

# The HEDGE Participation Guidelines 2008/2009

## **CONDUCT GUIDELINES**

### ***Dress & Appearance Guidelines:***

The HEDGE Guidelines for Dress and Appearance are intended to establish parameters for showing respect for one another and honoring God with our bodies while gathering for **ALL** HEDGE functions. It is our desire to provide a “HEDGE of protection” around our families, to offer a morally sound and supportive learning environment. Without intending to squelch self-expression by adopting excessive or unreasonable guidelines, we want to be as specific as possible to avoid misunderstandings about what is expected on campus and at **ALL** HEDGE functions. We will place a group order for tee shirts, polo shirts and hoodies with the HEDGE logo each year. These are very reasonably priced, approximately \$6.50 - \$8.00 per tee shirt. **We require all students to wear a HEDGE shirt at all times when on campus during class hours, except for specially announced “theme” days. Teachers may wear HEDGE shirts OR HEDGE identifying lanyards.** Lanyards will also be available for purchase.

When not wearing an official HEDGE shirt, everyone (parents and students) must adhere to our Dress Code Guidelines, explained below. This includes parental compliance even when coming on campus to drop off or pick up your children. Any person wearing clothing or accessories in violation of these Guidelines will be provided an over-sized HEDGE tee shirt and required to wear it over their clothing until they are off campus that day. The only other option will be to summon a parent to bring appropriate clothing or take the student home. Repeated violations of the Dress and Appearance or Conduct Guidelines will be viewed as rebellion/defiance, and the student will have opted out of HEDGE participation (no refunds of Participation Fees in such cases). These Guidelines apply to most HEDGE-related activities and events. Dance classes and events have slightly amended Dress Code Guidelines, published separately. Parents are expected to take responsibility for requiring their children and young adults to dress appropriately when participating in any HEDGE activity.

### **HEDGE - Appropriate Clothing Descriptions:** (Cherokee County Dress Code)

#### Bottoms:

- Must be functional in length
- Must be in good condition
- No writing or pictures on the seat
- Must fit appropriately; no skin tight bottoms, please
- Shorts and skorts must have a minimum 5 ½ - 6” inseam length
- Skirts fall no higher than 3” above the knee and remain modest when seated

#### Tops:

All students are required to wear a HEDGE shirt while on campus or engaged in HEDGE activities off campus during class hours, including field trips.

On Theme Days, please observe the following Guidelines in choosing your apparel (including costumes):

- No tummy revealing tops, tested by raising your arms fully over your head
- No low cut, deeply scooped, tight or revealing tops (NO CLEAVAGE!)
- Fitted armholes (no halters, tube tops, tank tops or spaghetti straps)
- No visible undergarments
- No writing or pictures that would serve as a distraction or disruption of class (No firearms, Satanic or death symbols, alcohol, drugs or sexual innuendos, etc.)

Summary:

- No accessory that is distracting or provocative in nature
- No see-through clothing
- No clothing that reveals the midriff or bare back
- No clothing with obscene or profane language or symbols
- No clothing with drug, alcohol, tobacco, weapons or death symbols
- No exposure of undergarments

***Student Conduct Guidelines:***

- Cost for any property damaged by students will be the responsibility of the students and his/her parents.
- All students are expected to speak respectfully to adults while on campus. A cheerful, immediate obedience to authority is expected at all times.
- Students not in class must stay in designated common areas. Under no circumstance is any student allowed to roam the parking lot, building or grounds without permission and/or adult supervision.
- Students are not allowed on the playgrounds without adult supervision (18+).
- Students MAY NOT bring visitors on campus without prior approval. Adults may bring visitors, provided they accompany the visitor at all times and fill out Emergency Release Forms at the Admin Table. All registered visitors will be given a HEDGE nametag and should check in at the Admin Table before entering a classroom.
- Parents and other adult family members are always welcome on campus and in classes; siblings of students, though not registered for classes, are welcome to accompany their parents as long as they are not a disruption to the class. Again, all visitors must sign in at the Admin Table and receive a HEDGE nametag to be worn while on campus.
- No teen visitors will be permitted on campus unless pre-approved by Admin.
- Two unrelated students of the opposite sex may not be alone together (behind closed doors) anywhere on campus, including sitting together in a car in the parking lot.
- Only students with signed and notarized authorization forms on file are allowed to leave the HEDGE/Hillside UMC campus during class hours for any reason. Parent of L3 and L4 students must complete the Permission and Release of Liability Form have it notarized, and return it to HEDGE Administration before the student is allowed to leave campus. Students who are allowed to leave and have the applicable form on file must sign out at the HEDGE Admin Table every time they leave campus. They must also sign

