



HERITAGE HOMESCHOOL CO-OP

Behold, children are a heritage from the Lord. Psalm 127:3

Handbook 2017-2018

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This copy adopted by the board May 18, 2017

HERITAGE HOMESCHOOL CO-OP HANDBOOK 2017-2018

Purpose

As stated in our Articles of Incorporation, Heritage is established with the purpose to “provide access to non-denominational Christian academic instruction in accordance with New Testament scriptures and to provide support to the local homeschool community.”

Thus, any class instruction must comply with the above statement and must fulfill this purpose.

This is how we define “in accordance with New Testament Scriptures”:

Statement of Faith

We believe the Holy Bible to be the divinely inspired, inerrant and final authoritative Word of God. We believe in one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. We believe man is by nature a sinner from birth, separate from God, and eternally lost until salvation. We believe in the deity of Jesus Christ and that He was virgin-born, sinless, died on the cross, atoned for the sins of the world, was physically raised from the dead on the third day, which insures the resurrection of all believers who have personally received Him, and He is coming again.

We believe salvation is a free gift, bestowed by God’s grace, and received by faith in Jesus Christ alone.

We believe the church is the bride of Christ and the body of Christ.

We believe in the spiritual unity of all who believe in Jesus Christ and that believers are called to be in the world but separate from it.

We believe the purpose of the church on earth is to fulfill the last command of Jesus, which is to make disciples of all men.

We believe Christians are endowed with spiritual gifts which enable them to minister in the church.

We believe the Holy Spirit, whom every believer receives at conversion, leads and guides us.

Mission Statement

The mission of Heritage Homeschool Co-Op is to provide educational resources consistent with our Statement of Faith to assist parents in their pursuit of Home Based Education.

- Proverbs 22:6 “Train up a child in the way he should go, and even when he is old he will not depart from it.”
- Ephesians 6:4b “bring them up in the discipline and instruction of the Lord.”

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Emergency Contact

Heritage HSC is independent of the church's operation; please do not call Westminster Chapel regarding Heritage matters. All inquiries should be addressed to the HHSC Board (contact information found on the member's only section of the Heritage HSC website). If an emergency arises on a Monday and you need to reach someone immediately, you may call the Board President at 425-290-2723.

Board Contact Information - Current contact information can be found under the members only section of the Heritagehsc.org website. Prospective families may email questions to info@heritagehsc.org.

Policies & Expectations

General Policy Information

Heritage Homeschool Co-op is a faith based, cooperative organization of families voluntarily united to assist one another in providing a home education. Class instruction shall be consistent with Heritage's Purpose, Statement of Faith, Mission Statement, and Handbook. The Board maintains supervisory authority over the administration of all Heritage business. School district funds may not be used to pay for tuition, fees and/or registration.

Heritage policy requires a parent or legal guardian remain on campus, within the Heritage boundaries while his or her child(ren) are at Heritage. Dropping off child(ren) is not an option. Parents assume full responsibility for their children at all times and will be contacted if disciplinary issues arise.

If an emergency arises requiring a parent/guardian to leave, they **must** sign out of the building and specify a custodial adult responsible for your children in your absence. It is very important that we know who is on campus at all times. You will find a binder on the Welcome Table where the parent/guardian can sign out, indicate time of return, and leave a cell number. The custodial adult **must** also sign the binder. Be sure your child(ren) know to whom they are accountable. Please limit these occasions.

All adults should wear a name tag on campus. Member name tags are provided. Visitors to Heritage must sign in and get a name tag at the information table.

No pets are allowed on church premises except working service dogs.

Heritage HSC admits students of any race, religion, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Heritage HSC. It does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admission policies or other co-op administered programs.

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Communication

TTK – Our weekly newsletter, “Things To Know,” is distributed via email at the end of the week.

Family Folders - Folders for each family can be found in the CLC. Please check your family folder weekly for any updates, teacher handouts, and Heritage news. Family Folders are a convenience for Heritage participants to communicate Heritage related and other approved literature. Family folders are not to be used for solicitation or political statements/information.

Per our 501c3, we are prohibited by law from the “carrying on of propaganda or otherwise attempting to influence legislation,” neither shall we “participate in or intervene in any political campaign on behalf of any political campaign or any candidate for public office”.

Heritage is not responsible for the loss of any property distributed through or left in folders.

Facebook – Heritage HSC manages a secret group on Facebook. If you would like to join the FB page, please contact the Community Life board member.

Teen Facebook & Instagram – Heritage HSC manages a secret group for Teens and their parents on Facebook and an account on Instagram. If you would like to join, please contact the TAC Advisor.

