

Christian Heritage Home Educators Handbook

Updated May 2019



Children are a heritage from the Lord.

They are a reward from him. Psalm 127:3

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Mission

We exist to share our talents, gifts, education, and work backgrounds in order to provide support and encouragement for families who feel convicted by God to homeschool their children.

Vision

Our vision is to be a Christ-centered group that provides a variety of classes to meet the needs of homeschooling families in a safe and loving environment. We desire to strengthen Christian homeschooling families by providing times of close interaction both during and outside of class time. We work together to achieve excellence by serving each other through our strengths.

Purpose

This homeschool cooperative (co-op) exists to provide supplemental educational support and group/community activities for children and their families. It is organized to complement the curriculum of home educator parents with social and academic classes and activities that enhance our children's studies in a Christian environment.

Statement of Faith

Christian Heritage Home Educators (CHHE) is a Christian homeschool co-op that seeks to put Christ at the center of all classes and to deliver instruction with a Biblical worldview. In an effort to preserve a Christian environment, all CHHE Member's beliefs must concur with the following Statement of Faith:

- There is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- God is Spirit, and those who worship Him must worship Him in Spirit and in truth (John 4:24).

- Jesus Christ, born of a virgin, is God come in the flesh (Isaiah 7:14; Matthew 1:23; Luke 1:34-35).
- The Holy Bible is the inspired and infallible Word of God; the 66 books of the Old and New Testaments only (Matthew 5:18; 2 Timothy 3:16-17; 2 Peter 1:20-21).
- Man is by nature sinful and is inherently in need of salvation, which is exclusively found by faith alone in Jesus Christ and his shed blood (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- Christ's death provides substitutionary atonement for our sins (Ephesians 1:7; Hebrews 2:9).
- Jesus Christ literally rose bodily from the dead (Luke 24:38-39; 1 Corinthians 15:4).
- Jesus Christ will literally come to earth again in the Second Advent (Acts 1:11; Revelation 19:11-16).
- Marriage is a God ordained institution consisting of the union of one man and one woman (Genesis 2:24; Matthew 19:5-6).
- Each person is 'Fearfully and wonderfully made' in the image of God as either a male or a female. One's gender, then, is determined by God prior to his or her birth and is immutable (Genesis 1:27).

Our Class Leaders will make decisions and plan activities that are pleasing to God and agree with His Word. Other worldviews may be discussed, but any beliefs contrary to Biblical Christianity will ultimately be presented as false. Classes will be taught from the viewpoint of a young earth, and six (6) literal (24-hour) days of creation. CHHE will not support the positive teaching of the theory of evolution. Teaching and assignments are based on these beliefs.

Agreement by all co-op members on this Statement of Faith ensures that only those who believe in the Bible and follow Christ will lead our organization and teach our children.

2019-2020 Co-op Year Calendar

Semester 1

August 16 Orientation 7pm
 September 9
 September 16
 September 23
 September 30
 October 7
 October 21
 October 28
 November 4
 November 18
 December 9
 December 16 Christmas Party
CHRISTMAS BREAK

Daily Schedule

8:45-9:00	Arrival & Set Up
9:00-9:15	Prayer & Announcements
9:15-10:15	Class Period 1
10:15-11:15	Class Period 2
11:15-12:00	Lunch
12:00-1:00	Class Period 3
1:00-2:00	Class Period 4

Semester 2

January 6
 January 13
 January 27
 February 3
 February 10
 February 24
 March 2
 March 9
 March 23
 March 30
 April 6
EASTER BREAK
 April 20
 April 27
 May 4
 May 11
May 18 Last Day Celebration

Board Contact Information

Kristen LaValley <i>Founder, Director of 6th+</i>	540-752-8159	hsdirector@chhe.us
Karen Benke <i>Elementary Director</i>	703-517-8565	elementarydirector@chhe.us
Katie DeVine <i>Administrator</i>	540-645-0940	admin@chhe.us
Jill Bell <i>Treasurer</i>	757-234-1402	treasurer@chhe.us
Lynda Keath <i>Volunteer Coordinator</i>	804-450-1099	volunteer@chhe.us

