



“Behold, children are a heritage from the Lord..”
Psalm 127:3

2018–19 Handbook

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Purpose

As stated in our Articles of Incorporation, Heritage is established with the purpose to “provide access to non-denominational Christian academic instruction in accordance with New Testament scriptures and to provide support to the local homeschool community.”

Thus, any class instruction must comply with the above statement and must fulfill this purpose.

This is how we define “in accordance with New Testament Scriptures”:

Statement of Faith

We believe the Holy Bible to be the divinely inspired, inerrant and final authoritative Word of God. We believe in one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. We believe man is by nature a sinner from birth, separate from God, and eternally lost until salvation. We believe in the deity of Jesus Christ and that He was virgin-born, sinless, died on the cross, atoned for the sins of the world, was physically raised from the dead on the third day, which insures the resurrection of all believers who have personally received Him, and He is coming again.

We believe salvation is a free gift, bestowed by God’s grace, and received by faith in Jesus Christ alone.

We believe the church is the bride of Christ and the body of Christ.

We believe in the spiritual unity of all who believe in Jesus Christ and that believers are called to be in the world but separate from it.

We believe the purpose of the church on earth is to fulfill the last command of Jesus, which is to make disciples of all men.

We believe Christians are endowed with spiritual gifts which enable them to minister in the church. We believe the Holy Spirit, whom every believer receives at conversion, leads and guides us.

We believe all human life is sacred and created by God in His image, created male and female.

We believe marriage means the uniting of one man and one woman and that sexual intimacy is intended by God to be expressed exclusively within marriage.

Mission Statement

The mission of Heritage Homeschool Co-op is to partner with families pursuing a home based education to provide academic instruction and community in a Christ-centered environment.

Emergency Contact

Heritage HSC is independent of the church's operation; please do not call Westminster Chapel regarding Heritage matters. All inquiries should be addressed to the HHSC Board (contact information found on the member's only section of the Heritage HSC website). If an emergency arises on a Monday and you need to reach someone immediately, you may call the Board President at 425-669-9793.

Board Contact Information - Current contact information can be found under the members only section of the Heritagehsc.org website. Prospective families may email questions to info@heritagehsc.org.

Policies & Expectations

General Policy Information

Heritage Homeschool Co-op is a faith based, cooperative organization of families voluntarily united to assist one another in providing a home education. Class instruction is provided by independent instructors who determine the course content and agree to teach consistent with Heritage's Purpose, Statement of Faith, Mission Statement, and Handbook. The Board maintains supervisory authority over the administration of all Heritage business. School district funds may not be used to pay for tuition, fees and/or registration.

Heritage policy requires a parent or legal guardian remain on campus, within the Heritage boundaries while his or her child(ren) are at Heritage. Dropping off child(ren) is not an option. Parents assume full responsibility for their children at all times and will be contacted if disciplinary issues arise.

If an emergency arises requiring a parent/guardian to leave, they **must** sign out of the building and specify a custodial adult responsible for your children in your absence. It is very important that we know who is on campus at all times. You will find a binder on the Welcome Table where the parent/guardian can sign out, indicate time of return, and leave a cell number. The custodial adult should also sign the binder. Be sure your child(ren) know to whom they are accountable. Please limit these occasions.

All adults should wear a name tag on campus. Member name tags are provided. Visitors to Heritage must sign in and get a name tag at the information table.

No pets are allowed on church premises except working service dogs.

Heritage HSC admits students of any race, religion, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Heritage HSC. It does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admission policies or other co-op administered programs.

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Communication

TTK – Our weekly newsletter, “Things To Know,” is distributed via email at the end of the week.

Facebook – Heritage HSC manages a secret group on Facebook. To join the FB page, currently enrolled parents may contact the Community Life board member.

Directory information is provided for social and academic connections, not for advertisement, solicitation, or political endorsement.

Eating Areas

CLC – The CLC is our primary lunch location. You may eat at the tables or put down a blanket or towel for a picnic lunch. Please be sure all wrappers, crumbs and spills are cleaned up when you are finished.

Gym – While the gym is primarily a classroom space, it is also available for picnic lunches. There are no sports activities or running allowed in the gym during lunch. Please be sure all wrappers, crumbs and spills are cleaned up when you are finished to prevent injury and ensure fourth hour classes begin on time. (Picnic blankets are an easy way to contain the mess and provide for quick clean-up).

The Children’s Lobby – The Children’s Lobby is **NOT** a lunch location.

Teen Lunch Room – Rooms 303 and 304 are available for students in grades 7-12. If your student eats in either room, please remind him/her that the rooms will be used for classes following lunch. The rooms should be left tidy, free of wrappers or food on the floor, with furniture straightened. If the room is misused, the privilege will be revoked.

Peanut Allergies – If your child needs to eat lunch in a peanut free place, please contact a board member.

