

Above & Beyond Homeschool Study Center Inc.

A Christian Learning Community

FamilyHandbook



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A Christian Learning Community

Welcome to Above & Beyond Homeschool Educational Center!

At Above & Beyond, our mission is rooted in faith, fellowship, and a shared commitment to raising children in the love and truth of Christ. We exist to bring together Christian homeschool families in the Western New York area, providing a place where children can grow academically, socially, and spiritually in a nurturing, Christ-centered environment.

We believe that homeschooling is more than just education—it's a calling. Our program is designed to support and equip parents in their homeschooling journey while offering enriching, high-quality classes that inspire a love for learning. Through our co-op, children not only develop strong academic foundations but also build lifelong friendships and deepen their faith alongside like-minded peers.

Above & Beyond was founded by a dedicated group of Christian parents and educators who understand the joys and challenges of homeschooling. What began as a simple program has flourished into a thriving Educational Center and drop-off program, born out of a deep desire to build a strong, faith-filled community. We recognize the need for families to connect, encourage one another, and walk this journey together in Christ.

Our program offers a wide range of engaging classes, including Language Arts, Math, History, Science, Art, Gym, Music, and Health. But more than academics, our strength lies in our unwavering commitment to God and to one another. We strive to create an atmosphere where children grow not just in knowledge, but in wisdom, character, and faith.

At Above & Beyond, we truly seek to live out our name—going above and beyond to cultivate a Christ-centered learning community where families thrive together. We invite you to join us in this mission as we support and uplift one another in the journey of homeschooling, education, and faith.

We are more than a program—we are a family in Christ. Welcome to Above & Beyond!

EDUCATIONAL PHILOSOPHY

At Above & Beyond, we uphold the belief that God has entrusted parents with the responsibility to "bring children up in the training and admonition of the Lord" (Ephesians 6:4). Our role is to honor and support parents in educating their children, not to replace them. We understand that all knowledge is interconnected, revealing God's character in His Word and in creation, and thus, we teach students to view all knowledge as a way to understand God Himself.

In accordance with the command to love God with both heart and mind (Matthew 22:37), we challenge students at every level. Our goal is to guide students in developing a love for learning and to teach them to approach all they do with excellence, as unto the Lord (Colossians 3:23). At Above & Beyond, we are committed to fostering quality academic work and upholding high standards of conduct.

Above & Beyond is deeply rooted in a family-centered approach that recognizes the vital role parents play in their children's education. We partner with families to ensure that each child is nurtured and supported in their academic journey.

STATEMENT OF FAITH

The following core principles of Christianity will be woven into our teachings and will guide the policies and practices of Above & Beyond Homeschool Educational Center at all grade levels.

We believe that the Bible is the inspired Word of God, given through the Holy Spirit, without error in its original form, and the ultimate authority in all matters of faith and life.

We believe in one true and living God who exists eternally in three persons: Father, Son, and Holy Spirit. He is the Creator and Sustainer of all things, the source of all truth, and is holy, righteous, loving, just, and full of mercy.

We believe that God rules over all creation, directing and sustaining all things according to His will. While He often works through natural means, He is not bound by them and can act beyond them as He chooses.

We believe that all humanity, because of Adam's sin, stands guilty before God and in need of redemption. The sinfulness of the human heart is evident in both passive and active rebellion against God and cannot be overcome by human effort or willpower. Only through the work of the Holy Spirit can a person be renewed and restored.

We believe that Jesus Christ is fully God and fully man. He was born of a virgin, lived a sinless life, performed miracles, and willingly gave His life as a sacrifice for our sins. Through His death and the shedding of His blood, He provided atonement for all who believe in Him. We affirm His bodily resurrection, His ascension to the right hand of the Father, and His future return in power and glory.

We believe that salvation comes by grace through faith alone. Good works, done in obedience to God's commands, are the evidence of a heart transformed by faith.

We believe that the Holy Spirit is actively at work today, dwelling in believers and empowering them to live godly lives.

We believe that, at the final resurrection, all will stand before Jesus Christ in judgment. We affirm the reality of both heaven and hell, where each person will spend eternity based on their relationship with Christ.