CHHE General Rules & Policies

MEMBERSHIP

Membership is available for fellow homeschool families within the general area of Stafford, Prince William, King George, Fredericksburg, Spotsylvania, and Caroline counties. Registration is to be completed online at the CHHE website at <https://www.chhe.us/> A membership fee will be paid on the website upon registration. Board Members and Primary Class Leaders will have priority in signing up their children for classes, followed by existing CHHE members. The community will be allowed to sign up after these groups have registered. Registration will not be complete (meaning that your child's classes will not be secure) until you have paid your membership fee and signed up for your required service hours. New members will need to be interviewed by a Board Member prior to registration. Preschool classes are only available to families who have at least one school age child (age five by September 30th) participating in classes. Priority will be given to families with older students. Students who have been expelled from traditional schools will only be allowed to join the co-op at the discretion of the CHHE Co-op Board. CHHE reserves the right to refuse membership to our organization. As an all volunteer group, we may not be able to accommodate all membership requests.

PAYMENTS

- **Membership Dues:** A \$275 yearly membership fee is required per family and is due upon registration.
- **Background Check Fee:** A background check fee of \$15 for every new adult member, including any student leader, volunteering in the co-op is to be paid prior to registration. Current members will need to pay this fee and have the background check filed every two years.
- **Bond:** Each family will provide a \$100 payment to CHHE to be cashed and held on account to secure compliance to rules and policies. After three infractions in the same category, you will forfeit your bond and another \$100 bond must be provided as a replacement to be held on account. Failure to do so will terminate your co-op membership. This may include dress code violations, tardiness, repeat absences, conduct that is contrary to the CHHE handbook, etc. This bond will be refunded at the end of the year based on compliance.
- **Supply Fees:** Some classes require supply fees to be paid by the parents as indicated in the class descriptions.
- **Independent Contractors:** Occasional classes may be taught by independent

contractors who will need to be paid separately. Please read the class descriptions for those class fees, which will be paid directly to the instructor at the mandatory meeting in August.

SERVICE POLICY

As long as your child is participating in co-op, you are required to be on site and serving while your children are in class. This is a volunteer-run co-op and therefore needs everyone's assistance and participation to run smoothly.

- Your child's classes are not secured until you have also registered for service slots.
- Those who are attending all four class hours may have one hour to rest or join in a mom's class.
- Secondary Class Leaders will take class attendance and will be the first substitute; as such, they should be prepared to lead the class in case of the Primary Class Leader's absence.
- Any parent who is not in a class is considered a "Floater" during that hour and must be at the designated "Floater" location. ***Each incident of failure to comply will cause an infraction.*** This is for the safety of your children. You may also be required to be a replacement in another class due to a Class Leader's unexpected absence.
- You are fully responsible for your children at all times while at co-op. In the rare occasion it is absolutely necessary for you to be off site during co-op while your children are still in attendance, you must notify the Volunteer Coordinator in person, via email, or text. We must have your current cell phone number and the name of the parent you have asked to be responsible for your children while you are away in case of an emergency. All of this information will need to be filled out at the front desk before you leave. ***Each incident of failure to comply will cause an infraction.***
- By signing this document, you are agreeing to commit to the whole year and will work the service times you have committed to or will find your own replacement if a certain time/date does not work. ***Failure to do so will cause loss of your bond.***
- You are expected to show up 15 minutes before your first registered class(es). If you have not arrived by the start of the class(es), you will be counted as tardy. ***Each incident of tardiness will cause an infraction.***

PARENTAL ABSENCE:

→If you know you in advance that will be unavailable for a particular day, please ask one of your Secondary Class Leaders to fill in and let our Volunteer Coordinator know. *Above all, please remember that CHHE operates as a true co-op. Each member is crucial to the success of our co-op day. When multiple members are absent each week, it puts a strain on the rest of the members to cover for those that are missing. CHHE has planned numerous “rest weeks” as well as lengthy spring and winter breaks to allow flexibility to our members. **Please do not plan vacations or appointments during co-op days unless it is absolutely unavoidable.***

→If you must be absent due to an illness or emergency, please let the CHHE Volunteer Coordinator know ASAP by email or text. If you are a Primary Class Leader, the substitute should be the Secondary Leader who has been in your class. You will then need to consult the Floater List to find a replacement to assist your class.

→If you do not know that you are going to be absent until Monday a.m., please contact the Volunteer Coordinator directly at 804-450-1099. Please do not simply email or text her.

Each incident of failure to comply will cause an infraction.