All other classrooms/play areas should remain empty during the lunch hour. (In other words, you may not simply pop into an empty classroom for lunch).

Heritage Boundaries

Heritage HSC rents specific spaces from the church for particular hours. Our rental agreement specifies that we will not have members/participants (children or adults) beyond the agreed upon bounds. Please do not jeopardize our ability to use this facility by going beyond these designated Heritage areas.

CLC – The Community Life Center (CLC) is available for all members to use if they are not in class or completing a work assignment. If your children are in the CLC, please be sure they do not play on or around the room dividers, the stage, speakers or sound equipment.

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Classrooms – We do not rent all of the classrooms on the Westminster Campus. If you would like to use a room you believe to be empty, please speak with a board member first.

Gym – The gym is primarily used as classroom space. However, it is also available for lunchtime picnics.

The Atrium – Westminster Chapel has graciously allowed **adults** to use the Atrium without charge with the understanding that there will **be absolutely no food** and only covered drinks in the area. No children are allowed in the Atrium at any time. Please do not move tables or chairs. The furniture must remain as placed by staff.

Teen Area – Westminster Chapel has graciously allowed **teens** to use the foyer next to the Fireside room with the condition that there will **be absolutely no food** (covered drinks are OK). This privilege is dependent on teens maintaining the space as the church has requested.

The Children's Lobby – Westminster Chapel has graciously allowed us to use the Children's Lobby with two conditions:

- 1) There will **be absolutely no food** (covered drinks are OK).
- 2) The area is left clean and tidy by 3:10

Foyer – There will **be absolutely no food** in this area.

Emergency Procedures

In case of a fire, alarms will sound and all children should be evacuated along assigned routes to safe areas away from the building. All exits are clearly marked. Keep children as calm and quiet as possible. Move quickly but do not run or allow children to run. Students need to remain with their teacher and facilitator. The teacher/facilitator will be holding up a large room number sign, on the back of their attendance folder. Please form a line behind this sign in the northwest corner of the parking lot. A Heritage board member will notify teachers and facilitators when it is safe to re-enter the building. Should we be unable to enter the building again, teachers will remain with their students until parents arrive to pick them up.

In the event of an earthquake everyone should immediately go under a table or against a wall and assume the "duck and cover" position. It is important you stay away from windows and remain in the room until given further instructions. In order to adequately account for each student during an emergency, Heritage requires all students to remain with the supervising adults in class, Study Hall, or the CLC until it is safe.

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Child Protection Policy

In order to safeguard the children and youth in our organization, we have developed this Child Protection Policy for Heritage Homeschool Co-op. Our desire is to continue to provide a safe environment where our children can grow and learn. In addition, our aim is to maintain the safety and reputation of the teachers and volunteers that make this Co-op possible.

Two-Adult Rule

We want to provide a safe, loving classroom with enough caring volunteers so that children feel comfortable and real learning can take place. Our goal is to have a minimum of 2 adults in any room with children, except in the event of an emergency.

At least two adults will be present for all classes and nursery. Teen volunteers (under the age of 18) can assist but only under the supervision of at least two adults.

At no time will an adult meet with a child alone in any room or any area where they cannot be seen.

Background Check

Teachers, Board members, and Volunteers working in Nursery and preschool age classrooms will be required to submit to a criminal background check. The Board President, Vice President and Safety Coordinator will be responsible for running background checks and keeping the information safe and secure.

Visitors

All adult visitors are required to sign in at the Welcome Table and wear a name tag.

Bathroom Procedures and Diaper Changes

We ask all parents of preschoolers to take kids for bathroom breaks before or after class.

We need to go out of our way to make this a safe and private time for the child. It is inappropriate for adults to be in a closed door situation with a child who is not their own.

Infants & Toddlers: Diaper changing should be done at diaper stations and in close proximity to other care providers.

When taking children to the restroom, adults will visually check the restroom for adults, older children or unsafe objects before sending children in. When it is necessary to supervise children in these situations, intrude only to the extent that the health and safety of the children require.

2 & 3 Year Olds: Bathroom doors should remain open; parent may be called if child requests assistance.

4 & 5 Year Olds and Older: Permission granted to use bathroom; parent may be called if child requests assistance. Adult may walk child to bathroom, but must stay in hallway.

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Finances

Heritage participation is contingent upon tuition being paid on time. Tuition is paid in 9 equal monthly installments. Upon registration, the materials fee and a deposit for the last month's tuition installment are required. Additionally, for registrations after the beginning of the school year, a prorated portion of the current month's tuition may be charged. Subsequent installments are due on the 15th of each month during the school year (September through April).

