

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

HH stands for Hearts & Hands and is a Christ-centered, parent-facilitated homeschool co-op working together to offer educational support, encouragement, structure, and accountability to our individual homeschools. We are open to any homeschooling family where the oldest child in the family is at least in kindergarten, 5 years old and, if applicable, legally registered with the state of NC at the start of the co-op year. Throughout the year HH functions as a support group and offers ministry & fellowship opportunities. We strive to create not just a co-op, but a family. A place where lasting friendships are fostered and nurtured in a loving, Christian environment where students can learn and grow individually and together.

- We meet on Fridays at Highland Baptist Church in Garner, NC.
- Our school year starts in late-August and runs through the second week of May.
- We have 2 class periods and a 15 minute announcement & devotion time in between.
- We offer classes from elementary through 12th grade. Please see our class schedule and descriptions for more details about our classes.

## What we offer

- \* A safe, Christian, family atmosphere to support your homeschool.
- \* Encouragement, support and structure for you and your homeschool.
- \* A natural progression from year to year for each student in each supported subject.
- \* Opportunities for your children to gain skills in areas such as oral/science presentations, memorization, group discussion, experiments, group activities, etc.
- \* For High School level students: academically challenging classes that develop critical-thinking skills and that develop methods of time management and accountability.

## Our Educational Viewpoint

We believe that a Christ-centered worldview is the foundation through which all subjects must be viewed and taught. We believe that parents are a child's first and most influential teacher and that the co-op is here to support, not replace, the parents' teaching role.

## Our Statement of Faith

Our complete Statement of Faith is found in the Application, please read it in its entirety before deciding if you should join HH Co-op. HH is a Christ-centered group. Our membership consists of parents who have been saved by the grace of God, who worship and serve the one true, triune God and who trust the Bible as the authority for life and righteousness. We are governed by the beliefs of the Bible and policies of Highland Baptist Church (HBC). HH Homeschool Co-op is not limited to members of HBC, however, we do ask that you understand the basis of the Christian faith. If your beliefs and faith practices differ significantly, please carefully consider if HH Homeschool Co-op is the right fit for your family and feel free to talk with HBC head pastor Byron Greene. We require all parents to sign our Statement of Faith acknowledging that we teach from a Christ-centered point of view.

## Location

We have been greatly blessed with permission to use Highland Baptist Church (HBC) for our classes. They are located at 8524 Crowder Road, Raleigh, NC 27603. This is a wonderful facility and we are incredibly appreciative that we are able to use it! While classes are held here at HBC, HH Co-op is a self-supporting co-op and is not an official ministry of the church.

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

## General Class Information

HH is a true cooperative meaning all members teach and serve. A parent from each member family commits to one of two options: lead teaching for one class and assisting for another or co-teaching two classes for the entire school year on a team of at least two people. First year families will be assigned as teaching assistants. All other parents will be assigned to a "teaching team" based on co-op needs and parent experiences. Lesson plans for your class are created by the team prior to the school year and implemented on a weekly basis during our operating weeks. By doing this, we are able to offer classes to our families for the cost of curriculum and supplies needed for each class. Just as a reminder, if you choose to homeschool your child you are still responsible for their schooling even when they are getting outside instruction here at HH Co-op. We want to help you with your homeschool journey, not take it over, therefore our classes are meant to supplement, support and encourage, but not replace, what is being learned at home.

All classes at HH Homeschool Co-op require families to join our co-op and pay the registration fee of \$40 for 1 child \$60 for a family of 2 or more children. The registration fee covers background checks for teachers and basic needs for the co-op. Most classes you register for include a class fee as well. The class fee covers copies, basic supplies, and most lab fees for individual students. The class fee does not cover notebooks or text books unless specified in class description. In addition, you will need to purchase some basic school supplies for each of your students such as paper, colored pencils, scissors, glue, etc. Some classes also require materials to be kept in 3-ring binders that you will need to provide as well. We will provide a supply list for each level prior to our start date.

