



Great Endeavor Homeschoolers

2023/2024 Handbook

A comprehensive reference guide to GEH policies, rules,
opportunities, benefits, as well as

State & Local homeschooling information

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Introduction

Welcome to an exciting year for Great Endeavor Homeschoolers! We are excited and ambitious for what we have planned and look forward to developing a great family of homeschoolers!

Great Endeavor Homeschoolers (GEH) was formed in 2014 to provide support and encouragement to local homeschooling families through prayer, support, and various opportunities to meet together and enrich our homeschool experience. Homeschooling is a GREAT ENDEAVOR but not an easy one! Every member of the family needs support, encouragement, and friends to share this unique experience. GEH strives to meet those needs with a variety of programs, activities, and events geared towards the whole family, moms, dads, and students of all ages! Whether you are new to homeschooling, thinking about homeschooling or anywhere in the trenches, GEH wants to provide you with the means to make your homeschooling experience EXACTLY what you want it to be!

Our Mission

To bring like-minded Christian homeschooling families together for fellowship and encouragement through prayer, support, and various opportunities to meet together and enrich our homeschool experience. We seek to honor Jesus Christ in all that we say, all that we think, and all that we do.

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17 (NIV)

Statement of Faith

- We believe the Bible is the inspired and only infallible and authoritative written Word of God. 2 Tim. 3:16
- We believe there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit. Rev 1:8; Matt. 28:19
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection and His ascension to the right hand of the Father and in His personal future return to earth in power and glory to rule forever.
- We believe the only means of being cleansed from sin is through repentance and faith in Jesus Christ. I Pet. 3:18; Tit. 3:5.
- We believe in the resurrection of both the saved and the lost: one to everlasting life and the other to eternal damnation. Jn. 5:28-29.

2022/2023 Board of Directors

Co-Chair Faith Neary:	nearygroup@gmail.com	919-998-8273
Co-Chair Kryssy Sailors:	kryssysailors@gmail.com	704-860-9720
Treasurer: Freya Wilk:	mrsfreyawilk@gmail.com	919-638-9296
Secretary: Hope Cantrell	hopecantrell@ymail.com	919-414-0928

NC Homeschool Laws

North Carolina law defines a home school as a non-public school consisting of the children of not more than two families or households, where the parents or legal guardians or members of either household determine the scope and sequence of the academic instruction, provide academic instruction, and determine additional sources of academic instruction. General Statute 115C-563(a) as amended changes the definition of a home school to allow parents to hire tutors, let their children participate in group settings where they receive instruction (co-ops, 4-H classroom instruction, etc.) and be instructed by an expert that is not a part of the household in the established homeschool (apprenticeships, a homeschool doctor teaching biology, etc.) This will allow homeschool parents more freedom to choose what is best for the education of their children.

The North Carolina Division of Non-Public Education (DNPE) is authorized by state law to receive home school notices of intent to begin initial operation and to terminate operation, and to annually inspect the school's student attendance and nationally standardized achievement test result records. Chief Administrators of home schools should anticipate receiving a request(s) to meet with a DNPE representative at a public location in close proximity to the home school while the home school is in operation.

Requirements

Parents/guardians residing in North Carolina and desiring, in lieu of conventional school attendance, to homeschool their children who are at least age 7 but not yet age 16 must:

- Hold at least a high school diploma or its equivalent
- Send to DNPE a Notice of Intent to Operate a Home School. The notice must include the name and address of the school along with the name of the school's owner and chief administrator;
- Elect to operate under either Part 1 or Part 2 of Article 39 of the North Carolina General Statutes as a religious or as a non-religious school;
- Operate the school "on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year";
- Maintain, at the school, disease immunization and annual attendance records for each student;
- Have a nationally standardized achievement test administered annually to each student. The test must involve the subject areas of English grammar, reading, spelling, and mathematics. Records of the test results must be retained at the home school for at least one year and made available to DNPE when requested. The first standardized test must be administered within one year of the home school start date, and then annually thereafter
- Notify DNPE when the school is no longer in operation.

