

**Heritage Homeschool
Educational Organization, Inc.
Handbook
2020-2021**

“Building a Christian Heritage in our Children”

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March 2020

Dear Homeschooling Families:

We are so excited to begin the 16th year of our Homeschool educational group - **Heritage Homeschool Educational Organization, Inc.** (HHEO). We are thankful to The Chapel Wadsworth Campus for the generosity they are showing us in the use of their facilities.

We pray that the HHEO will provide classes and friendships to enrich your family's homeschooling experience. We encourage you to prayerfully read this Handbook and consider whether HHEO would benefit your family.

HHEO is not a private or a charter school nor is it an independent learning program. The HHEO families enrolled work together to manage this homeschool group and it is the combined efforts of each of us that have made this HHEO a success.

It is important that all families read this handbook thoroughly before considering becoming a part of HHEO. Upon understanding how we function and what your responsibilities will be, you then can determine if we are a good fit for your family.

At any time HHEO's Steering Committee reserves the right to:

Append, delete, or modify any section of this handbook, along with HHEO's policies, as needed.

If any changes are instituted, the Steering Committee will notify all members of the change as soon as possible.

God bless you as you continue your homeschool journey.

HHEO Steering Committee

HHEO 2020-2021 Schedule Information

For 2020-2021 school year HHEO will be meeting every Monday from 9:00 AM – 3:30 PM and provide classes for children ages 3-18, with a nursery available for younger siblings.

HHEO Calendar Dates

(Please Note Dates Are Tentative at This Time)

August 10, 2020 – Last Day to do the following:

- **Drop / Switch Morning Classes & Pay Drop Off Fees.**
- **Add / Switch Fall Electives (no refunds on dropped Classes).**
- **Sign up and Pay for Elective Drop-Off.**

1. **Aug 31, 2020 – Student Orientation (AM Classes**

Sept 7, 2020 Labor Day

2. Sept 14, 2020
3. Sept 21, 2020
4. Sept 28, 2020
5. Oct 5, 2020
6. Oct 12, 2020
7. **Oct 19, 2020 – Start of sign-ups for Winter Electives & Elective Drop-Off.**
8. Oct 26, 2020
9. **Nov 2, 2020 – Last Day to Add / Switch Winter Electives (no refunds on dropped Classes). Also, last day to sign up for Elective Drop-Off.**
10. **Nov 9, 2020 – Last Day Fall Electives**
11. **Nov 16, 2020 – First Day Winter Electives**
12. Nov 23, 2020
13. Nov 30, 2020
14. Dec 7, 2020
15. Dec 14, 2020 – Christmas Party
Dec 21 Christmas Break
16. Jan 11, 2021
17. **Jan 18, 2021 – Start of sign-ups for Winter Electives & Elective Drop-Off.**
18. Jan 25, 2021
19. **Feb 1, 2021 – Last Day to Add / Switch Spring Electives (no refunds on dropped Classes). Also, last day to sign up for Elective Drop-Off.**
20. **Feb 8, 2021 – Last Day Winter Electives**
21. **Feb 15, 2021 – First Day Spring-Electives**

Feb 22 Winter Break

22. March 1, 2021
23. March 8, 2021
24. March 15, 2021
25. March 22, 2021
26. March 29, 2021

HHEO Calendar Dates cont.

(Please Note Dates Are Tentative at This Time)

April 5 Spring Break

1. April 12, 2021
2. April 19, 2021
3. **April 26, 2021 – Last Day Spring Electives**
4. **May 3, 2021 – Last Day**

Meetings/Orientation/ Recognition Night

August 10th – 7:00 p.m. TCW – Mandatory Parent Meeting

All HHEO parents/teachers are required to attend this meeting. Those who are unable to attend due to illness or any unforeseen circumstances must arrange to meet privately with a Steering Committee member.

A tour of the facility will also be provided for new members.

May 6 – Recognition Night

Daily HHEO Schedule

Our schedule on HHEO days will be as follows:

Prayer &	
Announcements	9:05 – 9:20
Period 1	9:30 – 10:30
Period 2	10:30 – 11:30
Period 3	11:30 – 12:30
Lunch	12:30 – 1:15
Elective Per. 4	1:15 – 2:15
Elective Per. 5	2:15 – 3:15

HHEO will begin promptly at 9:15 with Prayer & Announcements outside (weather permitting), or Atrium. Teachers must be in class by 9:25 in order to greet children.

NOTE: There will be no Pizza Lunch days until further notice.

Mission Statement

The purpose of Heritage Homeschool Educational Organization is to edify, educate, encourage, and network Christian families who have undertaken the ministry of homeschooling their children. HHEO exists for the purpose of growing our children intellectually, spiritually, socially, and emotionally in a loving Christian atmosphere.

Vision

We are a Christ-centered community that provides a variety of educational and enrichment classes for homeschooling families in a safe and loving environment. We desire to strengthen Christian homeschooling families by providing times of close interaction. We co-labor with each other and God to achieve excellence by serving each other through our strengths.

Governing Values

Jesus said to him, "You shall love the LORD your God with all your heart, with all your soul, and with all your mind." This is the first and great commandment. And the second is like it: you shall love your neighbor as yourself." Matthew 22:37-39 (NKJV)

Christ-centered community

- We believe the Bible is the infallible word of God.

A safe and loving environment

- We value unconditional love and grace for one another.

Fellowship

- We desire close interaction to encourage and strengthen one another.

Co-labor

- We value the uniqueness each member brings.

Creative excellence by serving

- We value the emphasis of coming together to be a system of support to the homeschooling community. God has given us an awesome responsibility to teach our children in the way they should go. By drawing upon each other's gifts and talents, we hope to provide quality educational experiences, lasting friendships, and precious memories for our members.

Membership/Registration Procedure

ALL STEPS MUST BE COMPLETED FOR YOUR REGISTRATION TO BE COMPLETE.

New families complete all steps.

Returning families see *Returning Families Note* and complete Steps 3 & 4.