Families will receive an invoice (via email) on the 3rd of each month, reflecting the amount due on the 15th. **Payments can be made online (via the link in the email), by check or exact cash, in a sealed envelope with your family name, at the Welcome Table any class day before the 15th.** If you wish to pay by check and are unable to make your payment on a class day, please ensure your check is in the mail to the Treasurer, postmarked by the 15th. Online payments and checks postmarked after the 15th are subject to a late fee of \$20 per week. If tuition is still owing at the end of the month, your child(ren) will be unable to attend classes until all tuition and fees are paid in full.

The Heritage HSC Family Fee of \$140 paid at the time of registration is not transferrable or refundable.

Tuition and materials fees paid are not refundable.

Please register your child(ren) in their classes with the intent to participate from September through June. However, if you find you need to withdraw from a class, you must remove the class from your Class Registration Summary on the Heritage website by the end of the month, in order to avoid being responsible for next month's tuition installment. If a class is dropped, the last month's tuition deposit made at registration is forfeit.

Scholarships - Late fees are pooled to create a modest scholarship fund. These funds are available for short term assistance to Heritage members in good standing. For more information, please feel free to contact the Treasurer or another board member.

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Jobs

As a cooperative organization, jobs are assigned to each member of Heritage HSC. It is imperative that you complete your assigned job(s) each week. In the event of your absence, you must arrange for a substitute using the process provided by the Jobs Coordinator.

Children are allowed in a classroom ONLY if they are an enrolled student. This is true of all children, regardless of age. Therefore, if you are a facilitator or helper in a job or classroom, nursery is available during the hour(s) you are working. A variety of classes are available for preschoolers. You may not take your child with you while you are performing your job unless you receive specific approval from the Jobs Coordinator.

We will try our best to accommodate your schedule but it is not guaranteed that your job will be during your registered hours. If your child withdraws from a class, your job assignment will not automatically change. You may request a job change from the Jobs Coordinator, but a reassignment is not guaranteed.

Occasionally you may be asked to assist with a temporary job not specifically assigned to you.

Job assignments are made in the summer shortly before the beginning of our academic year. The Jobs Coordinator will email information during the summer.

Minimum jobs assigned for the number of hours enrolled at Heritage:

1 or 2 hours enrolled = 1 job

3 hours enrolled = 1 job and 1 substitute job

4 hours enrolled = 2 jobs

5 hours enrolled = 2 jobs & 1 substitute job

A substitute job is equal to half a job. If we do not have a classroom/facilitator job for you, you may be asked to work the equivalent sub jobs to meet your job requirement.

Fulfillment of job responsibilities will keep you in good standing with Heritage. If you are not in good standing, you may jeopardize your children's participation and may lose your returning family status and have to register for classes when new families register.

To be in good standing with your job(s):

- Be on time
- Find a substitute in the event of your absence
- Be helpful to the teacher
- Be available & responsive to requests as a substitute

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Nursery

Nursery is available only while the parent is fulfilling a job for Heritage HSC, for babies and children under 5 years old as of September 10, 2018. To clarify, if your child is 5 when the school year begins, they are too old for nursery. All families who will be using the Nursery will be charged a \$15.00 materials fee per child. This fee covers disinfectants, gloves, etc.

Families who register to use the nursery during their work hour(s) will be charged the monthly tuition of \$8 per child per class hour. If you are called to work as a substitute, you may sign your baby into the nursery for a fee of \$2.00/hour.

Illness

Sick and/or contagious students, family members, teachers or visitors may not be on campus. Your child must be fever free for 24 hours before attending classes.

Classes cancelled due to instructor illness will be posted at the Welcome Table. If you are unable to attend Heritage due to illness, please follow the substitute process outlined by the Jobs Coordinator.

Classes

Students should arrive five minutes before class is scheduled to begin.

Parents will be contacted if a disciplinary problem arises. Continued discipline issues may cause the child to be removed from class until the problem is adequately addressed. If the problem cannot be corrected satisfactorily, the student may be permanently removed from class and/or Heritage Homeschool Co-op.

Siblings and visitors are not allowed to attend classes in which they are not enrolled. A one-time preview of a class can be arranged with the registrar. Parents are not eligible to audit or enroll in a class without prior Board approval.

Study Hall, the CLC and the Teen Area (7-12th grade) are available for students who have a free hour. Students may not roam the building or linger in the halls during class time.

The 200 Level of Westminster Chapel is a nut free zone. Please refrain from introducing or disposing of nut foods/products anywhere on the 200 level.

All students need to take a hall pass with them when they leave class.

Preschool classes: We ask all parents of preschoolers to take kids for bathroom breaks before or after class.

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Class Cancellations

In the event of class cancellation/teacher absence, reasonable effort will be made to notify parents prior to class time. If you cannot be in the CLC due to your work commitment, your student may attend Study Hall. (Please check in with the monitor/facilitator of the Study Hall).

Tuition is not refunded for cancelled classes due to teacher illness/absence. If you feel your student's classes are being cancelled on a frequent basis, please contact the Teacher Coordinator or other board member.

