Heritage Builders Home Educators, Inc.

HANDBOOK

Heritage Builders Home Educators, Inc.

WHO WE ARE

OUR LEADERSHIP

EVENTS OFFERED

HOW WE DO BUSINESS

Communication among HBHE members is accomplished by email correspondence and online notifications.

HBHE E-news: On Mondays throughout the school year online E-news is updated on the HBHE website entitled "E-news Archive." These updates provide members with reminders, updates or corrections to events. In order to stay up-to-date, members are expected to read the E-news regularly. All members may submit appropriate information to the newsletter as specified on the HBHE website section entitled "About the E-news."

Mass Registration: All HBHE events are listed on the online calendar on the members-only HBHE website. At regular intervals before and during the school year all HBHE families participate in an online registration for HBHE events scheduled for the next several months. All registration and payment information will also be available online, in the E-news, and in this handbook. Events are usually scheduled from August to May.

Membership: The annual term of membership is June 1 - May 31. All members are required to re-apply for each membership term. Heritage Builders Home Educators, Inc. is a cooperative support group. Each member is obligated to coordinate one event during the school year to fulfill membership requirements. Step-by-step instructions are available on our website and additional assistance is available through our Events Management Team (events@hbhe.org). In 2013-2014 HBHE supported 189 member families.

POLICIES

Weather Cancellation Policy

In the event of inclement weather, HBHE events will be cancelled if the Brownsburg Public School System closes. However, because additional circumstances may be taken into consideration during stormy conditions, members are reminded to always check e-mail updates for event status.
Cancelled events will be rescheduled if possible.

Transportation Policy

Heritage Builders Home Educators, Inc. is not responsible for transportation to or from events. No references to any transportation arrangements are to be written in any event descriptions. Once registrations for a particular event are confirmed, event coordinators or registered member families may email or call other attendees about particular event details. HBHE will not be held liable for any transportation arrangements made in these emails or phone calls by either event coordinators or member families.

Cell Phone and Electronic Devices Policy:

HBHE requests that parents and students refrain from using electronic devices during HBHE instructional events, field trips, and workshops. Several of our events are small, classroom-like settings, and the portable devices can be a distraction to both students and other children. Students should give their full attention to instructors, guides, and parent coordinators. We understand the need for some members to keep their little ones quiet, and we realize that devices with games and movies can be a great way to entertain them. If you choose to occupy your little ones in this manner, please choose someplace outside the classroom. Participating students that arrive with personal electronic devices will be asked to keep them in their pocket or backpack during the event time-frame.

Heritage Builders Home Educators, Inc.

Check Policy

If a member's personal check is returned to HBHE due to insufficient funds, it is the responsibility of that member to promptly pay the proper funds to the Treasurers in addition to reimbursing HBHE for any fees assessed to the HBHE bank account as a result of the returned check. There will also be an additional $25 bounced check fee paid to HBHE, Inc. If these payments are not made, the member family will be considered in default and will face the same consequences listed below for non-payment.

No Refund Policy

HBHE holds to a No Refund policy for both membership and events purchased. Once event registration is closed, all member family's registrations are considered as final purchases and each member family is responsible for payment for those events. Events purchased by member families cannot be cancelled or removed after registration is closed.
The ONLY exception to this policy is in the case of an event being cancelled or postponed for circumstances out of HBHE's control. If an event is cancelled after registration closes, the registration money will be credited or refunded. In the case of postponement, refunds will be issued to families who are unable to attend the new date/time.

Library Policy

Respect the building and workers of the local public library. No loud talking or congregating in hallways outside of classrooms.

Photograph Policy

Many parents take photographs at HBHE events. Although some of them are for private scrapbooks, others may be for viewing on the HBHE website or for newspaper articles. HBHE families who prefer for their children not to appear in a group picture that might go on the website or newspaper are responsible for removing their children from the area where photos are being taken.

Classifieds Policy

Classifieds published on our website must be relevant to the homeschool community. Classifieds posted cannot be a conflict of interest with HBHE, inc. events. Classifieds can only be posted by a member of HBHE, Inc.

