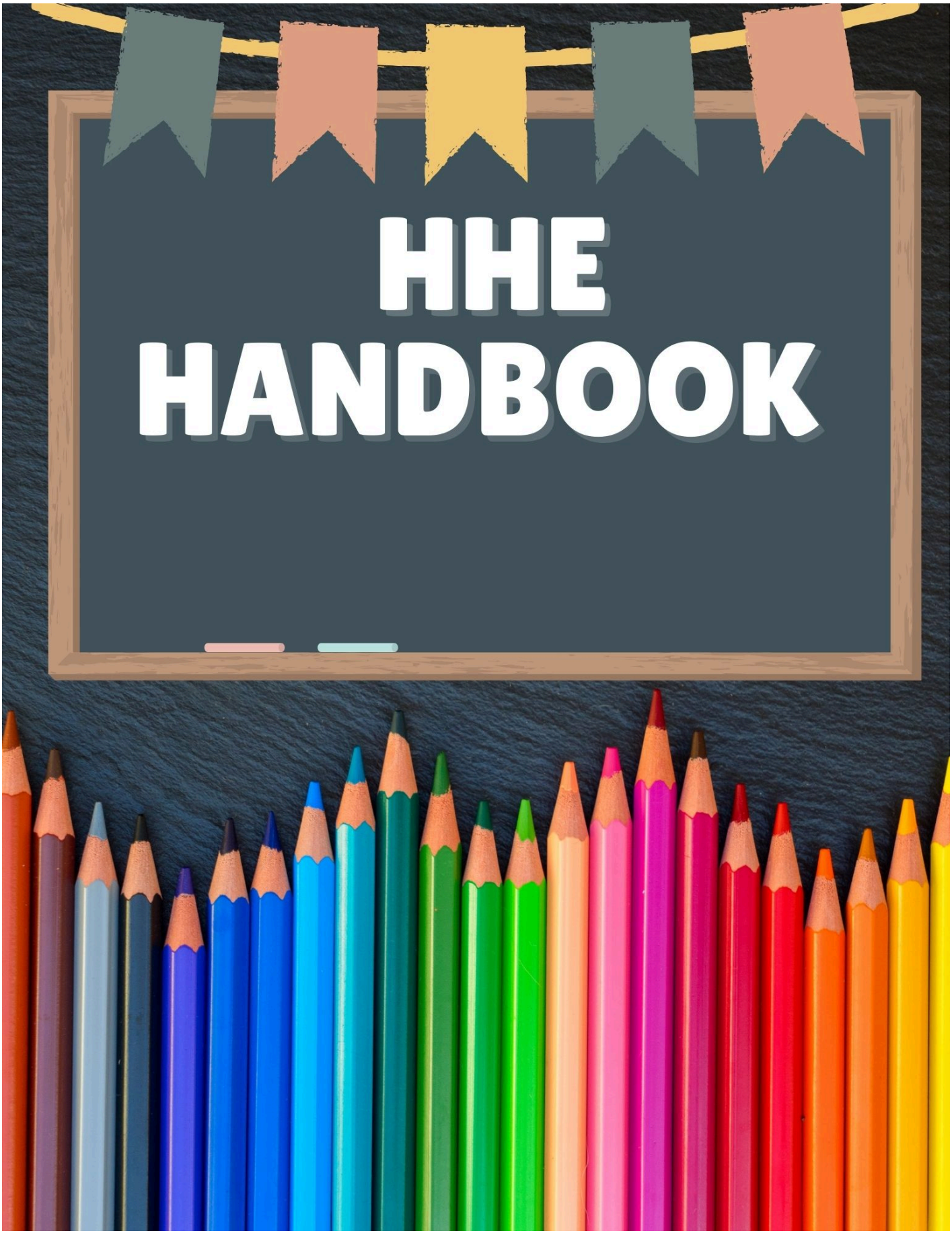

HHE
HANDBOOK

Hillcrest Homeschool Enrichment Handbook

Hillcrest Baptist Church
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www.homeschool-life.com/nc/hhe

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Please know that the policies and guidelines included in this handbook were instituted for the benefit and safety of you, your students, our co-op, and our church. When considering these policies and guidelines, as well as in your speech and attitudes, please remember Colossians 3:17:

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."

Policies, guidelines, and requirements set forth herein include but are not limited to every word in this handbook and are subject to change at any time at the discretion of the director and/or the Leadership Team.
Revised August 2026

Mission Statement

Hillcrest Homeschool Enrichment (HHE) is a community of families dedicated to serving one another through offering elective and enrichment classes primarily for upper elementary, middle and high school, homeschooled Students. Our goal is to promote Christ-like character and gospel focus in our Students by offering classes that will equip them to "present themselves to God as ones approved, workers who have no need to be ashamed, rightly handling the word of truth." 2 Tim. 2:15.

