



# 2024-25 Handbook

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

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## Foundational Principles

### Purpose

As stated in the Articles of Incorporation, Heritage Homeschool Co-op (Heritage or co-op) was established 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 Heritage defines “in accordance with New Testament Scriptures”:

### Statement of Faith

- We believe in one God, eternally existent in three persons: The Father, the Son, and the Holy Spirit. Gen 1:1-2; Deut. 6:4; 1 Cor 8:6
- We believe the Holy Bible to be the divinely inspired, inerrant and final authoritative word of God. 2 Tim 3:15-17; 2 Peter 1:21; John 17:17
- 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 ensures the resurrection of all believers who have personally received Him, and He is coming again. Luke 1:26-35; John 3:16; Rom 4:24-25; Rom 5:1-11
- We believe the Holy Spirit, whom every believer receives at conversion, leads, and guides us. John 16:4-15; Rom 8:9-11
- We believe all human life is sacred and created by God in His image, created male and female, and therefore any contrary expression of sexuality and gender is outside of His good design. Gen 1:26-27; Mark 10:6; Matt 19:4
- We believe man is by nature a sinner from birth, separate from God, and eternally lost until salvation. Gen 3:6,13; Rom 3:20-23; Jer 17:9
- We believe salvation is a free gift, bestowed by God’s grace, and received by faith in Jesus Christ alone. Eph 2:8-9; Rom 5:8,17; Rom 6:23; Rom 10:9-13
- We believe the church is the body of Christ and the bride of Christ. 1 Cor 12:27; Rev 19:7; Eph 5: 22-32
- We believe marriage, as a symbol of the relationship of Christ and the church, means the uniting of one man and one woman for a lifetime commitment. God created intimate sexual activity for mutual satisfaction and procreation within the security and commitment of this exclusive one-flesh bond. Eph 5:22-32; Gen 2:22-25
- 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. Eph 4:1-3; John 15:19; James 4:4
- We believe Christians are endowed with spiritual gifts which enable them to minister in the church. 1 Cor 12:1-11; Eph 4:7-13
- 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. Matt 28:19-20

**Agreement with these statements is not required for participation in the co-op. However, all families must commit not to contradict these statements, in word or deed, while participating in Heritage activities or within Heritage venues.**

### Mission Statement

The mission of Heritage is to partner with families pursuing a home-based education to provide academic instruction and community in a Christ-centered environment.

## Parent Cooperation (Roles)

Heritage is a 100% volunteer run cooperative organization: run **by** homeschool families, **for** homeschool families. By joining Heritage you are making the community and your child's education your priority for Monday. You will:

- remain on campus while your child is on campus
- be available to help make Heritage happen by serving assigned positions while your child is in classes
- receive a great Christian education and time to fellowship and develop community for the shared journey – both you and your child

### *Assignments*

Positions are assigned by the Jobs Coordinator through meticulous attention to your stated skills, interests, disinterests, and needs. If there are special needs for which you would like to request grace be extended, please communicate with the Jobs Coordinator. Once the jobs, all 380+ of them, have been assigned, they need to be honored by the membership. If you make a change to your student's class registration(s), your roles will **not** automatically change.

To ensure the proper functioning of the co-op, the minimum number of required roles a parent must fill each Monday depends on the number of hours the family is registered in classes:

1-2 hours registered = 1 role

3-4 hours registered = 2 roles

5 hours registered = 3 roles      \*Required roles subject to change depending on the enrolled number of families\*

***It is imperative that each parent reliably fulfill his or her role(s).*** When a parent is late or unexpectedly missing, it affects the functioning of the class and places an additional burden on remaining parents. For this reason, parents who repeatedly fail to fulfill their roles may lose their good standing status with the community and their membership will be reviewed by the board. While roles vary in description and requirements, in general, to remain in good standing in your role(s) you must:

- Be on time (5 minutes early is preferred).
- Remain in your role until finished or until class is dismissed (classroom assignments).
- If you must be absent, you are required to find a substitute via the online system.
- If helping in a classroom, be helpful to the teacher, as requested by the teacher.
- Be available and **respond promptly** to requests as an alternate or substitute.

