

Home Schoolers' Academy

Constitution & By-Law's

- **Article I: Name and Location**

The name of this school shall be Home Schoolers' Academy. This school is located in Springfield, Missouri.

- **Article II: Organization**

Home Schoolers' Academy is organized and operated as a cooperative of Christian parents.

- **Article III: Purpose**

The purpose of Home Schoolers' Academy is to provide supplemental education to home-schooled children aged 4-17.

- **Article IV: Doctrinal Statement**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth and in His sinless life, in His miracles, in His vicarious death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

- **Article V: Officers**

The Academy shall be administered by the Board of Directors and the Coordinator who shall be a Board member. The Board shall be self-perpetuating. The Coordinator shall be appointed by the Board. The number of Directors shall be not less than 3.

- **Article VI: Constituency**

The Board of Directors shall approve applications for enrollment on the basis of admissions standards.

- **Article VII: Finances**

The Academy shall be financed on a not-for-profit, self-supporting basis. Tuition rates are established annually based on expected enrollment. A penalty will be assessed for early withdrawal. Tuition for late admission is handled on a sliding scale.

- **Article VIII: Staff**

The staff shall be qualified for the positions they hold. The primary qualification shall be their belief in Jesus Christ as Lord and Savior and in the Bible as the divinely inspired and inherent Word of God. The paid staff shall be contracted by the Board, upon the recommendation of the Coordinator.

- **Article IX: Changes**

To rescind, change, or modify any part of the constitution, its articles and by-laws, shall require a two-thirds vote of the Board members.

(Revised March 2005)

Home Schoolers' Academy

Policies & Procedures

Standards of Conduct

The basis for our Standard of Conduct is Mark 12:28-31. In this passage, a teacher asks of Christ, "Of all the commandments, which is the most important?" Christ answers, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these."

Every HSA student must understand that all behavior at the Academy will be governed by the Biblical principles above: honoring and loving the Lord, and honoring and loving one another. For the sake of instructing our children in the practical working out of these commandments, some additional specific direction is offered within this code; however, all behavior, whether specifically addressed or not, will be judged by Mark 12:28-31.

It is important for all parents to also understand the following two preliminary conduct requirements:

1. HSA offers classroom instruction in a group environment. Parents should make sure that their children have been instructed in mannerly classroom conduct, and that they can show reasonable ability to govern themselves without constant one on one supervision.
2. It is imperative that every parent and every student understand that HSA is not in the position of replacing the parental responsibility for character development in their children.

Specific Rules of Conduct

1. Students must show respect of personal and school property. No student is to damage any church property or any other student's property in any way.
2. Students will confine themselves to the areas of the church designated for use by the Academy. This includes only the specified classrooms, gymnasium, rest rooms, and hallways connecting these areas. Permission is not given to go into the kitchen or any other area for any reason without teacher supervision.
3. Students and parents shall make every effort to arrive early enough so that students can be seated before chapel begins. Extra effort to be orderly, attentive, and respectively quiet must be made during this time by all students. No one is to talk or whisper during the chapel presentation or during prayer time.
4. There will be **NO** running in the building except as permitted in Physical Education Class. Students **WALK** from class to class.
5. Students are to submit to instruction and discipline from the adults placed in authority over them in the Lord in a prompt, respectful manner.

6. During class, students are to direct their attention to the teacher, displaying respect and consideration for the teacher and the fellow students.
7. Before leaving a classroom, students must gather all their belongings and assure that the classroom is being left neat and tidy.
8. Students must be quiet and orderly as they are dismissed from a class and remain so in the hallways between classes.
9. Speech and communications must be edifying and kind. No profanity, suggestive talk, rude comments, "smart talk", or mean-spirited teasing will be permitted.
10. No aggressive behavior between students will be tolerated. This includes arguing, bullying, fighting, roughhousing, pushing, kicking, etc.
11. Interactions among students while at the Academy are to be conducted within the boundaries of chaste Christian conduct.
12. All conduct not specifically addressed in these rules (or elsewhere in the information provided) is still governed by Mark 12:28-31.

Student Dress Code

1. Students are to remember that they represent the Lord Jesus Christ and the Home Schoolers' Academy in the manner of dress they choose. They are reminded to strive for the *highest* standards when it comes to appearance. If there is ever a question in the mind of a student or parent about the appropriateness of an outfit, it should not be worn. All clothing will be judged on the basis of modesty and appropriateness. No T-shirts with questionable imprinting will be permitted. Tank tops are not to be worn. Shorts and skirts are to be conservative, not much above the knee.
2. All students are to bring warm enough clothing to participate in outdoor physical education programs. They also must be wearing tennis shoes for gym floor activities.
3. Shoes that leave black marks on the floor are not to be worn.

Discipline

It is the Academy's intent to maintain consistent disciplinary standards. Therefore, every family is advised to read this policy carefully to avoid any misunderstanding or undesired results. Parents, please do not assume that your child will never warrant correction and neglect to thoroughly review this policy with your child. *Every child* should have a very clear understanding of the Academy's standards and the policies that are in place.

For classrooms to be conducive to learning, they must be orderly. This can be achieved only by reasonable disciplinary standards with which every participant is fully acquainted.

These are the standards we have established:

If a student

- is reprimanded for a behavioral problem in the classroom (i.e. continual whispering, lack of attentiveness or participation, distracting activity, etc.) **AND** he/she refuses to immediately correct the behavior ... **OR** ...
- displays obvious disregard for the Academy policies set forth in this manual which is being provided prior to admittance (i.e. kicking a fellow student, using profanity, deliberately disrupting chapel, etc.)...

that student will be withdrawn from the classroom and the coordinator may review with the student the conduct promises made upon entering the academy, noting the *infringement on the student's contract form*. The parents will receive a form describing the incident. The student must bring this form back to the Coordinator the following week, appropriately completed and signed by the parents before the student will be admitted to class again. If a restitution or apology was assigned by the Coordinator, this also must be completed before the student is permitted to return. Parents are welcome to contact the Coordinator during the week and discuss the situation more completely.

Repeated occurrences could result in expulsion. It is imperative that students understand this procedure thoroughly and its consequences. It should also be understood that some behaviors could result in immediate expulsion.

Illness

Please do not send your child to the Academy when they are potentially contagious to the other children. If your child has had a fever of 99.3 or higher in the past 24 hours or has vomited in the past 24 hours, he/she should not attend the Academy for that day. This is a matter of common courtesy and respect for the well-being of others.

Other Policies

1. Students should only bring to the Academy those things specifically requested by the teachers. This includes walkman, CD players, etc. Students may have cell phones on them, but they should be left off and should not be taken out during class time.
2. If a child cannot participate in PE on a specific day, the child shall bring a note from home verifying this.
3. Students are not to bring guests with them to the Academy.
4. Students are not to bring snacks, candy, gum, toys, noisemakers, or other distracting or potentially dangerous objects to the Academy.

Parent Volunteering

Parent volunteer involvement is considered very important simply because HSA is a parent cooperative. Each family is required to volunteer a minimum number of days as determined by the board annually. Failure to complete the required volunteer time will result in a penalty as determined by the board.

If a parent finds that he/she is unable to honor his volunteer responsibilities (another child is ill, etc.) that parent should make every effort to trade days with another parent. If that is not possible, the Volunteer Coordinator should be notified as early as possible of the difficulty.

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