Membership—Statement of Faith

HHE is a distinctly Christian homeschool cooperative ministry. It is an outreach of Hillcrest Baptist Church and is therefore governed by the beliefs and policies of the church. HHE is not limited to members of Hillcrest Baptist Church.

All HHE adult participants should read and must agree to abide by the Statement of Faith of Hillcrest Baptist Church as presented below. In doing so, participants agree to conduct themselves and see that their students conduct themselves in a manner that does not violate or contradict those beliefs while participating in, leading or teaching any HHE class or activity. Although we do our best to check on the content of classes offered, HHE leadership will not be held responsible for content taught. If you have any questions or concerns, please contact us.

Hillcrest Baptist Church Statement of Faith

What we Believe About the Bible:
The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

What we Believe about God:
A. God the Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become Students of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

C. God the Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

What we Believe about Man:
Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

What we Believe about Salvation:
Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.
- Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

The Christian and Culture
All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, pornography, and living together outside of the covenant of marriage as defined below. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

The Family
God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one biological man and one biological woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Students, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their Students God's pattern for marriage. Parents are to teach their Students spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Students are to honor and obey their parents.

General Co-op Information

Our co-op typically runs two semesters, fall and spring.

We meet weekly on Thursdays, with 3 periods of classes. Unless otherwise advised, the schedule is:

- 1st period: 11:00 - 11:50 am
- Lunch: 11:55-12:25 pm
- 2nd period: 12:30-1:15
- Chapel: 1:20-1:40
- 3rd period: 1:45-2:30

A $35 per family registration fee is charged each semester. Class fees are only to cover the cost of supplies and are passed directly to the teachers, who are strictly volunteers. For art and hands-on classes, fees average $20-$30 per student, while others needing fewer materials average $10-$15. Rarely, in the case of science labs, cooking, or more expensive curricula, fees may be higher.

Leadership Team

HHE has a leadership team that is self-perpetuating, meaning the leaders serve until they step down and the existing team determines the replacement. Existing leadership team members select those new team members who they believe are best able to preserve HHE's core values and carry out its mission. All leadership team members are HHE members and are subject to all HHE policies. Leadership team members are homeschoolers who are well respected and active within the homeschool community. A list of the current leadership team is available on the website.

Facility Use & Security

- A parent or guardian must remain on campus for a child to attend the HHE co-op.
- There will be two adults in each classroom at all times. If two adults are not available, leave the classroom door ajar and the door or window should not be covered.
- Students must be supervised by a parent or teacher at all times. Students must not be outside the building without adult supervision.
- Trash is to be collected from each room at the end of the day in a bigger trash bag and taken outside to the big trash cans at the end of the co-op day.
- Return tables and chairs to their original configuration.
- Please keep noise in the hallways to a minimum. Do not congregate in the hallways, and do not allow students to wander the halls during class time. Students should be in the classes they have registered for if on site.
- Please use the restrooms closest to your classrooms. Students should make sure they use the restroom facilities prior to class to limit the need to go during class time.
- Exterior doors should be kept closed at all times and should not be propped open unless loading or unloading. .
- The exterior doors beside the chapel are to be kept locked throughout the day. Should a stroller need to enter at that entrance, please lock it behind you.
- All students and teachers must enter and exit through the designated entrance. During co-op hours, the entrance will remain closed and locked (unless loading or unloading). All other exterior doors are not to be unlocked and used, unless the class/group has been given permission and is being supervised by a specified adult.
- Food should not be brought to class unless directed by the Teacher. Students may bring water to class in a closed container. *No food or drink is allowed in the sanctuary.*
- Bring your own school supplies. Use only labeled HHE materials and supplies.
- Treat the facility with respect.
- A parent should plan to be present at all HHE activities if there is a concern for a child's health or safety.
- If you are planning to eat at the church, please bring your own paper products. Church supplies are not available for HHE use.

Emergency Procedures

In the event of an emergency requiring assistance from a parent or the HHE director, the class assistant may leave the class to locate that person or call the HHE director.

Evacuation Procedures

Should an emergency require the evacuation of the building, use the following procedures:

- Before evacuating, quickly count the Students in your class.
- Grab the attendance page and walkie talkie found in each room
- If a student is out of the room, have the assistant retrieve them and meet you at the picnic shelter.
- Evacuate quickly based on the map provided, in a quiet, orderly manner.
- Once out of the building, move away from the building to the picnic shelter and check attendance.
- Be ready to tell the person checking if all are accounted for.
- Hall monitors will be assisting to verify everyone is accounted for.
- Moms not assigned to classrooms will assist nursery moms and babies to evacuate.
- Parents are to remain with their assigned class to ensure all Students are accounted for, and Students are to remain with their assigned class.
- Do not return to the building until instructed to do so by the HHE director.
- When returning to the building, check the attendance sheet again.

