

# Eastside Homeschool PTSA



Enrichment Classes  
Program Handbook  
Fall 2020

Welcome!

This fall, EHPTSA will be working to provide educational enrichment resources and create opportunities for connection among homeschooling families on the east side of Lake Washington. We value and support the wide variety of philosophies and practices that are used by any families that identify as “homeschoolers.” Our secular organization welcomes families from all races, cultures, religious backgrounds and abilities and we strive to maintain an environment where all students can feel comfortable sharing their unique ideas, beliefs, traditions, interests and talents.

Normally, we hold in-person programs that last the whole school year on Mondays and Fridays in the Education Building at East Shore Unitarian Church in Bellevue, but circumstances this year have compelled us to change things up. We look forward to discovering what happens this next year!

If you have questions about EHPTSA, contact either [welcome@ehptsa.org](mailto:welcome@ehptsa.org) or [board@ehptsa.org](mailto:board@ehptsa.org).

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# **POLICIES**

EHPTSA policies are developed by the elected Board of Directors with guidance from the following resources:

- Washington State PTA (our parent organization)
  - [WSPTA Uniform Bylaws 2019](#)
  - [Approved Amendments to WSPTA Uniform Bylaws 2019](#)
  - [WSPTA Uniform Bylaws 2019](#)
- Eastside Homeschool PTSA Standing Rules
- East Shore Unitarian Church (our local sponsor)
  - (<https://www.uua.org/safe/handbook>)
  - <https://www.uua.org/safe>
  - <https://www.uua.org/re/owl/faq/running/154563.shtml>
- AIM Insurance
  - <https://protectyournonprofit.com/wp-content/uploads/2016/05/PTA-Safety-Guide.pdf>
- Washington State Office of Superintendent of Public Instruction
  - <https://www.k12.wa.us/>

## **Operational Policies:**

### **Student Population**

Students of any age or method of homeschooling are welcome to participate in EHPTSA.

### **Non-Discrimination**

EHPTSA does not discriminate based upon race, color, religion, creed, sex, sexual orientation, national origin, political affiliation, or physical or mental disability.

### **Children with Special Needs**

Instructors have different levels of expertise and training and strive to meet the needs of all students enrolled in their class(es). In special circumstances, a parent may be asked to stay in class with their child. Open communication will help our teachers support your child's needs. If you have any particular needs or concerns regarding your child, we encourage you to speak directly with your child's instructor and/or the EHPTSA Board.

## Anti-harassment

Harassment is defined as inappropriate or unwanted physical contact or sexual advances; use of epithets, inappropriate jokes, inappropriate comments or innuendos; obscene or harassing telephone calls, emails, texts, letters or interaction on social media and other forms of communication; and any other conduct which is so severe that it interferes with an individual's performance, safety or well-being or creates a hostile environment. Harassment will not be tolerated, and is grounds for expulsion from the Program, at the discretion of the Board of Directors.

## Contact Information

Members will provide EHPTSA with current contact information and keep it updated. Many notices go out through the year and the email address you provide should be one you read regularly. A cell phone number is handy for text alerts regarding school closure information and other emergencies. In order to facilitate communication between members, EHPTSA will make available to members a password-protected online directory that includes email addresses and phone numbers. Physical addresses will not be listed in the directory.

## Monitoring Classes

For the safety of both students and teachers, our insurance provider requires that all occurrences of online classes be recorded. Additionally, signing in to observe classes is a task that fulfills the parental job requirements for this semester.

## Health

Along with the normal concerns families have for their health, the coronavirus that causes COVID-19 is weighing heavily on minds this year. Any events that happen in-person will be done in compliance with recommendations put out by the CDC and OSPI. Some things that may be required are masks, maintaining physical distance, regular hand washing or sanitizing, monitoring of symptoms of people on site, regular sanitizing of facilities, and contact tracing. Other restrictions may or may not be required. We will update this handbook once we start meeting regularly in person again.

For now, if your child or anyone in your home is suffering from cough, fever, diarrhea, vomiting, etcetera - basically showing any symptoms of any disease - please remain home and allow yourselves to be **symptom free** for a minimum of 72 hours before attending any EHPTSA activities that may occur in person. Please follow current CDC guidelines regarding self-quarantine after contact with infected individuals.

## Nuts (both tree nuts and peanuts)

IMPORTANT! Some of our members have life threatening allergies to nuts. In order to keep them safe, any type of nuts are not allowed at in-person EHPTSA activities. Given the broad variety of food allergies, be considerate when packing and consuming any food you bring.

