

# Membership Guidelines & Policies

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. Please read the entire Membership Guidelines & Policies. We do realize that it is lengthy, but you need to be aware of all the guidelines in order for the co-op to function smoothly.

Our Co op will be broken into 2 sessions of 6-12 weeks with 2 classes per month;  
Fall: Sept-Nov and Spring: Jan/Feb-April.

There are 3 levels of membership. All levels will be required to adhere to Statement of Faith, Policies, Guidelines, Volunteering needs and required fees.

1. Full Member - Attends Co op day consistently, fulfills volunteer sign up duties during co op and activities, may participate in any and all co op and extra curricular activities such as; parties, events, field trips and more. Pay registration fee plus a co op fee per session and participation related fees.
2. Partial Member - Does not attend Co op Classes. May participate in extracurricular group activities that are not during co op and are not co op class specific. Pays registration fee and any participation related fees. Fulfill any minimum volunteer requirements for non class activities.
3. Special Class or Group member only- Attends only the specific class or group signed up for. Register online and registration fees required for particular group. Volunteering and sign ups will be class/group specific.

Member levels and requirements may change according the needs of the group.

## Membership Requirements and Guidelines

- To become a member your oldest child must be a minimum age of 5 by September 1<sup>st</sup> of the Academic Year and in Kindergarten
- For students 6<sup>th</sup> grade and up must have been homeschooling for one semester or more.

Membership demonstrates a willing heart to serve the group. All members are required to participate in co-op and group activities in a responsible manner. The success of our group depends on the cooperation and participation of our members. It takes all of us to make Heritage run well.

1. All members must register online.
2. Read, Agree and Adhere to Statement of Faith and Guidelines.
3. A \$20 non-refundable registration fee is due each year. Plus \$3 fee per Student per Class per Session for co op participants due before classes start. (There is a fall and spring session) Additional fees may be required for certain classes or activities or for supplies.

\*\*2020-2021 pro-rated for partial year to \$10 for yearly registration plus the \$3 co op session fee.

Registration fees, session fees and class fees are due by the first day of class.

Children will not be permitted to attend their classes until class fees are paid in full. Please see the Director if other financial arrangements are necessary.

4. Co Op Participant members are required to sign up for the following minimum per session: Teach or assist 1 or more classes (as needed) and sign up to lead/help in 1 or more extracurricular activities (e.g. party, event, fundraiser, social gatherings, service) If more spots need to be filled we will need more volunteers.

\*Although we strive to assign teacher/teacher's helper jobs per your request, we may need to assign jobs based on the needs of group.

\*\*Teen students may also fulfill some of the extracurricular volunteer duties on their own. (per approval) Only Highschool can fulfill any Leadership requirements per approval.

Each job is important in the operation of the co-op. Faithful participation is very important to all of the families and the success of Heritage.

5. Please register with the intent to attend each co op day scheduled. If you know you will be on vacation or have other appointments/obligations on any co-op days, please notify the Co Op Coordinator in advance. Please try to avoid making non-emergency appointments/plans on co-op days.

6. There will be no drop offs during Co op days. A Parent or assigned Responsible adult (on file) must be in attendance for each child at each gathering. Unless other arrangements with Co op leadership have been made.

7. Parents will be contacted if disciplinary problems arise. If there is an issue with a child, teachers are to first speak privately with the child. The next step is to contact the parent. If the problem persists and cannot be corrected satisfactorily, notify the Director. The child may be removed from the class for a period of time determined by Leadership.

8. Do not speak ill of or put down other members and children. Parents and students are asked to speak and act in ways that are edifying to our members and pleasing to God. "Sowing discord" {Proverbs 16:16-19}, foul language, crude/vulgar language will absolutely not be tolerated. If you have a complaint or conflict, please address it directly.

\*If concerns need to be voiced contact the Director to keep complete confidence.

9. Primary communication will be via website and email notifications and some texting. It is YOUR responsibility to know what is going on.

10. We ask that all parents actively keep a lookout for children who are running, rough-housing that may cause harm or disruption or distraction, or being disrespectful to church property or at any event or venue we have been invited.

12. Adult co-op members should direct or correct someone else's child verbally, not physically, and then only if the parent is unavailable to speak with the child. If one notices wrong behavior, if the situation allows **try first to speak quietly and privately to the child**, explaining the problem and warning them of consequence. If possible, the child's parent should be told of any correction that has occurred.

13. Be responsible for the actions of one's own children, **disciplining them in a discreet** and in a respectful manner while participating in any Heritage activity.

13. Heritage reserves the right to suspend or terminate membership of any member when deemed necessary.

### **Student Responsibility and Expectations Policy**

(Parents please review these yourself and go over any age appropriate items with your child(ren) prior to the first day of co-op.)