Step 1	<p>Fill out a 2020-2021 Heritage Family Application Form</p> <p>Once this form is filled out and sent in, HHEO's Director will contact you with any further questions and to let you know if you have been approved. Once Approved proceed with Step 2.</p> <p><u>Please Note:</u></p> <p>If approved, you will receive an e-mail giving you payment instructions for the annual Family Membership Fee which is \$125 and <u>due immediately</u>. This fee is <u>non-refundable</u>.</p>
Step 2	<p>Register your students for classes on www.heritagehomeschoolgroup.org</p> <p>Please note:</p> <ul style="list-style-type: none"> ▪ Elementary and preschool children must be registered in a class if their parent is helping elsewhere. ▪ You may register for as many or as few classes as you would like. All families pay the same membership fee regardless of the number of classes they take or how many children they have attending.
Step 3	<p>Mail payment (If paying by check) to: Treasurer</p> <p><u>Please contact Registrar</u> by e-mail <u>if you have any questions regarding the fees or registration process.</u></p> <p>Payment for classes will occur when you register your child/children for classes.</p> <p>See PAYMENTS Section</p>
Returning Families Note:	<p>Returning families will receive an e-mail with instructions on how to renew membership in HHEO, along with having to update their profile and fill out any new forms.</p>
Special Notes:	<p>PLEASE NOTE:</p> <p><u>Everyone</u> is required to have volunteer jobs during the HHEO day, with the exception of families who have chosen to participate in the "drop-off" option. Volunteer placements will be done by the Director.</p> <p>Also, a parent from every family, whether "drop-off" or not, will be required to join one of the 5 Parent Teams.</p> <p>Please contact the Director if you have any questions regarding volunteer or class placements.</p>

Cost Summary

<p>Family Membership Fee REQUIRED - One per family</p>	<p>\$125 This fee covers costs of using the building, insurance, HHEO parties and various other administrative costs.</p>
<p>Class Fees are A La Carte Per Class/Per Child</p>	<p>Class Fees cover materials used in classes. Fees vary Register for as many or as few classes as you would like.</p>
<p>Drop Off Fees Per Class/Per Child OPTIONAL (please see Drop Off Section for full description)</p>	<p>\$150 per Full Year Class \$70 per Elective LUNCH – \$50 per 10 weeks</p>

Payments

<p>Family Membership Payment</p>	<p>\$125 Family Membership Fee is required to be paid before students may be registered for classes. HHEO highly recommends for <u>all</u> families to pay via PayPal, when applying for membership the first time or when renewing membership. If paying by check, they will be deposited week of July 12, 2020.</p>
<p>1st Class & Drop-Off Payment: Due by June 10</p>	<p>1/3 Class Fees and 1/3 of Drop Off Fees</p>
<p>2nd Payment: Due July 10</p>	<p>1/3 of Class Fees and 1/3 of Drop Off Fees</p>
<p>3rd Payment: Due August 10</p>	<p>1/3 of Class Fees and 1/3 of Drop Off Fees</p>

PLEASE NOTE:

- If you choose to make payments, for the class fees, and you do not make your payments when they are due, your child's/children's spots, for their registered classes, will be put on hold and may be given to a student on the waiting list for the registered class.
- If the above does occur, you will be required to pay all class fees remaining and will not be allowed to make payments for the remainder of the payment plan time period. Also, you may be put on probation regarding being able to use the payment plan for the following school year.

No one will be allowed to attend HHEO the first day of class if fees are not paid in full.

Drop-Off, Drop-In and Per Diem Fees

- **DROP-OFF, DROP-IN, AND PER DIEM FOR 2020-2021 SCHOOL YEAR**

- **Drop-off Fee for Full Year Morning Classes:**

- Available to 7th-12th grade students

- Available for younger students, only with Steering Committee approval.

- \$150 per student, per class

No regular co-op jobs required during normal operating hours (9:00 a.m. – 3:00 p.m.) are required with the “Drop-Off” option. However, everyone, who is a member, will be required to complete 20 volunteer hours, this includes “Drop-Off” families.

- **“Drop-In” for all other students:**

- \$150 per student, per class

- Younger students or those with special needs that do not qualify for the drop off option may qualify for the drop-in option. This is the same fee structure as the “Drop-Off” student; **however, parents are required to stay on the premises while their student/s are in class:**

- Any special requests are determined by the Steering Committee on a case by case basis.

- **Electives Drop-off Fee:**

- \$70 per student, per elective trimester class.

- **Lunch Drop-off Fee:**

- \$50 per student, per trimester

- NO Drop Off Fee is required for lunch if a family is paying for drop off all day for their classes. However, if a family is paying Drop-Off Fees for part of their classes and the student is staying for lunch, a fee is being charged.

If student stays until 3:15 pm, please be sure to have student picked up no later than 3:30 pm.

- **Per Diem Fee:**

- If a parent volunteer is unable to attend HHEO on a scheduled class day but wishes to send their child(ren), they may pay a per diem drop-off fee. The cost is \$10 per class/per student. It applies to students in a regular class, elective or study hall if the parent is not in attendance.

- All member families are allowed 1 absence per school year without having to pay the Per Diem Fee and 1 absence at a reduced amount of \$5 per class/per student.

Fundraising Opportunities for 2020-2021

Box Tops: We will be collecting Box Tops for Education again this school year. All monies earned will benefit all members of HHEO.

Refund Policy

Because we plan the HHEO for a full year, the commitment between the members and HHEO should be for the school year. Please be aware that we are dependent on each of our members to make the HHEO function. If we have members leave after classes have been established, it makes it difficult for HHEO to run smoothly. Please pray and **be very certain before** making this commitment between HHEO and your family.

Partial refunds will be allowed up until July 31, however, ALL Class Fees are non-refundable once passed the cutoff date of July 31.

There are expenses that HHEO is required to pay out prior to the start of the school year, along with supplies for individual classes that must be purchased in advance.

Drop off fees are only refundable if a class is dropped BEFORE the first day of a full year class OR BEFORE the first day of an elective trimester. Please see calendar on page 4.

Please note the following regarding refunds: If you would like to obtain any materials your student would have received in the class, you will need to make arrangements with the teacher to receive these items.

Visitors

- Any child who is not registered may not attend HHEO as a visitor unless prior permission has been obtained from the Steering Committee. We understand that other children in your home who attend school may need to come with you occasionally. Please notify Director when you plan to do this.

