



**2026-2027 HANDBOOK**  
**SEEK Homeschool Families**

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## Who We Are:

SEEK Homeschool Families is a group of Christian homeschool families located in Lubbock, Texas. We SEEK the Lord first in all things (Matthew 6:33), and then we focus on Stewardship (1 Corinthians 4:1-2), Education (Proverbs 9:9), Enrichment (John 10:10), and Knowledge-building (Proverbs 18:15). We share of our God-given talents, skills, and experiences for the benefit of our students in a Christ-centered learning environment that supplements what we do at home.

As believers in Christ, we gather as one body, sharing of our talents and skills each week for the benefit of participating school-aged students (1 Cor 12:12-25). No one is paid; parents volunteer their time both in and out of the classroom so that we can offer both core academic and transcript-enhancing elective classes in a flexible fashion, as well as enriching social experiences. The parent leaders in the classroom do not circumvent the parents' rights to adapt and grade coursework for their student, but work in partnership with the parent.

### What We Believe: Statement of Faith

- We believe God offers redemption and restoration to all who confess and forsake their sin, through His Son, Jesus Christ. Romans 10:9-10
- We believe personhood begins at conception and that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or SEEK Homeschool Families' policies. John 13:34 and Psalm 139: 13-14
- We believe the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in accord with Matthew 5:23-24, and Matthew 18:15-20.
- We believe that we can set our differences of opinions and doctrines aside, striving as those who express faith in Jesus Christ, to maintain our unity as we endeavor to educate our children, to respect one another, and to respect the host facility. Ephesians 2:19-22
- We believe parents have God-given authority over their children academically as well as in Biblical teaching, character building, and correction, and that children have been given Biblical instruction to submit to the authority of their parent(s) as well as those who their parent(s) has put in authority over them when on campus. Proverbs 22:6, Deuteronomy 11:19-21, Eph 6:2-3, Col 3:20
- We believe in honoring those given the stewardship of leadership. This includes facility staff, all leaders/teachers within SEEK Homeschool Families, and students. Hebrews 13:17
- We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We further believe that our dress should be modest and appropriately reflect our God-given gender. Genesis 1:26-27, Psalms 139:13-14, and 1 Cor 6:19-20
- We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church, and that marriage serves as the foundational unit of a stable society. Genesis 2:18-25, Matthew 19:4-6
- With the understanding that SEEK is a Christian-based homeschool group holding to Scripture as the standard and practice of our faith, and with the understanding that Scripture teaches that women are not to teach or have authority over men within the context of the Church (1 Cor 14:33-35; 1 Tim 2:8-15), we believe and encourage our participating families to recognize that SEEK, Monday campus days, and SEEK activities are not to be mistaken for church, a church service, or church endorsed activities. For this reason, women and female students who are members of SEEK will not be restricted from, but will be encouraged to read Scripture, pray, participate in and lead biblically-based discussions in class, during SEEK activities, and in student led devotions in which all members of SEEK, males and females, may attend as long the discussion and prayers are consistent with the this document and foundational doctrines of historic orthodox Christianity.

### What We Believe: Educational Philosophy

- We believe God has given parents the responsibility of raising their children and of educating them. Our hope is that SEEK offers classes that support parents by providing accountability, group learning experiences, social events, and enrichment opportunities. We believe that testing, grading, creating transcripts, and ultimately, disciplining are the responsibility of the parent.
- We believe classes and approach to classroom conversations should have a Biblical worldview, but differences of doctrine are personal and should be respected in discussions.
- We believe that classes and enrichment should be focused on truth, goodness, and beauty in keeping with Philippians 4:8 which says, “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”
- We believe that students flourish when given the opportunity to discuss, research, wrestle, and present; therefore, we encourage parent leaders to lean on these tools, rather than lecture, when planning classes at the upper level. From time to time, depending on the class, the use of technological resources may be integrated into the educational program, but they should not be a parent leader’s go-to for each class.
- We believe that academic honesty is a way to honor God. Upholding the 8<sup>th</sup> and 9<sup>th</sup> commandments, we look for each student to produce original work rather than borrow answers from a friend, book, website, or other resources. We further believe that plagiarism and the use of AI platforms to generate answers and/or essays goes against Colossians 3:23-24. We encourage our students and parent leaders to respect intellectual property and copyrights by acquiring appropriate permissions to use and/or giving proper acknowledgement.
- We believe that technology can be helpful, but it can also be a distraction when we are gathered together, either for educational or social purposes. Subsequently, the use of cell phones, iPads, Kindles, laptops, and such is highly discouraged in class. Should a student need to use technology as a part of an accommodation or for a project in class, permission from each parent leader should be obtained by that student’s parent. Students are solely responsible for their technological devices.

### What We Expect of Member Families

Because we keep our fees low, our expectations of our member families are high!

- **Be Timely.** Return completed paperwork with fees on or before deadlines, respond to communications promptly, and be on time for campus fellowship.
- **Be Present.** Physically and mentally be present when on campus. This means you are needed to fill a role on campus. Campus fellowship days are not the time for personal business, including but not limited to phone calls, doctor’s appointments, and the like. If your student is on campus, you are required to be on campus as well, regardless of how old your student is. Additionally, attend required meetings and orientations. When you cannot be present, please alert the appropriate leaders, giving at least 24 hours’ notice when possible.
- **Be Positive.** While you are on campus, remember that students are looking to you to set the tone for the day. As much as possible, keep your words upbeat and encouraging, and your attitude reflective of hopefulness and positivity, whether dealing with a class of students or other parents.
- **Be Consistent.** Students and parents are permitted two (2) absences each semester. Anything beyond that will hinder your student’s ability to keep up with his or her classes and may affect a family’s ability to participate in the following school year.
- **Be Involved.** A parent from each family is expected to lead or teach a class. In addition to fulfilling an on-campus role, you (or your spouse) are required to fill one of many committee roles outside of campus fellowship days.
- **Be Supportive.** SEEK Homeschool Families will host one annual fundraiser each year. All member families are responsible for either sponsoring the event at the \$150 level, or for finding a gift valued at \$150, or for fulfilling one of a limited number of hands-on volunteer positions before, during, and after the event (approximately 15 hours of work for each position).

## SEEK Commitment Process

We, within SEEK Homeschool Families, recognize that we are not a fit for every family. We are a Christian homeschooling group **in which parents are required to serve on campus** - teaching, and volunteering in key positions - one day a week for 30-weeks each school year. We use the family commitment process as a time in which you and your family can get to know all about us, and we can get to know more about your family, before asking for a commitment.

**Who is eligible to be considered a SEEK student?** A student is between the ages of 5 and 18 years as of August 31<sup>st</sup> and is one who could be considered legally dependent on you. A child you are providing care for during the day, who is not your legal dependent, will not be allowed to register with your family. Typically, SEEK Primary Program students are 5 to 12 years old (Kindergarten through 6<sup>th</sup> grades), and students in the Secondary Program are ages 12 to 18 (7<sup>th</sup> through 12<sup>th</sup> grades). Refer to Appendix B for more information on how SEEK views ages and grade levels. A student enrolling in the Early College Academy at Lubbock Christian University must have successfully completed the 10<sup>th</sup> grade and have a grade point average of at least a 3.0 on a 4.0 scale. Additionally, these students must have the required prerequisites for any post-secondary course they are registering for at LCU, have the approval of SEEK leadership, and maintain good standing at SEEK while they attend LCU.

