

Heritage Family Educators

*2019 - 2020
Handbook*

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Secretary

Treasurer

Coordinators

Event and Fellowship Coordinator

Facility Coordinator

Field Trip Coordinator

Fundraising Coordinator

Grade Level Coordinators

Health and Safety Coordinator

New Member Coordinator

Substitute Coordinator

Supply Coordinator

Support Group Leader

Introduction Letter

Greetings from Heritage Family Educators!

We are so pleased that God has led you to our homeschooling cooperative. We look forward to getting to know your family and serving with you.

This handbook serves as our written policies and procedures. It is important that every family considering registering read this document thoroughly each year. Throughout the year, items in the handbook may need to be changed or updated. If any changes are made, families will be notified.

As a nonprofit corporation, registered with the state of Indiana, we also have other governing documents such as Articles of Incorporation and Bylaws. These are both available on the website under “Publications/Articles”. We welcome your feedback. If you have questions at any time through this process, you are encouraged to contact a board member for clarification. Updated contact information is available on the website under “Contact Us”.

Sincerely,
The Board of Directors of Heritage Family Educators

Statement of Beliefs

We believe that there is one God, Creator of the Universe, and all that is in it; who exists in three distinct persons as Father, Son, and Holy Spirit.

We believe that the Bible, Old and New Testament, are the inspired, inerrant word of God.

We believe Jesus Christ is the only begotten Son of God the Father, was born of a virgin, was fully man and fully God, and was sinless.

We believe that Jesus Christ was crucified, was buried after death, rose on the third day, ascended to Heaven, and now sits with the Father until the time of His return.

We believe that every person has access to eternal salvation by the grace of God through faith in the Lord Jesus Christ.

Mission

The leadership of Heritage Family Educators recognizes the authority of Jesus Christ over our organization and it is our mission to serve our community of home educators by providing opportunities for enriching classes, activities, and friendships for the whole family.

Prayer

Father God,

We pray that through this homeschool cooperative we can share our triumphs and struggles together as home educators, offer a haven for educating our children away from the destructive forces of the popular culture, and do all this in a way that honors You.

We also pray that through homeschooling the next generation we are able to reverse the damage that has been done to our families and our country. We pray that the homeschooling movement takes root in our community and that You use our organization for Your greater plan.

It is most important that we bring honor to Your name each day by supporting each other in a way that is pleasing to You.

In the Name of Your Son, Jesus Christ,
Amen

The Handbook

Notification of Policies and Procedures

The board's primary way to communicate established policies and procedures is through the publishing of the HFE Handbook. The handbook is updated yearly and posted on the website. Registered members are expected to read the handbook each year.

It is also possible that between handbook updates that the board would update, eliminate, or add a policy or procedure. This will be communicated in the following ways: a forum post in Notes from the Board, which will also send an email notification to every member; in the weekly update email; and in the morning assemblies on Mondays. Procedures may also be published in separate documents if there is more information that needs to be communicated than is appropriate to include in the handbook. Those can be found on the website as well and shared directly with the members who would be affected by the procedure update.

Suggesting a New or Policy and Procedure or Changes to Current Policies

The board welcomes member feedback about policies and procedures. You are always welcome to discuss your ideas and concerns with a board member. When a member feels that current policies or procedures are not meeting the needs of the co-op, they are encouraged to submit a new one or ask for a current one to be changed. Submissions should be sent in writing to the Chairperson, who will respond as soon as possible and include a time frame for a written response from the board.

The written request should include:

1. The exact wording from the current year's handbook or other HFE document if there is a current policy or procedure.
2. An explanation of why the revision is needed and how it will address the needs of the co-op.

3. A sample of how the new or changed policy or procedure should be written.

NOTE: if a policy or procedure has not yet been written into the handbook, it doesn't mean it does not exist. It could be that the new handbook revisions haven't been published yet, that it was written into another document, or the board made a decision and it mistakenly wasn't inserted into the handbook. Always read email sent to you by the board and attend as many morning assemblies as possible to stay updated on policy and procedural changes.

Services

Cooperative Classes

Heritage Family Educators offers cooperative classes for homeschooling families who live in or near Harrison County, Indiana. Most of these classes are taught one day a week for 32 weeks in the school calendar year. We do also offer some classes that meet outside of the normal co-op calendar. Classes range from electives to core curricula, from elementary to high school age groups. We also offer an infant and toddler nursery and a preschool/kindergarten program in support members with elementary, junior and senior high school aged children.

Support Group Activities

Support Group members may participate in any HFE event or activity outside of normal co-op hours. Support group activities range from field trips to playdates to support activities for moms. Our support group is mainly made up of former or expectant co-op attendees, but it is open to any homeschool family in our area who would like to connect to our group. If registered in the support group, you are given access to our private website and Facebook page.

Types of Memberships

Co-op Member Eligibility

Co-op members must meet the following eligibility requirements before their membership request will be considered.

1. All attending children over the age of 7 years old must meet the legal definition of homeschooled per Indiana State law. (Subject to change as Indiana Law changes.)
2. The registering family must have at least one child who will be enrolled into the co-op's elementary school grade level or higher-grade level in the year the membership is being requested for. Alumni memberships are not subject to this requirement.
3. All adult members must pass a background check, whether or not they will be attending co-op classes.
4. One parent or legal guardian must be present and volunteering at the co-op for every period that a child from the family will be in attendance.
5. If you would like to request membership and your family circumstances do not meet the above criteria, you are still welcome to contact us to discuss your options regarding membership.

Support Group Member Eligibility

1. The family must have at least one child who meets the legal definition of homeschooled per Indiana law.
2. All adult members must pass a background check before they will be allowed to attend any activities where children will be present.

Homeschool Alumni Member Eligibility

1. A former HFE member who was either:
 - a. A student who has graduated high school
 - b. A parent or parents who have graduated their last homeschooled child
2. All adult members must pass a background check before they will be allowed to attend and volunteer in any activities where children will be present.

Registration

Request a Membership

Go to our webpage www.homeschool-life.com/in/hfe and click on “Request Membership”. Answer the questions and click the submit button. Your membership will not be approved immediately, but an invoice will be sent upon approval.

Co-op Registration

1. Request a membership on the website.
2. Scheduled a visit on the public calendar.
3. Submit to a background check.
4. Schedule and attend a new member interview.
5. Await a status notification letter that will confirm your membership status for the upcoming year.
6. If approved, pay the registration fee and follow the other instructions in the letter. An invoice will be sent to your email address.
7. Take MinistrySafe Sexual Abuse Awareness Video Training and HFE Video Training.

Interview

Before a membership can be approved, you will be asked to participate in an in-person interview with two board members. In this interview we want to have the chance to thoroughly explain the benefits and expectations of being co-op members and get a chance to know your family better. We hope that both parents can attend this meeting, but it is only required that the primary parent attend this meeting.

Registration for Returning Families

Returning families will be notified of registration dates. Returning families will be required to fill out a form that will be available on the website separate from the “request a membership” registration form. This form allows us to view your updated information without updating your current year’s data, which is still in use. After the year ends, every registered family will be prompted to update their registration information on the website.

Registered Primary Parent

This is not a drop off school or daycare; it is a parent run, educational cooperative. Every registered family must assign a primary parent upon registration. The primary parent will be the signatory for the membership, the parent in attendance at co-op or in attendance at support group activities that require a parent to be in attendance, and the parent responsible for overseeing the family's children at events. We respect father headship of the family, but on the membership request form, please do not list the father as the primary parent just out of respect to the head of household; only do so if he will be the primary parent as described.

Extended Family Members and Friends

At this time, we do not allow all family members or friends outside of the registered parents, legal guardians, and registered HFE alumni to volunteer for service. We appreciate the willingness of those family members to support our efforts as homeschoolers and our mission as a support organization of homeschoolers. A few ways they could serve that you might suggest to them if appropriate are:

- Be our prayer warriors.
- Babysit your youngest children during the co-op day or during other HFE events so that you can put more of your attention towards your older children and students and also, to lighten the load on our limited childcare resources.
- Provide donations of money or school supplies.
- If they are homeschooling veterans, reach out to current homeschooler and offer mentorship.

Financial Responsibilities

HFE is a 501c3 nonprofit organization. We keep our costs for services as low as possible and since we are an all-volunteer organization, this means a substantial savings compared to other similar services. All members are required to pay a registration fee. Beyond that, your financial obligations are limited to those activities you choose to participate in.

Registration Fees

Co-op Registration Fee

For the 2019/20 academic year, the co-op fee is \$225 per family for the entire year, due upon registration and must be paid in full and processed successfully before class enrollment will be allowed. This fee covers our basic administrative expenses, facility obligations, and provides a minimal allotment for all our cooperative classes.

Support Group and Alumni Registration Fee

The support group and Alumni registration fee for 2019/20 is \$15.00. The term of services is from June 1 through May 31st. The registration fee will not be prorated. If you later decide to join and are accepted into the co-op in the same school year, the support group fee you have already paid will be applied to the co-op registration fee.

Registration Fee Deadline

Registration fees are due upon approval of your membership. Support group members must pay before membership will be granted. For co-op members, you will be extended a probationary membership while we process background check and payment. The registration fee must be paid in full before you are allowed to enroll in co-op classes or activities.

Class Fees

Some co-op classes are subject to a class fee. Class fees cover teaching materials over the allotted amount provided by the co-op for each class, consumable items such as art and science supplies, and printing and copying needs. Class fees are due no later than one week before classes begin. If a family has not paid their class fees by this deadline, the student will be moved to the end of the class waiting list. This may mean that they lose their position in the class if there are more students on the waiting list than there are seats in the class.

Book Fees

Typically, HFE does not purchase student books, but in the event that HFE would purchase books for students, this fee would be collected separately from other fees and would be due before the books were purchased for the student.

Field Trips, Events, Activities, and Item Fees

Some field trips, events, activities, and items will require a participant or purchase fee. The payment deadline will be announced upon the posting of the event. Payment must be received before the spot will be held or purchase made for the members.

Payments

Payment Types

HFE accepts debit or credit card payments via PayPal. You can make these payments online or in person. It is not a requirement that you have a PayPal account to pay through PayPal. You only need a debit or credit card. If you need assistance, contact the Treasurer. You may pay by check if you have no debit or credit card, but the processing time may be lengthy. At this time, we do not accept cash payments.

Returned Checks for Insufficient Funds

All returned checks will be charged a \$10 fee to cover the bank fees the co-op is charged. This is subject to change without notice if our bank raises the rate after this document is published. If a family's check payment is returned for insufficient funds more than two (2) times, the co-op will no longer accept personal checks from that family and they will be required to pay with a cashier's check or credit or debit card in the future.

Payment Plans

HFE does not offer any post deadline payment plans. You may make partial pre-payments as long as the full payment is completed by the posted deadline.

Discounts

HFE offers discounts on the member's registration fee for services provided to the co-op above and beyond assisting in classes. Discounts will not exceed 50% of the registration fee. Discounts will be applied to the family's registration fee for the year following the volunteer service that gained them the discount. Discounts are forfeited if your membership is canceled voluntarily or by vote of the board of directors.

Scholarships

We currently have scholarships available for returning families who are having financial struggles. Please see the website to apply and speak with the treasurer for details.

Refunds

Refunds Due to Withdraw from HFE

No refunds will be given on a support group or alumni membership.

No refunds will be given to teachers after their teaching request has been approved.

No refunds will be given to any member who has received a scholarship.

No refunds will be given to any member after students are enrolled into classes.

Prior to enrolling into classes, non-teaching members may be eligible for a 50% refund on their registration fee if they withdraw. Contact the Treasurer to discuss your options.

Refunds Due to Withdraw from a Class

No refunds on class fees will be given after classes have begun.

Refunds may be available on class fees prior to the start date of the class if materials for the class haven't already been purchased. Contact the Treasurer to discuss your options.

Refunds Due to a Canceled Class

If the board of directors cancels a class, a prorated refund on unused class fees may be applied to the affected members' accounts. Contact the Treasurer to discuss your options.

Refunds Due to Cancellation of Membership

The board of directors holds the right to cancel a membership at any time for any reason. If the board cancels a membership, no refunds on any fees will be given.

Donations

At this time HFE is nonprofit corporation registered with the State of Indiana and a 501c3 with the IRS. Any donations you make to the co-op are tax deductible. After the end of the calendar year, the treasurer will provide you with a statement of your donations for your tax use.

Co-op Member Responsibilities

Good Standing Status

All registered families are expected to maintain a “good standing” status with HFE. This requires a 75% attendance rate for the adult members of the co-op or alumni serving at the co-op, for all fees to be paid in full by deadlines, for adult members to complete the agreed upon term of service, and to conduct themselves in a way that reflects the values of the organization.