Two visitor days are planned each year in the Spring for new families to visit with their children. The dates will be posted on the Heritagehomeschoolgroup.org website when they are announced. Interested families may contact the Director to be notified of the next visitor days. Interested new families who cannot attend one of those days may contact the Director to make arrangements for the PARENTS, ONLY, to visit in the Spring on a regular co-op day.

Background Checks

For the integrity and security of HHEO families, all adults who interact with children must submit to a background check. HHEO maintains a position of “full disclosure” — allowing individuals to approach the director privately to discuss matters of importance regarding background checks. In the event that something unforeseen comes back we as a board will consider each person and each matter individually.

Families with Special Circumstances

HHEO Steering **may** make special arrangements as needed with individual families if specific accommodations are needed outside handbook specifications.

Parent Responsibilities

- Show up, be on time and be prepared for your assigned responsibilities.
- Parents are expected to remain on the premises while children are participating in the HHEO unless you have paid the Drop-off Fee.
- If you need to leave for any reason, you must have a designated adult, attending co-op, who will be responsible for your child/children. This is a requirement when you apply for membership or renewing your membership. If at any time you choose or need to change the designated adult, you must put it into writing and send to the Registrar.
- Clearly label all items, especially backpacks, and supplies.
- Parents are responsible for their children's actions and behavior and as such are responsible to go over, on a regular basis, **all** HHEO's policies, rules, and guidelines with their children.
- Please ensure students K and up, do not bring personal items, such as toys, which causes disruptions in class.
- Parents will be required to be a part of a team which will include helping teach a segment of a class as directed by the teacher, you are assigned to, during the year.
- Parents will be required to volunteer 20 hours per school year, as part of their Parent Team Responsibilities. (See pages 23-27)
- Parents are required to abide by HHEO's Cell Phone Policy. (See page 14)

Student Responsibilities

- Be on time and prepared.
- Participate.
- Be attentive and do not talk during Prayer & Announcements.
- Listen carefully to directions.
- Raise your hand if you want to say something.
- Stay seated in your chair unless your teacher requests you to do otherwise.
- Use your best manners at all times (i.e. yes ma'am, no thank you, please, etc.).
- We expect older students to be exemplary in their attitude of cooperation.
- Walk in the halls between classes. No running or jumping on furniture in the Atrium.
- Honor parents and teachers by addressing them as Mr. or Mrs. and last name.
- Students are expected to have self-control and respond appropriately to the teacher's directives.
- Students are expected to encourage and support one another in a gracious and loving environment. No name-calling, gossiping, or destructive comments toward one another will be tolerated.
- Inappropriate conversations, gestures, clothing, or aggressive physical contact will not be tolerated.
- Students who disregard any classroom expectations are to be dealt with immediately. Teachers are to quickly remind student of proper classroom behavior, no matter what the offense.
- No gum allowed.
- No cell phones (see Cell Phone Policy, page 14), other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class unless approved by the teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.
- If a student is a drop-off student and is in need of a cell phone it must be given to the teacher at the beginning of the class. The phone will be given back at the end of class.
- Any display of boyfriend/girlfriend relationships is not acceptable at HHEO. Teen boys and girls should not be alone together except in a public area.

Note – We realize that younger children will need to be reminded of these rules often, however, by 9 years old we expect the children to follow these rules carefully.

Conflict & Non-Compliance Resolution

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.”
Matthew 18:15-18 (NKJV)

“What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?”
I Corinthians 4:21 (NKJV)

Unfortunately, personality conflicts and misunderstandings happen. Though rare, it is important that we agree on how to deal with these situations before they arise. We have chosen to base the structure of this policy on the scriptures above.

Many disputes and differences may be properly resolved by overlooking an offense and forgiving the person who has offended.

Because of this, we ask that you pray about the issue to decide if it is important enough to deem a confrontation. If, after prayer, God gives you peace to dismiss the issue, then it is past and forgotten and is not to be discussed with others.

If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve* the conflict between the individual involved. If neither party is satisfied or a resolution* cannot be met, they must seek the assistance of an objective party (typically a member of the Steering Committee) to mediate.

As a last resort, the conflict will be taken to the other members of the Steering Committee and they will make the final decision.

Confidentiality

Every individual has the right to complete confidentiality. We request that no conflict EVER be handled in front of students. We also request that everyone involved keep the matter confidential. There should be no outside involvement without the knowledge of all parties involved. This includes talking to other parents/teachers. Should this happen, it is grounds for corrective measures by the Steering Committee. Please note, the Steering Committee reserves the right to talk to others regarding the conflict that is being dealt with, if it is deemed warranted by the Steering Committee.

*resolve/resolution – achieved when all parties reach mutual agreement or understanding.

Maintaining Membership Policy

For all current and new members to maintain membership in good standing the following is required:

- Pay membership and class fees by due dates (see *Payments* section).
- Be in compliance with **all** HHEO's policies and procedures.
- Do not sow discord among HHEO members.
- Do not abuse the member directory or forums.
- Pass background check, exception is for those parents of 7th – 12th grade drop-off students.

Not following the above requirements may result in the termination of membership (see *Termination Policy*).

Leave of Absence Policy

If you decide that you need to request a leave of absence from HHEO you will need to put this request in writing and turned in to a Steering Committee member, explaining the reason why, approximate time of absence, along with start and approximate stop dates. Also, it is required that the family's account be paid in full when submitting the request.

Once Steering receives the request and it is approved, the leave will start on the date requested. If the Steering Committee denies the request, the family has the option of resigning with appropriate notice (see *Resignation Policy*). The family that has an approved leave of absence will maintain their membership in HHEO and unless otherwise noted, will continue to receive e-mails from HHEO.

Note: No refund will be given if the leave of absence occurs during the school year. Also, to maintain membership, the family will be required to pay the Family Membership Fee if the absence continues into the following school year. Non-payment will be considered termination of membership.