1. Show courtesy, thoughtfulness, and respect to all teachers/parents, other students, when together as a group and to host church staff, as well as the building and premises.

2. Be willing to accept guidance and correction from adults and/or teens in charge of classes and activities.

3. Remain within designated boundaries of the host church. You may NOT use areas of the church/premises that we have not been invited to use.

4. There is no gossip or conversation that is not considerate of others. Do not speak ill of or put down other members and children.

5. Use God's name for prayer or praise. No foul, abusive, or coarse language. No crude joking or otherwise.

6. Running, rough-housing, horseplay, climbing on church property is not permitted indoors (Gym is available for play sometimes) Being disrespectful to church property, kicking, slapping, and/or pushing students is not permitted indoor or outdoors.

7. Do everything without complaining and arguing. (Philippians 2:14)

8. Participation during class is essential therefore expected. Please come to class on time, be respectful to both the teacher and other students, participate cheerfully, listen to your teacher, and complete assignments.

9. No cell phones, electronic games or personal music devices are allowed in/during class unless given permission by the teacher.

10. Use only designated areas for eating and drinking. No food brought to room unless provided in class or requested by teacher

11. Students either need to be in their assigned classrooms, with a parent or given permission by an adult.

12. Only parents and 6<sup>th</sup> -12<sup>th</sup> grade students are allowed upstairs during class time. During breaks students are not allowed upstairs unless with an adult or with prior permission. No student under 10 allowed upstairs generally. Use of the upstairs student loft is a privilege and can be revoked for misuse or misconduct.

13. Church equipment is not to be touched without permission out of respect to our host church.

14. No talking when teacher is talking.

15. Remain seated unless asked to get up.

16. Keep clothing modest. See full dress code below for All Heritage Members.

17. No lying, cheating, stealing, immoral behavior, or in possession of inappropriate materials

19. All children will be expected to show respect to Authority including their parents during Heritage Activities.

### **Social Interaction**

For the protection of our families, our Christian fellowship, and our testimony within the community and each other, it is vital that we exercise ourselves with godliness at all times and adhere to moral purity and expect the same of our children. Therefore, we ask that at all Heritage events, the behavior between upper grade students of the opposite sex be non physical and non suggestive in any way. And we encourage parents to continue this principle in their homes. In the upper grades students of opposite sex will not be permitted to be alone. We will give every effort to keep interactions wholesome and God honoring. We also understand that it is possible that relationships formed in a social and academic nature may lead to the husband or wife the Lord has planned for them. We hope that they enter into the next phase of life after highschool, whatever it be, with the assurance that they are prepared; heart, mind, body and soul for what wonderful things God has planned for them.

## Dress Code for All adult and youth members

As in any large group of people, we have a great diversity of convictions and lifestyles. In an effort to minimize offenses to one another, it seems wisest to let the Lord's love restrain us in our selection of clothing and conduct. The following dress code applies to all Heritage members at all Heritage gatherings and classes.

(I Thess. 4:6, I Cor. 8:9, II Cor. 3:3, I Cor 6:19)

- Shorts should be at least 3-5 inches on inseam, and skirts and dresses should be knee-length or longer. Slits in the dresses or skirts should come no higher than the top of the knee. (long enough to maintain dignity while bending, sitting, or standing)
- No see through or excessively tight or body revealing clothing.
- Shirts - no spaghetti straps, no low-cut shirts or dresses (no showing cleavage).
- No bare midriffs. Make sure when you raise your arms your midriff doesn't show.
- Undergarments should not be seen on the outside of clothing.
- Leggings or tight fitting pants must be covered over the rear end area by a shirt, shorts or skirt
- Adults: Make every reasonable effort to cover tattoos. All inappropriate tattoos must be covered.
- Women: use every effort to make sure we as mothers are setting a good example of modesty while at Heritage Events by following the above guidelines as much as possible.
- Any water events/gatherings that will require bathing suits. Boys and Girls swim shirts and shorts required in Heritage group settings.

This dress code is not exhaustive and due to so much variety in clothing styles, Heritage reserves the right to make a final determination of what dress is considered unacceptable. At all times our dress should reflect godly character by being neat and modest. Heritage groups or certain events may impose additional restrictions or allowances based on the purpose of the event. As in anything a reasonable amount of grace will be extended in certain situations. Kids grow and change and we understand that.

## Sick Policy

\*See special Covid Guidelines on membership Site.

