



WELCOME TO THE 2021-2022 SCHOOL YEAR

We are thrilled to have you aboard for another amazing year!

~Mission Statement~

We believe that the best homeschool education is one where high academic standards are expected from those who are invested in each individual student's personal goals, character development, and overall well-being. It is also about creating an atmosphere where our children can freely follow God's direction and discover their individual interests and gifts, while building healthy relationships.

Because we believe the most personally invested teachers are parents, we dedicate ourselves to teaching and caring for our students while we provide them with quality academic and enrichment classes. Learning with others provides opportunities for interesting class discussions, public speaking practice, and the synergy that comes from working in a group. We show our students respect by listening to them and encouraging their engaged contribution. We help to nurture them into confident, educated adults.

We are a diverse, but unified community of Christian homeschooling families who love and support each other as we step out of our comfort zones to contribute our time and individual experience teaching, learning, serving, and growing together, as we all help meet the academic goals we have for our children.

We CAN do it alone, but we do it BETTER TOGETHER!

LEADERSHIP TEAM		
DIRECTOR Kris Stoddard heykstod@gmail.com 717-329-8879	TREASURER Heather Ege mommyofnicole2001@ yahoo.com 717-324-3032	SECRETARY Sandy Myers info@nhhgpa.com 717-542-7900
SECONDARY COORD Lisa Spangler tispangler8@gmail.com 978-760-2240	ELEMENTARY COORD Deb Miller cbc4deb@gmail.com 717-422-6222	

WHO TO CONTACT	
Absences (planned & unplanned)	Kris Stoddard
Nurse	Amy Gorinski
Classroom Needs	Kris Stoddard
Reoccurring Class/Student Issues	Deb Miller (elem); Lisa Spangler (secondary)
General Supplies	Heather Ege
Science Supplies	Lisa Spangler
Classroom Tech; Computer; A/V	Sandy Myers
Events/ Activities	Heather Ege, Lisa Spangler, Kris Stoddard
Grading Questions	Deb Miller (elem); Lisa Spangler (secondary)
Kitchen Use for Class	Lisa Spangler
Missing Items	Lost & Found; Heather
Purchase Approval/ Reimbursement	Heather Ege
Visitors	Kris Stoddard
Leaving Early	Kris Stoddard
Paperwork/ forms	Sandy Myers
Anything Else	Kris Stoddard

NOTABLE DATES 2021-2022

All dates are subject to change.

BACK TO CO-OP ORIENTATION and PICNIC: Aug 24, 2021

FIRST SEMESTER

Classes begin	August 31
End of 1st quarter	October 19
Mid-Semester progress report due	October 22
Costume & Pizza day	October 26
*NO Co-op (Election Day)	November 02
*(Assign homework for this day and following week)	
*Homework Holiday	November 25-26
*(DO NOT assign homework for these days for Thanksgiving break)	
End of 1st Semester	December 14
Christmas Luncheon	December 14
1st grades due	December 17

CHRISTMAS BREAK

*Homework Holiday	Dec. 15 - Jan. 03
*(Assign only 4 days of homework over Christmas break.)	

SECOND SEMESTER

Classes Begin	January 04, 2021
End of 3rd Quarter	February 15
Mid-semester progress reports due	February 18
Dance	March 04
Last Day of Classes	April 12
Last Day Luncheon	April 12
Graduation Ceremony	April 22
Final grades due	April 15

POST CO-OP WRAP-UP MEETING **April 19, 2021**

Light breakfast at 8:45am/ meeting begins at 9am

~Adult members of NHHG, please plan on attending this meeting!~

Summary of Expectations - Seven B's

1. **Be your best.** Reflect a Christ-like attitude in all things.
2. **Be careful.** Respect the building and anything that is not yours.
3. **Be here.** Avoid scheduling anything that would conflict with co-op.
4. **Be modest.** Don't draw excessive attention to yourself in dress, speech, attitude or behavior.
5. **Be neat.** Clean up after yourself and help keep the building clean. Parents, please make sure your children are cleaning up after themselves!
6. **Be prompt.** Arrive on time in the morning and to each class.
7. **Be responsible.** Do what's expected and follow the rules.

Code of Conduct Summary

CODE OF CONDUCT AND PEACEMAKER'S PLEDGE

- Speak directly to those with which there is a problem in a manner that works toward resolving the issue.
- Speak in ways that edify rather than tear down and which serve to further the Biblical standard that are outlined in our Code of Conduct.
- Honor your commitment to uphold and reflect those Biblical standards in anything related to NHHG.