## Types of Classes:

HH has three main types of classes.

- 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 the HH Class Schedule. They are all high school level classes and a transcript grade will be issued if all fees and tuition are paid in full by 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/children of teachers and volunteers.

**\*Please note:** All preschool/nursery children must be free from separation anxiety and able to be left in a classroom without their parent. We cannot guarantee, parents serving only in their children's class.

## Attendance/Absences

Due to the nature of the co-op, we count on our parents each week not only for teaching support, but for assistance support as well. Therefore, we ask that if you commit to HH co-op that you keep our operating schedule on Fridays free from other obligations or activities. We do have a list of excused absences that include: illness, care of an immediate family member due to illness, funeral/memorial attendance, and competitive sport/activity attendance (for the competition not practice) in moderation and with consideration of other absences during the semester. We ask that vacations and retreat attendance

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

be planned, if at all possible, around our operating schedule, but they are an excused absence in moderation and with consideration of other absences. We monitor absences whether they are for a full or partial day. Abuses of the absence policy will be taken up by the leadership team which may result in probation or dismissal.

## Absences

If you know in advance that you will be absent the procedure for teachers is to work it out with each other and cover the lesson. Then, please let leadership know the date of your absence and what plan was worked out. For emergencies and unplanned difficulties notify leadership by calling on the phone no later than 7:30 am the Friday you are going to be out. PLEASE DO NOT EMAIL! We do not check our email on the way out the door on Friday morning so a phone call is required.

## Co-op Communication, Leadership and Contact Information

HH Co-op is led by a team of homeschool moms. Listed below are their names and numbers to contact for absences, emergencies etc.

- Beth Curtis – Middle/High: (919) 798-6234
- Christy LeRoy - Elementary: (229) 942-6148
- Alison Wall – Middle/High: (984) 242-7927
- Mary Ogden – Financial Sec.

We also communicate with our members by means of e-mail, the Remind app and our Facebook page.

E-mail: [hhschoolcoopgarner@gmail.com](mailto:hhschoolcoopgarner@gmail.com)

Facebook Page: HH Homeschool Co-op

Remind App: search your app store for "Remind: School Communication", download it to your phone and at the first parent meeting we will show you how to join our group.

## Illness Policy

While we love you and your family and believe in sharing lots of things we also do not love the sicknesses and germs we all can carry at times of the year and do not believe in sharing them. Therefore, in love and in all seriousness, DO NOT bring your child or you to co-op if anyone in your family has the following symptoms:

- Fever, severe abdominal pain, vomiting or diarrhea within the past 24 hrs.
- 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.
- A deep, hacking cough.

Please contact leadership, your co-teachers, and STAY AT HOME!!!

## No Show Policy

We understand that life happens, emergencies arise and in the distress of the moment we truly forget to do things.....however, we as a co-op 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 inquiring as to the cause. But after 3 times of this happening you will be asked to leave the co-op. Special

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

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.

## **Friday Schedule/Calendar**

Co-op meetings are once a week on Fridays from 9:00 am – 12:15 pm. Co-op starts with first period at 9:00 am. First period teachers need to arrive by 8:40 a.m. to set-up their room with the expectation of being finished with set-up by 8:50 a.m. All other families are asked to arrive by 8:50 a.m. so that they have enough time to get settled in class by 9:00 a.m. Co-op activities will start promptly at the scheduled times. 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. Please note that all doors are locked during first period each morning. If you are arriving after that time please ring the doorbells at the Elementary doors or at the covered office entrance. Families are expected to attend weekly and students are expected to be prepared for each class by completing any reading assignments and all other assigned homework.