Eating Areas

CLC – The CLC is our primary lunch location. You may eat at the tables or put down a blanket or towel for a picnic lunch. Please be sure all wrappers, crumbs and spills are cleaned up when you are finished.

Gym – While the gym is primarily a classroom space, it is also available for picnic lunches. There are no sports or running allowed in the gym during lunch. Please be sure all wrappers, crumbs and spills are cleaned up when you are finished to prevent injury and ensure fourth hour classes begin on time. (Picnic blankets are an easy way to contain the mess and provide for quick clean-up).

The Children’s Lobby – The Children’s Lobby is **NOT** a lunch location.

Teen Lunch Room – Rooms 303 and 304 are available for students in grades 7-12. If your student eats in either room, please remind him/her that the rooms will be used for classes following lunch. The rooms should be left tidy, free of wrappers or food on the floor, with furniture straightened. If the room is misused, the privilege will be revoked.

Peanut Allergies – If your child needs to eat lunch in a peanut free place, please contact a board member.

All other classrooms/play areas should remain empty during the lunch hour. (In other words, you may not simply pop into an empty classroom for lunch).

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Heritage Boundaries

Heritage HSC rents specific spaces from the church for particular hours. Our rental agreement specifies that we will not have members/participants (children or adults) beyond the agreed upon bounds. Please do not jeopardize our ability to use this facility by going beyond these designated Heritage areas.

CLC – The Community Life Center (CLC) is available for all members to use if they are not in class or completing a work assignment. If your children are in the CLC, please be sure they do not play on or around the room dividers, the stage, speakers or sound equipment.

Classrooms – We do not rent all of the classrooms on the Westminster Campus. If you would like to use a room you believe to be empty, please speak with a board member first.

Gym – The gym is primarily used as classroom space. However, it is also available for lunchtime picnics.

The Atrium – Westminster Chapel has graciously allowed **adults** to use the Atrium without charge with the understanding that there will **be absolutely no food** and only covered drinks in the area. No children are allowed in the Atrium at any time. Please do not move tables or chairs. The furniture must remain as placed by staff.

Teen Area – Westminster Chapel has graciously allowed **teens** to use the foyer next to the Fireside room with the condition that there will **be absolutely no food** (covered drinks are OK). This privilege is dependent on teens maintaining the space as the church has requested.

The Children's Lobby – Westminster Chapel has graciously allowed us to use the Children's Lobby with two conditions:

- 1) There will **be absolutely no food** (covered drinks are OK).
- 2) The area is left clean and tidy by 3:10

Foyer – Pews and couches are off limits to Heritage members. There will **be absolutely no food** in this area.

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Emergency Procedures

In case of a fire, alarms will sound and all children should be evacuated along assigned routes to safe areas away from the building. All exits are clearly marked. Keep children as calm and quiet as possible. Move quickly but do not run or allow children to run. Students need to remain with their teacher and facilitator. The teacher/facilitator will be holding up a large room number sign, on the back of their attendance folder. Please form a line behind this sign in the northwest corner of the parking lot. A Heritage board member will notify teachers and facilitators when it is safe to re-enter the building. Should we be unable to enter the building again, teachers will remain with their students until parents arrive to pick them up.

In the event of an earthquake everyone should immediately go under a table or against a wall and assume the "duck and cover" position. It is important you stay away from windows and remain in the room until given further instructions. In order to adequately account for each student during an emergency, Heritage requires all students to remain with the supervising adults in class, Study Hall, or the CLC until it is safe.

Finances

Heritage participation is contingent upon tuition being paid on time. For your convenience, the tuition schedule is available below and online at www.heritagehsc.org When you log in to the website, your family tuition amount will show on the home page.

A \$3.00 administrative fee will be added to each family's invoice each tuition day. The administrative fee helps cover items such as: copy fees, CPA for tax forms, insurance, website, mail box rental, folders, supply box, and classroom signs.

To discourage late payments, a late payment fee of \$20 will be applied for every week a payment is late. If you are unable to make your payment on Tuition Day, a grace period is provided. Please ensure your check is in the mail to the Tuition Treasurer, postmarked by the Wednesday following Tuition Monday. Checks postmarked after that day are subject to the late fee. If tuition is still owing more than two weeks after the tuition payment date, your child(ren) will be unable to attend classes until all tuition and fees are paid in full.

The Heritage HSC Building Fee of \$140 paid at the time of registration is not transferrable or refundable.

Tuition and materials fees paid or owed to teachers are not refundable.

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Please register your child(ren) in their classes with the intent to participate from September through June. However, if you find you need to withdraw from a class, you must complete an Add/Drop form and submit it to the Registrar with any applicable fees **a minimum of two weeks prior to the tuition due date** to ensure your withdrawal is completed before the next tuition payment is calculated by the Heritage Tuition Treasurer.

