



# Family Handbook 2019 -2020

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## **Mission Statement and Organization**

The mission of the Tutorial is to provide select supplemental graded coursework from a deliberate and informed Christian perspective for area home schooling families for the purpose of supplementing (not supplanting) the home school. (Taken from WHCT Bylaws)

West Harpeth Christian Tutorial (WHCT) consists of a Board of Directors, sub committees, and home schooling families that have hired tutors to instruct coursework for grades 6th through 12<sup>th</sup>. Our goal is to aid parents of homeschooling families, seeking to enhance or extend home education. Significant parental involvement is vital to student success.

The tutorial is a non-profit organization, governed by a Board of Directors. The Board oversees an Executive Director who then is responsible for overseeing the implementation of policies approved by the Board for committees including Student Affairs, Academic Affairs, Finance, and Registration. The Executive Director serves as the primary contact for the administrative needs of the families.

West Harpeth Christian Tutorial is not an umbrella school. As such, we do not maintain official student records of grades or attendance. All home schooled students kindergarten through 12th grade must be registered with an umbrella organization. Parents should report records of academic performance and attendance to their umbrella school each semester.

## **Admissions**

Our goal is to aid parents seeking to enhance or extend home education. Significant parental involvement is vital to student success. Therefore, we welcome applications from families who will accomplish the supervision and extension of class instruction, families who are active in a local church, and families who have complied with the Tennessee Home Schooling law regarding umbrella school registration (TCA-49.6). It is required that families must have homeschooled at least one year prior to applying at WHCT. We are not a school; therefore we do not offer tutor training, academic advising, or special programs for students with special academic needs.

## **Academics**

We strive to be a program of academic excellence. We desire to see each student progress spiritually, academically, behaviorally, and emotionally. We want each student to realize his or her full potential in Christ. If a student is not growing according to his or her individual abilities, we will schedule a conference between the parents, tutor, director and student to find ways to help the student.

If a student scores below a 70% in a class they are placed on academic probation. *If the grade stays below 70% for two consecutive quarters the student will be dismissed from the class with no refund.* A student who has been dismissed from or has dropped more than two classes in a year may not be invited to return to WHCT the following year.

All assignments are to be completed and returned to the tutor the following week. Parents are asked to serve as the accountability to their student for the completion of assignments. You can expect a student to have four to six hours of outside work for each class.

## 1. Grading

Quarterly reports including academic grades, absences, and tardiness are posted on the student's Engrade account every eight weeks. Students will be evaluated according to the following scale:

**A: 90-100**

**B: 80-89**

**C: 70-79**

**69** and below is considered Failing

## 2. Absences & Tardies

Because of the nature of our program, there is no way to offer make-up classes following a student absence. The student will have assignments from the tutor. Students may call a friend to get notes. If the absence is planned, ask a friend to tape the class or get the class notes. After an absence, the student should check with the tutor about missed quizzes and assignments. Make up work should be completed within the same eight weeks that the absence occurred. For safety reasons, parents are requested to notify the tutor or Director before or on the day of an unexpected absence, either by email or phone. Students are only allowed to miss up to two weeks per semester per class. Students who exceed this number of absences will need to petition the Academic Affairs Committee for permission to continue in the class for the remainder of the school year.

It is important for the flow of the class for the students to be on time. A tardy is considered 3 minutes late to class and two tardies will equal an absence.

## 3. Late Assignment vs. Make-up Assignment

In the event that a student has missed class due to illness or a preplanned absence, the student is allowed to turn in their assignment on the following tutorial day. This is called a **make-up** assignment and it will receive **Full** credit. There must be communication between the Student / Family and the Tutor or Director for the reason of the absence, in order for the work to be considered a make-up assignment.

If a student comes to class unprepared, and does not turn in an assignment on its DUE date, it is considered LATE. Late assignments must be turned in **within one week** and will **not** receive full credit. For example, an assignment missed on a Tuesday must be turned in by the next Monday at midnight or before. Each tutor can determine their own partial credit for late assignments. Any assignment turned in after one week, will receive zero credit.

## Academic Integrity

### 1. Plagiarism

#### I. Plagiarism definition

A. It is the practice of taking someone else's work or ideas and passing them off as one's own.

B. In an educational setting it can include, but is not limited to, not having a Works cited page, not including parenthetical citations, copying and pasting from internet documents, or copying all or a portion of another person's paper word-for-word.

