

## 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 the McLean Homeschool Group are responsible for reading and abiding by the rules stated in the Policy Manual.](#) The registration package for each family must include a signed Code of Conduct form. In addition, each family must choose a month (or possibly more depending on the size of the class) 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 Cindy Green ([greens032000@yahoo.com](mailto:greens032000@yahoo.com)) or Cheryl Rice ([jrermom@gmail.com](mailto:jrermom@gmail.com)).

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

Although the McLean Homeschool Group began many years ago as an informal co-op with several families from McLean Bible Church, we have moved away from a co-op system and now utilize the talents of a professional teaching staff. From year-to-year, our staff may change, but our desire has always been to provide educational support services and opportunities for homeschoolers and their families. The number of families varies from year-to-year, but we believe our success as a group and the success of a homeschooling family is based on active parental support both in the administrative details of our group and participation in our activities.

[We are not a private school.](#) We are a group of homeschooling parents who work in partnership with the teaching staff 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.

While we do meet in the McLean Bible Church facility, we are an independent entity and receive no monetary support from the church. The church graciously provides the facility — classrooms and utilities. All expenses associated with our group are explained in the Registration section of this manual. Tuition fees are paid by the parents directly to the teaching staff (although the Administrative Committee collects those fees), with no portion diverted to The McLean Homeschool Group. 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 generous use of their facility over many years.

## MISSION STATEMENT

Our mission is to provide support services to homeschooling families who are interested in educating their children in rigorous academic studies with excellence. While we do not require participating families to be Christians, we operate with the understanding that everything taught and produced in the MHG program is presented from a gospel-based Christian perspective and our teaching staff and Administrative Committee are all committed believers in Christ.

## ADMINISTRATIVE COMMITTEE

The Administrative Committee is composed of volunteer Christian parents who oversee the financial well-being and smooth management of the McLean Homeschool Group.

## TEACHER COMMUNITY

Our teaching staff is made up of passionate and gifted Christian professionals who love to teach and support the academic and character development of all their students.

## PARENT COMMUNITY

We, the parents, must support our teaching staff 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 parental assistance should students become ill or other unforeseen circumstances arise during class time and have made participation in our monthly In-Class Parent program a registration requirement. [Also, based on our experience, we cannot stress enough the value of full-time attendance of a parent in the classroom — particularly for first year students. While this is not a requirement, we have seen a much higher success rate among students whose parents attended classes with them the first year.](#)

## ON-SITE PARENT ROTATION

While parents are welcome and strongly encouraged to sit in on the classes at any time, [a parent from each family is required to attend the first four 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 at least one month during the school year. You may volunteer for Tuesday mornings or Tuesday afternoons for at least 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. 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 and because of church policy.

## VOLUNTEERING

The 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 in planning or assisting in an activity for our group](#). Our community's talents have, in the past, produced a monthly electronic newsletter (Mindsweep), provided organization and oversight for standardized testing, planned monthly birthday celebrations, hosted several community building socials, collected donations for Christmas gifts to our teachers, proctored National Latin Exam, coordinated fundraisers, provided oversight for yearbook development, scheduled a professional photographer for individual portraits & class pictures, and much more. Parents may be asked to volunteer for more than one activity in order to meet all needs. Also, we are very open to hearing ideas that generate from your family's strengths and interests.

## REGISTRATION AND LATE FEES

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

1. EARLY CHALK Fee – postmarked by June 30, payable to CHALK
  - \$40 per student (\$25 reimbursable after signing up for Volunteer Service)
  - \$60 per family (\$25 reimbursable after signing up for Volunteer Service)
2. STANDARD CHALK Fee – postmarked on or after July 1, payable to CHALK
  - \$60 per student (\$25 reimbursable after signing up for Volunteer Service)
  - \$80 per family (\$25 reimbursable after signing up for Volunteer Service)
3. LATE PAYMENT Fee
  - \$50 each late class payment for all tuition checks received after the first week of classes.
  - Please note this late fee applies to each class where tuition payment is received after the first week of class in September. (If a student pays late for 4 classes, then a \$200 late fee will be applied.)

### Returned Checks

Parents will be responsible for any bank fees incurred by CHALK and/or teachers if checks are returned for insufficient funds.

We will not accept registration for any student(s) who was (were) previously enrolled in the McLean Homeschool Group, but ended the year with an “incomplete” in one or more classes. Please contact Cindy Green ([greens032000@yahoo.com](mailto:greens032000@yahoo.com)) or Cheryl Rice ([jrermom@gmail.com](mailto:jrermom@gmail.com)) if extenuating circumstances existed

### NOTE:

If there is any reason why a present member's payments may be late, please contact Cindy Green ([greens032000@yahoo.com](mailto:greens032000@yahoo.com)) in advance of the first week of classes.

An exception will be granted for the Late Payment Fee for families new to the area and our group, whose initial contact with us is during the first week of class. In those cases the total yearly tuition payment plus the Standard registration fee is due at time of registration with no added late payment fees.