## Inclement Weather Policy

EHPTSA follows the Bellevue School District's (BSD) official call for inclement weather. If BSD calls for "no school," we will not meet for any activities that may be in person; classes that can be done virtually may occur online on these days. If BSD calls for "late arrival," we may consider meeting in person depending on how the conditions would impact the activity.

## Parental Jobs Requirements

Given that EHPTSA's Enrichment Program is organized by volunteers, we require that participants in the Enrichment Program contribute toward the work needed to run the program. This is a cooperative and everyone must be willing to help it run smoothly. More details can be found on the website.

## Grievance Procedure

Should anyone experience a disagreement with other participants in the Enrichment Program, please follow these steps for resolving the conflict. Please uphold confidentiality.

1. Go to the person with whom you have a disagreement at a time when you can have a private conversation. Discuss the issue in a non-confrontational manner which focuses on finding solutions. Most issues can be resolved this way as both parties *listen* to each other. It may be helpful to remember that we're all on a team, working together to co-op the best experience possible for all involved.
2. If the conflict cannot be resolved, all parties should meet with a board member.
3. If the issue cannot be resolved, the issue and parties involved will be presented to the entire board in a private meeting. The board will make a final decision.

In the event the grievance is regarding the safety of children or concerning an activity that is generally accepted as illegal, please bring the matter directly to the Board, by-passing the aforementioned Grievance Procedure.

## Confidentiality

In all matters regarding children, regarding disputes, and/or other private matters among adults, we agree to an understanding of trust and confidentiality. However, should the advice of PTA or legal counsel recommend otherwise the board will abide by that advice.

## **Child Protection Policy:**

Adults bear a great responsibility in creating an open, safe culture and environment for children. Abuse of any kind will not be tolerated. To prevent and stop abuse, EHPTSA conducts background checks (WATCH and NSOPW) on all adults involved in our program, requires adherence to the following rules, and relies on individuals to report abuse or suspected abuse immediately.

Because not all children present at the EHPTSA program are registered in the program and not all adults are teachers, we have adopted the following definitions -

- “Students” are any minors age 17 or younger belonging to families of EHPTSA, whether or not an individual child is signed up for any program classes.
- “Adults” are any persons age 18 or older who work with EHPTSA program students as a teacher or volunteer. All parents of students are considered volunteers.

The EHPTSA Child Protection Policy Rules are as follows:

1. EHPTSA requires that at any activity where one or more students are present, a minimum of two adults must be present. An exception to this rule is if a parent or guardian and only their own child(ren) are in a room together.
2. A class or activity will not take place if there is only one adult present to supervise. In the event that two or more adults are not present, EHPTSA will cancel the class or activity. There will be no refunds issued in this event.
3. The door to every classroom shall stay unlocked during program hours.
4. Any online events will be recorded and may be audited later if concerns are reported.
5. Communications via email, text or other social media, must include the student’s parent.
6. Communication shall not be indecent, illegal, inappropriate, bullying or harassing.
7. Any person witnessing or experiencing indecent, illegal, inappropriate, bullying or harassing behavior shall report the situation to a member of the Board of Directors. Unless permission is granted by the reporter or the other party, all identifying information shall be held confidential.
8. Teachers shall not give gifts to students unless gifts are given to the entire class or the teacher has secured permission from the student’s parent.
9. If an adult feels a student is in imminent danger, it is the duty of the adult to alert the appropriate authorities (911).
10. EHPTSA families often form relationships and hold informal activities outside of program hours. Members participating in informal activities do so at their own risk. Formally approved events will be announced via email and appear on the EHPTSA calendar.

Complaints shall be presented to a member of The Board of Directors, who will consult with the rest of The Board and decide on a course of action. After review of reports involving violation of any of the above policies, the Board of Directors may decide that the reported adult be removed from the program temporarily or permanently and their status as a member revoked.



## Fees & Tuition:

### Eastside Homeschool PTSA Membership fee

Eastside Homeschool PTSA is a local unit of Washington State PTA and the National PTA. PTA is the largest child advocacy organization in the United States. By joining Eastside PTSA you are supporting our mission to “work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship.” As well as our specialized mission to serve children and families who engage in home learning and who attend events and programs facilitated by EHPTSA. The 2019-2020 EHPTSA Membership fee is \$20 per member. Additional family members (second parent or grandparent) are \$5 each.

### Enrichment Program fee

There is a separate fee for participation in enrichment program classes. This fee is used to cover the tools and facilities used by our organization for online learning, registration, website, mailing, etc. The fee is \$50 per semester for one family, regardless of the number of children. While families can create an account on our website and view classes, this fee must be paid and processed before families are eligible to register for classes.