Allergy Policy

Heritage Builders Home Educators, Inc. is not responsible for meeting the dietary restrictions of its individual members. No references to food allergies are to be written in any event descriptions. Event descriptions will note if food is being served at a particular event, but they will not be allowed to say, "We will accommodate for allergies," or "Please let us know if you have allergies," or anything of similar wording. HBHE, Inc. member families should decide during the three days of Mass Registration if an event is acceptable or safe for their family based on their [family's] ability to bring alternative food. One way to do this is to contact the event coordinator before or during Mass Registration. When Mass Registration is over, there will be NO REFUNDS issued for food allergy reasons. Once the registration for an event is complete and registrants are confirmed, the coordinator may call or write about particular event details, including but not limited to specific foods being served. HBHE, Inc. will not be held liable for any of these emails or phone calls made by coordinators or member families. Parents are responsible and liable for their own children.

Minimum Age Policy for ENERGY and Cornerstone Academy

Students must be 14 years of age by December 31 to participate in ENERGY events and to be considered freshmen at HBCA.

SHINE and BLAST Policy

No SHINE (Serving Him In Everything – preK to 2nd grade) event or BLAST (Believers Learning and Sharing Together – 3rd – 5th grade) event may be a drop-and-go event. Parents of BLAST and SHINE students must stay in the classroom or in the building. See exception below in Expectations #5 – Students Attending without a Parent.

Heritage Builders Home Educators, Inc.

EXPECTATIONS

These expectations for both parents and students are set in place so that we may bring glory to God in all that we do. Our actions affect the facilities that we use, the persons they employ and all those around us. It is important that we show God's love in our respect for them. Our actions also reflect upon the home school community as a whole. Let us not be the reason that persons or groups form opinions against home schooling.

Expectations for Parents

1. **Coordinate ONE Event:** HBHE requires parents to volunteer to coordinate at least one event or activity each year. HBHE is a co-operative group in which everyone takes part in making the group activities successful. The coordinator is the HBHE representative at their event, and they are responsible for every aspect of the event they coordinate. This responsibility includes the behavior of the attendees, including parents, students, and themselves.

2. **Complete ONE Event**: HBHE requires parents to follow through with their one event minimum commitment. Parents must be in attendance before, during, and after the event they coordinate. Coordinators must remain at the event site until all students have been picked up by their parents or guardians. If your minimum one event is canceled, rescheduled, or you are unable to attend as coordinator, you must reschedule an event for HBHE during the same school calendar year to fulfill your membership obligation.

3. **Attendance:** HBHE expects families to attend ALL events for which they register. HBHE expects parents to arrive for activities fifteen minutes before the event is scheduled to begin. In the event of illness or family emergencies, parents are expected to call the event coordinator if they cannot attend. Most functions are prepaid and planned according to the number of persons who are registered.

4. **Costs:** HBHE expects parents to come prepared for any costs associated with the activity and/or for meals for their own families.

5. **Student Behavior:** HBHE expects parents to take responsibility for their children's behavior. We believe that we are a testimony - good or bad - for the Lord Jesus and for the entire home schooling community. Take the time to review the **Expectations for Students** with your children before field trips and other activities. If your children in attendance are disruptive, please excuse yourself from the group to handle the situation.

6. **Students Attending without Parent:** HBHE expects if you are not attending an activity with your child, that you assign an adult to take charge of your child at all times. HBHE requires parents to escort elementary-age and younger children into each activity to the check-in point. Adults must sign-in elementary age and younger children into an event and leave an emergency phone number if they are not staying in the classroom itself.

7. **Younger Siblings:** HBHE expects parents to determine if their younger children are able to behave appropriately on certain field trips, which may be geared for older children. If necessary, consider sharing the care of young ones with other members with young children.

8. **Clean-Up:** HBHE expects all families to help with any necessary clean-up such as stacking chairs, moving tables, taking out trash, sweeping/vacuuming floors.

9. **Respect for Instructors:** HBHE expects parents who attend a workshop, field trip or instructional class to mute cell phones and to refrain from talking.

10. **Giving Correction to Students who are NOT Your Children:** All HBHE parents have the authority, and are counted upon, to enforce the "Expectations for Students" stated in this handbook. HBHE parents are asked to give correction to children that need reminded of appropriate behavior.