Resignation Policy

If a family decides that they can no longer participate in HHEO they may resign and thereby relinquish their membership. **Note:** There are absolutely no refunds if resignation occurs anytime during the school year. There are two ways a family can resign, either favorable or unfavorable terms and as such the following will determine which way the resignation occurs:

Favorable

- Submits a letter of resignation with an explanation of why.
- Maintained a membership in good standing (see *Maintaining Membership Policy*).

Unfavorable

- **Does not** submit a letter of resignation, just quits, and cuts off all communication.
- **Does not** maintain a membership in good standing (see *Maintaining Membership Policy*).
- 4 absences in a row without explanation and approval – this is considered an automatic resignation.

Once a family has resigned all communication from HHEO will stop and former member family will not have access to website or their account.

If a family would like to rejoin HHEO, they will have to request membership, as if a new family. Depending on terms of resignation they may or may not be approved by the Steering Committee. If approved, they will be considered a new family.

Termination Policy

If a family refuses to comply with the policies of HHEO and/or the responsibilities or duties they have been assigned and all means, including following the resolution for non-compliance (see *Conflict & Non-Compliance Resolution*) has been exhausted, the Steering Committee may vote for termination of membership. **Note:** There are absolutely no refunds if a family's membership is terminated anytime during the school year.

Homework Policy

Please be aware that there will be classes that require homework, especially in the Jr High & High School classes. Please see Class Descriptions for details.

We greatly appreciate each of our teacher's dedication, not only to their classes and families, but also to HHEO, as a whole. Our teachers' "time is extremely valuable", we want to neither misuse their time, or make their teaching role more difficult or stressful.

- Complete class requirements and cooperate with teachers at all times. Due to the nature of the classes only being once a week (Mondays), it is imperative that students stay current with their assignments.
- Students are responsible for class material missed in the event of an absence.
- It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed, if applicable, and catch up with the missed material prior to the next class.
- Late or missing assignments put extra burdens on the teachers, allow the student to fall behind and are an inefficient use of the time and energy for both the student and teacher.

PLEASE READ Note for Middle/Jr High & High School classes that require homework: Our teachers decide and implement the requirements for their classes. There are classes that require a prerequisite before they can move up to the next level. If the student chooses not to complete his/her assignments, as directed by the teacher, the teacher may, at their discretion, recommend the student not be allowed to move to the next level class in HHEO. If you choose to have your student move into the next level, that is up to you, however, this will have to take place in the home, since your student will not be allowed to go to the next level in HHEO.

Jr. High & High School Requirements

Jr High and High School classes that are taken for high school credit will be taking attendance of students. **Participation** in class and **attendance** will count as part of the class grades. The student will be marked as tardy if he/she is 5 minutes late to class and 15 minutes late will equal an absence (without a note from the parent). If a student is tardy three unexcused times in a class, it will also equal one absence. No consistent tardiness will be accepted, even with parental excuse. It is very disruptive to the class and unfair to the teacher and fellow classmates. Please be considerate of this concern.

Dress Code Policy

In keeping with the values of purity and integrity that HHEO holds at heart, we have developed a dress code and other guidelines that we ask to be adhered to by each of our participating families. Our desire in this process is to set forth a Godly example of purity and integrity.

- No low-cut tops, bare midriffs (even while bending or stretching), no sheer materials or short shorts.
- No tight shirts or shorts.
- No shorts, sweats, or pants with words on the back.
- No clothing with inappropriate messages, slogans, or pictures.
- Boys – no baggy pants and boxers showing, no low crotches.
- If a student violates the dress code, that student will be required to put on a sweater or other “covering” as deemed appropriate.

Cell Phone Policy

Parents should use cell phones during off periods only. They may also be used after cleaning is done in the afternoon if you are an assigned cleaner. Parents should not be on cell phones during class times when they are helping or cleaning. Phones should be put away and not visible in class. Parents should not be texting or using phones while in a class or while monitoring a lunchroom. If there is an emergency or family situation, please mention it to the other teachers or helpers so they are aware of the reason you may be texting/taking calls during class time. It presents an awkward situation for teachers when helpers are using phones during class because no one really wants to address this with another adult so please be mindful of this and keep the phones put away.

The only time students may use cell phones at co-op is if a specific class teacher allows cell phones to be used for a limited activity in class. Cell phones out during class during any other time may be confiscated by the teacher and returned to the parent later in the day. Students who bring cell phones to co-op should keep them put away and not have them out watching videos, searching the internet, texting, and taking calls. This applies to students when they are in class, during lunch, between classes and when they do not have a class. If a student is doing coursework online, they should bring a laptop to work on and not a cell phone.

We realize that each family has a different policy on cell phone usage. The heart of this policy is not to say that cell phones are bad but to limit their usage at co-op and promote quality social interactions. We also want to prohibit the sharing of questionable content among students. The reality is, when phones are out and everyone is gathered around a screen, we do not know what they are watching. Adults, please respectfully remind the students to put the phones away if you see them using them. If you need to remind them twice, you may ask them for their phones and hand them off to their parents.

Discipline Policy

HHEO parents and students are to “read and heed” all HHEO Rules and Guidelines.

Every adult, not just the designated teacher, is expected to intervene if disruptive or disrespectful behavior is observed. All parents are responsible for enforcing HHEO rules.

Please understand that blatant defiance along with physical and verbal aggression will not be tolerated at any level.

If behavioral issues (which includes, but not limited to - refusing to work or follow directions, cause disruptions, inappropriate conversations, gestures, or clothing, any type of aggression, any type of sexual harassment, any type of unsafe behavior) arise that a teacher, assistant, helper, or leadership feels justified in addressing, the following protocol will be used:

First Incident:

If a student is having a behavioral issue, a verbal warning will be given to the student and the parent will be notified. If the problem is not resolved and the student continues to display an inappropriate behavior, the student will be immediately taken to their parent and will be required to stay with the parent until the student is required to be in class. This applies to all age groups. An incident report will be filled out online for this First Incident.

Please Note: For this and future incidents, depending on a student's conduct, they may not be able to participate in the rest of scheduled classes that day. If the parent is teaching, the student will be placed with a volunteer staff member until the parent is available. If a parent is not teaching, the parent will need to leave their helping position(s) to take care of their child. If they have more than one student attending they can either remove all their students from their classes for the day or pay the per diem fee for the students that will be staying on the premises (see *Drop-Off, Drop-In and Per Diem Fees*).

