



*Madison Square Church*  
*United in Christ as a Diverse Community*

## **Homeschool Ministry Rules and Policies**

### **BEHAVIOR**

Students attending the Madison School Homeschool Ministry are expected to practice good behavior at all times. A sense of order and respect contributes to making all students feel safe and ready to participate in learning and fun. We expect respect for God, respect for other people, respect and obedience toward those in authority, respect for the building and for all materials (including your own things); and we expect kindness, truthfulness, and self-control from all students.

### **ARRIVAL, DEPARTURE, TRANSITIONS**

Please enter and leave the building through the center door on the east side of the building (facing Madison Avenue).

Students must be picked up promptly when their last class is finished. When students have a break between classes, they must quickly collect their things and move to either the study hall or the nursery. If girls need to change their clothes either before or after dance classes, they may use the restrooms with permission given by a teacher or an adult classroom helper. **When not in class, all students — without exception — must be either in study hall or in the nursery.** The church has graciously allowed us to use the building and requests that there be no wandering through the building and no loitering in the lobby. This applies to both students and parents.

### **PARENTS AS CLASSROOM HELPERS**

Madison Square Church's Child Protection Policy requires two adults to be with children in a room at all times. In order to fulfill the requirements of this church policy, we need to have parents sign up as helpers at least once per semester in each class that their child is taking. Sign-ups may take place on September 10 or be scheduled by phone in advance.

### **CLASS LOCATIONS AND SCHEDULES**

Please see separate sheet for information about all class times, locations, and dates.

## NURSERY

The nursery may be available for moms (and other adults) and their children who are not in class. Availability will depend on need and on adults being there to supervise and help in the nursery. In addition to providing a place for young children to be, the nursery will be a chat room. If you want to chat and get to know other homeschool families, feel free to come down and chat for a while.

Any diaper changes in the nursery must be done by the supervisor. If a parent insists on changing her/his own child's diaper, it must be done in one of the bathrooms located off the lobby, where there are changing tables.

## STUDY HALL

Room 307-308 will be available for quiet study. There is not a fee for using the study hall, but parents of children who use it are expected to help supervise it on a rotating basis. Those who have children in *both* dance *and* art could sign up to be the helper in both classes and the study hall all on the same day to avoid having to come in on two different days. The earlier you sign up, the better chance you will have of getting the same day for classes.

## DRESS CODE — Middle/High School Students

Madison Square Church has a general policy that clothing should be modest and appropriate. We believe that inappropriate clothing detracts from a sense of order, respect, and a healthy environment for education. We encourage you to help your children honor God and others in their choice of clothing. Here are some guidelines:

- Clothes with profane, obscene, sexually suggestive or explicit language or graphics are prohibited.
- Clothing that advertises or promotes tobacco, alcohol, or substance abuse is prohibited.
- All **shirts** must fall *below* the waistline and be modest. The following are considered inappropriate:
  - Any clothing showing skin at the mid-torso region, regardless of movement; shirts must pass the "Hallelujah test" (hands up in the air without showing skin)
  - Tank tops, muscle shirts, spaghetti straps, and tight shirts
  - Sheer, see-through blouses or shirts
  - Low-cut tops showing cleavage
  - Undergarments that are exposed
- All **pants** and **capris** must be fitted at the waist and in good repair. The following are prohibited:
  - Rips, tears, and holes that show undergarments or skin
  - Sagging and low-cut pants that expose a student's undergarment or more in any body position

- Words on the seat of pants or sweatpants
- Inappropriate graphics or words anywhere on pants
- Pajama pants
- All **shorts** must be fitted at the waist, in good repair, and knee length. Short shorts are not appropriate.
- All **skirts** and **dresses** must be long enough to cover the knee.
- No “Heelys” (shoes with rollers) or rollerblades permitted
- Extreme styles or fads such as body piercing or chains are not permitted.

## **DRESS CODE — Elementary Students (ages 9 and below)**

Madison Square Church has a general policy that clothing should be modest and appropriate. We believe that inappropriate clothing detracts from a sense of order, respect, and a healthy environment for education. We encourage you to help your children honor God and others in their choice of clothing. Here are a few guidelines:

- Shorts and skirts must fall below student’s fingertips when arms/hands are fully extended at sides.
- Shirts with Christian logos, school logos (e.g., Michigan State), or animal pictures are fine. No vulgar or suggestive sayings on clothing, please. Wear clothing that honors God and each other.
- Shirts must fall below the waistline and be modest (no spaghetti straps, sheer blouses, low-cut tops or tight-fitting clothing).

## **NO SMOKING**

No smoking is allowed on church property. Alcohol and narcotics are also prohibited.

## **TUITION PAYMENTS & REFUNDS**

Full or partial tuition payments are due with registration forms. The remaining tuition must be paid on registration day, November 12, or on the first day of classes. If necessary, a payment plan may be set up with the payment coordinator to spread payments out over three months.

**If you register after November 12, 2008, an additional \$10.00 per class will be charged.** Registration means you have filled out **and returned** the registration form, the participation form, and your payment (full or partial), and set up a payment plan if necessary.

If you sign up your child for a class but decide to take him or her out of that class, you will receive a full refund if you do so prior to the Registration Day deadline (January 14, 2009). If you cancel after the deadline — even on the first day of class — you will receive a 50% refund. After the first class date no refund will be given.

## **STUDENT ABSENCES**

If your child cannot come to class due to illness or some other reason, please contact the teacher and/or the Homeschool Ministry director. High school students must be in contact with their teacher to get a list of work that will need to be done during that week. A list of teacher names, phone numbers, and email addresses will be handed out soon.

## **CLASS CANCELLATION POLICY**

For cancellation listings in case of bad weather, see WOOD TV-8 or listen to radio stations WJQ (99.3) or WCSG (91.3).

### **General Church Guidelines**

- Cancellations will be called for a tornado watch or warning or a blizzard warning that overlaps scheduled ministries.
- Cancellations will be called if civil authorities make an official announcement against travel on city streets.
- Cancellations *can* be called if there is a power outage.
- All cancellation communication is channeled through the Executive Director of Ministry.

**Note:** We will not cancel children's ministries based on GR Public School closings.

### **Severe Weather**

- Classes are still held during severe weather or thunderstorm warnings.
- If a blizzard warning is issued before classes begin, they will be canceled. If a blizzard warning is issued while classes are in session, participants will be dismissed.
- If a tornado warning is issued before classes begin, they will be canceled. If a tornado warning is issued while classes are in session, all classes will be directed to the lower level of the building.

## **LUNCH ROOM**

Some students and teachers will be at Madison Square Church over the lunch hour. Lunches must be eaten in the study hall room. Students will be expected to pick up after themselves in the lunch room, disposing of waste and cleaning tables, etc., as needed. **No red, grape, or orange beverages (soda pop, juice, punch) are allowed in the building.**