

WISDOM BUILDERS

**"By wisdom a house is built, and by
understanding it is established."**

Proverbs 24:3

School Year 2009 - 2010

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1.0 Governance

1.1 Mission Statement

- Wisdom Builders is a Christian homeschooling program. All teachers, aides, and families proclaim to be followers of Jesus Christ.
- Wisdom Builders offers a variety of classes taught by qualified instructors. Families decide what is best for their family and choose what classes and how many for their children.
- One goal of Wisdom Builders is to encourage the primary teacher of the homeschool family with fellowship and sharing of information and ideas. We hope to give the primary teacher a day to have time off from the daily demands of homeschooling while knowing that their children are being cared for, being taught, and enjoying time with other children.
- The overall goal is to teach all subjects from a Christian perspective, and for all that is taught, said, and done to be honoring to Christ.

1.2 Purpose

- For the K-8th grade program, the school year encompasses a historical period. Most classes, which are offered, are not intended to take the place of the core subject areas. They are intended to provide enrichment to the subjects from a Biblical perspective while allowing the children to participate in a classroom environment with some socialization. Wisdom Builders has a four year rotation of historical time periods, which lends to a classical approach in regards to such classes as fine art, music, crafts, drama, and history. Most classes are enrichment in nature, but some classes involve work at home, assessments, and grading. A few classes will follow the high school schedule and are graded.
- Some of the classes offered throughout the year are history, art, music, drama, creative or report writing, physical education, science labs, math pentathlon or math games, Spanish, Latin, French, pre-Algebra, Saxon Math 8/7, Grammar, Excellence in Writing, phonics, Historical crafts, ballet, K-1st Literature and Handwriting, Bible, Geography, Indiana History, preschool for ages 2 to 5 years, US or World History, general or physical science, beginning piano, choir, civics, spelling bee club, Literature, cooking classes, Contenders and Keepers, Biz Town, chess club, speech, puppet ministry, and Brownsburg Space Challenger simulation, to name a few.
- For the high school, the classes offered are Biology, Chemistry, Physics, Algebra I & II, Geometry, Grammar and Composition with Literature for 9th-12, Spanish I, French I, Latin I & II, Biblical Worldview, OT/NT Survey, US History, World History & Geography, Speech, Logic, World Literature, American Literature, British Literature, Fine Art, Research Paper, Advanced Research paper, American Government and Economics, Culinary Arts, Drama, Debate, Generation Joshua, Gospel Martial Arts, and online computer classes: Computer applications and Beginning Computer Programming.
- For the high school, the classes will be graded and most classes require a textbook. There will be weekly assignments for the students to complete at home.

- In regards to science, Wisdom Builders supports an early earth view. Wisdom Builders has three sessions or trimesters per school year for the Preschool to Middle school. Each trimester is 8 weeks. High school meets for 35 weeks or four quarters, varying from 8 to 10 weeks.

1.3 Location

Classes are offered for children from preschool to high school. Classes take place on Mondays and Tuesdays at First Baptist Church, 1010 E. 126th St., Carmel, IN. 46033. The church is located on the corner of 126th and Keystone in Carmel. Some other classes may take place at the Carmel or Fisher's library.

1.4 Leadership

Wisdom Builders is led by a director who enlists the aid of a finance coordinator and supportive parents. The director and finance coordinator's children attend Wisdom Builders free of charge.

1.5 Statement of Faith

Each teacher and family enrolled is asked to sign a document agreeing to a statement of faith and to write their testimony.

Statement of Faith:

We believe the Bible to be the verbally inspired and inerrant Word of God and as such is the sufficient and final authority for faith and practice.

We believe in the virgin birth of Jesus Christ and that He is truly God and truly man.

We believe that all men have sinned and are under the condemnation of death.

We believe that Jesus made the substitutionary sacrifice of His own life and that all who believe on Him have eternal life.

We believe in the eternal perseverance of all those who trust in the Lord Jesus, and that salvation is in Jesus Christ alone.