NAME TAGS

Adult members attending co-op will be issued a name tag that must be displayed at all times in the building to ensure the safety of our children. Replacement name tags will cost an additional \$1 each.

VISITOR POLICY

Visitors to the co-op must check in and get a visitor name tag, even if it is only during lunch time. We must know who is on campus with our children. If someone else is bringing your children, please notify a Board Member of this situation ahead of time.

CLASS VISITATION

Due to space constraints and to minimize distractions, we ask that parents not attend classes with their children on a regular basis, as well as siblings who are not enrolled in the class. If you would like to enroll as the Secondary Leader in that class, please contact our Volunteer Coordinator.

WITHDRAWAL/TERMINATION PROCESS

Any member may resign from CHHE by a written note to the Administrator. Membership may also be terminated by a majority vote of the Board for failure to act ethically and/or responsibly with regards to the activities and other members of this group.

Terminations, whether voluntary or involuntary, *determined before July 31st* will be eligible for a complete refund of the membership dues. When you enroll your child into

this co-op, you enter into a legal contract to pay for the full year regardless of whether or not your child is in attendance.

PARENTAL RESPONSIBILITIES

We believe parents have a God-given responsibility to provide for the education of their children and need to oversee and make themselves available to further the process of their child's education with the co-op.

- Read all materials. Written material, electronic and printed, is the primary method of communication for our co-op.
- Check the website, Facebook group, and read your email regularly so you can receive communication from board members or class leaders.
- Provide your children with the needed supplies for co-op day & ensure any homework is completed before the next co-op day. Teachers work hard to teach your children. You can show your appreciation by ensuring their work is being done & they are prepared for class.
- All record-keeping is the parent's responsibility as CHHE does not keep grades or issue a report card.
- If a member has a concern, they need to go immediately to the Primary Class Leader to discuss it and allow them time to correct the situation.
- Review with your children the Member Expectations found in this handbook.
- Parents are responsible for any broken or damaged property caused by their child.
- Adhere to the plans of action and policies that are in place, so that our co-op may flow smoothly with harmony between its members and our host church.
- Fulfill your volunteer requirements, but come prepared to help where needed. "Many hands make light work."
- Treat with respect all parents, church staff, and leadership. We are a body comprised of parents who come from many different backgrounds and denominations.

It is important for all of us to remember that we need to model God-honoring behavior in how we interact with one another, including our thoughtfulness and respect for all participating families: it is our goal to conduct ourselves in a way that glorifies the Lord. Our words and actions need to promote unity and encouragement. We must seek to avoid disrespectful, offensive, rude, or immoral behavior. We desire for our speech to always honor the absent by not gossiping about one another. We need to handle any conflicts that arise Biblically and privately.

PROTECTION OF CHILDREN AND YOUTH

Members must do their best to prevent abuse and neglect among children and youth involved in co-op activities. Physical, sexual, and emotional abuse, and neglect of a child or youth is prohibited and will not be tolerated by the organization. CHHE requires

all adult members to undergo and pass a criminal background check. CHHE also requires all adult members to complete the child safety online training prior to the mandatory meeting. Members must report known or suspected inappropriate, suspicious, or suspected grooming behavior toward children or youth to Board leadership immediately. The Board Members are required to then take the matter to the pastoral staff of the host church. According to Virginia law, in the setting of a homeschool co-op, we are not considered mandatory reporters. However, it is the policy of CHHE that the organization shall hold itself to those guidelines. In such an instance, a guide can be found at <https://tinyurl.com/yd2mzsjt>. Any person accused of committing a prohibited act or any act considered by the organization to be harmful will be immediately suspended from participation in all co-op activities. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE:

Nursery and Preschool Children

Diapering:

Changing of diapers should be done in plain sight of other adults. Children must never be left unattended on changing tables.

Any special instructions given by parents leaving children in nursery will be recorded. 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. 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 they leave the child with those serving in the class. Any special instructions given by parents leaving children in the nursery will be recorded. Children should be assisted in straightening their clothing before returning to the room with other children. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers needs to be brought in by the parent each week.

School Age Children

School age children (K-1) must be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) If an adult must go into the

restroom to check on an individual child, he/she should open the exterior bathroom door and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another adult co-op member.

