

# *Dominion Equippers*

*Equipping home school families for Kingdom advancement*



*Open to me the gates of righteousness  
And I will go through them. Ps. 118:19*

## *Vision & Purpose*

Dominion Equippers is a community of Christian home school families endeavoring to practically incorporate Christian beliefs, principles and expression into academic pursuits and life skills. The academic emphasis of Dominion Equippers' Classes is to see every subject summed up in Christ and to be fruit from the Tree of Life and not simply another form of knowledge of good and evil. Families network by using their gifts to serve one another. The community aspect facilitates encouraging transformation towards Christlikeness.

Academic training, early Christian equipping, and Christian community relationships are the heart's desire of Dominion Equippers. The ultimate goal is to provide Christian home school students with avenues to be equipped for every good work.

*Dominion Equippers does not discriminate on  
the basis of race, color, national or ethnic origin  
in administration of its policies or programs.*

**[info@dominionequippers.org](mailto:info@dominionequippers.org)**  
**[www.dominionequippers.org](http://www.dominionequippers.org)**

## *Leadership Team*

### *Directors*

**Debbie Liggett** –Math/Science & Academic Discipline  
**Sandy Grim** –Behavioral Discipline & Social Studies  
**Dorlisa Thrower** –Language Arts, Teachers’ Tots & PreK classes  
**Sheryl Pressnell** –Business Operations & Finance  
**Susan Lee** –Leadership Transition & Cross Training

### *Coordinators*

**Caren Cooper** – Admin. Asst.  
**Suzanne Orr** – Communications Coordinator  
**Blake Thrower** – Facilities Set-up  
**Aaron Lee** – Facilities Take Down  
**Reyth Garcia** – Fine Arts Coordinator  
**Michelle Ramey** – Homework Room Coordinator  
**Ginger Pattee** – Parent/Teacher Liaison & Foreign Language Coordinator  
**Michelle Anderson** – Snack Bar  
**Terri Jeter** – Special Events  
**Michelle Anderson** – Teachers’ Subs & Teachers’ Care  
**Denise Camba & Dorlisa Thrower** – Teachers’ Tots  
**Michelle Anderson** – Teen Time  
**Jennifer Abelino & Lisa LeBlanc** – Vital Partners  
**Irene Frank** – Weekly Supplies & Lunch  
**Denise Camba & Angi Allen** –Yearbook

*Weather & Health Closings  
will follow the direction of FWISD.*

Only one class day/semester will be made up at the end.  
If more than 1 day/semester is missed due to weather,  
there will still only be 1 day that is scheduled for a make-up day.

# *Statement of Belief*

There is only one, true God who exists as three persons: Father, Son, and Holy Spirit.

## **God the Father**

God the Father is the Creator all things. God created man in His image. After the rebellious fall of man, God so loved the world that He sent His only Son to redeem man back into fellowship with Him! God is love! He is merciful, compassionate, slow to anger and abounding in goodness.

## **Jesus Christ**

Jesus Christ is God. Jesus dwelt with the Father and the Holy Spirit from before creation. All things were made through Jesus. Jesus left heaven to come to earth in bodily form. Jesus was born of the virgin Mary by the supernatural work of the Holy Spirit. Jesus lived a sinless life!

Jesus willingly chose to lay down His life, to receive on Himself, once and for all, the wages of the sin of mankind by submitting to a very real, very cruel death by crucifixion. Since we all have sinned and fallen short of the Glory of God, Jesus' blood being poured out unto death bought back our redemption to restore us to an awesome, loving, Glory of God fellowship.

Jesus rose from the grave in bodily form after 3 days. He taught, visited with and was physically seen by multitudes between His resurrection from the dead and ascension to heaven 40 days later. Jesus exists forever, simultaneously, as the Son of God and the Son of man. Jesus will be the final judge of the living and the dead. Those who experientially know Him will spend eternity in the Glory of the Heavenly Realm worshipping, loving and knowing Him more! Those who do not know Him will be cast into a literal fiery hell.