Families are expected to attend a full day of SEEK unless granted a half-day exception by the Executive Stewardship Committee. Exceptions may be granted on the basis of traveling from out of town, birth of a new baby, need to attend regular therapy or doctor appointments, etc. An 11<sup>th</sup> or 12<sup>th</sup>-grade student may be granted permission to register for and actively participate in only 3 class periods if they are working a job or taking dual-credit classes. While parent-teachers have the ability to scale work with the LI's input, students must consistently submit coursework to their SEEK lead investigators in order to remain eligible for dual-credit classes at Lubbock Christian University. **In both cases, families should alert their interviewer from the membership committee of their need for a half-day exemption before the commitment process is complete.**

### **The New Family Commitment Process consists of:**

- 1. An Information Meeting & Visit.** SEEK Homeschool Families **requires** that all prospective families attend an information meeting and complete the family abilities survey. A select number of families will be invited to visit our campus while we are in session so they may see firsthand what we do and how we do it.
- 2. Initial Paperwork Packet.** After visiting our campus, a select number of families will be invited to complete a background check form (to be filled out by the parent regularly around children on campus fellowship days) and child safety training.
- 3. An interview.** After the survey and background check form with the \$25 background check non-refundable fee have been returned and the child safety program completed, a family may be invited to an in-person family interview with two of our membership committee members. This is your opportunity to ask clarifying questions about how we function, and for us to get to know you! **Note: a limited number of families will be invited to interview; an interview does not guarantee placement with SEEK.**
- 4. An invitation to join!** If there are spots available and you are approved by the Executive Stewardship Council, you may receive a formal invitation to join SEEK Homeschool Families! We will enter your family's information into our database, assign parents to volunteer positions, and send class registration instructions. **Note:** We have a limited number of spaces available and have more families applying than we can accommodate. If you are not accepted, please reapply in the future. At this time, we are not able to accommodate those wishing to join us at the semester.

NURSERY - SEEK's focus is on school-aged students. While it is our hope to support our families with younger children by offering a nursery for them during campus fellowship days, we cannot guarantee that we will have one. The number of adults who are available to help fluctuates from year to year. Parents walking

through the commitment process should have a backup plan for childcare, in case the nursery does not work out. Should a nursery become available, a separate, non-refundable nursery supply fee will be implemented for parents who choose to use the nursery.

Should a parent choose to have their preschool or nursery-aged child remain with them on campus fellowship days, the parent is responsible for providing quiet, non-disruptive entertainment and activities for the child. The supplies provided in class are designated solely for the children described in Appendix B.

This process may be altered at the discretion of SEEK's Executive Stewardship Council as needed.

### **Re-Commitment Process**

Families experience seasons of change as does SEEK. Currently enrolled families are not guaranteed an invitation to return for the next school year, especially if they have had more absences than permitted or have failed to meet expectations as outlined in this handbook. The Executive Stewardship Committee may elect to withhold an invitation to renew based on this information. Those invited to return to SEEK Homeschool Families will go through an abbreviated re-commitment process. This shorter process will take place before the New Family Commitment Process begins. Families may opt out of re-commitment, choosing to go a different way for the next Fall. If a family has more absences than is permitted or has failed to meet expectations as outlined in this handbook, the Executive Stewardship Committee may elect to withhold an invitation to renew their commitment. If a family is a former member of SEEK Homeschool Families but has stepped away for more than a year, they will be considered a "new family" and will have to wait for the New Family Commitment Process to open to re-join SEEK.

### **The Returning Families Re-Commitment Process consists of:**

1. **An Email.** Early in the Spring semester, currently registered families will receive an email asking if the family would like to renew their SEEK commitment for the next school year. This "Intent to Return" also serves as a family abilities survey for those wanting to renew. The Intent to Return must be submitted by the deadline; missing the deadline indicates that the family is not interested in returning. The Intent to Return provides the opportunity for you to alert the membership committee and the Head SEEKers as to any changes taking place within your family or with regard to your family's circumstances and to address regular absences or failure to meet expectations during the current year, as well as your desire to continue with SEEK the following year, or not. Please note: Not all who indicate they wish to return will be invited back.
2. **Forms and Documents.** After a family indicates their desire to return (or not), that family's efforts to meet expectations for the current year as outlined in the handbook affiliated with that school year, will be assessed by the membership committee and Head SEEKer. Their recommendations will be sent on to the Executive Stewardship Council for further discussion and final decision. If approval has been given by the appropriate Head SEEKer, the membership committee, and the Executive Stewardship Committee, the family will be sent a copy of the updated handbook for the next school year, a new family abilities survey, and a background check form (to be completed by the parent regularly around students on campus fellowship days).
3. **An invitation to join!** After the background check is completed, the renewing family will receive a formal invitation (commitment form) to join SEEK Homeschool Families for the next school year! We will enter the family's information into our database, assign parents to volunteer positions, and send class registration instructions. Note: Membership is not confirmed until the background check is approved, the required child safety training has been completed with a passing score on the exam, and all completed paperwork has been returned with fees.

## Drop Off Policy

**We are NOT a drop-off program.** SEEK Homeschool Families looks to the entire family to be involved in both on-campus fellowship days and off-campus. On rare occasions, the Executive Stewardship Council will approve a family *with a student in middle or high school with a special circumstance*, on a case-by-case basis. **In lieu of the parents' on-campus presence, additional fees will apply (Be aware: Families will still be required to fulfill off-campus commitments.)** To be considered, parents must complete a "Special Circumstances Request Form," which includes reasons as to why the student's parents cannot be involved during the school day and designates another adult as their student's authorized surrogate parent on campus fellowship days. *As a reminder: primary students are not eligible for drop-off.*

## Refund Policy

We believe in charging only what we need to operate – to cover the cost of liability insurance, to buy general supplies, to pay for background checks, and to give facilities hosting SEEK activities a small love offering on behalf of each member family. Additionally, we ask our families to purchase books and supplies for each class that their student registers for or to pay the required class supply fees. For some classes, parents will be given a list of supplies they must purchase and have on hand for the first campus fellowship day. For others - like biology - parents will be asked to pay a supply fee. Because all funds received are immediately allocated, we are NOT able to refund any fees back to a family.

## Class Development

We believe in leaning on the skills, gifts, passions, education, and experiences of our parents as we develop class offerings. Using input from the family abilities survey as our guide, we design a roster of classes that serves the needs of our families and showcases parent-teachers, who we refer to as "Lead Investigators." Our process is as follows:

### "Class Suggestions"

- During Commitment and Re-Commitment processes, parents complete a Family Abilities Survey. This survey asks parents to list classes they would like their student to take but are not able to teach themselves, as well as classes they would feel comfortable and confident in leading.
- Our Academic Advisory Committee (AAC) gathers the information from the Families Abilities Surveys, looking for parent teachers for the suggested classes as well as coordinating with those willing to teach. Curriculum is selected, course descriptions written, and supply lists made by the Academic Advisory Committee. Lead Investigators (parent teachers) will be assigned to a "planning pod" with a mentor from the AAC who will help develop a weekly "Snapshot" of the semester, and a syllabus as well as week-by-week activities, assignments, and discussions for that class. Meetings with planning pods will encourage integration between primary and secondary programs.

### "Class Survey"

Current classes and leaders are evaluated by registered families using an end-of-semester *class survey* to determine if the class should be offered again in the immediate future, and what, if any, changes should be made. If a class receives positive reviews and requests for repetition, and the Lead Investigator is willing to offer it again, it will be added to the list of offerings for the next school year. Vice versa, Lead Investigators will provide the Membership Committee with feedback as to the behavior, attitude, and preparedness of each student in their class. The information will be gathered anonymously, and the feedback will remain confidential. It will solely be used to provide the Membership Committee with recommendations during the recommitment process. After class survey data is compiled and class suggestions are accounted for, the chosen and confirmed classes must then be assigned to rooms at our host facility and slotted into hours in the schedule for campus fellowship days. This step sometimes results in 2 of your preferred class choices being offered at the same time. Therefore, the member family chooses which class their student would take.

## Class Registration

Registration for classes is open the first two days in June for 11<sup>th</sup> and 12<sup>th</sup> graders, with class registration for younger students from returning families next, and new families following that. Our goal is that a student will register for classes for the full school year – both Fall and Spring semesters - at this time. After registration is closed, the actual classes that meet the minimum number of students can be confirmed. Sometimes a class does not "make" during registration because of an extremely low number of student registrations. In this case, the family would be notified, and the students would be asked to register for a different class.