Reminders

- To avoid needless delays, always use the online Notice of Intent form when sending your notice of intent.
- Please DO NOT send a Notice of Intent to DNPE for the present school year if the only students to be enrolled in your home school: (a) Are currently under age 7 and will not turn age 7 before this coming June 1; or, (b) Are currently 18 years of age or older.
- Please send your Notice of Intent a month in advance of your home school's initial opening date. If any of your children turn age 7 before this coming June 1, please send your Notice of Intent at least 30 days before the child's 7th birthday. One Notice of Intent per school, please -- not per student.
- No Notices of Intent are accepted in or for May and June. If your home school will operate only during the summer months, DO NOT send a Notice of Intent to DNPE.
- The State of North Carolina home school statistical year begins each July 1 and concludes the following June 30. Therefore, do not file your Notice of Intent until after July 1 of the home school statistical year in which your home school will begin initial operation.
- In continuing your school from year to year, do not again send a Notice of Intent to DNPE unless you have previously notified DNPE that your school was terminated. IF it was previously terminated and you are now re-opening it, answer "Yes" to question 1 and then, on that same line, give the former county if it will now be in a different one. Give the current county and state.
- When selecting your school name, choose an academic name appropriate for inclusion on the student's future high school diploma which would be provided by your school. Keep in mind that DNPE will NOT be able to accommodate requests later for a change of school name in the division's files.
- Remember that the State of North Carolina has no legal authority outside of its geographical borders. Consequently, if the student is living or traveling outside of the geographical borders of the State of North Carolina, DO NOT send a Notice of Intent form to DNPE.
- Before sending a Notice of Intent, be sure to read very carefully the legal definition of a home school to be certain that your proposed instructional arrangement can legally qualify as a home school. Also, your child must be capable of taking a nationally standardized achievement test every year.

- In order to expedite the processing of Notices of Intent, please do not submit your Notice of Intent until you are certain that your homeschool will definitely begin operation. Sending a Notice of Intent and then withdrawing it several days/weeks later creates an unnecessary additional workload for our office staff.
- Every age 15-17 student enrolled in a home school must obtain a Driving Eligibility Certificate from his /her homeschool chief administrator within 30 days before the student attempts to obtain his/her North Carolina Learner's Permit or Driver's License. Click here: ncadmin.nc.gov, for a publication entitled North Carolina Non-Public School Student Driving Eligibility Certificate Requirements for further details.
- If a home school does not meet all legal requirements for such a school, DNPE notifies the local public school superintendent that the North Carolina compulsory school attendance law is not being satisfied. The local public school superintendent then takes appropriate action.
- A home school that has met the legal requirements for such a school is a non-public school. Consequently, a photocopy of the student's cumulative record from his/her previous school may be obtained and kept at the site of the home school if the parent so desires. The last public or private educational institution which the student attended should retain the original record.
- DNPE suggests that before finalizing plans for establishing a home school, you first consult with the chief administrator of the local conventional school (public or private) which your child would otherwise be attending. Ask him/her how he/she would handle the grade placement of your child should you decide later to terminate your home school and enroll your child in that school. The initial point of student entry into the North Carolina public school system is the kindergarten level.
- When sending your Notice of Intent to DNPE, always include diploma documentation for all persons named on lines 8 and 9 of the form. Be sure to include on line 9 the name of the parent/legal guardian who is usually with the student during the day while other area children are normally attending local schools.
- Do not withdraw your child from his/her present school or begin your school until you have received written acknowledgment from DNPE that your completed Notice of Intent to Operate a School form has been received.