## FINANCIAL OBLIGATIONS

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

- Event related copy fees
- Subsidizing a portion of food & drink costs for social events and fundraisers
- Paper goods for social events and fundraisers
- Technician Fees for operating audio/visual equipment for end of year pageant
- Book fees for teachers
- Miscellaneous equipment for classes
- Postage fees
- Website (yearly fee)
- Web domain registration (yearly fee)
- Miscellaneous expenses

## TUITION FEES

We believe in the quality of our classes and the professional ability of each member of our teaching staff. 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 by the Administrative Committee due to insufficient enrollment.**

Please review our class description document from our website for specific class yearly tuition fees. The yearly tuition fee for each class is set based on previous class enrollment.

**All tuition checks are written directly to each teacher.** Tuition fee payment will consist of two payments. Each tuition payment will be half of the total yearly tuition and applicable lab fees.

**The CHALK fee and the first half of the total yearly tuition fee for each teacher are due by August 1, each calendar year.** (Early CHALK fee applies through June 30. After June 30, the STANDARD CHALK fee applies). **The second half of the total yearly tuition fee payment to each teacher is due the first week of classes in September.** 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.

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.

**This year, we will be offering a 5% rebate to families enrolling three or more children in the program. The money will be returned after all tuitions are collected.**

As a support service for our teaching staff, the Financial Administrator and Administrative Committee members will collect the tuition fees for each class. This tuition collection support effort frees our teaching staff 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 teaching staff is 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 and we do not wish to create a hardship for our teaching staff.

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

Before August 31, please mail all checks (teacher tuition, registration fees) to the Financial Administrator whose name and address is indicated on the registration forms.

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

### **In Summary:**

- As a group we hire a professional teaching staff.
- There are 32 classes for each subject in our academic year.
- Our classes are held on Tuesday, Wednesday, and Thursday and will begin the week of Tuesday, [September 4, 2018](#).
- Class tuition fees do not include any class associated textbooks, quiz/test books, or other miscellaneous items. Families must provide their own books unless otherwise noted in the Class Descriptions.
- We have a McLean Homeschool Group registration fee per student or family. A refund of \$25 will be returned to parents who sign up for volunteer responsibilities.
- Once registration is finalized, we do not refund class tuition.

### [CLASS REGISTRATION AND CANCELLATIONS](#)

Due to the small size of our classes, a class cancellation by one student may result in potential financial hardship for our teaching staff. 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 (or finish teaching) a class as planned. For these circumstances, all class tuition fees (or pro-rated fees) will be refunded to the families involved. Registration fees will only be refunded if a family has registered for a single class and that one class is cancelled.

### [REFUND POLICY](#)

No refunds are issued for missed classes due to student illness or other reasons. In addition, we will only make up two missed class due to snow or unforeseen circumstances (such as teacher illness).

### [CLASSROOM FOOD & LUNCH ROOM POLICY](#)

From time to time our teaching staff 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 cafeteria (2nd floor), we eat lunch together in a classroom designated as our Lunch Room. We have found this arrangement helpful for community building and class control.

- If students need to purchase lunch in the cafeteria, instruct them to do so promptly when the class prior to lunch is released and return to the homeschool lunch room to eat their meal. Exception: If a parent is with their child and they would like to eat together in the cafeteria.
- If students do not have class after lunch, but are waiting for a pick-up, please instruct them to wait in the lunch room.
- If students do not have class after lunch, but they are buying lunch and waiting for a pick-up — please instruct them to buy their lunch, then eat their meal in the lunch room while they wait for their parent.
- If students have a single class in the morning and then no class until the afternoon, please instruct them to use the study rooms. [According to our agreement with McLean Bible Church, students should be accompanied in the halls unless they are exiting the building, going to/from the bathrooms, and going to the cafeteria.](#)

## MISSED CLASSES

Because 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 each semester. A great deal of information is covered during that time. [Therefore, we ask each family to carefully consider the placement of family vacations and other extra-curricular activities.](#)

[Please respect our teaching staff and notify them BEFORE you miss class.](#) This notification includes (but is not limited to) vacations, prior commitments, illnesses, sports commitments, and out of town visitors. We realize that illness may prevent a family from notifying a teacher before the missed class. Please make every effort to notify the teacher via email or phone call within 48 hours of the missed class. This will enable 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. 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 or assignment.

Each student is responsible for being aware of correct class start times and for being present in the classroom at the proper time. Additionally, no classes should be skipped. There are liabilities and safety issues associated with students who are on the McLean Bible Church premises but not present in class without the knowledge of teachers and parents. Parents will be contacted if students are found to be on the McLean Bible Church premises, but not present in their scheduled classes.

## MISSED ASSIGNMENTS

Please note that each student must complete and submit their homework assignments in order 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. The teacher(s) will notify parents if homework is not handed in. The third such notification will require a mandatory face-to-face conference with the student, parent, teacher and a representative from the Administrative Committee. A failing grade for any class will be issued unless missed assignments are submitted for grading in a timely manner following a conference with the teacher

## TARDY STUDENTS

Please respect the teacher's time and arrive at class on time. 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 and time 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 the teacher or Administrative Committee 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.