Tuition Schedule

Tuition Date:	Class Dates:
Registration	9/11, 9/18, 9/25, 10/2
October 2, 2017	10/9, 10/16, 10/23, 10/30
October 30, 2017	11/6, 11/13, 11/20, 11/27
November 27, 2017	12/4, 12/11, 12/18, 1/8
January 8, 2018	1/22, 1/29, 2/5, 2/12
February 12, 2018	2/26, 3/5, 3/12, 3/19
March 19, 2018	3/26, 4/2, 4/16, 4/23
April 23, 2018	4/30, 5/7, 5/14, 5/21

Scholarships - Late fees and Drop fees are pooled to create a modest scholarship fund. These funds are available for short term assistance to members in good standing. If you are a member of Heritage HSC and would like more information, please feel free to contact the Tuition Treasurer or another board member.

Jobs

As a cooperative organization, jobs are assigned to each member of Heritage HSC. It is imperative that you complete your assigned job(s) each week. In the event of your absence, you must arrange for a substitute using the process provided by the Jobs Coordinator.

Children are allowed in a classroom ONLY if they are an enrolled student. This is true of all children, regardless of age. Therefore, if you are a facilitator or helper in a job or classroom, nursery is available during the hour(s) you are working. A variety of classes are available for preschoolers. You may not take your child with you while you are performing your job unless you receive specific approval from the Jobs Coordinator.

If your child withdraws from a class, your job assignment will not automatically change. You may request a job change from the Jobs Coordinator, but a reassignment is not guaranteed.

Occasionally you may be asked to assist with a temporary job not specifically assigned to you.

Job assignments are made in the summer shortly before the beginning of our academic year. The Jobs Coordinator will email information during the summer.

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Nursery

Nursery is available only while the parent is fulfilling a job for Heritage HSC, for babies and children under 5 years old as of September 11, 2017. To clarify, if your child is 5 when the school year begins, they are too old for nursery. All families who will be using the Nursery will be charged a \$15.00 materials fee per child. This fee covers disinfectants, gloves, etc.

Families who register to use the nursery during their work hour(s) will be charged the regular monthly tuition of \$8 per child per class hour. If you are called to work as a substitute, you may sign your baby into the nursery for a fee of \$2.00/hour.

Illness

Sick and/or contagious students, family members, teachers or visitors may not be on campus. Your child must be fever free for 24 hours before attending classes.

Classes cancelled due to instructor illness will be posted at the information table. If you are unable to attend Heritage due to illness, please follow the substitute process outlined by the Jobs Coordinator.

Classes

Students should arrive five minutes before class is scheduled to begin.

Parents will be contacted if a disciplinary problem arises. Continued discipline issues may cause the child to be removed from class until the problem is adequately addressed. If the problem cannot be corrected satisfactorily, the student may be permanently removed from class and/or Heritage Homeschool Co-op.

Siblings and visitors are not allowed to attend classes in which they are not enrolled. A one-time preview of a class can be arranged with the registrar. Parents are not eligible to audit or enroll in a class without prior Board approval.

Study Hall, the CLC and the Teen Area (7-12th grade) are available for students who have a free hour. Students may not roam the building or linger in the halls during class time.

The 200 Level of Westminster Chapel is a nut free zone. Please refrain from introducing or disposing of nut foods/products anywhere on the 200 level.

All students need to take a hall pass with them when they leave class.

Preschool classes: Teachers, Facilitators or Helpers will NOT take preschool age children to the bathroom. We are asking all parents of preschoolers to take kids for bathroom breaks before or after class.

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Class Cancellations

In the event of class cancellation/teacher absence, reasonable effort will be made to notify parents prior to class time. If you cannot be in the CLC due to your work commitment, your student may attend Study Hall. (Please check in with the monitor/facilitator of the Study Hall).

Tuition is not refunded for cancelled classes due to teacher illness/absence. If you feel your student's classes are being cancelled on a frequent basis, please contact the Teacher Coordinator or other board member.

Study Hall

A monitored Study Hall is available in the church library for students who have a free hour. Students may use this time for reading, homework or other quiet activities. Students must sign in with the supervising parent each week.

High School Class Rotation

Heritage plans to offer High School level classes according to the following rotation. This is provided as a tool for planning curriculum for High School students.

