

HomeSchoolsW orks Handbook

Teenworks ~ Iowa

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PURPOSE

HomeSchoolWorks is a service that tutors children in areas where parents need assistance. We are not a school or an umbrella organization for homeschoolers. These services are provided so young people can have a God-based view of the world, which enables us to have a generation that will help to redeem America. Tutors may or may not be state certified, but all are trained to combat humanism by teaching Godly principles and are experts in their academic field. HomeSchoolWorks does not accept funds or cooperate with public schools, state funded organizations or charter schools.

Teenworks is a private organization that does not accept government funds. Full time public or private school students are not accepted.

HISTORY OF HOMESCHOOLWORKS / TEENWORKS

HomeSchoolWorks is an organization that was founded by Jeff and Wanda Burdick, formerly from Michigan, where they also started Teenworks. Teenworks was formed in the fall of 1984, as Jeff and Wanda Burdick prepared to homeschool their own children. It began with a small group of parents, who expressed a need for help in some of the academic subjects. The Burdicks realized the lack of support services for homeschooling parents and sought to provide those services for their own group. The demand for these services grew and other families joined. From 1987 to 2003, the Burdicks worked in an area church until they purchased their own building in Grand Ledge, Michigan. In 1999, Kidworks began a program for kindergarten to third grade. In 2007, more days at the campus were utilized, with different days and allowing for more classes and services so Teenworks could continue to provide quality services for the benefit of homeschoolers and better serve an ever-growing group. In 2007 the Burdick moved to Wesley, Iowa and founded HomeSchoolWorks which has three components: Webworks, an online classes for 5th – 12th grade; Collegeworks, an accelerated distance learning program for earning college credit; and Teenwork ~ Iowa, a local tutoring service meeting once a week.

STATEMENT OF FAITH

We believe the Bible to be the verbally inspired, and only infallible, authoritative, inerrant Word of God.

We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.

We believe the Lord Jesus Christ is the only begotten Son of God, born of a virgin, sinless in life. We believe in His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

We believe that sin is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for His salvation.

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is able to live a Godly life.

We believe in the resurrection of both the saved and the lost; the saved unto eternal life and the lost unto eternal damnation.

We believe in the spiritual unity of believers in the Lord Jesus Christ.

We believe in the creation of man by the direct act of God.

We believe in the institutions of marriage and the family, the church, and the government as established by God in His Holy Word that parents are solely responsible for the care and training of their children; that the purpose of the church is to provide for the fellowship of its members, and to equip them to minister to the needs of one another and to provide a witness to the lost; and that the purpose of government is to provide for the safety of its citizens and to protect them from evildoers both from without and within its borders.

PROGRAMS AND SERVICES

HomeSchoolWorks is a sole proprietorship operated by Jeff and Wanda Burdick. Our goal is to assist families who homeschool their children with the following services:

- Tutoring of many academic subjects
- Debate and forensics
- Drama productions
- Advanced Placement Classes
- National Honor Society
- Graduation ceremony and senior activities
- ACT seminar
- Record Keeping Seminar
- Social events & field trips
- Newsletter

ENTRANCE PROCEDURE

1. Parents should visit the classes in which they wish to enroll their students while HomeSchoolWorks is in session, so as to completely understand the expectations.
2. Submit a completed Teenwork's Enrollment and Registration packet, registration fee, and deposit. These forms may be found at www.teenworks.net. The deposit will be applied toward your tuition. **The registration fee and deposit are non-refundable.** The only exception is if your application is denied or the class is canceled.
3. Admission will depend upon content of Christian testimony, character, and academic ability.
4. A child may be asked to take an achievement test to determine his or her academic level. Students are expected to be grade level when they begin class. The parents are responsible for bringing the student up to grade level.
5. No dropping of classes will be accepted after July 31. **If you drop a class after the July 31 deadline, you are required to pay for the entire year.** The only exceptions are if a family moves out of the area, a student becomes too ill to attend, or the tutor requests the student be removed from class due to poor academic performance.

PUBLIC AND PRIVATE SCHOOL POLICY

HomeSchoolWorks/Teenworks-Iowa's mission is to provide educational services to home school families who desire to train their children in a biblical worldview. In keeping with this mission, Teenworks has established the following policy regarding eligibility in the HSW/TW program.