Occasionally parents may be asked to serve in a temporary role not regularly assigned. Please respond to requests in a timely manner. Your willingness to help where needed will help our cooperative organization run smoothly. In addition to these required roles, Heritage also relies on volunteer hours provided by our parents to fulfill various administrative needs during the week. Please inquire with a member of the board for more information about these additional service opportunities.

### *Childcare*

Children are not allowed to accompany their parent while serving in a role, unless specifically indicated as allowed in the role description. Children are allowed in a classroom **only** if they are an enrolled student. This is true of all children, regardless of age.

Heritage strives to provide classes every hour for children who are at least 3 years of age by the start of the academic year. Parents with nursery aged children may be assigned to serve in the nursery for their required roles.

## Policies & Procedures

Heritage is a faith-based, cooperative organization of families voluntarily united to assist one another in providing a home education. Class instruction is provided by independent instructors who determine the course content and agree to teach consistent with Heritage's Purpose, Statement of Faith, Mission Statement, and Handbook. Heritage is governed by a volunteer Board of Directors (the Board) and the Board maintains supervisory authority over the administration of all Heritage business. Heritage provides classes for kindergarten through 12th grade. To become a member, your oldest child must be at least 5 years old as of the first day of co-op classes of the current academic year.

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

On Mondays, during co-op hours, the Board maintains a Welcome Table area, located near the entrance, to assist members and visitors, answer questions, and other general administrative activities.

All adults and teens 13 and up are required to wear a current-year Heritage name tag, easily visible, at all times while on campus. Primary on-site parent name tags and teen tags are provided. Additional parent nametags and replacement nametags are provided for a fee to cover the materials. Nametags, permanent or visitor, are required on campus.

## Schedules & Dates

### **Regular Class Schedule**

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

*Check with teacher for the schedule of extended classes.*

### **Snow/Late Start Schedule**

10:10-10:55	First Hour
11:05-11:50	Second Hour
11:50-12:25	Lunch
12:35-1:20	Third Hour
1:30-2:15	Fourth Hour
2:25-3:10	Fifth Hour

*Check with teacher for the schedule of extended classes.*

## *Holiday Breaks & Important Dates*

<b>September 9, 2024</b>	First Day of Classes
<b>December 23, 2024</b>	No Classes - Christmas Break
<b>December 30, 2024</b>	No Classes - Christmas Break
<b>January 6, 2025</b>	Classes Resume
<b>January 20, 2025</b>	No Classes – MLK Day
<b>February 17, 2025</b>	No Classes – President's Day
<b>April 14, 2025</b>	No Classes – Spring Break
<b>May 19, 2025</b>	Final Day of Classes

## Illness

Sick and/or contagious students, family members, teachers, or visitors may not be on campus. The sick policy flow chart is available on the Heritage website to help decision making for the good of the community.

Classes cancelled due to teacher illness will be posted at the Welcome Table. Parents unable to attend Heritage due to illness, and therefore unable to fulfill their assigned role(s) for that day, must follow the substitute process outlined on the Heritage website.

Because Heritage is not a school or a childcare center licensed by the state, it is not required to collect immunization/vaccination information.

## Visitors

All visitors to Heritage need to sign in at the Welcome Table. They will receive a temporary visitors badge to use while on campus. If a second parent is going to be attending more than 2 - 3 times a year, they will require a Background Check and permanent name tag.

Siblings and visitors are not allowed to attend classes in which they are not enrolled. Parents and students are not permitted to audit or visit a class without board approval. However, parents are welcome to ask the teacher's permission to sit in on their own students' classes.

Unregistered siblings are always welcome on campus with their parent as long as they have signed the Student Contract. Please make sure to do that before coming. Additional visitor guidelines are available on the website under FAQ.

