### All classes are meant to *supplement*, support and encourage but not replace, what is being learned at home.

HH co-op is a Christian organization open to any homeschooling family where the oldest child in the family is at least in kindergarten, 5 years old and legally registered with the state of NC if applicable, at the start of the co-op year. All preschool/nursery children must be free from separation anxiety and able to be left by parents (we cannot guarantee parents serving only in their children’s class). Throughout the year, HH functions as a support group, gives ministry opportunities, fellowship opportunities and offers two types of academic classes for local homeschool families. Just a reminder, if you choose to homeschool your child you are still responsible for their schooling even when they are receiving outside instruction. HH wants to help you with your homeschool journey, not take it over; therefore, our policy is that any student taking ANY class at HH co-op (tuition classes included) must have an adult volunteer on Fridays during co-op.

**Statement of Faith**: HH is a Christ-centered group. We believe that Jesus Christ is the Messiah promised in the Old Testament. He is the only begotten Son of God the Father, the only way to salvation and reconciliation with God. We believe that the Bible in its original form is the infallible, written word of God. We believe in the Biblical account of the creation of the world, that God is our Creator. He is a loving, omnipresent, omniscient, all-powerful, loving Father.

All teaching for HH classes is done in alignment with our Statement of Faith. We teach from a creationist point of view. All teachers in HH will be expected to sign our Statement of Faith. Highland Baptist Church allows us to use their facilities but has no oversight over curriculum or the direction of the education of the participants. HH is entirely financially self-supporting with no financial obligations from Highland Baptist Church.

**Type of Classes:**

HH has three main types of classes. ALL CLASSES AT HH REQUIRE FAMILIES TO JOIN HH CO-OP AND HAVE A BASIC CLASS FEE. The class fee covers copies, basic supplies, background checks for teachers and most lab fees for individual students and teacher. The class fee does not cover notebooks or text books unless specified in class description.

1. **Co-op Classes:**  These are classes that are taught by volunteers and/or parents that have the ability to teach on that topic. These classes will have a class fee associated with them that varies depending on the class activities.
2. **Tuition-Based Classes:** These are classes where a “tutor” who is educated and/or gifted in a particular area offers classes at HH. These classes have a fee associated with them paid to the instructor that is in addition to the co-op registration fee. Tuition-based Classes are listed in red on HH material. They are ALL high school level classes and a grade will be issued IF ALL FEES AND TUITION ARE PAID IN FULL at the end of the year. Students will not be allowed to register for the next school year if tuition or fees for the current school year are still outstanding.
3. **Nursery/Preschool**: These are only available for siblings of co-op members, teachers and volunteers.

**Just a reminder, if you choose to homeschool your child you are still responsible for their schooling even when they are getting outside instruction.  We want to help you with your homeschool journey, not take it over, so you need to be involved in the co-op.  Parent volunteers are required to serve during co-op classes. When parents serve, it enables us to offer supplemental academic opportunities for free and/or for reasonable fees.**

**Attendance**

Co-op meetings are once per week on Fridays from 9:00 am – 12:15 pm. We understand that occasionally things happen that cause families to be late, but this cannot be the norm. If you cannot get to co-op by the start of the class please don’t participate in co-op, we need a reliable commitment and students that are on time. Participants are expected to attend weekly and to be prepared for each class by completing reading assignments and any other assigned homework. Co-op activities will start promptly at the scheduled times. Attendance at devotional/announcement time is mandatory for all students and all teachers present during first and second period. Important announcements, prayer requests and devotions are shared during assembly. High school students are not required to stay for all class periods. Middle school and younger students cannot be scheduled for more than 2 classes on co-op day. Daily schedule is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **High School** | **Middle School** | **Elementary/ Nursery and Preschool** |
| 1st class period | 9:00-10:30 | 9:00-10:30 | 9:00-10:30 |
| Devotions/Announcements | 10:30-10:45 | 10:30-10:45 | 10:30-10:45 |
| 2nd class period | 10:45-12:15 | 10:45-12:15  | 10:45-12:15 |

 **Calendar**

A Calendar will be issued at the beginning of the year with vacation days noted. We operate on a 32-week school year with vacation and holiday time added. We try our hardest to stick to that calendar but church needs may dictate that we change our schedule.

Church inclement weather policy is to close when Wake county schools are closed. In case of a delayed opening with Wake county schools, we will operate on a late opening schedule which is as follows for all co-op grades:

**Delayed Schedule for Inclement Weather**

|  |  |
| --- | --- |
| **1st Period** | **2nd Period** |
| 10:00-11:15 | 11:15-12:30 |

If the need arises we will post the change on the Yahoo loop and Facebook page. Please check one of those two sites if you have any questions.

