



WEST WICHITA HOMESCHOOL MINISTRIES POLICY

This policy contains guidelines and expectations of West Wichita Homeschool Ministries (WWHM). The term "you" or "your" refers to the parent or guardian. The term "he" or "his" refers to the student, whether masculine or feminine. The signature page must be completed and given to WWHM Leadership on or before the first day of class. New families as well as current returning members, including students who are 13 years of age or older, must sign this page every year.

WWHM Vision Statement: Our vision is to raise our children in the Word of God, helping them discover their God given talents so that they can fulfill the call of God for their lives while we teach them in a safe, education-based environment.

WWHM Mission Statement: As we follow Jesus, our mission is to equip our children to "...set an example for the believers in speech, in conduct, in love, in faith and in purity." (1 Timothy 4:12 NIV).

Mediation Agreement: Should a complaint arise concerning our volunteer requirement, services that we receive at WWHM, a behavior issue with our child, a behavior issue with another child or adult, or any other important issue, we are humbly committed to working through the issue under the authority of the WWHM Leadership and the Policy Review Committee, using Biblical principles of mediation, rather than through the civil courts.

Membership and Class Fees

Every family will pay a membership fee each semester. The fee is based on the number of classes the family is enrolled to take: \$35 for one class, \$45 for two classes, and \$55 for three or more classes. We will offer an early enrollment discount, if you enroll before the closing enrollment date, fees will be \$30, \$40, and \$50. The membership fees pay for the facility usage, administrative supplies, and group expenses, as well as earned leadership benefits. Every semester there is a \$2 Closing Program fee per family to cover the cost of the program, refreshments, and paper goods. Classes are individually priced. All fees will be paid in full by the due date on receipt unless an exception request form has been filled out online and has been approved. This is to ensure timely payment to teachers and building fees.

Enrollment

- Changes to class schedule may ONLY be made till 10 pm on the first day that class is in session; 16 week and 12 week classes respectively.
- Members will be allowed to drop a class after that date, but will not be issued a refund.
- To join a different class you must have approval from Leadership and the teacher.
- Additionally, there is a \$20 fee for any family who enrolls after the closing enrollment date.
- If any changes are made after EARLY enrollment ENDS, the \$5 discount is forfeited.
- You will be responsible for the fees from the dropped class and the new class.

All dates will be posted by leadership for each semester on the calendar and emailed to members.

Refund Policy: WWHM reserves the right to cancel membership for any reason. ALL FEES ARE NONREFUNDABLE.

***Exception:* A refund will be given in the event a class is cancelled.

Parent Volunteer Requirements

WWHM is able to offer its classes and programs for a reasonable price because it relies upon its volunteers. For every WWHM family, one parent or guardian is expected to volunteer one hour for each class hour children are enrolled up to four hours each week and dependent upon the number of hours the family is at WWHM each Monday. All volunteer positions are a weekly commitment for the entire semester. If for any reason you are unable to fulfill your duties on any given week, it will be your responsibility to: 1) notify the volunteer coordinator and 2) notify the teacher or person with whom you are working. Students aged 15 years or older may volunteer only if their parent is in the building and only if a special needs request form has been approved. If the volunteer requirement is not fulfilled, there is a fee of \$50 per hour up to 4 hours (follows the same terms as the volunteer time) for each hour of class time that is not fulfilled by volunteer service. If the fee is not paid, your family will be prohibited from enrolling at WWHM the following semester.



Good Standing

A member in good standing:

- Is faithful and available for volunteer times.
- Cheerfully and effectively carries out assigned responsibilities.
- Is responsible for his/her own children's actions, attitude and dress while at WWHM functions.
- Works well with other members.
- Exhibits the fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control) rather than the acts of the flesh. Galatians 5:19-26

Membership can be terminated by the WWHM Leadership at any time for any of the following infractions:

- Failure to fulfill volunteer/coordinator requirements.
- Failure to pay fees in full to WWHM by the specified due date.
- Failure to support and uphold the guidelines set forth.
- Not consistently and regularly exhibiting the fruits of the spirit, or for unrepentant acts of the flesh.

Standards of Conduct for Students and Parents

1. Respect Authority. 1 Peter 5:5. Parents and students are expected to respect those in authority.
2. Appropriate Language. Psalms 19:14 and 2 Timothy 2:16. Parents and students are expected to use language that brings glory to God and to refrain from gossip and slanderous talk. Ephesians 4:29 and 1 Peter 2:1
3. Appropriate Behavior. Philippians 2:3 and Titus 2:12. Parents and students are expected to behave in a Christ-like manner

Expectations for Parents

- You will help keep clean any area used by WWHM.
- You are responsible for your children and must be in the building while they are at WWHM
- If it is necessary for you to leave the building you will need to: 1. Sign out at the information desk and provide a phone number for emergencies 2. Make sure an adult is responsible for your child in your absence and your child knows who that person is 3. If you have a special needs child that needs assistance you may be asked to remain with him throughout the day
- You will make sure that your children under 13 eat lunch in the same room with you.
- If you remain on the premises during the lunch hour and have children under 13 years of age who play outside, you will rotate with other parents to supervise children. A schedule will be put together of families for rotation and a reminder will be sent of whose turn it is to be with the children.
- If you have children ages 2-12 you will automatically be put on a playground rotation.
- If you have children under age 4 you must remain outside with your children at all times.