STATEMENT OF NON-DISCRIMINATION POLICY

Above & Beyond Homeschool Educational Center is a private, non-profit educational organization. We are committed to fostering an inclusive and supportive learning environment and do not discriminate based on age, race, color, sex, physical ability, or national or ethnic origin in the administration of our educational, admission, and other organizational policies.

STATEMENT OF SEXUAL HARASSMENT POLICY

Above & Beyond Homeschool Educational Center is committed to upholding biblical principles of conduct, including the teaching to "treat others as we would like to be treated" (Matthew 7:12). In alignment with these values, as well as New York State and Federal law, we do not tolerate any form of harassment within our organization, including sexual harassment. We recognize that such behavior is a form of discrimination and are dedicated to maintaining a respectful, safe, and supportive environment for all.

Above & Beyond Homeschool Educational Center is dedicated to maintaining an environment free from sexual harassment for all individuals associated with our organization. This includes those in educational, administrative, business, maintenance, or volunteer roles, whether paid or unpaid. Anyone who has a relationship with our organization and believes they have experienced sexual harassment is encouraged to report their concerns to Above & Beyond and/or the appropriate government authorities.

Above & Beyond Homeschool Educational Center takes all complaints of sexual harassment seriously and acknowledges that false accusations can have significant consequences. We trust that everyone involved with our organization will act with integrity and responsibility to uphold a safe and respectful environment, guided by biblical moral principles and applicable law.

Since Above & Beyond is built on a partnership with parents, their involvement in various capacities at the educational center is both encouraged and expected. In line with this, we adhere to the New York Department of Labor's requirements regarding sexual harassment policies for all adults present. Our complete sexual harassment policy will be provided to all parents at the beginning of each instructional year.

COMMUNICATION POLICY

We are honored to partner with families in the education of their children and are committed to upholding and supporting parental authority. As a collaborative learning community, we recognize that families are working together toward shared goals. These relationships thrive on mutual respect, and we strongly encourage open, timely, and clear communication to foster a positive and productive environment.

In the event of conflict, we encourage open and respectful communication, handled with discretion, care, and a commitment to speaking and believing the best about one another. Failure to uphold these standards can be harmful to both individuals and the community and may result in appropriate action by Above & Beyond, including possible dismissal, at the discretion of the Board.

<u>Parents to Tutors and Staff</u>: If a concern arises regarding a specific teacher's or staff member's rules or procedures, parents should first address the issue directly with the teacher or staff member before bringing it to those in a leadership role.

<u>Parents to Administration</u>: If a concern arises regarding rules, procedures, programs, finances, facilities, curriculum, or staff, parents are encouraged to first reach out to the administration by emailing aboveandbeyondhsc@gmail.com. All concerns will be taken seriously and handled appropriately and in a timely manner, including further investigation if necessary. If the issue is not resolved to the parent's satisfaction, they may request further review by escalating the matter to the Co-Directors. To do so, a written request should be submitted outlining the concern and the reasons for seeking further consideration.

<u>Tutors and Staff to Parents:</u> If a concern arises regarding a student's learning or behavior, teachers and staff should first communicate directly with the student's parents before bringing the matter to the Co-Directors.

PARENTAL INVOLVEMENT

Although parents at Above & Beyond have entrusted teachers and staff to support their educational goals, they remain primarily responsible for their children's education and upbringing. Active parental involvement is essential, and each family is expected to participate in the following ways:

Pray for our children, their teachers and staff, and the direction of their education.

Oversee your children's class work, and work with them on any assignments to be completed at home.

Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.

We encourage open communication between parents and tutors. Attend all parent-tutor conferences, and feel free to request informal conferences if needed, whether by the parent or tutor, to ensure ongoing collaboration and support.

Be aware of and praise your child's progress.

Read and respond, when necessary, to all paperwork sent home by Above & Beyond. This is important for ensuring the smooth and efficient operation of the educational center.

Serve as Parent of the Day on a rotational basis.

Communicate your ideas for improvement. We want to hear from you!