## **The Holy Spirit**

The Holy Spirit is God. The Holy Spirit manifested His presence on people throughout Biblical History. The Holy Spirit was witnessed descending and remaining on Jesus at His baptism. After ascending to heaven, Jesus sent back the Holy Spirit to indwell those who believe on and submit to His Lordship. The first corporate expression of the fullness of the Holy Spirit indwelling believers occurred at Pentecost, 50 days after Jesus' ascension. The Holy Spirit is our Comforter and Friend. The Holy Spirit was sent to reprove of sin, righteousness and judgment; continually empowering Christ-like transformation. The process of maturing in the Spirit is evidenced by the fruits and gifts of the Holy Spirit being expressed through mortal men doing the works that Jesus did. The Holy Spirit is the source of power-filled ministry.

## **The Bible**

The Old and New Testaments of the Bible are the only infallible, inspired Word of God. The Scriptures are the ultimate authority forever. The Bible is the true source of all instruction, correction, and reproof.

## **Salvation**

Salvation is a free gift of God bought by Jesus' death on the cross. Salvation is available to all who heartfully believe that Jesus died on the cross for their sins and confess with their mouths that He is Lord! Salvation is evidenced by personal repentance and confession of Jesus as your personal Lord. Salvation, through Christ Jesus, delivers us from walking in spiritual darkness as slaves to sin, to being translated into the glorious kingdom where we begin to know, love and experience personal interaction with the Lord God Almighty! From the moment of salvation, the life long outworking of Christ in us, the Hope of Glory, begins. The first earthly demonstration of the power of the cross was that the temple curtain surrounding the Holy Place was torn unveiling the Glory of God thus providing access to the very presence of God by way of simply believing in the work of Jesus on the cross. Life in Christ is the progressive, unveiling reality of adoption and inheritance in the glorious kingdom of God's beloved Son.

## **Present Day Ministry**

"Jesus Christ is the same yesterday and today and forever." (Hebrews 13:8) Believers are left on earth after salvation to participate in doing the works that Jesus did by the power of the Holy Spirit to advance His kingdom coming on earth as it is in heaven. The gates of hell shall not prevail against the advancing church. All of the Biblical gifts and ministries of the Holy Spirit are vitally available to go and make disciples of all nations. Love, not performance, is the truest motivation for ministry.

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# *POLICIES & PROCEDURES*

## **Age Requirements & Grade Levels**

Age requirements for classes will be more strictly adhered to for students less than 12 years of age. The typical age to grade ratio as of September 1 of the academic school year will be applied. Students who wish to be registered for Kindergarten classes must be five by September 1. PreK is defined to be 4 years old by September 1. The age range for 7<sup>th</sup>-12<sup>th</sup> graders may be waived if the student demonstrates higher grade level proficiency and has passed the required prerequisite classes.

Classes for K-1 are designed for children with few or no reading skills. Classes for grades 2-3 are for children who can read and understand simple instructions and stories.

## **Attendance & Tardies**

Regular attendance is critical for subject mastery within the limited number of class meetings each semester. Attendance of 80% is required to continue in classes each semester. This implies that missing more than 3 days of a one day/week class or 6 days of a two day/week may be cause for removal from DE classes.

Tardiness disrupts the class once it has begun, as well as robs the student of material already covered before their arrival. Students should be kept at home if they have symptoms of illness or have had fever within 24 hours.

It is the student's responsibility to contact the teacher regarding make-up work. Students who are enrolled in Junior High and High School level classes will not be allowed to make up work missed during an unexcused absence or tardy! Parents should provide a signed excuse for their student when absent or tardy.

## **Building Maintenance and Clean Up**

Taking care of the facilities during classes is a group responsibility. A Director should be notified immediately of anyone seen being negligent or abusing the facilities in any way, or if anything is found damaged or destroyed. This includes taking care of the tables and chairs. If a toilet is stopped up do not use it and notify the Hall Monitor immediately.