**Parent Participation**

The purpose of HH is to help support parents in their homeschool journey, not replace it. To fulfill our mission, we need parent participation. Any student taking ANY class at HH co-op (tuition classes included) must have an adult volunteer on Fridays during co-op, while their student is on campus. We are hoping that this change will encourage more parents to offer co-op classes. Exceptions will be made for widows and senior students can volunteer in lieu parents. Volunteer positions may be reassigned to a different position than was indicated on registration form (based on co-op needs). Preschool children must be free from separation anxiety and be able to stay in a class when their mother isn’t present. Younger children may not “hang out” in older children’s classes for mother’s convenience. They must remain in age appropriate classrooms. It is a Highland Baptist Church policy that there must be at least 2 teachers present in classes at all times. Therefore, it is imperative that we have enough teachers and assistants in the classrooms. Parents may be required to volunteer in a class that their children are not enrolled in.

HH co-op communicates primarily with the parents via a Yahoo loop. We also have a website and Facebook page for information but our main source of communication is the Yahoo loop. Please make sure you have been added to the Yahoo loop, so that we can communicate effectively.

**Lead Teacher:** Thisperson is in charge of the class, and she/he plans, teaches and is in charge of syllabus and covering class material within the school year. The lead teacher is present for the majority of the classes.

**Assistant Teachers:** The amount of involvement in the class varies depending on class and lead teacher’s need. (Ex: present in the classroom for crowd control or taking turns presenting material.) For “Free co-op classes”, one assistant teacher should be able to run the class and continue teaching plan if lead teacher is absent.

All tutors/teachers for both Co-op and Tuition-based classes and any assistant teacher must sign a Statement of Faith. All teachers and assistants will have to undergo a background check per Highland Baptist’s policy paid by the co-op fees. Tutors for the Tuition-based classes will have to pay Highland Baptist Church to perform a background check at the start of the school year. Background checks are less than $20 and may be repeated at Highland’s discretion.

**Clean-up crew:** Duties include cleaning up Fellowship Hall and kitchen after unch and taking out trash at the end of lunch and final clean-up based on checklist after co-op is over.

**Absences**

If you know in advance that you will be absent the procedure for lead teachers and assistants is to work it out with each other and cover the lesson. Please let leadership know what was worked out. For lunch monitors, notify leadership via email or phone in order that they may plan appropriately no later than the Wednesday before co-op. All positions, for emergencies and unplanned difficulties please notify leadership by phone no later than 7:30 am the Friday you are going to be out. **PLEASE DO NOT EMAIL!** We often do not check our email on the way out the door on Friday morning. See the 2018-2019 Calendar for more information on how to notify leadership of a last-minute absence.

**No Show Policy**

We cannot operate without volunteers; therefore, if a volunteer is a “no show” (defined as not showing up for their scheduled volunteer time without the appropriate communication) the following policy will be implemented: An email will be sent after first no show indicating make-up time may be needed. You will be required to contact co-op leaders and schedule a make-up time to fulfill your volunteer requirements. Make up assignments may be in an area or class where you normally don’t serve. Make up assignments may be waived by co-op leadership if you are not needed. If you miss a 2nd time and volunteer requirements are not made-up, the student will not be allowed to return to co-op until the volunteer times are made-up.   If you have 2 “no shows”, (i.e. you are absent and the lead teacher or co-op leadership not being contacted via phone) you will be asked to leave the co-op. Special circumstances would, of course, be considered before taking this step. We don’t want to be harsh but we cannot function well without parent involvement.

**Conflicts**

In any group conflicts are bound to happen. Our conflict resolution policy is based on a biblical model in Matthew 18:15. If you have a problem with another member please follow these following steps:

1. go and talk it out with the other person
2. If there is no resolution to the problem talk to the lead teacher and one member of leadership team
3. if there is still no resolution to the problem the leadership team will meet with both parties involved.

Please follow this guide and don’t gossip. Gossip is both harmful to a group and a sin. Proverbs 16:28 says “…. gossip separates the best of friends.”

**Illness Policy**

Keep your child home if he or she has the following symptoms:

* Fever
* Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
* Red discoloration to the whites of the eye(s).
* Skin rashes as they are difficult to diagnose unless seen by a physician.
* Severe abdominal pain, vomiting or diarrhea.
* A deep, hacking cough.