Special Needs

Parents will offer instruction to members serving in the class to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

PHYSICAL CONTACT

A 'physical contact policy' is implemented which promotes a positive, nurturing environment while protecting children and youth. The following guidelines are to be carefully followed:

- Hugging, pats on the back and other forms of appropriate physical affection between adults and children/youth are important for their development and are generally suitable in the co-op setting.
- Inappropriate touching and inappropriate displays of affection are forbidden.
- Any inappropriate physical contact, touching, or displays of affection should be immediately reported.
- Physical contact should be for the benefit of the child/youth and never be based upon the emotional needs of an adult.
- Physical contact and affection should be given only in observable places or when in the presence of other students and adult members. It is much less likely that touching will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. Personal conduct must be above reproach.
- Do not force physical contact, touch, or affection on a reluctant child. A child/youth's preference not to be touched must be respected.

DRESS CODE

As Christians, we have a responsibility to create an atmosphere that encourages academic excellence and upholds an excellent testimony to others. All members' appearance, to include adults and students, should be modest and in good taste so as not to offend or draw undue attention to oneself. Therefore, the following

dress code has been established:

- All members should dress neatly, modestly, and appropriately for the weather.
- No offensive writing or graphics are permitted on clothing.
- Modest shorts are permissible. Shorts must be mid-thigh in length.
- Dresses/skirts will be knee length or longer. Shorts should be worn under younger girls' skirts.
- Shirts should cover the midriff, cleavage, and the back. Sleeveless tops are permitted as long as the straps cover bra straps and the underarm opening does not extend below the chest.
- Clothing should not be tight.
- Clothing should not have words specifically across the breasts or buttocks.
- Jeans are permitted, but should not have holes above the knees.
- Boys' pants must be pulled up with no undergarments showing.
- Shirts are to be worn at all times.

Anyone found in violation of this dress code will receive an infraction and will need to change or leave the premises.

NON-CUSTODIAL CHILD/STUDENT POLICY

CHHE is a group made up of homeschool families serving homeschool families. We are a parent dependent and parent run program. Therefore under normal circumstances, non-custodial children are not allowed to attend CHHE with a registered member family. Non-custodial children are defined as children who are not residing in the member's home and are not in the legal custody of the member's family.

However, there are a few instances where exceptions can be made. If a grandparent, or other immediate family member is the primary homeschooling entity in the child's regular routine, that family member may register and bring the child/ren.

In any other instances of non-custodial children applying to be on campus, the member family must send a written appeal to the Board requesting that an exception be made and explaining the circumstances. The Board Members will make a decision on a case by case basis and decisions will be final. This option is only available to children age 5 and under. Should the appeal be approved, and the non-custodial children be allowed on campus under a member family's care, it is with the following regulations in place:

The non-custodial child's family **MUST** agree to complete a membership application along with all membership forms, and pay a fee of \$25 per child per semester and fill

out a Non-Custodial Child/Student Care Agreement & Liability Waiver. Any new members bringing non-custodial children will have their registration determined by the date of the mandatory meeting.

SNOW/INCLEMENT WEATHER

CHHE will follow the Stafford County Public School policy and decision for snow/inclement weather days. We will send emails to co-op families by 7:30 a.m. on the morning of the scheduled co-op day. If Stafford County cancels school for the entire day, then co-op is cancelled. Should there be a two-hour delay, co-op will begin at the regular 9:00 a.m. hour, unless otherwise notified. Of course, we need to allow for some flexibility for this type of situation. If Stafford schools are open or have a two-hour delay and you feel the need to stay home for the safety of your family, please make that decision to do so. Due to the highly varying storm systems and topographical regions within the multiple counties served by this co-op, one home might have traversable roads, while others do not. Again, please use your best judgment.

MAKE-UP DAYS

We will not be holding make up days. If we must close due to weather, the Primary Class Leader will rework their syllabus to cover the material when possible. Of course, if the weather causes an unusual amount of cancelled meetings, we will revisit this topic and notify you accordingly.

ILLNESS POLICY

- No child should be brought to co-op who exhibits any of the following symptoms: fever greater than 99.0, runny nose (e.g., mucus is anything but clear), questionable rash, impetigo, active chickenpox, contagious disease (e.g., mumps, measles), or conjunctivitis (pink eye).
- If a child is being treated with antibiotics, he/she should be on treatment for a full 24 hours before attending co-op.
- A child should be free of fever, diarrhea, or vomiting for a full 24 hours before returning to co-op.
- Children (age 5+) may attend without a parent if that parent is staying home with a sick child, as long as the parent has an agreement with another parent to be responsible for the child attending and the Service Coordinator has been notified.
- We request that you report any serious disease (e.g., meningitis, pneumonia, chicken pox, lice) that you or your child has or may have contracted to the Administrator for the safety of everyone in the co-op.
- Upon receiving reliable information that someone at CHHE has contracted or has

been in contact with a contagious disease, the Director will immediately contact all families attending co-op through email. The privacy of the reporting family will be protected.

