

Hillcrest Homeschool Enrichment Handbook
Hillcrest Baptist Church
Kernersville, NC

Mission Statement:

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

Membership—Statement of Faith:

HHE is a distinctly Christian homeschool cooperative ministry. It is an outreach of Hillcrest Baptist Church and is therefore governed by the beliefs and policies of the church. Please visit the church's website to view the church's Statement of Faith and Beliefs (www.hillcrestkernersville.org). HHE is not limited to members of Hillcrest Baptist Church.

All HHE adult participants should read and must agree to respect the Beliefs and Statement of Faith of Hillcrest Baptist Church. In doing so, participants agree to conduct themselves and see that their children conduct themselves in a manner that does not violate or contradict those beliefs while participating in, leading or teaching any HHE class or activity. Class plans and resources must be approved by the HHE Director to assure they align with the Statement of Faith and Beliefs of Hillcrest Baptist Church.

Facility Use

- A parent or designated adult must remain on campus for a child to attend the HHE co-op.
- There will be two adults in each classroom at all times. Should a time arise where two adults are not available, the classroom door should remain ajar and the door or window should not be covered.
- Children must be supervised by a parent or teacher at all times. Children must not be outside the building without adult supervision.
- Please make sure that all garbage is put in trash cans. Trash is to be tied up and placed outside the room door at the end of the co-op day.
- Please arrange all tables and chairs as found upon arrival, at the end of the co-op day.
- Please keep noise in the hallways to a minimum. Do not congregate in the hallways, and do not allow students to wander the halls during class time.
- Please use the restrooms closest to your classrooms. Children should make sure they use the restroom facilities prior to class to limit the need to go during class time.
- Exterior doors should be kept closed at all times and should not be propped open.
- All students and teachers must enter and exit through the "Office/Worship Center" entrance. The Fellowship Hall entrance will remain closed and locked throughout the co-op hours.
- Food and drink should not be brought to class unless directed by the Teacher. Students may bring water to class in a closed container. *No food or drink is allowed in the sanctuary.*
- Remain in the area of the church where your class(es) is/are scheduled.
- Bring your own school supplies. Use only labeled HHE materials and supplies.
- Treat the facility with respect.
- A parent should plan to be present at all HHE activities if there is a concern for a child's health or safety.

Emergency Procedures

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

Evacuation Procedures

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

- Before evacuating, count the children in your class.
- Evacuate quickly, in a quiet, orderly manner.
- Once out of the building, move away from the building to the large, open fields adjacent to the parking lot and recount the children.
- Parents should stay with their assigned class to ensure all children are accounted for.
- Do not return to the building until instructed to do so by the HHE Director.
- When returning to the building, count the children again.

Attendance Policies

HHE operates as a cooperative, which requires the participation of each family enrolled. Attendance is crucial in providing efficiency and effectiveness. Attendance will be monitored.

If a family has more than one planned absence or three total absences in a given semester, the reasons for the absence will be considered and could result in denial of future enrollment. Consistent tardiness will also be a factor in determining whether your family will be permitted to register for future semesters.

Weekly Check-in Procedure:

Upon entering the building, please wipe all hands at the entrance station, check off your presence on the attendance sheet, and make name tags for all adults and children.

Absence:

If you or your children will be absent (even if you don't regularly assist or teach):

- Your family must notify the Substitute/Attendance Coordinator as soon as possible and *no later than 8:30 am* on co-op day. When notifying her, please include:
 - The reason you can't attend
 - Any classes in which you teach or assist and their times
 - Whether you have provided lesson plans to the person taking your place.
- Notify your child's teachers of their absence.
- Teens should contact their teachers to check on assignments when applicable.

- Absent teachers are responsible for getting a lesson to their assistant. If the role of Substitute Coordinator is vacant, they should arrange for another parent to serve as the second adult.
- If you send an email or text, make sure you get an acknowledgement.

Surrogate Parent:

Should a parent be unable to attend due to illness of self or a child, an attending HHE member can accept responsibility for healthy children in grades K-12. This accommodation should happen on a very limited basis. Children not enrolled in a class cannot attend co-op unless the parent is present and fulfilling their assigned service. The parent is responsible for letting the HHE Director know a surrogate parent will be responsible for their children on that meeting day.

Attendance Policies, continued

Healthy Child Policy:

As representatives of Christ, we commit ourselves to obey Jesus's command to love all persons and welcome them into the church. However, we also need to take all reasonable care not to jeopardize the health of others.

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

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

- Acute cold
- Fever
- Sneezing (not associated with allergies)
- Coughing
- Vomiting
- Diarrhea
- Sore throat

- Ear ache
- Runny nose (not associated with allergies and not clear)
- Red or discharging eyes
- Skin rash
- Chills

Dismissal:

Parents are responsible to see that their children do not leave the building without the direct supervision of a parent or designated HHE adult member.