Recommendations

While not mandated by law, home schools are ENCOURAGED to:

- Offer instruction of at least similar quality, scope and duration as local conventional schools.
- Maintain at least five clock hours of instruction with the student(s) each school day.
- Conduct instruction each school year for 180 days.
- Maintain a current daily log, journal or lesson plan book throughout the entire school year detailing time period for each subject each day and information covered during the specified time period.
- Retain records at your school until the student has enrolled in a conventional school or has graduated.
- Administer and score a nationally standardized testing each year during the same week of your choice between March 1 and April 15 by someone not living in the same household as the student.
- Update your students age every year and closing of any school, especially after graduating a student

**taken from the North Carolina Department of Non-Public Education website.
<http://www.ncdnpe.org/>**

GEH Membership

Membership Benefits:

1. Find Support, Friendship, and Encouragement
 - Foster friendships for you, your children and your spouse! Throughout the year we offer a great variety of events and activities for all age groups, moms, dads and the whole family!
 - Meet experienced homeschoolers and glean valuable information from them.
 - Share struggles with peers that all homeschool families experience and get support & advice from moms who understand
2. Access to all GEH Events & Activities, Monthly Great Endeavor Mom's Nights (GEM nights), group events, the discussion forum and field trips. These are great opportunities to meet people and learn valuable information from those in the trenches with you.
 - Lunch Bunch – weekly lunch playgroup
 - Various field trips scheduled throughout the year
 - Showcase Night/Graduation Ceremony
 - We will be adding many events in the future. Check the calendar often to know the most current happening!
3. Eligibility to participate in Great Endeavor Academy (pending acceptance and available space in the co-op) Teachers are required to sign a Teacher's Agreement.
4. Access to GEH membership directory
 - Find fellow members who live in your area via the Google Map feature. You can also sort to find others using similar curricula or children with similar ages.
 - PLEASE respect the privacy of our members and DO NOT use the directory for solicitation purposes. Anyone violating this policy may have membership and website privileges revoked.
5. Access to the GEH Forum
 - Learn about current homeschooling events, classes, and opportunities
 - Up-to-date information about current curriculum sales and specials
 - Get online support & advice from fellow members regarding curriculum, teaching issues, etc.
 - Stay informed about family activities in Durham and surrounding areas
6. Online Photo Gallery
 - Share photos from GEH events with other members on our private photo website.
7. Educator Discount Card
 - Present your GEH membership card at various retailers to receive educator discounts.
 - Visit the Educator Discount tab on the website for more information
8. Ability to view & list items for sale in our Classified Ads
 - Members can sell/trade curriculum, materials, and other items

Membership Dues

Membership dues to Great Endeavor Homeschoolers are \$40.00 a year and are paid at the time of registration with GEH. Dues are paid per family and provide such privileges as yearly membership for the GEH website, attendance at GEH events, and the opportunity to join field trips. GEH prefers that dues & payments be submitted via PayPal for easier tracking. If necessary, dues can also be paid with cash or check. Checks can be mailed to Great Endeavor Homeschoolers, PO Box 41454, Durham, NC 27722.

GEH is a non-profit organization and our annual dues are used to cover group expenses including but not limited to: website fees, hospitality supplies, speakers, facility rental, paper, and printing ink. We would never want a family to not participate in our group because the fee is too burdensome. For scholarship availability, please contact a member of the board.

Annual Membership Renewal

GEH membership year begins July 1st and ends June 30th. Early July, the GEH website will redirect members to their family profile to update their information. i.e. contact information, child's grade level, etc.

Membership renewals are to be completed by July 1st. Members who fail to update their family profile and pay their annual dues, will be 'parked' and denied access to the website until their renewal is complete. On July 13th, any remaining 'parked' members will be withdrawn from Great Endeavor Homeschoolers.

Our website renewal date is July 15th and, at that point in time, GEH will be charged the annual usage fee for each family enrolled in GEH. We do not want to be charged for families who do not plan on renewing for the following year.

Member Volunteering

All GEH members are expected to make some kind of contribution for the benefit of the group. In an effort to make GEH as successful and fair to our members as possible, we are asking each member to volunteer their time and/or talents at various events, activities and/or duties throughout the year.

We do understand that everyone's situation is different and will not be able to contribute the same, but hope that each member will desire to contribute in some way for the benefit of the group. We are so excited to see how God will work through our ministry and membership to bring many dedicated, talented and creative members to our group.

Activities can be simple and informal like greeting members at meetings, or large and organization-intensive like planning an event; they can be academically oriented, like teaching a class, or purely social, like coordinating a park day.

There are many ways to contribute your energy and creativity to Great Endeavor Homeschoolers.

