

## 2022-23 Sound Learning Family Handbook

**Sound Learning** is a non-profit teaching service offered by dedicated and enthusiastic Christian educators who provide engaging classroom experiences and opportunities for students to learn and grow in their formative pre-teen and teenage years. Our weekly group-tutorial classes offer a “middle ground” between parent-facilitated co-op classes and a fully guided school experience.

### **Sound Learning seeks to:**

- Provide high-quality education
- Be teacher led and parent-guided
- Equip students with academic and life skills
- Ensure a rigorous academic environment
- Strive to impart biblical worldview in all subject areas
- Prepare students for the college setting
- Create a safe, friendly and open classroom setting
- Impart a lifelong love of learning
- Provide a healthy social setting

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**NOTE: Submission of the first-semester tuition for classes signifies agreement of parents and students with the procedures and policies described in the handbook.**

## **Sound Learning Instructor, Parent, and Student Responsibilities**

Instructor responsibilities facilitate students' successful participation in Sound Learning classes while supporting parents' commitment to educating their students at home.

### **Instructors will:**

- Prepare a full course of study for the school year
- Provide a course syllabus and schedule of assignments
- Lead weekly class meetings (i.e. conduct lectures and facilitate discussions)
- Post guided activities and weekly homework assignments on Schoology.com
- Assess student assignments and weekly post scores on Schoology.com
- Contact parents in the event of persistent academic or classroom problems (Instructors will have the option of messaging on Schoology.com, making a phone call, or arranging a personal meeting)

**Parent responsibilities facilitate their students' successful participation in Sound Learning classes while fulfilling their commitment to educating their students at home.**

### **Parents will:**

- Arrange for reliable transportation for students to and from class
- Work with their student to schedule and efficiently use daily homework time
- Be available during homework time to provide instruction, answer questions, and proctor exams, tests, and quizzes
- Notify instructors as far in advance as possible of a planned absence or conflict with completing coursework
- Facilitate consistent Internet service, daily computer access, and use of a reliable printer
- Purchase or rent textbooks and other materials as required by each class
- Provide basic office supplies (pens, pencils, paper, stapler, three-hole punch, binder, etc.)
- Use Schoology.com access code to join their student's courses before the first day of class
- Check Schoology.com regularly for messages, announcements, assignments, and their student's academic progress
- Keep student transcripts and assign letter grades, if necessary

**Student responsibilities facilitate successful participation in Sound Learning classes while receiving their primary education at home.**

### **Students will:**

- Attend class on a regular basis, responding attentively to the classroom environment
- Be prepared for class with necessary supplies, such as textbook, notebook, pen, and paper.
- Complete and turn in assignments neatly and on time
- Schedule adequate time and complete DAILY homework
- Ask for clarification and assistance with homework as needed (from parent or instructor)
- Complete papers, exams, tests, and quizzes with integrity and honesty
- Take the responsibility to ask instructors about make-up work when absent
- Notify parents promptly for assistance with Internet/computer/printer problems
- Use Schoology.com access code to join all courses before the first day of class
- Check Schoology.com regularly for messages, announcements, assignments, and academic progress

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## Academic Progress and Community Conduct

**Academic Progress and Community Conduct depends primarily on Sound Learning students' selfgovernance, personal responsibility, and accountability to parents and instructors.**

**1. Students will demonstrate self-governance by:**

Doing their best to follow instructions and complete assignments on time  
Being polite, respectful, and considerate toward all adults and fellow students

**2. Students will accept personal responsibility for their actions by:**

Taking steps to improve academic performance that has fallen below 70%  
Taking steps to improve conduct that is causing disruption or conflict

**3. Students will demonstrate accountability to others by:**

Observing policies and procedures for academic work  
Observing and adhering to guidelines for behavior during class, study hall, lunch break, and before/after class

**Steps for Improving Academic Progress or Community Conduct will be implemented when a student needs encouragement using self-governance.**

**Step 1:** Instructor will redirect student behavior by verbally or non-verbally pointing out to the student what he or she should be doing.

**Step 2:** Instructor will briefly meet with the student after class or at lunch to communicate academic or conduct expectations and provide the student with an opportunity to respond cooperatively.

**Step 3:** Instructor will implement a change in the classroom environment, such as changing the student's seating assignment or suggesting better study habits, to help the student take steps toward improving the quality of their work or conduct.

**Step 4:** If the previous three steps have been implemented without improvement, the student will be sent to a pre-arranged, supervised study area during class, and parents will be contacted by phone to set up a meeting.

**Step 5:** During the parent meeting, the instructor will communicate academic or conduct expectations and concerns regarding the lack of student progress with the steps already taken to correct the situation. Parents will be given an opportunity to respond and provide additional guidance at home, as well as in class. As needed, the student will make an Academic or Conduct Improvement Plan under the direction of the instructor and parents.

Sound Learning Academic or Conduct Improvement Plan is intended to help instructors, parents, and students identify and take steps toward improving a student's academic progress or classroom behavior. The goal of the plan is to identify weakness and build corresponding strengths so a student can make progress toward meeting his/her academic potential. The student has full responsibility to make the plan under the advisement of parents and instructors. They then must show consistent academic progress or improvement in conduct while carrying out the plan. If a student shows a lack of compliance or improvement while under this agreement, it may indicate that he/she is not adequately benefitting from the Sound Learning program to meet his/her academic potential. In this case, teachers and parents will discuss the option of discontinuing the student's enrollment in a specific course or the program as a whole to seek a more suitable educational environment.