in each time they return. Failure to sign out or in may result in the HEDGE Administration revoking a student's right to leave for a period of time or permanently.

- Students must be above reproach in their relationships with one another. No romantic physical displays of affection are allowed. (Friendly hugs between friends are acceptable).
- Cell phones, pagers and other electronic devices must be on "vibrate" or "silent" settings while in class. ***No text messaging during class.***
- No cheating will be tolerated.
- Students must make their "best effort" to complete all assigned work and follow the guidelines of individual teachers in their classes.
- Conversations, public or private, are expected to be positive, constructive and respectful. Foul, dirty or suggestive language, drawings, stories, jokes, pornography of any sort, gossip, misuse of God's name or spiritually meaningful terms, suggestive "sign language", use of degrading names, putting others down by telling them to "shut up" or "get lost", even if done in "fun", are not acceptable at HEDGE and will not be tolerated.
- No alcohol, drugs or tobacco in any form are allowed on campus.
- Weapons are not allowed on campus.
- Students must always be diligent to clean up after themselves, both indoors and out.
- Students are expected to participate in service projects and Cleaning Rotation Duty as age/maturity permits.
- Students are not allowed to "skip" one class to study or prepare for another. If you are registered for a class, you must be in that class if you are on campus when it meets unless you have written permission from your parents. In such cases, you must stay in the designated common area.
- No inappropriate disruption of class by talking or writing notes, etc., will be allowed. It is acceptable to draw or doodle while listening to a teacher if that helps you concentrate and if you have permission from that teacher.
- The formal process for dropping or adding a class must be followed before a student quits or begins attending any class. Forms for this process will be available at the Admin Table and can be found in the Appendix.
- Students are expected to complete ALL homework assignments, to the best of their ability, and ON TIME. Failure to do so repeatedly may result in the student (in consult with their parents) being asked to withdraw from the class in question.
- ***Because of potential extreme allergy conditions, Hillside UMC has adopted a "Nut-free Environment" policy. Therefore, no products containing nuts of any variety can be allowed on campus. This includes items brought on campus for lunch and snacks.***

### ***Parent Guidelines:***

- Parents are responsible for checking the HEDGE website (or ensuring that their older students check the website) for assignments and for holding their children accountable for completing all assignments. Parents are expected to contact appropriate teachers when a child will be absent or cannot complete assignments on time.
- Parents should provide a written note of permission for their student to "skip" one class to study for another while on campus.
- Our primary means of communication is through email. You **MUST** check your email regularly for updated information, ***especially before leaving home on a HEDGE day.*** Last minute changes and emergencies do occur and we depend on each family to check

email for that information! (This is not common, but it has happened and you need to check your email before you leave home!)

- General and emergency information will be posted on the HEDGE website and emailed via the Yahoo! Group. (See Communication section for details.)
- Please sign in and out at the Admin Table each day you attend HEDGE.
- Check your individual Communication Folder located at the Admin Table, each day upon arrival and again before leaving. This folder is a way to distribute written information to our membership as well as provide a way for teachers to get written information to their students and/or their parents.
- Commit your family to participate in Rotational Clean-Up Duty when assigned.
- Commit to attend and participate in Support Group Meetings whenever possible.
- Commit to split the costs of administering the program equally among HEDGE families when those costs exceed fees (or participate in raising necessary funds).
- Commit to pray for other HEDGE families, especially those you know are having particular difficulty.
- Speak well of and support one another; necessary confrontations must always be done respectfully and lovingly.
- Commit to work on Service Projects when possible.
- ***Because of potential extreme allergy conditions, Hillside UMC has adopted a “Nut-free Environment” policy. Therefore, no products containing nuts of any variety can be allowed on campus. This includes items brought on campus for lunch and snacks.***

### ***Discipline Policy:***

To promote order and consistency in the handling of any disciplinary problems, the following procedure should be utilized:

#### **First offense:**

Speak to the student privately, clearly explaining the infraction and what correction is expected. Make a written record of the date, the nature of the offense and what was said on a Discipline Incident Form (found in Appendix and at the Admin Table). Keep it on file with your own class records and provide a copy for Admin.