We believe in the bodily resurrection of Jesus and His ascension into heaven from which He will return to earth to establish His Kingdom.

We believe in baptism by immersion as a witness to the true identification to Jesus Christ as our Savior.

We believe that the church consists of believers who meet for worship, growth, and service to God.

We believe in the bodily resurrection of believers and non-believers. Non-believers will be raised to eternity in hell and believers to life with God forevermore.

We believe the Biblical meaning of marriage as a covenant between one man and one woman under God.

1.6 Parental Participation and Information

- Parent participation will entail volunteering to set-up on Sunday afternoons, cleanup after class on Tuesdays, or lunchroom duty. Each family will need to help one to two times with set-up, cleanup, or

lunchroom duty per trimester. Lunchroom duty is reserved first for parents with babies or preschoolers.

- Parents will also need to help with cleanup after open house events and whenever Wisdom Builders uses the church building, for example, parties, special speakers, fellowships, etc.
- **Children are always to be under a parent's or teacher's supervision. At no time should any Wisdom Builder student (preschool to high school), sibling, or visiting child be unsupervised or left alone in the church buildings or on church grounds during the Wisdom Builder's school day.**
- Parents are encouraged to help their children complete assignments and readings for classes and to help their children to be prepared for class.
- Parents are encouraged to help with fieldtrips, class parties, school pictures, taking pictures of school days, mom get-togethers, and other volunteer needs.
- Parents may be called upon by certain classes to be an extra helper if a need arises. For example, if PE had field day on the last day of class, then extra help would be needed to run all of the events.
- If a child has gaps in his schedule of classes, the parent is responsible for him during those times. The only exception is for high school students, and if they have a gap in their schedules, **they may have a study hall in the director's classroom, or they may be assigned with parent's permission to help in an elementary class as a volunteer.**
- The church library may be used for parents to work with their children as a study area for times when there is a gap between classes.
- Wisdom Builder's requests that at least one parent completes the salvation testimony page.
- **Preschool:** Preschool has their own check-in counter near the preschool classrooms. Parents are to walk their preschooler into the church and to the preschool check-in counter. Coats, backpacks, and lunchboxes will be checked in at this counter. A nametag will be put on each child. To pick up your child, please show either a Wisdom Builder's name badge or your driver's license. Parents should check the WB information table for notes from the director, information, fieldtrips, etc.
- **K-8th:** Parents are to walk their children into the church and to the education wing. There, parents will find a check-in table. Make sure your child has his or her name badge on, uses the restroom, gets a drink of water, and then take your child to class. After your child is in class with the teacher and aides, then the parent may leave. Always check the badge table for information and notes from the director, information on fieldtrips, etc. Parents are to pick up their child from his or her last class after showing the teacher or aide your name badge or driver's license. Badges are to remain at Wisdom Builders. Jackets may be hung on coat racks located by the gym door entry. Backpacks may be hung on pegs located near the classroom or they can be taken to class. Lunch boxes are to be stored in the room by the WB closet. Be sure to label your child's belongings.
- **High school:** As long as the high school students enter the church respectfully, go to the check-in table and put on their name badges, and proceed to their classrooms in a timely fashion, then they may enter without a parent. When class is over, the high school students are to leave their name badges on the check-in table, and exit the building in the same respectful manner as they entered. If they are not following these guidelines, then the director will require the parent to walk their child to and from class. The high school student should check the badge table for information and notes from

the director, information on fieldtrips, etc. High School students should be in class, be in the Director's classroom for a study hall, or on their way home. Students are not to be "hanging out" around the building or in the hallways.

- **Two points of entry into the building:** gym entrance and main foyer entrance. All other doors will be kept locked and are not to be used for exiting. The only exception would be in case of an emergency. Wisdom Builders will use primarily the gym entrance.