Attendance Policies

HHE operates as a cooperative, which requires the participation of each family enrolled. Attendance is crucial in providing efficiency and effectiveness. **Please avoid scheduling non-emergency appointments on co-op days, as attendance will be monitored.**

- We prefer that your family stay involved the entire semester, but if you know you will be taking more than two unexcused absences (not sickness), we request that you do not enroll that semester.
- If a family has more than two unexcused absences in a given semester, the reasons for the absence will be considered and could result in the denial of future enrollment. Additionally, consistent tardiness and/or excessive early departures could result in denial of future enrollment.
- Failure to attend without notifying the Attendance/Substitute Coordinator two times could result in termination of membership.
- If you need to leave the church premises due to an emergency, inform the Hall Monitor directly, and ask another parent to be directly responsible for your students. Tell your students, as well.

Dismissal Procedure:

Parents are responsible to see that their students do not leave the building without the direct supervision of a parent or designated HHE adult member. Complete all end-of-day responsibilities before leaving with your Students.

If a student is attending with a designated surrogate adult, the family member coming inside to pick up the student must check the student out directly with the Sub Coordinator before leaving the building.

Absence:

Two absences are allowed per semester. Remember, one person's absence can cause three classes to be short a volunteer. You are needed! If a family has more than two absences in a given semester, the reasons for the absence will be considered and could result in denial of future enrollment.

Surrogate Parent Policy:

If a parent is unable to attend due to illness of themselves or a child, an attending HHE member may assume responsibility for their healthy students in grades 5–12 with prior approval from the HHE Director. This accommodation should be used only on a limited basis, no more than **once per semester** unless extenuating circumstances apply. Students who are not enrolled in a class may not attend under the supervision of a surrogate parent.

After Director approval, the parent must notify the Attendance Coordinator, Helping Hands Director, and all of the student's teachers of the designated surrogate parent for that meeting day. When the parent returns to pick up their student from the surrogate parent, they (or the surrogate Mom if driving home) must come inside and check out with the Attendance Coordinator before leaving

By designating a surrogate parent, the parent authorizes that adult to make routine, minor health and safety decisions for the student during the HHE day. This includes basic first aid and routine care for minor injuries or illnesses, such as cleaning a minor wound, applying appropriate topical ointment or cream, using a bandage, or providing an ice pack.

In an emergency or situation requiring medical attention, the designated adult may act in the student's best interest, including contacting emergency medical services and consenting to emergency evaluation and treatment if a parent or legal guardian cannot be reached in a timely manner.

Attendance Policies, continued

If you or your Students will be absent, tardy, or missing a class for any reason (even if you don't regularly assist or teach):

- Your family must notify the Substitute/Attendance Coordinator as soon as possible and *no later than 8:00* am on co-op day. When notifying her, use the form on the website and please include:
    - The reason you can't attend
    - Any classes in which you teach or assist and their times
    - Whether you have provided lesson plans to the person taking your place
- Notify your child's teachers of their absence.
- Teens should contact their teachers to check on assignments when applicable.
- Absent teachers are responsible for getting a lesson to their assistant and all supplies.
- If you send an email or text, make sure you get an acknowledgment.

Healthy Child Policy:

A communicable disease will be defined as an illness with a specific cause and characteristic symptoms that may be transmitted to others with the threat of jeopardy to their health.

No child will be allowed at HHE activities when he or she has: a communicable disease, head lice, or any of the following symptoms:

- Flu-like symptoms
- Fever (must be fever-free for 24 hours without medication before attending)
- Vomiting
- Diarrhea
- Runny nose (not associated with allergies and not clear)
- Pink Eye or other infectious diseases
- Communicable diseases
- Head lice

Service Requirements

HHE is a traditional, family focused co-op which is led and completely run by its members. We all depend on one another for a successful co-op day. **While at co-op, each parent or guardian must be willing to serve on a weekly basis in any way requested, through substituting or helping with additional duties, when not assigned to lead or assist elsewhere.** We both sow and reap as we invest in other families' students while they invest in ours.