- Contact a member of the board and we will be happy to help you find a place to serve that will use your talents and desires.
- Check out our calendar and email the event coordinator of an event to help out.
- If you have an idea for an event that is not already on the calendar but you know your family would enjoy, please take the initiative to spread the word and organize a new activity/event. Most likely there are other families within GEH that would benefit from your event as well.
- View available GEH Leadership Positions on the About Us section on the website or in the Documents & Files tab.
- Manna Meals are another way for GEH moms to bless each other. We seek volunteer moms who are willing to carry a meal to another GEH family during time of birth, death, hospitalization, loss of job for the primary earner, or prolonged illness. We see this as a tangible way to express the love of Christ to our fellow homeschooling moms. If you know of a need, please make sure to let a board member know so we can bless the family.

New to GEH? – If you are new to the group, feeling too overwhelmed to take on another thing, or just a little shy, relax! Take your time getting to know the other families of GEH. If you're like the rest of us, sooner or later inspiration will strike and you'll realize there's a golden opportunity to pass on your hard-won knowledge of basket weaving, Broadway musicals, or taxidermy.

Member Participation

To get the most out of your membership with GEH, we encourage members to actively participate in group meetings, various field trips, classes and other offerings. Participating takes planning ahead, so keep an eye on your calendar and pencil us in! We want our members to be a part of the group, not just partake of individual activities our group offers its members. You'll find great friendships for yourself and your families as you join us throughout the year!

Perspective/Non-Members

Only GEH members may sign up to attend field trips. GEH members may bring a friend to an event if it has been indicated on the event sign up or it is approved beforehand by the event coordinator. But the member must purchase all the tickets and be the GEH contact for the visitor. Non-members may not attend a GEH event without their member "sponsor" and cannot purchase or reserve tickets to GEH events under any circumstances. Family and house guests are welcome anytime. In this case, the member is still the responsible party.

General Policies

Inclement Weather Policy

In the event of inclement weather that affects a GEH activity or class, GEH will issue a notice to all members via email, Facebook and an update on the GEH website. Generally speaking, we will follow Durham Public Schools' decision to close or delay activities. Please follow this schedule when planning your travels, but always use your best judgment regarding the safety of your family.

Sick Policy

Please don't attend events if you or your child is sick and contagious. Keep in mind how you would feel if another mom knowingly brought their sick child around you and yours.

Do not attend an event if you or your child:

- is acting sick
- has yellow or green nasal secretions
- has diarrhea
- has vomited within the last 24 hours
- has had a fever in the last 24 hours (i.e. must be fever free without the aid of medicine)
- has eye drainage or bloodshot eyes
- has sore throat
- has a rash in conjunction with or following low-grade fever
- has been on antibiotics for less than 48 hours

By helping to observe good health standards, you will be protecting your child, yourself and others. Please inform us if your child has an infectious disease and other children may have been exposed unknowingly. If your child should become ill while participating in a GEH activity, your prompt attention is appreciated.

Communication

We want to make sure that all our members are well connected to what is happening within the GEH community. We have many lines of communication available to our members.

- GEH website
- GEH forum
- GEH calendar
- Email

- Annual Meetings

- Facebook Page

The GEH Website is always kept up to date on all the happenings and policies of GEH as well as news from the community. The forum is a great way to communicate among fellow members as well as Facebook.

Field Trip & Event Policy

We are aware that we are representing Christ and homeschoolers wherever we go.

- RSVP promptly and pay all fees by the due date, if there is a fee
- Do not attend an event if you are not signed-up
- Do attend all events for which you have signed up
- Be punctual – we want to be courteous and not waste each other’s time and some venues will not allow other participants to start or be seated until the whole group has arrived
- Be courteous of the field trip coordinator and follow her instructions carefully
- Remind your children to respect all those in authority & to follow the GEH code of conduct
- Remember to dress appropriately for the event and keep modesty in mind
- Be sure to thank the tour guide or spokesperson
- If a field trip requires advanced payment, the link to GEH PayPal will be found on the sign up for that event. There will be NO refunds for prepaid events as these usually require lots of planning and minimum participants. The only exception to this is if you are able to find a family to take your place in the activity. Then you can arrange reimbursement from the replacement family.