## Heritage Closure/Snow Policy

In case of snow or ice, the Board will assess the conditions and make a decision about in-person learning by 6am. If you receive no communication from Heritage, we will be meeting as usual. In this event, we will update the website homepage with this message. In the event the Board feels it necessary to delay start or cancel in-person learning, members will receive a text and email from Heritage and the website homepage will be updated with this information. Please see the Heritage schedules for the Late Start Schedule. If in-person classes are canceled, classes will meet online, with teachers providing remote instruction, when possible.

## Communications

**Email** - The Weekly Update (also known as the TTK or Things To Know) is distributed via email on Fridays and contains important information for Heritage members. Class communications and community forum posts from the website may also be sent via email.

**Text Message** - Used for urgent and important messages for all members.

**Facebook** - Heritage manages a private group on Facebook for current member parents. Parents may request to join the group "Heritage Homeschool Co-op (Bellevue, WA)" via Facebook.

**Member Directory** - A member directory is maintained on the website for use by current members only. Directory information and electronic communication methods are provided for social and academic connections, not for advertisement, solicitation, or political endorsement, unless otherwise specified.

## Emergency Procedures

A first aid kit is located at the Welcome Table. The Welcome Table Board Binder contains a list of first responders on campus as parents. Emergency response guidelines are located in the classroom folders in each classroom, as well as on the website. No matter the positions you fill at Heritage, you will need to be familiar with the emergency procedures. Heritage Safety Team members: the Board, Door Monitors, and Welcome Table team, are drilled in the Heritage procedures. There is a campus-wide safety drill the first Monday in October. In the event of an emergency, do not attempt to retrieve your child from their class. Please follow the instructions laid out in our Safety Procedures.

**Fire** - In the event of a fire alarm, Security Team members will follow procedures to assess the cause of the alarm and the proper response. All classroom adults will gather their students and await a response code from Security. In the event of an evacuation, those not in class must also evacuate. All classes must remain together in place until released by a Heritage board member or by emergency personnel.

**Earthquake** - Drop, Cover, Hold. Remain where you are until given further instructions. To adequately account for each student during an emergency, Heritage requires all students to remain with supervising adults in class, Study Hall, or the Student Center until it is safe.

**Active Shooter** - Due to the nature of our location, surrounded by a large open parking lot with limited escape routes - bounded by a freeway, rock walls, a chain link fence and blackberries - Heritage Safety Procedures recommend seeking lock down shelter rather than attempting to run. We have provided detailed recommendations for each area of the campus and most rooms are able to be locked, if necessary.

## Child Protection Policy

To safeguard the children and youth in our organization, we have developed this Child Protection Policy for Heritage. Our desire is to continue to provide a safe environment where our children can grow and learn. In addition, our aim is to maintain the safety and reputation of the teachers and volunteers that make Heritage possible.

### *Two-Adult Rule*

We want to provide a safe, loving classroom with enough caring volunteers so that children feel comfortable and real learning can take place. Our goal is to have a minimum of two adults in any room with children, except in the event of an emergency.

At least two adults must be present for all classes and in the nursery. Teen volunteers (under the age of 18) can assist but only under the supervision of at least two adults.

***At no time will an adult meet with a child alone in any room or any area where they cannot be seen.***

### *Background Check*

All teachers and on-site parents (those regularly staying on campus with their children during the co-op day) are required to submit to a Washington State background check each year. The resulting information will be kept secure and confidential by the Heritage Board. Additional parents who wish a permanent academic year name-tag will be required to complete the Washington State check.

### *Ministry Safe*

All Board members and teachers are required to certify with Ministry Safe. This program will also be made available to parents during co-op hours when scheduled.

### *Bathroom Procedures and Diaper Changes*

We ask all parents of preschoolers to take their children to bathroom breaks before or after class.

It is inappropriate for adults to be in a closed-door situation with a child who is not their own. We need to go out of our way to make this a safe and private time for children.

