educational purposes only (school work completion, research, note taking) during the Spectrum school day.
  - Cell phones may not be used during school hours except with permission of the Student Activities Supervisor (SAS) or a Spectrum teacher. Cell phones may be left on vibrate for emergencies and parent contact only.
  - Use of electronic devices to play video games, access social media, watch non-educational videos, etc. is prohibited during the school day. At the discretion of Spectrum staff, high school students may be permitted to use headphones for music during study hall.
  - Electronic device use will be monitored. Electronic devices used for any reason other than those listed above may be taken by the SAS or Spectrum teacher until the end of the school day.
  - SCHC will not be held responsible for lost, stolen, or damaged electronic devices.

• **Adhere to pick-up policies.** Each student must have a complete a Pick-Up Plan form, either indicating that a student will (a) be picked up by a parent (or designated others)in the building (b) be picked up by a parent (or designated others)in the parking lot (c) check him- or herself out in order to walk or drive home. For students who are being picked up, a student may not exit the building until the Student Activities Supervisor (SAS) sees the parent or designated other and releases the student. Any other arrangements must be made in writing with the SAS. Please remember, if you pick up your child 6 or more minutes after the end of their last class a \$3 late fee/student is due to the SAS.

### **INCLEMENT WEATHER: DELAYS AND CANCELLATIONS**

Notice of cancellations due to snow and inclement weather will be sent to all SCHC families and staff by 7:00 a.m. **Please check your email before coming to school on a day when weather is questionable.**

We have an inclement weather makeup day built-in to the end of our school year. If we have an ice/snow day, teachers may adjust the course schedule and classes will end either May 21st or 23rd, depending on the day classes meet. If a snow day occurs during the first semester, first semester only classes will continue their coursework at home and finish the class on the original end date, either January 8th or 10th.

### **ILLNESS**

Please do not send your child to school if he or she has had a fever (100 degrees or over) in the preceding 24 hours, or if he or she has other contagious symptoms. Please notify your child's teachers if he or she will be absent.

SCHC will close if a high percentage of students and/or teachers will be absent on any given day. If our community is at risk for serious infection, SCHC may close until the threat passes.

### **EIGHT-WEEK QUARTERLY PLANS (EWQPS)**

Most Spectrum teachers will give assignments to enrolled families in the form of EWQPs (eight-week quarterly plans), which are documents in a table format that outline for each week the topic of the class, and the homework that is to be completed. (For some subjects, such as art, PE, and yearbook, teachers will issue more simplified syllabi outlining material presented in class and required homework for each week.)

There are two levels of homework delineated on the EWQPs:

**Required assignments** are essential for class participation; this course work **MUST be completed at home** in order for students to participate in class discussions and activities.

**Enrichment assignments** are optional but valuable for more in-depth study. Books and/or assignments in the enrichment can be read (or not) at the student's own pace. The books, pace and worksheets are merely suggestions.

**Note:** As primary educators, parents are responsible for oversight of all at-home course work assigned on the EWQPS. This will ensure that all students are prepared for class participation on Spectrum days.

Some Spectrum classes have instituted the following **Class Preparedness Policy:**

*Students who come to class without having completed the weekly required assignment will be asked to sit in study hall to catch up on their work until the related portion of the class is complete. They will then be allowed to return for the class activity. At the teacher's discretion, two "passes" for class preparation may be allowed for the year. In order to use a pass, it needs to be signed by a parent and given to the instructor at the beginning of class.*

As a general rule, high school students pursuing a full credit should complete, in addition to classroom time, a *minimum* of 1.75-2.75 hours of homework each week.\*\*

*\*\* High School credit is usually based on 120-150 hours of coursework, which includes classroom instruction time together with homework / study time. 120 hours in the school year divided by 32 Spectrum weeks works out to an average of 3.75 hours of coursework per week. For classes that meet once a week for one hour of instruction, an additional 2.75 hours of homework should be expected. This workload should be considered a minimum and may constitute insufficient study time for students who are covering difficult or college-preparatory material.*

It is important and necessary that coursework assigned on the EWQP's take place throughout the week and not just on Spectrum class days.