RSVP Policy

Please RSVP for GEH events. If you RSVP “yes” for an event, please treat that just as you would any other appointment. We will plan to wait for all RSVP’d members to arrive before proceeding with our activity and we would greatly appreciate a courtesy call if you can’t attend or are running late.

Some GEH activities require a minimum or specific number of participants and may require a deposit as well. There will be NO refunds for prepaid events as these usually require lots of planning and minimum participants. The only exception to this is if you are able to find a family to take your place in the activity. Then you can arrange reimbursement from the replacement family.

Reimbursement Guidelines

Before your purchases are made, be sure to seek prior approval from the committee officer or the board treasurer. Receipts for all expenses must be kept and submitted to the treasurer, regardless of the amount.

Requests for reimbursements should be submitted to the treasurer no later than 2 weeks after an event. All reimbursements for the school year will be paid by June 31st. All requests for reimbursement should be submitted by June 15th.

Reimbursements will be mailed promptly, which typically results in your receipt of the check within two weeks of the request. Requests for reimbursement can be submitted to the board treasurer in person or by mail. The required forms are available on the website under Documents & Files.

Dress Code

In order to encourage modest dress and to give the best-possible representation of our group, we have chosen to add the following “dress code” for all group functions and field trips:

- No stomach or underwear should be visible.
- Shirts should have conservative necklines and should not be revealing when you bend over.
- Tank tops should not be low, not bearing any cleavage, and the straps should be an inch or more in width.
- Skirts and shorts should not be excessively short. Because this can be subjective among individuals, we are asking shorts or skirts to be at or near the fingertips. When in doubt wear pants or capris
- No wording across the back of the shorts or pants.
- No clothing that advertises alcohol, tobacco, illegal drugs, promotes racism, sexism or hatred of any group or person, or promotes sexual actions or situations are prohibited.
- Bikinis will not be allowed at events where swimsuits are worn (beach outings, pool parties, etc.)
- No Heelys (skate shoes) at any group function.
- Shoes that are appropriate for the activities

GEH wants to be a place where young hearts and minds are protected from a world that often asks kids to grow up too quickly. Our children are growing and developing, and our standards of dress for them as well as for ourselves should reflect modesty.

Personal Liability

Please note that participating in any GEH function at any location, you are agreeing to bear the sole responsibility for you and your children's safety and comfort at all events. Regardless of the presence of other adults, it is imperative that you watch your own children. In addition, event postings are not venue endorsements. You are the only one who knows your children's abilities and/or limitations. It is your duty to take these things into consideration before attending an event. Once you have decided to attend an event, you assume full responsibility for any and all associated risks, foreseeable or not. Please refer to your application for your part in the membership agreement.

ASSUMPTION OF THE RISK. I acknowledge and understand the following: Participation includes possible exposure to any illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; Members knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19.

GEH will carry basic liability coverage per church partnership agreement. It is your responsibility to provide insurance you feel your child/family will need.

Attendance Policy

We don't have a strict attendance policy but this group was created with the intention of bringing together families to be able to form bonds and develop a community of friendship and support. We can't do that if we don't ever see you.

We are aiming to be more than just an online reference point or a calendar of community events. With these goals in mind, if we don't see a member for a while, we'll contact them to check in. We do realize that extenuating circumstances exist that may keep people away for periods of time, so we'll review each case individually.

Code of Conduct

GEH is a private Christian organization. All members must agree to support the Statement of Faith for GEH, and by doing so, remain in good keeping with its principles. No difference of opinion with the GEH Statement of Faith can be expressed.