Failure to Maintain a Good Standing Status

If a member fails to maintain their good standing status, some of the possible courses of action that the board of directors will consider are: loss of discounts or scholarship, loss of class enrollment group, loss of teaching and leadership eligibility, probation, suspension, and cancellation. Each situation will be carefully considered by the board and the appropriate consequence applied.

Financial

To remain in good standing, all fees must be paid on time and in full. See financial responsibilities in an above section. Upon renewal, except the registration fee for the current renewal, the member’s account must have a zero balance.

Co-op Attendance

To remain in good standing, the primary parent must not exceed absences totaling more than 25% of the scheduled in-service days for the co-op per semester (16 in service days = **4 total absences**). Arriving late (after your official start time if you have opening duties or as attendance is checked at the top of each hour) or departing early (before the end of your last scheduled class or before your closing duties are completed, which must be completed before 3:30pm) will result in a half day absence. Once the member has exceeded his or her absence allotment, the member will be asked to write a letter explaining why he or she has exceeded his or her absence allotment, which the board will consider before removing the good standing.

Reporting Absences

If anyone in the family will be absent, arriving late, or departing early, an attendance report should be filed on the website as soon as they know they will be absent, preferably no later than Sunday night. If this was unexpected and occurs after 8:00am, contact the attendance coordinator as soon as possible and fill out an absence report when you are able. Not reporting an absence is considered a no call/no show incident and is grounds for the board to cancel your membership.

Maternity Leave

Expectant mothers or mothers who have just given birth are provided with 6 consecutive weeks of maternity leave. The expectant mother can choose to start that leave before or after delivery, per her needs. If the leave runs into Christmas or Summer break, the remaining weeks are counted over that break.

During this leave, no absences will be counted against the 4 absences per semester or the 4-total surrogate uses during the year that each parent on sight is allotted. However, if you exceed your 6-week allotment, further absences and surrogate use will be counted towards your allotments.

At the first possible time, mothers should notify the board that they will be taking maternity leave so that adjustments to the schedule can be made. It is preferred that mothers discuss this with the board before registering for the upcoming year if she knows she is pregnant at that time.

Only one attendance report needs to be filed for maternity leave. If elementary and older children of the family will be attending with a surrogate, make sure to note who that is. Any absences after the maternity leave has ended needs to be reported each week.

Surrogate Policy

If the primary parent or another child is ill, the secondary parent may attend in the primary parent's place or a surrogate may be assigned to oversee elementary and junior and senior high school students. The family is allowed 4 uses of a surrogate throughout the entire year (not 4 each semester, not 4 per child). Partial day surrogate uses will be counted the same as partial day absences. See the attendance policy above. The parent must identify who their surrogate is on the Attendance Report when submitting it. Once the total of four surrogate uses has been reached, or if the family exceeds 4 absences in the semester, the family may no longer use a surrogate. The secondary parent listed on the membership is welcome to come and fill in for the primary parent without this being counted as a surrogate use. Please notify the Substitute coordinator so that we can appropriately place the parent.

Term of Service

Upon registration, all members must agree to a term of service, typically one year for teachers, coordinators, and assistants and 2 years for board members. If a member fails to fulfill their agreed upon term of service for reasons other than maternity leave, major illnesses, death in the immediate family, or relocation, they will lose their good standing status.

Member Conduct

HFE is a Christian organization and it is our deepest desire that we bring honor to God through His good works in us and through us. Members are expected to conduct themselves in a way that reflects the Christian values of the organization.

Members should always bring honor to God, themselves, and our organization by: respecting and supporting the leadership of HFE and the host facility; treating members and students with respect; caring for the property of the host facility, the property of other members and students, and the property of HFE; fulfilling their agreements and doing so with a positive and supportive attitude; and being prepared for and performing their duties to the best of their ability.

Members should never:

- Lie, distort the truth, or cover up any misconduct of themselves, another member, or a student.

- Bring a false accusation or bear false witness against another member or student.
- Yell or scream in anger or out of frustration.
- Use vulgar, inappropriate sexual language, or offensive language of any kind.
- Throw, kick, or misuse items out of anger or frustration.
- Administer corporal punishment of any kind.
- Touch a member or student in an aggressive, hostile, violent manner, or sexual manner.
- Smoke or chew tobacco or drink alcohol during HFE sponsored activities.
- Take illegal drugs or abuse alcohol at any time.
- Take any legal prescription drugs that would impair judgement while in attendance at any HFE sponsored activity without first notifying the board of directors and allowing them to make an informed decision about the level of participation that the member in question should have with children.
- Leave their child at co-op without informing the director on duty.

Violating any of these rules is grounds for immediate cancellation of the family's membership.

Dress Code

All tops should cover the core body and not leave any exposed skin from chest to the waist, no exposed midriff. Shoulders should be covered, no sleeveless shirts. Necklines should be high enough to cover all cleavage or an additional shirt or covering should be worn to cover the exposed area. Skirts and dresses should extend to the knee. Shorts should extend to mid-thigh (femur). Clothing should fit well and not be so loose that it falls off or reveals areas that should be covered according to the above requirements and not so tight as to draw attention to breasts, the pelvic region, or the buttocks. All clothing should be God honoring or neutral, no offensive language or images. The board reserves the right to send anyone home if their clothing does not meet the standards in this policy as judged by the board of directors and the member is unwilling to correct the dress code violation promptly.

Overseeing Your Children

At HFE

Parents are morally, financially, and in some cases legally responsible for the actions of their children. We expect that parents will review the Student Expectation section of this handbook with each of their registered children, allowing for understanding, before any HFE sponsored program.

When there are behavior issues with your children, we will do our best to notify you promptly of any issues. We expect that you will promptly and appropriately discipline your child in private.

At Home

Parents should insure that students are prepared for the day with all necessary supplies, have completed homework, are wearing appropriate clothing in alignment with the dress code and weather conditions, bring a sufficient and healthy lunch if they are enrolled into a lunch, and are in good hygiene and health.

Parents are considered co-teachers with co-op teachers of the classes that their children are enrolled into. The co-op teacher is considered the lead teacher, but as homeschool parents, the parent has the freedom to withdraw their child from any class if the course or teacher do not meet their expectations. During the week, parents should ensure that their students are completing their home assignments to get maximum benefit from the class and provide further instruction as needed.

Communication

Parents are expected to stay in contact with the board and their children's teachers about their experience at HFE. Although an Internet connection isn't strictly required, it would be unfair to say to you that you can get by without it. We have many means of communication, but you will find that virtual communication is where the majority of our communication happens.

Email

The official co-op email address is admin@heritagefamilyeducators.com, but you may also receive private emails from board members, teachers, and other co-op members.

Weekly Announcements

Each week an email is sent to all our members with announcements and events posted on our calendar. Please make sure to add these email address to your contact list so that email from them won't end up in your junk email box. lifeline@homeschool-life.com

Website Forum

The website address is www.heritagefamilyeducators.com. The website has a forum that is open for all members to use. Each class has been given its own forum thread where parents and in some cases the students can communicate about the class. Other forums exist for sharing information about events and many other topics of interest. Please confirm at the beginning of each year or anytime you add or drop a class that you can access the forum threads of the classes that your students are enrolled in, and confirm that you are receiving notifications from those threads. If you need assistance, please contact the communications secretary.

Facebook

There are two Facebook pages, a private (secret) page for members only and a public page for sharing information community wide. Families are encouraged to share information through this venue, but should remember that not everyone in our group has Facebook. The surest means of sharing information is through the forum and website calendar.

Phone

HFEs business line is (737) 471-1286. The website also has a current member directory. Please enter the board contact information into your phones. You are welcome to contact the board members via phone as needed.

In Person

On Mondays at co-op, we give announcements at the end of our lunch period. You can stop by the directors' desk and get a copy print out of the announcements.

Take Parent Training

We provide video based training for all our members via Google Classrooms. Some training is required, and other training is optional but always strongly suggested.

Serve, Assist, Teach, Lead

Heritage Family Educators is a 100% volunteer organization. The primary parent listed on the co-op registration is required to serve as a volunteer during the co-op day, which could be administering, cleaning, assisting, subbing, or teaching. Teaching is the most important way your family can serve this educational cooperative. The main volunteer responsibility of a family is to teach and assist classes. Each eligible co-op family is required to submit two classes they can teach each year. The board will select the classes that best fit our needs and notify each teacher if and when their classes are approved.

Serve

There are a number of jobs that HFE members will be asked to perform. Every student and parent of HFE should consider themselves on the cleaning crew. However, there will be those who are specifically assigned to inspect or clean an area. The website page Class Enrollment has instructions posted for your assigned job or ask the Director on Duty for instructions the day of co-op.

We may also have jobs outside of teaching such as study hall monitor, snack booth manager, yearbook coordinator and other non teaching jobs that you can volunteer for. All of these jobs are valued and provide appreciated services to our members.

Assistant Teachers

Every class will be assigned an assistant teacher. Assistants will generally be called on to lead the class in the lead teacher's absence. Their main duties during class will be to help with classroom management, assist students who need extra help, prepare or oversee hands on activities, clean, help escort students to and from class, be an errand runner, manage behavior issues, and many other similar duties. Assistants can best help the lead teachers by asking how they can serve the class. Teachers can ask for certain assistants and we will do our best to accommodate those requests.

Substitute Teachers

Any extra parents who do not have a teaching or assistant assignment during a period will be assigned as a substitute. Those parents must remain on site during the periods when they are not assigned to an ongoing duty, so that they may be called upon to sub as needed. Often substitutes are given a cleaning duty as well, but if they are needed in a classroom, that takes priority.

Sub Assignments

- Substitute Coordinator will oversee the substitute assignments. If a teacher has an assistant, that assistant will be the substitute, otherwise a sub or an assistant from another class will be assigned.
- Teachers will provide their substitute a lesson plan for the class, if possible. If supplies are necessary, the teacher will need to coordinate a way to get these supplies to the co-op.
- On co-op day, the substitute will find a notice in their name tag. The sub should check in at the front desk to receive lesson plans or instructions.

Co-Teachers

At this time, co-teacher partnerships are not allowed. One person must be listed as the lead teacher. Teachers may request a specific assistant and that request will be granted, if possible. Husband and wife teams are allowed, but another non-related adult must be present in the classroom.

Lead Teacher Eligibility

We believe that all HFE families have something to contribute. No certification or degree is necessary, nor is any classroom experience. Grade level coordinators are available to help teachers build a class plan and mentor them in their first teaching assignments.

- **Must have a willingness to teach.** At no time, do we want parents teaching who do not want to, for whatever reason. Our children are too important to put someone in authority over them who does not want to be there. At no time, should you accept a teaching position because you feel pressured to do so. It is ok to say no. With that said, our co-op cannot operate without lead teachers and it is the main way co-op families serve the co-op. Discuss this with the grade level coordinators or a board member. They are here to aid you in this process of finding the right teaching job for your personal abilities.
- **Must be willing to sign and be in agreement with the Heritage Family Educators Statement of Faith.** Heritage Family Educators is a Christian organization. As explained in our Beliefs and Statement of Faith we acknowledge the authority of Jesus Christ over our organization. We believe that to effectively stay true to that statement we must require leaders and teachers of the organization to be professing Christians willing to sign the Statement of Faith.
- **Be in good standing status at the time of class submission and remain in good standing status throughout their term of service.**
- **Must be able to commit to fulfilling your term.** When deciding whether to become a teacher, consideration needs to be given to your ability to teach for a full year. Some examples of issues that may prevent you from teaching are pregnancy, disabling chronic illnesses, expected relocation, returning to work, and returning to public or private school. These are situations that need to be discussed with grade level coordinators and explained on your teaching requests.
- **Seek good counsel.** Pray to God and speak to your spouse before you commit. Occasionally, we have teachers come back after they have committed and sometimes even after classes have begun to tell us they have changed their mind and feel God is leading them elsewhere. God wants us to be people of integrity, so please take time to pray with your spouse before you commit and take time as a couple to examine the best choice for your family BEFORE you sign up to teach a class. There is nothing more disruptive to our co-op than to need to replace a teacher before the term is completed.

Term of Service

As a teacher your term of service begins when you receive approval from the board of directors for your submitted class (usually sometime in March or April) and ends after the last day of classes for the school year (usually the first week in May). By accepting a teaching position, you are agreeing to provide a full year of teaching services. This will be clarified in the class proposal that you submit. Failing to complete the term of services results in the loss of your good standing status.

Not all situations can be foreseen such as pregnancy, illnesses, the passing of a loved one, or unexpected relocation. Except for those situations, you are expected to fulfill your term of service, even if your situation

changes during the year. Let your yeses be yeses and your noes be noes. If God led you to accept a teaching commitment, trust that he will help you to keep your commitment. This isn't just about what is good for your family. You are entering a cooperative where all members are depending on each other. Because you made a commitment, your decision to quit affects every student in your class and every parent in the co-op.