**Parents are financially responsible for any damage to the facilities caused by their children even if the damage was caused accidentally.**

## **Class Cancellation Policy**

When Fort Worth ISD cancels or delays classes due to severe weather or health & safety reasons, Dominion Equippers will follow their lead. If Fort Worth ISD has a delayed opening, DE will cancel classes for the day. Local news stations carry information about weather delays and cancellations. Make-up classes may be scheduled at the end of each semester.

## **Class Changes and Withdraws/New Students**

Students may enroll in, transfer to, or add a class by completing an Add/Drop Slip only up until the third class meeting. Class enrollment after the third class meeting is dependent on teacher approval. Classes can only be dropped or added by the student's parent.

However, since many classes fill up and it is best for students to be in the class from the first day if possible, all initial schedule changes that can be done before the beginning of August need to be. If a family decides to drop a class once Statements are emailed out on July 1, then there is a 1 month time frame for doing so without a charge. This allows DE time to contact families on a waiting list and add them to the class with time to order books. To motivate this decision making process happening in a timely manner, a \$10 drop fee will be charged for each class dropped between August 1 and the first day of classes. Since the supply fees are given to teachers on August 1 to purchase class supplies, please remember that supply fees are also non-refundable after August 1 as well for all classes.

If a class is dropped after the beginning of classes and prior to the third class meeting, the first \$40 of the class tuition and the supply fee are non-refundable unless the class is cancelled by DE. Classes dropped after the third class day will not receive a refund of any amount and are required to be paid in full since the semester budget and teachers' pay become set at that point.

Class supply fees will not be refunded since supplies are planned for and purchased early by teachers. When a student transfers to another class, the student will be expected to pay supply fees associated with that class in addition to the class tuition.

## **Closed Campus**

Students without a parent on site are required to remain on campus from the time they arrive for their first class until their last class is over. Students will not be permitted to leave with other students during the day or at lunch without written permission on file and advance approval by the Director handling Behavioral Discipline.

If a DE youth will be leaving in between classes to go home, go to work, or to another off site class, written permission will be required to have on file from the parent. Please detail the times the student is approved to leave and return. This needs to apply for the entire semester and cannot be off and on. It is a must that DE is able to know where students are on site and if anyone is leaving and returning during the day, prior approval is needed from Sandy Grim.

## **Communication**

### *Communication to Teachers and Parents*

Family file folders, email, and the newsletter are the primary means of communication. Family file folders are located by the front desk and should be checked each class day! Communications could include teacher/parent communications, policy changes, event details, or other home school related information. Newsletters will be emailed at the beginning of each month. The YahooGroup facilitates social networking through an email loop and is optional. All official information will be emailed to all email addresses in the database.

## *Parent Communication with Teachers*

Parent/Teacher communication is essential. Please do not wait for a problem to become serious before contacting the teacher. A Director is available to meet with teachers and parents when requested. Parents may confer with a Director regarding any communication from teachers that causes concern. Meetings requiring the presence of a Director may need to be scheduled immediately before or after the class day. It is better to schedule a meeting with teachers than to try to catch them on their way into or out of class as the teacher's attention going into or out of class needs to be focused on that class.

## *Parent/Teacher Communication for Core Classes*

**Parents of students are often responsible for overseeing and grading their student's homework as well as completing grade sheets provided by the teacher in many classes.** Teachers will provide specific homework and grading instructions with the class information sheet, class syllabus or assignment sheets. Each teacher will also provide their contact information on the initial syllabus. Many teachers will set up an email distribution network for specific classes.

Parent Notifications are emailed on class days detailing missing work, not having supplies, low grades, etc. Parent Notifications will be emailed to the email address in the database. Each teacher's email address will be included if it is needed for follow up.

## **Concealed Handguns**

Handguns are not permitted on site without written permission from the Board. A written request may be submitted to the Board by those licensed to carry a concealed handgun. Apart from written authorization of the Board, handguns are prohibited from being on site. Dominion Equippers is a 501 3(c) Educational Non-Profit. The Educational Non-profit designation requires conforming to the CHL regulations pertaining to schools. As such, it is illegal to possess a firearm on school premises or at DE related events unless written permission from the Board of Directors has been granted.