### Additional Notes:

- Member families who join after May 1st are not able to have any input in the class development but are simply registered for the classes with openings. They will then be a part of the class development for the following year.
- 11<sup>th</sup> and 12<sup>th</sup> graders enrolled in the Early College Academy at Lubbock Christian University will be asked to register for their dual-credit classes with our Counselor-Liaison before May 1<sup>st</sup> and attend a specific orientation at LCU before those classes begin. Additional fees and tuition costs apply. They will register for their SEEK classes on the first two days of June.

### Registering For Classes

Class registration takes place in June, after families have completed either the Family Commitment or Recommitment Process. When registering, families will choose classes for both Fall and Spring semesters. Remember: a parent is required to stay on campus volunteering in a role, while their student is in class.

*Priority Registration* is given to *high school Juniors (11<sup>th</sup>) and Seniors (12<sup>th</sup>) from recommitting families*; they will be allowed to register 2 days before recommitting families with younger students. This is so these families can be assured that their older students will have the first chance at the classes they need to graduate on time. Students Kinder through 10<sup>th</sup> grade are allowed to register next.

Every class period must be accounted for in a student's schedule; no class period can be considered "empty," so we can account for the whereabouts of all students. This is for insurance and security reasons. Upon completion of class registration for all your students, you will receive a confirmation of classes as well as a supply list or an invoice for supply fees. At that time, supply fees must be paid. If fees are not received by the deadline listed, students will be automatically dropped from their registered classes and their spots made available to others. Remember - all fees are non-refundable!

**NURSERY:** Parents will need to register any children who will be in the nursery during class registration time. This helps leaders to see how many children would need the nursery, as well as how many adults would need to be designated to that class. Registration for the nursery, like any class, is not a guarantee that there will be a nursery. SEEK adults are placed into the campus fellowship day schedule in July, and at that time, we will be able to update all as to the status of the Nursery. Like other classes, there will be a supply fee to be paid by those utilizing the nursery.

Should a parent choose to have their preschool or nursery-aged child remain with them on campus fellowship days, the parent is responsible for providing quiet, non-disruptive entertainment and activities for that child. The supplies provided during class time are designated solely for the children described in Appendix B.

**Add/Drop of Classes** will be allowed in the first 3 weeks of classes, if there is space (LCU classes do not apply). If a family wishes to drop a class, supply fees will not be refunded. If a family wants to add a class, there must be room in the class, and both the grade-level appropriate Head SEEKer and Lead Investigator of the class must approve. In addition, the family must pay the supply fees for the new class.

## Enrichment Activities

We believe education isn't found only in the classroom or in a textbook, and that many lessons can only be learned through social interactions, practicing loving our neighbor in a variety of settings and in a plethora of circumstances. To that end, we offer a variety of enriching activities to member families. These are, of course, dependent on volunteers willing to initiate and implement each activity, and the approval of the activity or club by the Executive Stewardship Committee.

### Clubs and Organizations Approval Policy

All student clubs, organizations, and similar groups seeking to meet, organize, or conduct activities under the umbrella of SEEK must obtain prior approval from the Executive Steward Council (ESC). The ESC holds the exclusive right to review, approve, deny, or revoke recognition of any club or organization.

Procedures:

1. Any group wishing to form or operate a club or organization must submit an application to the ESC for review and approval.
2. No meetings, events, or organizational activities may occur on campus, in part or whole, without the express written authorization of the ESC.
3. Approved clubs and organizations must adhere to all ESC policies, campus rules, and any additional guidelines the ESC may establish.
4. The ESC reserves the right to suspend or revoke approval if an organization fails to maintain compliance with this policy or other established standards.

Enforcement:

Any group or organization that meets or conducts activities on or off campus without ESC authorization will be subject to disciplinary action and may be barred from future approval or participation in SEEK activities.

### Enrichment activities and clubs approved by the ESC, include:

SEEK to Serve, Student Leadership Council  
School-Related Field Trips  
Moms' Night Outs  
Dads' Night Outs  
Maker's Market  
STOA Speech & Debate Club  
Hub City Huddle Speech Tournament  
Living Museum/History Fair  
Capstone Thesis Presentation  
Graduation Celebration  
Etiquette Experience  
Science Fair for All Ages  
Spelling Bee  
SEEK Singers

## Dual Credit Opportunities

SEEK Homeschool Families is proud to partner with Lubbock Christian University to offer students of member families who are in the 11<sup>th</sup> or 12<sup>th</sup> grade, and who have a 3.0 grade point average (on a 4.0 scale), dual credit. Working with our Counselor-Liaison to LCU, students will register at the end of the Spring semester for the Early College Academy and may pick from in-person, on-campus classes at LCU or online classes to enhance their SEEK course load for the next fall. These classes will have extra fees, supplies, and requirements. Students must be registered with SEEK for and actively participate in at least 3 SEEK class periods to qualify. A sibling of a SEEK student, who is not actually registered for SEEK classes, will not be considered eligible for this opportunity. For a copy of the LCU Dual Credit Expectations Agreement, see Appendix C.

## Facility Policies

We are guests in a facility that is graciously lending us their space and resources at NO COST. While we are giving (on behalf of each member family) the host facility a love offering, our financial gift does not come close to covering the waived rental expense. Should you encounter a staff member, please be both appreciative and respectful. *Please act like a guest and remember that we want to leave this space better than we found it each week.*

**Allergy Alert-** There are members of the church who have serious food allergies. ***Please do not bring any peanut products.*** Check labels and be mindful of this. Nuts are common ingredients in granola bars, cereals, and other less obvious places. We realize that many of you regularly consume these products but we are asking that you go without them for one day a week. Again, **NO PEANUTS!**

### Entering & Exiting

***Doors leading into the host facility are kept locked at all times!*** Because of its downtown location, this added security prevents unexpected guests from walking into the building. SEEK Homeschool Families will have a volunteer parent greeter in the 1<sup>st</sup> floor foyer to open the north side, center doors as well as to sign members families in and out on campus fellowship days. We have been specifically asked ***NOT to prop any doors open*** but instead hold the door for each other as needed.

### Facility Availability

- The Activities Building at our host location is available to us on Mondays only, and on those days, only select rooms and areas have been reserved.
- With a few exceptions, our areas will be open to use beginning at 8 am to allow for set up.
- Family Assembly and lunch will take place FOR ALL from 12:30 to 1:30 pm in the basement.
- In the basement, the Game Room is only available during the 12:30-1:15 lunch period to those in 7<sup>th</sup> through 12<sup>th</sup> grades. All equipment used in the gaming area must be cleaned up, and any broken equipment must be replaced.
- The playground, on good weather days, and the 3<sup>rd</sup> floor gym, on bad or cold weather days, will be available from 12:30-1:30 pm for all; however, parents are responsible for monitoring their own children and should not be sending their students to these areas unaccompanied.
- Clean-up and departure should take place from 3:30-4 pm, at which point the building is no longer accessible to us.
- Should additional spaces or days be needed, the host facility will expect financial compensation.

### Additional Facility Do's & Don'ts

- **DO** remain in the areas that have been designated to our community. Do **NOT** enter other parts of the building. It's easy to get lost or locked out.

- **DO** use the stairs whenever possible. If using the elevator, students younger than 15 years **CANNOT** be on the elevator alone.
- Do **NOT** play on the elevator.
- Do **NOT** allow your children to run, climb, or engage in any other activity that would put others at risk or damage any equipment while inside the building unless in the gym.
- Do **NOT** use game equipment without explicit permission.
- Do **NOT** wander the halls without an adult if younger than 15 years old. Teens, go in pairs.
- **DO** label items put in the fridge and do **NOT** leave anything in the fridge from week-to-week.
- Do **NOT** take sodas, waters or other items FBC has stored in the fridge and/or pantries.
- **DO** eat meals and snacks in designated areas only, with proper cleanup after.
- **DO** clean the microwave, if messy. Clean coffee pots after use and put away properly.
- Remember - do **NOT** prop open doors leading outside. If moving things in and out, have a person stationed at the door to assist.
- Do **NOT** tape things to the painted walls. Use rails, or cork boards, white boards, etc.
- If you have a supply need or a facility need such a temperature concern or maintenance issue, please notify one of the two Head SEEKers. Do **NOT** contact church staff directly unless there is an emergency.
- **DO** accompany your student to the playground or gym and lunch; they should not go without a parent.
- **Be aware!** The facility has video cameras (not in bathrooms) – you are being recorded.