Service Requirements

HHE is a traditional, family focused co-op which is led and completely run by its members. We commit to each other to invest in each other's children and to support one another. Everyone should come with a servant heart, willing to teach, assist, or substitute on a weekly basis during the hours that they are at co-op. While at co-op, each adult must be willing to serve in any way requested, through substituting or helping with additional duties, when not assigned to lead or assist elsewhere. We both sow and reap as we invest in other families' children while they invest in ours.

To insure that each family has enough time to become part of our community, each family must commit to at least two hours of classes. Children must be registered to a class for each hour the family is on campus.

Teachers:

- Must be punctual.
- Are responsible for setup and cleanup of his or her room. Wipe down all surfaces with provided wipes and clean up the floors as needed. Try to leave the room neater than you found it.

- Notify the parent and HHE Director if a student is injured during class.
- Guide assistants to best assure the achievement of class objectives and the safety of the students.
- Provide a plan for the assistant/substitute in case of absence.
- Uphold the discipline and homework policies as outlined in this handbook. As a courtesy, please address disciplinary issues privately with students, and not in front of the group.
- Include any homework expectations, food usage, and learning prerequisites in class descriptions.

Class Assistants:

- Must be punctual.
- Should seek opportunities to aid the teacher in preparation and presentation of class lessons.
- Will lead the class if the teacher is absent.
- Should help their teacher in monitoring any behavioral issues.
- May be asked to substitute more often on their off hour and serve in additional ways if they do not have the additional responsibilities of a teacher role.

Floater/Substitutes:

- Any adult not assigned to a class during a given class hour will be considered a floater or substitute.
- May be asked to supervise the child of a teacher or assistant or to help in a class where a leader or assistant is absent.

Health Conditions, Allergies, and Special Needs

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

Medications:

Children should not carry medication. Class leaders and volunteers should not administer any medications, including ointments and pain relievers. The exception is when failure to medicate is life threatening, such as in the case of severe allergic reactions or asthma attack. In this case, the child may carry the medication securely in his/her backpack and away from other children. An adult present may

stand in loco parentis to assist a child in administering his/her epi-pen or inhaler in the absence of a parent. Parents must communicate directly with their child's teachers regarding the use of epi-pens and inhalers, as well as symptoms for which to watch.

Allergies/Intolerances:

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

- HHE has a NO NUT policy. Products with nuts (pea or tree) as an ingredient or where packaging lists the food item was made in a facility with nut products should not be brought into the building during any HHE activity.
- Please refrain from bringing any food into the classrooms during class hours.
- The only time food, other than water, should be in a room used for co-op classes during co-op hours is for these specific reasons:
 - A class lesson has a specific activity requiring use of a food product (i.e. an experiment). When planning a class, try to avoid activities involving food. If food will be used in your class, specify this in the class description.
 - If an activity comes up involving food that you would like to do with your class:
 - Give all parents of children in your class advance notice (at least one week), listing the food items you plan to use.
 - Welcome parent suggestions for substitutions to help keep all children safe.
 - Ensure all children in your class wash hands after a food activity.
 - Wipe room tables and any other surfaces that had contact with food after a food activity.
 - Middle and high school students may bring lunches to eat during the lunch hour after morning classes. The NO NUT policy should be observed, and hands and all surfaces should be wiped at the end of the lunch period and before proceeding to any other activities. Lunches should only be eaten at the tables provided in the Fellowship Hall.

Health Conditions/Allergies/Special Needs continued

- If a member of your family has a situation hindering eating lunch prior to arriving at co-op and needs to eat, has a medical condition (i.e. diabetes/low blood sugar), or is a young child needing food, the Library or Hangout Rooms may be used to accommodate these needs, while adhering to the NO NUT policy. Wipe the area and wash hands after eating. Notify the HHE director if assistance is needed to clean a spill.
- If you have a baby-toddler needing a bottle during co-op time, please keep the bottle in the nursery room with cribs.
- Families staying for a meeting, activity, or fellowship after co-op hours are welcome to eat a snack in the Fellowship Hall.
 - Children should be seated at the designated tables and not wandering around the room with food.
 - Children should be under adult supervision.
 - Wipe table and hands after eating.
 - Adhere to the NO NUT policy.
- Children should not be given food at co-op or any HHE activity without first speaking to or having written permission (email/text) from the child's parent.
- All HHE members are asked to wipe materials and supplies brought from home that may have been in contact with food and will be used by other children.
- Adults and children should wash or wipe hands before or upon arriving at co-op and HHE activities. Wipes will be available at the co-op sign in table.
- HHE may ask parents of allergic/intolerant children to offer reasonable alternatives for class activities that involve an allergy trigger food, including shopping for an appropriate substitute.
- Teachers and assistants will immediately get the child's parent for any symptoms of physical distress, including but not limited to: frequent sneezing, runny eyes, itching, difficulty breathing, prolonged coughing, wheezing, difficulty swallowing, drooling, confusion, drowsiness, excessive sweating, vomiting, and/or complaints by the child of not feeling well. We invite parents to make teacher and assistants aware of any other symptoms of which they wish to be notified.
- "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." Colossians 3:12

Special Needs/Learning Difficulties:

If your child has a special learning need, it is your responsibility to be sure that the classes for which you register that child are a good fit for him/her. Read all class descriptions carefully, ask questions

of the teacher prior to registration, and communicate with the teacher regarding any reasonable accommodations that can be made to maximize your child's learning.

