

# Heritage Home School Workshops

## Information & Policy Handbook



*"Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are my God and Savior, and my hope is in you all day long." Psalm 25:4-5*

**\*\*Updated spring 2017\*\***

## **INFORMATION AND POLICY HANDBOOK**

### **Purpose**

The purpose of HHSW is to provide Christ centered high quality, academically challenging, spiritually uplifting classes to supplement, support, and encourage, but not to replace, what is being taught at home. We are *not a school* and do not intend to be one. By *workshop* we mean “a brief, intensive educational program for a relatively small group of people in a given field that emphasizes participation in problem solving efforts.”

The workshops are a unique educational experience that combines a high level of commitment from parents, students, and teachers. It is a ministry that is highly committed to the support of home education, and it is intended only to aid and supplement what dedicated families are already pursuing at home.

The workshops are designed to meet the needs of families with children ages K-12. Preschool classes are offered strictly for those families with registered older siblings.

### **Spiritual Objective**

The spiritual objective of Heritage Home School Workshops is to provide an academic environment that supports the Christian faith. HHSW instructors and board members must, therefore, understand the foundational function of the HHSW Statement of Faith and be in agreement with the Statement of Faith or the Nicene Creed. It is expected that at least one parent has a personal relationship with Jesus Christ.

### **How Does HHSW Operate?**

The Board of Directors is made up of a group of men and women who are nominated and approved by the Board. The Board serves the Heritage Community in a variety of ways. The Board oversees the administration of the program, providing a place where independent contractors/teachers can conduct classes for the home school community. The Board determines policy regarding dress code and proper conduct and enforces these regulations.

Being rooted in the Christian faith and doctrine, resolution of any problems should be as described in Matthew 18. We are not a church. Matthew 18 is simply our guiding principle. If a parent has an issue with a teacher – the parent & teacher should try to work it out – if it cannot be resolved, the Board may be brought in AS A LAST RESORT. If one family has an issue with the conduct of another family, they should try to work it out and bring in the Board AS A LAST RESORT. If a child has a problem with other children, again, those children and families should try to work things out, and bring in the Board AS A LAST RESORT.

If a concern arises with the board, please email or write a letter to the board and your concern will be addressed. Contact us at [www.heritagehomeschoolworkshops.com](http://www.heritagehomeschoolworkshops.com).

### **How Does a Family Join Heritage Home School Workshops?**

1. Read the Statement of Faith
2. Read the Information and Policy Handbook
3. Contact the Heritage Board, to schedule an interview, by emailing them at:  
[www.heritagehomeschoolworkshops.com](http://www.heritagehomeschoolworkshops.com)
4. We reserve the right to refuse admittance.

## **What are the fees?**

•**Registration fee:** This fee includes: church rental, liability insurance for all enrolled students, website, web hosting fees, IT support, office supplies, set up and tear down, carpet cleaning, cleaning supplies, graduation, and capital improvements (white boards, tables, projectors, etc.). This fee is paid to Heritage Homeschool Workshops and it is **non-refundable**.

\$110 per child, per year if registration happens before June 15--Due at registration --(maximum family registration fee of \$330)

\$130 per child, per year if registering from June 16-July 30<sup>th</sup>—Due at registration— (maximum family fee--\$390)

\$150 per child, per year if registering from July 30-August 8<sup>th</sup>—Due at registration --maximum family registration of \$400) --THIS IS ONLY AN OPTION ON A CASE BY CASE BASIS AT THE DISCRETION OF THE BOARD

August 8<sup>th</sup>—registration is closed for the year

### •**Deposit:**

The deposit listed with the course description assures your student's placement in the class. Deposits are set by the teacher and are paid directly to the teacher and are **non-refundable**.

### •**Class Fee:**

Each teacher will determine the class (tuition) fee for his/her class. Class fees may be paid in full or are due in four equal payments as determined by the teacher. If the payment method is chosen, then payments are due the first Monday in October, December, February and April. Tuition payments should be placed in the teacher's family folder. **You are contracting the teacher for the term of the year.** If Heritage has to close for a day, due to circumstances beyond our control, there will be no adjustments to the payment schedule. You must be in good standing with your teacher in order for your registration to be valid.