## **Confidentiality**

Each family has the right to privacy. Family file folders are labeled with each family's name. Only members of that family should remove the contents. Personal information contained in the DE Directory should not be given out without permission. Class lists and directories may not be used for solicitation purposes. Old directories or class rosters should be shredded before being disposed of.

Vital Partners serving as Teachers' Assistants as well as teachers are expected to maintain confidentiality about students' grades. Grades should not be discussed by TAs with others outside of the classroom.

## **Credits and Grades**

7<sup>th</sup>-12<sup>th</sup> grade classes will receive numeric grades unless clearly specified at the beginning of the class. Grade requirements and expectations should be clearly communicated by each teacher in written form at the beginning of the semester. Students in junior high school and high school level classes must turn in at least 80% of their work with a 70% or higher grade to continue to be enrolled in future DE classes within the same subject matter. Students earning less than 70% in two or more classes may be blocked from registration the following semesters unless remedial work progress is demonstrated.

Math Placement Tests are required for new DE math students.

Parents of high school students may apply course credits using either of the following methods:

- **Prescribed (or proposed) course of study method** – Credit is awarded based on completion of pre-determined course objectives and requirements. Grades are based on course standards. This method of course credit measures quality of work, quantity of work, or both. Keeping a work portfolio is recommended.
- **Traditional method** – A Carnegie Credit unit equals 120 hours of course work. Parents are responsible to track hours and award credit based on the measure of time spent on the material. Two semesters of a core math or science class is 48 classroom hours typically requiring 1 ½ -2 hours of homework for each classroom hour equating to 120 - 144 hours per core subject.
- **Learning Challenges & Class Adaptations** - Many learning challenges are being identified today. Classes designed with learning challenges in mind are designated with "Alt." These classes are specially designed to provide alternative styles of learning activities while still covering the subject matter. In other classes, Dominion Equippers' teachers may vary class requirements for learning challenged students in conjunction with the parents if requested. Dominion Equippers' teachers, however, are not trained to address, or teach to, any specific learning challenges. It is believed that the parents are the best ones to help the learning challenged child or youth develop life long study skills that work for them. The type of class experience provided through Dominion can facilitate parents being able to work with their child, or youth, as they think best by sending voice recorders with the student, accompanying them to class to help take notes, or through oral reading of the material or tests. Parents are welcome to administer tests orally to students with learning challenges, but teachers or Vital Partners may not always have the time to do so. Learning challenged students are still expected to complete assignments, even with parental help, and to make a passing grade in the class to continue. If the parents desire to request special grading, class recordings, or oral tests they should make an appointment with the teacher prior to the beginning of classes to discuss possible options. That way the teacher, student and parents will all be on the same page going into the semester. Requests to meet with teachers should accompany class registrations.

## **Discipline**

Each teacher shall establish reasonable rules and discipline procedures for his/her class. No form of corporal punishment is allowed. Students need to clearly understand behavioral expectations and the consequences of wrong behavior.

## *Student Code of Conduct*

The code of conduct is based upon the text found in Galatians 5:22, 23 - "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." For Believers, growing in self-control is part of being a Christian disciple and growing spiritually.

## *Behavior Standards*

Realizing that self-control is part of the fruit of the Spirit, certain standards of behavior are required. Willing, good natured submission to the following standards is expected:

1. Respect those in authority, especially by responding to instructions the first time, completely, with a joyful heart. A \$10 charge will be assessed each time a correction is given multiple times for the same offense. Parents will be notified through the Parental Notification system of the charge being assessed. The charge will be due at the beginning of the next class day before the student can return to classes.
2. Respect the rights and property of others. If it's not yours, leave it alone!
3. Use appropriate conversational tone.
4. Be punctual to each class; recurring tardiness may result in removal from class.
5. Writing and passing notes, tossing objects, and playing with irrelevant objects will not be allowed in class. No MP3 players, laser pens, or hand held games are allowed during class. MP3 players are allowed in the Homework Room, while working, if the volume can not be heard by the person seated next to you. Cell phones out in class, without the teacher giving explicit permission to use phones for dictionaries or calculators, will be confiscated and returned only to the parent. If a teacher allows the use of cell phones to look up resources and the student uses the phone for texting or unauthorized use, it may still be confiscated. Students are responsible for checking the teachers about using their cell phones for class purposes ahead of time.
6. Weapons (guns, knives, etc.), matches, lighters or tobacco products are not permitted on the property at any time.
7. Parents will be financially responsible for damage caused by their child, even if the damage is the result of an accident.
8. Place trash in trash cans & pick up after yourself!
9. Food and drink consumption is only permitted in the lunch areas.
10. No gum is allowed anywhere on site. Chewing gum on site may be punishable by a \$5 fine per occurrence or an hour of labor cleaning tables, including scraping gum from underneath.
11. Cheating may be cause for expulsion!
12. Teachers may require additional classroom standards as needed.