Teachers:

- Must be punctual. Please plan to arrive early and be ready in class by 5 minutes before..
- Should notify the parent and HHE director if a student is injured during class.
- Are to guide assistants to best assure the achievement of class objectives and the safety of the students.
- Should provide a plan for the assistant/substitute in case of absence.
- Should uphold the discipline and homework policies as outlined in this handbook. As a courtesy, please address disciplinary issues privately with students, and not in front of the group.
- Must include any homework expectations, food usage, and learning prerequisites in class descriptions.
- Must teach from a biblical Christian worldview. Members, especially teachers, must have an understanding of basic Christian beliefs, and while none of us are perfect, we must strive to apply Christian values to our daily living. Class plans and resources must be approved by the HHE director to ensure they align with the Statement of Faith and Beliefs of Hillcrest Baptist Church.
- Must have Bible and doctrine-related materials approved by the pastor of Hillcrest Baptist Church and the director.

Class Assistants:

- Must be punctual.
- Should seek opportunities to aid the teacher in the preparation and presentation of class lessons.
- Must wipe down all surfaces with provided wipes and clean up the floors as needed.
- Should return tables and chairs to the configuration as found.
- Should take care of trash at the end of day. To prevent wasting bags, set the trash out in the hallway for pickup so it can be combined with other's trash.
- Will lead the class if the teacher is absent.
- Should help their teacher in monitoring any behavioral issues.
- May be asked to substitute more often on their off hour and serve in additional ways if they do not have the additional responsibilities of a teacher role.

Floaters/Substitutes:

- Any adult not assigned to a class during a given class hour will be considered a floater or substitute.
- May be assigned to substitute in a class where a leader or assistant is absent.
- May be assigned other duties, as necessary.
- Unassigned moms can be in rooms that do not have a class, which are announced each semester.
- For the safety of our coop, we ask all unassigned moms to stay inside the building during class times. Should exceptions occur, please notify the hall monitor.

Admission

Before applying for admission to HHE, please prayerfully consider the commitment you are making. The focus of the co-op is to be a blessing to the homeschooling families in our group, and it takes the faithful commitment of every member to make it possible.

As a Christian organization, we need to ensure that biblical Christian teaching and modeling are an attribute of our co-op. For this reason, families wishing to be admitted must meet certain qualifications.

In order to be admitted as a new member:

- Interested families must have at least one participating child who is 5 and up by August 21st of the current school year. Our nursery and preschool classes are for the siblings of older HHE students only.
- Each family must complete the initial questionnaire.
- Each family must agree to abide by the Hillcrest Baptist Church Statement of Faith.
- Each family must abide by the Marriage and Family beliefs in the Statement of Faith.
- Each family must complete an initial interview with the Leadership Interview team.
- Upon approval for admission, they will be invited to create a family account at homeschool-life.com/nc/hhe

Registration

Before registering for classes each semester, please prayerfully consider the commitment you are making. The focus of the co-op is to be a blessing to the homeschooling families in our group, and it takes the faithful commitment of every member to make it possible.

- One parent from each family must commit to attending and serving at HHE. If extended family members serve, that does not release the member from their duties.
- Returning members must attend the main orientation meeting, review the Handbook, Statement of Faith, and sign the membership contract.
- Returning members must have maintained good attendance and punctuality throughout the previous semester, and have paid all fees in a timely manner.
- All members must review the student pledge with their child(ren) each semester.
- All members must review the handbook in its most recent revision each semester.
- All members must demonstrate a willing heart to serve and participate consistently.
- Members must be homeschooling all participating Students and in compliance with state homeschooling laws.

Registration Process:

- Registration for Classes is opened in the following order:
    1) Students of Leadership Team
    2) Students of teachers/church members
    3) Returning members not teaching
    4) New members
- Teachers may have their Students placed in classes they are teaching by requesting this from the Registrar prior to the opening of registration.
- When looking at classes, please pay close attention to the teacher's expectations and requirements as outlined in the class description. Ask the teacher before registering if you're unsure of whether a particular class will be a good fit for your child.
- When choosing classes for your Students, please be aware that some of the more popular classes fill up quickly. We will not be able to add additional students once the maximum has been reached. Have a second choice ready in these cases.
- To confirm your students' enrollment in a class, you must pay the HHE registration and class fees or make arrangements with the HHE leadership for a payment plan. All fees are non-refundable.
- We recognize that sometimes a class is not a good fit for your child. Within the first two weeks of classes, we may have some limited options to offer a change. Additional class fees will apply if a change of classes is made.
- Once you have made a commitment to HHE, please realize that we are counting on you. Should you change your mind, barring any family emergencies or extended illness, your family will not be allowed to reapply for membership for two years.
- Only Students for whom you are legal guardian and/or actively and legally homeschooling may be registered and on the premises.
- If a class minimum is not reached during the registration process, the class may be canceled at the discretion of the director. Any students registered to that class will be moved to other classes chosen by their parents from remaining available classes.