TRANSPORTATION

Members may, from time to time, be in a position to provide transportation to non-family members. The following guidelines should be strictly observed when adult co-op members are involved in the transportation of children or youth:

- Children/Youth should be transported directly to their destination.
- Unauthorized stops to a non-public place should be avoided.
- Co-op members should avoid transportation circumstances that leave only one child in transport.
- Co-op members should avoid physical contact with children/youth while in vehicles.
- All traffic laws and regulations must be followed at all times.

RESOURCES

NO supplies of any kind are to be removed from the host church. Regular use of items (e.g., disinfecting wipes, paper towels) is allowed. Class Leaders will provide copies and materials for leading classes and will not be using the church's resources. CHHE will leave each room in the original condition after use as determined by a picture inside the cabinet of each classroom. Students staying for lunch are responsible for bringing all necessary paper supplies. CHHE will fulfill the needs of cleaning supplies.

BUILDING STEWARDSHIP

Please pick up after yourself and others, as needed. Respect the staff and property of the church by WALKING QUIETLY in the halls and by not going in staff office areas. DO NOT touch sound equipment or props on the stage. Please stay off of the stage and out of the sound booth at ALL TIMES. Please do not take or use items out of the kitchen. These guidelines are true even if Stafford Crossing Community Church is your church home. The church considers you to be part of CHHE on Mondays.

LOST AND FOUND

Please check for all of your things before leaving. The church facility does donate items left behind from time to time and neither the co-op nor the church is held responsible if your items are donated.

LUNCH

Students and parents who stay during the lunch break must bring their own sack lunches. Lunch will be 45 minutes long. It will take place in the gym, foyer, and outside with adult supervision. **The kitchen is not to be used for any purpose outside of a Home Ec. class.** Students may not leave the premises during lunch, unless under direct supervision of their parent. Students may not be in cars, except for arrival or departure. There will be a 10 minute break-down time at the end of every lunch hour and all adults and children are responsible for cleaning up after themselves. Please be sure that food and drinks are kept strictly in the lunch areas. Only water-filled closed cover drink containers are permitted elsewhere.

BUSINESS/SELF PROMOTION

We ask that all members refrain from any marketing, selling, or any other form of business promotion to fellow members of CHHE, whether during or outside of co-op days, as well as social media. Every first Friday of the month, our Facebook page can be used for business posts.

FUNDRAISING

If you have a fundraiser that is not co-op sponsored, it is acceptable to share it on our Facebook page or one-on-one. However, setting up a table or that kind of thing could be construed as the co-op supporting the fundraiser and could jeopardize our status as a non-profit.

PRIMARY CLASS LEADER RESPONSIBILITIES

Our Class Leaders are expected to model diligence and organization by being prepared for teaching every week, to model promptness and consideration by being punctual in class and in returning any homework, and by teaching the subject matter and answering all questions from a biblical worldview, as represented in our Statement of Faith.

Primary Class Leaders who are not independent contractors are parent volunteers. Therefore, they should not be paid directly for any supplies. A discount on membership dues will be given to Primary Class Leaders dependent upon how many classes they are leading.

COMMUNICATION

A syllabus for the class should be provided to the corresponding Director and students' parents **within one week following the mandatory meeting** so that they can honor the partnership by aligning home instruction with classroom instruction. Every effort should be made to follow the syllabus during the class year. It is the Primary Class Leaders' responsibility to communicate with the parent about classroom teaching as appropriate for the age group and to contact them immediately with any issues concerning their student.

BACK UP LESSON

All Primary Class Leaders (except nursery – 2/3 preschool) will turn in one “backup” assignment and/or lesson plan to the CHHE Volunteer Coordinator, to be taught in the event of a Primary Class Leader's unexpected absence. Some examples of back-up assignments could include DVDs, worksheets, games, or workout lists, all with enough materials to include every student in the class. This system is to be used ONLY for events where no fore-planning is possible. All “back-up” assignments, to include copies and materials, are due on the first day of co-op.