Benefits

Priority Enrollment (for teachers, coordinators, board members)

Class Enrollment is a tiered system. Each family will be assigned to a group based on their volunteer status as of June 1 for the previous school year with an exception for new teachers, who will be allowed to receive priority enrollment for the year of their term of service and who will be placed in tier 4. All members are expected to fulfill their term of service or lose their member in good standing status and tier status for the upcoming year. Jobs can be paired to create a higher tier or discount. For instance, a member who fulfills a year as a tier 4 coordinator and a tier 4 teacher can combine those benefits to receive a tier 3 enrollment status. Tiers are capped at tier 2 for non board members. Nursery and Preschool Leads jobs are 2 periods long but are considered equivalent to teaching 1 class not 2.

Tier 1 - Board Members

Tier 2 - Tier 2 Coordinators and Teachers of 3+ Classes

Tier 3 - Tier 3 Coordinators and Teachers of 2 Classes

Tier 4 - Tier 4 Coordinators and Teachers of 1 Class and New Teachers

Tier 5 - Returning Members who did not teach or coordinate

Tier 6 - New Members not teaching or coordinating

Discount

Teachers are given a 25% discount on registration fees for each full year class (or two 1 semester classes) they teach each year. The discount is applied to the registration fee following their term of service. For example, if you teach in the 17/18 school year, your discount will be applied to the 18/19 school year. Discounts are capped at 50%.

Use of Curriculum

HFE will provide the teacher with the necessary curriculum to teach approved classes. This will be considered property of HFE and must be returned at the end of the year. This could reduce the cost of your personal homeschooling needs for the year. HFE will not purchase any consumable materials for the teacher's child's personal use, but if the teacher needs a copy of the consumable materials for planning purposes, this may be able to be arranged. Discuss this with your grade level coordinator.

Class Enrollment Stage

The Schedule of Classes

The schedule of classes is a collection of approved classes which have been carefully and painstakingly placed into the co-op day schedule. This schedule will be published by May 1st of each school year, which is

typically at least a few days to a week before student class enrollment begins. You will find the schedule of classes on the website under the “class enrollment” menu link.

Open Registration

By this time, teaching families have been registered. Other returning families and new families are welcome to register early but their registration will not be given final approval until the open registration period.

Student Class Enrollment

Student class enrollment is a tiered process. A schedule will be provided by the board. HFE membership registration fees must be paid in full before a family will be opened to enroll into classes. This does not include class fees from enrollment in nursery, tots, pk, or kindergarten that may be on your account before you enroll. Class enrollment will stay open until one week before classes begin. More details are provided about class enrollment in the student section of this handbook.

Tier 1 - Board Members

Tier 2 - Non-Board Member Coordinators

Tier 2 - Teaching 3+ Classes

Tier 3 - Teaching 2 Classes

Tier 4 - Teaching 1 Class and New Teachers

Tier 5 - Returning Member Assistants

Tier 6 - New Member Teaching Assistants

Parent Job Enrollment

At the same time as student enrollment, members who have not yet been assigned to assistant positions and other parent jobs will be able to enroll themselves. The grade level coordinators and board have the right to adjust the assistants as needed. We will try to discuss this in advance with teachers and assistants before making changes, but that is not always possible.

Summer Planning

Purchase Materials

After June 1st, the start of our fiscal year, HFE will make curriculum and equipment purchases. If teachers made purchases in advance, they may begin submitting their reimbursements for their classes. Up to this point in the planning stages, we've not accepted reimbursements or made purchases with HFE accounts for curricula, reusable equipment, consumables, or student books. The items that were approved for purchase can now be submitted for reimbursement.

Lesson Planning

It may seem too early in the summer to start lesson planning, but teachers find that if they start the year with their lesson plans in place, it makes for a less stressful year. Your grade level coordinators are eager to assist you, and you never know, if this class has been taught before, there may be lesson plans already on file for you to use.

Contact Students

As students enroll, it is wise to contact them or their parents and discuss the requirements of the class. Taking this step shows that you are excited and engaged to teach, and it also helps to head off any issues of poor placement or mistaken enrollment.

Teacher Conduct and Responsibilities

Personal Integrity

Teachers are the foundation of the cooperative school. Without them, we would not have a co-op. We will be known by the company we keep, and in this case, the teachers that provide our main services. We expect that HFE teachers will maintain a high degree of personal integrity. Integrity is the quality of being honest and having strong moral principles; moral uprightness.

Teacher Training

To help prepare teachers for the challenges they will face, we offer online video training. Some training is required, and other training is optional but always strongly suggested. We may also offer in person training when possible. Notice of these training sessions will be posted promptly so that you can make arrangements to be in attendance.

Your Attendance

Although teachers have the same attendance requirements as non-teachers, teachers are expected to avoid absences when at all possible. Your students are counting on you to keep your commitment to teach them. Please make every attempt to be present.

Active Teaching

Teachers are expected to pre-plan lessons and actively teach their students during the 55 minutes they have with them each week. We encourage you to fill that hour with discussions, lectures, videos, hands on activities, and a variety of other educational activities that will keep your students engaged and excited about what they are learning. Prepare throughout the week is the key to success. If you wait until the last minute to plan or don't come prepared at all, this will become evident in the quality of the class.

Maintain Order

Each teacher has her own style of classroom management and has expectations about behavior. Even so, there is a certain level of order that each teacher must maintain.

- It is paramount that students be physically safe. No teacher should tolerate unsafe behavior that puts anyone in danger and they should actively be looking for unsafe situations and bring them to the attention of the director on duty immediately.
- All dangerous behavior should be reported to the director on duty immediately.
- Teachers should review safety procedures with their students regularly and be prepared themselves for the possibility of an emergency.

- Teachers should be good stewards of resources including the physical building and fixtures that have been generously made available to us, ensuring that students appropriately use and maintain supplies, equipment, and the facility.
- Teachers should encourage kind and considerate behavior primarily through encouraging words and their own conduct.
- Teachers should not tolerate disruptive students who are not willing to participate or follow classroom rules, and/or be disruptive. They should stay in close contact with parents, use the class log for manageable situations, and contact the director on duty with unmanageable or dangerous situations immediately.
- Teachers should maintain integrity in the classroom by encouraging and leading students to be honest, fair, and trustworthy.

Follow Copyright Laws

Teachers are expected to follow all copyright laws when making duplicates of materials. Confirm that the materials you want to use have a copyright license that will allow you to make duplicates for co-operative schools or schools generally. Some home school publishers will give special permission if you call them and explain what you are making the duplicates for.

Daily Classroom Attendance

All teachers are required to take classroom attendance every period (unless they are teaching a two-period class). You will find a folder in your classroom tote that contains important information about emergency procedures, allergies, medication conditions, and attendance forms for every class that meets in that room. It is your responsibility to read through that information and take a daily attendance. You are required to take the attendance folder with you if you leave the classroom and return it after the period ends as well.

Teacher to Parent Communication

Do not wait until the year is half over to get to know a parent. Make contact upon enrollment and if you haven't met them in person before school starts, make sure to introduce yourself within the first couple of weeks. Find ways of getting to know them like holding a play date at a park for your class. Keep parents informed of progress and concerns. Do not wait until a small issue has turned into a large one. The first time a student misses an assignment, the first time they are disruptive, the first time they miss class contact the parent. These conversations don't have to be harsh, they can be friendly and gentle with the purpose of establishing communication. Don't just wait for difficult situation, establish communication early on with positive things to say about the student.

Emergency Procedures

Every teacher is responsible for becoming familiar with emergency procedures. This is a topic that will be covered in great detail in teacher training, but you should review the information in your tote folder frequently.

Classroom Use

Every teacher who uses a room should maintain an orderly environment and not leave messes for the next teacher. Teachers should also use the cleaning wipes in the classroom tote to wipe down tables every period to lessen exposure to germs. First period teachers are responsible for setting up the room and submitting online inspection reports if there are any issues with the room. Fourth period teachers are responsible for

resetting and cleaning the room and submitting an online cleaning checklist. Students should be encouraged to help keep rooms clean.

Financial Responsibilities

Class Account

Each class will be issued a class account, which is a budget that combines the class allotment given by the co-op and the class fees the parent has paid. Teachers may use the funds that are available in this account for consumable items for their class. All purchases must be tracked and receipts turned in for reimbursements to be made. In order to do this we have a Google Form for easy recording and faster reimbursements. On a PC, log into the homeschool-life website and hover over **MEMBER TOOLS** in the navigation bar under the picture. Then go down to **FINANCIAL** then select **PURCHASE TRACKING FORM**. On a phone you click **MAIN MENU** on the left of the navigation bar, then select **MEMBER TOOLS**, then **FINANCIAL**, and lastly **PURCHASE TRACKING FORM**. This will take you to a Google Form to log your purchases. This can easily be done on a phone. The receipt is submitted via photo within the form. Once you receive a confirmation email of your PURCHASE TRACKING FORM submission and receive your reimbursement you may throw away your receipt. You can edit your submission from that email if necessary. Funds remaining at the end of the year will be cycled back into the HFE budget for other expenses.

Class Fees

Teachers are to determine the amount they will need for consumable supplies for the class and submit this with their class request. These items will be used and consumed by your class only. It may include printing costs, art supplies, science supplies, etc. Every art class, science class, cooking class, or other class that will use those types of supplies should charge a class fee. Every Tots, Preschool, or Kindergarten class will charge a fee to cover needed supplies as well as snacks. Teachers should carefully consider all the supplies they will need and calculate how much money they will need per student to cover these needs. It is very difficult to collect fees mid-year, so makes sure you have a plan that is realistic.

Class Allotment

This is an amount given by the co-op to each class. The amount will be determined each year by the board. This amount might be used for occasional printing or incidental. You should never count on the class allotment to cover art classes, classes with a project component, sciences classes, cooking classes, classes that require a lot of printing, etc.

Purchases and Reimbursements

Teachers normally make purchases for the supplies that are needed for their class. Teachers are eligible to receive reimbursements on approved or reasonable purchases for their class within the limits of their class account. To receive a reimbursement, submit a transaction tracking form and the receipt for the purchase. (See instructions under *Class Account*). Keep personal and co-op purchases separate if possible, and keep class account purchases separate if you teach more than one class. This is helpful to the treasurer. The deadline for reimbursement requests is May 15th of each school year. May 31st is the end of fiscal year and books will be closed for that school year. Any reimbursements for purchase made for that current school year must be made before May 31st. Any reimbursements for purchases made for the upcoming school year will be made after June 1st.

Teacher Resources

Forms and Documents

On the website, there is a page dedicated to forms and documents. On this page, there is a section called Teacher Tool. You will find everything from disciplinary forms to sample lesson plans and much more.

Teaching Materials

HFE has a library of curricula and educational media that teachers are welcome to check out. We also have quite a lot of reusable and consumable equipment already on hand.

Curricula should be checked out through our Library Coordinator. Teachers have priority use of this material, but we also make what isn't being used available to other registered families. These items must be returned to the Library Coordinator at the end of the year.

Supply Room

The supply room houses all our equipment and supplies. It is located on the right side of the Sanctuary stage. The supply coordinator is there to assist you most periods. If no one is in the room, please page her using the walkie talkie or contact her before the end of the day to let her know what you used.

Classroom Totes

Every class is supplied with a tote that contains basic classroom needs like pencils, dry erase markers, tissues, and other similar items, plus the emergency and attendance folder will be placed in this tote. You should refill your totes as needed when you see that supplies have dwindled. You can submit an online request for items to be brought to you. If you need a tote just for your class, make the supply coordinator aware. Classroom totes will stay in the room they are assigned to, and class specific totes will be stored in the supply room and delivered to the room each co-op day.

Classroom Equipment

Reusable equipment such as microscopes, PE equipment, games etc., can be used by any class, but you need to make the supply coordinator aware that you will be using it. There is a sign out sheet for these items so that we can always track them down when needed. If you let the coordinator know ahead of time, she can have a student helper deliver it to the classroom in the morning. Some equipment is in use by a specific class and the teacher may need it ongoing for the year. That class has priority to use the equipment, so always make sure to check the sign out chart before taking the equipment.

Overstock Supplies

We have an overstock shelf from previous classes that didn't use all the supplies purchased for the class. The overstock shelf will be clearly marked and any teacher will be allowed to use those items at any time. We do not restock those items. It is a first come-first serve situation. Do not count on these items always being available. Grab them and store them with your classroom supplies (in a tote designated just for your class or take them home and bring them with you when you will need them).

Training and Mentorship

HFE does have a small collection of teacher training materials and we hope to grow this as time goes on. We also have veteran grade level coordinators that can help you plan, mentor you, and give you general advice about teaching and HFE in general. We offer a teacher training day at least once a year, hopefully more. Make it a top priority to make it to this training.