**\*Please do NOT come to co-op if Anyone in your family has had the stomach bug in the last 72 hours. Everyone in household needs to be symptom free for 72 hours.**

**\*Please do not come to co-op if anyone in your household has had a fever for any reason or yellow/green mucus, severe coughing, sore throat, pink eye or any other contagious conditions in the last 24 hours. Everyone in household must be symptom free.**

Teachers need to be mindful, as well, to the condition of their students. If a child presents with any of the above mentioned symptoms during the course of the Co op day, please inform Heritage leader or parent to take the child home. Disinfect accordingly.

**Vaccinations:** Heritage respects the parent's right to choose whether or not to vaccinate their children. IF you do vaccinate and your child has recently been vaccinated we ask that your child refrain from Co op class within a period of 7 days from date of vaccination as a precaution. Whether you choose to vaccinate or not the parent accepts all risk and responsibility of exposure to any illness when in a group setting. We ask that every parent help in keeping areas and children's hands clean throughout the day.

### **Class Cancellations/Inclement Weather Policy**

In the event of inclement weather, please check the Putnam County School District closure decisions. If it is necessary to cancel classes for any other reasons, you will be notified as soon as possible.

### **Conflict Resolution**

We do realize that with so many different personalities, conflicts and misunderstandings may arise. This may be due to poor communication or if there are different expectations. We must agree as a whole on how to deal with these situations before they arise.

Please first pray about any conflicts/differences that arise. Most can be resolved with overlooking and forgiving the person who offended you. If God gives you peace over the issue, please move on and do not discuss it with others.

After you have prayed, if you still feel the conflict/difference must be addressed, please use Matthew 18:15-17 as a standard for your resolution.

**Matthew 18:15-17** states, "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican.

Take the problem first to the person you feel has done the offense. If you cannot reach a satisfactory resolution, please ask for the assistance from another objective person to mediate. If you still do not feel at peace, the problem may be taken to the director or the Heritage committee. They will have the final decision. Above all, please do all of this with "a spirit of love and gentleness." {I Corinthians 4:21}

## **Discipline Policy**

Forms of discipline may include verbal warnings, restitution (payment for damages), probation (loss of privileges), suspension (removal from Heritage event/activity with an option to reapply after a specified period), or discharge (permanent removal from Heritage). A discharged individual may not be present at any Heritage event/ activity or function without the written permission of the Heritage leader supervising the event.

## **Multimedia/Photo Policy**

1. Members of Heritage may use various media to record our classes and events and to recognize families and their participation and accomplishments, such as newsletter, graduation, performances, field trips, etc.
2. By becoming a member of Heritage, you are granting us permission to use you/your child's image/likeness and voice in different forms of print, digital or electronic. This includes but is not limited to public display of flyers, special events, advertisement, internet or print. IF you have a special circumstance that requires or you prefer anonymity you will be responsible for making this known in certain situations and/or responsible for deterring any publicity you do not approve.
3. We cannot be held responsible for what other co-op members may do with their own photos/videos that they have captured.

## **Visitors and Guests**

With prior Approval, those seeking membership may attend co op one time while still in process for membership.

If a registered member has a visiting guest they may bring them to co op with the understanding that Heritage members are responsible for the conduct of their guests and should be certain that their guests adhere to our Guidelines.

With prior approval for each visit, a member's guest may come up to two co op days without registering or paying and will fall under the membership of host member. If there will be more than two co op days they will be attending the parent of the guest will need to register as a member, agree to Faith statement and guidelines, be approved and pay a pro-rated fee unless special arrangements have been made with Director/board.

The rights and benefits of the registered members outweigh the privilege of bringing a guest. Dismissal of a Guest is at the discretion of the Director solely or with board recommendations.

### Prospective Membership Steps:

1. Request to join - website page
2. Phone call or e-mail contact by Director
3. In person meeting with Director and/or Leadership
4. Possible Visit to co op class.
5. Board reviews applicant, prays, and turns in votes within 7 days by e-mail.
6. Phone call or e-mail confirmation or denial by Director.
7. Applicant fills out Membership Application form online.
8. Director approves.
9. New member is invited to member site and to register for classes (during open registration)

**Budget**-Registration fees and collected fundraiser or donated monies will go to the group or help cover some supplies and website membership. Retained funds could be allocated to help cover certain benefits and costs like T-shirts, scholarships for membership or for college, party supplies and awards, rental costs, food costs etc.

The 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 or whomever is set forth in Heritage By Laws at the time.

Please know that the *Membership Guidelines and Policies* were put together for the benefit and safety of you, your child(ren), our co-op, and our host church. When regarding the requirements, guidelines, and policies set forth and our actions and attitudes during co-op and any function/special events associated with it, please remember Colossians 3:17:

**“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God, the Father by Him.”**