ASSISTANCE

If the Secondary Class Leader is not a good fit, the Primary Class Leader should request a replacement from the Volunteer Coordinator.

CLASS BUDGET

Each class has a budget for supplies and it is the Primary Class Leader's responsibility to ensure all purchases for their class stay within that budget. **Any additional spending**

will not be reimbursed. All supplies purchased by CHHE belong to the co-op and, if not consumable, are to be returned to the co-op at the end of the year. Primary Class Leaders can have the co-op purchase items directly for their class by the designated date. After that time, they are responsible to purchase any supplies needed to lead their class and will be reimbursed by the co-op once they turn in a completed CHHE Reimbursement Request Form. Unless prior arrangements have been made, all reimbursement forms must be turned in to the Treasurer. It is the Primary Class Leader's responsibility to provide any necessary paper copies for their class. The following resources can be used to acquire the copies needed for class:

- The Rappahannock Regional Libraries allow printing from their computers at no cost.
- The co-op's printer can be used during co-op hours to print copies specifically for classroom use. Parents can be emailed and requested to print materials for their children.
- Personal printer use will be reimbursed by the co-op at 5 cents a copy once a completed CHHE Copy Reimbursement Request Form is turned in. If this option is selected, it is the Primary Class Leader's responsibility to keep track of all dates and copies made in order to receive reimbursement.

STUDENT GUIDELINES

All CHHE members need to realize that we represent home education and that we should demonstrate exemplary behavior toward our fellow members and students, Primary Class Leads, and the church building that we've been so graciously allowed to use. We need to remember that our goal should be to obey Scripture and, at all times, our actions and attitudes should honor our Lord Jesus Christ. "Whatever you do in word or deed do all in the name of the Lord Jesus..." Col. 3:17. Students who attend CHHE must practice good Christian behaviors and habits. **Students who are aged 10 or older should sign their agreement to these guidelines, rules, and policies at the end of this document.** Parents should discuss proper co-op behavior with their children before signing.

CODE OF CONDUCT

Since the ultimate end of all Bible-centered education is to grow in wisdom and virtue, we require all students to abide by the following code of conduct. Parents are responsible for their own children's behavior and must ensure that they are acting in accordance with these rules. All students are expected to speak and act respectfully toward Class Leaders and one another. Courteous behavior includes, but is not limited to, the following:

- Obey safety rules and respect church property. There will be NO food or drinks (except water-filled closed cover drink containers) allowed in the classrooms. Students should clean up after themselves and make sure all areas they have used are returned to the same condition as when they arrived, if not better.
- Respectfully listen without interruption to the Class Leader while class is being conducted. This can be very distracting for not only the Class Leader, but also fellow students. Raise a hand to request to speak if open discussion is not part of the current lesson plan for a particular week.
- Participate in class, to the fullest of the student's ability, by being attentive in class and following the Class Leaders' instructions. Class Leaders work hard to prepare and impart important information to the students.
- Complete any assigned homework. Some Class Leaders may send students home with work. To get the most out of class, we ask that parents ensure it is completed in a timely fashion.
- Act in a manner that would bless and encourage others and honor Jesus Christ

(e.g. no mocking, criticizing, arguing, fighting, use of crude language or joking, or taking the Lord's name in vain). If a student's speech or conduct is inappropriate, he/she will receive a warning by the Class Leader and, if inappropriate conduct continues, the student will be removed from the classroom and, if necessary, from the co-op. If a student chooses not to participate respectfully or he/she wishes not to continue in a class, for any reason, please notify the Primary Class Leader and the Board or appropriate Director as soon as possible. We often have waiting lists of other students who will happily fill a class spot.

- Sexually implicit or suggestive speech or actions will not be tolerated.
- Bullying and harassment will not be tolerated. Bullying is written, verbal, or physical conduct that negatively affects the ability of one or more people to participate in or benefit from CHHE's activities. Bullying can include: verbal (e.g., teasing name-calling, taunting, threatening), physical (e.g., hitting, punching, pinching), and cyber (e.g., sending false or cruel messages) activities. We take any bullying behavior very serious and it can be grounds for dismissal. We are equally concerned with any attempt to falsely accuse another of these behaviors.