#### **Second offense:**

Speak to the student’s parent(s) either face-to-face or on the phone (not via email). Be sure to reference the first offense. Make a written record of the date and content of the conversation on the Discipline Incident Form and keep it on file, again providing a copy for Admin. Include a specific deadline for the expected corrected behavior to be consistently demonstrated by the student.

#### **Third offense:**

At least one member of Admin will meet with you, the student, and the student’s parent(s). A final ultimatum will be rendered both verbally and in writing (agreed upon and prepared by the teacher and HEDGE Admin before the meeting) stating what is expected before the matter is taken to the Parent Advisory Board. A specific deadline should be clearly communicated both verbally and in writing.

If the student has still not corrected his/her behavior by the specified deadline, the matter will be brought before the Advisory Team and a decision of whether to extend one more chance or to ask the child to withdraw from all HEDGE activities for some period or time, or permanently, will be made. If one more chance is granted, the details of the conditions will be in writing and should be signed by the parent(s), confirming their understanding of and agreement to the specified terms. If withdrawal is required, no refunds will be granted and the child's parent will be expected to complete his/her teaching/service commitment until the end of the school year or until a permanent replacement can be found.

**The above policy should be followed for nonconformity to any of the student guidelines, whether it is for academic, behavioral, dress code or attitude infractions.** More serious infractions such as cursing or other foul language, blatant disrespect toward teachers or fellow students, hitting anyone or other physically inappropriate behavior, etc. will begin the discipline process at Step Two or Step Three, depending on the seriousness of the situation. In any case, careful and meticulous written records should be maintained for the protection of all parties involved.

## ***TEACHER GUIDELINES***

### ***Responsibilities:***

- We recognize the diversity of learning styles, giftedness and challenges in our students (and teachers). The question is never, “how smart are you?” but, rather, “how are you smart”, with an emphasis on assisting all students in ways that are most beneficial for them. We must always attempt to constructively individualize class work and assignments to offer an effective learning experience for each student.
- You must commit to a minimum number of service hours on campus each week, with 4 hours being the standard minimum. Individual situations may be discussed with Admin to determine the required hours of service based on unusual circumstances.
- Diligently prepare for and conduct your classes according to your written class description and/or syllabus filed with HEDGE Admin.
- Teachers are expected to work within the Teaching Teams to prepare and provide quality class time and appropriate assignments outside class.
- Teachers are required to keep consistent attendance records, provide progress reports, grades, syllabus information, etc. as appropriate per class. (See Appendix for form examples.)
- If you must be absent, please make **advance** arrangements with the other members of your Teaching Team and advise the appropriate Admin Team member of the situation. If your situation is a sudden emergency and you cannot give advance notice, please call your Teaching Team assistant first to request her/him to substitute for you and then let the Admin Team know of your arrangement. If your assistant is not available, then call someone on the Substitute List (that will be provided once registration is completed) and let the Admin Team know who will be present in your place. (Copy of list will be available on the website and at the Admin Table.)
- **An emergency lesson plan for each class you teach should be prepared and filed at the Admin Table.**
- Students should never be released from class more than FIVE minutes early. If you finish early, review with the students, play a game or talk quietly. We want all students to be safe and supervised at all times.