Assistants

Each class is assigned an assistant for the year. These assistants can help with classroom management, preparing for upcoming lessons, assist students, and much more. They will be the first called on to substitute teach. Due to unexpected absences, we may sometimes need to use them elsewhere. You may request a specific person to be your assistant when you submit your class request, but it isn't guaranteed. Always make plan on how you will use your assistant.

Coordinators

When we identify an area of responsibility that needs someone to oversee it, the board will open a coordinator position. This may be a position of leadership or logistics. Depending on the job, coordinators do not need to have signed the statement of faith, unless it is a leadership role. This position may or may not be a board position or filled by a board member, but in many cases, it will be opened to non-board members.

Coordinators are eligible for early enrollment and discounts if the responsibility is ongoing through the year, requires significant work outside of a single period each co-op day, and/or creates a financial burden. A detailed explanation of the job and any benefits that are attached to it will be provided to the volunteer before they access the position. Parents are encouraged to seek out volunteer opportunities and bring them to the attention of the Chairperson.

Students

Registration

All minor children in a family must be registered upon family registration even if they will not be enrolled in classes. This allows us to have emergency information for them if they must attend co-op because of their own school being cancelled or if they participate in activities outside of co-op.

Choosing Grade Levels Groups

Upon registration each year, every student should be placed into a grade level group. The grade level chart is meant to be a guide, not a rule. Each parent should consider the developmental ability, grade level, and age of their children when deciding where to place them. There is a grade level guide on the website to assist parents in choosing the appropriate group for each student. Consult the grade level coordinator with questions. Read the class descriptions carefully and make sure that there are viable options for your student in your chosen grade level before committing.

Parents are welcome to move a child up or down one grade level before teacher class enrollment begins (except in the case of Nursery and Toddlers), but you must consult the board first. After class enrollment

begins all grade level changes must be approved by the board. During enrollment, you must choose classes within your student's registered grade level.

If a parent enrolls their student in classes outside of their registered grade level or changes the registered grade level of the student after acceptance into the co-op without consulting the board, the student will be unenrolled from all classes. This could cause the student to lose their seat in their chosen classes. When families do this, it causes great confusion and complications with class enrollment and is unfair to other enrolling families. Someone who was promised a seat in the grade level may not have one if even one student is registered outside of their grade level.

Grade Levels

Grade levels are subject to change each year because of our fluctuating enrollment numbers.

Nursery	Ages 0 – 1
Toddlers (Tots)	Ages 2 – 3 **
Preschool	Ages 4 – 5 ***
Kindergarten	Ages 5 - 6
Lower Elementary	Grades 1– 2, or 1 - 3
Intermediate Elementary	Grades 3 – 4
Upper Elementary	Grades 5 – 6 , or 4 - 6
Junior High	Grades 7 – 9
Senior High	Grades 10 -12

** No student over the age of 3 will be enrolled in this room. The semester after the student turns 4 they must be enrolled into a preschool/kindergarten class.

*** Students must be potty trained unless there is a medical reason.

Allergy and Medical Information

It is very important that parents provide HFE with allergy and medical information about each child registered for obvious reasons. It is best not to give lengthy descriptions; just include the condition and any basic treatment the student may need to be administered regularly at co-op (overseen by the parent) or in an emergency. Physician contact information is also requested.

Academic and Developmental Information

It is very helpful to teachers and coordinators to know about each student's academic needs and any developmental challenges. This is especially important in relation to class placement and classroom management. Please include as much information as will be helpful to a teacher. Upon registration into the co-op and before a student is moved to a new grade level, the board or the grade level coordinator will discuss this with the parent.

Class Enrollment

Class enrollment is a tiered process. Student enrollment is dependent upon the volunteer status of the parent as of June 1st of the previous year, except in the case of new member teachers.

- Tier 1 - Board Members
- Tier 2 - Non-Board Member Coordinators
- Tier 2 - Teaching 3+ Classes
- Tier 3 - Teaching 2 Classes
- Tier 4 - Teaching 1 Class and New Teachers
- Tier 5 - Returning Member Assistants
- Tier 6 - New Member Teaching Assistants

Access to Class Enrollment

Families will not be able to enroll in classes until their registration has been approved for the upcoming year. This requires that you be in good standing with the co-op. See Member in Good Standing above.

Guidelines

- Students should be enrolled into classes that are in their grade level group ONLY.
- There are some classes that are multi-grade level. Students may be enrolled into shared grade level classes if they are in one of the listed grade levels that is covered by that class. See the class descriptions on the website.
- Exceptions will be considered on a case by case basis by the board after June 1st. Always go to the students grade level coordinator of the grade the student is registered into before you go to the teacher.
- Students found enrolled in classes outside of their register grade level will be removed without warning and may risk not having a seat in another class that period.

Class Enrollment Instructions

Technical instructions are available on the website.

Available Seats and Waiting Lists

When teachers build their class plans, they take into consideration how many students they can manage. Sometimes this number is flexible and sometimes it is not. Space in the classroom is also a consideration. The board, grade level coordinators, and teachers work closely together on this during the class creation process. In most cases, we offer a waiting list. The best chance of you getting your student into a filled class is simply to use the waiting list.

If a student is enrolled into a class that already has every seat filled, the student will go onto a waiting list. The teacher and board receive a notification that there is a student on the waiting list. Teachers will be asked by the board if they can take waiting list students. Always contact the board first, before the teacher. This avoids any appearance of unfair advantages and/or miscommunications.

Class Fees

Class Fees may be required for some classes. Class fees cover consumable supplies specific to that class, lab fees, or other related fees. Students are not fully enrolled in the class until payments have been received and processed. These fees are due no later than the last day of registration and enrollment which is one week before classes begin. See further financial information in the Financial Responsibilities section above.

Student Code of Conduct and Behavior Issues

HFE students are expected to conduct themselves in a manner that reflects compassion, kindness, and respect towards others.

Student Code of Conduct

Show everyone respect:

- Speak respectfully, kindly, and with gentle words.
- Tell the truth and be honest at all times.
- Use good manners, but especially by saying, please, thank you, and excuse me when appropriate.
- Be humble and asking for help when you need it.

Show respect towards authority figures such as your parents, teachers, and other adults:

- Obey parents, teachers, and staff without argument (if the request is not based in sin). This especially includes your own parent.
- Stay with your parent during lunch and recess. Help your mom or dad to clean up messes and manage younger siblings so that you can move to the next area quickly as a family.

Show respect to your classmates:

- Report any dangerous, abusive, or violent behavior to the nearest adult.

Students may never:

- Use intentionally hurtful or offensive words. Repeat offenders could be expelled.
- Bring illegal drugs, alcohol, or tobacco. This is grounds for immediate expulsion.
- View or show to another student any media that a parent or board member deems excessively sexual, violent, or malicious. Offenders could be expelled.

Behavior Plans

Teachers have the authority to reasonably correct student behavior in class. Corporal punishment is not permitted. Teachers have the opportunity to explain their classroom rules in their approved syllabus and we encourage them to review class rules with their student on the first day and as needed. We've also provided a basic behavior plan for each grade level group.

Elementary and Jr./Sr. High Grade Levels

Be Proactive

Teachers in these grade level groups should set expectations for behavior in the syllabus and on the first day of class should go over their expectations in class directly with the students. Making students aware of the behavior expectations and then following through with enforcing those expectations addresses most issues. The preferable course of action is to talk with the parent if there are any behavior concerns when they surface. Teachers should never let a situation get out of control. If a teacher feels that immediate correction is needed

or the situation needs to be neutralized, they may call for a disciplinary meeting or call for help from the Director on Duty at any time.

Behavior Log for Minor Infractions and Positive Reinforcement of Exceptional Behavior

Teachers will be provided with a behavior log to be used to record student behavior of note.

When a student commits a minor infraction of the student code of conduct or breaks one of a teacher's class rules, an entry in the behavior log should be made. The teacher or adult member who witnessed this infraction should address the situation with the parent each time.

This is also a good tool to use to record successes. If a student goes above and beyond what is required of them and demonstrates excellence, you should also include an entry. This may help you to identify students who deserve a special acknowledgement for exceptional behavior.

At the end of the year, this log should be thrown away so that the student can make a new name for himself or herself.

The following are the general steps a teacher, assistant, monitor, or leader should follow if the student is committing minor infractions of the student code of conduct or breaking a specific class rule.

1. The student should be told to stop the undesirable behavior in a firm but kind voice, told the rule they are breaking, and given expectations on appropriate behavior as well as consequences for future disobedience. Make a note of this on your class behavior.
2. Discuss this with the parent at the first opportunity and no later than prior to your next class meeting. They can't do anything about it if they don't know.
3. Make a note on the behavior log for each incident additional minor infraction. Once the student has 3 entries for infractions, the reporting adult must now inform the grade level coordinator of the issue and a disciplinary meeting will be called.

Behavior Meetings and Serious Infractions of the Student Code of Conduct

When a student has acted outside of the student code of conduct either consistently with minor infractions (i.e. talking in class, failure to turn in homework, dress code) or once with a serious infraction listed in the "Students Shall Never" section above (i.e. abusive language, cheating, violence), a meeting will be held with the student, a parent, the teacher (or reporting adult member), and the coordinator. Because each of our students are so important to us, the coordinator will conference with the Chairperson and they will decide if further action is required. If further action is required from the board, possible courses of action are: removal from a class, suspension from the co-op, or expulsion from the co-op.

If a disciplinary meeting is being held for a situation that has occurring between 2 or more students, separate meetings will be held for each student.

Behavior Meeting Reports

Each time a disciplinary meeting is held, a disciplinary meeting report must be filed and the board must be made aware of the situation. This is necessary primarily because we need a record of important discussions and decisions so that there is no confusion or misunderstandings about what occurred and what was decided. These reports will be deleted prior to the start of the next school year annually.

Dangerous or Abusive Behavior

If a child puts himself or other students in danger or exhibits physically or verbally abusive behavior, the Director on Duty should be contacted immediately.

Student Volunteers

All capable students are encouraged to assist their parents with cleaning or set-up duties when not in class, and they are encouraged to be good stewards of the facility at all times by picking up or straightening up as the need arises. All students should assist their teachers at the end of class to prepare the classroom for the next class.

Junior and Senior high school students may volunteer special positions of responsibility before and after school. Please contact the Facility Coordinator if your student would like to do volunteer work for HFE.

Non-attending Students

Non-attending students of registered co-op families may attend on an occasional basis if their school is out of session or they received the permission of the board. The student must sign in as a guest and get a guest name tag. The student must either stay with his or her parent or sit in a study hall (for upper elementary aged and older only). Students may not visit classes unless doing an official visitor day with the purpose of considering attending the next semester. Attending classes may disrupt the planned activities and/or cause a distraction in the class. Children must be in good health. Sick children will be sent home. See the HFE sick policy. Visiting students must stay with their parent at lunch time. Students are expected to follow all school rules while visiting.

Co-op Day

Classes meet on Mondays, August thru December and January thru May.

Schedule

Building Opening: 9:00 - 9:20

Prior to homeroom, the DoD and Health and Safety Coordinator will open the building. This will include:

- Unlocking doors
- Turning on lights
- Hanging room signs
- Setting thermostats
- Setting out and turning on walkie-talkies
- Inspecting common areas

Other directors and coordinators, such as check in/out monitor, sub coordinator, and supply and equipment coordinator will also arrive at this time and see to their specific areas.

Parking

As you arrive you may park in either the upper parking lot in the front of the building or around back which is at ground level. However, we would ask that you reserve the spots at the lower level for mother's with strollers or those who have a lot of equipment to bring in for their lower level classrooms.

Entrance

You may enter the building either at front door (top parking lot), lower level side door (bottom parking lot). The front entry has stairs up and then you have to go down a flight of stairs to get to the fellowship hall. At 9:40, all doors will be locked, so if you arrive after that time you will need to come to the fellowship hall doors and knock. You can call or text the DOD if no one answers. The fellowship hall downstairs will not be unlocked. Rainy days will be difficult because there is no concrete parking or sidewalks except for the front steps. Plan accordingly.

Check-In

Check-in in the fellowship hall and get your name tag. No students will be allowed entry to any classroom until they have their name tag appropriately placed where it can easily be seen. Leave your lunch items in the fellowship hall on the specially designated table. There is not a sufficient coat closet in the building so you may leave coats in the sanctuary on a chair if you need too.

Early Arrival

Upon arrival earlier than 9:40, elementary students should stay with their parent or stay in the fellowship hall. Jr. and Sr. High students should do their chore or stand outside of their classroom. Students may not enter their homerooms until there is at least one adult and that adult may not leave until the second adult arrives. When elementary teachers are ready for the students to enter, the teacher or assistant will retrieve them from the fellowship hall. Most elementary classes are off the fellowship hall anyway.

Class Room Inspection and Set up 9:20 - 9:40

Before homeroom begins, teachers and assistants shall complete room inspections and set up.