Dress Code

MODEST CLOTHING SHOWS THAT WE CONSIDER OTHERS

- Shirts must fit modestly so the chest area is covered. No cleavage should be visible
- Sleeveless shirts must have straps with a width of at least 2 inches.
- Shirts and pants must not have holes above the knee and shirts must cover the midriff at all times.
- Leggings must only be worn with shirts that hang to mid-thigh or longer.
- Shorts/Skirts must not be shorter than three inches above the knee.

Inclement Weather

We are guided by the snow day decisions of the Northern York County School District but reserve the right to alter those decisions, unless the church is closed. Leadership will send an EMAIL to announce the decision. An altered schedule will be used for a delayed start.

WATCH YOUR EMAIL!!!

**TEXT DIRECTOR IF YOU CANNOT COME IN DUE TO ROAD CONDITIONS:
KRIS STODDARD 717-329-8879**

In the event of cancellation, it is the teacher's responsibility to make sure students know the assignments for the upcoming week. Emails should be sent to communicate any important information. Leadership may add dates to the end of the year if deemed necessary by too many missed days.

Parent Responsibilities

PLEASE SUPPORT LEADERS AND TEACHERS

- Encourage your child(ren) to adhere to each teacher's homework schedule and grading structure and to complete assignments on time.
- Encourage your child(ren) to adhere to all student guidelines, including the dress code. Please monitor what your student puts on before leaving your home.
- Support disciplinary actions which are deemed appropriate for any misconduct. This includes, but is not limited to, any inappropriate behavior, continued lack of effort in a student's work, or continued late work. Leadership reserves the right, at their discretion, to terminate any student or family from the co-op to maintain the co-op's well-being, unity, and standards.
- Teach and assist as assigned based on need, availability, skill, etc. (Leaders are exempt from this policy if their duties affect availability.)
- Assist in weekly duties and facility cleanup, as assigned.
- Be present at co-op, unless arranged for special cases.
- Communicate with your child's teacher and work with him/her to resolve any issues.
- Make sure your family has enough food, snacks and water packed each week.

Teacher/Helper Responsibilities

- Arrive as early as possible to all your classes. If scheduled for a 1st period class, please arrive at co-op no later than 8:45am and be in your classroom by 8:55am.
- Diligently fulfill the teaching responsibilities assigned to the best of your ability. The responsibility of teaching is a critical part of membership. Talk to leadership about any difficulties you may have. Failure to work with leadership to alleviate problems in fulfilling your role may end in termination of the family's membership.
- Be consistent in communicating with the parent of any student who is exhibiting any inappropriate behavior or who is falling behind in homework or grades, or if you have concerns about special support the student may need.
- Issue grades and progress reports on time to parents. Grades and progress reports are to be distributed by teachers to parents via communication box folders.
- Provide information for the Course Worksheet to leadership for all classes being taught at the middle and high school level at the end of the year.
- Return all curriculum, books, or other items which have been loaned by NHHG once your course has ended. Please keep items in good condition.
- Uphold the mission statement and maintain a positive environment in the classroom which helps the student be successful and enjoy learning. Provide positive feedback and show grading.
- Show grace – Parents communicate with teachers if special arrangements need to be made due to personal issues, health, learning needs, etc.

Communication

- For any non-class related issues, please speak directly to or email a leader (page 2: Who to Contact). This might include supply needs, upcoming absences, suggestions, concerns, etc.
- For any class/student related issues, address the relevant person/people directly first. If not resolved and/or the problem persists, email your concern to info@nhhgpa.com and Leadership will be in touch with you.

Coming and Going

- **PROMPTNESS** If you or your child(ren) are scheduled for a first period class, please arrive by 8:45 to allow adequate time to settle in and be in class on time. Teachers should be in their classrooms before 9:00.
- **SIGN-IN/SIGN-OUT** Always use the sign-in/sign-out binder when entering or leaving the building for each parent and student.
- **HIGH SCHOOL SIGN-IN/SIGN-OUT** Parents please provide a note to co-op detailing when students will be leaving early. **STUDENTS: USE SIGN IN/SIGN OUT BINDER**
- **FOLDERS** Check your communication hanging folder at the beginning and end of each day.
- **HOMEWORK BOXES** Place homework in arranged boxes upon checking in. Teachers can then take the boxes to grade work during class time.
- **LUNCHTIME** Students may only eat lunch outside if an adult is with them.
- **SOCIALIZING** Once cleaning responsibilities are completed at the end of the day, socializing should be limited to the moms' area, but out of the way of anyone who is cleaning. This area **MUST** remain clean! All members, teachers, and students should exit the building by 3:30.
- **CHECK** Make sure all jackets, lunch items, books, etc. are taken home. NHHG leaders and the staff of CCC are not responsible for any damaged or missing property.

