

# SCOPE Standards

Welcome! We are excited to partner with you in your homeschool adventure. It's our pleasure to do whatever we can to ensure you and your children have an amazing experience here. Please feel free to contact any board member or teacher with questions.

**SCOPE is a Christ centered community of homeschool families looking to inspire a passion for learning, while providing a quality education in a safe environment. It is our desire to develop strong families through parent support and fellowship.**

**Leaders and teachers who are a part of our organization, uphold a Biblical Christian worldview, which includes the belief that the Bible is the total accurate book that God has given us to teach us about who He is and who we are. The Bible, in concert with the Holy Spirit, guides us and empowers us to live lives pleasing to God.**

**We currently serve students in PreK – 12<sup>th</sup> grade.**

## Code of Ethics and Conduct

The SCOPE core values are Respect, Responsibility, and Kindness. We reserve the right to ask anyone attending a SCOPE class or activity to leave if their behavior, attitude, speech, or attire is deemed inappropriate. Cursing, smoking, drugs, and alcohol are strictly prohibited at all SCOPE activities! In all things, we strive to be Christ honoring.

## Dress Code

While allowing for personal expression, the goal of our dress code is to help our students dress and behave in a manner that will be glorifying to God and help them be successful academically. All attire must be modest. Students are asked to wear clothes that are not revealing or too short (as in shirts, shorts, or skirts). Undergarments should not be seen. Other distracting or disruptive attire will be handled on a case-by-case basis.

## Conduct Code

Students must be on time for classes. Parents will receive an email/phone call if their child is consistently late.

Cell phones must be turned off during class time. If this rule is not followed, the student will be asked to relinquish the phone to the teacher for the remainder of the class period.

Respectful and responsible words and actions are expected at all times. Students are expected to treat all adults, fellow students, and themselves with the utmost respect. If inappropriate or disrespectful behavior occurs, parents will be contacted, and appropriate action will be taken.

High school students are asked to remember that conversations on dating, relationships, and other mature topics should not be discussed with or around the elementary and junior high students. All students are asked to be mindful of the younger students in our co-op and what is appropriate to be discussing around them. We strive to uphold the ideals embodied in Philippians 4:8 – *“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent and praiseworthy – think about such things.”*

While not attending class, students must be in the main foyer area or during good weather, students are welcome to be outside, but they must be in the front yard area of the church on the grass or sidewalk. No

climbing on the church building, the cross, basketball hoop, light poles, or other objects outside. Please be respectful of our neighbors and surrounding property.

- \* No loitering in the hallways, outside classrooms, empty classrooms or in the restrooms.
- \* If listening to music, students must use headphones.
- \* Students are to always use inside voices.

**Please clean up your own messes. This is especially important in the lunchroom and restrooms.** Having the mentality to leave spaces cleaner than when you used them or how you found them is essential to the success of our co-op. It will **NOT** be the responsibility of the parent monitor or fellow students to clean up after you. Failure to do so will result in the loss of certain privileges for all or part of the academic year.

No food or drink (except water) is allowed outside the designated lunch areas. Exceptions are made for class parties and other SCOPE-directed activities.

**Please leave the classrooms and other areas of the church neater than you found them.**

### **Volunteer Option**

Because SCOPE is a co-op, members' involvement is especially important to make it run effectively and efficiently. **We cannot succeed without our volunteers!** We encourage volunteering for events because it is a great way to get connected, make relationships and bond with other families. **Each family (adults and/or students) is required to serve 6 volunteer hours.**

Each family is required to pay an \$80 volunteer fee with their membership form. If your volunteer hours are fulfilled, you will receive your \$80 back at the end of the SCOPE school year. **If you do not fulfill all 6 volunteer hours, you forfeit your \$80.**

We are all in a different season of life so if volunteering will not be an option for you this year, we do offer a buyout option.

Families are expected to sign up for their 6 hours in our volunteer book which will be available each Monday during our scheduled class times throughout the month of September. Please contact our Volunteer Coordinator, Erin Pesha at [peshaerin@gmail.com](mailto:peshaerin@gmail.com) to sign up or if you have questions.

### **Lunch**

The SCOPE lunch time runs from 12:00 - 12:30 pm for all Grades 1<sup>st</sup> – 12<sup>th</sup> students. The PreK-K class has lunch earlier in their own classroom. There are two microwaves and one small refrigerator available to use in the lunchroom. The refrigerator is turned off and stored each week so anything left in it at the end of the day will be thrown out.

### **Attendance**

It is important for our parent monitor and teachers to know if a student will be absent, whether you know ahead of time or at the last minute. We appreciate your cooperation in keeping us in the loop.

Please text Stacy Kangar, our Parent Monitor (651-239-7638) and Anne Ross, our SCOPE President (515-231-3743) if your child will be absent for any reason.