Second Incident:

The second Incident is to be documented by filling out a second Incident Report, with signatures from person reporting the incident as well as the parent's signature. The signed original will be kept on file with the Registrar and a copy of the report given to the parent/s. HHEO's Steering Committee will be made aware of the Incident Report.

Third Incident:

1. The third Incident is to be documented by filling out a third Incident Report, with signatures from person reporting the incident as well as the parent/s signature. The signed original will be kept on file with the Registrar and a copy of the report given to the parent/s.
2. After the third Incident Report is turned in and HHEO's Steering Committee is made aware of the Incident Report, the family will receive a written summary letter from HHEO's Registrar on behalf of the Steering Committee. Included in the summary letter will be the need for the parent/s to have a conference with the Steering Committee to determine a course of action. During this conference with the parent/s, there will be a time to work out a plan which would include a predetermined length of time to execute agreed upon course of action with applicable consequences.

Discipline Policy Cont.

Third Incident:

2. Once agreed upon by the Steering and parent/s, the course of action will be put in writing and signed by the parent/s, Registrar and or the Director. The signed original course of action will be kept on file with the Registrar and a copy given to the parent.
3. The teachers of the student will be made aware of the agreed upon course of action, this so they can have the ability to implement the plan in the classroom.

Fourth Incident:

If the student continues to have behavioral issues, even with implementation of the agreed upon course of action, a fourth Incident Report will be filled out and the agreed upon consequence/s will start immediately. The person reporting the incident, along with the parent/s, and Registrar's signature will be required. The signed original will be kept on file with the Registrar and a copy of the report given to the parent/s and HHEO's Steering Committee will be made aware of the Incident Report.

Fifth & Future Incidence:

If the behavior issues continue, with no signs of improvement, even after the implementation of the consequence/s, the student may be suspended for a period of weeks or expelled. Return to HHEO at a future date under probationary terms will require Steering Committee approval and a written agreement between the parent, student, and Steering Committee.

Because we desire to provide a safe and nurturing environment for all students, the following behaviors **absolutely will not be tolerated:**

Sexual harassment, possession of weapons, firearms, alcohol, or any controlled substance.

Any purposeful acts of vandalism will result in the **immediate** removal of the student from HHEO for an indefinite period of time.

We do not anticipate having any problems, but in fairness to all, including TCW, we will adhere to this policy.

Policies and procedures are in place for safety and wellbeing of everyone. Failure to abide by the stated policies may be cause for removal from HHEO, at the Steering Committee's discretion.

NOTE: The Steering Committee reserves the right to remove anyone from HHEO, at any and all times if the safety and well-being of any HHEO member is being compromised.

Absences and Illnesses Policy

In the event that your family will be absent from HHEO on a particular date, you must post your absence to the Heritagehomeschoolgroup.org forum with the date you will be absent in the title. If you are the lead teacher, please contact your substitute and make arrangements to cover your class. In addition, Teachers or Substitutes, please post who is absent/subbing to the Substitute Teacher Thread on the forum. In the event that a parent must stay home with a sick child, healthy siblings may attend HHEO if they are assigned a temporary guardian, preferably your chosen designated adult and pay a per diem drop-off fee. If this is done on the day of HHEO please text Director.

Participants should not attend HHEO if they are sick or are experiencing any of the following symptoms:

- Diarrhea, vomiting or nausea (within last 24 hours)
- Eye drainage – Pink Eye
- Virus or infection (known to be contagious)
- Rashes (contagious)
- Head lice
- Fever (within last 24 hours, unmedicated)

If your child requires any medications, please keep it with you and administer as needed.

Should there be any questions; the teacher of the class will determine if any student fails to meet the health guidelines. Please keep in mind that this policy is essential for the health and protection of all our children and families.

If one of your children becomes ill and you must leave the HHEO facility, you may choose to remove all your children or pay the per diem fee for the remainder of the day. You must notify Director or Registrar that you are leaving early and / or using the per diem option.

Families that are absent more than 4 times during the year may lose the option to be considered for a teaching position.

Families that are absent more than 6 times during the year may lose the option to have priority registration.

Families that are absent 4 times in a row are considered to have resigned (see *Resignation Policy*). We rely on EVERYONE's participation to make the day run smoothly and repeated absences make this difficult for the rest of the families who attend HHEO.

Announcement Policy

Announcements will be sent through the forum on HeritageHomeschoolGroup.org.

It is imperative that each family check their email at least once a week to stay in touch with any announcements. If you do not have access to a computer, please arrange for another HHEO family to inform you of information as it arises. This is especially important the night before and the morning of HHEO to be kept abreast of any last-minute changes.

Announcements will also be done during the time of prayer at the beginning of HHEO.

Students in high school are required to have an email address listed as a contact for their classes. Many of these classes will use a secure forum on our website for their classes and they will need to have a listed email to ensure they received these communications. Families can add their student/s emails by updating their family information on the website.

Code of Conduct

The Chapel Wadsworth Campus graciously allows Heritage Homeschool Educational Organization to use space in its facility. In order to maintain a presence at this location the following Code of Conduct will be followed by everyone who is part of the HHEO.

1. No food or beverages are to be consumed in any areas other than the designated eating areas.
2. Students will not be permitted to be in the halls unattended. Assistants will lead student groups to classes. There will be volunteers available to assist anyone during class time.
3. No yelling or running indoors.
4. Students will treat each other, their teachers, and the facility with respect at all times.
5. Any parent with a student attending the HHG will be part of the HHG by teaching, assisting or any other volunteer role as designated by the coordinator. Please see next line for exception to this rule.
6. Exceptions to the above rule will be:
 - a. Teens who will be taking class(es) and have been approved by the Director to do volunteer work for the HHG in place his or her parent.
 - b. Parent who has a child(ren) attending with another parent, will be exempt as long as it has been approved by the Director.
7. Parents are to take their children to the Assembly room upon arrival (or class if arrival is after class has begun) and promptly pick them up at their classrooms prior to leaving the building.
8. Unless a child is in a class, students must always remain with their parent or other designated adult .
9. It is the responsibility of all HHEO members to ensure that all areas in use are maintained and cleaned to the expectations of the church at the end of each HHG day.
10. Failure to comply with the above code will lead to review by the Steering Committee and will result in a warning or dismissal from the HHEO.
11. Students will abide by the dress code as described in the handbook.