PARENT(S) OF THE DAY RESPONSIBILITIES

The Parent(s) of the Day [POD(s)] must arrive at the study center at 8:30 a.m. on his/her scheduled day.

The POD(s) will be responsible for carrying out the duties outlined in the daily POD schedule. These duties include, but are not limited to, assisting in the classrooms (e.g., helping students, supporting discipline, relaying messages, organizing supplies, etc.), making copies, monitoring lunch, and assisting as directed by the Co-Directors and teachers.

During snack and lunch breaks, the POD(s) will serve as the responsible adult. It will be their responsibility to maintain order, ensure that students complete their assigned duties (such as cleaning up), and make sure children return to their classrooms at the appropriate time.

In addition to serving as the Parent of the Day, parents will be encouraged to assist with Above & Beyond's Celebration of Learning event. This evening event will feature center-wide, curriculum-related activities where students will present artwork, food, music, performances, and more.

STUDENT RULES OF CONDUCT

Students are expected to uphold Christian standards of behavior and conversation. This includes speaking honestly, showing respect for their peers, and submitting to authority.

Students are expected to promptly and cheerfully follow the reasonable directives of a tutor or the Parent of the Day.

Students must comply with the dress code in all respects.

Students must adhere to the electronics policy in all respects:

Cell phones and electronic musical devices or games are not permitted at the Study Center. Students who bring these devices will have them held by a director and returned to the parent at pick-up time.

Computers, tablets, or other electronics may be used during class time only with the tutor's approval. If a student is using a computer or tablet, the device must be positioned so that the screen faces the classroom door.

Students are expected to be aware of and avoid the off-limit areas of the building. Students should not play on or around cars in the parking lot.

Running is not allowed in the building.

Students are expected to treat all class materials and facilities with respect and care.

Students may not speak out of turn during class time and must raise their hand.

Students are expected to treat one another, teachers, staff, the Parent of the Day, and other parents with kindness and respect. Teasing, criticizing, name-calling, or any form of verbal or physical abuse is not acceptable behavior.

Students are expected to treat prayer and class discussion with proper reverence. Jokes, songs, or behavior that trivialize or exhibit disrespect towards God or others are not acceptable behavior.

Public displays of affection in the context of boy/girl relationships are not permitted at Above & Beyond. Jokes or teasing related to this subject are also not acceptable behavior.

Any missed work due to absences should be completed in a timely manner as set forth in the Home Assignment Policy in the Family Handbook.

Clowning around and other forms of disruptive class behavior and gum chewing are not acceptable behavior.

It is expected that students will work diligently, participate in class discussions, and concentrate on their work while at the Study Center.

Students accept responsibility to complete all homework assignments in a timely manner and be prepared to participate in class discussions.

Students recognize that they are responsible for their conduct, both in action and attitude, and are accountable to their parents, tutors, and those in authority at Above & Beyond.

DISCIPLINE POLICY

We will seek to provide an environment where students are encouraged and challenged to exemplify Christian behavior. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of students and staff must be dealt with firmly and expediently.

At Above & Beyond, discipline will include restitution, apologies (both public and private), swift and measured consequences (corporal punishment is left to parental discretion and will never be administered by the tutor or the Parent of the Day), and restoration of fellowship. Parents will be informed of any disciplinary action as soon as possible after each incident, as well as any other concerns or warnings given to a student by a teacher or the Parent of the Day.

The tutor will carry out the majority of day-to-day discipline. There are instances, however, where a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

- 1. Disrespect shown to tutor or POD;
- 2. Dishonesty in any situation while in class, including lying, cheating or stealing;
- 3. Rebellion, i.e., outright disobedience in response to instructions;
- 4. Fighting, i.e., striking in anger with the intention to harm another;
- 5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain.
- 6. Continued disruptive class behavior.

If any of the above actions occur, the student will be sent from the classroom to a director and will not return for the remainder of that class. At the completion of class, the student will be required to apologize to the offended teacher. Restitution, parental attendance of classes with the child, or other measures deemed appropriate may be requested by a director. In severe cases, where there is no change in the student's behavior or no assistance from the parents, the student may be expelled for the remainder of the academic year.