## *Cheating Defined*

Cheating is turning anything in for a grade that is not the student's own work! Cheating includes copying from Answer Keys, Solutions' Manuals, anyone else's paper, any electronic device, or the Internet. In papers and projects, all quotes, illustrations, etc. from other sources should be clearly identified with the source rightly credited. If the cheating is a first offense, a grade of "0" will be given on the entire assignment containing the cheating. If the cheating has been repetitive and not found out until late in the semester, credit will not be given for the entire semester since it may not be clear how much of the grade was affected. Cheating may be cause for expulsion.

When using articles as a reference for papers, taking key word outline notes is best. Simply using key words is the best way to avoid copying too many of the same, exact words used by another author. A general rule of thumb is not to use more than 3 words from the same sentence or more than 5 words from any one paragraph. Using over 50% of any one sentence or over 25% of any one paragraph would be considered plagiarism and could be cause for expulsion.

## *Standards for Boy-Girl Relationships*

We believe that God's plan is for boys and girls to treat each other with respect and honor. It is up to each family to set standards related to courtship or dating and clearly communicate those to your youth. Kissing, pairing off, hand holding or hugs involving pressing, prolonged contact are not permitted at Dominion Equippers' classes or functions. It is DE policy to notify parents of any special boy-girl friendships appearing to develop between students.

## *Procedure for Handling Improper Conduct*

### **First offense:**

The student will be taken aside by the teacher, or authority, to discuss the nature of the misconduct. A Parent Notification will be emailed. If there is repentance and personal responsibility quickly taken for the offense, the discipline can end here.

### **Second offense/second level:**

In the event of a second occurrence or repentance & responsibility not happening at the first confrontation, the parent will be contacted to arrange for a conference with the teacher and a Coordinator or Director.

### **Third offense/third level:**

The third incident or resolution not being reached at the second level may be grounds for expulsion from the class. The third level of discipline if repentance has not happened at the second level, will be to meet with the Board for the discipline issue to be decided. If the student is found guilty, there will be a final opportunity given for repentance and taking personal responsibility to prevent expulsion. Punishment may still be applied.

### **Class Disruptions:**

If a child is unable to bring his/her behavior under control, the student will be removed from the classroom. If the parent is not on site, they will be called and the student will sit with the Front Desk Vital Partners until the parent arrives. The parent will be required to escort the child to the next class meeting.

## Dress Code

All participants are encouraged to dress in a modest, tasteful fashion. Parents are responsible for monitoring their children's clothing. Teachers have the option of requesting that a student refrain from wearing a particular article in the future. If a student wears something that is offensive, a change of clothing will need to be brought by the parents. If you are unsure if something is appropriate, please do not wear it.

Students' clothing should fit reasonably; not too tight, too low or too baggy. Skirts, dresses or shorts should be long enough to fully bend over without showing any portion of their seat and appropriate for sitting, moving modestly and walking up stairs with someone directly behind them. For most, skirts, dresses or shorts should be about 3"-4" below finger tip length. Neither volleyball nor running shorts are appropriate to wear to DE classes or events. Shirt and dress necklines should cover cleavage. No halter tops, strapless, or spaghetti strap clothing should be worn to Dominion Equipper's classes or events. All clothing worn to classes or DE events should have a minimum of 2" shoulder width and completely cover the abdomen and lower back even when sitting or bending. No undergarments should be visible; no boxers, bra straps, etc. should be seen outside of clothing.