Special Needs

HHE defines "special needs" as a person with a physical or mental impairment which can include, but is not limited to: physical disabilities, mental disorders, emotionally volatile behavior, and medical conditions affecting successful participation in co-op classes.

HHE is not equipped to accommodate students with special needs, for the following reasons:

- Teachers are primarily parents who volunteer to teach in their special areas of interest, education, or expertise, but most of whom are not trained as professional teachers.
- Because classes meet for a short time, there is no extra time to spend with an individual student who regularly needs extra help.

In some instances, students with special needs are capable of participating in a co-op class. If you believe your student is capable of adhering to the HHE student pledge and meeting classroom participation expectations, he/she may be evaluated in the classroom setting by the teacher. You may be required to sit in the classroom with your student or the teacher may approve your student to participate in the class without your supervision.

If a parent feels a child with severe allergies can participate successfully in a class, they may submit the appropriate form (see below) to the teacher. All parents of Students with special needs are encouraged to be in close contact with the teacher and class assistant.

Allergies, health issues, and special learning needs should be noted on the appropriate form for each child affected and given to each one of the child's teachers on the first day of classes or before.

Medications:

Students should not carry medication. Class teachers & assistants should not administer any medications, including ointments and pain relievers. The exception is when failure to medicate is life threatening, such as in the case of severe allergic reactions or asthma attack. In this case, the child may carry the medication securely in his/her backpack and away from other Students. An adult present may stand in loco parentis to assist a child in administering his/her epi-pen or inhaler in the absence of a parent. Parents must communicate directly with their child's teachers regarding the use of epi-pens and inhalers, as well as symptoms for which to watch.

Special Needs, continued

Allergies/Intolerances:

All HHE families and volunteers should be aware that there may be participants in our group with severe food sensitivities, life-threatening food allergies, or medical conditions that could potentially be life-threatening, such as asthma, diabetes, or bleeding disorders. **Although it is ultimately the responsibility of the parents of a child who has allergies, intolerances, or medical conditions to ensure their child's safety and well-being**, HHE has implemented the following policies to assist families in keeping their Students safe.

- "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." Colossians 3:12
- Parents and Students are ultimately responsible for monitoring their own food allergies and sensitivities and adjusting their participation accordingly.
- HHE has a NO NUT policy. Products with nuts (pea or tree) as an ingredient should not be brought into the building during any HHE activity.
- The kitchen is designated for cooking and food–oriented classes, though two microwaves are available during lunch. Please do not use the refrigerator for lunch storage due to space.
- Please refrain from bringing any food without permission into the classrooms during class hours.
- Families staying for a meeting, activity, or fellowship after co-op hours are welcome to eat a snack in the Fellowship Hall.
    - Students should be seated at tables and not wandering around the room with food.
    - Students should be under adult supervision.
    - Wipe the table and your hands after eating.
    - Vacuum or sweep the floor if necessary
    - Adhere to the NO NUT policy.
- Students should not be given food at co-op or any HHE activity without first speaking to or having written permission (email/text) from the child's parent.
- We have no control over the food brought into the building. When we are alerted of a food allergy situation, we will ask students and parents to wash and/or wipe hands and dispose of wrappers in the kitchen trash.
- Teachers and assistants will immediately get the child's parent for any symptoms of physical distress, including but not limited to: frequent sneezing, runny eyes, itching, difficulty breathing, prolonged coughing, wheezing, difficulty swallowing, drooling, confusion, drowsiness, excessive sweating, vomiting, and/or complaints by the child of not feeling well. We invite parents to make the teacher and assistants aware of any other symptoms of which they wish to be notified.

Special Needs, continued

- If you have a baby or toddler needing a bottle during co-op time, please keep the bottle in the nursery room with cribs.
- The only time food, other than water, should be in a room used for co-op classes during co-op hours is for these specific reasons:
    - A class lesson has a specific activity requiring use of a food product (i.e. an experiment). If food will be used in your class, specify this in the class description.
    - If an activity comes up involving food that you would like to do with your class:
        - Give all parents of students in your class advance notice listing the food items you plan to use.
        - You may ask parents of allergic/intolerant Students to offer reasonable alternatives for class activities that involve an allergy trigger food, including shopping for an appropriate substitute.
        - Welcome parent suggestions for substitutions to help keep all students safe.
        - Ensure all students in your class wash hands after a food activity.
        - Wipe room tables and any other surfaces that had contact with food after a food activity.