- GEH is committed to helping our participants develop good Christian character. Therefore, encouraging one another to exhibit godly character is an important part of our group.
- We will strive to use Christ-like speech and behaviors at all functions (kind, respectful, loving, patient, pleasant, honest, cooperative, and encouraging).
- We will not wait until the night before or the day of the function to get directions and other information.
- We will arrive at least 10 minutes EARLY for a function. Latecomers are disruptive and inconsiderate.
- When we are on a field trip, we will follow all rules and restrictions of the host site. Be clear what is "hands-on" and "hands-off".
- We are to respect speakers and tour guides by quietly paying attention to what is being presented.
- We will remain seated during a presentation so as not to be a distraction to others.
- We understand that it is disrespectful to gather in groups in the back of the audience and chat while speakers are presenting.
- We understand that the uses of electronic devices for children are NOT allowed unless required by class or in the presence of your parents. This includes iPods, iTouch devices, Kindles, iPads or tablets, cameras, computers and cell phones.
- We understand that the person in charge of the activity, as well as any other parent at the activity, has the authority to address our child's behavior.
- No smoking during any GEH event or activity.
- We will not run, jump, or climb where inappropriate.
- We will not destroy property.
- We will not display disrespectful, vulgar or rowdy behavior.
- We will not use vulgar language.
- We will clean up after ourselves.
- We will contact the coordinator before the activity in the event of an emergency absence
- We will not drop off children at ANY event without previously arranged adult supervision.
- We expect parental involvement at all events. It is our wish that all parents participate in all functions; however, if that is not possible, it is the responsibility of the parent to arrange adult supervision. Adult is defined by law as someone 18 years of age or older.
- We understand that all GEH sponsored activities should foster friendship and camaraderie rather than cliques and couples. Dating should be reserved for those mature enough to be dating in preparation for marriage. As the majority of children at GEH are years away from this time of

life, relationships between boys and girls while at GEH and GEH activities should be purely platonic in nature.

Grievance Policy

We encourage our members to try to resolve conflict and offenses as quickly as possible. Please do not let bitterness, anger, or hurt take root in your heart and mind. We must refrain from criticism, grumbling/complaining, and gossip. These are Satan's way of taking glory from God. Instead, let us honor and glorify God by "keeping our tongues from evil and our lips from speaking lies" (Ps. 34:13) and allowing "our speech to be always filled with grace" (Col 4:6).

In any group, there will be disagreements; there is no expectation that GEH will be free from disagreements. However, it is God's desire for there to be continued Christian fellowship with all members of this group. As it states in God's Word: "All this is from God who reconciled us to Himself through Christ and gave us the ministry of reconciliation" (2 Cor. 5:18). In conflict, our goal is reconciliation.

Therefore, conflict resolution within Great Endeavor Homeschoolers (GEH) will be handled to the best of our ability in accordance with Matt. 18:15-17. This means that, should a point of conflict to do with our organization arise between two members, they will first be asked "to go and show him his fault in private" (Matt. 18:15). If the conflict is not resolved by this action, the interested party should approach a member of the GEH Board of Directors, and they will assist in fulfilling the mandate of verse 16: "If he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses, every fact may be confirmed." As GEH is an organization and not a church, we feel we cannot completely fulfill verse 17. However, if the conflict is still not resolved by the above steps, or if the member(s) refuses to meet to discuss and resolve the issue(s), the GEH Board of Directors reserves the right, on behalf of the group, to dissolve the offending party's membership in the group.

All information will be treated confidentially by the GEH Board of Directors and those involved in the grievance are expected to treat the matter with confidentiality as well (i.e. communication outside the parties involved).

Discipline

Every adult, not just teachers, is expected to intervene if disruptive or disrespectful behavior is observed. All parents are responsible for enforcing GEH rules listed above. It is understood that if anyone in your family violates the rules, it will jeopardize your participation in the group. The GEH board reserves the right to deny participation to any student or family. Parents will be contacted if a disciplinary problem arises and may be asked to remove their child from class. Guidelines for handling disruptive behavior:

- 1st Offense – Lovingly but firmly, the student will be advised to stop the particular behavior and give a warning if it is not stopped.
- 2nd Offense – Remind the student to stop and remove the student from the activity or seat the student next to an adult. Inform parents of issue.
- 3rd Offense – Remove the student from the class and escort them to one of the GEH Board Members. If a student is excessively rude or aggressive, steps one and two can be skipped.
- Follow-up - If the student continues to be disruptive or disrespectful, it may result in the family's removal from Great Endeavor Homeschoolers.
- If a child intentionally harms another child, they will be asked to leave for the day. This will be done on a case by case basis. If this type of aggressive behavior continues, the family WILL be removed from Great Endeavor Homeschoolers. This MUST be a safe place for all its members.
- Any student not honoring these standards for two weeks in a row will be removed from class for one week. Upon return to class, if the student habitually fails to honor these standards, the student will be removed from the class for the remainder of the semester.