- Teachers of all L3 and L4 classes MUST submit timely progress reports to the parents of each of their students. Halfway through the class and two weeks after the end of the class is appropriate in most cases. (See Calendar of Events for deadlines.) High school students need this information for their transcripts. Either hard copies of the reports should be placed in the parent's communication folder or electronic copies can be sent to the parent's email address. Teachers may request self-addressed, stamped envelopes from their students at the end of the school year if they wish to mail grades to the parents.
- Teachers are expected to transport necessary teaching supplies to and from Hillside due to the limited storage space on site.
- Incidental class expenses must be pre-approved by the Admin Director and a Reimbursement Form (see Appendix) must be submitted to Lisa Toney immediately after the expense is incurred in order to insure reimbursement.
- Teachers must require age appropriate behavior from students.
- Teachers will follow the Discipline Policy as described previously in this document.
- Teachers must never physically discipline or verbally insult a student, including the use of inappropriate comments or tone. Adults MUST set the standard for Christian Communication as a consistent role model for students!
- Adults must consistently set the standard in the way we dress, speak, the attitudes we exhibit and the love we show one another.
- Use other teachers as a resource. If you have a question, stumbling block or great idea to share, contact the other teachers within your subject area (i e., science or math). You can also send out a question or idea through the Yahoo! Group.
- Teachers must never speak disrespectfully or sarcastically to a student, regardless of their behavior. Voices should never be raised higher than the necessary decibel level to capture student attention. Yelling at students is absolutely prohibited. Situations that cannot be resolved in class should be referred to Admin immediately.
- ***Because of potential extreme allergy conditions, Hillside UMC has adopted a "Nut-free Environment" policy. Therefore, no products containing nuts of any variety can be allowed on campus. This includes items brought on campus for lunch and snacks.***

### ***Communicating With Students and Posting Homework Assignments:***

- Effective communication with students and parents is vital to the success of our program. Please create your own email groups for each of your classes so that you may correspond with that group without sending information to the entire HEDGE membership. (See the Membership Contact List in the Appendix for email addresses.) No class-specific information should be sent via the Yahoo! Group unless absolutely necessary. (See Communication Section.)
- Assignments may be sent via email, but they must ALSO be posted on the website. Instructions follow:
  1. ***Homework for all classes must be posted on [www.hedgeonline.org](http://www.hedgeonline.org) preferably no later than the evening prior to the day they will be assigned but absolutely no later than midnight on the day they are assigned.***
  2. When posting homework on the website, begin by posting the assignment date and the due date. Then follow with the assignment.
  3. Post assignments as far in advance as possible. For example, most math classes can post the assignments for the entire year. This can be done by downloading your syllabus in the "Documents" frame for the appropriate grade level.

4. ***In the event you have no homework to post for a given week, you must post this information. Begin with the assignment date and state that students have no homework for that week or whatever period you choose.*** This will eliminate students wondering if they had homework that wasn't posted.
5. Please maintain historical assignments on the website for two weeks. This will enable students who were absent to see what their assignments when they return. Do not, however, maintain more than one month of assignments, as this becomes cumbersome when printing out the assignments.

### ***Emergency Procedure:***

Fire escape routes are posted in each classroom. Please study these and follow them to the best of your ability. In case of inclement weather, all classes should line up along the walls of the interior of the building. Infants/toddlers should be transported in ONE CRIB per adult in an emergency situation. Class attendance sheets are necessary and vital during any emergency.

### ***Inclement Weather Policy:***

HEDGE follows the Cherokee County Schools' inclement weather policy; when Cherokee County schools are closed for inclement weather, so are we!

### ***Record-Keeping Requirements:***

#### *Syllabus*

Every class should have a written syllabus provided to the students and the Admin Team at the beginning of the school year. The syllabus should include an overview of what will be covered in the class, what will be expected from the students (including homework requirements) and how grades will be determined.

#### *Attendance*

- Attendance Records must be kept and maintained by teachers in every class, including extracurricular classes, childcare/nursery and study hall rooms. An Attendance Record form for each session is available for download in both Excel and PDF formats at [www.hedgeonline.org](http://www.hedgeonline.org). Copies will also be kept on file at the Admin Table.
- We absolutely must be able to account for the location of all students, at all times. In the event of a drill or emergency that requires classes to be vacated, the Attendance Record must be taken with the teacher so that he/she can ensure that all children have left the building and are accounted for. Attendance must be taken when all students have relocated outside the building, and also when they have returned to the classroom.
- Copies of Attendance Records for each class must be turned into HEDGE Administration at the end of each session (twice per year).