**Visitor Policy:** For safety reasons and per Highland Baptist Church policy, no visitors outside of members of your household are allowed during Co-op times. If homeschooling families want information not obtained from the website, contact the co-op leadership.

**Facility Use**

Highland Baptist has graciously allowed us to use their facility. Here are the guidelines we need to follow when using any part of the facility:

* Please make sure that all garbage is put in trash cans by the kitchen and that the trash is taken out to the dumpster at the end of the day.
* Please leave all classrooms exactly as arranged and neat. Tables wiped down, vacuum and mop as needed, windows and blinds closed, trash emptied, lights off. In elementary classes please put chairs on the tables even if they were not on the tables originally after last class for the day. Rooms should be returned to how they were arranged when we arrived and should be left neat and clean.
* Please keep noise in the hallways to a minimum. Do not congregate in the hallways. Please do not allow students to wander the halls during class.
* Please use the bathrooms closest to your classrooms. Children should make sure they use the restroom facilities prior to class, during the break and/or at lunch as this will prevent the need to go during classes.
* Outside doors should be closed at all times and should not be propped open. Please do not use the door across from the Fellowship Hall.
* Remain in the area of the church where our classes are scheduled.
* Bring your own school supplies. Do not use any of the church’s supplies. This includes plastic utensils, cups and plates in the kitchen.
* Treat the facility with respect. Do not deface church property.
* Please do not allow children over 6 to use playground equipment. Eat and drink only in the Fellowship Hall.
* 2 adults must be in each classroom at all times. Students must be supervised by an adult at all times.
* If your children’s classes are in the children’s wing, please park on the left side of the church (playground side), and enter through the breezeway on Friday mornings. High school students park on the right side of the building and enter through the main entrance.
* Per Highland’s request only two outside doors will be opened during co-op hours (the main door and under the breezeway by the playground). Please do not use or bang on other doors (i.e. the kitchen door.)

**Break - for younger children only**

Our children will be allowed to play in the outdoor area just outside the Children’s Hall during Break. If you are an assistant teacher or a substitute teacher, you will be asked to chaperone outdoor play during break. To use the playground equipment children must be less than 6 years old. Children must be kind in word and deed at all times. If there is an instance where these rules are not obeyed, the child/children will be asked to come in and sit quietly at a table while waiting for the next class to begin. Chaperoning parents may determine if activities are appropriate for the children during break.

**Dress Policy**

* Girls/women should not wear low-cut shirts, halter tops, midriffs or spaghetti straps.
* Skirts and shorts should be finger-tip length.
* Boys/men should not wear low-hanging pants or shorts.
* Suggestive or offensive T-shirts should not be worn by anyone.
* Hats may be worn, but it is up to the tutors’ discretion if hats may be worn during their tutoring session.
* Students not adhering to the dress code will be given a T-shirt to wear which co-op leadership will provide. Students may contact parents to bring a change of clothes if desired.

# Rules of conduct for students:

* Please be on time.
* Please come prepared for class with books, school supplies, completed assignments, fees, etc.
* Electronics are not to be used during class time without permission of tutor. Texting is not allowed.
* Please only talk during class when directed to do so by tutors.
* Please be respectful to tutors and other students.
* Please adhere to the Dress Code.
* Be in good standing academically and financially.
* Please ask permission to leave classroom before leaving.
* Please use restroom before class.
* Please be respectful of church property.
* Everyone needs to use gentle, kind words and keep their hands to themselves.
* All things should be done in an orderly fashion.

**“For God is not a God of disorder, but of peace”. 1 Corinthians 14.33**

**Discipline Policy**

If there is an issue, the teachers will talk to the student with a warning that their parents will be contacted if there is another incident.

If there is another incident, the teacher will contact parent and ask them to pick up their child. The student will have to make-up class work at home.

The HH leadership, teachers and parent will agree upon a course of action in the event of another incident.

**Co-op Leadership Information**

* Beth Curtis: davebethcurtis@yahoo.com
* Pamela Lovin: lovinphysics@hotmail.com
* Holly Lee: jason.holly.lee@gmail.com (Co-Coordinator for Elementary)
* Christy LeRoy: catleroy2@gmail.com (Co-Coordinator for Elementary)
* ​Allison Wall: danali2001@bellsouth.net

North Carolinians for Home Education (NCHE) is an organization that works for our right to continue to homeschool our children. Membership in NCHE is not required to join HH, but is recommended by HH leadership.