## Family Changes

Significant changes in parental authority structure and living arrangements need to be communicated to the Board of Directors as soon they occur. In the event of a parent leaving the home, DE must be notified if anyone else will be assuming custodial supervision of the student's education. If the right to home school is being disputed in a divorce or court proceeding, please notify the Board. If joint custody is in place, DE will communicate with the family member or guardian signing the Consent Form and paying for classes, unless other arrangements are communicated in writing. It is the homeschooling parent's responsibility to give copies of grade and conduct reports to the parent with whom joint custody is in place.

## Graduation

Graduation is a celebration of completion of high school requirements. Parents should establish the requirements for their home school at the beginning of the 9<sup>th</sup> grade year. College bound home school students are encouraged to meet, or exceed, the state requirements for graduation. Set graduation standards are required to participate in Dominion Equippers' Graduation. Home school parents are free to graduate their children as they see fit. Dominion Equippers is also free to set standards for our group since membership and participation is voluntary. Seniors are welcome to take classes with Dominion, but specific requirements must be met to participate in Dominion Equippers' Graduation ceremony.

Part of Dominion's focus is the desire to educationally equip young adults to go on to pursue taking Kingdom ground on the 7 key mountains of government, education, church, family, media, arts, and business (which often depend upon scientific development). Excelling in high school level courses that prepare students for higher learning is a portion of DE's purpose!

Home school students in Texas are considered to be equivalent to being enrolled in a non-accredited private school. As such there are only minimum standards set forth while all other requirements are determined by the parent. The minimum home school requirements in Texas are having a curriculum which teaches reading, spelling, grammar, mathematics and a study of good citizenship, and pursuing that curriculum in a bona fide manner. Curriculum is the parent's choice and can consist of books, workbooks, written materials, or materials on an electronic monitor including computer or video screens, or any combination thereof. "Good citizenship" typically refers to civics such as U.S. and Texas history, government, etc.

Based on the minimum requirements for home schooling in the state of Texas, these are the minimum graduation requirements for those participating in Dominion Equippers' graduations (participation in Dominion's graduation is voluntary!):

- 1) 4 years of Language Arts 9<sup>th</sup> grade and up  
(ie: Literature, Grammar, Essays, Reading, Spelling, etc.)
- 2) 4 years of math
- 3) 1 civics credit (Economics, Government, Texas, American, or World History)
- 4) "Bona fide manner" is defined for Dominion Equippers' purposes as passing with a course completion grade of 70%.
- 5) Providing a transcript demonstrating the above requirements validated by a parental signature.

***If a senior does not pass required classes they are enrolled in their senior year, they will not be allowed to graduate with Dominion Equippers! Individual families are still welcome to decide to graduate their senior.***

The cost of diplomas has been covered by private donations. The cost of the graduation facility and A/V techs have been covered by Dominion. The other costs such as cakes, decorating and program printing have been covered by snack bar proceeds. Primarily, the costs that graduating seniors have covered have been the cap, gown and invitations. To encourage more coursework along the line of college prep, the diploma, facility and program cost being covered is now an incentive. The requirements to have these costs covered are more in line with the coursework needed for university level acceptance:

- 1) 4 years of Language Arts
- 2) 4 years of math (at least through Algebra 2)
- 3) 4 years of science (colleges look for Biology, Chemistry, Physics and 1 Advanced Science.
- 4) 2 years of American or World History, Geography, or Government/Economics type courses.  
For Dominion's purposes, Bible classes definitely count as "Good Citizenship" credits, as well.
- 5) Passing all classes with 70%

- 6) Have taken at least 2 classes through Dominion within the last 2 years.
  - 7) Providing a transcript detailing the above requirements validated by a parental signature.
- [2-3 years of Foreign Language is also required by many major universities, but is not required to participate in Dominion's Graduation.]