1.7 Enrollment

Depending on what the parents' desire for their children and on how much they have budgeted for classes, parents can enroll their children in any number of classes. Preschool to 8th grade students may participate in one to all classes and in one to all trimesters. **High school students are expected to participate in all 4 quarters to receive credit for their enrolled classes or 2 quarters if the class is for one semester.**

Five forms need to be filled out and turned in to the director as part of the enrollment process: directory form, medical release, church liability, testimony page, and statement of faith. The medical release form needs to be completed for each child in the Wisdom Builder's program. After the directory information is entered into the database, a family will receive the online enrollment.

Each year, families will need to complete the medical release for each child and the church liability form.

The building rental and copying fee is \$100 per family for the year. The building and copying fee is due at time of enrollment. The building rental and copying fee is paid only one time a year and at the time of enrollment.

A schedule listing the child's classes and the bill will be sent to each family either by email, mail, or both.

If a family is new to Wisdom Builders, it is highly encouraged that at least one parent attend the "**New Family Meeting**," which usually takes place during the last week of July or the first week of **August**. Next, all families in Wisdom Builders are encouraged to attend the "**Meet the Teachers Meeting**," which usually takes place during the first or second week of **August**. Once again, this is a meeting for parents. The last meeting, "**Ice-cream Social Night**," is a chance for the parents to bring their children to the church to meet their teachers, find their way around the building, pick up books if needed, have a badge picture taken, eat ice-cream, fellowship, etc, in order to get ready for the first day of classes. The Ice-cream Social is usually a few weeks before classes begin. For **high school**, a parent information night is held in **March**.

1.8 Accountability

A pastor on staff of First Baptist Church helps with accountability, communication to the church of the program, and with matters that would need arbitration.

1.9 Testing

Iowa testing is offered toward the end of the school year, and it has a separate fee. The fee has two parts; one for the cost and grading of the test by Bob Jones University, and the other is to pay the testers administrating the tests.

1.10 School Pictures

School pictures may be offered near the beginning of the school year.

1.11 Other Events and Opportunities

Fellowships, fieldtrips, and holiday parties will take place throughout the school year. These gatherings are separate from the class day and are optional. There are usually some fees associated with these events. Parents are expected to remain with their children for the special events or to arrange for another adult to be responsible for their children at the event.

1.12 Calendar/Snow days

The high school begins in mid to late August, and preschool to 8th begins after Labor Day. The school year for all ends in mid to late May. When Heritage Christian School is closed for inclement weather, Wisdom Builders will not meet. Wisdom Builders will meet when Heritage has a delay to the school day. An email will be sent to inform the coop if WB will be closed. Be sure to check your email before you leave in the morning. Missed days will be made up by adding days to the end of the session.

2.0 Fees

2.1 Class Costs

In order for a class to be offered, at least 8 students must be enrolled in the class. For classes with enrollment under 8 students, the parents will be contacted to see if they would still want the class but at a slightly, higher rate. Class size will be limited to 18. (Some exceptions to class size may be allowed by the director.)

2.2 Billings and Payments

- K-8th classes cost \$5 an hour. Each class costs \$40 for each 8 week session. Preschool classes also cost \$5 an hour. Preschool is 3 hours a day, costing \$15 a day. For 8 weeks, preschool costs \$120. High school classes' costs range from \$5 to \$10.00 an hour. Costs of high school classes can vary depending on enrollment in the classes, hourly length of classes, and if the class is for 1 or 2 semesters. A one hour class meeting for 35 weeks costs \$250 for the year. A two hour class meeting for 35 weeks costs \$500 for the year.
- Most classes have an aide, some classes may share an aide, and high school classes do not have aides. Teachers are paid \$40 an hour and aides are paid \$10 an hour. There are 3 billings for the school year, with each trimester having its own billing. High school classes will be billed with each quarter or 4 times a year. If a parent has children in the Preschool to 8th and high school program, they will receive two separate billings.

2.3 Required Fees

- For enrollment, parents enroll online after turning in the needed forms. In addition to class tuition, each family will need to send in a one time yearly fee for building rental and copier use. This fee is \$100 per family and will cover the building rental and copier use for the year. This fee is due with enrollment.