- Most classroom totes will be stored in the classroom, but if they are not already in your classroom or you have extra totes to retrieve, student helpers will bring them to you.
- Inspect surfaces and fixtures for any damage, fill out a room inspection report if there are any issues. Include pictures.
- Tidy the room. Although CBC teachers are required to clean their rooms after use, we should still empty garbage cans, wipe tables, chairs, door handles, and light switches with our wipes to help protect our co-op from germs.
- Set up tables and chairs as desired or needed. Student helpers will assist you with this. Extra tables are in the barn, outside, and extra chairs are in the fellowship hall and sanctuary.
- Set out tote supplies.

When teachers are ready for students to enter, they will be invited in. Teachers may invite students in with just one adult, but the door must remain open. Teachers are welcome to have students assist them in set up if they so desire. We still have a 2 adult in each classroom policy, but if both adults have not arrived yet, one teacher/assistant may allow students in and leave the door open. Do not leave students unattended in classrooms. If students are causing any trouble in the hallways before teachers arrive, they should be brought to the fellowship hall to sit at the director's desk until homeroom begins.

Homeroom: 9:40

Homeroom begins at 9:40am in the first period classrooms. A walkie-talkie reminder will be given. All students, teachers, and assistants should be in place no later than 9:40am to begin homeroom. You will be considered late if you have not arrived and checked in by this time.

When homeroom begins, the following tasks are required:

1. Pray.
2. Recite the Pledge of Allegiance.
3. Take attendance. Remember to change student status if they arrived late.
4. Give morning announcements, which will be sent out in the weekly email no later than 9:30am, each Monday. Paper copies will be available at the director's desk in the Fellowship Hall.
5. Review emergency procedures. We are in a new building so students need to be informed of the new procedures. This is required on the first day of each semester.

You may also consider doing these activities to fill your time:

- Take students to the restroom.
- Take students to visit the snack booth.
- Play a classroom game.
- Go to the playground if weather permits and students have appropriate apparel.
- Allow free social or study time in the classroom.

At 9:55, a walkie-talkie 5 minute warning will be made for 1st period and any last minute announcements that didn't make it into the weekly announcement email will be given.

First Period 10:00am

At 10:55am, first period teachers and assistance will escort students to their first classes. See the transition roster for further details.

Second Period 11:00am

At 11:55 teachers and assistants should escort their classes to the Fellowship hall for lunch. At this time, any parents who have nursery and tots children should pick them up before they pick their other/older children up, but after they have delivered their class.

Lunch 12:00 - 12:50

During lunch all students must be supervised by their parent, or a consenting adult either in the Fellowship Hall, B6, B7, B8, the playground. If students are in classrooms, they should be accompanied by 2 adults.

The kitchen is small so make plans to bring your crockpots, and either bring disposable items or take them home to wash. There is no extra refrigerator space, so please do not use the church's refrigerator. Bring a cooler for your perishables.

At the end of lunch, all available and capable adults and students will wipe down tables and put away the chairs, leaving only three tables out per CBC's requests. If messes remain on the floor, sweep/wipe them up. You can use the extra space for play area for the smaller children.

Members are encouraged to organized games, activities, study groups, and clubs as they see fit and can use the classrooms off the fellowship hall. If students are in classrooms, they should be accompanied by 2 adults

NTPK children and parents may use the NTPK rooms for play, but we ask that you not eat lunch in those rooms and follow all cleaning procedures for those rooms after using them.

You may use the playground for lunch and play as you see fit. Clean up your messes. Stay with your children. We will not be posting if the playground is open or closed. As there is very little carpeting in the building, as long as you enter the bottom floor and check your shoes, clean up should be easy.

Lunch ends at 12:50, at which time, all students will be lined up into their classes in the fellowship hall. Brief announcements will be made, and they will be dismissed to their classes at 12:55. Classes resume at 1:00pm.

Third Period 1:00pm

At 1:55PM, assistants and/or teachers will escort students to their fourth period class. See the transition roster for further details.

Fourth Period 2:00pm

At 2:55pm assistants and/or teachers should escort the class to the Worship Center or Lower Assembly Hall or Nursery.

Common Area Cleaning

Since common areas are significantly reduced from what we had at LHCC, they should take a lot less time to clean. Also, most classrooms are being used 4th period, so our cleaning teams are free to focus on common areas. There will still need to be some final touch ups as we are leaving, but the bulk of the cleaning can be done that period. If we have a bad attendance day, some of this cleaning may have to wait until closing. If that is the case, we may delay student dismissal while parents clean those areas.

Cleaning and Resetting Classrooms: 3:00pm

At 2:55, a walkie-talkie announcement will be made. Teachers should end their class and begin cleaning and resetting their rooms. Students with closing chores outside of the classroom should be dismissed to go do those jobs. Other students should remain in the classroom and help with cleaning and resetting their classrooms.

Cleaning and Resetting includes:

- Collect name tags. A student helper will retrieve them.
- Clean up all messes in the room.
- Erase any marks you made on the white boards.
- Throw away all trash, set the can outside of the door. A student helper will empty the can, replace the liner if needed, and place the can back in the room when done. However, you are responsible to make sure this gets done and to do it if they haven't done it by the time you are leaving your room.
- Pack the tote and submit a supply request for any supplies that need to be replaced.
- Wipe down all tables and chairs with cleaning wipes from our totes.

- Take down any tables and chairs that are not a part of the original set up and have your student helpers help you move them into their storage area. A picture of the classroom set up is in your blue folder.
- Sweep/vacuum the room and spot mop if needed. All common areas should also be fully mopped once a month. Common areas will be assigned to those not in classrooms.
- Remove all HFE classroom resources except the gray classroom tote and set outside your door. Place it in it's designated spot. A note will be left on the tote telling you where that should be. A student helper will take HFE resources to the storage room.
- Submit the room cleaning checklist online. Report any damage or dangerous situations by filling out an inspection report. Both are available online and at the director's desk in the fellowship hall.

Student Dismissal - No later than 3:15

Parents whose closing chores have been completed may pick up students from their classroom at any time. Students should never be left in a classroom unattended. When classrooms are clean, teachers or assistants may escort their class to the fellowship hall. Students will wait there for their parent. All elementary and jr/sr high students should be dismissed no later than 3:15 unless otherwise notified.

NTPK students must be picked up by their parent.

Student helpers will be released to meet their parent in the Fellowship Hall when their job is complete.

Building Closing 3:45pm

At 3:15, the Health and Safety Coordinator will begin to close the building. This will include:

- Final Inspection of all areas
- Picking up and turning off walkie-talkies
- Taking down room signs
- Turning off lights
- Resetting thermostats
- Locking doors

The fellowship hall will remain open until 3:45, at which time, all HFE members should be out of the building.

You may play on the playground until 4:00pm, with parent supervision, as weather permits.

Check-out

After retrieving your children, promptly gather your belongings, sign out, and turn in your name tags if you still have them. Exit the building so that our remaining staff can complete closing procedures. Please do not remain in the fellowship hall visiting. Take visiting outside. Please make sure you clean up any messes your children make on the way out the door and check the lost and found.

Fellowship Hall and Kitchen Rules (and adjoining classrooms)

- The Fellowship Hall and all three classrooms will be available to use during the lunch hour.
- If you use a classroom, you must clean those rooms up after you are done. The classrooms are used immediately following lunch and it is gross to sit a table with food left on it.

- Your table should be cleaned before you leave. There is a bucket filled and put out on the counter with soapy water. Wipe down the table and chairs. Pick up any trash or crumbs off the floor. If the bucket isn't out, just ask where it is located and fill it. Lunch B families will need to also vacuum the floors.
- If you use the kitchen or items in the kitchen, make sure to wash, dry, and put the back from where they came. Do not leave this for someone else to do after school.
- All your lunch items such as personal plates, cups, utensils, crockpots, containers, and coolers should be washed and stowed after lunch. Often these items are forgotten until after co-op closed and even left for our closing team to deal with. Take care of your belongings immediately after you finish eating.
- We are not to use the church's consumable products other than paper towels and coffee filters. Please use co-op coffee cups and coffee supplies which are brought down in a plastic box or marked. Don't use the church's paper or plastic wear. We have extra supplies in our storage room if you are in a pinch or you may use the churches glass dishes and silverware, but again, clean and put away those items.
- Limit the use the church's appliances. There are a couple of microwaves, but we have such a large group that we can't all use them. You are welcome to bring crock pots. In a pinch, you can use the microwaves. There is very limited refrigeration, so please bring your own cooler. Only parents are allowed to use the microwaves since we've had issues with them not being cleaned in past years.

Recess Rules

- When engaging in active play, children should: Play Safe, Play Fair, Play Fun.
- If students won't follow recess rules, they will be put in time out and written up when needed.
- During recess, make sure to place all your personal belongings along the walls or on the tables, not in the middle of the floor or pathways.

Playground Rules

- Do not climb on the top of the roofs of the other playground equipment.
- Stay on church property. Do not go into the hedges/brush.
- Do not climb the trees.
- Do not stand on top of the tables.
- Pick up ANY trash before leaving, including things that do not belong to you.
- Use equipment as intended.
- Stay away from the road.
- When you eat/play outside, pick up all trash, even biodegradable food trash. We need to leave the area better than we found it and biodegradable food attracts pests.

Nursery, Preschool, and Kindergarten

Policies and Procedures

Coordinator

To assist this very critical area the board has created the Nursery and Tots Coordinator position. This coordinator oversees the Nursery and Tots rooms, helps the board to make effective policies for the grade

level, coordinates teachers' and assistants' duties, trains members on co-op policies and insures they are being followed, insures the rooms are stocked with appropriate supplies.

Registration

Registration into this grade level is dependent upon the family having at least one other child who is enrolled in an elementary or secondary grade level. Children in Kindergarten should be at least 4 years old and no older than 6, be potty trained (daytime), and have the grade level coordinator's approval. There is no nap time for Kindergarten students, so students should be able to make it through the hours they are enrolled without a nap. Accommodations for napping won't be made for this age group. Please plan accordingly.

Scheduling Teachers and Assistants

Teachers and assistants will be scheduled for a two period block from either 9:30am - 12:00pm or 12:55pm - 3:30pm.

Training

All nursery and tots staff are required be trained on the policies and procedures for these areas. The coordinator will oversee this training.

"Get to Know Me" Forms

"Get to know me" forms will be filled out by each parent by the first day of co-op and turned in upon arrival. These forms help the workers assigned to those rooms be aware of their students' special needs. Workers will review this information daily. Anytime you have a change in information about your child, add those notes to the form.

Hand Washing Policy

All parents are required to wash their hands frequently, after every diaper change, and before serving snacks. Workers should assist students to do the same after messy activities, potty times, and before and after snack. You must use protective gloves to change diapers, but please also wash your hands after diaper changes.

Safety Policy

Only parents of nursery or preschool children and approved student helpers will be allowed to enter these rooms and no more than 2 visiting parents are allowed in the room at any one time (not including staff). Children will only be released to the parent.

Children's Supplies

For children in this grade level, please provide the following:

Nursery

- If not fully potty trained, at least two clean pull-ups or training pants and wipes per 2 period sessions
- For nursery and preschool, comfort items for napping; pacifier, blanket, etc.
- A change of clothes for your child

- If the child has special dietary needs, snacks
- If the child takes formula, bottles and instructions on when/how to feed

Preschool

- If not fully potty trained, at least two clean pull-ups or training pants and wipes per 2 period sessions
- Comfort items for napping; pacifier, blanket, etc.
- A change of clothes
- If the child has special dietary needs different from the snacks we provide, their own snacks
- A backpack for handouts and projects

Kindergarten

- A change of clothes for your child
- If the child has special dietary needs different from the snacks we provide, their own snacks
- A backpack for handouts and projects
- A water bottle.

Check In

The NPK rooms open at 9:30am for the convenience for teachers and parents with opening duties.

- Volunteers must be in the room before children are left and will greet and release each child.
- Staff should mark attendance sheets upon a student's entry into the class.
- An identification label, which will be provided, should be filled out with the child's name and placed on the back of the child and a permanent tag will be placed on their backpack.
- The child's belongings (jackets, diaper bags, cups, etc.) should be labeled also.
- Children should not bring personal toys into the nursery except those that they are "attached" to such as a security blanket.

Snacks

Snacks will be provided to NPK students. Cheez-its or Goldfish will be available for snacks. Sippy cups with water are provided for each child in nursery and preschool. Kindergarten students should bring their own water bottle.

Teachers, be sure to check the sign in sheet or "Getting to know Me" form in the binder for instructions before you feed anyone.

If your child has food allergies, please make note of the allergy on the "Getting to Know Me" form, sign-in sheet, and verbally notify the nursery volunteer.