Visitor Policy

- **PERMISSION** If you plan to bring a visitor to co-op, you must get prior consent from the Director.
- **GUIDELINES** Visitors must sign in/sign out and must never be with any student unless an adult member of NHHG is present. All visitors are expected to abide by NHHG dress code and behavior policies. Consent must be given by any teacher whose class a visitor would like to attend.

Absences - Planned

- **COVER** Find someone to substitute for all classes/duties you are responsible for and give them materials needed the week before.
- **NOTIFY** Inform Leadership as early as possible. Include dates and those who are covering all of your duties: teaching, helping, cleaning.
- **STUDENTS** Inform all teachers in writing at least a week prior to the date they will be absent. When possible, complete any work that will be missed ahead of time. Arrange with teachers how work will be turned in.
- **REMIND** The week before, remind Leadership, teachers, substitutes and students.

Absences - Unplanned

- **NOTIFY** Text or call the Director as early as possible if you are running late or will be absent.
- **INFORM** Teachers, offer alternative plans and instructions for all classes you are responsible for.

- **STUDENTS** Contact all teachers ASAP via email or text. It is *your responsibility* to ask each teacher what was missed in class and what assignments are due the following week.

Expense Reimbursement

- **APPROVAL** *Class expenses over \$25.00 must have prior approval.* Please submit a written request (or email) to the Treasurer for all classes. This includes expenses for copies or any other small, periodic purchases if the yearly total will be over \$25.00. Approval from the Treasurer, Heather Ege, must be acquired **before** expenses are incurred. NHHG reserves the right to refuse reimbursement for any class expenses over \$25.00 if approval had not been given.
- **HOW** Reimbursement forms can be found in a folder in the Communication Box. Completed forms should be given to our Treasurer **along with appropriate receipts**. Normally, it will take a week to receive reimbursement.
- **WHEN** Reimbursement forms are to be submitted quarterly. If a reimbursement form is not submitted at the end of the quarter from which expenses were incurred, NHHG reserves the right to refuse to reimburse for those expenses.
- **COPIES** We do NOT use the church's copier. All copies should be made by teachers prior to class.
- Copy reimbursements are intended to be primarily for copies the teacher makes for his/her own use. If a teacher plans to make numerous copies on a consistent basis for students, he/she should talk to the Treasurer before the year begins. It is preferable to either email documents for students to print themselves or to consider a folder fee to cover expenses.
- NHHG allows reimbursement up to 11¢ for single-sided copies and 16¢ for double-sided copies. Keep accurate records of copies made and submit a reimbursement form to our Treasurer with receipts of all approved expenses. You may choose to print at home and submit records for reimbursement of homemade copies.

Snack Table

- Snacks will be available for sale prior to devotions and during lunch.
- Snacks may NOT be taken into classrooms to eat, but students may have snacks during study hall if they purchased them ahead of time.
- **ONLY TAKE SNACKS WHEN YOU PAY FOR THEM** and only when the "store" is open.
- Money is used for student missions or other causes at the end of the school year.

Teaching Policies

- **HOMEWORK** For high school academic classes, 3-4 hours of homework should be assigned per week to earn high school credit. See "Notable Dates" on page 3 for homework holidays.
- **EMAILS TO STUDENTS** *Parents must be copied on all emails sent to students.*
- **CELL PHONES** Students must keep cell phones in backpacks or pockets while students are in class. Teachers may confiscate phones if they are not put away after the first warning. Confiscated phones should be given to the Director. Students can get them at the end of the day.