- Each session or trimester has two additional fees. One is a supply fee of \$15 per family, and the other is a director's fee of \$25 per child. The director's fee is to compensate the director for time and leadership of WB. These two fees are to be paid with each trimester or three times a year.
- The supply fee will cover most supplies for the classes, except for some art supplies, lab supplies for high school science classes, workbooks, book rentals, and textbooks, which are needed in some of the classes. An extra supply or rental charge may be applied to the bill for such as these.
- A bill and their child's schedule will be sent to each family after enrollment. It is very important for each family to check their child's schedule and billing for you will be charged according to the schedule.
- Two payment options are available: pay in full after receiving the bill or to pay in two installments. **The first installment is due 1 week before classes begin, and the final balance is due by the fourth week of classes.**
- All checks are to be made out to Wisdom Builders, L. L. C. and are to be either placed into the payment envelope at the director's classroom or mailed to the director.

2.4 Exceptions

- Fee exceptions: If a child is enrolled in only one class, the supply fee will be waived. The parents will pay the director's fee of \$25 per child for each trimester. Since high school students have separate fees (textbooks, lab fees, etc.) for their classes, the director's fee and building rental fee is required, but not the supply fee.
- If a teacher's child is taking a class from his or her parent, there will not be a charge for taking the parent's class, and costs for that class will be figured without the teacher's child.

2.5 Withdrawal

If withdrawal is made during the student's first week of classes and no later than the first Friday after the first day of classes, costs for classes will be reimbursed but the building/copier fee, director's fee, or supply fee will not be reimbursed.

If a Preschool to 8th grader's family chooses to withdraw from a class or Wisdom Builders after weeks 2 to 8, they will still need to fulfill their responsibility and pay the balance of their bill.

For high school, the bill will have a **finish the course fee** of \$100. The \$100 will be applied to their last quarter's bill. If a high school student drops a class before the end of the year, the \$100 will be used to offset the costs of the class, and it will not be returned. Otherwise, the \$100 will be applied to the last billing of the school year.

2.6 Class Changes

- No class changes will be allowed after the first week of classes, so class lists can be set and enrollment established by week 2. If changes in class schedule are desired, they must be made after the first class and no later than 5:00 pm on the Friday following the first class. Payments will be collected from weeks 2 to 4, and the teachers and aides will be paid in full on week 5, according to the trimester or quarter schedule.
- To change a child's schedule, a change of schedule form will need to be filled out and given to the director no later than the Friday following the first class.
- Classes may be added to a child's schedule any time during the trimester if there is room in the class and if the teacher agrees. A change of schedule form will need to be filled out for class additions, too, and will need to be given to the director before the following class.

- The change of schedule form will assist the director, teachers, and aides in making correct class lists or attendance sheets and to make sure the children are in the correct classes.

2.7 Late Fees / Penalties

- If a check is found to be NSF and returned, the parent is responsible to pay the amount of the check and any fees incurred by Wisdom Builders, L. L .C.
- If a parent does not fulfill his or her turn in helping with set-up and cleanup, a fee of \$60 will be charged. This will not apply to emergencies, but communication with the director is required.
- Parents may switch volunteer times with other parents. Parents may pay another parent \$60 to clean in their place. (Please notify the director of any changes.)
- If a parent does not pay off the balance due by week 4, an additional late fee of \$25 will be charged. Late payments make the responsibilities of the finance coordinator very difficult and delays payments to the teachers. If a financial emergency occurs, contact the finance coordinator and make arrangements for payment. **No communication will result in a late fee.**
- Parents are responsible to drop off and pick up their children. Please be on time to pick up your children. If someone is habitually late, which causes others to be responsible for a child, a late fee of \$5 will be charged. (Late is 10 minutes past the dismissal time.) This fee will be paid to the person staying late to watch the children. All late policy fees apply to all class endings, and not just to the end of the day. If an emergency occurs, please try to call the church and leave a message, but we will understand if you are not able to due to an emergency.