## Emergency Procedures

- **In Case of FIRE:** Make yourself aware of the evacuation plan posted in each room. The adults in that room are responsible for leading the students in that room out of the facility, in a calm and orderly fashion, gathering in the South parking lot. Do **NOT** leave your class unattended to go find your own children. You will be united with your children in the parking lot. Do **NOT** re-enter the facility until a church staff member or program director declares it safe.
- **In Case of TORNADO:** The adults in each class will lead their students/children to the basement using the staircase in calm, orderly fashion. Do **NOT** leave your class unattended to go find your own children. You will be united with your children in the basement. All will remain in the basement until a church staff member or Head SEEKer declares it safe to return to upper floors.
- **In Case of AN ACTIVE SHOOTER:** This should not be a situation we have to worry about, but in this crazy world, you never know. If adults receive a text or message from one of our Head SEEKers that there is some kind of situation involving any person with an unauthorized weapon in the facility, stay with the students that you have been assigned to. Calmly close the classroom door, moving away from the door and/or any windows. Keep students calm – gather them around for the “quiet game,” or hide-and-seek, or story time. Keep your phone on and available. If possible, call 911. (Should law enforcement arrive, follow their directions and stay with the students.) Remain in this position until a church staff member, law enforcement officer, or Head SEEKer declares the situation resolved.

- **License to Carry:** If you have a LTC, and carry on campus fellowship days, you must carry your handgun ON YOUR PERSON. Your weapon can **NOT** be in a purse or bag where little hands can find it. We require that you notify Jennifer Odom (325-212-0016) if you plan to carry and submit a copy of your CHL license and cell phone number to host facility staff. If there is an active shooter situation, you will be the first one alerted. Alert leaders and parents as soon as possible and as calmly as possible. Do **NOT** use your weapon unless you are sure it's absolutely necessary for the safety of the students. Do **NOT** leave students unattended to pursue or locate the active shooter.

- **In Case of Inclement Weather:** In the case of ice, snow, or severe weather, we follow LISD's lead for delays and cancellations. If classes need to be made up, we will adjust the schedule as needed. If class is canceled, you will receive a text.

Note: These procedures have been approved by First Baptist Church and by SEEK's Executive Stewardship Committee.

## Campus Fellowship Day Guidelines & Expectations

### Communications

SEEK Homeschool Families uses our website forums, email, and text for communication purposes. Please check and read website forums as well as email messages at least once a week, preferably before showing up on campus fellowship days. Group messaging platforms, as well as family assembly time and community contacts are NOT to be used for: solicitation of personal businesses; or selling of items not related to the facility; things not related to a specific SEEK class or class activity, or to SEEK Homeschool Families. If you have a question about whether an opportunity or announcement would be appropriate, please consult with a MEMBER OF THE ESC.

Be aware – our website forums are for parents and students 12+; younger students will not be eligible to join either messaging platform. Parents will be included on forums with their students and in all electronic communications between a Lead Investigator and their child.

### Photo & Video

We encourage community members to take photos during campus fellowship days and SEEK events, and to share them in a Google Photo Album so that we can make a yearbook at the end of the year. Please be sensitive; however, if a parent asks you not to photograph their child, or if a student opposes being in a picture. Do NOT share images with SEEK members in them on social media unless you have permission from all pictured.

### Family Assembly & Lunch

On campus fellowship days, lunch starts at 12:30 pm and ends at 1:15 pm. Assembly starts at 1:15 pm in the basement Worship Room. Attendance at assembly is important as this is where announcements are given. Member families are expected to attend and to keep themselves up to date on announcements and activities.

During this time, as they are participating, a family may consume lunch, enjoy fellowship, and play time. Then at assembly, announcements will be made, prayer requests will be shared, a hymn will be sung, birthdays will be celebrated, and our seniors will lead a "Character Counts" conversation.

### Attendance, Tardiness & Sick Procedures for All

- Be on time for class. When possible, alert Head SEEKers that you and your student(s) will be late.
- Help set up, take down, and clean up, leaving the facility "better than we found it."
- Check-in and Check-out are required as you enter and exit the building.
- Notify Head SEEKERS as appropriate when you or your students are unable to attend.

- Be aware of the facility's safety procedures and areas that are off-limits. Facility doors remain locked on campus fellowship days. Additionally, certain doors within the build lock upon closing.
- If an emergency arises and a parent must leave, he/she may designate a temporary guardian (another parent or an older sibling who is 16 years or older) for their student(s) with the express permission of the appropriate Head SEEKer. It is understood that this is **NOT** to be a repeat need. Should a parent leave his/her student on campus more than 2x a semester (regardless of the length of time), that family may not be able to renew their commitment the next year.
- **Regarding illness:** No member of a family should attend SEEK events while knowingly ill. Every student and adult in a household must be free of all symptoms for at least 48 hours before participating in any SEEK events. Symptoms include fever (temperature over 100.0 degrees F), diarrhea, vomiting 2 or more times in the past 24 hours, body rash with fever, severe coughing, eye discharge, or any other communicable illness.
- If any person, student, or parent arrives with a temperature over 100.0 degrees F, they will not be allowed in the building. If a student or parent develops any of the above symptoms while on campus, they will be excused from responsibilities and released to go home, returning when well.
- **Drop-offs when sick:** *Primary students are only allowed to attend on Monday campus fellowship days when their **parent** or other adult **family** member can be on-site for the entire day. If a parent is out sick and no other family member is able to help, his or her primary-age student must remain home. Family members subbing for a parent need to be made aware that they will be placed in and expected to help with the roles that the absentee parent normally holds. If a family member will replace the parent for more than 2 weeks, SEEK requires that a background check be completed on the family member subbing in. We lack the manpower to tend to the needs of our children when all students are present, and we have fewer than normal or a limited number of adults. Secondary parents may arrange to drop off their student, designating another secondary adult to be their child's parent. In this infrequent situation, both adults should message the secondary Head SEEKer. Repeated abuse of this Secondary Policy will affect a family's renewal for the following year.*

### Student Specific Expectations

- Participate in class discussions and activities.
- Respect the Lead Investigator (Parent Teacher) and fellow students by following class rules.
- Communicate respectfully with classmates and Lead Investigators. This applies to all manner of communications including in-class, outside of class, face-to-face, voice-to-voice, written communications, and via applications/socials, etc.
- When texting, emailing, or chatting online with a Lead Investigator/parent- teacher you **MUST** include your parent in the conversation.
- Make the most out of each learning experience by completing homework, assignments, and projects, and bring them along with required books and supplies to class aid in learning.
- Keep up with your belongings, leaving nothing behind at the facility at the end of a campus fellowship day. Should something be left behind, neither SEEK Homeschool Families nor our host facility is responsible if the lost item is not found.
- Check-in and check-out are required as you enter and exit the building.
- Be aware of the facility's safety procedures and areas that are off-limits. Facility doors remain locked on campus fellowship days. Additionally, certain doors within the build lock upon closing.
- Leave knives, guns, ammunition, and anything that might be perceived as a weapon at home; do **NOT** bring to campus.
- Do **NOT** bring cigarettes, vapes, or any illegal drugs or substances to campus.
- Understand that bullying, sexually inappropriate behavior or talk, theft, and physical aggression are **NOT** tolerated. Students may be asked to leave immediately if found committing any of the aforementioned.

- Be aware of your surroundings; avoid putting yourself in a place where you are alone with a student of the opposite gender or an adult.