## TUITION PAYMENTS

**Tuition payments are the responsibility of each family.** When classes are cancelled due to conditions beyond our control (weather, outbreak of illness, unsafe facilities, etc.), refunds will not be issued. If a teacher cannot find a substitute and must cancel a class, she will communicate with parents to discuss how to make up the missing material. Our tuition is low, so we do not offer pro-rated tuition.

Tuition payments and payments for supplies should be made via the website.

Since the stability of Spectrum and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have partnered with Homeschool Life to manage registration, forms, waivers, tuition and supplies fees.

We are confident this new website will offer greater efficiency and financial stability for Spectrum while providing the following conveniences to families.

1. Homeschool Life, through PayPal, will be used to collect payments for tuition AND for supplies. A PayPal account is not needed. You may pay by credit card which will then be processed through PayPal.
2. Payment Dates:
  - \$35 registration fee, 20% of tuition, and 100% of Supplies fees due upon registration
  - 10% of remaining tuition due monthly September through April
  - You may pay ahead at anytime (ex: In Sept make Sept, Oct, Nov payments and not pay again until Dec)
  - You may always pay in full

There are no penalties or extra fees for you associated with any of these choices.

3. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through PayPal.

4. Member Account: You may check your personal account or make payments online from the convenience of your home or office anytime.

5. Late Fees. Please check your account to make sure your account is up-to-date at the 1st of each month. On the 7th of the month a \$25 late fee will be added to your account if it is not current.

# STAGELIGHT PRODUCTIONS

## Mission Statement

Stagelight Productions (SLP) is the theatre ministry of Spectrum Christian Homeschool Community (a non-profit 501c3 organization) that seeks to provide opportunities for students to express themselves artistically through participation in annual theatrical productions.

## Goals

- Provide quality entertainment that glorifies God through theatrical productions
- Encourage artistic expression in an educational environment
- Develop a sense of ensemble among the cast, production team members, and all others involved in our productions
- Develop and maintain good relationships with our community
- Provide students with the opportunity for outreach in our community
- Entertain audiences with enriching, family-oriented shows

## Stagelight Productions Policy

As a ministry of Spectrum Christian Homeschool Community, Stagelight Productions leadership (SLP) will abide by the following policies:

- The Spectrum OC must agree with the choice of play or musical to be produced.
- SLP will adhere to Spectrum's hiring policies, hiring only those people who are living out their faith in Jesus Christ.
- SLP rehearsals, performances, or other events involving students will not be scheduled during Spectrum's regular class hours. The OC will consult with SLP leadership in forming the academic calendar.
- SLP will submit a general budget to the OC before the beginning of a production cycle and will give a final accounting by June 30. All expenditures will be appropriately accounted for and will include receipts where necessary.
- SLP will hold student participants to godly standards in every respect, including attire, behavior, language, music, etc., during SLP rehearsals, performances, and events.
- SLP will work through Spectrum's building liaison to schedule any rehearsal space or room use in facilities leased by Spectrum.

## **COMMUNICATION**

**Families enrolled in Spectrum MUST have regular Internet and E-mail access.**

We consider it a great privilege to serve families as they educate their children from a Christian perspective. We are committed to upholding and supporting parents' authority in the lives of their children. This kind of relationship requires clear communication. In the event of a concern or conflict, we ask for the following:

All affected parties, including students, parents, teachers, and OC members, follow biblical guidelines as specified in Matthew 5 and 18. We believe that these verses teach that conflicts should be handled quickly, discreetly, with care, and at the lowest possible level.

Every effort should be made to keep all speech and communication consistent with James 3 and Ephesians 4:28: to believe and speak the best about each individual involved, and to build up and encourage one another.

If an issue should arise between a parent and teacher, the parent should speak directly to the teacher before discussing the matter with the OC. If the issue cannot be resolved, then it should be brought to the OC. An OC member serves as a Parent Liaison to help in these situations.