STUDENT CLASS ENROLLMENT

All children, while on site, are required to be either enrolled in a class, enrolled in Study Hall, or are to remain with their parent. If a child is not participating in a class and is 4th grade or older, they will be required to be enrolled in Study Hall. Study Hall will be a quiet area where students can do homework, read, or use an electronic device with earbuds. The students in study hall will be periodically monitored by the person that is volunteering at the front desk. If a child is not old enough for Study Hall and is not participating in a class, they are to remain with their parent while on site. **There should be absolutely no children roaming the hallways during class hours.**

TARDINESS

Students must arrive on time and be prepared for classes (i.e., books, paper, pencils). If the student is late by 10 minutes or more, they will not be able to attend class. K-3rd grade students need to remain with their parents for that class period. 4th-12 graders must attend Study Hall. Because excessive tardiness has a severe impact on students' learning and sense of community, we implement the following consequences:

- **3 Times Tardy:** Letter sent home to parent or guardian reiterating this policy
- **5 Times Tardy:** Conference between parent and Class Leader to establish a plan for minimizing tardiness
- **Excessive Tardiness:** If your child continues to be tardy, even after a conference, they will be removed from class and placed in Study Hall. If Study Hall is full that

hour, they must remain with the parent.

ELECTRONIC EQUIPMENT

Cell phones must be put away, silenced, and only used for emergency purposes and not during class time. All Mp3 players, iPods, CD players, and handheld games are allowed only during study hall and lunch with parental permission and with the use of headphones. If personal electronic equipment is used during class time, the Class Leader has the authority to confiscate the device. The parent can get the device from the Leader sometime after class.

TOYS

Students are not allowed to bring toys to co-op, unless specifically requested for a class, as it is a distraction to learning and often results in lost or broken toys. This includes trading cards, marbles, foam dart guns (e.g., Nerf), stuffed animals and dolls. Any student who brings a toy or a recreational item not used for the intent of education and instruction will have such item confiscated.

OUTDOOR FACILITY USE

Students are permitted to be outside of the building with adult supervision, before co-op, during lunch, and after co-op. Students may use the play areas and any areas where the grounds are maintained with adult supervision. The wooded areas and areas not maintained are off limits. Adult supervision is required for everyone's safety and use of outside facilities will not be permitted otherwise. *Students that are discovered wandering from supervised areas will result in an infraction.*

STUDENT DISMISSAL

Students are subject to dismissal from the co-op for the following reasons:

- Continual display of disrespect for Class Leader(s) or peers.
- Non-payment of fees as scheduled.
- A third infraction notice given in the same category.
- Behavior in direct conflict with our Student Guidelines & Statement of Faith.

DISCIPLINE:

Parents have primary responsibility for their own children's behavior and must ensure that they are acting in accordance with our co-op policies. *"It is by his deeds that a lad distinguishes himself, if his conduct is pure and right."* Proverbs 20:11

All members will follow the guidelines below when dealing with student behavior problems. Primary Class Leaders and/or Board Members are responsible to inform parents of behavior that needs to be corrected.

- At the first and second offenses of behavior not in keeping with the CHHE standards, the Class Leader will admonish/warn the student and state the expected behavior.
- At the third offense, the Class Leader will remove the child from class and bring him or her to one of the CHHE Board Members for correction. It will be necessary for the student to make a sincere apology to the Primary Class Leader in order to be permitted to re-enter the class.
- In the event a child is removed from class, a Board Member and the Class Leader will contact a parent and inform them of the child's conduct.
- Uncontrollable or unusual behavior should be reported immediately to parents and the Board.
- The three-strike policy is a guideline for minor offenses only and any child can be removed from classes any time by offenses deemed major by the Board.
- Please note: Participation in CHHE is a privilege and may be suspended without refund.
- Members are prohibited from using physical discipline in any way for behavior management of students.
- Verbal interactions between adults and students in the co-op should be positive and uplifting. Do not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, adult members and all children are expected to refrain from swearing.

As a member of the Christian Heritage Home Educators co-op, I have read, understand, and agree with the Statement of Faith and will adhere to the rules and policies as written in the CHHE Handbook.

Parent Signature _____ Date _____

Printed Name _____

Student Signature _____ Date _____

Printed Name _____

Student Signature _____ Date _____

Printed Name _____

Student Signature _____ Date _____

Printed Name _____

Student Signature _____ Date _____

Printed Name _____