Study Hall

A monitored Study Hall is available in the church library for students who have a free hour. Students may use this time for reading, homework or other quiet activities. Students must sign in with the supervising parent each week.

High School Class Rotation

Heritage plans to offer High School level classes according to the following rotation. This is provided as a tool for planning curriculum for High School students.

	Rotation A	Rotation B
	Odd School Years (2019, 2021)	Even School Years (2018, 2020)
Science	Biology Chemistry alternate (Marine Biology)	Biology Chemistry alternate (Physical or Earth science)
English/ Language Arts	HS Writing 101 (HS Writing) HS Writing 201 (College Prep) English with American Lit	HS Writing 101 HS Writing 201 English with World Lit
Social Studies	Modern History Current Events	US History Econ/Civics
Math	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2	Algebra 1 or Integrated Math 1 Algebra 2 or Integrated Math 3

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Heritage Closure/Snow Policy

In case of snow or ice, please check radio, television or internet. If either the Bellevue School District or the Lake Washington School District is closed, we will follow their lead and close for the day. If neither is closed, but one or the other of these two districts is on delayed start, we will also delay, following our Snow/Late start schedule. In the event the Board feels it necessary to cancel Heritage for the day, or implement our late start schedule due to special circumstance, we plan to send a message out via email and Facebook.

Schedules

Regular Class Schedule –

9:00-10:00	First Hour
10:10-11:10	Second Hour
11:20-12-20	Third Hour
12:20-12:50	Lunch
1:00-2:00	Fourth Hour*
2:10-3:10	Fifth Hour**

Party/Assembly Schedule –

9:00 – 9:55	First Hour
10:05 – 11:00	Second Hour
11:10- 12:05	Third Hour
12:05 – 1:00	Lunch/Party/Assembly
1:10- 2:05	Fourth Hour
2:15- 3:10	Fifth Hour

*Biology meets from 12:40 – 2:00

**Chemistry & Earth Science for HS meet from 2:10 – 3:40

Snow/Late Start Schedule –

10:00- 10:45	First Hour
10:55 – 11:40	Second Hour
11:50 – 12:35	Third Hour
12:35 – 1:10	Lunch
1:20 – 2:05	Fourth Hour
2:15 – 3:00	Fifth Hour

Holiday Breaks and Important Dates

September 10, 2018 – First Day of Classes
December 24, 2018 – No Classes - Christmas Break
December 31, 2018 - No Classes - Christmas Break
January 7, 2018 – Classes Resume
January 21, 2019 – No Classes – MLK Day
February 18, 2019 - No Classes – President’s Day
April 8, 2019 – No Classes – Spring Break
May 20, 2019 – Final Day of Classes
June 3, 2019 – Make-up for Snow Day
June 10, 2019 – Make-up for Snow Day

Conduct

Electronic Devices

Students should not have cell phones or other electronic devices out during class unless specifically directed by the instructor.

Physical Conduct

- Physical aggression and language should be appropriate for church activities.
- Physical affection between couples is unacceptable on the Heritage HSC campus.

Dress Code

The objective of our dress code is to honor God and one another. The following expectations apply to adults as well as children aged 5 and older.

- Clothing should be modest.
- Bare midriffs, halter tops, spaghetti straps and/or visible cleavage are unacceptable.
- Underclothing should not be visible.
- Tank tops with straps wide enough to cover bra straps are acceptable.
- Shorts and skirts may be no more than four (4) inches above the knee.
- Leggings may be worn with a long top or dress.
- Shoes and Shirts are required.
- Goth and inappropriate slogans will not be accepted.

Prohibited Items

The following are **not** allowed at Heritage or on the church premises:

- Weapons (real or toys)
- Illegal drugs of any kind
- Alcohol
- Marijuana, cigarettes, e-cigarettes, or chewing tobacco
- Flammable or explosive substances
- Any object deemed dangerous or harmful

Safety

Bikes, skateboards, rollerblades, etc. are not allowed at Heritage or on the church premises.

Cheating/Plagiarism

- Each student has a responsibility to complete his/her assignments, projects, quizzes and tests individually, unless otherwise directed by the instructor.
- Plagiarizing someone else's work, including using words/ideas of another student or using the internet without citing the source, will not be accepted.

Miscellaneous

Pictures - Professional photographs will be taken in the fall. Watch the TTK for the specific dates.

Yearbook - We have wonderful volunteers who create our yearbook each year. If you would like to join the yearbook volunteers, contact the Community Life board member.

Graduation - Heritage Graduation will be a celebration to honor the graduates and their families. In order to participate in the Graduation Ceremony, the graduate must:

- 1) Have attended Heritage Homeschool Co-op for at least one out of the four high school years prior to graduation OR be a senior currently enrolled.
- 2) Have a parent able to assist with organizing and planning the event.