**Infants & Toddlers:** Diaper changing should be done at diaper stations and in close proximity to other care providers.

When taking children to the restroom, adults will visually check the restroom for adults, older children, or unsafe objects before sending children in. When it is necessary to supervise children in these situations, intrude only to the extent that the health and safety of the children require.

**2 & 3 Years Old:** Bathroom doors should remain open; parent may be called if child requests assistance.

**4 & 5 Years Old and Older:** Permission granted to use bathroom; parent may be called if child requests assistance. Adult may walk child to bathroom but must stay in hallway.

## Crossroads Facility

Heritage is independent of the operation of Crossroads Bible Church (Crossroads); please do not communicate with Crossroads regarding Heritage matters. All inquiries should be addressed to the Heritage Board (contact information found in the member-only area of the Heritage website). If an emergency arises on a Monday and you need to reach someone immediately, please call the Board president at 425-669-9793.

### Building Boundaries

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

**Heritage Parking** – Crossroads requests that all Heritage members park on the **east** side of the property, which is the parking area closest to the I-90 freeway. Please do not park in spaces marked for Crossroads staff.

**Heritage Entrance/Exit** – All members are required use the **east side door**, accessed from the Heritage parking area, **for both entry and exit**. All other exterior doors within our boundaries will be locked and used for emergency exit only.

**Student Center** – The Student Center is our main gathering space and is available for all members to use if they are not in class or servings in a role. If your children are in the Student Center, please be sure they do not play on or around the stage, speakers, or sound equipment. **Playing with the game tables in any way is prohibited.**

**MAC Lounge** – The MAC Lounge is available for all members to use if not in class or serving in a role. Please do not move the tables, chairs, or other furniture.

**Main Street Foyer** - Families may use the chairs along the walls in the Main Street Foyer with the understanding that there will be no food and only covered drinks in this area. If choosing to use this area, please do not move the furniture and be sensitive that classes are taking place nearby. Noisier activities should be conducted in the Student Center. Please clean/straighten up after yourself and your children.

**MAC Gym** – The gym is primarily used as a classroom space. Absolutely no food is allowed in the gym at any time; no beverages other than water are permitted. The gym is available during the lunch hour for parent-supervised play, but **not** for picnic lunches. CBC graciously allows us to use their sports balls if we make sure they are returned to the ball container in the closet at the end of lunch. Please vacate the gym by 1:00 PM in preparation for 4th Hour PE classes.

**Teen Area** – Students 13 years and older may use this designated area when not in class. Located in the MAC foyer, directly across from the gym, food and beverages are permitted, but the area must be left tidy, free of all wrappers, crumbs, and spills. Tables and chairs are **not** to be moved. If the area is misused, the privilege will be revoked.

**Playground** – Crossroads graciously allows our families use of their outside playground during co-op hours. Playground equipment is to be used by children age 10 and under only. **Children must be supervised by an adult at all times while in this area.**

**Study Hall** – A monitored Study Hall is available 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 helper each week.

**Purple 3:** This room is maintained by Heritage as a play area for young children if not in use as a classroom. Children must be supervised and the room needs to be cleaned up before you depart.

**Classrooms** – Students and families are not allowed to be in empty classrooms. We do not rent all classrooms on the Crossroads campus. To use a room believed to be empty, please speak with a board member first.

**MAC Elevator** – The elevator to the second level 800 rooms is for use by teachers and parents only. Students/children are not to use the elevator unless given specific permission by the Board due to need.

## Eating Areas

Other than the areas listed below, 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). **ALL** classrooms at CBC are nut free. Therefore, Heritage does not allow eating in classrooms, unless by previously arranged exception.

**Student Center and MAC Lounge/Hallway**– are our primary lunch locations. Families 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 finished.

**Playground/Outside** – Families are welcome to use the playground as a picnic lunch location, weather permitting, as well as the grassy area next to the Heritage entrance. Please be sure all trash is cleaned up when finished.

