

Homeschool Instructional Support

(H.I.S.)

Family Handbook

2025-2026

Deuteronomy 6: 6-9

And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up. Tie them to your hands and wear them on your forehead as reminders. Write them on the doorposts of your house and on your gate.

Homeschool Instructional Support (H.I.S.) is a co-operative effort among home school parents to provide classes that meet once a week for the purpose of providing instruction in core subject areas as well as supplementary and elective areas. The program has been in existence since 2005. Currently the classes meet at First Baptist Church in Brazoria on Tuesdays from August through May. Assisting families with high school course requirements is the primary reason this co-op was developed. Classes for all ages have always been part of the program to assist teachers and families in areas where they are less confident or where a group setting is more appropriate for learning. Many families have stated that the classes have met an academic need, provided social opportunities, and helped in meeting transcript requirements

Registration is required to take part in the classes. Fees are collected and supply/copy costs and curriculum may be required to enroll in classes. Registration for the classes takes place in the summer for fall classes and in November/December for spring classes

Statement of Purpose and Faith

We believe

- That the Holy Bible, consisting of the Old and New Testaments, is the only inspired, infallible inerrant and authoritative written Word of God (2 Tim. 3:15-16; 2 Peter 1:21)
- That there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30)
- In the deity of our Lord Jesus Christ, his virgin birth, his sinless life, 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 (John 10:30)
- That for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely necessary (John 3:16-19; John 5:24; Rom. 3:23; Rom. 5: 8-9)
- That a person is justified by grace alone, through faith alone in the Lord Jesus Christ alone (Eph. 2:8-9; Titus 3:3-7)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13-14; 1 Cor. 3:16; 1 Cor. 6:19-20; Eph. 4:30; Eph. 5:18)
- In the resurrection of both the saved and the lost – those who are saved, unto the resurrection of life, and those who are lost, unto the resurrection of damnation (John 5:28-29)
- In the spiritual unity of believers in our Lord Jesus Christ and his church (Rom. 8:9; 1 Cor. 12:12-13; Gal. 3:26-28).

All classes within the H.I.S. programs are taught with a distinctly Christian worldview.

Parental Involvement

H.I.S is a home-school cooperative. We rely on the support of every parent and every child. Your involvement is **required** as part of the opportunity given to your children to attend classes. We encourage you to assist as your schedule will allow, we **require one hour per week of volunteer work** within the following categories:

- Classroom monitor (in this position, you will be monitoring the classroom to comply with policies set forth by First Baptist Church – Brazoria and H.I.S. Usage of your electronic device must NOT cause you to disengage from actively monitoring the class).
- Building setup and reset. (at the beginning and end of each day)
- Cleanup
- Check-in/Check-out
- Study Hall Monitor (in this position, you will be monitoring behavior and interacting with students in the study hall. Usage of your electronic device must NOT cause you to disengage from actively monitoring the class).
- Lunch Room cleanup

Parents with children under legal driving age are **required** to be on campus with their children during school hours. If due to an emergent condition or an unavoidable conflict, find a parent who will fulfill this role and notify one of the Administrators prior to your departure.

Enrollment and Payment Policies

By registering for classes and paying your non-refundable registration fee per student per school year (2 semesters), you are agreeing to have your child attend all sessions of the selected courses each semester. We will make every attempt to help you match your child with the courses that are appropriate for him/her.

All registration fees and copy/curriculum fees are non-refundable. All tuition, curriculum, copy and supply fees for the first semester must be paid by the 1st day of class. Second semester tuition, curriculum, copy and supply fees must be paid in full by the first class session in January. All payments for the class (tuition, curriculum, copy and supply fees) should be in the form of cash, Paypal, Venmo or check. Checks are to be made out to the individual teacher. Cash or checks are to be clearly marked in an envelope that is labeled with the teacher's name, class name, and payment amount. Payments should be given to the teacher.

Registration fees can be paid via Paypal, Venmo, cash or to H.I.S. in the form of a check. Payment for registration is due for registration to be initiated. You will be issued a receipt. Fees are \$60.00 per school year for the first child registered, \$30 for the second child, \$120 total for three or more children.

Courses that are dropped by the 3rd class session are subject to a prorated refund for the tuition only (curriculum, copy and supply fees are not subject to a refund). Classes that are dropped after the 3rd class session will not be refunded. When dropping a class both a board member and the teacher of the course must be notified.

If you experience a financial hardship that may cause you to fall behind and be unable to pay on the assigned day, please notify the teacher as soon as possible so that an arrangement can be made.

Attendance

Students must arrive on time as it is a distraction when coming in late. An enrolled student is expected to attend every class session. If your student is unable to attend due to illness or out-of-town trip, it is the parent/student's responsibility to notify the teacher prior to the absence. It is the parent/student's responsibility to make arrangements to pick up any handouts and assignments for that day. For any other absences, please notify the teacher as soon as possible to collect any missed assignments or turn in any work that was due during the missed class. Teachers prepare by making lesson plans, coping handouts and grading papers for your student every week whether he/she attends or not. It also requires extra time to make adjustments for an absent student, therefore teachers must be paid for each session of the course regardless of absence.