### **Parent Specific Expectations**

- Ensure your child is prepared and on time for classes.
- Attend campus fellowship days with your student(s), serving in a volunteer role while in the facility, planning to stay through assembly time.
- Complete a background check and pass Child Abuse Training, if you are the parent attending on campus regularly, working around students and children.
- Know what's going on! Communicate regularly and effectively with your child's Lead Investigator(s) and other parents. Do not wait for there to be a problem or for the Lead Investigator to have to come to you. Check in!
- Understand that you are responsible for your child's behavior and actions while on campus. If there is a problem, Lead Investigators (parent-teachers) and Head SEEKers will alert you and ask for your leadership and involvement in resolving the issue. Should a parent not participate in addressing a concern or the concern goes unresolved for an extended period, the situation could affect the family's recommitment for the following school year. In an extreme situation that continues without resolution, the family may be asked to leave before the end of the year. No refund will be given.
- Be aware of the facility's safety procedures and areas that are off-limits. Facility doors remain locked on campus fellowship days. Additionally, within the building, certain doors lock upon closing.
- Do NOT be alone with a student. There are to be two (2) adults in a room if a student is present.
- Provide necessary supplies or materials for their child's classes, like textbooks, snacks, etc.
- Respect and support the beliefs and values of SEEK Homeschool Families when together on campus fellowship days or when sharing in an outside SEEK activity.
- Honor the Lead Investigator/Parent Teacher by supporting their efforts in class. If you have a disagreement, question, or concern about the material being covered and/or classroom management, please bring it to the Lead Investigator outside of class time rather than in front of a class of students.
- Remain in the room that you are assigned to for the entire class period unless permission has been given by the appropriate Head SEEKer for you to be somewhere else. Your presence is needed in those assigned spots so that you can help move students to safety if an emergency situation arises.
- Do your best to fulfill the duties of the second parent in the room, whether it be a regular class day or in an emergency situation. Duties may include taking roll, helping with handout distribution or collection, identifying students who need a little more attention or may need to be removed from the room, stepping in to teach as the substitute for the Lead Investigators if needed, helping with clean up of the room, etc.

### **Lead Investigator/Parent-Teacher Specific Expectations**

- Follow the expectations listed under "Parent Specific Expectations."
- Understand that you may be asked to lead two sections of the same class due to demand.
- Limit your teaching involvement to 2 different classes each semester. No one parent should be teaching all subjects; we want to allow for as many as possible to share their gifts through teaching.
- Prepare a "Snapshot" for each semester that gives parents a quick overview as to the topics that students will be covering each week, in addition to weekly pages describing any assignments to be done at home, and previewing conversations and activities taking place in class.
- List of supplies that you expect registered students to use or bring to class, or a supply fee per student. Parents should be asked to pay a supply fee when a class requires specific or hard to come by items like dissection specimens, chemicals, etc.
- Manage supplies distribution, use and organization as appropriate.
- Ensure your classroom is a safe and positive place – a learning environment that fosters academic growth and personal development.

### **Lead Investigator/Parent-Teacher Specific Expectations (Continued)**

- Demonstrate passion for the subject matter. You don't need to have all the answers, but demonstrate curiosity, wonder, and a desire to learn. Model a teachable spirit and resourcefulness as to where or how the answers might be found!
- Communicate effectively with parents and students, providing clear expectations and regular updates on student progress as needed. Don't be afraid to ask for help from parents or to share a difficulty. Allow the parent to be the parental authority for their child, working with him/her as needed.
- Submit lesson plans and assignment sheets in accordance with given due dates. If a deadline cannot be met, please communicate with the appropriate Head SEEKer.
- Be open to feedback and willing to adjust teaching methods to better meet the needs of individual students and the group.
- Attend all Lead Investigator meetings and training sessions as required.
- Adhere to SEEK's policies and procedures and maintain confidentiality of student and family personal and performance information. Prevent gossip!
- Be aware of your surroundings, avoiding putting yourself in a place where you are alone with a student or an adult of the opposite gender.
- Avoid texting, emailing, or chatting online with a student without including his/her parent in the conversation.

## **How We Operate: Our Structure**

To function, SEEK Homeschool Families requires - in lieu of pricey tuition - that parents commit to volunteering their time on campus, and outside of campus. A parent may fulfill their on-campus commitment by serving as a Lead Investigator (parent-teacher), Hallway Monitor, Assistant to an LI (the 2<sup>nd</sup> parent in a class as required by insurance), Study Hall Monitor, or Greeter. To fulfill commitment outside of campus, parents may serve on the Executive Stewardship Council, Academic Advisory Committee, or in one of our other committees, which include: Membership, Equipping, Calendar, or Special Events. All families must commit to help, as previously outlined, with our annual fundraising.

### **Executive Stewardship Council**

The Executive Stewardship Council (ESC) acts like a Board of Directors and consists of 7 parent volunteers who work together to provide structure, organization, and accountability for SEEK Homeschool Families on a spiritual, academic, and financial level. Regular members of the ESC go through a nomination and acceptance process, and once approved, attend monthly meetings reviewing family commitments, financial statements, etc. Both Head SEEKers and the Financial Advisor are appointed to their positions by the ESC. Families are asked about their interest in serving on the ESC on the Family Abilities Survey at the start of each new school year. Council members stepping off the ESC will look for their replacement from those who have indicated interest in serving. After interviewing potential replacements, a retiring ESC member will nominate a committed SEEK parent to take his/her place at the regular March meeting of the ESC.

### **Head SEEKers**

The Head SEEKers are appointed to their volunteer positions by the Executive Stewardship Council (ESC). One oversees the administration of the Primary Program, and the other directs the Secondary Program. They are similar in many ways to a principal.

Working together, both Head SEEKers encourage and equip families to seek His kingdom and His righteousness. In addition, they appoint all committee members with guidance from the ESC. (These committees include but are not limited to: Academic Advisory, Commitment/Membership, Calendar & Special Events.) They supervise all committee activities for accountability and program integrity. They also construct academic offerings as well as the campus fellowship day schedule.

The Primary Head SEEKer supervises those programs Kindergarten through 6<sup>th</sup> grades:

- Nursery and/or Preschool - 0 to 5 years old  
(Note: nursery is not guaranteed from year to year)
- Wonderlings- Kindergarten thru 1st grade
- Inventors- 2nd thru 3rd grade
- Explorers - 4th thru 6th grade

The Secondary Head SEEKer supervises those programs 7<sup>th</sup> through 12 grades:

- Voyagers- 7th thru 8th grade
- Crusaders- 9th thru 12th grade

Furthermore, the Secondary Head SEEKer collaborates with the parent-volunteer acting as our Counselor-Liaison to Lubbock Christian University.

### **Academic Advisory Committee**

The *Academic Advisory (AA) Committee* is composed of volunteer parents, with AA committee members appointed by Head SEEKers. These individuals should have either a specific educational expertise or a passion and knowledge in a specific subject area. The AA committee members work together as a group to ensure quality offerings to families each school year and oversee a subcommittee. There will be 1 subcommittee for per core subject (Literature & Composition, Science, and History. Note: Math can be offered as an elective but will not be offered as a core class.), as well as 1 covering all elective classes, and 1 for Fine Arts.

The Academic Advisory Committee will research any suggested curriculum, help to create specific topics of discussion for classes when they meet, and coordinate any special academic-related projects, activities, or special events for each class. They will also offer parent-teachers, called Lead Investigators, in drawing up a week-by-week Snapshot of their class to give to parents, along with a course syllabus and supply list (or account for an appropriate supply fee if the Lead Investigator needs to purchase the supplies as a Biology teacher would purchase dissection specimens).

*Lead Investigators* are parent-volunteers who have been approved to teach on campus, fulfilling their on-campus time commitment. They will facilitate classes with guidance from the Academic Advisory Committee and will be required to meet several times a semester with their Pod Leaders in a Pod Meeting. These Planning Pods are designed to support Lead Investigators (LIs), to provide new LIs with mentoring, and to build connections in a subject area across grade levels, so they can foster one-room schoolhouse-style learning whenever possible

### **Membership & Equipping Committee**

These two committees focus on stewarding our resources well. These resources include: our facility, finances, and our amazing parents!