If a parent wishes to speak with a teacher or OC member, and the issue at hand is not an emergency, please call ahead to make an appointment. This will ensure that we have time to properly address your concerns and attend to the needs of Spectrum and its students. Scheduling questions should be directed to the OC, not the SAS.

Spectrum CHC has a policy of limiting promotions and sales to activities or products that directly support Spectrum or Stagelight and their mission.

## **LEARNING DISABILITIES/BEHAVIORAL CHALLENGES**

If your child has learning or behavioral challenges, we may be able to help provide a successful educational and social experience for him or her. If you think your child might benefit from classes within a small, Christ-centered community, we would like to work with you. Although we cannot commit to meeting all of the special needs your child may have, depending on the support requirements, we would welcome a chance to try. Please contact a member of the OC to arrange a meeting so that we may discuss your options.

## COMPATIBILITY

The enrollment process was established to help ensure that Spectrum is able to properly serve and support families in their homeschooling endeavors and in the classroom. Areas that comprise compatibility between families and Spectrum may include goals, educational philosophy, academic capacity, and behavioral expectations.

A lack of compatibility may manifest itself through poor behavior, obvious disagreement with Spectrum's authority structure, and poor communication on the part of the student or parent.

In order to guard the quality and consistency of Spectrum's program and to maintain high morale, behavioral standards, and attitudes, it may be necessary for the OC to meet with parents to discuss the family's compatibility with Spectrum. Should the OC find it necessary to call a meeting, parents and committee members will discuss whether the family should continue at Spectrum. Spectrum's prayer is that such conversations will result in a better understanding by all parties with regard to standards, particular family considerations, and concerns of the staff. If, however, compatibility is still in question after this discussion or no change results, the OC may find it necessary to place a student on probation to ensure the student has continued success in Spectrum's program. The basic protocol is outlined below. Exceptions to this protocol are at the OC's discretion.

**Academic Probation:** Students failing to prepare for class or turn in assignments (unless excused by the parent), may be placed on academic probation. To clear the probation status, the student will complete, in a time frame jointly determined by the family, OC, and staff, all primary assignments in order to fully participate in class discussions. It is the student's responsibility to make sure his/ her teacher sees the completed primary work.

**Removal:** It may become clear that circumstances are not favorable for continued enrollment. Flagrant disregard for Spectrum's policies or disregard for academic probation, for example, indicates a clear case of incompatibility. In such cases, the OC may immediately remove the student from Spectrum's program.

A careful look at our vision and mission statement should make two things very clear: First, we offer a distinctive educational opportunity to our families; this distinction must be maintained. Second, our goal is to serve the best interests of our students and their families. It is our sincere desire that removal is a last resort.

However, it is our conviction that where there is a lack of compatibility, neither Spectrum nor the family is well served by forcing the relationship to continue.

## **DISCIPLINE**

The Spectrum OC and teachers wish to create an environment in which students are encouraged and challenged to exhibit Christian behavior. It is very important that our students feel safe, accepted, and secure in a loving atmosphere. Actions that jeopardize the safety and well being of students and/or staff will be dealt with firmly and quickly. Parents will be informed of teachers' concerns or warnings given to a student as well as any disciplinary action taken as soon as possible after each incident.

Actions that necessitate parent involvement include

- Disrespect shown to any Spectrum staff member
- Dishonesty, including lying, cheating, and stealing
- Rebellion, i.e., outright disobedience in response to instructions
- Fighting, i.e., striking in anger with the intention to harm another
- Unkind, obscene, vulgar, or profane language, and taking the Lord's name in vain
- Bullying of any kind

If behavioral concerns cannot be resolved with student and parent involvement, more serious disciplinary actions will be considered, including the possibility of suspension or expulsion.

## **BUILDING DAMAGE**

Out of courtesy to our host facility, building damages must be reported promptly. When a student damages the building or a piece of furniture, he or she should inform a Spectrum or Stagelight staff member. Appropriate staff include teachers, SASes, OC members, or Stagelight directors or producers. That adult will then inform an OC member or the OC Building Liaison so that a report can be given to our host facility.