Facility Guidelines

The Chapel Wadsworth Campus has graciously provided HHEO with the use of church space for a donation. There is to be no loitering, talking, eating, loud noises, running or playing in any of the halls, restrooms, or public areas of the church. Food must be eaten either in class or in a designated area of the church. When finished with lunch, you are responsible to clean your eating area before leaving.

Parents must always remain with their children while they are on site unless they are in a class or are moving from one class to another. Classroom teachers/helpers and hall/atrium, lunch time monitors will be available to assist if and when students move to a different room or go outside for playtime, exercise, lunch, and recess.

- Please stay in the designated class areas only. We do not wish to interfere with the church staff or the business of the church.
- Be respectful of classes that are in session and learning is happening.
- Outdoor areas may be used, but children (including teens) must be directly supervised by an adult.

Facility Guidelines Cont.

- All participants must treat the church facilities and equipment with the utmost care and respect. HHEO does not have a budget to cover repairs to TCW building, grounds or equipment. HHEO participants are responsible for, and will be asked to pay for, any damage that may occur to the building, grounds, or equipment.
- Students are to eat in designated areas only, lunchrooms, classes where a special snack may be given, outside with the supervision of an adult.
- Bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.
- Please do not use the single bathroom in the 200 hall by the church offices. We are only allowed to use the bathrooms in the 100 hall.
- Please do not run in the building or jump on the furniture in the atrium.
- Muddy shoes should not be worn in the building but removed and left by the door to prevent difficult cleanup at the end of the co-op day.

In the event of bad weather, if schools are closed in any one of the Wadsworth, Highland, or Medina School Districts we WILL NOT meet for classes. If schools are on a 2-hour delay, we WILL begin at our normal time. Please listen to AM 1590 or FM 94.9 for the school report. Notices will also be sent out via e-mail if HHEO is cancelled. If you are aware that any of these school districts are closed, please contact the Director.

Storage Guidelines

Please Note: Because the church has generously given HHEO space to keep supplies, the following guidelines must be adhered to in the strictest way:

- All supplies must remain in cabinets and/or shelving units.
- Only bins that are provided by HHEO Steering are allowed to be used and stored.
- Due to the limited amount of space large projects **cannot** be stored. If they are not completed it will be up to the teacher to decide to take the projects or for the families to take and bring back.
- An email will be sent out to all HHEO members regarding items left behind any given Co-op day. These items will be kept in a designated area and available to be picked up during normal church office hours, if needed before the next Co-op day. Items that will be kept, include, but not limited to: Art, Backpacks, Books, Clothing, Projects. Please note that any type of worksheets will not be kept, they will be thrown away.

Snack & Allergy Policy

Due to serious allergies, the only snacks and drinks allowed in the classes will be provided by HHEO and will include Cheerios (only snack given in Nursery), non-messy fruit, vegetables, cheese, pepperoni, and water. No outside food allowed unless cleared with Steering Committee for medical purposes. Please note this does not include cooking classes or classes where teachers use snacks as part of their lessons.

Snow/Cancellation Policy

In the event of bad weather, if schools are closed in any one of the Wadsworth, Highland, or Medina School Districts we WILL NOT meet for classes. If schools are on a 2-hour delay, we WILL begin at our normal time. Please listen to AM 1590 or FM 94.9 for the school report. Notices will also be sent out via e-mail if HHEO is cancelled.

HHEO Co-Op Day Job Descriptions

Job Title	Description
Steering Committee Members (Positions Filled)	<ul style="list-style-type: none"> ▪ Attend occasional meetings. ▪ Make major decisions pertaining to HHEO. ▪ Be a support to all members of HHEO. ▪ Must be a member of HHEO for 1 year before joining committee.
Cleaning Coordinator (Position Filled)	<ul style="list-style-type: none"> ▪ To work closely with the Director, meeting in advance of first day to review cleaning jobs and expectations. ▪ Train and make sure that all scheduled cleaning duties are being completed by the Wrap-Up Crew assigned to one of the elective trimesters. ▪ Maintain the detailed list/instruction sheet of what chores must be completed at the end of each HHEO day that has been approved by the leadership. Make any changes deemed necessary to ensure that HHEO is abiding by the wishes and requirements of the church. This includes additional cleaning duties, if needed, to be added to the master cleaning list. ▪ The coordinator will be responsible for walking through the building after all the cleaning is completed and checking to see if everything is done. If any jobs have been missed or done incorrectly, they will address it with the crew members to get the matter corrected. ▪ Throughout the year continue to maintain the cleaning schedule and assist the crew members as needed and be available to substitute when needed. ▪ Finally, the coordinator will take attendance to make sure all scheduled cleaners are present AND participating.
Cleaning Crew	<ul style="list-style-type: none"> ▪ Please note, all families who come for electives, will be participating in this position and will be assigned to either the Fall, Winter, or Spring Trimester. ▪ The exception to this, of course, are drop-off families. ▪ Attend a training session to receive instruction on the requirements of the church regarding cleaning. ▪ Completes jobs assigned by the “Cleaning Coordinator” making sure, that all areas used by HHEO are cleaned according to the requirements of the church. This is accomplished by doing the job or jobs that are assigned to you as per what is on the cleaning list. ▪ Cleaning Crew members are required to start their jobs promptly in the period they are scheduled to work. There is usually plenty of time after the cleaning is done for conversations.

HHEO Co-Op Day Job Descriptions Cont.