After first period all families meet in the HBC Fellowship Hall for a devotion/assembly time. Attendance at devotion/assembly time is mandatory. Important announcements, prayer requests and devotions are shared during assembly. This means that if you only attend for first period you must stay for the devotion time at 10:30 and leave after devotion at 10:45. Accordingly, if you only attend second period you must arrive by 10:30 for the devotional time. Once devotion is over second period begins at 10:45 a.m. and goes until 12:15 p.m. HH 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

## **Delayed Schedule for Inclement Weather**

Church inclement weather policy is to close when Wake county schools are closed. If the need arises we will post the change on the Remind App and send out an e-mail. Please check one of those two if you have any questions. 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:

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

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

## **Calendar**

HH Homeschool Co-op operates on a 32-week school year with holidays and breaks added. The calendar is issued at the beginning of the year and posted to the website. We try our best to stick to the calendar but church needs may dictate that we change our schedule. When/if this happens we will announce it at devotion, send an e-mail and post to Facebook and a Remind to ensure that everyone is aware of the change.

## **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 outside of co-op want information not obtained from the website, please contact one of the co-op leadership team.

## **Dress Policy**

- Girls/women should not wear low-cut shirts, halter tops, midriffs, spaghetti straps or tight fitting/exercise clothes that are not covered appropriately by a LONG sweater or shirt/dress.
- 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 teacher's discretion if hats may be worn during their class.
- 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.

## **Highland Baptist Church Facility Use**

Highland Baptist has graciously allowed us to use their facility. The following are HBCs guidelines we must follow when using any part of the facility:

### >>Trash/Clean Up

- For High School and Middle School side: please make sure that all garbage is put in the trash cans in the kitchen and that the trash is taken out to the dumpster at the end of the day.
- For Elementary side: please make sure that all garbage bags are tied up and placed outside your door upon leaving. Also put tables and chairs where you originally found them.
- All classrooms: Tables need to be wiped down and floors vacuumed. Please mop the floors as needed. Make sure windows and blinds are closed, trash is emptied and lights are off when leaving. Rooms should be returned to how they were arranged when we arrived and should be left neat and clean.
- All bathrooms: 2<sup>nd</sup> period teachers should check all bathrooms before leaving. Wipe down anything that needs it, make sure toilets are flushed and clean, and check floors for trash and sinks for standing water.

### >>Building code

- Please keep noise in the hallways to a minimum and do not congregate in the hallways. Teachers, please do not allow students to wander the halls during class.

# HH Homeschool Co-op Policies & Guidelines

2019-2020

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus ~ Colossians 3:17*

- Always use the bathrooms closest to your classroom or in your classroom. Children should make sure they use the restroom facilities prior to class and during the break 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. During first period class all doors will be locked and remain locked for the rest of the day. If you are late ring the doorbell on the Elementary side or at the covered office entrance.
- Remain in the area of the church where our classes are scheduled. Students are not allowed outside of the designated areas.
- Do not use any of the church's school or kitchen supplies. Teachers and students should bring your own school supplies. This includes plastic utensils, cups and plates in the kitchen.
- No food or drink is allowed anywhere but in the Fellowship Hall. Elementary side may have snack in the classroom at the start of 2<sup>nd</sup> period as long as it is cleaned up properly.
- Treat the facility with respect. Do not deface church property.
- Two adults must be in each classroom at all times. Students must be supervised by an adult at all times.
- Per Highland's request only two outside doors will be opened during co-op hours (the office entrance and under the breezeway by the playground). Please do not use or bang on other doors (i.e. the kitchen door.)
- Panic Button: There is a panic button located in the church that calls the police and fire department. If this button is pushed and there is no emergency, the church is charged a \$500 fine. It is located in one of the areas that is off-limits, but if an unattended child wanders into that area and pushes the button, that family will be responsible for the \$500 fine.

## >>Parking Lot & Playground

- Parking: 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. All others park on the right side of the building and enter through the covered office entrance.
- Playground: Our children (Elementary side) will be allowed to play in the outdoor area just outside the Children's Hall during Break. All teachers assigned to these classes will be asked to chaperone outdoor play during break.
- To use the playground equipment children must be less than 12 years old. There are two sides to the playground. Please keep younger children on the small side and older children on the big side. 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.