**Teen Area** – The Teen Area located in the MAC foyer, across from the gym, is available for students 13 years and older for lunch. The area must be left tidy, free of all wrappers, crumbs, and spills. Tables and chairs are **not** to be moved. If the area is misused, the privilege will be revoked.

**Nut Allergies** – A nut-free lunch location is available. Please contact a board member for more information.

## Finances

**School district funds may not be used to pay for tuition, fees and/or registration.**

**Non-Refundable:** Registration fees, materials fees, and tuition are non-refundable.

### *Fees*

Each registering family is responsible for paying the following fees:

**Membership Application Fee** – This one-time fee is required for all families applying for membership to Heritage for the first time and is non-refundable. The Membership Application Fee for 2024-25 is \$40.

**Family Fee** - This annual fee (charged per family) is due at the end of April. The Family Fee for 2024-25 is \$185. Family fees help Heritage cover the cost of rent, insurance, professional services, and other overhead expenses.

**Materials Fee** - Most classes charge a fee to cover the cost of materials; fees will vary depending on the class. This fee is due April 30<sup>th</sup> (or at the time of registration, if registration occurs after April 30<sup>th</sup>). Materials Fee amounts, if required, are listed with each class in the Class Listing on the website.

**Tuition** - The annual tuition, as listed in the class offerings, is divided into monthly installments based on the number of weeks in a month. The first of these installments is due Wednesday, May 15, 2024 (or at the time of registration, if registration occurs after May 15) and will include 4 weeks for September 2024 and 3 weeks for

May 2025 (first and last months). Subsequent installments are due on the last business day of each month during the co-op year (September through March. See schedule below).

In the event these amounts are not paid in a timely manner, Heritage may cancel your class registration to make room for other students. Exact amounts and due dates for all payments can be found by logging into the Heritage website and clicking on "Balance" at the top. **Please do not pay for the entire year in advance as all payments are non-refundable or non-transferable.**

### *Payment Due Dates*

Beginning in September and continuing through March, families are responsible for paying tuition installments on the last business day of each month. Monthly tuition amounts will vary based on the number of weeks for the following month.

**In summary**, here are the due dates for the above-mentioned fees:

April 30, 2024 – Family Fee and Materials Fees	November 29, 2024 – December tuition due
May 15, 2024 – September 2024 and May 2025 tuitions due	December 31, 2024 – January tuition due
September 30, 2024 – October tuition due	January 31, 2025 – February tuition due
October 31, 2024 – November tuition due	February 28, 2025 – March tuition due
	March 31, 2025 – April tuition due

### *Payment Methods*

Locate the total amount due for the current period (this may require combining totals manually).

Heritage's preferred payment methods are check and cash:

**Cash:** Exact amount, overage will be counted as a donation. Drop at the Welcome Table any co-op day.

**Check:** Drop at the Welcome Table any co-op day or mail it to the Heritage mailing address found on the Heritage website. Please allow sufficient time for mailed checks to be received by the due date.

*Other payment methods include:*

**Zelle** payments may be sent to [TREASURER@HERITAGEHSC.ORG](mailto:TREASURER@HERITAGEHSC.ORG).

**Credit Card:** Logging into the Heritage website, select the appropriate due date and input your credit card information. A 3% processing fee is collected by the credit card company.

### *Delinquent Fees and Penalties*

- Payments not received by the due date are subject to a late fee of \$20 per week. If tuition is still owing 2 weeks after the due date, your child(ren) will be unable to attend classes until all overdue tuition and fees are paid in full.
- Insufficient Funds checks will incur late fees in addition to any NSF Fee charged to Heritage by the bank.

### *Short-Term Emergency Financial Assistance*

Heritage maintains a modest financial assistance fund. These funds are available for short term assistance to Heritage members in good standing experiencing temporary unexpected financial hardship. The Board is also willing to work with members on payment plans, if this is helpful for their needs. For more information, please contact the treasurer or another board member.