11. **Modest Dress:** HBHE expects parents to dress modestly and appropriately for the activity.

Heritage Builders Home Educators, Inc.

Expectations for Students

1. HBHE expects students to respect those in authority. Please speak respectfully, listen carefully, and do not interrupt parents or tour guides.

2. HBHE expects students to respect other home schoolers in our group. No fighting, teasing or causing harm to other students is allowed.

3. HBHE expects students to respect the personal property of others and the facilities the group is using. (No running, climbing, jumping etc.) Only use equipment as it was intended to be used. Put trash in its proper place.

4. HBHE expects students to dress modestly and appropriately for the activity.

5. HBHE expects students to refrain from same sex dating relationships.

Consequences for not adhering to the Expectations:

If individual students or families are non-compliant with the above expectations, they are subject to disciplinary action. This disciplinary action may result in expulsion from the group, based on a two-thirds majority vote by the Board of Directors.

EVENT DETAILS

Individual events are coordinated by an HBHE adult family member who, as that event's coordinator, organizes and implements one of the following: a community service project, a field trip, a workshop, a special event, a class, or an additional activity for students and their families. All HBHE activities provide a wide array of experiences to enhance the academic studies of the HBHE students.

The Event Management Team advises and assists the event coordinators as needed.

Event Parameters:

For an event to be viable and considered for acceptance by the Event Management Team, it must first meet the following criteria:

1. An event must uphold the HBHE Mission Statement and Statement of Faith.
2. Events must be held within a 10 mile radius of Brownsburg unless the event is location specific (i.e. field trips to museums, historical locations, etc., or special event offerings). Preferred event locations are listed on the Events Checklist.
3. Event size maximums and minimums guidelines:
    a. Event size maximums cannot be less than 10 people (or acceptable variations such as 2 sessions offered for 5 or more people per session).
    b. Event minimums cannot be greater than 35 in order to prevent situations in which exceptional events could be eliminated just because a large number of people did not sign up.

Event Team Final Approval:

Final review and approval of each event will be conducted by the Event Management Team. If an event is in conflict with an existing event, or needs to be at a different time or date, or is not acceptable according to HBHE event policies, an event team member will communicate with the prospective coordinator(s). The Event Management Team will either provide assistance to improve an event, or ask the prospective coordinator to coordinate a different event.

If an event that meets the above requirements and is approved and scheduled by the Event Management Team does NOT occur due to lack of follow-through by the coordinator, please refer to the Handbook section which enumerates the consequences for the minimum one event not being completed as scheduled.

Heritage Builders Home Educators, Inc.

Coordinator Guidelines:

Coordinators must be in attendance before, during and after their event. Coordinators are to provide a sign-in sheet and bring it to their event. Coordinators are expected to remain at the event site until all students have been picked up by parents. Coordinators are expected to arrive for their own event at least twenty minutes early.

- The coordinator is the HBHE representative at their event, and they are responsible for every aspect of the event they coordinate. This responsibility includes the behavior of the attendees, including parents, students, and themselves. If the behavior of an individual does not comply with the expectations written in this handbook, the coordinator is expected to dismiss the individual(s) from the event and contact the Advisory Board.

- There shall be at least two adults present at all classes, workshops, and activities. One of the adults must be a HBHE parent. [To help the instructor with the class and also help in case of an emergency situation (e.g. if a child becomes ill or injured, etc.)]. You may arrange with one parent in advance of the first class/workshop/fieldtrip and, at the first class, ask others to sign up as volunteers for subsequent weeks, if applicable.

- There shall be at least one adult posted in the hallway during bathroom breaks and/or transition times. At the conclusion of the event, please check bathrooms for orderliness.

- If you have a drop-and-go class, you also need to have all parents leave an emergency (i.e. cell phone or family member) number where they may be reached during the class. Students elementary age and younger should be dropped at the classroom door and picked up at the door by a parent or older sibling. No SHINE (pre-K to 2nd grade) event or BLAST (3rd-5th grade) event can be a drop-and-go event.

- Regardless of age, ALL students must check in with coordinator upon arrival.