Other Policies

Behavior:

Students are expected to behave in a kind and respectful manner to each other and to obey the adults in authority. **Physically or verbally aggressive or disrespectful behavior toward adults or other students in the group or willful property damage, will not be tolerated and may cause a child to be removed from co-op permanently.**

Behavior issues will be handled as follows:

- If two or more incidents of behavior issues or continued direct disobedience occur during a class meeting, the teacher will contact the parent to inform them of the behavior and solicit possible solutions.
- Should the behavior reappear during a second class and correction by the teacher does not stop the behavior, the parent will be called to remove the child from the class. The child will remain with the parent for the remainder of that week's class.
- If the behavior continues a third week during the semester, the parent may be required to serve in the class with their child or the child may be removed from the class for the remainder of the semester. This will be decided on a case by case basis.
- HHE Leadership retains the right to expel any child or family from one or all classes if the student's behavior is intentionally or recklessly dangerous, belligerent, or blatantly disrespectful, without going through the above steps.

Chapel:

Chapel is an integral part of our time as a community, as we come together to worship and pray. **Chapel attendance is mandatory for all HHE families**. Teachers, please make sure to clean up and arrive at chapel on time. During Chapel, you are responsible for the supervision of your students, although they are not required to sit with you. Please make sure they do not talk during chapel and sit close enough to supervise.

Class Cancellation:

Classes may be canceled at any time, at HHE leadership's discretion. In the event of a canceled class, students will remain under the supervision of their parent.

Conflict Resolution

At times, conflicts or misunderstandings may arise. HHE strives for peaceful resolution to any and all conflicts, in ways that provide respect and support for the co-op and all its members. If you find yourself in this situation, please follow these steps, maintaining confidentiality and "a spirit of love and gentleness" (1Cor. 4:21) throughout.

1. Pray about the situation. Most issues can be resolved by overlooking the offense and forgiving the person who offended you.
2. Go to the person with whom you have a disagreement when you can have a private conversation.
3. If the conflict is not resolved, parties involved should go to a leadership team member.
4. Exceptions to go straight to the leadership team are with any safety concerns, against the statement of faith, or the handbook.

Other Policies, continued

Dress Code:

We ask that students and adults present themselves in a way that is modest, non-distracting, and appropriate for a church campus.

- Writing and printing on shirts, blouses, and sweatshirts is acceptable as long as it does not contain anti-Christian logos, symbols, pictures or groups, does not have an anti-Christian meaning, or does not give an appearance of anti-Christian activity.
- Writing on the backside of pants, shorts, or skirts is prohibited.
- Strapless tops, halter tops, muscle/wife beater shirts, midriff blouses exposing the stomach, and/or garments exposing the undergarment area are NOT permitted.
- Straps on sleeveless tops must be at least two inches wide.
- Necklines must be modest.
- Shorts and skirts must be at least mid-thigh length, unless worn on stage, in which case they should reach the knee.
- Leggings or yoga pants may not be worn alone as pants, but must be under a skirt or dress of appropriate length (see above).
- Jeggings may be worn under a long tunic or top which covers the back side.
- Boys and men should not wear low-hanging pants or shorts, or tight clothing.

Electronic Devices:

Cell phones, tablets, iPods, iPads, or other such devices are prohibited during HHE co-op hours. These devices must remain out of sight while present at Hillcrest Baptist Church during co-op. Electronic devices are not allowed to be used in class (unless directed by the teacher), during class transition times, or while waiting for a teacher to arrive at class. Parent(s) who see students using any cell phone, tablet, iPod, iPad, etc. have the director's permission to request it be put away. Any parent who sees a student with a prohibited device is asked to speak directly to a leadership team member.

Field Trips:

All HHE members are permitted and encouraged to coordinate field trips for the group. You may use our website's forum to ascertain interest and coordinate field trips. Field trips may not be nut free as we cannot control what other groups bring. Field trips with an attendance limit, are open only to HHE members during the first round of sign-ups. This is to ensure everyone who would like to go, has had time to sign-up. Seven days prior to the field trip, one may check in with the field trip coordinator to see if there is room for family members to join. If the field trip has no attendance limit, you may invite and sign-up family members without a waiting period or status check-in. Friends are not able to sign-up for a field trip, unless it is announced and advertised as "open to friends".

Other Policies, continued

Teen/Tween Hangouts:

To encourage fellowship among our students 6th grade and up, monthly hangouts may be coordinated by HHE. Signups are coordinated through paper signups and text, and parents are welcome to either stay or drop their students off. Each family brings a nut free snack or drink to share.