The *Membership Committee* is led by the Membership Chair and is composed of 4-5 parent volunteers: two must have students in the primary program and two in the secondary program. This committee is responsible for:

- Run background checks and collect child abuse prevention quiz scores
- Tracking and keeping up with family commitment and recommitment applications
- Conducting family interviews
- Submitting family commitment recommendations to the Executive Stewardship Council for final approval
- Sending approved families an invitation to join, and appropriate notices to other families

- Communicating frequently with Head SEEKers to ensure commitment numbers do not exceed the capacity outlined by our host facility. (Each grade level may consist of approximately 10 registered students, for a total of approximately 120 students.)

The *Equipping Committee* is led by the Equipping Chair and is made up of 6-8 parent volunteers. They assist with student affairs, and mentor parents, as well as offering support to the Lead Investigators through the purchase and organization of supplies, equipping them for their class. Both subcommittees that make up the Equipping Committee, must coordinate with the Calendar & Special Events Committee.

- The *Student Affairs subcommittee* includes the SEEK to Serve Sponsor, and the National Honor Societies Sponsor, as well as the Counselor Liaison to Lubbock Christian University, and a parent serving as Supplies Acquisitions.

### **Calendar, Announcements & Community Building Committees**

- The *Calendar Chair* manages the master calendar adding all SEEK Homeschool Families on campus and off campus activities. Additionally, the Calendar Chair communicates event dates and details to member families and works in tandem with subcommittees - Community Building Committees (showcases, etiquette, parents' night outs, etc.), Announcements, Website & Media, Digital Imaging - and the Head SEEKers.
- The *Special Events Committee* plans specific events leaning on the Planning Pods under the Academic Advisory Committee so that the events will enhance on-campus learning. There can be any number of subcommittees related to specific events or activities that fall under this committee, including high school graduation, presentation of junior/senior projects, our Etiquette Experience, Mom Night Outs, Field Trips, Entrepreneur Day, Poetry Recital, Living Museum/History Fair, Science Fair, parties and gatherings.
- The *Announcements Committee* is those who will share news of upcoming events and of needs during assembly time each week. Additionally, the committee members will post copies of the announcements shared on the SEEK website for those who were absent, to read.
- Website & Media Management - these volunteers moderate chats, update webpages and social media accounts, and more!
- Digital Imaging - these parents make flyers, and images to be shared and posted about upcoming events or important information.

### **Community Building Committees**

These committees include (but are not limited to those listed here) any group of SEEK parents or teens working to enhance learning opportunities by providing outside opportunities, or gathering members together to create a shared experience. The subcommittees listed here have been approved by the ESC for the 2025-2026 school year:

- SEEK2Serve - a student leadership group that meets outside of campus fellowship day, providing student membership with the opportunity to gain volunteer hours, serve others, and develop leadership skills.
- Yearbook Club - this group is a combination of adults and students working outside of the class day to put together a memory book or yearbook for SEEK members to enjoy, if they choose to purchase.
- Family Fun Events - this committee plans fun events and/or field trips for all members to enjoy, regardless of which program they are in.
- Parents' Night Outs - this committee plans events and gatherings just for the parents.
- High School Hangouts - this committee plans events for high schoolers and for combined middle & high school students.
- Event Committees like Performing Arts Showcase, Science Spectacular & Fair, Maker's Market, Living History, Capstone, and Graduation - Committee members associated with an event will find a facility, design and print programs if needed, and ensure that all the details of the event are planned out.

- STOA Speech & Debate Club, and Hub City Huddle Speech Tournament - this group is a combination of adults and students coming together outside of the class day in order to
- Etiquette Experience - these parents work to provide high school students with etiquette training and opportunities to practice what they've learned. The experience may be a one-time event or a series of events.

### **Safe Keeping Committee**

We want to keep our families safe both inside and outside of campus fellowship days. Before each school year, this committee will review the safety procedures found in the handbook to ensure they are understandable, complete, and up to date, and suggest changes as needed for the ESC's approval. Committee members will check to see that our host facility has all items needed to ensure our safety - exit maps, AED, etc. - and that we have fire extinguishers, first aid kits, etc. They will communicate information from the handbook regarding safety procedures and abuse prevention to families, and plan any emergency preparedness drills, such as a fire drill (please verify procedures are in line with the facility). Furthermore, the designated SEEK campus "nurse" will serve on this committee, alerting families to contagious diseases, health situations, and epidemics (like COVID-19).

### **Prayer & Care Committee**

This committee works to build community among member families, to attend to needs, and pray for our families. It consists of several subcommittees, including:

- Family Introductions - this person or persons works with the calendar and announcements committee to allow for a few minutes of time during the weekly assembly for a family to introduce themselves to SEEK. Families are scheduled out and alerted weeks in advance of their family introduction. Additionally, this person or persons posts information and a picture of each family on our private website.
- Care Committee - This person or person sets up meal trains for families with a need, solicits nominations for the Blessing Tree, collects and distributes donations for the nominated families with the approval of the ESC
- Character Counts Conversations - This individual works with our high school seniors to plan our character counts conversations during assembly.
- Prayer Leaders - This individual or individuals keep up with prayer requests shared during campus fellowship day and on the website, alerting the care committee if they are needed. Additionally, the prayer leaders arrange for a monthly Zoom call or coffee time when parents can gather and pray.

## Preventing Abuse at SEEK

Creating a safe environment for all who potentially will be on campus on Mondays - students, parents, nursery babies, and contract instructors - is a top priority. Whether it be a SEEK campus fellowship day or a SEEK event at an off-campus facility or home, we look to create a safe, fair, fun, family-friendly place for our members. To that end, we follow the 2 adults in a room policy and have hallway monitors. Additionally, we ask all parents who will be in regular attendance or who are teaching a class as part of SEEK:

- to pass a background check. We pledge our commitment to preserve and protect our members' rights to privacy as necessary and appropriate, keeping information given for the background check secure and the results confidential.
- to complete an internet-based child safety training course and pass the course exam.
- to refrain from being alone with a child, unless he/she is the parent of that child.
- to avoid socializing one-on-one with a child outside of SEEK classes and events unless these participants are members of their families. If there was a pre-existing relationship with a participant, the parent should make the appropriate Head SEEKer aware.
- to remember to circulate, watch children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).
- to redirect any two children together in an unseen or less easily viewed area, to another (more open) area of the playground.
- to restrict communications with a single student. Include a parent in communications.
- to steer clear of using any physical punishment of any kind.
- to forgo using any kind of abusive language, mimicking or teasing a child in a way that insults or embarrasses him or her.
- to avoid, whenever possible, using a bathroom in which children are also using

### Prevention Procedures for Nursery Children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### Diapering

- Only female nursery volunteers or the child's parent will undertake the diapering of children
- Changing of diapers should be done in plain sight of other nursery volunteers.
- Children will never be left unattended on changing tables.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

#### Toilet training

- No child will be forced to toilet train.
- Only female nursery volunteers or the child's parent will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms, the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers.
- Children should be assisted in straightening their clothes before returning to the classroom.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear, and clothing.
-

## Preventing Abuse at SEEK Continued

### **Failure to Adhere to Abuse Prevention Policies**

This notice is issued in accordance with this organization's Abuse Prevention Policy and relevant state and federal regulations regarding the prevention, reporting, and management of abuse and neglect:

As outlined in the Abuse Prevention Policy, failure to follow the policy may result in disciplinary action, including but not limited to, immediate dismissal from SEEK Homeschool Families without refund of any fees. In certain cases, such failures may also constitute violations of state and/or federal law, potentially resulting in criminal or civil liability.

### **Reporting Abuse at SEEK**

All must be sensitive to the need for confidentiality in the handling of information in situations where abuse is suspected. If inappropriate behaviors or suspected abuse (physical, emotional, or sexual) is observed, it is your responsibility to *immediately* report their observations to a Head SEEKer or member of the Executive Stewardship Council. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Police Department, Child Protective Services (CPS), or other appropriate agency.