If you know that your child will be absent for certain SCOPE Mondays, please let the teachers know via email ASAP and make arrangements for getting homework. If possible, please do the same if your child is absent at the last minute.

## **Weather**

We will alert families of cancelled classes due to inclement weather by text message. Please use your best judgment as well. Your safety is our number one concern. If you choose to keep your student at home, please notify the teachers and our Parent Monitor Stacy Kangar (651-239-7638).

Early release – If the weather worsens to the point SCOPE needs to close early for safety reasons, etc., parents will be notified ASAP via text message. Obviously, students with cell phones can contact parents themselves as needed.

If we miss an entire SCOPE Monday, we will follow the Make-Up Day progression listed on our SCOPE calendar.

## **Student Drop-off and Pick-up**

**All students and parents are asked to enter and leave through the front double doors only!**

**Please do not use the side, Sanctuary, or basement entrances.**

No student may be left at the church alone at any time or for any reason. Please make arrangements if you are unable to pick your child up and notify our parent monitor accordingly. We realize that emergencies or weather can delay you - please call our Parent Monitor Stacy Kangar (651-239-7638) if you will be delayed past pickup time for any reason. PLEASE notify Stacy if someone other than you will be picking up your child(ren).

A responsible adult will be at the Valley Baptist Church building from 8:30 am to 4:45 pm. Students (Grades 1-12) are welcome to stay for the day if they abide by the rules as stated above. All parents are welcome to stay as well.

PreK – K students must be signed in and out & dropped off and picked up downstairs at the PreK – K classroom by the parents. The class runs from 10:00 am to 1:00 pm. **No early drop-offs or late pickups will be allowed.**

## **Lost and Found**

**SCOPE is not responsible for any items left by students at any time.**

Please remind your students not to leave items lying around in common areas, classrooms, or restrooms. Students are asked to keep track of their own stuff and put it in a safe place if they are not carrying it to class. Other students need to be able to use the tables and fellowship areas as well.

Please label all backpacks, books, coats, etc. with your family's name. Any items left at the end of each SCOPE Day are usually placed in the locked SCOPE closet but could end up in the church "Lost and Found" box. However, we cannot guarantee that they will be there forever.

If there are still "Lost and Found" items at the end of the year, we put them out at our Spring Family Night. If not claimed, they are donated to a local charity.

## **Discipline Policy**

SCOPE students are expected to abide by the Code of Ethics and Conduct guidelines. Failure to do so will result in the following disciplinary actions:

- 1st offense - The student and parent will be notified of the inappropriate behavior.
- 2nd offense - The student will be asked to leave the classroom and possibly the co-op for the day and the parents will be notified to pick up their student.
- 3rd offense - The student may be expelled from SCOPE classes. We will review and make determinations on a case-by-case basis.

### **Communication:**

- Our main mode of communication is via email.
- SCOPE website: **[www.homeschool-life.com/mn/scope](http://www.homeschool-life.com/mn/scope)**
- Mailboxes: All SCOPE families and teachers have a physical mailbox (hanging file folder) at the church. Please check these each week.
- Facebook: Find us at **<https://m.facebook.com/SCOPEhomeschool/>**

All communications will be handled in an appropriate Christ-like manner between families, parents, staff, and students. This includes but is not limited to emails, direct meetings, phone calls, etc. Parents are asked to utilize email to contact teachers, Board members and support staff. If you prefer an in-person meeting, please contact our SCOPE Liaison, Michelle Triebold ([michelletriebold@gmail.com](mailto:michelletriebold@gmail.com)).

The SCOPE Family Directory is available on the SCOPE website. **That information is solely for the use of SCOPE communication. Please do not distribute or share with anyone outside of SCOPE – including but not limited to EVITE and other such websites.** Teacher email addresses are available on the website.

### **Parent Expectations**

All SCOPE members are required to follow the SCOPE Code of Ethics and Conduct as stated above.

If you have a concern regarding a SCOPE class, teacher, or policy, please contact our SCOPE Liaison Michelle Triebold ([michelletriebold@gmail.com](mailto:michelletriebold@gmail.com)). In addition, if you are interested in visiting or observing in a class, please notify the SCOPE Board and the classroom teacher ahead of time.

Parents must pay tuition and fees on time as designated on the registration information. If a class is dropped after the SCOPE school year has started, there will be no refund.

If your check is returned for any reason, you will be required to pay by money order or cashier's check for the check amount plus any fees that have been incurred. This could result in you being parked on the website which means you cannot register for classes and/or your students cannot attend SCOPE classes. Please contact the SCOPE Treasurer Alicia Wienke ([awienke.scope@gmail.com](mailto:awienke.scope@gmail.com)) if you have questions.

**The SCOPE Board reserves the right to deny enrollment in SCOPE to any family.**

If you have questions, concerns, or compliments, please contact a SCOPE Board member.