## Progress Reports

All L3 and L4 classes should be issued Progress Reports. (See Teacher Guidelines for details). Examples have been provided in the Appendix.

### ***Photocopying Procedure:***

In order to insure the availability of copies when you need them, please PLAN AHEAD at least one HEDGE day! There is no guarantee that copies can be made on the spur of the moment. Please do not ask that unnecessary copies be made, as we need to conserve time and resources. Copies of assignment-related materials, provided they are not copyright protected, may be made on specific copiers at Hillside UMC. A copier for smaller jobs of 50 copies or less is available on HEDGE class days at the Admin Table. Jobs larger than 50 copies may have to be copied on the larger copier in the Hillside UMC office. The person at the Admin Table will make the copies. Please complete a Copy Request Form (found in the front of the Communication Folder Box), leave it paper-clipped to your originals in the "Outstanding Copy Requests" file found in the Communication Folder Box, and return to pick up your completed copies (which will be placed in your personal communication folder) after the day and time designated on your request.

### ***Add-Drop Procedure:***

The process for adding or dropping a class after registration is as follows:

1. A parent or guardian must complete the Add/Drop Class Request form, listing all of the pertinent information, including the reason for the changes.
2. The request must be approved by a HEDGE Director.
3. The form is then copied, and copies must be given to 1) the teacher(s) of the class (es) the student is adding or dropping, 2) HEDGE Administrative Director so the changes can be made in the database, and 3) the parent's communications folder for their records.
4. A student will be counted absent in a class they have dropped until the teacher(s) receive(s) the copy of the approved request form. Upon receiving a drop request, the teacher will make a notation of the date in their attendance record and will forward any work, progress reports, etc. to the parent.
5. A student will not be allowed to enter into a class they have added unless accompanied by a copy of the approved request form. Upon receiving an add request, the teacher will add that student into their attendance record and begin recording grades for that student from that point forward.

(A copy of the Add/Drop Request Form can be found in the Appendix and at the Admin Table.)

### ***Reimbursement Request/ Petty Cash Procedures:***

Purchases that require reimbursement must not be made without prior written approval from the Administrative Director.

## **COMMUNICATION**

### ***HEDGE Website:***

- The HEDGE website, [www.hedgeonline.org](http://www.hedgeonline.org), is a clearinghouse for all information related to The HEDGE Homeschool Ministry. Some information is available on the home page of the website, but only HEDGE members are allowed to create login accounts. A login account will give members access to homework assignments, membership contact lists, announcements, and other information. A family can have multiple login accounts for parents and students.
- HEDGE members should check the website daily for new assignments (see second bullet under Teacher Guidelines) and announcements. The HEDGE website is also available to anyone who has a laptop with a wireless card while they are on the Hillside UMC campus via the Hillside wireless network.

### ***HEDGE Yahoo! Group:***

The HEDGE uses [thehedgeacademy@yahoogroups.org](mailto:thehedgeacademy@yahoogroups.org) to distribute messages via email to our members. It is a members-only protected email loop, and requires moderator approval to join. **By using the Yahoo! Group as a tool for communication among HEDGE members, we each have the ability to send announcements to the entire group, share information about homeschooling, upcoming events, and other items of potential general interest.**

### ***Joining The Hedge Academy Yahoo! Group:***

HEDGE Academic and Social Members may register for the Yahoo! Group by going to <http://groups.yahoo.com/group/TheHedgeAcademy>. The main screen for The Hedge Academy Yahoo! Group will be displayed (with the green HEDGE logo pictured above). Click on the “Join This Group” button, and follow the instructions to register. You MUST identify yourself, using your real name, in the “message or remarks to the moderator” field in order to have your request approved. The Group Moderator will approve your membership and you will have immediate access to archived information and begin receiving email as it is distributed within the group.