#### II. Types

A. Unintentional plagiarism can occur when a student, usually 6th-9th grade, does not have a good understanding of the research process. This student is not meaning to cheat, but they have not had the proper instruction of research methods.

B. Intentional plagiarism occurs when a student, usually 10th grade and above, has been instructed in the proper methods of research, but chooses to take dishonest routes to finish their assignments in one of the ways described above.

C. It should be left to the tutors' discretion as to which of the above was committed, but should be based upon age, grade level, how long a student has been at WHCT and what instruction they have received in regard to research and writing.

### III. Consequences

A. If it's determined that the offence was unintentional, the student will receive a warning from the tutor, the parent should be notified via the tutor, and the assignment should be rewritten with instruction on how to properly cite their sources.

B. Intentional plagiarism 1. First offence: Consequences can be decided by the tutor but should include being written up for records purposes. Other actions can be redoing the assignment and/or a significant grade reduction for the assignment. 2. Second offense: A zero should be given for the assignment with no opportunity for redoing it. The tutor should write the student up for disciplinary action that would be mandated by the disciplinary board. 3. Third offence: The student and parent(s) meet with a panel made up of members of the disciplinary and/or operating board in order to determine the student's future at WHCT.

## 2. Cheating

Academic Affairs must be notified immediately when a student is caught cheating. This can be anything from cheating on tests to copying other student's homework assignments. The student will receive a "0" for the assignment and a written statement/warning will be sent to the parent, Academic Affairs, and the Director. A second offense must be reported immediately to Academic Affairs. The committee will determine the severity of the situation and will determine the appropriate action, the maximum penalty being dismissal from the class with no refund.

## 3. Testing

All take-home tests and quizzes will be sent home in a sealed envelope, to be opened and administered under the supervision of the parent. The test must be returned in a sealed envelope provided by the tutor, and signed by the parent. Study hall monitors may not sign the envelope. This work must be completed at home and brought to the tutorial sealed. Therefore, no tests or quizzes can be completed in study halls.

## Financial Commitments

- After acceptance, your student will be enrolled upon the payment of all registration, operational and lab fees.
- Tutors are paid 4 times per year (dated August, October, January and March).
- All tutor payments for the year will be collected at registration.
- It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, all tuition and fees are non-refundable after the last May registration date. Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable.
- Families who have registered in April have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for the dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after the May date.
- If a child is withdrawn from the program for any reason including issues with learning disabilities, tuition and fees will not be refunded. It is the responsibility of the parent to assess their student's ability to work within the standards of the program. We ask that you prayerfully consider your child's limitations before choosing classes.

- If a child is dismissed for academic or disciplinary reasons, all tuition and fees are non-refundable. If a parent fails to abide by the commitment made through the parent contract their students may be dismissed, and all tuition and fees are non-refundable. (see *Disciplinary Action* p. 6)
- By enrolling your student you are agreeing to purchase the books and materials needed for class prior to the first day of classes.

## **Student Affairs**

### **Weather Cancellation Policy**

The decision to close school for weather related issues is decided upon by members of the Board of Directors. Families should check the Snowbird Report (WSMV Channel 4) or the WHCT [Facebook](#) page for current information on tutorial closings. Also, a school wide email will be sent out to the families in the case of a school closing by 6:30 a.m. of the affected day.

### **Cell Phones/Texting**

Students may have cell phones on campus but they must be put away and silenced during class. Students may not make or receive calls or text messages while class is in progress. If a tutor or study hall monitor feels a cell phone is being used inappropriately, then he/she has the right to confiscate it for the rest of the period. Tutors reserve the right to collect cell phones at the beginning of class and return them at the end of class. If a parent needs to get a message to a student, please call Jennifer Shand at 615-830-5063. This is her personal mobile phone and should only be used for important matters.

### **Electronics Policy and the Internet**

WHCT takes the appropriate use of electronics and the internet seriously. We recognize that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at WHCT is up to the parents. Therefore, it is the responsibility of the parent to instruct their student in appropriate use of the internet while at WHCT.