Job Title	Description
Class Teachers	<ul style="list-style-type: none"> ▪ Be on time – 1st period teachers are required to be in their classrooms no later than 9:25 ▪ Be prepared. ▪ Adjust your cell phones to vibrate only and keep phone calls to a minimum. ▪ Please be careful to use only classroom supplies belonging to HHEO and not those that belong to the church. ▪ If you bring HHEO supplies into the classroom, please remove them when you leave placing them back into the HHEO's cabinet. ▪ Please <u>leave your classroom as it was</u> when you arrived, including making sure all tables are wiped down with the special wipes that will be in your classroom. Also, make sure tables are put back where they belong. ▪ The HHEO phone list is for sole use of its participants. It is not to be shared with anyone outside of the HHEO. ▪ HHEO has access to TCW's photocopier machine; however, you will need to make arrangements with the Treasurer or a designated copy person if you have a photocopying need. ▪ Teachers receive discounted class fees. ▪ Please See Teacher's Manual for complete description of teacher duties and requirements.
Teacher's Assistant	<ul style="list-style-type: none"> ▪ Work with the head teacher and other teachers to organize materials, prepare lesson plans, set up classroom, instruct students and to assist teachers with any classroom duties. The head teacher will inform you of the kind of help that is needed. ▪ Be aware of allergies and medical needs of students. ▪ Inform your class teacher if you will be absent or if you are unable to fulfill your duties on a particular date.
Substitute Teacher	<ul style="list-style-type: none"> ▪ This will be individuals who have agreed to step-in, should a class teacher be absent. ▪ The teacher who needs a substitute teacher will do everything possible to give enough notice along with making every effort to give the materials ahead of time to the substitute teacher. ▪ If the substitute is asked to fill-in on short notice, they will have to improvise teaching the lesson from the book of the particular class. ▪ The leadership will work closely with teachers to create a plan for substitutes which will create a successful teaching experience. ▪ Please post the class and teacher you are subbing for on the HHEO forum in the Substitute Category, so we can keep track of this during the year. ▪ Substitutes will receive a \$15 credit toward current year fees.
Grader	<ul style="list-style-type: none"> ▪ The grader will work with class teachers to grade any assignments they need graded. This could include full or partial lab reports, papers, worksheets, and more. ▪ Teachers will be required to communicate their grading requirements to the grader.

HHEO Co-Op Day Job Descriptions Cont.

Job Title	Description
Nursery	<ul style="list-style-type: none"> ▪ Need 1 lead person (for each period – may do more than 1 period) along with helpers for each period. ▪ Care for the younger children of parents who are volunteering, including the changing of diapers. ▪ Have Cheerios (provided by HHEO) available to feed to the children. ▪ Be available and ready to receive children 10 minutes prior to HHEO beginning. ▪ Cleaning/sanitizing of Nursery
Float Helpers	<ul style="list-style-type: none"> ▪ A few helpers, each period, will be designated as float helpers. They will have regular classes that they help in but will check with other designated classes every week to make sure they have sufficient help. If another class needs their help more, they will “float” in another class instead of helping in their regular class.
Lunch Monitors	<ul style="list-style-type: none"> ▪ Lunch Monitors will be responsible to ensure that students are eating in their designated classrooms. ▪ They will be in charge of keeping the peace and reminding students to pick up their trash, clean up their messes and to behave kindly. ▪ When students are done eating, they should be reminded to clean up their area before going to recess. ▪ Responsible to monitor students for recess, after they finish eating, either in the classroom or outside. ▪ Should be prepared to pull out appropriate items for the kids to do if there is inclement weather.
Other	<ul style="list-style-type: none"> ▪ For other volunteer positions that are not listed at this time. Do you have a suggestion for a volunteer position? <p>If so, please inform one of the Steering Committee.</p>

HHEO Parent Team Volunteer Positions

Every family in HHEO will need to have a parent on a Parent Team. As part of a team, you will need to contribute and record 20+ volunteer hours during the year. *Volunteer hours can also be earned for helping in a class during your off period when the need arises.

Parents will contribute volunteer hours even if they are paying Drop-Off Fees for classes.

Team & Leader Name	Description
Administrative Team	<p><u>Goal:</u> To keep co-op organized, help prepare for registration, new families.</p> <p><u>Team Size:</u> 3 – 5</p> <p><u>Time Commitment:</u> 2–5 hours per month</p> <p><u>Team Meetings:</u> Most communication will be via email/phone with one meeting at the beginning of co-op.</p> <ul style="list-style-type: none"> ▪ <u>Inside Co-op time:</u> Occasional short meeting at co-op during off period to learn how to do something if needed. ▪ <u>Outside Co-op Time:</u> Before co-op starts in late July/Aug 1-2 hours a week and in Feb/March 1-2 hours a week. ▪ <u>Other months:</u> 1-2 hours a month <p><u>Helpful Skills:</u> Organization, Data Entry, Enjoy Computers</p> <p><u>Team Areas:</u></p> <ul style="list-style-type: none"> ▪ Gathering Information and Sets up Website for Registration ▪ Input information on website (<u>does not</u> require any special web design skills). ▪ Organizing Class Lists. ▪ Connect with new families regarding registration. ▪ Set up class schedules for teachers/students. ▪ Assemble Yearbook

HHEO Parent Team Volunteer Positions Cont.

Team & Leader Name	Description
<p>Education Enrichment Team</p>	<p><u>Goal:</u> To add fun opportunities for students to learn more outside of co-op and present what they have learned in a fun way.</p> <p><u>Team Size:</u> 5 – 10</p> <p><u>Time Commitment:</u> 2–6 hours per month</p> <p><u>Team Meetings:</u></p> <ul style="list-style-type: none"> ▪ <u>Inside Co-op time:</u> 2 – 4 hours ▪ <u>Outside Co-op Time:</u> 6+ hours <p><u>Team Area:</u></p> <ul style="list-style-type: none"> ▪ History, Science and/or Art Fair. ▪ Student of the Month. ▪ Field Trip Support. ▪ Entertainment/ Presentations for End of The Year Feast. ▪ Special Movie Nights/Classes. ▪ Teacher Support and Appreciation.