1. Suspension: The Co-Directors will typically follow the protocol below. However, in cases where change is evident and the student appears repentant, exceptions may be considered. The Co-Directors will determine, in consultation with the teacher(s), whether an exception is to be made. Appeals for exceptions will not be recognized.

First Offense: Warning, restitution/apologies, and suspension for the remainder of the day. (Missed work must be turned in within one day of suspension, or a grade of zero will be recorded.)

Second Offense: Restitution/apologies, suspension for two class days. (Missed work must be turned in within two days of returning to class, or a grade of zero will be recorded.)

Third Offense: Restitution/apologies, suspension for four classes. (Missed work must be turned in within two days of returning to class, or a grade of zero will be recorded.)

Fourth Offense: The student will be expelled for the remainder of the academic year.

2. Expulsion: We understand that expelling a student is a very serious matter and should always be carefully addressed on a case-by-case basis. Repentance, restitution (such as repairing damage through work, apologies, etc.), and forgiveness are fundamental to our discipline policy. However, if a student and their parents fail to resolve behavioral issues before a fourth offense occurs, the student will be expelled for the remainder of the academic year.

- 3. Serious Misconduct: In the event that a student commits an act with such serious consequences that the Co-Directors deem it necessary, the protocol outlined above may be bypassed, and suspension or expulsion may be imposed immediately. Examples of serious misconduct include, but are not limited to: acts that seriously endanger the safety of other students or staff members, gross violence or vandalism to the facilities, violations of the law, or other deliberate actions that clearly contradict Scriptural principles and threaten serious harm to others. Students may also be subject to discipline for serious misconduct that occurs after Above & Beyond Study Center hours.
- 4. Re-admission: Should an expelled student desire to be re-admitted to Above & Beyond at a later date, the Co-Directors will make a decision based on the student's attitude and circumstances at the time of re-application.

DRESS CODE

At Above & Beyond, we believe that clothing should reflect our Christian values of modesty, respect, and a focus on the Lord. Our dress code is designed to ensure that students are dressed in a manner that is conducive to learning, respectful of others, and does not draw undue attention.

General Guidelines:

Modesty is key. Clothing should not be tight-fitting, revealing, or overly casual.

Tops should cover the shoulders, midriff, and cleavage. Sleeveless shirts should have straps that are at least two inches wide.

Pants, skirts, and shorts should be appropriate in length (no more than 2-3 inches above the knee) and fit comfortably.

Clothing with graphic prints or slogans should not be distracting, offensive, or inappropriate. We encourage shirts with positive, uplifting messages or simple designs.

Footwear should be safe and practical for the classroom environment, including closed-toe shoes for safety during activities.

Outerwear such as jackets, hoodies, or hats should be removed when inside the classroom. Hats are not permitted and hoods should remain down at all times.

Hair should be kept neat and clean and should be styled in a way that does not interfere with the student's ability to see or focus. Hair should also be kept out of the face.

Jewelry should be minimal and not distract from the learning environment.

Hats or sunglasses should not be worn indoors.

<u>Parent Responsibility</u>: We trust that parents will help ensure their children are dressed in a manner that aligns with the values of Above & Beyond and the standards outlined above. If there are any questions regarding appropriateness, please feel free to reach out to the Co-Directors.

We are committed to fostering an environment that encourages humility and reverence, where students can focus on learning and growing together. Thank you for supporting us in maintaining these standards.

Violations of the dress code will result in the following measures:

First time violations with no other violation of the code of conduct will result in a warning to the students and an email to the parents. A write up will be placed in the student's file.

Second violations will result in the student's removal from class until a parent can bring the proper clothing. A write up will be placed in the student's file. Subsequent violations will result in the students being suspended from Above & Beyond for the remainder of the day. If there continues to be a lack of submission to the rules, the student will be asked to leave.

ATTENDANCE POLICY

At Above & Beyond, we believe that regular attendance is vital for a student's success. Students are expected to be present and on time for each class session at the Study Center. The Study Center operates on Mondays and Wednesdays from 8:45 a.m. at Faith Fellowship Church.