## Registration

### *Class Changes*

Heritage runs classes on a full year (not semester) model. Please register for classes with the intent to participate through the end of the co-op year. However, if a class proves to not be a good fit for your student, we do allow withdrawals (“class drops”). The registrar must be notified by 6pm on the 20<sup>th</sup> of each month to avoid being responsible for the following month’s payment(s). If a class is dropped, all previous payments made for the class are forfeited. Current families’ class withdrawals, registrations (“class adds”), or swaps of any kind will not be made after Monday, November 20, 2024. New family registration closes on January 20, 2025 for the 2024-2025 academic year.

### *Age Exemptions*

Each teacher carefully determines the age and grade range appropriate for the material they are teaching. Online registration is structured to restrict class registration to the assigned age/grade range. As homeschoolers, we have the freedom to determine the grade level at which our student is working, keeping in mind maturity level and specific learning abilities. In your online Heritage student profile you may determine the grade that best fits the overall level of your student.

Recognizing that each child is a unique learner, we allow for requests to be made for exceptions before Spring Registration. These exceptions are entirely at the discretion of the teacher, and students are added to the class on a space available basis during general registration, after priority registration has been completed (April 15, 2024). If you wish to enroll your student for a class that does not fit the overall grade of your student, exemptions are requested using a form submitted to the Registrar and Placement Coordinator during the exceptions period before Spring Registration. Please be mindful of the deadline for these requests. While we encourage you to communicate with teachers about their classes, especially at the annual Class Fair ahead of Spring Registration, to learn about the curriculum and rigor, parents are requested to **not** ask the teacher directly for an exemption for their student. These decisions need to be made by the teacher with reflection and privacy.

### *Can I visit a class before registering*

Spring enrollment season allows you to guarantee a seat for your student at your favorite classes, but it does not allow you to visit the class before committing to it. Once the academic year starts, to avoid undue disruption of teaching time, Heritage does not authorize potential students to visit classes before registering for them. However, we have a very effective system that will allow you to make sure a class is a good fit for your student before making any financial commitment.

If interested in a class, you should enroll your student using the Add & Drop Class Form available on our homepage. The registrar will confirm your enrollment and first day of class. This will give the teacher time to prepare extra materials for your student so they can be perfectly included in the class. After attending the first class, if it is not a good fit for your student, you can simply email the registrar by no later than 6pm the following day informing her of your decision to not keep the class and she will cancel your registration without any charges.

## 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 student 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.

Siblings and visitors are not allowed to attend classes in which they are not enrolled. Parents and students are not permitted to audit or visit a class without board approval. However, parents are welcome to ask the teacher's permission to sit in on their own students' classes. Study Hall, the Student Center, the MAC Lounge and the Teen Area (13 years and older) are available for students who have a free hour. **Students may not roam the building or loiter outside during class time.**

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

**Preschool classes:** Preschool classrooms do not have attached bathrooms. To assist our teachers and Class Helpers, we ask all parents of preschoolers to take their children for bathroom breaks before or after class.

### *Class Cancellations*

In the event of class cancellation/teacher absence, reasonable effort will be made to notify parents prior to class time. If you are unable to supervise your child because you are serving in an assigned role, your child may attend the Study Hall (please check in with the supervising parent). **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.

## Personal Conduct

While on campus, teachers, students, and parents are expected to conduct themselves in a manner consistent with our Foundational Principles. This includes, but is not limited to, the guidelines listed below. The Heritage Board reserves the right to determine which behaviors, in its sole discretion, will be deemed a violation of this handbook or otherwise disruptive to the learning environment.

### Electronic Devices

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

### Physical Conduct

- Physical aggression and language should be appropriate for church activities.
- Physical affection between couples is unacceptable on the Heritage 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 not acceptable.
- 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.
- Any logos/slogans/messages on clothing or other items brought onto campus must align with the Heritage Statement of Faith. No socio-political logos/slogans/messages.