Any person accused of committing a prohibited act or any act considered to be harmful to a child will be immediately suspended from participation in SEEK Homeschool Families. This suspension will continue during any investigation by law enforcement or CPS.

An individual who has been determined to violate the Abuse Prevention Policy, and has been investigated thoroughly, may apply for readmission and/or reinstatement of active participation in SEEK activities and campus fellowship; however, the determination of reinstatement and acceptance will be at the sole discretion of SEEK Homeschool Families and the ESC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for removal from SEEK Homeschool Families.

**We report all suspected or alleged abuse or neglect of children to the Texas Department of Family and Protective Services (TDFPS)  
Abuse Hotline: 1-800-252-5400**

*NO PERMISSION IS NEEDED from any SEEK member or church staff member before reporting to law enforcement personnel or the Child Abuse Hotline.*

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors by any adult) to a Head SEEKer or member of the Executive Stewardship Committee. This request is intended to assist us in properly protecting children involved with SEEK Homeschool Families.

***When in doubt, report.***

## SEPARATION FROM SEEK

### **SUSPENSION or TERMINATION OF SEEK MEMBERSHIP AND ITS PRIVILEGES:**

In order to ensure the goals and objectives of SEEK Homeschool Families ("SEEK"), SEEK reserves the right to place restrictions and/or place a registered parent, student or family on probation for any period of time as determined by the Executive Stewardship Committee ("ESC"). Families participating in SEEK acknowledge that membership is subject to termination or suspension on disciplinary grounds, in accordance with the policies and procedures established by the ESC. The ESC shall have the right to restrict, suspend, or terminate any family's membership.

Prior to reinstatement of any restricted or suspended member, or member family, and before any membership privileges are returned to that member or member family, that family has an obligation to pay any and all amounts owed to SEEK.

### **RESIGNATION:**

Applicant acknowledges that, in the event Applicant desires to resign Applicant's Membership in the SEEK, Applicant must be in good standing financially and deliver written notice to SEEK of Applicant's desire to resign 14 days prior to said resignation. In such a case, the effective date of resignation shall be after the expiration of 14 days of receipt of notice of intent to resign or at a written date mutually agreed to between the Applicant and SEEK.

### **RESPONSIBILITY FOR CONDUCT and INDEMNIFICATION:**

The parent/guardian of each SEEK member family is responsible for their conduct and the conduct of their immediate family members, as well as their guests, for any other SEEK event where guests are permitted. Applicant acknowledges that they shall be directly and fully responsible to SEEK for all personal injuries, damage to property, and/or theft that are caused by the parent/guardian, their immediate family members, and their guests. SEEK shall not be responsible or liable for any personal injuries, property damage, and/or theft caused by the parent/guardian, their immediate family members, or their guests.

The parent/guardian of each SEEK member family hereby agrees to indemnify, defend and hold harmless SEEK Homeschool Families, and any employee, agents, attorneys, successors and assigns, at all levels, from and against any and all liabilities, costs (including reasonable attorney's fees and costs), judgments and damages, arising out of and/or related to any and all claims, demands and causes of action incident to or in connection with any such injuries/damages.

Families either voluntarily assume all risks of injury, accident, or damage to their person or property, and the person or property of the parent/guardian, immediate family members, and guests, arising out of or relating to SEEK activities held at or away from their host facility, First Baptist Church of Lubbock or any other place SEEK chooses to have an activity. The parent/guardian further agrees to be responsible and liable for all property damage, personal injury, and/or theft which the parent/guardian causes, caused by their immediate family or their guests.

## Appendix A: 2026-2027 Calendar

The dates listed below have been negotiated with our host facility, Lubbock Christian University, and others. They are not flexible; however, should you have a conflict with a date, please bring it to the attention of the appropriate Head SEEKer.

### FALL 2026

Aug 3 – move in & tour of FBC  
Aug 10 – WEEK 1  
Aug 17 – WEEK 2  
Aug 24 – WEEK 3; LCU classes start  
Aug 31 – WEEK 4  
Sept 7 – NO SEEK/Labor Day  
Sept 14 – WEEK 5  
Sept 21 – WEEK 6  
Sept 28 – WEEK 7  
Oct 5 – WEEK 8  
Oct 12 – NO SEEK/Columbus Day  
Oct 19 – WEEK 9  
Oct 26 – WEEK 10  
Nov 2 – WEEK 11  
Nov 9 – WEEK 12  
Nov 16 – WEEK 13  
Nov 23 – NO SEEK/Thanksgiving Break  
Dec 7 – WEEK 15/LCU Finals

### SPRING 2027

Jan 4 – move in & work day at FBC  
Jan 11 – WEEK 1/LCU Starts  
Jan 18 – WEEK 2/LCU off  
Jan 25 – WEEK 3  
Feb 1 – WEEK 4  
Feb 8 – WEEK 5  
Feb 15 – NO SEEK/President's Day  
Feb 22 – WEEK 6  
Mar 1 – WEEK 7  
Mar 8 – WEEK 8  
Mar 15 – NO SEEK/Spring Break  
Mar 22 – WEEK 9  
Mar 29 – WEEK 10  
Apr 5 – WEEK 11  
Apr 12 – WEEK 12  
Apr 19 – WEEK 13  
Apr 26 – WEEK 14  
May 3 – WEEK 15/LCU Finals  
May 8 - GRADUATION

## APPENDIX B: Grade Level Guidelines

**While it is not our desire to circumvent parental authority, we find that we need to hold to certain guidelines with regard to age and grade. With classes that are work-dependent and discussion-based, we find that a certain level of emotional, social, and spiritual maturity is necessary to ensure the success of our classes and foster a positive experience for all.**

For acceptance into the PRIMARY/**KINDERGARTEN** program, prospective students need to be:

- 5 years old on or before August 31<sup>st</sup> AND
- Fully potty trained, able to handle clothing and wiping completely unassisted AND
- Respond appropriately to directions from adults

Students who are younger than 5 years or do not meet the above guidelines have a place at SEEK too! They are invited to participate in our nursery, if available, where these students have a place to socialize and learn, while also allowing Mom to be free to fulfill her on-campus role, unhindered. If parents choose to keep their nursery-aged child with them, they are responsible for providing quiet, non-distracting activities for their child to ensure that the lead investigators can focus on serving those registered in their classes.

For acceptance into the SECONDARY/**7<sup>th</sup> GRADE** program, prospective students need to be:

- 12 years old on or before August 31<sup>st</sup> AND
- Able to move from class to class, floor to floor independently and responsibly, AND
- Able to handle carrying of, reading from, and working with textbooks, AND
- Able to handle a significantly increased course load during the week.

Note: Eighth-grade students may request approval to participate in a high school class if: 1) there is room in the class; 2) the student has required prerequisites or demonstrates capability to perform well in the class; and 3) the Lead Investigator(s) and Secondary Head SEEKer give their approval.

For acceptance into the SECONDARY/**9<sup>th</sup> GRADE** program, prospective students need to be:

- 14 years on or before August 31<sup>st</sup>, AND
- Able to handle a significantly increased course load and expectation of work, as well as meeting deadlines (note: high school students complete essays as well as projects and give presentations as well as take quizzes. Deadlines will often overlap, falling on the same day), AND
- Able to handle receiving assessment and giving of constructive feedback to fellow students maturely AND
- Able to understand appropriate times for social banter, jokes, AND
- Able to give credit where credit is due, eliminating plagiarism, acknowledging sources of information appropriately in a variety of settings, whether it be a presentation or written essay, and avoiding the use of AI to help complete coursework, AND
- Able to handle discussion and study of sensitive materials including but not limited to identification of body parts and body systems as well as handling of preserved specimens (science – biology, anatomy & physiology); maturely participating in discussions regarding ethical, emotional and spiritual matters demonstrating respect for those who have differing opinions than their own (literature; essay topics on social issues; history; business & moral ethics; mock trial; science; etc.)