Graduating with Dominion Equippers is voluntary. There are other groups in the area who host home school graduations with no requirements. Families are also welcome to hold private ceremonies. Families choosing to participate in Dominion Equippers' Graduations will have 2 options for graduation. The first will be to meet the minimum requirements and cover their associated graduation costs of \$35 facility & tech fee + \$30 reception fee + \$35 diploma fee totaling a \$100 graduation fee. The second option will be to meet the college prep requirements and have the above fees covered by Dominion and private donation. Cakes, decorating and programs will continue to be funded through snack bar sales. All graduating seniors will continue to pay for their own caps, gowns and invitations.

## Grievance Procedures

The Matthew 18 principle should be followed for resolving conflict!

1. Go to the person with whom you have conflict or have taken offense.
2. If not resolved, go to the person with parents, a Coordinator, or a Director.
3. If the issue is serious, the Board may address and rule on the issue as in the case of an expulsion.

All of the above must be done in love and with respect. If the offense was public, the apology or restitution should be just as public.

## Guests

Only registered students, their parents and approved staff are allowed in the classroom and nursery areas during class times. Parents of enrolled children who wish to sit in their child's class are welcome to. Parents are asked to notify teachers prior to sitting in, but are not required to do so. Guests should have permission from both the teacher and a Director prior to visiting a class. Written parental permission is required for students to have guests anywhere on site, even at lunch. All guests should sign in and obtain a Guest Badge at the front desk. The student hosting the guest is responsible for their behavior.

Since classroom space and seating is often limited to just enough seats for those enrolled, guests may be restricted as needed. The same guest is not permitted more than twice a semester. All guests' parents must have completed a Consent Form prior to the guest being allowed to remain on site for multiple hours.

## Homework

Homework fosters discipline and responsibility, furthers learning through practice and application, and teaches students to follow directions. Teachers should communicate homework requirements in writing through the use of assignment sheets, syllabi and other means appropriate to the grade level. The following suggested guidelines are established for the amount of homework assigned from each class:

- Primary grades 30-60 minutes, 1-2 days per week
  - Middle grades 60 minutes, 2-3 days per week
  - High school 90- 120 minutes and up, 3-4 days per week
- Students in upper level core classes may have 2 hours of homework for each hour in class.

## Homework Room

All 7<sup>th</sup> – 12<sup>th</sup> grade students are required to be in the homework room when not in class. Homework Rooms are available for registration in between classes as needed. However, students are not permitted to register for more homework room hours than they are taking classes for during the same day without special permission from a Director. Students must register for homework rooms in advance. Students who are onsite waiting on rides after class time begins should immediately go to the homework room. Parents must come in to pick up their student if they are more than 5 minutes late arriving after the time that their student is released from the previous class. Students who have to be asked to go to the homework room when waiting will be fined \$10 each time after the first instruction is given. Parents will be notified through the Parental Notification system of this additional charge. The extra correction charge will be due at the beginning of the next class day before the student will be admitted to class.

The following standards are set for the homework room time to be used effectively:

- There will be seating assignments.
- Those needing to study together should ask the Hmwk Rm. Coordinator and move to sit directly by the Vital Partner.
- Everyone must be working on something quietly or reading!
- No Internet access is allowed by students at all.
- No electronics, beside MP3 players, should be out or used!
  - Electronics out in Hmwk Rm. will be taken up and turned into the Administrative Desk.
  - Only parents can pick up electronics!
- If MP3 players are used, they must be set out on the table in plain view and not be loud enough to distract the person sitting beside you. No sharing earphones.
- No answer keys or solution manuals should be in students' possession on site at all.
  - If they are out in the Hmwk Rm, they will be taken up.
- Backpacks, purses, and other belongings should be under the table, not on it.
  - Only have on the table what you are actively working on.

## Illness and Injury

If a student has had a fever within 24 hours, please keep the student at home. If a student becomes ill or is injured, he/she must report to the Front Desk Vital Partner, who will call the parent or emergency contact. If the parent or emergency contact cannot be reached, action will only be taken if the situation appears life threatening. Should a student be injured while on site, a Director must be notified and an Accident Report filed. A First Aid Kit is available at the front desk.