### Prohibited Items

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, vaping products, or chewing tobacco
- Flammable or explosive substances
- Any object deemed dangerous or harmful

### Safety

Bikes, skateboards, rollerblades, etc. are not allowed at Heritage or on the church premises, except for bicycles used as transportation to and from Heritage.

### Cheating/Plagiarism

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

## Online Conduct

At times classes may need to meet in various online spaces. Additionally, Heritage students, teachers, and parents make use of online resources such as forums, on the Heritage website. When online with the Heritage community or using these resources, at any time, members are engaging in activity as if they were physically at Heritage, thus participation falls under the auspices of this Handbook, including our Statement of Faith. Administration of these online resources, and what constitutes acceptable online behavior, is under the sole discretion of the Board.

### *Online Classes - Students*

When attending online classes with Heritage, students are expected to:

- Attend class ready to learn, with as few distractions as possible.
- Be dressed for the class as if attending in person.
- Follow all class rules and teacher/helper directions, including those regarding the “chat” function during class, regardless of whether the function is enabled.
- Have video ON while class is in session, unless specifically directed or approved by the teacher.
- Not be on cell phones or other electronic devices during class, except for the device being used to connect with class, unless otherwise specified by the teacher or helper.
- Engage in appropriate language/discourse when communicating to teachers, helpers, and fellow students; swearing and/or taking the Lord’s name in vain will not be tolerated in any form, verbal or written. Posts including inappropriate language or topics will be deleted at the sole discretion of the Board.
- Not use third party recording software/device when meeting/interacting on an online Heritage platform.

### *Online Classes – Parent Helpers*

When helping with online classes, Parent Class Helpers are expected to:

- Log in to their class/meeting on time (5 minutes early is recommended).
- Remain in the meeting until class is dismissed to assure Heritage’s two-adult policy is always followed (two adults in each class).
- Adhere to all other class helper responsibilities as stated in the Parent Cooperation (Roles) section of this handbook. Failure to fulfill your assigned role(s) will result in a warning and your good standing status to be immediately under review by the Heritage Board.

### *Online Social & Community Platforms*

Any current or developed online social and community environment for Heritage member interaction is governed by the Heritage Statement of Faith and the oversight of the Board.

## Student Contract

(Each student who is age 10 or older by the start of co-op must sign as part of pre-registration.)

- I will follow the policies in the Heritage Homeschool Co-op Handbook including the Statement of Faith.
- I will treat teachers, parents, other students, and our host facility/staff courteously and with respect at all times.
- I agree to remain within the designated Heritage boundaries AT ALL TIMES. I will **not** use areas of the building that Heritage has not been invited to use.
- I will not run or talk loudly while walking to and from classes.
- I will be in class, Study Hall, Student Center, MAC Lounge, or designated Teen Area while at Heritage. ***I will not hang out in the stairway or any hallways off limits to Heritage.***
- I will arrive five minutes before class begins with my completed assignments and supplies, ready to participate in class.
- I will eat only in the Student Center, MAC Lounge, Green 5, Teen Area (13 and up) or other approved locations. I will clean up after myself when I am finished (tables, chairs, and floor).
- I will not run or play with Frisbees, balls, balloons, etc. unless it is part of a class activity or under adult supervision.
- I understand I cannot bring bikes, skateboards, rollerblades or similar items to Heritage or church property, except for bicycles used as transportation to and from Heritage.
- I understand pets are not allowed on the church property except working service dogs.
- I understand weapons [guns, knives etc. (real or play)], alcohol, marijuana products, vaping products, and illegal drugs are not permitted on the church property.
- I understand physical aggression, foul language and/or bullying are grounds to remove me from class or the Heritage campus.
- I understand inappropriate physical affection will not be tolerated.
- I understand students are not allowed to have cell phones or other electronic devices out during class.
- I will follow the dress code specified in the Heritage handbook and any addendums during the year.
- I will follow the Online Code of Conduct when using any Heritage online platform.