3.0 Student Expectations/Information

3.1 Child Behavior Expectations

The behavior guidelines are based on **Proverbs 20:11, "Even a child is known by his actions, by whether his conduct is pure and right."** In other words, even a child's life and how he or she lives can be a testimony of praise to Jesus. The guidelines for behavior are:

1. Raise hand and wait to be called on before speaking.
(This rule is very hard for many home schooled children. Please work on this behavior at home, and help your child to understand that they will be called on by the teacher, but out of respect to the teacher and out of unselfishness to the classmates, they need to wait for their turn to comment or to ask a question.)
"But if when you do what is right and suffer for it you patiently endure it, this finds favor with God." 1 Peter 2: 20b
2. Listen attentively and do not distract others from listening during instruction.
"Make your ear attentive to wisdom, incline your heart to understanding." Prov. 2:2
3. Honor, respect, and obey all teachers, aides, and adult helpers.
"For there is no authority except from God, and those which exist are established by God." Rom.13:1b
4. Be kind to all.
"And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you." Eph. 4:32

5. Keep your hands and feet to yourself. Treat classmates respectfully.
“Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you have been bought with a price: therefore glorify God in your body.” 1 Cor. 6:19-20

6. Raise your hand if you need to leave your seat, and sit properly in your chair.

7. No cutting or pushing in line.

8. Do not bring toys or objects to class.

9. **No electronic devices are to be used during class or lunch time. (For example: No Texting, no cell phones, no I- Pods, Gameboys, etc. Cell phones may be kept in a book bag and are only to be used to receive a call from a PARENT. Emergency calls may be used with cell phones. Parents should know what time to pick up a child so cell phone use for pick up is not needed.)**

10. Children are not to use any of the church’s computers without the Director’s approval.

11. Children are not to be in the auditorium without a teacher.

12. High school students are to have lunch in the allotted lunch room.

13. Children are not to play in the gym without an adult supervision, and everyone should be out of the gym by 4:30pm.

“But let all things be done properly and in an orderly manner.” 1 Cor. 14:40

- Behavior policies are needed to make sure that the environment is conducive for learning, that it is safe, and to help encourage respect and kindness to all.
- **Peer to peer behavior**: Children are to use words that edify and build up one another in the Lord, and they are to treat each other respectfully. Older children should be a help and an example to the younger children.

“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Eph. 4:29

- **Hallway Behavior**: There is to be no running in the halls of the church and conversations are to be with quiet voices out of respect to the staff. Children are to be especially quiet when passing the offices of the Pastors and secretaries in the foyer of the church as they go to and from the sanctuary. The church requests that all children are always to be under adult supervision while in the church building.
- **Church Facilities**: Children are to help to take care of the church building and equipment, which means that no one should walk on chairs, mark on tables or walls, make messes in the bathroom, etc.
- Please remember that we are in a church, and we need to honor the Lord with our behavior, actions, and words. This is especially true for any time a class or program is held in the sanctuary where the Word of God is preached.

It is the parent's responsibility to make sure that their children understand the rules and expectations and to encourage their children in obedience to them.

“Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven. “ Matt. 5:16

3.2 Behavior Remediation

- Consequences for not obeying the behavior policies:
For the first two weeks, many reminders are given to help the children learn what is expected of them. Starting with the third week, they will be given one or two warnings per class. If the child does not respond to the warnings and continues to disobey, then the child will sit in a chair to the side or back of the class and have a time out for 5 minutes. Hopefully, the child will be ready to return with the group and correct the behavior. Time out could be up to 10 minutes. If the child continues to disobey, the parents will be contacted privately to explain the situation, and hopefully, together, we will be able to come up with a plan to help the child.
- If the director and teachers come to realize that a child is continually disobedient, disrespectful, a continual distraction in class, and un-Christ-like in speech and behavior, then the child will not be allowed to continue in Wisdom Builders. This would only happen after repeated attempts to work with the child and/or the child enacted so great an offense that he was asked to leave afterward. No refund of tuition or other costs will be given in this situation.