As parents, it is our privilege and responsibility to encourage and equip our children for success in the classroom and in group activities. Let us pursue an attitude of grace with one another and use discretion with our spoken words holding ourselves and each other accountable the same way we do our children.

Church Usage Policy

It is a privilege and blessing that Braggtown Baptist Church allows GEH to use their facility. They generously provide a location for seasonal parties, GEM nights, Academy classes, and a place to gather during the winter months for free play at Lunch Bunch. Some areas are off limits. Please be aware of these locations. GEH members are not allowed:

- on the stairwell closest to the sanctuary
- in the sanctuary unless in a class actively requiring sanctuary use
- in any classroom without a teachers or parents present
- on the 3rd level/floor

GEH has 3 responsibilities to Braggtown Baptist Church:

1. We are the first group in the building after the clean up crew has cleaned the church. It is our goal, while we are there, to appear as if they did not have a group of 100 or so people in the building.
2. We are required to pay for copies: color and black and white.
3. We are required to keep the doors locked and direct people to the other side of the building to access the offices.

Academy Information

Enrollment Information

- To participate in the Academy, you will be asked to teach and/or assist in some area for at least two periods or with setup/clean-up.
- Teachers will be given priority student enrollment. All others will enroll secondary to teachers.
- Enrollment is for families whose oldest child is 4 /Pre K age.
- Waitlist: If a waitlist is available for a class, you may choose to place your child on the waitlist. However, you should pick an alternate class to enroll your child in at the same time. If space becomes available, we will move through the waitlist based on the order children were placed on the waitlist. We will cancel the alternate class selection for you.

Parent Responsibilities

A parent, legal guardian or responsible adult must be on campus during GEH Academy at all times to supervise their child(ren). Parents are responsible for their children at all times. Ridgecrest Baptist Church and Great Endeavor Homeschoolers are not responsible for any child(ren). Parents may designate another adult to be responsible for their child(ren) as long as a present member of the GEH Board is made aware and is given the responsible adult's contact information.

Attendance in Class

Parents are welcome in any of the classes being held during GEH Academy, unless a teacher requests otherwise. When entering or exiting a class, please try your best to not disrupt the lesson and do so minimally.

Parents must be on site at all times. In case of an emergency where you must leave church grounds, ask another parent to be directly responsible for your children. Before you leave, please notify your children and someone in leadership.

Absences

One of the many benefits of homeschooling is a flexible schedule! Traveling during the week is a plus we all can enjoy! While we understand an occasional absence due to illness or family travel, we do expect and look forward to seeing your children each Tuesday. This group requires commitment on the part of the whole family. If you know your child will miss co-op day or any of our group's activities, please let your child's teachers and the leadership team know as soon as possible. Please make it a priority to have your child present on co-op day. Excessive student absence may result in dismissal from our co-op as we may have others waiting to join our group.

Teacher Expectations

1. All teachers must agree to support the Statement of Faith for GEH, and by doing so, agree to teach from a Biblical, Christian point of view. No difference of opinion with the GEH Statement of Faith can be expressed.
2. If you are unable to teach a class for any reason, you must first contact your assistant and then contact Faith Neary, Academy Coordinator, in a timely manner. If you cannot reach Faith, please call Hope Cantrell. One of us will be able to help you find a substitute to help your assistant.
3. You are responsible for purchasing necessary supplies for your class. There will be a budgeted amount for which you can be reimbursed. You must stay within your budget.
4. You will be responsible for handing in receipts for items purchased.
5. You will be responsible for keeping in good communication with the class coordinators regarding classes, needs, questions, concerns, expectations, etc. We are here to help and support you!
6. Please arrive early enough to prepare for class, if needed, and please clean your class area after your class.
7. You are responsible for electronically submitting your signature for reviewing the GEH Handbook.