### Class tuition

Each course has its own class fee, payable to EHPTSA. Prices are listed for the entire length of the semester, but are divided into monthly payments. Each class may or may not have a materials fee in addition to tuition. Read each class description for details.

Materials fees and tuition for the first month are due on August 25th or immediately if registering after that date.

Should you choose to withdraw from a class, notice must be given by the 20<sup>th</sup> of each month to the co-treasurer, or you will be responsible for payment on the 25<sup>th</sup>.

Payments electronically transferred or postmarked after the 1<sup>st</sup> of each month will be charged a \$20 late fee.

### Refund Policy

EHPTSA does not offer refunds, but may apply credit toward future payments due.

MEMBER  
AGREEMENTS  
AND  
NOTICES

## Gentle Conflict Resolution Agreement For Instructors and Parents

We believe the best way for all to enjoy their time at EHPTSA is for children to be engaged in inviting activities. So, the best “discipline” is a well-run class. However, in the event that a child needs assistance with their behavior, we have set these guidelines.

### **Teachers are asked to:**

1. Plan classes well so that children are busy, even when self-directed.
2. Have predictable expectations for behavior and recognizable routines so children know when it’s time to listen or time to talk or time to clean up, etcetera.

They may try other similar ideas, as well, as long as they are in the same spirit of treating children with respect and guiding them gently towards their best behavior. If a child still needs help after expectations are explained, the child may be:

1. redirected to the appropriate activity
2. asked gently to stop the inappropriate behavior
3. given a logical consequence.

We believe that in most cases, this is all that will be necessary. Our goal is to convey to the child that their teachers and parents are working as a team to support the child’s ability to use self-control, and we expect teachers and parents to work cooperatively to support the children.

### **Parents are asked to:**

1. Set appropriate behavior expectations with your child.
2. Honor a teacher’s requests regarding behavior modifications and discuss any situations with your child.
3. If asked by the teacher or desired by yourself, attend the class with the child as an assistant until the parent, student, and teacher agree such assistance is not needed.
4. Know that if a child engages in bullying, verbal abuse, physical fighting, theft, willful destruction of property, or bringing weapons to activities, the child will be subject to disciplinary action, which may include expulsion from the class and/or program.

If a child is unable to bring disruptive behavior under control with a parent present, the Board of Directors may withdraw the child from the class. A refund will not be issued.

### **Unacceptable Corrective Methods:**

Yelling, humiliating, or physical punishment is unacceptable at Eastside Homeschool PTSA.

As children engage in activities that interest them, volunteers and teachers set up well run programs and activities and use these guidelines when needed, we believe the EHPTSA will be a pleasant experience to learn, explore and grow together.

## Parent Agreement

To help ensure the best experience for us all, I agree:

- To treat ALL children with kindness.
- To be aware of where my child is and who is supervising them at all times during in-person events.
- To strive to have my child regularly attend any EHPTSA Enrichment Program classes for which they are registered. My child will get the most from the enrichment activities we have signed up for by being routinely present. I understand that the teachers have planned for my child with time and materials, and we intend to honor their efforts.
- To pay for classes in a timely manner that allows EHPTSA to serve all families.
- To honor my work commitments. If I must miss a scheduled commitment, I will arrange for a substitute for my duties. I agree not to overburden others by getting substitutes too often. If a long-term situation arises, I will talk to the Board to have my duties temporarily or permanently reassigned.
- To give the duties involved in tending to my children priority over the use of electronic devices while attending in person events.
- Whenever my children are present at an on-site activity, I will remain on site and be responsible for my children regardless of their age unless I have signed a form giving permission to another adult to take that responsibility and submitted that form to the Board of Directors.
- That I am fully liable for my child's safety, well-being and behavior.
- To contribute to the greater good.
- That I have read and agree with the information in the EHPTSA Enrichment Classes Program Handbook, including the refund policy, gentle discipline policy, and payment schedule.

## Student Agreement

To help ensure the best experience for all:

I agree:

To be honest, courteous, and patient with others. I will use respectful and polite language.

To honor the time and efforts of my teachers and other class members by giving them my attention and respect.

To treat our meeting place with respect at all times.

To help clean up after any in-person activities I participate in.

To remain with my group during in-person activities, unless I obtain permission from my teacher to leave, and to be in the appropriate areas at all times - not roaming the property or building.

To keep typed comments civil and on-topic when using the chat feature during online meetings.

To never bring weapons to any in-person meeting.