### ***Setup Notes:***

- The Yahoo! Group is an additional communications tool, separate from the official website. All HEDGE members will need to be registered on the official website ([www.hedgeonline.org](http://www.hedgeonline.org)) to view and update class assignment pages. (See second bullet under Teacher Guidelines for instructions.)
- **To use the “The HEDGE Academy Yahoo! Group,” you will need to set up a Yahoo! ID only if you do not currently have one you wish to use.**
- Review your email notification preferences and select the one of your choice. (Individual emails \*\*, “Daily Digest”, “Special Notifications Only” or “Web Only”)  
\*\* “Individual Emails” has proven to be the best choice for HEDGE Academy members. Do not select “Special Notifications” or “Web Only”, or you risk missing important messages sent by the HEDGE Administration (such as cancellation of classes for weather or other circumstances, etc.) In addition, if you choose “Daily Digest”, you will NOT be able to receive attachments (such as class schedules, book lists, etc.), and the Yahoo! Group web page does not accept or store them. By choosing “Individual Emails”, you will receive every email and any associated attachments. The number of emails averages a little more than 2 emails per day once the school year is underway.
- Make sure that you check the “Edit Marketing Preferences” page when you set up your Yahoo ID, and UNCHECK any boxes for which you do not want to receive offers and notifications.

*Sending messages to the HEDGE Yahoo! Group:*

➤ Using your regular email program – compose your email message as usual, except in the “To:” field; enter [TheHedgeAcademy@yahoogroups.com](mailto:TheHedgeAcademy@yahoogroups.com) as the email address. Send.

OR

➤ Using the Yahoo group web page – After signing in to Yahoo with your user ID, go to <http://groups.yahoo.com/group/TheHedgeAcademy/>, select “Post” on the left side of the screen, & compose your message. Select “Send.”

**Remember to keep your contact info current. If your email address changes, please change it accordingly on the Yahoo Group, and inform these HEDGE Administrators: Yvonne Bryant ([hedgebryant@yahoo.com](mailto:hedgebryant@yahoo.com)), Lisa Toney ([ltoney@netpti.com](mailto:ltoney@netpti.com)) and Ruth Ann Ludden ([raludden@bellsouth.net](mailto:raludden@bellsouth.net)), so we can keep other records as current and accurate as possible.**

If you have questions about using The HEDGE Academy Yahoo! Group, please contact Yvonne Bryant at [hedgebryant@yahoo.com](mailto:hedgebryant@yahoo.com).

***Membership Contact List:***

- A Membership Contact List will be maintained on the HEDGE website and will be available to all HEDGE members who have completed the approved login procedures. The list will include parent and student names, addresses, phone numbers, email addresses, and student birth dates. If you do not wish information to be posted, for access only by other members of HEDGE with valid login ID’s, you may complete a Request for Information to Remain Unlisted Form (found in Appendix and at the Admin Table), and specify which information you would prefer not be listed on the Membership Contact List.
- The Membership Contact List will aid teachers in creating their class email groups as mentioned in the Teacher Guidelines. Updated versions will be made available as needed and posted on the HEDGE website in a protected area, accessed only by those with a valid user ID, for use and/or for enabling members to periodically print their own updated copies.

***Communication Folder Box:***

Another source of communication utilized by HEDGE members is the use of a Communication Folder Box with hanging folders arranged alphabetically by last name located at the Admin Table. Please check your box each time you arrive on campus and before you leave. These folders can be used to distribute written information to the whole membership, to return graded assignments to parents, or simply to drop off a note of thanks or encouragement to each other.

***2008/2009 SCHOOL YEAR AND CLASS INFORMATION  
Facility Map:***

A copy of the Facility Map can be found in the Appendix. A copy will also be available at the Admin Table.

***Calendar of Events:***

A current copy of the HEDGE Calendar of Events can also be found in the Appendix. Updated versions of the calendar will be posted on the HEDGE website and available for printing. A current hard copy will also be on file at the Admin Table.

***Master Schedule:***

A current copy of the Master Class Schedule will be maintained and posted on the HEDGE website available for printing at your convenience. A current hard copy will also be on file at the Admin Table.

***Class Descriptions with Book Lists:***

A current copy of the Class Descriptions and accompanying Book Lists will also be maintained and posted on the HEDGE website as the appropriate information becomes available from teachers. A current hard copy will always be on file at the Admin Table.

***APPENDIX***

(Updated 06/25/08)