Exceptions will be made in cases of illness, and we encourage parents to notify the Co-Directors as soon as possible if a student will be absent. In the case of an absence, Above & Beyond will make every effort to provide videos or other materials to help students catch up on missed content.

We ask that students arrive promptly to ensure that class time is used efficiently and that students can fully engage in the day's activities. Consistent attendance supports their learning experience and growth.

Above & Beyond has established specific health guidelines, including health metrics, that must be met for students to attend classes. These guidelines are outlined in the "Family Health Agreement" on page 21.

Short-term Absences: If a student needs to be absent for one to two class days, for any reason, parents should contact the administrator as soon as possible by note or phone.

Long-term Absences: If a student needs to be absent for three or more consecutive class days, parents should notify the Study Center in writing, explaining the circumstances. This notice should be provided as soon as possible to minimize missed schoolwork.

Extended Absences: We are happy to cooperate with families taking their children out of the Study Center for vacations or trips. However, for voluntary extended absences (not due to emergency or illness), all schoolwork should be completed within the time frame specified by the teacher(s). To minimize disruption, we recommend that students complete assignments before any planned, extended absences, allowing them to enjoy their time away without the burden of makeup work.

Make-up Work: Students are responsible for taking any make-up tests or submitting other missed assignments before or after class. Students or their parents should coordinate with the teacher to make arrangements and ensure the completion of missed work.

Lateness: Students are expected to arrive and be ready to begin promptly at 8:45 a.m.

CLASS PREPARATION POLICY

Above & Beyond's tutors are not required to notify parents if a child is unprepared or misses an assignment. Parents will receive quarterly progress evaluations with suggested grades. However, it is the responsibility of the parents to submit the final grade to their local school district.

Unprepared students will not be allowed to disrupt the progress of the class. For example, if a student has not brought their literature book, the class will continue as planned. In certain classes, tutors may assign activities that require prior knowledge for meaningful participation. Prepared students will engage in the activity, while unprepared students should quietly observe.

If a student's lack of preparedness is disruptive to other students, he will be removed from class.

HOME ASSIGNMENTS

At Above & Beyond, students will receive home assignments to be completed with parental supervision on non-study center days. Home assignments are typically designed to span four days of work (including the days at the study center). The assignments will be appropriate for the students' level. If a student feels overwhelmed by the amount of work, the parent should contact the teacher directly. The main reasons for home assignments are as follows:

Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the tutor may assign homework to allow for necessary practice.

Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.

SNOW CANCELLATION POLICY

With respect to cancellations due to snow and inclement weather, Above & Beyond will follow the decision of the Clarence School District. If the district cancels school due to weather conditions, Above & Beyond will also be closed for the day. In the event of inclement weather, we will notify families by email and/or text as early as possible. We understand that some families travel from greater distances, so the co-directors will consider the weather conditions across Western NY as a whole before making any decisions. The safety of our students and their families is our top priority.

Check your email by 6:30 AM for information regarding delays or closings. Messages may also be sent out via text message and posted on the Above & Beyond Facebook page.

In the event that weather and travel conditions deteriorate during the course of a class day, a director will alert parents of an early closing time via email and text. If necessary, in an extreme circumstance, an alternate pick-up location will be communicated if a parent is unable to pick up their student before the building closes. The safety of all students is our priority, and we will take appropriate measures to ensure everyone is informed in a timely manner.

EMERGENCY DRILLS AND PROCEDURES

Above & Beyond is dedicated to having plans in place for a variety of emergency situations, including fire, building evacuations, and severe weather. Emergency routes are posted in each classroom, and students, teachers, and parent volunteers should familiarize themselves with these procedures to ensure safety in the event of an emergency.

Fire drills are practiced each quarter.

FINANCIAL POLICY

Non-Refundable Annual Application Fee: \$125 due with the application (\$75 for registration by March 24)

<u>Material/Lab/Tech fees</u>: Will be determined by the teacher and assessed (varies based on the class).