## **How do I drop a class?**

Fall classes and NEW classes added in the spring are eligible for a 3 week drop option. If you decide to drop a class, you must notify the teacher prior to the fourth week of class. You must pay for the classes that occurred prior to teacher notification. (Class Fee/32) x # of classes prior to drop. If the teacher does not receive notification of the drop prior to the 4<sup>th</sup> class, the two semester tuition payments must be paid. Notify the teacher and make the changes to your family's schedule on the website if you decide to drop a class. If you choose to drop the class at semester let the teacher know that you will not be continuing by the last class in December.

## **How do I add a class?**

You have the option to add a class to your schedule at any time with teacher approval. Notify the teacher and make the changes to your family's schedule on the website if you decide to add a class. If you are adding a class, after instruction has begun, you must also pay the deposit and class fees for the new class you are joining. You may add a new class at semester. The three week trial period will apply only to this new class added at second semester.

## What is the Parental Involvement at Heritage?

HHSW is a cooperative effort on the part of parents, their children, and teachers. Parents are responsible for the following:

### 1. Parental Presence

A parent from each family must be on the premises for the entire time that his/her child(ren) are in the building. Parent must sign-in upon arrival. If you are taking advantage of our “kidshare” program, you must fill out the proper paperwork at the board table upon arrival.

### 2. Supervision of Children

- If the parent is teaching a class, nursery will be provided for younger children. Children too old for the nursery may be in the care of another parent while the parent is teaching.
  - If parents are going to participate in a Bible study or visit a class they must either place their child in someone else’s care or place their child in the nursery. Parents may not put their child in the nursery unless they are in class observing, serving as a volunteer, teaching, or willing to be in the nursery as well.
- \* Parents need to be aware of where their children are at all times. Children need to know who is in charge of them if mom/dad is participating in “kidshare.”**

### 3. Parental Absence

- Parents are allowed to leave the property while their students are in class if they fill out the proper KIDSHARE form.
- If you are unable to come to Heritage but are sending your children with a responsible party (18 or older), or if you are going to leave the property for any reason you must ask another parent or responsible party to care for your children. Fill out the **KIDSHARE form** which is downloadable from the website or available at the board table prior to the absence (if possible). **We must have a valid parent signature on this document and you must list your service opportunity and the party now taking your place fulfilling that job.**

### 4. Service Requirement

Parents are required to complete service opportunities throughout the school year. Registration is not complete until you have signed up for a service opportunity. These opportunities will be assigned based on Heritage’s need and each family’s class schedule if you fail to choose an opportunity at registration. If you want to “opt out” of a your service opportunity the fee is \$260 for the year.

## Heritage Home School Workshops—Dress Code

HHSW has adopted the following dress code for three compelling reasons. The Dress Code is designed:

- to ensure that everyone is dressed modestly, thereby protecting the purity of our brothers and sisters in Christ (I Timothy 2:9);
- to promote a serious academic atmosphere and eliminate potential distractions to learning; and
- to encourage the development of God-honoring relationships based on individual character instead of outward appearance (I Sam. 16:7; James 2:1-4).

\*\*This Dress Code applies to students K-12. Students must be in dress code while they are on the premises any time throughout the Heritage school day.

**Name tags must be worn by members of the Heritage Homeschool workshop family at all times.**

### Shirts: (Boys and Girls)

- ❖ Heritage Polo must be worn at all times—red, black or white. These are available for purchase at registration.
- ❖ Solid color shirts may be worn under polo

### Sweaters, Sweatshirts, and outer wear (Boys and Girls)

- ❖ Solid Color—logo or writing must be smaller than 2 inch square

### Pants/Shorts/Capris (Boys and Girls):

- ❖ Must be solid “**TAN in color**” **Khakis or Corduroy**
- ❖ No exposed skin or underwear at the midriff.
- ❖ Shorts must reach to knee or lower

### Skirts or jumpers: Girls

- ❖ Length must be to the knee or lower

### Shoes: (Boys and Girls)

- ❖ Footwear must be worn at ALL times—NO FLIP FLOPS
- ❖ Gym shoes are required for anyone playing in the gym

## Heritage Home School Workshop—Dress Code—cont.

### Gym Class and Dance Classes: (Boys and Girls)

- ❖ For all dance classes that require a uniform, this will be determined by the teacher of the class
- ❖ All gym classes—shorts—when standing and arms extended to the side, palms pressed against the leg, the shorts worn must be longer than the tips of the fingers
- ❖ Sweats and/or running pants may be worn
- ❖ T-shirts must be worn at all times, with no bra straps visible
- ❖ No cut out arm holes
- ❖ No camisoles, tank tops or tight fitting t-shirts
- ❖ No twisting, cinching or tying up of t-shirts
- ❖ No bicycle shorts or spandex style shorts