- For classes that involve a teacher that is teaching for profit, a teacher contract must be filled out and submitted to the Treasurer by the appropriate deadline.

- To ensure the good behavior of our students and their respect for the teacher, please take a minute at the beginning to explain your expectations to all participants. Also, introduce the teacher/instructor formally to encourage respect.

- If you cannot fulfill the obligation that you have made to coordinate an activity, you are responsible to find a parent to replace you with ample time to do the job properly.

- If you are suddenly unable to attend your event, please make arrangements for another adult to be your substitute and provide them with all necessary information and money. Send an e-mail to events@hbhe.org telling who your substitute is, as well.

Event Entry Deadlines

ONE Event Obligation: Each returning member must have a minimum of one event entered into the online calendar by **Monday, July 14, 2014** in order to register family members for Heritage Builders events this 2014-2015 school year. HBHE member families who fulfill other HBHE volunteer leadership duties are exempt from event coordination requirements as determined by the HBHE Board.

Additional events: Many HBHE members coordinate more than one event. These extra events (*extra: those events that are not required to fulfill membership obligations) may be entered into the online calendar at any time. These events must be entered by the Monday 2 weeks prior to mass registration. (July 21, 2014; September 22, 2014; or January 19, 2015)

Mass Registration Dates for 2014-2015 Dates when HBHE members sign up for events:
August 5-7 for events in August, September, and October
October 7-9 for events in November, December, January, and February

Heritage Builders Home Educators, Inc.

February 3-5 for events in March, April and May

Payment Deadlines Mass Registration payments must be postmarked by the dates listed below:
August 22, 2014 for August Mass Registration
October 24, 2014 for October Mass Registration
February 20, 2015 for February Mass Registration

MEMBERSHIP DETAILS

Member in Good Standing

All HBHE members that have met the following criteria may register for HBHE events during **Day 1** (Tuesday) of each Mass Registration:

1. All membership application forms and fees were postmarked by deadlines.
2. You entered your event on the HBHE calendar before midnight of **July 14, 2014.**
3. All payments have been postmarked by deadlines.
4. Your minimum one event is completed as scheduled.

Consequences

All HBHE, Inc. members that are **not** Members in Good Standing will have the following consequences:

1. **Missing the membership renewal postmark deadlines** – your application forms and payment will be sent to the Advisory Board for review.
2. **Missing the July Event Entry Deadline** – you will be allowed to register on **Day 2** (Wednesday) of the August Mass registration. (NOTE: You must have entered a minimum of one event on the HBHE calendar before midnight August 1 or you will be blocked from **all** August Mass Registration Days. If you miss the August 1 deadline, you will need to contact the Advisory Board. advisoryboard@hbhe.org)
3. **Missing Payment Deadlines** – All payments not postmarked by the Payment Deadlines listed above will be returned to the HBHE member. Members must contact the Advisory Board concerning their penalty fees.
   First late payment penalty: **$25 fee**, plus you will not be allowed to register until **Day 2** of the following mass registration
   Second late payment penalty: **$50 fee**, plus you will not be allowed to register until **Day 2** of the following mass registration
   Third late payment penalty: **$100 fee**, plus you will not be allowed to register until **Day 3** of the following mass registration
   Fourth Late payment penalty: Members that have four late payments within a 12 month period will have their HBHE membership cancelled. All late payments are based on a 12 month cycle.
4. **Minimum one event not completed as scheduled** – You will not be allowed to register for any Mass Registration events until your new event is entered on the HBHE calendar. During the following Mass Registration after you will not be allowed to register until **Day 2**.
5. **Non-Payment** - will result in your family being removed from **all** unpaid HBHE events registered through homeschool-life.com/in/hbhe. Your family will be 'parked' on our website, and unable to use our Mass Registration feature for the entire length of the following Mass Registration.

Returning Members

Applications for membership will only be accepted:
May 12 or May 20 at Member Meetings

As a private organization, we reserve the right to refuse any family.

Heritage Builders Home Educators, Inc.

If you have any questions regarding any information contained herein, please refer to our website (homeschool-life.com/in/hbhe) or contact our New Members Committee at: membership@hbhe.org