	Rotation A	Rotation B
	Odd School Years (2017, 2019)	Even School Years (2018, 2020)
Science	Biology Chemistry alternate (Marine Biology)	Biology Chemistry alternate (Physical or Earth science)
English/ Language Arts	HS Writing 101 (HS Writing) HS Writing 201 (College Prep) English with American Lit	HS Writing 101 HS Writing 201 English with World Lit
Social Studies	Modern History Current Events	US History Econ/Civics
Math	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2	Algebra 1 or Integrated Math 1 Algebra 2 or Integrated Math 3

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Schedules

Regular Class Schedule –

9:00-10:00	First Hour
10:10-11:10	Second Hour
11:20-12:20	Third Hour
12:20-12:50	Lunch
1:00-2:00	Fourth Hour*
2:10-3:10	Fifth Hour**

Party/Assembly Schedule –

9:00 – 9:55	First Hour
10:05 – 11:00	Second Hour
11:10- 12:05	Third Hour
12:05 – 1:00	Lunch/Party/Assembly
1:10- 2:05	Fourth Hour
2:15- 3:10	Fifth Hour

*Biology meets from 12:40 – 2:00

**Chemistry meets from 2:10 – 3:40

Snow/Late Start Schedule –

10:00- 10:45	First Hour
10:55 – 11:40	Second Hour
11:50 – 12:35	Third Hour
12:35 – 1:10	Lunch
1:20 – 2:05	Fourth Hour
2:15 – 3:00	Fifth Hour

Holiday Breaks and Important Dates –

September 11, 2017 – First Day of Classes

December 25, 2017 – No Classes - Christmas Break

January 1, 2018 – No Classes - Christmas Break

January 8, 2018 – Classes Resume

January 15, 2018 – No Classes (Church Unavailable)

February 19, 2018 – No Classes - Mid-Winter Break (Church Unavailable)

April 9, 2018 – No Classes - Spring Break

May 21, 2018 – Final Day of Classes

June 4, 2018 – Make-up for Snow Day if needed

June 11, 2018 – Make-up for Snow Day if needed

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Heritage Closure/Snow Policy

In case of snow or ice, please check radio, television or internet and follow the Bellevue and Lake Washington School District closure decisions. If either of the school districts are one hour late, Heritage will be open, but will be on a condensed schedule beginning at 10:00 a.m. (See the Snow/Late Start schedule for details).

In the event the Board feels it necessary to cancel Heritage for the day, or implement our late start schedule due to special circumstance, we plan to send a message out via email and Facebook.

Conduct

Electronic Devices

Students should not have cell phones or other electronic devices out during class unless specifically directed by the instructor.

Physical Conduct

- Physical aggression and language should be appropriate for church activities.
- Physical affection between couples is unacceptable on the Heritage HSC campus.

Dress Code

The objective of our dress code is to honor God and one another. The following expectations apply to adults as well as children aged 5 and older.

- Clothing should be modest.
- Bare midriffs, halter tops, spaghetti straps and/or visible cleavage are unacceptable.
- Underclothing should not be visible.
- Tank tops with straps wide enough to cover bra straps are acceptable.
- Shorts and skirts may be no more than four (4) inches above the knee.
- Leggings may be worn with a long top or dress.
- Shoes and Shirts are required.
- Goth and inappropriate slogans will not be accepted.

Weapons, Controlled Substances, etc.

The following are **not** allowed at Heritage or on the church premises:

- Weapons (real or toys)
- Illegal drugs of any kind
- Alcohol
- Marijuana, cigarettes, e-cigarettes, or chewing tobacco
- Flammable or explosive substances
- Any object deemed dangerous or harmful

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Safety

Bikes, skateboards, rollerblades, etc. are not allowed at Heritage or on the church premises.

Cheating/Plagiarism

- Each student has a responsibility to complete his/her assignments, projects, quizzes and tests individually, unless otherwise directed by the instructor.
- Plagiarizing someone else's work, including using words/ideas of another student or using the internet without citing the source, will not be accepted.

Miscellaneous

Pictures - Professional photographs will be taken in the fall. Watch the TTK for the specific dates.

Yearbook - We have wonderful volunteers who create our yearbook each year. If you would like to join the yearbook volunteers, contact the Community Life board member.

TAC (Teen Advisory Council) - TAC is a student leadership group designed to empower our students and help create Christian community leaders of tomorrow. All high school students are encouraged to join. Elected class leaders will guide the group in decision making for spirit days and help with Heritage parties, fundraisers, and youth events. We strive to not only guide them in Christian leadership but teach them management skills which will benefit them in adulthood. Certificates of participation will be provided for students who actively engage in the process. There is no fee for participation.

Graduation - Heritage Graduation will be a celebration to honor the graduates and their families. In order to participate in the Graduation Ceremony, the graduate must:

- 1) Have attended Heritage Homeschool Co-op for at least one out of the four high school years prior to graduation OR be a senior currently enrolled.
- 2) Have a parent able to assist with organizing and planning the event.