## Medication Usage / Dispensing

If a PK – 6th student needs to take prescription medication, the parent, or adult listed on the student's Child Oversight Form, is responsible for dispensing and administering it. Students who are 7<sup>th</sup> – 12<sup>th</sup> grade age may take over the counter medication as needed. Students 7<sup>th</sup>- 12<sup>th</sup> grade age need a written notice on file at the Front Desk when bringing prescription medication on site to take. All medications being taken on site must be in the original container with dosage instructions clearly labeled.

## Parental Responsibility/Child Oversight

Parents are responsible for their own children 12 years of age and under at any time they are not in class. Parents should supervise their children any time they are not in a class. Children 6<sup>th</sup> grade and under need a responsible adult they can go to if anything comes up from an upset stomach to having forgotten supplies. Oversight responsibility may be assigned to another adult staying on site for PreK, K, and elementary age children. Please be sure your child knows who is overseeing them! Children should be supervised any time they are not in class. If you can not stay on-site, a Child Oversight Form is required to be on file at the Front Desk. The Child Oversight Form temporarily assigns oversight of your children to another parent on-site with emergency contact numbers for you.

If PreK, K or Elementary students are in Fellowship Hall during class times, they must be seated at the same table or directly with their parent or oversight. **Parents should only Vital Partner when their children are in class or be willing to enroll their children in Homework Rooms while serving.** Children cannot stay unattended in Fellowship Hall! Students left without supervision will be automatically enrolled in Homework Room, with the \$10 registration fee applied, for the remainder of the semester.

Oversight of PreK – 6<sup>th</sup> grade children needs to be someone readily available to help if needed. Therefore, teachers and those vital partnering more than 2 hours/day have limited availability. Teachers or VPs serving more than 2 hours/day should not commit to being oversight due to the times they will be unavailable. Teachers or VPs serving 2 hours/day or less should not commit to being oversight for more than one other family. Youth 7<sup>th</sup> – 12<sup>th</sup> grade age must be in the Homework Room during the time their parent is teaching or vital partnering.

Youth 7<sup>th</sup> grade and up may be left for classes and picked up afterwards if they are registered for classes or a homework room the entire time and a Child Oversight Form designating oversight to the Directors is completed and on file. This privilege will be revoked if the student is not where they are supposed to be, does not respond to correction immediately, if there is a repeated behavioral problem, or if at any time the emergency contact numbers are needed and there is not a parental response. No other oversight may be assigned for youth without permission from Sandy Grim. Youth need to be enrolled in Homework Room any time they are on site and not in class except for the youth lunch time.

Children or youth waiting on rides must wait in Fellowship Hall. Students are not allowed to wait in the Parking Lot under any circumstances! Younger children under 10 years of age should be escorted in and out of the building by an adult. If a student's ride has not arrived by time for the next class to begin, the children or youth waiting must immediately go to the Homework Room and the driver park and come in to pick them up.

Parents are responsible for reviewing appropriate behavior standards with their children. Parents of younger children are responsible for directing the cleaning of their lunch area. **Parents are responsible to understand information contained in the Handbook and communicate it to their children and youth.**

## Personal Items & Lost and Found

Dominion Equippers is not responsible for items confiscated, lost or stolen. Any unnecessary, personal items taken out in class may be confiscated by the teacher. Teachers should turn in such items to the administration desk. Confiscated items will only be returned to the parent. This includes but is not limited to cell phones, MP3 players, laser pens, and hand held games. Staff will collect items left in classrooms and common areas at the end of each week and turn them in. Items will be held in Lost and Found for two weeks.

## Record Keeping

Home school parents should maintain academic records for their family. Teachers keep data on class grades only during the semester, but are not required to maintain records for future reference. DE typically hosts a transcript preparation workshop each fall semester.

This document is intended to be a set of guidelines relating to general policies and procedures. This document in no way precludes Directors, Coordinators, or teachers from making decisions believed to be in the best interest of those involved. If you have a concern, please discuss it with a Director.

*Dominion Equippers does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies or programs.*

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