Tuition fees for the Above & Beyond program are as follows: The monthly tuition for the first student is \$225.00, with a reduced rate of \$200.00 per month for each additional student enrolled. The total tuition for the first student for the academic year is \$2,025.00, and for each additional student, it is \$1,800.00. Payments are spread across 9 months, beginning in August. However, if parents choose to pay the full tuition upfront by July 28th, the total for the first student will be \$1,800.00, a savings of \$225.00.

Above & Beyond makes financial decisions based on its projected annual revenue. In order to meet our obligations to tutors, facilities, and other financial commitments, fees must be paid promptly. As a result, tutoring service fee commitments are made for the entire school year and are non-refundable.

Full-Time Students

By registering your child(ren) at Above & Beyond, you are committing to pay the full year's tutorial fee for each child enrolled. Should a student wish to withdraw from Above & Beyond the following applies:

- After June 15 and before the first day of Above & Beyond classes, the student's parents remain obligated to pay 25% of the full year's tutorial fee,
- Between the first day of Above & Beyond classes and October 31, the student's parents remain obligated to pay 50% of the full year's tutorial fee,
- Between November 1 and January 1, the student's parents remain obligated to pay 75% of the full year's tutorial fee,
- After January 1, the student's parents remain obligated to pay 100% of the full year's tutorial fee **unless** the student is able to be replaced by another student within one month of withdrawal.

The co-directors, on a case-by-case basis, will determine if exceptions to the above policy might be appropriate due to extenuating circumstances.

METHODS OF PAYMENT

Payments are due starting on August 1. Families may choose to pay the full year's tutorial fee at once. Alternatively, families will be asked to submit either two (2) or nine (9) post-dated checks (made payable to Above & Beyond Homeschool Study Center Inc.) by July 28th, to simplify the collection of fees. Checks will not be cashed until the first business day of the month. There will be no month-to-month collection of fees. The checks must be received by July 28th (mail to the address indicated on the application) or the student will be moved to the wait list and may be replaced by the first paying applicant on the list. A fee of \$30.00 will be charged for dishonored checks.

Two (2) post-dated checks would be dated August 1 and January 1. Nine (9) post-dated checks would be dated the first of each month for the months August through April.

Above & Beyond FAMILY HEALTH AGREEMENT

All Above & Beyond families must read, sign, and adhere to the health protocols for the well-being of the entire Above & Beyond Homeschool Study Center Inc. and Faith Fellowship Church communities. Our goal is to prevent the spread of communicable illnesses. Each family is expected to take responsibility and faithfully follow these guidelines to ensure the health and safety of all members of our community and their families.

- 1) All people are entitled to privacy regarding their health choices and vaccinations.
- 2) All students, parents, tutors, and administrators entering ensures that their temperature must be below 100.4*F without fever reducing medication. If their temperature is at or above 100.4*F, or if they are 'feeling feverish', that person will remain at home. If a parent wants to check their student's temperature, an infrared, non-contact thermometer is in the Above & Beyond office.
- 3) All students and adults who come into the building must be symptom free of any of the following symptoms:

Fever or chills Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache New loss of taste or smell Sore throat Congestion or runny nose Nausea or vomiting Diarrhea

If a student becomes ill or begins showing symptoms while attending classes, they will be removed from class and kept in a designated area until a parent or emergency contact arrives to pick them up. If an adult develops symptoms while at Above & Beyond, they will be required to leave the building immediately. Any areas where the individual spent time will be thoroughly cleaned and disinfected without delay.

If an individual who has been at Above & Beyond tests positive for a highly communicable and severe virus, they must notify a co-director immediately. That individual must remain at home for the duration of the illness and may only return after being completely symptom-free for three full days. Those who may have been in close contact with the affected individual will be notified. Please understand that sending a child with symptoms could put an entire class or more at risk of disruption, so we rely on your diligence in following our health monitoring policies.

As Above & Beyond families, we recognize that our community is made up of individuals with diverse perspectives and experiences. While we may not always agree on everything, we are committed to treating one another with kindness and respect at all times.