

# Handbook for FEAST Supervised Online Study Hall

The FEAST Supervised Online Study Hall is geared to students in middle school and high school, ages 11 – 19 that are capable of working independently. Our purpose is to provide a safe and studious atmosphere for students to work on their online classes, homework, prepare for tests/quizzes, catch up on missed assignments, and even read/journal/sketch. While student safety during the absence of a parent is important, FEAST is not a baby sitter and study hall is not to be considered child care and doing nothing is not acceptable.

**Registration** - Parents have several study hall options to choose from:

- FEAST Resource Center – Monday – Friday (Closed Holidays) 8:15am – 4:45pm
- FEAST Co-op Facility – Tuesdays and Thursdays during co-op 8:15am – 4:45pm
- Customized – Parents may select days, times, and mix locations. (See options below)
- Registration will include drop-off and pick up instructions, including names and contacts for all approved adults or instructions that your student will be driving themselves, walking home or taking public transportation.

**Tuition**

- Payable to FEAST at time of registration
- Fees - \$25 half day (up to 4 hours), \$40 day (over 4 hours), \$65 two days, \$150 per week, \$350 per month
- Half Day and Full Day options may be paid onsite. Co-op, Two Day, Week, and Monthly options must be paid at least 2 days prior to participation. Registrations received less than 2 days prior to participation will incur a \$25 late fee.
- Fees are non-refundable

**Attendance**

- Online Study Hall begins at 8:30am and ends at 4:45pm (unless customized)
- Drop off is any time after 8:15am with a 15 minutes setup time with parents in class if needed.
- Picked-up by 5pm. A late fee of \$25 will be charged for late pickups. Pick-ups later than 10min will be charged an additional \$1 per minute. Parents may pick up their student at any time during the day but will not be allowed to sit in study hall other than the 15 setup time at the beginning of study hall. Contracted time not used is non-refundable.
- Lunch will be from Noon – 12:30pm. Students will bring their own lunch, snacks, and drinks. If a student forgets, their parents are responsible to drop off food by noon or call in a food delivery for their child.
- Devotions will be each day from 12:30-12:50pm. Everyone on campus will attend.
- Please inform the online supervisor if your child will be absent. Missed days are non-refundable.
- Students who have had a fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours cannot attend study hall. The FEAST Staff is not allowed to administer medications other than minor first aid such as Band-Aids. Serious emergency procedures will include a call to the parent, and 911 if the parent cannot be reached for instructions.
- If the public schools close for weather FEAST will also be closed. Any closures will also be posted on our website. [www.homeschoolfeast.com](http://www.homeschoolfeast.com)

**Study Hall Expectations**

- Supplies - Students will need a laptop computer or tablet with online Wi-Fi capabilities with their online class requirements pre-loaded. Students will also need an Ethernet cable,

pencils/ pens, notebooks, backpack/laptop case, and cell phone. Study Hall is a SILENT work environment therefore headphones or ear buds must be used.

- Parent lesson plans – Parents will dictate the schedule for their child while at study hall. Student must remember to bring their supplies. Students that forget their computer, headphones, books or other homeschool curriculum will be reassigned to volunteer work by the FEAST Staff.
- Sharing - Students may not share computer screen time during study hall unless with siblings. FEAST desires to maintain a quiet atmosphere of concentration and focus for the benefit of each student.
- Students will work by themselves unless parental permission is given to work in a group if asked to do so by another student. The FEAST Supervisor will permit the group project as long as the study time is productive and focused.
- Projects – Occasionally online classes will require writing assignments, posters or other projects that will enhance their class. Students are responsible to bring those anticipated supplies with them to study hall. We are happy to help in an emergency with paper, pen, markers, glue, tape, stapler, scissors or other occasional items, however, students are responsible to reimburse FEAST for any supplies used.
- Printer - Students are only allowed emergency access to a FEAST printer if deemed necessary by the supervisor. Prints are .10 per sheet.
- Technology - Students are not allowed to access any software program, Internet site or area other than those indicated or approved by the parent or supervising staff member for the student class use. Unauthorized access of any software program or Internet site will result in a written reprimand. If the supervisor believes the extent of the violation is severe and/or intentional the parent will be called to pick up the student without class refund.
- Security - Students are not allowed to access any other student or staff member's files, logins, or passwords. In addition, a student is not authorized to allow another student to access their files, login, or password. Doing so will result in a reprimand. If the supervisor believes the violation is severe and/or intentional the parent will be called to pick up their student without class refund.
- Sleeping – Students may not sleep during class

### **Behavior Expectations**

- Be Christ like, follow the Golden Rule: “Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets.” Matthew 7:12
- Be Respectful of people and property
  - Used designated bathrooms properly and help keep them clean
  - Keep the campus clean by picking up litter
  - Food and drinks are only allowed in designated areas, only water bottles are allowed
  - Cell phones must be on silent in study hall
  - Stay in areas designated
  - Label items with name (jackets, water bottles, lunch boxes, backpacks)
  - Flirtation and suggestive communication between students is not allowed
  - Students of the opposite sex are not allowed alone together on campus
  - Profanity, vulgarity, and obscene language is not permitted on campus
  - Gambling of any kind is not allowed
  - Pornographic material is not permitted on campus
  - Alcohol, tobacco, drug or drug paraphernalia are not allowed on campus
  - Gum is not allowed on campus
  - No pets on campus
- Be Safe
  - Do not verbally or physically hurt others

- Students cannot have weapons or dangerous items, including pocket knives
- Be Modest - FEAST believes that appropriate dress contributes to a productive learning environment. Students should wear clothes that are suitable for all activities and show respect for the learning environment, and do not pose a distraction for other students. Following are examples (not exhaustive)
  - Sheer clothing is not allowed
  - All undergarments should be covered
  - Tattoos should not be visible
  - No extreme hairstyles, no unnatural hair colors such as pink, purple, blue, green etc.
  - Males are not permitted to have facial hair
  - Shorts, skirts, and dresses should be knee length
  - Clothing should not have profanity or negative messages
  - Spaghetti straps, muscle shirts, and tank tops are not allowed
  - Body piercings should not be worn. Ear piercing for females is allowed.
  - Footwear will be worn at all times. Footwear that is a safety hazard will not be allowed. Sports cleats will not be allowed in classroom.
  - Hats, bandanas, hoods, and sunglasses are reserved for outdoor use.

### **Consequences**

- Verbal warning including an explanation of consequences if the student should continue to exhibit inappropriate behavior. If inappropriate behavior continues
  - First offense - Student and staff discussion.
  - Second offense - Student, staff, parent discussion.
  - Third offense – Dismissal from the Online Study Hall
- Disciplinary measures may include fines, compensation for damages, work assignments, probation, suspension, or dismissal.
- Some offenses can result in immediate dismissal from co-op, without refund and payments to teachers are still required for the year.

Incident Report – When an individual violates policy or rules, a parent, supervisor, or anyone involved may submit an incident report to the FEAST Executive Director. The report is used as documentation for disciplinary measures, which the Director will determine. [Incident reports](#) can be completed online.

**Media** – FEAST may take photos and/or videos of students/families during FEAST and related events. By registering in the FEAST Supervised Online Study Hall, you are agreeing that these photos/videos may be used in our publications, on our website, or on social media.

### **Enrollment**

- All students are welcome regardless of religious beliefs, however all of our supervisors are Christians, and have committed to operating from a Biblical Worldview.
- Students who have not been homeschooling for at least one year will need to have an interview with the FEAST Online Study Hall Supervisor or Executive Director to determine acceptance.