**For the safety of all our students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic / explicit language, suggestive sexual material, or nudity. If a parent or student is uncertain whether the content is graphic / explicit or suggestive or inappropriate or knowingly would offend someone, then it should be considered inappropriate.** (A good rule of thumb is if the material can be heard or viewed by the young children we often have on campus, then it would be considered appropriate for everyone.)

**Violations of these guidelines may result in dismissal from WHCT.**

**To ensure a safe environment for our students, all adults and students affiliated with WHCT must report violations of the above guidelines to the Director.**

### **Driving Policy**

WHCT does have a driving policy honor code. When a student begins driving to or from campus, this form needs to be obtained from the Director and signed by both the student and the parent. We share the parking lot with the church office and expect that all parent and student drivers keep their speed under 10mph while driving through the parking lot. Anyone parking their vehicle at campus should park in one of the marked parking spaces of the parking lot.

## Student Dress Code

In I Corinthians 6:19, we are told that the body given to us by God is indeed the “temple of the Holy Spirit and that young or old, we are to be an example to others “in word, in conduct, in love, in spirit, in faith, and in purity”: (I Timothy 4:12). The message we communicate to others about ourselves and about our Lord can be greatly affected by our dress. While it is not our desire for West Harpeth Christian Tutorial to become the “fashion police”, we do request that parent and student work together in the choice of apparel that will reflect the faith, conduct, and purity mentioned in the verse from I Timothy. We should not dress in a way that puts the body on display, but rather in a way that is consistent with Christian moderation.

### Guidelines while on campus and at all WHCT events

- Clean, Modest Clothing: stomach, cleavage, and undergarments must be completely covered.
- Skirts or dresses must be at the knee length. Mid-thigh skirts or dresses are allowed, only if wearing leggings underneath.
- Shorts should be to the length of the student’s fingertips (when arms hang to the side) or longer.
- Sleeveless shirts that are at least 3 fingers wide are allowed. No exposed undergarments or low scoop armpits / tank-like shirts.
- No inappropriate messages on clothing.
- Pants worn near the natural waistline.
  - Leggings are allowed only if worn with a tunic or long shirt /sweater that completely covers one’s backside.
- Holes in pants must be at the knee or below.
- Piercings in ears only.
- Tattoos must be covered.
- Shoes are required at all times. (Exceptions are made for theater performances.)

### **Steps taken when the dress code policy is violated:**

1. If a study hall monitor or tutor determines that a student has violated the dress code policy, then he/she should notify the Director. At the Director’s discretion the student may be sent home and unable to attend class that day. At a minimum, the Director will give a verbal and written warning to the student and ask the student to rectify the problem by the next tutorial day.
2. If a second offense should occur, a written dress code violation notice will be given to the student and asked to be returned, signed by both the student and the parents. Again, at the Director’s discretion the student may be sent home and unable to attend class that day.
3. If a third dress code violation should occur, the student will be sent home and unable to attend class that day. Every subsequent day the student is in violation of the dress code for the remainder of the year, the student will be sent home and unable to attend class.

**\* For prom & drama only**, girls are allowed to wear sleeveless or strapless dresses as long as no undergarments show. Backless (defined as below the bra line), or low-cut fronts (with cleavage) are not appropriate.

## Disciplinary Action

In the event, that an incident occurs while on campus during a tutorial day or a WHCT social event, disciplinary action will be taken to uphold the rules that have been mentioned above. There is not a specific set of consequences for every infraction. As a general rule, the offender will be informed that any negative behavior is unacceptable and must not occur again. Negative behavior that is repeated will be passed on to

the Discipline committee. Consequences will increase with incident repetition and/or severity of offense up to possible expulsion. A student who is expelled is not entitled to any refund of tuition or fees.

Student/Family Appeal Process - Matthew 18:15-17 In the event that a conflict between persons occurs that cannot be resolved among those involved, an appeals process has been implemented to help with the resolution of conflict.

1. Persons involved meet and attempt to resolve problem together.
2. If #1 does not result in resolution, then person(s) involved contact the Director to mediate between parties. The Chair of the appropriate committee will be contacted depending on the nature of the issue. If necessary, the issue will be brought before that particular committee.
3. If #2 does not result in resolution, then the Director will meet with the Disciplinary Committee to recommend further action, if necessary.