1. In accordance with Home School Legal Defense Association (HSLDA) in order to be considered a home schooler you cannot be a part of the Iowa home school assistance Program and you must be home schooled at least 51% of the time.
2. No full – time public school or private school students will be enrolled into the Teenworks ~ Iowa program.

RESPONSIBILITIES

Tutor's Responsibilities

1. Be prepared for class.
2. Provide instruction for given subjects from a Biblical worldview.
3. Correct assignments and tests and return them to the student with feedback.
4. Be available by phone or e-mail to answer questions.

Student's Responsibilities

All grades:

1. Be on time and ready to receive instruction.
2. Have appropriate materials for class.
3. Do not be disruptive in the building at any time.
4. Stay on the premises until it is time to go home. Students may not leave between classes unless accompanied by a parent. Violation of this may result in dismissal.

Grades 5-12:

1. Have assignments completed at beginning of class.
2. Contact tutor with any questions concerning the lesson. Do not come to class with unfinished work.
3. Contact tutor if unable to attend a class for missed assignments.

Parent's Responsibilities

All grades:

1. Monitor your student's responsibilities.
2. Ensure the student is properly equipped for each class as defined by the tutor including buying all the required texts. (Most texts are available through the Virtual Book store.)
3. Visit the student's classes once a semester so you are better informed.
4. Teenworks requires parental involvement. Some activities require parental assistance. Do not expect tutor to do all the work.
5. Reinforce the tutor's authority; never speak negatively about the tutor or allow your student to complain about the tutor. If there is a problem, please talk to the tutor first before contacting the office.

Grades 5-12:

1. Make sure your student is doing the homework assignments.
2. Except for exams, tests are sent home to be taken under your supervision. Please sign each test indicating that you monitored your student during the test.
3. Keep a record of your student's progress. Tutors will give a percentage on assignments that should be recorded by the student or parent. Tutors are not responsible to keep records for you. Parents are responsible to determine grades. (A certificate will be given at the end of the year.)
4. Ensure the student calls the tutor if he or she has questions.
5. Enroll the student in only those classes that you have time to monitor. Sometimes students need to adjust to the workload and to keeping a schedule. HSW/TW expects the average student to spend approximately 1 to 1½ hours, four days a week for each class.
6. See that the student participates in outside class activities and trips.
7. Pay all financial obligations to Teenworks.
8. If you wish to meet with a tutor, call the tutor to make an appointment. Please do not expect tutors to disrupt their class to talk with parents. Parent-Tutor-Conferences are available in the fall. Parents requesting a conference must schedule one in advance with the tutor.
9. Notify the tutor of any problems or concerns before dropping a class. If you feel, after contacting the tutor, that the problem has not been dealt with satisfactorily, contact the office and a meeting will be scheduled with you, the tutor and administration.

DRESS CODE

It is the goal of Teenworks to provide an educational environment where learning is our focus. Students' appearance should reflect this goal by dressing in a manner that neither distracts nor attracts the inappropriate attention of others. Students should demonstrate Christian self-government in monitoring their appearance. Parents should ensure their students come to the HSW/TW dressed in a proper and modest manner. As guests in the facility, individuals should show respect toward those in authority by observing the following dress code.

GRADES 5-12

General Appearance - These standards apply to all HSW/TW - Iowa activities

Boys – No hats in the building; hair must be short, off the ears and collar with no excessive dyeing; no facial, nose, or visible body piercing; no necklaces, tattoos, or makeup. Jeans may be worn if neat, without holes and not baggy or hanging. No shorts allowed

Girls – No facial, nose, or visible body piercing except pierced ears; no excessive jewelry, makeup, or "excessive" hair dyeing; no tattoos. Jeans and slacks may be worn if modest, not too tight, and clean without holes. Skirts, if worn should be hemmed below the knee. Tops must be loose, not form fitting or tight, no bare midriff (when arms are lifted midriff should not be exposed.) The spirit of these rules is to promote modesty and professionalism.