Teachers will receive a list of students with allergies. Please keep this in mind when deciding upon snacks in your classroom.

Assistant Teacher Responsibilities

1. Your job is to help the teacher in any way possible. This may include: taking kids to the restroom, taking attendance, passing out items, helping students with projects, keeping the kids' attention for the teacher. If the teacher is going to be absent, we'd like to have you teach the class for her, since you will know what is going on. If available, we will have another assistant for you for that time period.
2. Please share any concerns you have with the teacher and/or to someone in leadership. You and the teacher are partners in the class and we would love for you to work as a team.
3. Help the students get from one room to the next at class changes. We don't want students wandering the halls, so please help any student that has questions about where they need to go.
4. Remain in the classroom at all times.

The teacher and assistant will be responsible for setup and cleanup of the classroom. Please leave the co-op rooms just as clean as you found them! Clean up duties include:

- Sweeping/vacuuuming
- Clearing/Wiping off tables
- Sanitize toys in nursery and the preschool
- Putting away all supplies (in GEH closet)
- Taking out the trash (garbage can near gym)
- Turning off all lights
- Making sure the bathroom toilet is flushed and clear of paper on the floor

Cleaning Requirement for all Academy families

Every family will be asked to join a team of three families to clean up the building at the end of the Academy day. There will be a clean up checklist to go by so we are all following Braggstown cleaning procedures (they are quite reasonable and easily tackled with a group). A sign up sheet will be placed on the table outside of the sanctuary. Make sure to stop by the table and sign up for the one week your family will clean. Keep in mind, you will work with a team of three families this week (many hands make light work). Braggstown is so gracious to let us use their facility. Let's leave Braggstown Baptist Church looking like we were never there.

Class Fees

GEH Academy is designed to be financially accessible to all families. There is a \$40 Family Registration Fee each semester. This fee is separate from our group membership joining fee and must be selected prior to enrolling students for Academy.

- In addition to the \$40 Family Registration fee, you will see that each class has a supply fee (as listed on the class description). The minimum supply fee is \$5. These Supply Fees are used to purchase supplies and curricula for co-op classes. Teachers do not keep this supply fee as compensation for teaching. This is strictly for supplies so that we can keep our fees as low as possible.
- All fees are payable to Great Endeavor Homeschoolers (GEH). A Paypal account has been established to receive Co-op fees, if families choose to pay in this manner. Details to pay via Paypal are located on the GEH website (top, right hand corner of the home page once you have logged in). Cash and checks are also accepted. If paying via cash, please place cash in a

marked envelope. Cash and checks should go to FreyaWilk, treasurer. If you cannot find Freya, you can safely give your payments to a board member, and they will get it to Freya.

- All fees, including any extra class supply fees, are due no later than the first day of Academy. However, a payment plan can be established. Contact Freya Wilk and Faith Neary if you need to set up a payment plan. Payments will, at that time, be divided into 3 equal parts, due the last Monday of August, September, and October.
- All fees are non-refundable, regardless of missed classes due to student illness, relocations, enrollment in another school, or any other reason.

Scholarships are granted based on availability of funds and needs. You can find the scholarship application on our website under Forms/Documents.

Lost and Found

Please check with a member of the GEH Board regarding any lost or found items. GEH Academy will maintain a lost & found collection for the school year.

***For your enjoyment, there is a designated area for mother's to fellowship in during Academy. Just look for the group of moms lounging in the coffee room. Bring your own to share.

If you have any questions about the Academy, please feel free to contact the Academy Coordinators, **Kristie Rasmussen 6th-12th, Hope Cantrell K-5th, and Michelle Thacker nursery-5 year olds**

(919) 323-1472 Kristie R.-kristie@rasmussenventures.com

(919) 414-0928 Hope C.-hopecantrell@ymail.com

(314) 225-4676 Michelle T.-archerfield4@gmail.com

We look forward to having you part of the GEH family this year!