## Student Honor Code 2019-2020

1. Students are expected to be on time and prepared for class. This is very important and includes having materials necessary and having completed all assignments.
2. Students are encouraged to use the restroom between classes so instructional time is not interrupted.
3. Students are to utilize designated classrooms and restrooms only. At no time should students be wandering through any other part of the church or the church grounds. Students should show respect at all times to the property of our host. This includes cleaning up after themselves.
4. Students who are not in class and remain on the premises must be in study hall or under the immediate supervision of their parent.
5. Students waiting for parents to pick them up, may wait in the study hall room at the back of the building. Students should enter the building through the back door and proceed to their classes.
6. We will not tolerate cheating of any kind. Any student found to be cheating will face the possibility of being dismissed immediately without refund of tuition. If a student knows of other students cheating they are encouraged to report this to the tutor or director.
7. WHCT will not tolerate students participating in tobacco, nicotine, alcohol, drugs or vaping. Weapons of any kind will not be permitted on campus or at WHCT events. Any act or threat of violence will not be tolerated.
8. In the area of relationships we ask students to treat one another warmly and make every effort to never exclude others. Students should show respect to tutors and fellow students at all times. Students should avoid participating in gossip or criticism concerning another person.
9. Public displays of romantic expression are prohibited by students while at WHCT / WHCT activities.
10. Student drivers agree to obtain and sign the Student Driver Code form before driving to WHCT.
11. Students agree to abide by all policies as set forth in the West Harpeth Christian Tutorial Family Handbook.
12. Students agree to positively represent WHCT with their behavior and reputation in the community.
13. For the safety of all students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic / explicit language, suggestive sexual material or nudity. If a student is uncertain whether the content is graphic / explicit, suggestive or inappropriate or knowingly would offend someone, then it should be considered inappropriate.

I have read the Student Honor Code and agree to abide by the guidelines that are listed.

Student: \_\_\_\_\_ Date: \_\_\_\_\_



## Parent Honor Code 2019-20

*Our program cannot succeed without your help. We ask your assistance in the following ways:*

1. Please go through the West Harpeth Christian Tutorial Family Handbook with your student before their first class.
2. It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, **all tuition and fees are non-refundable after the last registration date in May.** Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable. Please prayerfully consider your class selections and read registration forms carefully.
3. **Families who have registered in April have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for the dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after the last registration date in May.**
4. It is the responsibility of the parent to assess their student's ability to work within the standards of the program, particularly if your child has special needs or a learning disability. We ask that you prayerfully consider your child's limitations before choosing classes.
5. Check assignment sheets far enough ahead of time that students will have all materials needed for their classes. Many families have found it helpful to go over assignment sheets in the afternoon after classes and break the assignments down into four equal daily parts. This will help your student stay on track, especially if you meet again at the end of each day to check their progress. By enrolling your student in WHCT you are committing to provide the needed accountability to make sure that your student completes all the assignments given to them by their tutors.
6. If a problem arises between your child and a tutor, please contact the tutor first. Most problems are the result of a misunderstanding and are easily resolved by talking. If you cannot resolve the problem in this manner, contact the director. Avoid participating in any gossip or criticism.
7. Please administer take-home tests in the manner prescribed by the tutorial. If a tutor has asked your assistance in checking daily assignments, please do not give up your right to do so. Your student will benefit from catching errors early, but not from copying answers out of a key. Please be fair to your child and do not place this temptation in front of even the most honorable students.
8. Please communicate with tutors and board members in the least obtrusive way. Use written communication whenever possible. Right before class is not the best time. If you must use the telephone, please be sure to leave your number and a brief, specific message.
9. Parents of student drivers agree to obtain and sign the Student Driver Code form before allowing their student to drive to WHCT.
10. Pray for our tutors and students. It is not easy to cover a lot of material in a short class time, but it is possible. Your prayers can help tutors know what to cover and help students understand.
11. WHCT recognizes that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at WHCT is up to the parents, therefore it is the responsibility of the parent to instruct their student on the use of the internet and personal responsibility. Appropriate internet access at WHCT implies NEVER viewing or sharing music, images or videos which contain graphic / explicit language, suggestive sexual material or nudity. Violations of these guidelines may result in dismissal.

I have read the West Harpeth Christian Tutorial Family Handbook and the Parent Honor Code and agree to comply with the guidelines that are listed.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Date: \_\_\_\_\_