**Should you have any questions regarding these guidelines, please reach out to the appropriate Head SEEKer. On occasion, exceptions to these guidelines will be made; however, the exception will be re-examined before a student is granted permission to move to 7<sup>th</sup> grade and 9<sup>th</sup> grade. Understand, for example, that a student allowed into Kindergarten early may not necessarily be permitted to move a year early into 7<sup>th</sup> grade.**

## APPENDIX C: LCU Dual Credit Expectations Agreement

SEEK Homeschool Families is excited to partner with Lubbock Christian University and its Early College Academy to offer our students dual credit courses. These courses will challenge our 11<sup>th</sup> and 12<sup>th</sup> graders as they will expose students to college-level coursework and a higher level of expectation than they may have experienced before. To succeed, students must be motivated, organized, diligent, and efficient with their time. Students need to be mature enough to advocate for themselves on campus as needed. Because these college courses, grades, and credit hours will remain on a transcript forever, we recommend the following when selecting dual-credit classes:

- **Start Out Slow** – take one course the first semester to allow for adjustment to a new calendar, new email and communications system, class schedule, and course load.
- **Stick to Your Strengths** – consider courses that you are strong in or have an interest in.
- **Consider the Commitment** – does the course have a lab? Is it an upper-level class with an increased workload? What classes are built into your SEEK schedule that will be time-consuming? What outside work or extra-curricular obligations do you have to fulfill?
- **Know Before You Go** – When are add/drop deadlines? When is the withdrawal deadline? Who is the professor of the class and how does he/she like to communicate? What books are you expected to have? Do you have online/Module class access?

Once registered for class, we encourage the following:

- **Participate** – Introduce yourself to your professor. Pay attention and practice note-taking in class. Ask for assistance when you need it. Read the syllabus and know when assignments are due or tests have been scheduled; don't wait for a reminder that may not come.
- **Keep Up With Communications** – LCU will be communicating with YOU, the student, not your parent, not your Lead Investigator at SEEK – YOU! Check your email and Module often and respond appropriately to communications, especially those concerning bill payment.

Finally, there are several items we need you to understand and acknowledge:

- **Hours/Courses:** Our contract with LCU allows students to take up to 24 hours or 8 classes over two years. This is equivalent to 6 hours (or 2 3-hour courses) each semester for four semesters. We will not permit you to exceed these restrictions.
- **SEEK Enrollment:** To be considered a registered SEEK student eligible for dual-credit at LCU, your family must be committed to and in good standing with SEEK; you must be an incoming 11<sup>th</sup> or 12<sup>th</sup> grade student; you must have submitted your working transcript to the leaders of SEEK for approval; and you must be registered for and actively participating in as evidenced by regular submission of course work three SEEK classes (excluding study hall) or assisting to teach 1, and registered in 2.
- **Grade Point Average:** We expect your LCU grade point to remain at 3.0 or greater. Should it fall below, we will not allow you to register for the next semester at LCU. Additionally, you must be actively participating in your SEEK classes. Reports of ongoing absences from SEEK campus fellowship days or classes, or lack of in-class participation over an extended time, or failure to turn in multiple assignments will be cause for us to prohibit future enrollment in LCU classes.
- **Plagiarism and Use of AI:** Because SEEK does not approve of the use of AI, if your SEEK or LCU coursework is found to be AI-generated or plagiarized, there will be consequences.
- **Communication:** Our LCU Liaison is here to assist both SEEK parents and students. *Any text or email sent by our LCU Liaison needs to be acknowledged, especially when there is a pending deadline.* Please respond in a timely and courteous manner. Remember: our liaison is a SEEK parent-volunteer working to help YOU succeed.

It matters who represents us on the Lubbock Christian University campus. Whether in an online, hybrid, or in-person class, YOU represent us, and your actions, grades, or lack of action reflect upon SEEK Homeschool Families and could impact our relationship with Lubbock Christian University. To that end, we want to ensure that both the student and the parent/guardian understand these requirements and expectations in advance and are reminded of them each year.

**Agreement:**

**Student** – I understand what I have read here in the Dual Credit Expectations Agreement and will do my best to maintain the items listed herein as well as adhere to the policies and expectations spelled out by Lubbock Christian University. Should I fall behind in class, whether at SEEK or LCU, I will notify the LCU Liaison for SEEK and the Secondary Head SEEKer so we can develop a plan of attack. I understand that I may not be permitted to continue at LCU if I do not meet class participation requirements at SEEK and/or fail to maintain a 3.0 grade point average at LCU.

**Parent** – I understand that it is my student’s responsibility to meet the requirements for their dual-credit classes at Lubbock Christian University. I will pay all tuition and fees by the deadline, and purchase books/supplies as required for the courses that my student is enrolled in. I further understand that I am responsible for providing any transportation my student needs to and from LCU. Additionally, I recognize that my student’s participation in LCU’s dual credit program is contingent on many factors, including our commitment and good standing within SEEK, approval of my student’s working transcript, the number of classes my student takes at SEEK, and his/her participation in those classes.

**If you have any questions regarding this Agreement, the dual credit program with Lubbock Christian University, or your standing within SEEK Homeschool Families, please consult with the Secondary Head SEEKer or LCU Liaison for SEEK before signing below.**

\_\_\_\_\_  
**Parent Signature/Date**

\_\_\_\_\_  
**Student Signature/Date**

\_\_\_\_\_  
**LCU Liaison for SEEK/Date**

## APPENDIX D: 2026-2027 Special Circumstances Form

We are NOT a drop-off program. SEEK Homeschool Families looks to the entire family to be involved both on campus fellowship days and off campus. On rare occasions, the Executive Stewardship Council will grant an exemption from on-campus commitments. The family receiving the exemption must have a student in middle or high school; it will not be granted to families with students younger than 12. The parents must show an ongoing inability to attend campus fellowship days with their students. Reasons might include - both parents work full time, the parent who would be on campus has significant health issues, etc. These exemptions are approved on a case-by-case basis.

In lieu of the parents' on-campus presence, additional fees will apply (***Be aware: Families will still be required to fulfill off campus commitments.***) If approved, costs are as follows: \$300 standard family commitment fee + \$150 fundraising contribution + \$900 yearly special circumstances fee. This fee covers the cost of 1 child. (Additional children cost \$450 year per year.) This brings your annual cost for one child to \$1,350 + books and supplies. Note: the monetary fundraising contribution can be exchanged for an equivalent gift of time, auction item, or by finding a sponsor at the same level.

The \$900 special circumstance fee is equivalent to teaching one class on campus fellowship day if teachers were paid \$30 per hour. This money will be used to contract a teacher with a specialty in a certain area that is lacking in our group, or it will go toward the purchase of physical assets that benefit SEEK collectively (like supplies and/or equipment), or off campus education enhancing experiences for SEEK students.

Understand these exemptions are limited to a maximum of 4 families with 1 to 2 students per family. Limited to 4 families (1-2 students per family), and the exemption must be renewed and paid for before the start of each semester.

To be considered for an exemption due to special circumstances, parents must complete the form on the reverse side, return it along with the completed application and all fees. If the request is denied, fees will be returned.

## Special Circumstances Form

Parents Names: \_\_\_\_\_

List Names of Children (with ages) Who Need Special Circumstance Approval:

I am/We are unable to regularly be on campus with my child/children for the following reasons:

\_\_\_\_\_ (Adult Name) is a member of SEEK Homeschool Families and has agreed to be a surrogate parent for my child/children on campus fellowship days.

I/We understand that if there is an emergency involving my student while on campus, or behavior issues, my/our designated on-campus surrogate parent will be notified. SEEK expects the surrogate to communicate the situation with you, and you to contact the secondary Head SEEKer for clarification. If issues continue after being brought to the attention of the on-campus surrogate, the parents will receive direct communication. If issues remain unresolved, the parent will be asked to attend the next campus fellowship day with his/her student to help resolve the issue. The student may not return without the parent. Once all is resolved, the student may continue to take classes under the on-campus supervision of his/her designated surrogate.

I/we understand the off-campus time commitments will not be waived and I must fulfill them accordingly.

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Surrogate Parent Signature & Date