Cry Policy

Workers should only allow a child to cry for 10 minutes then call the child's mother off her duties, unless otherwise instructed. If the mother can't settle the child down enough to be left in the room without her, notify the coordinator so she can make a determination of what further can be done to resolve the issue. If a child has had multiple bouts of crying, please notify the parent at the first convenient opportunity even if they didn't last for 10 minutes. For children who regularly cry, the coordinator should be made aware of the situation so

that a resolution can be found. If a resolution can't be found by the coordinator, she will bring the issue before the board.

Lunch Time Release

During lunch parents are required to pick up their children so that the staff may also each lunch with their families. If by 12:05 if a parent hasn't picked up their child, call for the director on duty over the walkie-talkie. If the child isn't checking out for the day, no sign out procedures are necessary. Just simply allow them to leave with their parent. If they are checking out for the day, make sure to provide the parent with the How Was My Day report

Check Out

The nursery and tots rooms are open until 3:15pm. Staff should have the children's belongings (How Was My Day report, blankets, pacifiers, etc.) in their bags before parents come so we don't keep anyone waiting. Parents should be prompt in pick up their children so that staff can complete closure procedures and pick up their own children.

Cleaning Procedures

Follow HFE cleaning procedures and in addition to those:

- Clean toys and nap mats with Norwex cloths or soapy water
- Wash sippy cups in the kitchen and return to supply tote

Class Descriptions

Infant and Toddlers Nursery

The nursery is focused on providing a loving and safe childcare environment while other members of the family participate in other services at HFE. These services are not in any way to be viewed as "school experiences". They are more closely related to babysitting or daycare. There is no formal academic or developmental curricula that is followed. The lead "teachers" in these areas are there to create and manage activities to keep children entertained.

In the nursery, children will be fed, changed, rocked, and entertained according to the parent's instructions. Nursing mothers are welcome to enter the room at any time to feed and care for their babies assuming their other duties have been covered by another member. Other co-op attendees are asked to stay out of the room unless they have been assigned to help in that area. No men are allowed in this area in respect of nursing mothers.

Preschool

Preschool is designed for children who are walking steadily and ready for some structured activities They will participate in age appropriate activities while they are in attendance. Their day is broken down into "times". They will be provided opportunities for story, nap, snack, video, craft, music, play, and other similar "times". Children are encouraged but not forced to participate in activities; therefore, the schedule must remain flexible

as to address the needs of the children in any given moment. If they are not yet potty trained, they will be changed when needed and reminded and given the opportunity to go potty regularly.

Kindergarten

Kindergarten classes are more in line with a traditional “school experience”. For the 2019/20 school year, there will be 4 classes. Morning classes will be Language Arts and Art. Afternoon classes will be Math and Games. These classes all take place in one room, but are taught by different teachers. Students will still be given ample opportunity to for free play and will be provided a snack in both the morning and afternoon sessions. Further details will be shared on the website in the class item on the class enrollment tool and in the syllabus for each class.

Curricula Standards

All curricula must be approved by the Board through the submission of a class proposal and syllabus. The Board may request to study the curriculum if there are questions. There is already a list of approved curricula on the website that teachers may consider for their classes if one hasn't already been chosen.

No curricula will be approved which supports the Theory of Evolution, supports the theory an old Earth, contains anti-Christian sentiments, anti-American sentiments, offensive content, or is age inappropriate.

Religious Studies

Religious studies should be limited to Christian worldview within an area of study. No courses will be allowed that focus on the specifics of a salvation plan. Because we serve so many denominations that have differing views on salvation and in respect to our host church's wishes, these types of classes should be avoided. We do encourage you to pray, sing, and praise freely. We encourage you to be an advocate for our shared faith. We encourage teachers to incorporate these elements into their classes. We do ask that you be respectful of parents' choices and not make attempts to persuade students to your denominational views. We have so many shared beliefs in our Lord Jesus Christ and we should focus on those.

We have agreed not to teach Bible study classes in our host church's facility. This isn't to say that the Bible cannot be used as a resource in other subjects or that we cannot study the Bible from philosophical, historical, scientific, or artistic perspective. We can and should also use the Bible to teach character and Christian morals to our students, but this agreement specifically addresses courses that would use the Bible as the primary teaching resource and would act as a discipleship style class.

Remember that not all of HFE's students are professing Christians and of those who are, many are still new in Christ. Pray for them and lead them gently to Christ with respect given to their parents' authority.

PE Rules

These rules have been developed to encourage Christian values, keep our students safe, and care to for the facility appropriately. Teachers should keep a copy of these rules in their binders and review them with their students frequently and regularly.

Christian Values

1. Always put kindness and compassion above competition. Think of others before yourself.
2. Do not trash talk, curse, use unkind words, or take God's name in vain. "You suck!" "O..M..G...!"
3. When faced with an unfair situation, remember that there is always more than one perspective to every situation. Accept the teacher's judgment and if you are still bothered by it, speak to the teacher after class.
4. "Turn the other cheek" when people are unkind to you. Try to calmly talk out your problems with them, but if you reach a point where the unkindness is getting too hard to handle, go to your teacher and/or parent and discuss it.

Safety

1. Wear appropriate attire, which includes: closed toed athletic shoes and clothing that allows for free range of movement and modesty (see the HFE handbook for the dress code).
2. Do not throw balls or other objects with your full force. Our boys are growing into men and they are strong, but if you are a smaller girl or boy, those balls thrown at your head or body really do hurt very badly. It takes the fun out of the play.
3. Listen carefully and follow all safety rules for the games that you play and the exercises that you do.
4. When PE is outside, stay away from the road, and if a ball goes into the road, wait for a teacher to retrieve it.
5. Never touch someone or allow someone to touch you in an inappropriate way. Some games require contact, but no one should ever touch another person out of anger or in private areas.
6. No tackling or body checks.
7. Check equipment for damage. Use all equipment as intended.
8. Banded Games: Red Rover and Dodgeball (or Dodgeball like games such as Swamp Ball)

Facility

1. Remember that the PE facility is provided to us out of love. Leave it in better condition than when you found it. Report any damage.
2. Follow all facility rules.

Extended Hours

It is the intention of Heritage Family Educators to provide more than enriching courses during normal co-op hours. We would like to foster special activities beyond normal co-op day classes. Therefore, extended hours of operation will be made available when these activities could be offered. Extended hours take place after the co-op day ends at 3:30PM and can meet until 4:00PM at our current facility. We can also possibly arrange other days or locations. This time would be used for: Social clubs, sports clubs/leagues, private Instruction, academic clubs, and academic classes. All activities must be approved by the board and must be arranged through the Facility coordinator.

Leaders

To be considered an HFE activity the activity must be led by a registered co-op parent. The leader cannot charge for their services, but may collect a fee based on needs if approved by the board. Leaders must seek board approval and fill out a class submission form. Leaders must be willing to take responsibility for the areas in use if meeting outside of the co-op facility or during non-designated co-op hours. If using the co-op facility during official extended hours, the leader must be willing to make arrangements to have the area being used cleaned before departure or do it themselves.

Who may attend?

At this time extended hour offerings are only open to registered co-op families and in some cases registered support group families.

Childcare

Childcare must be arranged by the families participating in the activity, but all HFE rules about childcare must be followed.

Academic Clubs

Academic clubs can often be incorporated into regular co-op hours so we ask that those who can teach during regular hours try to adjust their intended academic club into a co-op class. We do recognize however that some academic clubs might be better served outside of regular hours for reasons like the availability of the leader, students participating, or other factors.

Academic Classes

Academic classes may be approved for extended hours if the teacher has no availability other than after regular co-op hours and the class would be of benefit to the co-op. These will be approved in a limited number.

Requests

If you would like to create an Extended Hours program, please submit Class Submission form online. Once your description has been reviewed and approved, you will be required to submit further information to provide to the parents.

Costs

All costs associated with extended hours activities will be funded by parents. A student allotment account is not available to these activities.

Curricula

Curricula must be approved by the Board.

Facility and Equipment Use

Facility coordinator

The position of facility coordinator has been created to oversee the use of the facility, maintain relations with the facility owners, and oversee all equipment. Any questions or concerns regarding the facility or equipment should be directed to this liaison.

Corydon Baptist Church

Corydon Baptist Church has kindly given us permission to use their facility. We have entered into an agreement regarding the use of the facility. This section covers the terms of this agreement. Please respect these terms so that we can maintain our responsibilities in regards to this contract. Our behavior reflects on the homeschooling community. Also, we can show our appreciation to the church by caring for their facility and respecting their wishes. We hope to be invited to continue this relationship for many years to come.

Approved Times

Building use is limited to Mondays from 9:00am until 4:00pm. If any co-op group wants to use the facility for HFE purposes, they must coordinate with the facility coordinator.

Approved Areas

Not all areas are approved for our use. Please only use rooms that have been assigned and avoid areas with signage that indicates it is not in use. We must clean what we use and if we can limit that as much as possible it will make things lighter on the cleaning crews.

Cleaning

Before the co-op closes for the day we must insure that all areas of use have been cleaned and all equipment and furniture returned to its original location. The Facility Coordinator will publish a [cleaning list](#) that will be used by any cleaning crews. Everyone is required to participate in cleaning if on site. Parents will be assigned to tasks and junior and senior high school students are encouraged to volunteer for assignments as well.

Opening and Closing Inspection

The board will assign parents to opening and closing duties. You should document any damage, uncleanliness, or unsafe situation in a room inspection form, which is found on the website.

After the co-op day ends the Facility Coordinator, or the Director on Duty, will do a check on the facility to ensure that there is no unknown damage or unclean areas that we caused. If further cleaning is required, that will be handled immediately. If there is any damage those defects will be documented and immediately taken to the church office so that we may receive further instructions or so that the facility manager can address those issues.

Storage

The designated storage area is in the sanctuary to the right of the stage. There is a supply coordinator who oversees the room and the supplies within and who will be happy to help you find what you need. Students are not allowed unless given special permission.

Locked Doors

After 10am the doors will be locked. There are door bells at our main entrances. Do not prop doors open at any time or any location. This creates a safety issue for our co-op and a pest issue for the church.

Food and Beverages

The sanctuary is a no food zone. You may have food and drink in other areas of the church as long as you have teacher approval.

Facility Equipment

Please confirm with the Facility Coordinator if you would like to use equipment not already approved. After use, you must return this equipment to the original location. If there is damage to this equipment, please notify the Facility Coordinator immediately.

Special Events and Fellowship

The position of Event Coordinator has been created to facilitate and organize special events. Please contact the event coordinator if you would like to help plan event or volunteer for set up/clean up teams.

Christmas Program

Each year we will schedule a special Christmas celebration. During this event classes and clubs may choose to demonstrate their special skills which should reflect on the birth of our Lord. This will be a time of fellowship so may include a reception.

End of Year Awards and Graduation Ceremony

Each year at the end of the 2nd semester we will hold an awards and graduation ceremony. This will be a time to recognize all students for their accomplishments through the year in their personal lives, homeschools, and co-op. The co-op leaders and teachers will also take this time to hand out special awards. For any students graduating from their homeschool this will be a particularly special day with a full graduation ceremony and reception.

Spirit Days

We hold spirit days once a month. Activities may be centered around holiday celebrations such as Veterans Day, Thanksgiving, Valentine's Day, Crazy Dress, Crazy Hair, Pajamas, or any number of fun themes.

Field Day

After our last day, HFE gathers for a field day at a local park. Students and adults participate in games, crafts, food, and fellowship.

STEAM Fair

Students are invite (and in some classes required) once a year to participate in a Science, Technology, Engineering, Art, and Math fair.

Field Trips

All field trips should be scheduled on a day other than Monday. The website has a sign-up tool. Please see the Website Administrator for details on how to set up the calendar and signups for these events. Parents must submit a field trip permission slip for each child which is available on the website. All field trips must be approved by the Board.

Website

All members are required to register on the website by requesting a membership and then maintaining that website account. All registered families will be given access to this website once their membership request has been approved. Most of our communications go through this website so it is essential that you maintain this account and keep the information on it updated.

Accounting

The website has accounting features that allow you to view and track your financial account with HFE. You can review your account summary and pay invoices from this tool.

Parked Accounts

If you receive a message that your account has been parked, this is because a payment that is due hasn't been received. Contact the Treasurer to make payment arrangements. For all other trouble logging onto the website, contact the Website Administrator.

Privacy and Sensitive Information

Keep your password and username private. Do not allow anyone other than those listed on your registration access. Upon registration it is up to each family to set their privacy settings.

Allergy and Medical Information is needed for the safety and wellbeing of the students. Although this information is collect on the website, it isn't viewable to all other members. Only board members and some coordinators have access to this information online. However, it will be shared with those who work in classrooms, which is basically all of our onsite members. We will not share this information with any 3rd parties outside of our membership.

Please keep all medical and contact information for other registered families private. You will have access to their information in many cases. Do not share information of this nature with any 3rd party without approval.

Calendar

HFE has both a public and a private calendar. We encourage you to add information of interest to homeschoolers to them. Your calendar item will be reviewed by the Website Administrator prior to posting.