- **TRUE BLUE DAYS AND OTHER ACTIVITIES**

True Blue Days are "spirit days," which occur throughout the year. These theme-oriented days are posted in the HSW/TW -Iowa calendar with clear instructions on appropriate dress for the day. The above grade-appropriate dress guidelines must still be observed unless otherwise noted in the instructions.

BEHAVIORAL EXPECTATIONS

- Speak carefully, honoring the name and character of God by avoiding profane, vulgar, or inappropriate speech.
- Act appropriately, practicing courtesy and respecting the property of others.
- Abstain from immoral behavior such as sexual activity, drug abuse, or alcohol abuse. If a student is found to be involved in any of the above activities while enrolled in Teenworks-Iowa, a decision to continue enrollment will be made depending on the situation.
- Teenworks reserves the right to discipline students for unacceptable behavior including, but not limited to, the above. Teenworks reserves the right to use its own discretion in determining what behavior is unacceptable and what disciplinary action will be taken in each particular circumstance, up to and including dismissal.
- Inappropriate public displays of affection are subject to disciplinary action. Possible suspension or expulsion.

CHEATING POLICY

Teenworks wants every student to learn to be self-governed. Therefore, we are adopting a clear policy on cheating to set the boundaries so students can have a clear understanding of what this is.

Defined from the 1828 Dictionary:

- Plagiarism – The act of purloining another man’s literary works, or introducing passages from another man’s writings and putting them off as one’s own; literary theft.
- Cheating – Copying someone else’s work and turning it in as your own.

Questions that one might have:

Q: Can I study with or help another student while at Teenworks ~ Iowa?

A: Yes, but know the following:

- Do not copy another student’s answers.
- Don’t do another student’s work

Q: Can students work together to accomplish an assignment?

A: Students may work together but individual work should be accomplished. Writing assignments should be the creative work of each individual.

Q: What is the punishment for cheating?

A: Each student involved will receive a zero for that assignment and possible suspension | depending on the situation.

DISCIPLINARY ACTION

GRADES 5-12

The Information Form is the method by which we communicate concerns with parents. Information Forms may be given for incomplete homework assignments, dress guideline violations, or tardiness.

The Infraction Notice is sent for more severe violations. An Infraction Notice may be given for continual poor performance on homework, repeated violation of the dress guidelines, chronic absenteeism, poor attitude, class disruption, and destruction to private property. In the event that a student receives three infractions in a semester from tutors or the study hall monitor, a conference will be scheduled with the student, parents, and tutor. Thereafter the student will be placed on probation or suspended. A plan will be discussed to help the student correct the problem. If the student fails to cooperate and receives a fourth infraction, he or she will be suspended or dismissed for the remainder of the year. Consequences will be decided by the staff depending on the nature of the infraction.

Students may be dismissed immediately without notice for gross infractions such as cheating, lying, fighting, use of illegal sub-stances, or immoral behavior.

BUILDING RULES

This facility should be treated with respect and not abused in any way. Please show a spirit of thankfulness and keep the building in good condition.

Closed Campus Policy: Students may not leave the premises for lunch or between classes unless given permission by an adult.

Behavior

1. Absolutely no running or playing in the classrooms, hallways, or other rooms.
2. No playing in the parking areas.
3. No eating or drinking in rooms aside from designated areas.
4. Take all belongings with you at the end of the day. We are not responsible for lost or damaged items. Items that are left will be discarded if not claimed.
5. No destruction of property. If caught being destructive, staff will determine what further process must take place.
6. If student breaks or damages the building or property, his or her parent is responsible to pay for the damages. If no one admits to doing the damage, then the cost will be charged equally to all participating families.
7. Visitors, are not allowed in the building without prior approval from the authorities.
8. Students are not allowed to leave the premises between classes or during lunch without permission.

Electronics at Teenworks

1. No electronics (MP3 players, CD/tape players, radios, electronic games) allowed at HSB/TW except the following:
 - Laptops – Offline only and only by permission by the class tutor.
 - Cell phones – Cell phones should **only** be used for the purpose of contacting the students' parents or guardian for security or transportation purposes. Cell phones may not be worn on the person and should be kept in the backpack or purse while in class.

Student Drivers

1. Students are not allowed to sit in their car in the parking lot without a parent present.
2. No student will be allowed to go to their car without adult supervision until their class is completed.
3. Students are not allowed to drive another student, other than family members, without parental permission.