Grading Policies & Procedures

- **LATE WORK** We want our students to have integrity in their work and respect for teachers, so it is our policy for teachers to deduct an immediate 25% from homework that is late. If a late assignment is not turned in within a week of the due date, a zero should be given for that assignment. Teachers are free to use their own policy, but we encourage the use of this policy. Arrangements must be made with teachers regarding sickness and vacations. Teachers use discretion during these times.
- **GRADING** Two times a year, teachers must submit grades to Leadership via email. Leadership will then forward grades to parents. Parents of struggling students should be notified. Submitted grades should always be the cumulative grade from the beginning of the year to that point. Grades for academic classes should be submitted as a percentage or letter grade.
- **GRADES** For elective-type classes that are unable to give percentage or letter grades are to be submitted as follows: Outstanding (O) ~ Satisfactory (S) ~ Unsatisfactory (U)
- **PROGRESS REPORT** This is a mid-semester check-in to show parents how students are performing in their classes. Reports will be given to parents via Communication Box folders.
- **COURSE WORKSHEETS** At the end of the year, Leadership will send parents a Course Worksheet for each class a student has taken. Teachers will contribute to descriptions included in this worksheet. These can be used to show your evaluator if desired.
- **CREDITS** 120 hours = 1 credit; 60 hours = ½ credit. Parents may wish to supplement electives to qualify for high school credits if they only do work during class time.

Student Issue Guidelines

- **TALK WITH THE STUDENT** Any issue that arises should first be addressed with the student, privately when possible. If the issue is repeated, Leadership should be informed via email: info@nhhgpa.com
- **ONGOING ISSUES** will be addressed by leadership between parents and students. Please remember to show honor to fellow co-op members by not taking an issue beyond who is directly involved. Remember we are all here to help each other make our way through high school and support each other in this journey. Be gracious as much as possible and give positive feedback to students.

Health

SEE YOUR COPY OF THE COVID-19 PROTECTIVE PROCEDURES FOR FURTHER HEALTH GUIDELINES FOR THIS SCHOOL YEAR

- **WASH HANDS** Elementary kids take handwashing and bathroom breaks throughout the day. Everyone stay clean and clean up after yourself.
- **WASH SURFACES** Disinfectant spray and paper towels are in each room. Teachers please wipe tables after each class and especially if someone is sneezing.
- **WHEN TO STAY HOME** Fever within 24 hours; vomiting/diarrhea within 24; untreated infections including cough/sneeze with excessive mucus.

- **USE DISCRETION** Fever free/no vomiting or diarrhea for at least 24 hours; sporadic cough, mild cold symptoms; allergy issues; treated with antibiotics.
- **ABSENCE DUE TO SICKNESS:** Contact director as soon as you know what you are doing. A heads up the day before would be helpful. If you or one of your kids are sick, but you can arrange for someone to bring siblings to co-op (assuming they are not sick), you must arrange with another parent to be in charge of their welfare for the day. Alert Director and provide a permission note detailing who is responsible for them. Follow Absences procedure and contact teachers right away to make up work.

Devotions

- Every year your kids enjoy meaningful devotions given by teachers, leaders, and special guests. It's an important part of their school day. We would love for you to prayerfully consider signing up to do a devotional this year. You can sign up for as many times as you like.
- Devotionals should be encouraging, instructive, and Biblical. Please stay away from anything controversial or doctrinally specific. Devotions for MS/HS students are given after 2nd period in the Community Room and elementary devotions are given upstairs in room 7. We need devotionals each week for both groups.
- If you feel your topic is appropriate also for elementary, please let Deb Miller know so she can plan to bring the elementary kids downstairs.

Special Events

- **SPECIAL EVENTS** If you are willing to lead or be a part of these groups, please do your best to attend meetings and participate in needed roles in the group including: food, set up/tear down, decorations, music, etc.
- **FAMILY NIGHT** – This is an expanded version of the talent show. Groups, families, individuals, choirs, can all perform music, poetry, readings, plays, etc. We will also have opportunities for displays of projects, artwork, papers, crafts, etc.
- **DANCE** – Students can dress in themed costumes as long as it adheres to the dance dress code. More details will be given later for dance policies.
- **GRADUATION** – Please let the director know if you are interested in participating in a graduation ceremony.
- **YEARBOOK** – Please email any pictures you would like included to the Yearbook Coordinator.
- **PICTURE DAY** – We hope to again provide a picture day for students for pictures to order.

Safety Policies and Procedures

- **MANDATED REPORTER** We will have a short training session on the responsibility of being a Mandated Reporter in Pennsylvania during our Back to School Day.
- If you have reasonable cause to suspect that a child is being abused, report it to:

Childline: 1-800-932-0313 York County Children and Youth: (717) 846-8496
<https://www.compass.state.pa.us/cwis/public/home>

Click on “Learn about child abuse referrals” at the bottom of the webpage

- **ACT 31 ONLINE TRAINING** If you would like further training on this matter, you may complete Act 31 online training and will receive a mandatory reporting certificate.