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## **General Procedures and Policies**

### **Dropping Off and Picking Up Students**

Drivers should arrive at our location with adequate time for students to be seated in the classroom before their first class begins. Students habitually arriving late for class are a significant disruption to instruction.

Drivers should return to our location by the end of the student's last class. Late pickups create a security risk for students and an inconvenience for the teachers (and their families) who wait with your students.

### **Inclement Weather/Emergency Procedure**

In the case of snow or storm, Sound Learning uses NK and CK schedules as guidelines. Please check Schoology.com in the morning for details. We may choose to meet via Zoom or we may have a late start at 10:00 am.

At ANY time if you do not have safe driving conditions, please feel free to stay at home. If you are concerned about changes in weather during the day, you may pick up your student anytime during the school day. Some of you come from quite a distance, and your safety is more important than attending class.

### **Emergency Late Start Schedule**

10:00-10:55 1st Period (8:30 class)  
11:00- 11:55 2nd Period (9:55 class)  
12:00-12:25 Lunch  
12:30-1:25 3rd Period (11:20 class)  
1:30–2:25 4th Period (1:00 class)  
2:30-3:25 5<sup>th</sup> period

### **Planned Absences and Schedule Conflicts**

Parents should notify instructors if a student will be absent from class or is unable to keep up with the pace of homework due to short-term involvement in high demand activities. While consistency is essential for academic progress, some flexibility is possible. Each instructor has specific policies and procedures for makeup work, submitting late work, and accepting requests for omitting assignments.

### **Study Hall**

Students who remain on campus before, after or between classes are required to attend the parent-supervised Study Hall and pay a \$35 fee per period per semester. Here they may complete their homework, study, or read. Additionally, students may be sent to Study Hall from their scheduled classes to get caught up on assignments rather than falling further behind. Students may not play video games or watch videos in study hall unless it is directly related to their studies. Failure to follow guidelines may result in student being removed from study hall to sit in the back of a classroom.

### **Lunch**

Students are provided with a lunch break from 12:35 and 1:00 (between 3rd and 4th periods). Students should bring their own food, dishes, and utensils (using items from the church's cupboards, drawers, and refrigerators is not allowed). Students will also be responsible for cleaning up after they are finished eating. (Clean up includes wiping off tables, putting all trash in the cans provided, and cleaning the floor as necessary). There is no microwave available to use.

### **Facility Use**

Students should demonstrate care and respect for the church's property (building, equipment, and grounds) at all times during the school day. Electronics equipment and items in cupboards/closets are off-limits.

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## **Closed Campus**

Once dropped off at our location, students are required to stay on the church's property until a parent or designated driver picks them up at the end of their classes. Students may not visit local restaurants or shops during breaks or during the lunch period.

## **Student Dress**

Student attire should be appropriate for participating in a structured, Biblically-based academic setting. Dress guidelines are intended to clarify and standardize expectations and to prevent awkward or embarrassing social situations for students. Parents, please provide necessary direction to your students to help them adhere to these guidelines.

### **Student Dress Guidelines:**

Clothing should cover student from just above the knee to under the arms

Outer tops and bottoms should not be overly tight or form-fitting

Outer tops should cover the shoulders

Outer tops and bottoms should cover all undergarments (Ex. Boxers are not considered a fashion accessory)

Hoods and hats should not be worn inside the building

## **Cell Phone/Laptop Use**

Cell phones should be turned off (or put on silent mode) and used only in between classes or at lunch for contact with parents or emergency purposes only

Laptops may be used during the school day as directed by individual instructors.

Students may access the internet by connecting to **Guest Password - \_\_\_\_\_**

## **Academic Integrity**

Sound Learning students should demonstrate academic integrity by avoiding all forms of cheating and plagiarism. According to Plagiarism.org, *the following are considered plagiarism:*

- *turning in someone else's work as your own*
- *copying words or ideas from someone else without giving credit*
- *failing to put a quotation in quotation marks*
- *giving incorrect information about the source of a quotation*
- *changing words but copying the sentence structure of a source without giving credit*
- *copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not*

To help students avoid unintentional dishonesty, instructors will provide guidelines for taking at home-tests and using correct citations. Students who do not follow these guidelines will receive a zero or be asked to redo their work. In some situations, students may also be required to implement an Academic Improvement Plan.

## **Registration and Payment Information**

Sound Learning considers a family's registration to be a commitment to enroll, pay all fees, and participate in the program for the entire school year. However, if circumstances arise that require early withdrawal, we want to reasonably accommodate that need.

## **Dropping/Auditing a Class**

A student may withdraw from a course in the first ten days of each semester and receive a refund minus a \$20 drop fee. There is no tuition/fees refund after the first ten days of each semester.

If a student is not able to include homework for a course in their study schedule, but would benefit from continuing to participate in class meetings, he or she may be given the option to audit a course. Tuition and fees for auditing are the same as full enrollment in the course.

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**Tuition and Fees**

Tuition and fees are due in full on the first day of each semester. Checks should be written to SOUND LEARNING and include all fees. All fees are listed in the Handbook Appendix and the materials section at the Sound Learning Families course on Schoology.com. Families should receive an invoice of all charges via email in August and January.

Acknowledgment: Portions of Sound Learning Handbook adapted from Harvester Teaching Services Handbook.

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