I understand the following conduct will not be allowed while participating in EHPTSA classes or activities and is subject to disciplinary action:

1. Theft or destruction of public or private property
2. Physical fighting or other acts of violence
3. Any form of bullying, harassment, or verbal abuse

I understand that the purpose of this agreement is to help ensure the best experience for all at EHPTSA.

## Instructor Agreement

To help ensure the best experience for us all:

I agree:

To fulfill the aspects of preparing for and running the class I am contracted to provide.

To actively engage during class time, participating in the class.

To use the Gentle Conflict Resolution Policy when and if needed.

To make sure any physical space provided for use by EHPTSA is left in excellent condition, cleaning up and returning items to their original places or as designated by the owner of the site. Where possible, I will encourage children to participate in this duty.

To provide parents a general syllabus prior to the start of classes.

To prepare a plan for the event of my absence in a timely manner, locating a substitute if necessary. I will provide my sub with my plans and needed materials and pay them as arranged between teacher and substitute.

To strive to call on subs as little as possible so as not to place an undue burden on other parents.

To provide my own liability insurance.

To secure business licenses if required by law.

To maintain the Two Adult Rule: When in the presence of one or more students there must be another adult in the same room. When communicating by email or text, there must be another adult on the recipient list.

To refrain from giving gifts to students unless giving similar items to the whole class or after receiving permission from the student's parent regarding the specific item to be gifted.

To understand that as a teaching professional, I am a Mandated Reporter of child abuse and neglect and am legally obligated to file a report with CPS if I suspect a child is in danger.

To understand that, if I am a member of EHPTSA, any harmful actions taken as an instructor can impact my membership status.

## **EHPTSA Online Forums and Social Media Agreement**

The use of such tools as online forums or social media pages are intended to provide updated information, news, stories from other PTAs or homeschool organizations, ways members may get involved, and facilitate open discussion. The EHPTSA is, above everything else, a child advocacy association; all posts by the EHPTSA concern aspects of the whole child. Members participating are responsible for their own conduct, taking personal responsibility for their comments, username, and any information they provide. While EHPTSA welcomes questions and comments in an open forum, it is mindful to remember manners and courtesy so everyone feels comfortable participating. To keep an open and constructive dialogue;) it is insisted that all who participate in EHPTSA online activities and discussions adhere to the guidelines listed below. EHPTSA encourages your participation, but the following rules apply:

- Respect other members' positions and philosophies.
- Off-topic posts of any kind will not be allowed; please keep comments and posts clean and relevant.
- EHPTSA does not allow graphic, obscene, explicit, or racial comments or posts. In addition, EHPTSA does not allow comments that are abusive, hateful, or intended to defame anyone or any association; harassment and bullying of any kind will not be tolerated.
- Advertisements, endorsements, or promotions of third-party solicitations are not allowed except for on specific posts or days intended for that purpose.
- To maintain nonpartisanship, endorsements or opposition of political candidates are not allowed. Any posts by others about a candidate is not an endorsement or opposition by EHPTSA.
- Statements or articles about political *issues* or *legislation* may be allowed if they pertain to issues of interest to EHPTSA such as laws affecting children, families, education, and homeschooling.
- Comments that suggest or encourage illegal activity will not be tolerated.
- Spam is not allowed.
- Personal information including email addresses, telephone numbers, mailing addresses, or any type of identification numbers will be removed from widely visible posts. Program members may find some contact information in the online directory, and anyone who wishes to share their information should do so in a private message.
- No one may share the contact information of another person without their permission.
- Posts or comments that break these rules will be removed by site moderators.

The appearance of external links on any EHPTSA page does not constitute official endorsement on behalf of the EHPTSA or our members. Eastside Homeschool PTSA appreciates all members and followers. Thank you for adding to the discussion and advocating for all children.

## Rights and Responsibilities Agreement for All

I have a right to play, and a responsibility to be kind when playing.

I have a right to speak, and a responsibility to listen when others wish to speak.

I have a right to share things that are special to me, and a responsibility to respect the things that are special to others.

I have a right to be creative, and a responsibility to encourage the creativity of others.

I have a right to be helped when I need it, and a responsibility to help others when they need it.

I have a right to use the space and supplies provided for activities, and a responsibility to keep the space and supplies clean and orderly.

I have a right to interact with my friends, and a responsibility to be civil in my interactions with everyone.

I have a right to my own personal space when I need it, and a responsibility to respect the personal space of others when they need it.

I have a right to take a break when I need it, and a responsibility to work together in a group when I can.

I have a right to contribute to the rules at co-op, and a responsibility to follow the rules at co-op.