School Day Expectations for Students

- Be on time and prepared for class, and turn in assignments on time
- Not cheat or plagiarize
- Not talk while the teacher is speaking, remain in seats until given permission to get up, and not leave classroom until dismissed by the teacher • Keep hands to himself and only speak kind words
- Be only in the Youth Center or with his parents when not in class
- Not deface any of the church property or run and make loud noises while in the church building
- All students under 13 must eat lunch in the same room as their parent/guardian. Children 13 and older will be allowed in authorized areas during lunch which include the Youth Center, lunch room, and outside.
- No toys, cell phones or electronic devices brought to class; a teacher has the right to confiscate them at any time
- No bullying or harassing others
- No physical contact between any members, unless within the same family
- No discussion of boyfriends, girlfriends, or dating issues Students are not allowed in any area without an adult present.
- Absolutely **NO Public Display of Affection** of any kind will be tolerated between **ANY** student



Dress Code

Clothing should be modest and appropriate (1 Timothy 2:9). This applies to both adults and students alike.

- **Shirts and Tops:** Members must wear a shirt or top with regular armholes. No oversized armholes or ripped out sleeves. Shoulder seams must be at least the width of the individual's 4 fingers. Girls' necklines will be no more than 1 hand-width below the neck. No skin or undergarments may be visible around the armholes, waist, or hips.
- **Shorts, Skirts and Dresses:** All skirts and dresses must be no shorter than 1 inch above the top of the kneecap. (The best test is to get down on your knees and measure 2 inches from the floor.) If a dress is worn without sleeves, it must meet the same standard as above. Shorts must be no shorter than 3 inches above the top of the kneecap.
- **Pants and Jeans:** No pants or jeans with any holes above the knee may be worn. Pants need to be worn at the hip. No underwear may be visible.
- **All clothing and accessories** with skulls or other "cultic", "gothic" or gang designs, drugs or alcohol advertisement, profanity, or vulgarity are prohibited. Hats worn in the classroom are permitted at the discretion of the teacher.
- **Dress Code Offense Policy:** All members who do not dress in accordance with the above guidelines will be asked to change clothes or cover up.

Name Tags: The church has requested that everyone wear a name tag while in the building. One name tag per person will be provided at the beginning of the year and will be worn and be visible on the upper chest area. Lost name tags will be replaced at the cost of the member.

Special Requests or Exceptions: We realize that some families have special circumstances or needs. WWHM would like to show grace when needed, but at the same time we must have a consistent standard. If you have a special request or need, please fill out an exception request form on the website. The request will be reviewed by leadership at which time it will approve your request, suggest other options, or simply deny the request. All approved requests are only approved for one semester. A new request will be submitted for approval each semester.

Conduct Offense Policy

A "Notice of Concern" can be written up for any offense in or out of class, including field trips. All "Notices of Concern" will be filed in the family's personal file. Each situation is evaluated on an individual basis to determine the severity of the offense and whether it is considered a 1st offense or a 4th offense.

1st Offense – The student is given verbal warning for his/her misbehavior. The teacher/leader then writes up a "Notice of Concern" for the parent. Parents and students must sign and return the notice before the student can attend class again.

2nd Offense – The student will be asked to leave the classroom and go to the youth center or find his parents. The problem and solution must be verbally discussed with the parent before the student is allowed to return to class. An apology to the offended party will be expected before the student may return to class. A "Notice of Concern" will be written up and signed by all parties.

3rd Offense – The student will be asked to leave the premises for the remainder of the day. A parent meeting with leadership will need to take place before the student can return to WWHM. An apology to the offended party will be expected. A "Notice of Concern" will be written up and signed by all parties.

4th Offense – The student will be expelled for the remainder of the semester. The student and parents will need to meet with leadership regarding attendance for the following semester. At that time it will be decided if the student may return for the following semester.

MEMBERSHIP Signature Pages

1. Please fill out the membership application form at www.wwhm.org.
2. Print and complete the next 3 pages & return to WWHM Leadership.

*Please note: any student enrolling for classes who is not a member of the enrolled family MUST have their own Membership Application form completed



This policy is signed each school year by both parents/guardians and all children ages 13 years and older attending classes at WWHM. This page must be returned to WWHM Leadership on or before the first day of class each year.

"We, as parents, have read this entire policy and have explained it to all children who will be attending WWHM. If any member of our family does not abide by the above policy guidelines we understand that consequences may occur. Our family agrees to abide by the policies stated herein as established by the leadership of WWHM. We also agree to follow the Dress Code, the Standards of Conduct, the Volunteer Guidelines, and Conduct Offense Policy. This signature page is to be signed each school year by both parents/guardians and all children ages 13 years and older attending classes at WWHM. Membership is confined to those in agreement with the tenets set forth on the Application Form.

WWHM Vision Statement: Our vision is to raise our children in the Word of God, helping them discover their God given talents so that they can fulfill the call of God for their lives while we teach them in a safe, education-based environment.

WWHM Mission Statement: As we follow Jesus, our mission is to equip our children to "...set an example for the believers in speech, in conduct, in love, in faith and in purity." (1 Timothy 4:12 NIV).

Mediation Agreement: Should a complaint arise concerning our volunteer requirement, services that we receive at WWHM, a behavior issue with our child, a behavior issue with another child or adult, or any other important issue, we are humbly committed to working through the issue under the authority of the WWHM Leadership and the Policy Review Committee, using Biblical principles of mediation, rather than through the civil courts.

WWHM is not responsible for lost, stolen, or damaged items or any harm to yourself or children.

Parent / Guardian(s) printed names: _____ *Students (13 years or older) signature:* _____

Mother: _____

Father: _____

Parent / Guardian(s) signature:

Mother: _____

Father: _____ Date: _____

Please include contact numbers in case of emergency:

Name: _____ Phone: _____

Name: _____ Phone: _____