Forum

The form is the main way we share information with members. All classes are issued a private forum with only enrolled families able to receive notification and access the forum threads.

Other Tools

Other tools on the website are the member directory, photo gallery, classified ads, business listings, and much more. Please take advantage of these areas to share information and to ask questions. Always maintain a Christian decorum. Offenders will have access removed. This will cause problems with registration and enrollment.

Health and Safety

Health and Safety Coordinator

A Health and Safety Coordinator position has been created to oversee the health and safety of Heritage Family Educators. This coordinator will oversee day-to-day health and safety needs of the co-op and will help to create policies and procedures related to this area.

Weather Cancellations

All weather-related cancellations will be emailed, texted to those who provide a phone number that can receive texts, and posted on our Facebook pages. If threatening weather is occurring or predicted, please check your email, phone, or Facebook. We will follow South Harrison School District's cancellations, but not their delays or early releases. We will make our own decisions about delays and early releases.

No make-up days will be scheduled for regular co-op days that are cancelled. If you feel your class needs to meet for make-up days, please coordinate access to the building with the facility coordinator.

Organizers of field trips, events, and activities will contact attendees directly.

Drills

The Emergency Management Coordinator will create a drill schedule each year. Those drills will be held within the first semester. All teachers and staff will be briefed beforehand.

Emergency Management Procedures

All teachers and staff will be briefed on procedures before the first day of school. A binder with instructions will be available for reference at the front desk at all times. Every tote has a folder with emergency plans, maps, and rosters. Every tote also has an emergency flashlight. Most rooms are provided with a walkie-talkie or has one within ear shot. Any instructions during the day will be given over these devices. If you are in need of emergency assistance, you are encouraged to use them to contact board members.

Injuries and Medical Emergencies

If a student has a serious injury or has a medical emergency under your supervision, follow these steps.

Assess the situation and provide first aid care to the best of your ability.

Determine if the illness/injury needs more attention than basic first aid treatment (minor scrapes, bumps, bruises, minor headache). Serious injuries would include, but are not limited to, symptoms such as bleeding (more than minor cuts or scrapes), head injuries, possible broken bones, swelling, immediate bruising or redness, raised lumps or whelps, or if a child cannot stand up. Use good judgement and remember that it is always best to take the time to seek help when in doubt.

Seek help.

If the student needs more than basic first aid care that you can provide, if the student asks for his or her parent, or if this is a serious illness/injury, call for help. Ask the assistant or trusted student to use the walkie-talkie to call for the director on duty to come to your room or send them for help from a neighboring teacher. Do not leave your class or the ill/injured student alone, if possible. Once notified, the director on duty will contact the parent and any emergency medical help that is needed.

Fill out an illness/injury report.

After the situation has been stabilized, fill out an injury report and give this to the director on duty. Do this as soon after the incident as possible while the details are fresh in your memory. If it is a minor injury like a scrape or small cut, you should still fill out an injury report. You can find one in the tote folder, at the front desk, or on the website under forms/documents. Make two copies of the report, one for the director on duty and one for the parent. Turn this report in to the director before the end of the period. We want to ensure that the parent of the injured student is made aware of the issue before they leave the co-op so that they can provide further care if needed and to be on the watch for further unforeseen complications from the injury.

Safe People

Background Checks

All primary and secondary parents must submit to a background check. If both parents do not pass the background check, the family's membership will be cancelled. To pass a background check there must be no violent or sexual crimes, no recent drug crimes, and no crimes against children on the report. If other crimes appear on the background check, they will be taken on a case-by-case basis. Members will be notified if their background check does not pass. Background checks are reviewed by the facility staff and HFE's Chairperson.

Releasing Children

When a parent is absent and someone other than a registered parent is picking up a child, HFE will release to the person indicated on the parent absence report for that day, an emergency contact if the situation is deemed an emergency, and the registered parents. Children will not be released to any other person.

Non Registered Parents

In the event that the primary parent isn't married to or hasn't included another custodial parent or stepparent on the registration in the secondary parent position, they will be treated as a stranger. HFE will not release the student to that parent if there are no written instructions to do so.

Visitors

Because of the limited security resources of our co-op, our board feels it is not possible at this time for us to allow visitors on a regular basis. From time to time we will schedule a visitor day for special people such as grandparents or those considering joining the co-op. You will be notified of such opportunities. But otherwise we do not allow visitors. If you bring a visitor, they will be asked to leave upon arrival. Although we try to handle this with grace, this is a very uncomfortable situation for all, so please do not assume that because they are there we will make a special accommodation; we will not.

Family members on the registration such as parents who are not normally on site are welcome to attend (such as dad in most cases) and dependent children not enrolled in classes. Prior notification is appreciated but not required. All visiting children must not be ill and must stay with their parent or be in the fellowship hall.

Guest Speakers

You are welcome to invite from time to time a guest speaker to your class. You must have this guest speaker approved by the board prior to the day of their arrival. You must accompany the guest from the facility entrance to your class and back to the entrance.

Name Tags

All attending members and visitors must be issued a name tag. Students who enter the worship center in the morning will not be allowed entrance until they have their name tag in a visible location. Name tags for regular attendees will be provided. Those who have forgotten their name tag or visitors will be issued a temporary tag. If you see a person without a name tag, please stop and ask them how you can help them. If they are not a CBC or HFE member or visitor, escort them to the nearest door and immediately notify the director on duty. If they are a HFE or CBC member or visitor, let them know they need to always have a name tag and take them to the appropriate place to get one. CBC members and visitors can receive a name tag at their front office.

Food Allergies

Those members with severe food allergies must register that information with the co-op. Parents should be aware that we cannot insure a food allergy free environment. If your child has a food allergy and you provide that information to us in your registration form, we will include that information on the student's name tag and the classroom folder, which contains a list of all students with food allergies. Teachers should review the allergy list before distributing food in their classes. However, oversights happen, and mistakes might be made. We suggest that if you decide to attend HFE in spite of this, that you make every teacher your child has aware of the situation upon enrollment, and remind them regularly throughout the year. Remember that subs might not be aware of the situation, so if you know your child's teacher will be absent, you may want to find out who the sub is and make them aware. We also suggest you discuss this openly with your child and make them aware of potential dangers.

All adult members are required to check student nametags, which have allergies listed on the back and as star on the front to indicate an allergy, and the classroom folder, which contains allergy information for every student, before distributing any food or beverages to students. All emergency and attendance folders have allergy and medical information on any child whose parent provided information about allergies and medical information. Teachers, assistants, and subs are required to review that information before distributing any food products. We also strongly suggest that teachers ask parents upon the student enrolling if the student has any allergies. The information on the nametags and in the folders is provided by the parent upon registration, but oversights can happen and allergies can develop through the year.

Medications

Teachers and assistants are never allowed to distribute medications of any kind to their students. If students are suffering from an illness or injury, follow the procedures above.

Parents should hold all student medications during the school day unless otherwise approved by the board of directors. Medications the student would keep on their person might be emergency medications such as asthma inhalers. If a student claims to need any medications, please request the director on duty to assist you. We recognize that some students in our school are old enough to administer their own medications, however, because we are in a mixed age situation, we want to avoid accidental exposure to medications that could be dangerous to children unaware of the danger presented by medication or mistake it for candy or food.

First Aid and CPR Certification

We have individuals who are nurses or who are first aid certified within the co-op. Please notify a director so we can retrieve a first aid certified individual to help. If you have first aid training, please register at the director on duty stations so that we may call on you in an emergency. If you would like to become first aid or CPR trained, please contact our safety and emergency coordinator for possible future training dates.

Keeping a Healthy Co-op

Sick Policy

Parents and children who are ill should stay home. Please do not come if you have a fever, are vomiting, have diarrhea, sinus discharge, or know you have a communicable disease transmitted through normal human contact such as a virus, bacterial infection, flu, parasite, or fungus. The Board reserves the right to send anyone home who exhibits concerning symptoms. If anyone in your household is suffering with the flu or serious cold/virus, please keep the rest of your family home. Some viruses have long incubation times and symptoms may not yet be showing.

If teachers witness any of the following symptoms, they should notify the Director on Duty immediately, so we can involve the parent.

- Fever: a fever is defined as registering 100 degrees or higher. A child must be fever free for a full 24 hours prior to arriving.
- Conjunctivitis (pink eye): must have been on antibiotics for a minimum of 24 hours prior to arriving, or a doctor must have determined it is not contagious. Mattering (green crustiness around the eye) or drainage from the eye must no longer exist.
- Diarrhea/Vomiting: child must have NO episode of either for at least 24 hours prior to arriving.

- Sore Throat/Strep Throat: If a child is diagnosed with strep throat, they must have been on antibiotic AND fever free for at least 24 hours before arrival, OR strep test results have turned negative.
- Rash: Do NOT bring a child who has a rash (other than diaper rash) unless a doctor has determined it NOT to be contagious.
- Chicken Pox: DO NOT bring a child until all spots are “scabbed over” (become dried and crusty).
- Lice: DO NOT bring a child to co-op until at least 24 hours after treatment and until no lice or nits are showing when the hair is combed with a nit brush.
- Runny Nose: Do not bring a child that has GREEN THICK nasal drainage: this is a sign of infection. CLEAR nasal drainage is common to teething/ and or allergies, and is acceptable. If it is accompanied by other symptoms though, it is a sign that there may be a virus at work.
- Excessive Coughing: Although it is hard to determine in people with asthma what is causing excessive coughing, if the coughing has been accompanied by any other symptoms (sore throat, fever, loss of voice, etc.), it is best to not expose others to possible infection.

Hand Washing Policy

Students will be asked to wash their hands frequently throughout the day, especially if they display minor symptoms such as a coughing, sneezing, or a runny nose (even if it is related to allergies). Students will be asked to wash their hands prior to their first period class, before and after lunch, and after every bathroom visit. Parents should also have children wash their hands after returning home as not to spread germs they picked up from school.

Disinfecting Classrooms

Because we are not the only group who uses CBC, it is important that we protect ourselves from germs left behind by others and clean up after ourselves. Teachers should use the disinfectant wipes in the classroom totes on all surfaces between classes. The totes also contain hand sanitizer. Please use this as needed, but understand, this does not replace hand washing.

Board Discretion

The Board will make allowances for all who have these issues. No doctor’s notes are necessary. Your good common sense will due. However, the Board reserves the right to send anyone home who displays concerning symptoms.

Chronic Illnesses and Disabilities

It is our sincere wish to offer services to the whole family. We will make all reasonable attempts to accommodate all members with chronic illnesses or disabilities.

For members with mobility disabilities, there is no elevator in the facility. You may reach the second floor by entering through the main office doors, and the lower floor by entering through entrance on the North side of the building (facing HWY 62).

Digital Safety and Privacy Statements

The following policies take effect Jan. 1, 2019.

HFE takes our members' digital safety very seriously. Our primary concern lies with providing a safe environment for our students. As HFE grows in the use of digital services, we will endeavor to improve these policies with that purpose in mind. The privacy of our members is also a concern, therefore we are careful to provide you with information on how your information will be used and stored.

Student Electronic Devices and Internet Use

Students who do not have permission to have electronic devices at HFE, must not have devices on their person during co-op hours, which includes Mondays, from the time the student arrives until 3:45pm, and other days where HFE meets for classes or activities.

Students who have devices they wish to bring to HFE but have no educational use for them, must turn them into the director on duty or their parent for safekeeping until after co-op hours or after the HFE activity has ended. HFE is not responsible for lost or damaged devices while in our possession, so if you have concerns, the parent should keep the device or do not bring it to HFE.

Students who have a legitimate educational need of a personal electronic device and/or Internet access on an electronic devices must receive permission from their parent, the teacher whose class they will be using the device in, and their grade level coordinator. Students can request exception by filling out the [Student Electronic Device and Internet Use Request](#) found on the HFE website.

If the request is approved, the student will be given a special permission slip that is to be kept with the student, preferably with the device, during the co-op day or co-op class that meets outside the typical co-op day. If a question arises about the student's permission, the student should show this slip to whoever requests to see it. The slip will clarify what period and class the student has permission to use the device, and what type of device it is.

The student will only be allowed to access that specific device during that period/class/activity within in the limits of educational need. The student never has permission to use the device outside of the needs of the class. For example, the student may not text, take calls, access social media, access games, photos, videos, files, or the Internet if it is not specifically called for by the teacher or parent in the case of study hall. At all other times, the device should be set on airplane mode and stowed in the student's backpack or turned over the parent or director on duty.

If a student misuses his or her device and it does not harm others (e.g. using the device outside of the specific class, connecting to the Internet without approval, or for something other than teacher approved activity), the student will have their name written in the class behavior log, the device will be taken from the student immediately, and the device will be given to their parent for the remainder of the day. If the student abuses this privilege a second time in that class or any other time at HFE, a disciplinary meeting will be called. The student will lose device and Internet privileges. A time period for that loss of privileges will be set by the grade level coordinator or supervising board member.