ILLNESS POLICY

Participants will not attend H.I.S. if they are sick or experiencing any of the following symptoms:

- Diarrhea, vomiting or nausea (within last 24 hours)
- Eye drainage - Pink Eye
- Virus or infection (known to be contagious)
- Rashes (contagious)
- Head Lice
- Fever (within the last 24 hours)

Check-in / Check-out Procedures

Formal check-in and check-out procedures will be followed during weekly class activities. **Only** students of legal driving age are able to check themselves in/out. **All** others must be checked in and out by a noted responsible adult only, unless advanced, written parental consent is received.

Communication with Teachers

Please check with your student each week to see if information has been sent home to you from the teachers. Teachers may communicate to you through notes, phone calls, or most often via e-mail. Since some teachers have several students in a number of classes, communication by e-mail is the most effective way to reach your child's teacher. It is essential that you check your email account several times a week to view information from your child's teacher(s).

If you need to talk to a teacher on the day of class, please make arrangements to meet the teacher. This will ensure that their other classes are not delayed or interrupted.

Homework and School Items

All assigned homework is expected to be completed to the best of the student's ability and on time. Students will not receive full credit for late work. Students will receive a zero or points deducted at the discretion of their teacher. If you have a family emergency or extreme situation that needs extra consideration, the parent needs to contact the teacher.

Each student needs to bring all class textbooks, notebooks, and supplies to each session of the class. Teachers are not responsible for items left in classrooms. Students must also take responsibility for taking all class items home with them. A backpack or rolling backpack used to hold these items is suggested. Being unable to complete home assignments because items were left behind is not an excuse for failing to turn in assignments on time.

Cheating

If a teacher requires the purchase of an answer key to facilitate parent grading or checking of homework, the parent must prevent the student from having access to the answer key (especially for quizzes and tests).

Some students may "test" the boundaries of supervision in this area. If a student is found to have copied answers directly from the answer key, the teacher will

contact the parent. In the case that a student enrolled in a high school level class has copied answers from a teacher key, or passed that information to another student in any way, that student (and the one who received the answers) will receive a zero on that test. A student who is discovered in the act of cheating or giving answers during class time will be dismissed to their parents for the remainder of the day. A conference between the parent, teacher, and Administrators will precede the student coming back to classes. In the case where a student violates this policy a second time, the student will be dismissed from the H.I.S. program for the remainder of the semester.

Dress Code

No clothing with inappropriate messages, slogans or pictures will be allowed. Crop tops and short shorts will not be allowed. Shoes are required at all times. Heelys (or shoes with skate wheels) are not allowed at H.I.S. Earrings may be worn by girls only. No other piercings are allowed. No VISIBLE tattoos or gauged ears with gauges are allowed. If a student is not in compliance when they arrive at H.I.S., they will not be permitted to attend class until they are dressed appropriately. **NOTE:** Clothing styles and trends change rapidly today. This section may be modified at any time.

Prohibited Items

No tobacco, vapes, alcohol, or drugs are allowed at H.I.S. No weapons, pocket knives, recreational items, matches, lighters, AirSoft guns, or any other devices that could be distracting or potentially dangerous are to be brought to H.I.S. It is the parent's responsibility to ensure that none of these prohibited items are brought into the building.

Students may bring bottles of water to class. Snacks and food are allowed in the gym ONLY. Parents and students will eat in designated areas of the gym. There is **no** eating on the bleachers.

Background Checks and Training

For anyone working closely with students, such as teachers, classroom monitors, and study hall monitors, H.I.S. in cooperation with First Baptist Church – Brazoria, will require all volunteers to participate in background checks. These checks will only screen for convictions related to child/domestic abuse.

Required Paperwork

To complete your registration for classes, you must complete the following forms:

- Registration Form (once per semester)
- Release of Liability and Agreement for Mediation
- Consent for Medical Care
- Agreement to Check-In/Check-Out Procedures
- Consent to Background Check and Training (as applicable)
- Volunteer Agreement
- Guideline Checklist
- Photo Release Form
- Student Responsibilities Form

Student Responsibilities Form

- Be on time
- Be prepared
- Participate
- Listen carefully to directions
- Raise your hand if you want to say something
- Stay seated in your chair unless your teacher requests you to do otherwise
- Use your best manners at all times (i.e. yes ma'am, no thank you, please etc.)
- We expect older students to be exemplary in their attitude of cooperation.
- Walk, do not run, in the halls between classes.
- Honor parents and teachers by addressing them appropriately.
- Students are expected to have self-control and respond appropriately to the teacher's directives.
- Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
- Inappropriate conversations, gestures, clothing or aggressive physical contact will not be tolerated.
- No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class unless approved by the teacher. Each teacher reserves the right to confiscate any such items.
- Any display of boyfriend/girlfriend relationships is not acceptable at H.I.S. Teen boys and girls should not be alone together except in a public area.
- Students are not allowed out of the building without an adult.

In the event that action is necessary the following procedure will be enforced:

1st action Verbal warning; 2nd Parental notification; 3rd student released to parent.

Parent Signature

Date

Student Signature