FINANCIAL INFORMATION

- Current tuition and fees are available on our website.
- Payments may be made as follows:
 - Full payment – due August 1
 - Semester payments – due August 1 for first semester and December 1 for second semester
 - Monthly payments (8 payments per year) – due August 1, September 1, October 1, November 1, December 1, February 1, March 1, and April 1.
- All other fees pertaining to the class will be added to your bill.
- Unless the office is notified in writing by July 31 of any changes, you are **required to pay for the full year**. If a parent decides to remove child before the end of the year, the parent is still required to pay for the class through the end of the year.
- A five-day grace period is allowed. However, if payment does not reach the office **by the 5th of the month, then a finance charge of \$20.00** will be added to the bill.
- HSW/TW check policy: Checks can only be held for 3-5 days. There is a \$20.00 charge for returned checks.
- HSW/TW is willing to work with families if families are willing to communicate with Teenworks. However, if payment is not made on time and the parent has not contacted us, the child may be removed from the class until payment is made. Please cooperate with the HSW/TW on this matter.

CLASS PROCEDURE AND HOMEWORK

- Homework will require approximately 1 to 1½ hours per day four days a week. Special projects such as research papers and science fairs will require additional time commitment.
- If homework is incomplete or not finished, a notice will be sent home by mail or parents will be notified.
- Tutors are not required to grade work that is more than two weeks late. Students are required to complete the work and parents are to correct the work themselves. If work is not completed, it is considered an incomplete and an incomplete will be issued on the certificate at the end of the year.
- Each student is required to maintain a notebook for each subject, which records class instruction and performance.

- All work that is satisfactorily completed will be recognized by giving the student a certificate with the earned percentage at the end of the year in May.

STUDY HALL

An unsupervised study hall is provided for those who must wait for a class or for transportation.

- While in study hall, the student may talk quietly, as long as it is not disruptive.
- Students who use the study hall privilege are expected to exercise self-government in how they act and what they say.
- No loitering is allowed in the hallways or outside. Students should be either in a class or in study hall or if their classes are over, they should go home.
- LUNCH hour is 11:30-12:00. Students should bring their own lunch.

CLASS CANCELLATION & ABSENTEEISM

- Classes may be canceled due to bad weather or other circumstances beyond our control. Contact your local news stations for information. We determine if classes are to be canceled by contacting the State Police. Just because your school district closes does not mean HSW/TW is canceled.
- If a session is canceled, we will not make up the day unless all tutors decide it is necessary. No refunds will be issued for missed day due to circumstances beyond our control.
- If a student is absent, it is his responsibility to contact the tutor for any missed work or information.
- If a student knows he will be gone, it is his responsibility to notify the tutor prior to leaving and make arrangements to make up the work.
- Chronic absenteeism is not allowed. If a student "skips" a period without a valid excuse, the student is subject to dismissal.

Workshops

For information on scheduling a workshop for your support group, call the office. Mr. and Mrs. Burdick present workshops on:

- Home Schooling through high school
- True Christian education and how to obtain it for our children
- How to give direction to a child for life goals
- How to avoid homeschool burnout
- How to sustain a marriage and still homeschool
- So you want your home schooler to be home schooled
- College Options

WHAT OTHERS ARE SAYING ABOUT TEENWORKS: -MICHIGAN AND IOWA

"I have always known Teenworks to be a wonderful asset to our homeschooling experience, but now that our son has had almost a full year of college we have proof. He has found college to be easier than home-schooling/Teenworks, and he has excelled in all of his classes."

"Thank you so much for your ministry! Our kids have gone from hating homeschooling (in September) to never wanting to go back to public school (by Christmas)."

"God bless you for all that you do. Without you, we would have really floundered in the high school area. We really appreciate the help with the ACT."

"My daughter enjoys being with others at her level and the fellowship they share."

“Teenworks has prepared my son for university life as we never could have. We are so grateful for the tutors!”

“Teenworks is a blessing to us. We thank God for the Burdicks, and the tutors. We also appreciate all the extras that we couldn't do on our own – drama, field trips, etc.”