SAFETY WITH STUDENTS

- **ACCIDENTS / INCIDENTS** If any accident or incident occurs with a student, the parent should be notified as soon as possible, as well as the Director. An Accident Report Form (found in the Communication Box) must be filled out by the teacher or parent who witnessed the event immediately following the incident and filed with Leadership. Leadership has emergency medical information on file.
- **CLASSROOM STAFFING** The staffing of NHHG elementary classes should include three non-related adults, or a teen and two non-related adults. Teens who are assisting in a class shall not be left alone with students.
- **ELEMENTARY BATHROOM POLICY** Elementary students should use the restrooms at the bottom of the class hallway whenever possible. If using the main bathrooms, they should be accompanied by an adult and the main door should be propped open and remain open until the elementary student leaves the restroom during class time.
- **STUDENTS** may not loiter in the classrooms, hallways or kitchen area. Socialize in the Community Room
- **STUDENTS** may not go outside without an adult present.
- **STUDENTS** who have to leave the premises must sign out and have prior approval.

Any questionable behavior between a student and adult, or between students should be reported to leadership. Let's hold each other accountable to keep co-op a safe and pure environment.

SAFETY FOR ALL OF US

- **TRANSPARENCY** In any situation where there are only two people in a room at NHHG, the door to that room should remain open.
- **FIRE DRILL / EVACUATION PROCEDURE** In case of an emergency, please be familiar with the exit routes in each of your classrooms. These are posted in each Class Folder. During an emergency, teachers are first responsible for the students in their care and must NOT leave their class in search of their own family. (They will be attended to by their teachers.) Teachers must take classroom folders with them and once safely outdoors in the front parking lot, take attendance and report to the Director.
- **AWARENESS OF MEDICAL / DIETARY CONCERNS** *Teachers, please be aware of any medical or dietary concerns listed for any student and follow instructions given.* Found in the classroom folder.
- **MEDICAL EMERGENCIES** If anyone is in need of medical attention, **Amy Gorinski** will be our acting nurse. Her location throughout the day will be listed in each Classroom Folder. A student may be dismissed from class to get Amy if an adult is unable to get her.
- **WEAPONS POLICY** A “weapon” means any object, device or instrument that is capable of threatening or producing bodily harm. Guns and knives other than pocket knives are forbidden. However, Leadership reserves the right to confiscate from a co-op member/student/visitor **any item** reported as being used in a distracting, destructive, or threatening way while at co-op. Leadership will take appropriate action, as deemed necessary.

Facility Care and Maintenance

In gratitude for the blessing of Celebration Community Church and their extreme generosity, it is of major importance that we take excellent care of their facility. Please be mindful to follow these guidelines:

- **STAGE** Please stay off the stage in the sanctuary. The church's musical and tech equipment is not for our use without prior permission. During lunch, please do not eat on the steps of the stage. Parents, we appreciate your help in enforcing this with your children.
- **KITCHEN USE FOR CLASSES** Please contact Lisa Spangler one week in advance to use the kitchen for classroom use.
- **AFTER LUNCH CLEANING** Everyone is expected to clean-up after themselves and participate in the after lunch cleaning period.

FOOD AND DRINK

- **NO** food or drink is to be taken to classrooms except for water.
- All drinks must always have a lid or cap in place.
- We are NOT to use the church's stove or refrigerators without prior church approval except for special events. Only the microwave should be used. Please clean out after each use.

RESPECT TOWARD CHURCH STAFF

- Hallways should always be clear of personal belongings.
- Keep voices low near church offices in the hallway and in the back of the sanctuary.
- **BE QUIET AROUND MEETING ROOMS AND DO NOT INTERRUPT CHURCH MEETINGS.**

CLEANING AFTER EVERY CLASS

- Students should help straighten the classroom before being dismissed from each class.
- Teachers and students, disinfect tables, chairs, light switches after each class.
- Clear all debris from the floor and place it in the trash can.
- Clean whiteboards after each class.
- Turn off TV monitors/DVD players if they were in use.

CLEANING ASSIGNMENTS

- Everyone will receive a cleaning assignment in their class folder. There will be a master cleaning list in the Sign in/ Sign out Binder.
- If you are absent, please find someone else to cover for you
- ALL high school & middle school students will be responsible for putting away chairs and tables in the community room after they are done helping tear down their 5th period classroom.
- Have family items gathered and off tables as soon as possible and keep your table clean.
- Work together and do your best!!
- **LAST PERSON IN CLASSROOM** After cleaning and tearing down the classroom, make sure the classroom supply box, spray disinfectant, and paper towels are returned to hallway near room 5.