Other Policies

Behavior:

Participants are expected to behave in a kind and respectful manner to each other and to obey the adults in authority. Physically or verbally aggressive or disrespectful behavior toward adults or other children in the group will not be tolerated. Behavior issues will be handled as follows:

- If two or more incidents of behavior issues or continued direct disobedience occur during a class meeting, the teacher will contact the parent to inform them of the behavior and solicit possible solutions.
- Should the behavior reappear during a second class and correction by the teacher does not stop the behavior, the parent will be called to remove the child from the class. The child will remain with the parent for the remainder of that week's class.
- If the behavior continues a third week during the semester, the parent may be required to serve in the class with their child or the child may be removed from the class for the remainder of the semester. This will be decided on a case by case basis.

Dress Code:

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

- Writing and printing on shirts, blouses, and sweatshirts is acceptable as long as it does not contain anti-Christian logos, symbols, pictures or groups, does not have an anti-Christian meaning, or does not give an appearance of anti-Christian activity.
- Writing on the backside of pants, shorts, or skirts is prohibited.
- Strapless tops, halter tops, muscle/wife beater shirts, midriff blouses exposing the stomach, and/or garments exposing the undergarment area are NOT permitted.
- Straps on sleeveless tops must be at least two inches wide.
- Necklines must be modest.
- Shorts and skirts must be at least mid-thigh length.

- Leggings or yoga pants may not be worn alone as pants, but must be under a skirt or dress of appropriate length (see above).
- Jeggings may be worn under a long tunic or top which covers the back side.
- Boys and men should not wear low-hanging pants or shorts.

Other Policies, continued

Electronic Devices:

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

Field Trips:

All HHE members are permitted and encouraged to coordinate field trips for the group. You may use our website's forum to ascertain interest and coordinate field trips.

Homework:

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

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

Inclement Weather:

Given the central location of the church, HHE will cancel if either Forsyth or Guilford County public schools are closed due to inclement weather. If either public school system is delayed, HHE will plan to hold classes as normally scheduled that day.

Photography/Video:

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

- HHE Yearbook
- Presentation Night and /or class project
- To share with parents of children in a class or for your personal family scrapbook

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

Other Policies, continued

Physical Contact Guidelines:

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

Visitors:

Only parents and immediate adult relatives (i.e. grandparents) of children registered may attend HHE co-op classes. As an extension of HHE, families are welcome to invite guests to other HHE activities (hangouts, mom's nights, presentation nights, and workshops). Bringing guests to family nights will be determined by the Director based on the type of activity due to possible space and cost limitations. HHE families are responsible for their guests and should include them when there is a sign up for the activity.

Student Pledge

Parents should discuss these items with their children prior to registering and before the first day of each semester.

I agree to take responsibility for my own education in the following areas:

- I will be punctual; I will be prepared; and I will complete all of my assignments on time.
- If I am absent, I will contact my teacher for all missed assignments.
- I will show my parent(s) all assignments I receive and will review my work with them.
- I agree that my class(es) is/are important to my home education program.
- I will respect my parents, teachers, and peers.
- I will take care of my classes' equipment and the property of Hillcrest Baptist Church.
- I will not bring to class or use electronics during co-op time.
- I will adhere to the dress code.
- I will not leave my class without permission nor will I leave the building without supervision from my parent or an adult designated by my parent.

Membership Contract

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

___ I agree to read, understand, and abide by all HHE policies outlined in this Handbook.

___ I agree to oversee my child(ren)'s work and to instruct them in appropriate classroom etiquette and proper behavior when in a church facility. I will make sure my child(ren) understand(s) his/her responsibilities. I understand that I am responsible to make sure my child(ren) completes all required assignments.

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

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

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

___ I understand that it is my responsibility to notify the HHE Director and all adults working with my child(ren) if they have special learning needs and to recommend appropriate accommodations, within reason. If I have reason to believe that a particular class may not work for my child because of their learning needs, I should consult with the teacher before registration to ascertain whether the class is a good fit for my child.

____ I agree to have a servant's heart by fulfilling any service that has been assigned. I agree to be willing to help in other times and areas as needed.

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

____ I will notify the Substitute/Attendance coordinator of my absence as soon as possible and before 8:30 am on co-op day, as well as the reasons for my absence. I understand that I am allowed no more than one planned or three total absences per semester.

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

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

Signature

Date