HHEO Parent Team Volunteer Positions

Team & Leader Name	Description
Social Team	<p><u>Goal:</u> Create opportunities for friendships and social fun for students, as well as opportunities for families to gather together and have fun and celebrate.</p> <p><u>Team Size:</u> 10 – 14</p> <p><u>Time Commitment:</u> Can vary but count on 2-4 hours a month.</p> <p><u>Team meetings:</u> Most communication is through email, with one face-to-face meeting in August and possible one in early spring.</p> <ul style="list-style-type: none"> ▪ <u>Inside Co-op time:</u> Varies by responsibility ▪ <u>Outside Co-op Time:</u> Varies by responsibility <p>Team Area</p> <ul style="list-style-type: none"> ▪ Graduation Night – If you have a graduate this year, this is your spot. (2-3 people). ▪ Moms Support & Moms Parties (2 people). ▪ Game Nights (1-2 people). ▪ Recognition Night (4-5 people). ▪ Other Special Events.

HHEO Parent Team Volunteer Positions

Team & Leader Name	Description
Hospitality Team	<p><u>Goal:</u> To provide food and hospitality to our members.</p> <p><u>Team Size:</u> 10+</p> <p><u>Time Commitment:</u> 1 – 3 hours per month</p> <p><u>Team meetings:</u> 1–2-hour meeting at the beginning of year.</p> <ul style="list-style-type: none"> ▪ <u>Inside Co-op time:</u> 1-3 hours a month avg. ▪ <u>Outside Co-op Time:</u> 1 hour a month avg. <p><u>Team Area:</u></p> <ul style="list-style-type: none"> ▪ Helps physically set-up for co-op. ▪ Moms Coffee. ▪ Pizza Day. ▪ Parties – Pumpkin, Christmas, Winter. ▪ Food for Parties. ▪ Food for end of the year Feast. ▪ Food for Recognition Night.

HHEO Parent Team Volunteer Positions

Team & Leader Name	Description
<p style="text-align: center;">Outreach Team</p>	<p><u>Goal:</u> To encourage co-op moms, to give new families encouragement and support. Be willing to mentor new homeschooling moms and any other co-op mom who would like to have a mentor. Encourage and facilitate student leadership.</p> <p><u>Team Size:</u> 5-10</p> <p><u>Time Commitment:</u> 1 – 4+ hours per month</p> <p><u>Team Meetings:</u> Communication will be via email along with 1 or 2 meetings prior to the beginning of the year. Will most likely have a fall/winter meeting and a spring meeting.</p> <ul style="list-style-type: none"> ▪ <u>Inside Co-op Time:</u> 1 - 4 hrs. a month , could vary depending on what is being done. ▪ <u>Outside Co-op Time:</u> Will vary depending on what is being done. <p><u>Team Area:</u></p> <ul style="list-style-type: none"> ▪ Greet Families at the Start of the Co-op Day. ▪ Connect with and support moms During the Co-op Day. ▪ Connect with new moms. ▪ Prayer – Taking some free time to pray for all the families attending (would be broken up during the co-op day). Pray over any prayer requests whether written or one on one. This could be carried outside of co-op. ▪ Care – Includes but not limited to the following: Send cards at various times, ex. mom's birthday, illness, etc. Coordinate sign-ups (Sign-up Genius) for meals when a family is in need (ex: birth of baby, death, sickness, etc.). ▪ Student Council.

STUDENT INCIDENT REPORT

This form should be used by HHEO teachers, assistants, helpers and leadership in the event of continuing disruptive behavior, incidents or situations that pose or may pose a threat to the safety and well-being for those attending HHEO as well as all church staff and volunteers. In accordance with HHEO's Code of Conduct, information provided may be used to determine appropriate disciplinary action with the student.

*Student Name: _____

*Date: _____ *Time/Class Period of Incident: _____

*Parent's Name (only need one): _____

*Person Reporting Incident: _____ *Position: _____

***Problem Behavior (check all that applies):**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Aggression | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Running Away | |
| <input type="checkbox"/> Refusing to Work | <input type="checkbox"/> Talking Without Permission | <input type="checkbox"/> Throwing Items | |
| <input type="checkbox"/> Teasing | <input type="checkbox"/> Biting | <input type="checkbox"/> Refusing to Follow Directions | |
| <input type="checkbox"/> Property Damage | <input type="checkbox"/> Moving Out of Assigned Area | <input type="checkbox"/> Disruption/Tantrums | |
| <input type="checkbox"/> Unsafe Behaviors | <input type="checkbox"/> Making Inappropriate Gestures | <input type="checkbox"/> Self Injury | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Employing excessive and inappropriate attention-seeking behaviors | | | |
| <input type="checkbox"/> Other _____ | | | |

Person Reporting Comments (optional):

*Person Reporting Signature: _____ Date: _____

*HHEO Registrar or Director Signature (if applicable): _____

Date: _____

Parent Comments (optional): _____

*Parent Signature: _____ Date: _____

*Parent Signature: _____ Date: _____

*Required

SAMPLE INCIDENT REPORT

HHEO PANDEMIC POLICY ADDENDUM

This is an addendum to the 2020-2021 HHEO Handbook on the Heritage Homeschool Educational Organization Pandemic Policy, which is effective as of June 1, 2020.

For the 2020-2021 school year, we are planning to meet in person as we usually do as of the date of writing (6/1/2020). Should modifications to the year be needed, here is what we are currently planning although it may be modified by the Steering Committee .

Currently, morning teachers for elementary through high school are planning to teach their classes in person but also preparing to teach online if necessary. If we would need to switch online for any reason, our schedule will be modified. We would plan for Junior High and Highschool classes to meet on Monday online at their regularly scheduled times. Elementary classes will meet on Tuesday at the regularly scheduled times. This will allow all members of a family to access their classes without needing a device/bandwidth for every person to be online at the same time.

Regarding Paid Class Fees:

Class fees are based on supplies needed for individual classes. Teachers purchase most of the supplies at the beginning of the school year, so there will be no refunds for classes after the posted cutoff dates. If we would go online for an extended period of time, we will attempt to distribute supplies for class projects. If an elective cannot be taught due to going online and supplies have not been purchased, appropriate credits will be applied to family accounts.

Regarding Credits/Refunds for Drop Off Fees:

Prorated Drop Off fees would be credited/refunded only if a government mandated shutdown happened again, or if we needed to go online for 2 or more consecutive weeks. Please note, these credits/refunds do not apply if a member family chooses to not have their student/s participate in person once we are no longer holding classes exclusively online.

If you have questions or thoughts on this going forward, please feel free to email the Director.