



High Tower Learning Center

School Handbook

**“The God of my strength, in Him I will trust,
my shield and the horn of my salvation,
my high tower and my refuge.”**

2 Samuel 22:3

Jill Brand

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Dear Parents,

Thank you for choosing High Tower Home School Ministries. We hope this handbook will answer most of your questions.

The purpose of High Tower Learning Center is to be a refuge in education. As parents and teachers, we want to see our children educated in a safe environment where the values and principles of God's word are at the forefront of everything we do. As a result, our children will grow up with a spirit of excellence in both character and education.

Please read through this handbook carefully. If you have any further questions, please contact me at (541) 890-1916. I look forward to this upcoming school year, knowing that God has great plans for us.

Sincerely,

Jill Brand

High Tower Learning Center Purpose and Mission:

It is the desire of High Tower Learning Center to provide a refuge in education where home school students can strengthen their skills, develop character and self-discipline, and pursue academic excellence among small groups, all in a Christ-centered environment. Through quality on-going teacher education, an engaging curriculum, consistent parental involvement, and student diligence, our goal is to build students who are lifelong learners.

At High Tower Learning Center, we believe it is important for every student to pass with an above-average score. We also believe the students will benefit from developing self-discipline. In order to do this, each student will be required to complete various assignments outside of class, also providing the parents an opportunity to play an active part in their child's academic growth and development.

At the learning center, the students will be learning in small groups. The average number of students in these classes is significantly less than in a public classroom, or even most private school classrooms. Because of the smaller class size, the teachers are better able to focus on each individual child's need. This increased personal attention results in an accelerated rate of learning. As the teacher, student, and parent all work together, each child will receive an excellent and complete education.

ACADEMIC COURSES:

Writing – Focusing on Grammar and the APA essay writing format.

Reading – Focusing on comprehension, Spelling, and Vocabulary.

History – Focusing on American and World History.

Science – Focusing on physical, chemical, and biological sciences,

Mathematics – Focusing on basic math through calculus

Enrollment Date

All students who plan to enroll next year will need to do so by July 1st. The curriculum fee will be due August 1st. Students that enroll or pay late will be required to order and pay for their own curriculum. Students who pay by August 1st will continue to receive their curriculum at the discount rate.

Tuition is due by the 10th of the month. If you need to make payment arrangements please contact us by the 5th of the month. Tuition that

comes in any later then the 10th of the month without making arrangements by the 5th of the month will be charged a \$25.00 late fee.

TUITION INFORMATION FOR 2011-2012

Tier 1 – Two day class yearly tuition rates

Payment Plan 1:

- First student - \$1250.00
- Second student - \$750.00
- Third student - \$500.00
- Each additional student - \$500.00

Payment Plan 2: (To create an affordable alternative for families, we've broken the yearly tuition into 10 payments due September through June)

- 1st student – 125.00
- 2nd student – 75.00
- 3rd and/or additional students – 50.00

Tier 2 – Online full time core yearly tuition rates

Payment Plan 1:

- First student - \$1250.00
- Second student - \$750.00
- Third student - \$500.00
- Each additional student - \$500.00

Payment Plan 2: (To create an affordable alternative for families, we've broken the yearly tuition into 10 payments due September through June)

- 1st student – 125.00
- 2nd student – 75.00
- 3rd and/or additional students – 50.00

Tier 4 – Online or in-class individual courses

- Full year - \$200.00 per course (\$20 monthly)
- 18 week course - \$100.00 per course

- 9 week course - \$50.00 per course

There is a one-time curriculum fee of \$125.00 per student per year.

REPORT CARDS

Report cards will be issued at the end of each nine- week session. Weekly progress reports will be posted on your child's personal page. All students will be graded based on their academic progress, character development, and behavior.

Kindergarten through First Grade will be graded with an "Excellent," "Satisfactory," or "Needs Improvement."

Second Grade through High School will be graded on a letter system.

While all students should be able to maintain an 80% average, it is important to know that your child may have to consistently re-do work in order to achieve this goal. We have included the grade "C" to reflect this need for improvement. Otherwise, all grades should range between an A and B.

Parents are strongly encouraged to stay up-to-date on their child's progress, and be an active participant in their child's education.

All homework and assignments must be turned in by the end of the nine weeks. Students who have missing assignments may not return to school until the assignments are completed.

Values and principles of High Tower Learning Center

We believe that High Tower Learning Center is a refuge and therefore should be a place of holiness.

At no time on the premises should students be hooking up and hanging out for dating purposes. We believe that students of a school age should be devoting themselves to God and preparing for the future. Dating is a dangerous choice that can lead to bad decisions regarding some of the most important decisions that a person will make in their lifetime. Flirtatious behavior or bad mouthing those who have made the decision to wait will not be tolerated.

At High Tower Learning Center we uphold a great respect for those in a leadership position within the body of Christ. We will not tolerate gossip or outright rebellion against leadership at any local church body. We will also not tolerate any disrespect of the teachers or staff at High Tower Learning Center. We would like our refuge to be a place of order, respect and education. This will ensure an environment where Christ and learning is the focus of our gathering. We know that where there is unity, God commands His blessing. Our hope is that all who attend will be blessed, enriched and educated.

We will ask upon enrollment that students sign an agreement to these terms. Our hope is that all students can participate in these values and the endless rewards that they offer.

Returning Textbooks

At the end of the year textbooks belonging to HTLC need to be returned in good condition. If the books are missing or damaged they will need to be replaced. They do not have to be new but they will need to be in the same condition as when they were borrowed.

Damaged Property

Any property belonging to HTLC that is damaged by a student will need to be replaced at the cost of the student.

Classroom behavior

We consider it a privilege to attend class at High Tower Learning Center. In order for our class to remain a refuge in education each student will be required to participate and follow directions. This will ensure the progress of all the students. If a child can not follow directions and has to be reminded repeatedly, the student will need to attend a parent teacher conference. If the student continues to be disruptive it may result in expulsion.

Policy on Inappropriate Talk

The Bible says that life and death are in the power of the tongue. High Tower Learning Center is a place of life. High Tower Learning Center will not tolerate threats, coarse joking, gossip, perverse or sexual topics, slander or putdowns. It is important that every student be in a safe environment that edifies and builds up rather than tears down. At no time will any student be allowed to use inappropriate talk towards another student, teacher, staff member, parent or any other person. If a student engages in any inappropriate talk they may be immediately expelled from High Tower Learning Center.

Dress Code:

Students should dress modestly and in a wholesome fashion.

Please keep all skirts at knee length.

Please do not wear mid-drift shirts or anything with inappropriate wording or symbols.

Please do not wear piercings except in the ears.

ELECTRONIC DEVICES:

To ensure that instruction time remains productive, please leave iPods, cell phones, or other personal electronic devices at home unless specified by the teacher.

LEARNING DISABILITIES

We believe that students with severe learning disabilities will benefit more from a one on one teaching style where the lesson may be individualized to meet the needs of the child. High Tower Learning Center does give a lot of one on one attention and we will speed up and slow down according to a student's educational plan; however we do not think we are equipped to devote the time needed to help certain students. In some situations it may be that a student can be placed in a class that will meet the child's academic needs with a younger group. Sometimes we can make special arrangements between students who would like to tutor and with students who need to be tutored. If your child has a learning disability or a unique learning style, a parent teacher conference will need to be arranged to determine the best course.