3.3 Daily Routine/Bathroom Breaks

- Classes will be offered from 9:00 am until 3:30 pm, with a few classes ending between 4:30 pm and 5:30 pm.
- Children will be given the opportunity to use the restroom at lunch and after gym class. They may ask a teacher for permission to use the restroom during class if needed. An aide will take a child to and from the restroom and wait in the hall for the child. It will be at the discretion of the teacher to allow a high school student to walk to and from the restroom by himself or to send an aide with the student.

3.4 Lunchroom Guidelines

- Children are to bring their own sack lunch and one snack. Children are encouraged to finish their lunches, to be polite, and to use quiet voices. After they have finished eating, the children are to clean up all trash and prepare to go to their next class. Seats may not be saved, and no one is to be turned away from joining a table. Girls are to sit with girls and boys are to sit with boys in the lunch room.
- If there is time after completing their lunches, children may play board games, color, etc. No electronic devices, cell phones, or gameboys are to be used in the lunchroom.
- Lunch boxes are not refrigerated, so please include an ice pack if needed. Parents and siblings are welcome to join their children for lunch in the lunchroom.
- Only high school students may purchase a soda pop from the pop machine for lunch.
- Snack time will be in the afternoon and should be simple, allowing the child to eat the snack and clean up in less than ten minutes. Packing a water bottle for your children each day is recommended. For snack time, only water bottles will be allowed in the classrooms.

3.5 Dress Code

- **The dress code is one of appropriateness, neatness, and the Biblical one of modesty.** For safety reasons, children will not be allowed to participate in PE if they are not wearing gym shoes. At times, PE will take place outside, so dress according to the weather.
- **Wisdom Builders meets in a church, and we want to honor the Lord with our behavior and dress.** In warm weather, shorts are allowed, but not too short, no spaghetti straps or short tops that do not cover the waist and midriff. Nothing too tight, too low, too short, sheer, or un-Christ-like messages or images are allowed in dress.
- Along with modesty of dress, neatness in grooming is encouraged. Please avoid extreme fads in regards to hair, (for example, no Mohawks, tails, strangely colored hair, etc.) The eyes should be clearly and easily seen. Moreover, please have boy's hair off the collar.
- The director and the teachers will inform the child and parents if the dress and grooming of a child is not appropriate. **Modesty and pleasing our Lord is the guide in regards to a dress code.**

“Your adornment must not be merely external- . . . but let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God.”

1 Peter 2:3-4

3.6 Students and Driving

The director is to be informed by a phone call or email from a parent if a student is driving himself or herself to Wisdom Builders, and if the driver will be bringing other students. No student is to be in the car of a student driver without parental notification to the director. Safety and responsibility are strongly encouraged.

3.7 Grades for Students

- The high school classes will be graded. Each teacher will determine how to assess their classes. An assessment will be given at the end of each quarter. The student will receive one to two credit hours for classes completed and scored with a passing grade. The forms completed by the teachers could be used to develop a portfolio of the student's high school work and achievements. Classes are either year long or half year in length. Wisdom Builders will supply a transcript for high school classes and grades earned for each student.
- Some of the elementary classes will be graded or assessments given for work, tests, and projects completed.
- Assignments are due on the assigned day. Grades may be reduced for turning in late assignments.

Wisdom Builders Grade Scale:

93-100% A	90-92 % A-	87-89 B+	83-86 B	80-82 B-
77-79 C+	73-76 C	70-72 C-	67-69 D+	63-66 D
60-62 D-	below 60 F			

4.0 Open House

- At the end of each trimester, there will be an opportunity for the children to display what they have learned for family, relatives, and friends. There might be a drama presentation, some recitations, choir, and displays of art and other projects. This will be determined from the curriculum and input from the teachers.
- The open house will take place in the evening on the last day of class (Tuesday) from 6:30pm to 8:30pm. Parents may want to attend some of the classes during the day on the last day of the trimester to see first hand the children performing in a play, singing, or other events the teachers may have planned. High school classes may participate at the open house as well as have a different date for an open house.
- Parents will take turns helping with clean up after the open house, and each family will be encouraged to help with refreshments. Some classes may have a separate day and time for a performance.