### Additional Items:

- ❖ Hair should be styled so that eyes are seen.
- ❖ No symbols, logos, jewelry or tattoos that communicate offensive messages should be visible
- ❖ Clothes should be clean and not torn

***\*\*Violations of dress code will be addressed by our Dress Code Enforcement Volunteer. If the Enforcement volunteer has already spoken to the student or parent about dress code infractions, the DCE will have the authority to institute a \$10 fine for every violation after the first two warnings.\*\****

**\*\*Teachers and parents:** Dress is business casual. **No jeans.** Teachers and parents please adhere to the same or higher standard than the students.

Please set an example for the student body.

*Visitors to the co-op must be in clean and modest attire.*

## **HHSW Code of Conduct**

The purpose of this code of conduct is to promote behavior that honors the Lord. As a group of Christian families, our witness to others, both in word and actions, is very important.

*"It is by deeds that a lad distinguishes himself, if his conduct is pure and right."*

*Prov. 20:11*

*"And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father." Col. 3:17*

### **Students**

- A. All students will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, showing regard for established authority and the rights and welfare of others. We call this living by the "Law of love". We ask that students seek excellence, be honest, use clean speech, and be courteous and kind to all.
- B. While we recognize that parents and students may have different convictions on dating relationships, we ask that students refrain from public displays of affection while at Heritage on Mondays in an effort to eliminate distractions from schoolwork and to maintain a professional academic environment.
- C. If a student has a free period, he/she may go to Family room, sit quietly in the hallway, or outside in nice weather (with parent supervision). All students will remain on New Covenant Bible Church property during their time at HHSW. HHSW and New Covenant Bible Church are NOT responsible for any injuries or accidents while children are outside.
- D. Any student found with possession of any type of firearm, knife, tobacco, alcohol, or drug will be asked to leave the premises immediately and will be considered for dismissal from the workshops.

### **Dismissal**

#### **1. Habitual Misconduct**

The purpose of the Board is not to police or baby-sit the children. Families whose children are habitually not in compliance with policies outlined in the Handbook will be asked to leave Heritage Home School Workshops.

#### **2. Gross Misconduct**

Greater misconduct could result in immediate dismissal of a student and his/her family from the Heritage organization. The Board reserves the right to dismiss any student or family at any time to maintain high biblical standards.

**New Covenant Bible Church is requesting we adhere to the following rules:**

1. No food or drink (except water bottles) in any rooms except Family Room, gym, or designated area.
2. Hot beverages must be in a secured covered container.
3. No purple or red juices.
4. No gum for students.
5. Enter only through the south west doors on the south side of the building.
6. Children younger than 6<sup>th</sup> grade not in class must be sitting with their parent. No one is to be wandering the halls during class.
7. No running or loud talking in the halls.
8. Please remind your children weekly that they are meeting in a church and should show their respect in how they act and how they treat the church's property.
9. Children are allowed outside to play but parents need to supervise if there is no outside monitor.
10. **Do Not call the Church with questions pertaining to Heritage and do not use church property without permission from the board.**



## **STATEMENT OF FAITH**

Our statement of faith concerns the Person and Work of Jesus Christ as revealed in the Scriptures. There are many other truths taught in the Bible, over which godly men have differed in opinion and understanding. Therefore, this is not a statement of all that is important to believe, but it represents the basic principles upon which the HHSW was founded and will continue to operate (Romans 15:5-6).

1. We believe the Bible to be the infallible Word of God, the Supreme and Final Authority for all faith and life.
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, God the Holy Spirit.
3. We believe in the deity of our Lord and Savior Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
4. We believe that man was created in the image of God but fell into sin and is therefore lost, and only those that put their faith in Jesus Christ alone can be saved.
5. We believe that salvation is the gift of God brought to man by God's grace, and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross provided forgiveness for man's sin.
6. We believe that the ministry of the Holy Spirit is to convict, indwell, guide, instruct, and empower the believer for godly living service.
7. We believe in the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences which may exist should not hinder the unity of Christian home educators.