Homework:

It is expected and understood that if a participant registers for a class with homework, the participant has agreed to complete the assigned homework. In the event that homework is not being completed, the following policy will apply:

- If homework is not completed for any two sessions, the teacher will contact the parent to make them aware of the situation.
- If homework is not completed for a third session during the semester, the teacher will contact the parent again. The student will be placed on a teacher probation for the rest of the semester. Any additional days of missed homework during that semester may result in the child being removed from the class.

Inclement Weather:

Given the central location of the church, HHE will cancel based on weather in many surrounding areas. We do not follow Forsyth or Guilford County public schools but will notify through email by 9:00 if we are closing due to weather. Please note that should we meet, you can use your personal judgement should your area be not drivable. However, please notify the sub coordinator if having to miss.

Photography/Video:

Photographs and video recording taken at HHE activities should be solely for three purposes:

- HHE Yearbook
- Presentation Night, chapel slides, and class project
- To share with parents of students in a class or for your personal family scrapbook

Photographs and video recordings taken of any person at any HHE activity should not be posted on the internet or shared in any other way without permission from the adult(s) and parent(s) of students in the picture.

Physical Contact Guidelines:

As a general rule, HHE participants are to always maintain the highest of integrity. Innocent situations are sometimes misunderstood. Therefore, avoid even the appearance of inappropriate behavior. Both youth and adult physical contact should be in the presence of another adult. Appropriate physical contact includes handshakes, high fives, fist bumps, brief hugs, or a brief touch on the shoulder. Teachers should not cover or obscure the classroom door or windows, nor meet privately with any student. In addition, any email contact between a student and adult should include a courtesy copy (cc) to the parent.

No public display of affection is permitted between unrelated individuals.

Other Policies, continued

Visitors:

Only parents and immediate HHE prior-approved guardians of the student registered may attend HHE co-op classes. Other guests are welcome to attend Presentation Night. HHE families are responsible for their guests and should include them when there is a sign-up for Presentation Night.

Website:

HHE's website can be found at www.homeschool-life.com/nc/hhe. It is solely for the use of active members. Most of the communication of HHE takes place through emails from this website. Please check your email often, as it is your responsibility to know what is going on. If a member chooses to leave HHE or is asked to leave, their account will be parked and they will no longer be able to access the website. Members should not share their access with non-members.

Parental Responsibilities

- Parental participation is mandatory. One parent from each family must commit to attending and serving at HHE. If other family members serve, that does not release the member from their duties.
- Students will not be allowed at HHE without a parent on-site at all times (or a designated surrogate in case of emergency or illness) except for teen/tween hangouts.
- It is imperative that you be on time for all jobs. Free periods are a rarity, but even if you happen to have one, the HHE leadership reserves the right to assign duties to you during your free period if additional help is needed.
- If you are unable to fulfill your assigned roles due to absence, it is your responsibility to notify your child's class teachers and assistants, as well as the Attendance/Substitute Coordinator, no later than 8:00 am the morning of your absence. If you are absent twice **WITHOUT** notifying HHE, your membership will be terminated.
- Do not bring your child to co-op during the contagious stage of an illness or if they have a communicable disease, head lice, or other symptoms listed under the sick child policy.
- No public display of affection is permitted between unrelated individuals. Students of the opposite sex are never to be permitted to be alone together during the co-op day.
- Please refrain from using crude, vulgar, intimate, or suggestive communication. Every family has standards for what is or is not acceptable. Please be mindful of your words and consider their impact on people with different standards from yours. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29
- Parents are asked to respect the beliefs and opinions of other co-op members. We ask that parents use discretion when discussing topics that might be contrary to another parent's authority or belief system.
- Parents are responsible for their students' actions and behavior. You will be contacted if a disciplinary problem arises and may be asked to remove your child from class.
- Parents are responsible for enforcing HHE rules. It is understood that if anyone in your family violates the rules, it will jeopardize your participation in the co-op, and the leadership reserves the right to revoke the membership of any student or family without refund at any time.
- Parents should actively keep a lookout for students who are running, rough-housing, or being disrespectful to church property and address it with them.
- Parents are expected to uphold and abide by the Hillcrest Baptist Church Statement of Faith.
- Gossip and sowing discord will not be tolerated. Do not speak ill of or put down other members or students. You and your students should speak and act in ways that encourage and promote unity among the members.
- Primary communication will be via email through the group website. Please check your email and/or the website frequently for news and updates. It is YOUR responsibility to know what is going on.
- It is ultimately the responsibility of the parents of a child who has allergies, intolerances, or medical conditions to ensure their child's safety and well-being by adjusting their child(ren)'s participation in classes and activities and/or providing acceptable substitutes for their family's use.