If the student misuses his or her device and it does harm to another person (e.g. Internet bullying, showing pornography, invasion of privacy) or misuses his or her device in a way which violates the “Student may never” section of HFE’s student code, a disciplinary meeting will be called. When disciplinary meetings are called for this kind of infraction and the student is found guilty of the infraction, the student will lose their device and Internet privileges permanently, and he or she is also be in danger of being expelled or suspended.

Adult Member Electronic Devices and Internet Use

In classes and while on duty monitoring students, adult members, both teachers and assistants, should lead by example and stow their devices during class time unless using for educational purposes or responding to urgent personal business. When responding to urgent personal business, please ask for a substitute to replace you in your classroom duties if possible, but never leave a class unattended.

When representing or interacting with HFE on social media, the HFE website, or other online formats you are expected to adhere to expectations laid out for member conduct in the Member Responsibilities section of the handbook. Our sites are closely monitored by our directors and if questionable posts are made, they will either be immediately taken down, or you will be asked to edit them to meet those standards. Never directly or inadvertently correct or shame another member or student for failing to meet yours or the co-op’s expectations publically on social media or the HFE website.

Adults need to restrict all messaging of minors and students to public platforms such as Google Classroom or HFE Forums. If alternative platforms for messaging are used, the teacher, parent of the student, and the student need to all be included in the message. No private messaging should be sent between adults and minors.

Digital Images Policy

HFE members should only share photos, videos, or other recorded images of other HFE members taken during co-op day classes and activities on our private Facebook page, in G-Suite Classrooms, or the photo gallery on the private website. Do not publicly share photos on personal or public websites, Facebook, or other social media without board approval. This policy does not extend to co-op events such as Christmas or End of Year programs, field trips, or any other events where we gather with the public.

Before taking a photo, it is polite to make sure you have the verbal permission of the person or people you are taking a photo of. If you post a picture and a director or a person in the photo requests that you remove it, do so promptly.

HFE volunteers will be taking photos through the year for use in the yearbook. If you do not want photos of yourself or your children used in the yearbook, you must make the yearbook coordinator aware of that in writing via email. We do not prepublish the yearbook for member approval.

Before showing digital media in your class, get coordinator approval. Normally, this would be done through the class planning process, but if you have an addition to your lesson plans, you should seek additional approval.

CBC Wi-Fi Access Policy

At Corydon Baptist Church, adult HFE members will have access to wi-fi access to connect to the Internet. If you have a need to access the network, you can retrieve the password at the Director's desk. The password will change weekly.

At no time are adult members to give students access to this network. If a teacher has a legitimate educational need for wi-fi access in their classroom for students, please contact Andrea Walters for further discussion.

How HFE Stores and Uses your Information

All Members

HFE stores the name and basic contact information for all members. We also store attendance records and communications with our members. We also store financial records such as invoices and account balances via our website. We do not store credit card or bank account numbers.

All Students

HFE collects and stores parent submitted birthdays and health and developmental conditions through our Homeschool-Life website provider. We also print student health and developmental conditions and provide print copies to teachers and assistants. This information is used to help inform teachers and assistants with the purpose of avoiding unsafe situations for the student, to help prepare teachers and assistants for how to accommodate special needs, and to provide to medical professionals in case of emergencies. Student disciplinary reports are stored on our secured Google Drive for up to one school year. These reports will be referenced if suspension or expulsion is being considered, if the student is requesting reinstatement into the co-op after expulsion, if a former member is applying again for membership. Student grades are not referenced for admission into the co-op, but they may be referenced to help determine if a student meets the academic requirements of a class they are requesting enrollment into. Only account administrators, teachers of, individual students of, and the parents of enrolled students of a specific class have access to those grades.

Homeschool-Life

Our website is powered by Homeschool-Life. HFE collects and stores contact information for all members and collects and stores parent submitted health and developmental conditions of students through our Homeschool-Life website provider. You can read their [privacy statement here](#). You can read their [safety policy here](#).

Ministry Safe

All adult members of HFE must pass a criminal background check. Ministry Safe is the company that Corydon Baptist Church uses to run background checks. The information you submit on your background check will be processed through this company. See the Ministry Safe privacy policy here. [Ministry Safe Privacy Policy](#)

HFE Google Accounts

HFE has partnered with Google to provide our teachers, parents, and students with an online suite of applications to improve teacher, parent, and student communication regarding courses students are enrolled into. It is important for members to understand that this application suite is our main way to administer our junior and senior high courses, and from time to time elementary courses as well. All members should read these privacy statements and stay informed about changes to the statements. Follow the links to read the [Google Privacy Statement](#) and the [G-Suite for Education Privacy Statement](#).

YMCA Privacy Statement

The YMCA has partnered with HFE to provide space for our Homeschool PE classes. Read the [YMCA Privacy Statement](#) here.

Leaders

Board of Directors

Heritage Family Educators is registered with the State of Indiana as a nonprofit corporation. In compliance with the laws of Indiana regarding nonprofits, our cooperative is governed by a Board of Directors. See the bylaws for further explanations about how the board operates

Purpose

The purpose of the board of directors is to govern the cooperative by electing leaders, establishing policies and procedures, overseeing the execution of those policies and procedures, and making business decisions for the cooperative when situations fall outside of those policies and procedures.

Term of Service

All board members' terms of service are 2 school year terms with an option to renew at the end of that 2-year term. The term of service should be renewed the January before the term is over if the board member wishes to renew. If the board member doesn't wish to renew, their term of service will end at the end of that school year. Failure to fulfill the term of service will result in the loss of member in good standing status.

Reviews

Each year before the end of January, each sitting board member shall go through a review process with the Chairperson and another board member (or in the case of the Chairperson, 2 other board members). The purpose of this review is to reflect on the previous year and make plans for the upcoming year.

Conflict Resolution

The board is here to help you resolve conflicts that may arise while you are a member. This organization is built on relationships and trust. It operates best when members honor God and build trust with each other. One very effective way to do that is by following what has become known as the Matthew 18 Plan which is summarized as follows:

Humble yourself in all situations. Don't provoke others with your actions or words, but instead, love one another as yourself. When you must confront another member or student, confront gently. Forgive trespasses in your heart.

Following this plan in no way means that individuals shouldn't face the consequences of their actions, but it is the best way to avoid conflicts and the best way to approach finding resolutions. God's way is always best. Typical situations you may face at HFE are: correcting a student, discussing a student behavior situation with a parent, addressing a concern with one of your student's teachers, resolving a misunderstanding with another member, or resolving a disagreement with the board. Most of the time, these situations are easily resolved between members, but they do have the potential to spin out of control. We won't find perfect resolution every time, but we will certainly help you in any way we are able.

When should you involve the board?

Issues of health and safety should be immediately brought to the board's attention.

Beyond that, we ask that before you involve the board in most matters, that you first discuss your concerns with the other member. If you cannot find resolution to your concerns, you should bring them to the attention of the board.

Who should you go to?

You are welcome to go to whatever board member you feel comfortable with, but there are board members who oversee certain areas such as grade level coordinators, board, treasurer, health and safety, etc. It is always preferred that you would go to the person who oversees the area where your situation falls. If immediate response is needed, contact the director on duty or the Chairperson.

Officers

Chairperson

- Facilitates meetings.
- Oversees the new family registration process.
- Acts as a point of contact for HFE for the public.

- Signatory of the co-op.
- Coordinates leadership teams.

Secretary

- Maintains the official records and documents of the co-op including articles, bylaws, meeting minutes, list of board decisions, bank account info, and handbook.
- Acts as the registered agent and registered office if necessary
- Takes meeting minutes.
- Sends out meeting notices.
- Keep website and Facebook updated with latest information.
- Signatory of the co-op.

Treasurer

- Acts as the registered agent and registered office if necessary
- Maintains the bank account, PayPal, and financial records of HFE.
- Coordinates with a tax accountant in filing appropriate financial documentation.
- Collects registration fees and class enrollment fees.
- Provides a monthly financial report to the board.
- Coordinates with all other board members and coordinators on financial matters such as collecting money for yearbooks, t-shirts, and field trips.
- Issues reimbursements.
- Maintains the accounting record in Google Drive, which allows teachers and coordinators to easily track their accounts.
- Signatory of the co-op.
- Assists teachers with creation of class fee worksheet and coordinates with grade level coordinators.
- Maintain relationship and account with insurance company, submits payments and forms as needed.
- Creates and maintains budget as approved by the board and makes adjustments as necessary.
- Makes purchases as needed for HFE and curriculum as approved by the board.
- Establish and collect yearly membership fees.

Coordinators

The Board may create coordinator positions to help carry out the business of the organization. These positions may be held by board members or other eligible members. Coordinators will receive a 50% discount on their registration (may only receive 50% worth of discounts on any membership) the year following their term of service.

Event and Fellowship Coordinator

- Oversee all HFE events and delegate responsibilities as needed.
- Coordinate with the Facility Coordinator if the event will take place at the co-op facility.
- Make arrangements for offsite locations.
- Coordinate lunchtime events such as birthdays and holiday celebrations.
- Handle all advertising and communications.

- Annual events are, but not limited to, Christmas Program and Awards and Graduation Ceremony, Steam Fair, and Field Day.
- Coordinates budgets for events with treasurer.
- Coordinates field trips
 - Act as a point of contact for HFE, parents, and destination organization.
 - Create a calendar item and sign-up option.
 - Collect any fees associated with, make payments, and buy supplies for the trip.
 - Sends reminders

Facility Coordinator

- Coordinates facility arrangements and agreements.
- Ensures that HFE is abiding by any agreements that are made between us and the facility.
- Creates a list of cleaning duties that HFE needs to perform at the end of every class day and oversees assigning individuals to these duties.
- Creates a room-by-room list of equipment, tools, and furniture that HFE will be allowed to use and any items we are not allowed to use.
- Oversees a daily check of the facility upon opening to ensure that any damage or other issues with the facility are documented and addressed before the first class.
- Oversees a daily check upon closing to ensure that we have cleaned appropriately and there is no unreported damage to the facility.
- Provide a monthly report to the board on the status of the facility, communicating any problems encountered during the co-op day, and reporting emergency situations immediately.

Field Trip Coordinator

- Act as a point of contact for HFE, parents, and destination organization.
- Create a calendar item and sign-up option.
- Collect any fees associated with, make payments, and buy supplies for the trip.
-

Fundraising Coordinator

- This position reports to the treasurer.
- Create a fundraising plan for each year.
- Oversee the execution of all fundraising events.
- Track and collect all funds.

Grade Level Coordinators

- Supervise grade level teachers, assistants, and students.
- Train teachers and assistants.
- Oversee creation of classes in that grade level.
- Present classes for approval to the Board.
- Oversee quarterly reviews.

- Present policies and procedures that would improve operations in that grade level to the Board.
- Provide a monthly report to the board on the status of the grade level, communicating any problems encountered during the co-op day, and reporting emergency situations immediately.
- Oversees the class creation process.
- Oversees the class enrollment process.
- Maintains registration records via the website.
- Creates and publishes a schedule for registration deadlines.
- Creates and publishes a schedule of classes.
- Maintains class enrollment records.

Health and Safety Coordinator

- Familiar with, or can become familiar with codes and laws that apply to our situation regarding safety and emergencies (tornado, fire, earthquake, lockdown, etc.).
- Implement emergency plans and familiarize/train leadership, teachers, volunteer staff, and students to execute those plans.
- Create a drill schedule and run drills.
- Coordinate first aid supplies, and locations where supplies are located.
- Maintain a list of those trained in first aid who are on site.
- Create emergency event binders that can be used by anyone in charge during an emergency event.
- This would be an ideal position for someone who is trained in first aid or possibly a nurse, or who has experience dealing with emergency situations and who has a cool head.
- This position reports to the Chairperson.
- Tracks that background checks and sexual awareness training is done by members.

New Member Coordinator

- Acts as a point of contact for potential new members
- Arranges visits
- Interviews new members
- Makes recommendations based on those interviews
- Trains new members on policies and procedures
- Helps new members get acquainted and feel welcomed

Substitute Coordinator

- Review Attendance Reports and assigns substitutes before classes begin.
- Provide a Facebook report of the day's absences.
- Provide an updated Parent Schedule with the days changes marked.
- Make changes to attendance reports as needed when the family's plans have changed.
- Tracks absences and surrogate uses.
- Coordinates with check in desk.
- Sends reminder emails about attendance.
- Present attendance issues to the board for decisions.

Supply Coordinator

- Maintain inventory of all co-op supplies, equipment, and curriculum.
- Coordinate supply donations from members.
- Assemble and maintain classroom supply totes.
- Make supply purchases for the co-op.
- Insures that all totes are accounted for and stored properly at the end of the day.