Student Pledge

Parents should discuss these items with their Students prior to registering and before the first day of each semester. Please have all Students 6th grade and up sign each semester.

- I will be punctual; I will be prepared; and I will complete all of my assignments on time.
- I will show my parent(s) all assignments I receive and will review my work with them.
- I will respect my parents, teachers, and peers.
- I will take care of my classes' equipment and the property of Hillcrest Baptist Church.
- I will not bring electronic devices to class nor use them during co-op time except with permission.
- I will adhere to the dress code.
- I will not leave my class without permission nor will I leave the building without supervision from my parent or an adult designated by my parent.
- I will accept guidance and correction from adults in charge of activities.
- I will remain within designated boundaries of the church. I will not enter areas to which I have not been invited.
- I will remain in the fellowship hall for lunch until 12:25 unless leaving for a quick bathroom break.
- I will not gossip or speak ill of other members or their students.
- I will not use foul, abusive, or coarse language; I will not joke crudely or cruelly; I will not bully. If I engage in this type of speech, I may be expelled from classes.
- I will not engage in rough-housing, horseplay, disrespecting church property, biting, kicking, slapping, and/or pushing, even in jest.
- I will do everything without complaining or arguing. (Phil. 2:14)
- I will not bring food into the sanctuary or classrooms without permission; I will use only designated areas for eating and drinking.
- I understand that illegal drugs, tobacco, and alcohol are not permitted on the premises.
- I understand that no weapons of any kind, real, fake, or toy, (guns, knives, etc) are permitted on the premises, except equipment used for classes under teacher supervision.
- I understand that lighters of any kind are not permitted with students on the premises.
- I will remain in my assigned classroom during class time. I will not wander the hallways.
- I will not touch church equipment without permission.
- I will not engage in public displays of affection with members of the opposite sex to whom I am not related.
- I will not touch or use HHE's walkie talkies. I understand that they are only for parental use.

_____

Sign Date

_____

Sign Date

_____

Sign Date

_____

Sign Date

Membership Contract

Please review, initial each item, sign, and submit for registration permission.

____ I have read and agree to abide by and uphold the Hillcrest Baptist Church Statement of Faith and Beliefs as presented on pages 2-4 of this Handbook.

____I have read, understand, and will abide by all HHE policies outlined in this Handbook, including the Parental Responsibilities section on page 19.

____I understand that parental participation is mandatory. I understand that I am required to serve (teaching, assisting, subbing, or other) for every hour I am at co-op.

____I agree to oversee my child(ren)'s work and will make sure my child(ren)complete(s) all required assignments. I will insure their compliance with the Student Pledge.

____I understand it is my responsibility to obtain required books and materials that will not be supplied by the teacher prior to the first class.

____ I understand that all HHE communication occurs via email through the website. I will check my email and/or the website regularly. It is my responsibility to know what is going on.

____I understand that each class has a specified start time and will have my child(ren) to class by that time. I understand it is my responsibility to ensure my child(ren) is/are in class and supervised by an adult at all times.

____I understand that it is my responsibility to notify the HHE director and all adults working with my child(ren) if there are any allergies or health concerns that could arise during class. I also understand that an adult may stand in loco parentis to assist my child in administering his/her epi-pen or inhaler in my absence.

____I understand that HHE is not equipped to include Students with special needs in classes. I will consult with teachers before registering my child with special needs for their class to determine whether I will need to be present in order to help my child participate successfully.

____I understand that if my child has allergies, intolerances, or medical conditions, I am responsible for ensuring their safety and well-being by adjusting their participation in HHE classes and activities and/or providing acceptable substitutes for their use.

____I understand that I am fully responsible and legally liable for any actions taken by my family while participating in HHE classes and events. I also understand and agree that Hillcrest Baptist Church, its employees and volunteers, and HHE members are not liable for any accidents or injuries suffered by my family, or loss of or damage to my family's personal property occurring while at Hillcrest Baptist Church or at any HHE functions.

____I will notify the substitute/attendance coordinator of my absence as soon as possible and before 8:00 am on co-op day, as well as the reasons for my absence. I understand that I am allowed no more than two unexcused absences per semester and that consistent tardiness and/or early departures could impact my enrollment.

____I will maintain a testimony that reflects the will and desire of the Lord Jesus Christ in both conduct and attitude. I will seek unity in all relationships and resolve to deal positively and biblically (see Matthew 18:15-17) with any conflict by considering the value of all those around me and by avoiding gossip or slander.

____ My family is currently legally registered to home school in North Carolina.

____ I understand that my membership may be revoked without refund at the discretion of the leadership team if I am found in violation of any of the policies included in the HHE handbook.

_____

Signature Date