



2024



2025

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 August 2024****



INFORMATION AND POLICY HANDBOOK

Purpose

The purpose of Heritage Home School Workshops (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 combine 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 in each registered family 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 and 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 information or the contact form for HHSW is available on our website, www.heritagehomeschoolworkshops.com.



HOW DOES A FAMILY JOIN HHSW?

- ✓ Read the Statement of Faith
 - ✓ Read the Information and Policy Handbook
 - ✓ Request to join our website by filling out the *Join* and *Additional Questionnaire* forms online
 - ✓ Sign up online for a tour of Heritage Home School Workshops
 - ✓ Sign up online for a Heritage family interview
- We reserve the right to refuse admittance

After receiving an HHSW “welcome” email, you will be able to log in to the Heritage website and follow the *Registration Procedures* which can be found under the *Registration World* link. There you will fill out required online forms and make the registration payment.

WHAT ARE THE FEES?

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

\$120 per child, per year if registering before June 15th — Due at registration
(maximum family registration fee of \$360)

\$140 per child, per year if registering from June 16th - July 31st — Due at registration
(maximum family registration fee of \$420)

\$160 per child, per year if registering from August 1st - August 7th — Due at registration
(maximum family registration fee of \$480) — REGISTRATION DURING THIS TIMEFRAME IS ONLY AN OPTION ON A CASE BY CASE BASIS AT THE DISCRETION OF THE BOARD

August 8th — registration closed for the year

Class Deposit: The class deposit listed with the course description assures your student’s placement in the class. Deposits are set by the teacher, paid directly to the teacher, and are **non-refundable**. Class deposits must be paid by June 30th, otherwise class placement is not guaranteed.

Class Fee: Each teacher will determine the class fee (tuition) for his/her class. Class fees may be paid in full, by semester, or quarterly. Payments made in full are due the first Monday of October. Payments made by the semester are to be made in two equal payments and are due on the first Monday of October and February. Payments made quarterly are to be made in four equal payments and are due on the first Monday of October, December, February, and April. Tuition payments should be placed in the teacher’s family folder, mailed, or paid electronically (See *Teacher Payment Options* link on HHSW website). **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 tuition payments in order to register for the following school year.



REGISTERING FOR A CLASS AND ADDING OR DROPPING A CLASS

How do I Register for a Class?

After you have filled out all of the online registration forms (Agreement to Comply, Adult and Youth Insurance forms, Adult and Youth Waiver and Release forms) and paid your registration fee, you will receive a “congratulations” email from the board letting you know you are unlocked and ready to register for classes. These forms and the payment link can be found under *Registration World* on the HHSW website. On or after your designated registration date, open the interactive *Heritage Class Registration Matrix* and click on the class you would like to register for. Once the class information is viewable, the registered members of your family will be visible on the righthand side. Select the family member(s) you would like to register for that class and then select register. Repeat this process for each class you would like to register for. Pay your class deposits prior to June 30th to hold your place in the class (deposits are non-refundable). If a class is full, you may place your child on the waitlist. *Do not register for more than one class in the same hour for any individual family member.* (Please see additional registration procedures and tips found under the *Registration World* link.)

How do I Drop a Class?

Fall classes and NEW classes added in the spring semester are eligible for a three week drop option. If you decide to drop a class, you must notify the teacher *prior to the fourth week of class* and make the cancellations to your family’s schedule on the website in *Class Registrations* found at the top of the interactive class matrix. You must pay for the classes that occurred prior to notifying the teacher. $[(\text{Class Fee}/32) \times (\# \text{ of classes prior to drop})]$ *If the teacher does not receive notification of the drop prior to the fourth class, the full tuition for both semesters must still be paid.*

How do I Add a Class?

After instruction has begun, you have the option to add a class to your schedule at any time *with teacher approval*. After receiving approval from the teacher, register for the new class through the interactive class matrix and make the required class payments immediately. Even though your student may have missed some classes, you are still required to pay the full deposit and class fees for the new class you are adding. If you are adding a new class at the beginning of the second semester, the three week drop option will apply for this newly added class.



WHAT IS THE PARENTAL INVOLVEMENT AT HHSW?

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

Parental Presence

- **A parent from each family must be on the premises for the entire time that his/her child(ren) are at HHSW.**
- Parents must sign-in upon arrival.
- Parents are required to submit a completed, mandatory KidShare form and family class matrix at the beginning of the year to the board. Forms will be provided when available. (KidShare forms are required for HHSW insurance purposes and provide the names, cell numbers, and signatures of those who will be responsible for your children should you need to leave the premises.)

Supervision of Children

- **Parents need to know where their children are at all times.**
- **If a parent is using KidShare, the responsible party needs to know where those children are at all times, and the children need to know who is in charge of them.**
- Nursery will be available for children ages 0-4 when the parent is teaching, fulfilling a service opportunity, in a class, or observing a class.
- Older children, who are not in class, need to be in the care of another responsible party if their parent is teaching, fulfilling a service opportunity, in a class, or observing a class.

Parental Absence

- Parents are allowed to leave the property while their students are in class if they have the mandatory KidShare form submitted and the responsible party is on the premises.
- If you are unable to come to Heritage but are sending your children with a responsible party (18 or older), you must have the mandatory KidShare form completed with them listed as one of the responsible parties, and they must remain on the premises.

Service Requirement

- **Parents are *required* to sign-up for a service opportunity as part of the cooperative which will need to be completed on each Heritage day throughout the school year.**
- The service opportunity matrix is available in the class registration pull-down or below the interactive matrices. To sign up, you will follow the same process as if registering for a class.
- Registration is not complete until you have signed up for a service opportunity. If you fail to choose an opportunity at registration, one will be assigned to you.
- If you are unable to complete your service job on any Heritage day, you are *required* to find a sub. *AS A LAST RESORT*, if you have not been able to find a sub, inform your supervisor, who will find a replacement, and a \$10 non-service job fee will be charged to you.
- An OPT-OUT option for the service opportunity requirement is available only on a case by case basis, determined by need and approved by the board. The OPT-OUT fee is \$260.



HHSW DRESS CODE

HHSW has adopted the following dress code for three compelling reasons:

- 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).

HHSW DRESS CODE applies to all registered students preK - 12th grade.

Students must be in dress code at all times while on the premises throughout the entire HHSW school day.

NAME TAGS must be worn and visible at all times by every family member and visitor of HHSW. Name tags should be attached to shirt fronts or on lanyards.

Shirts/Sweaters/Sweatshirts (Boys and Girls):

- **An official black, red, or white Heritage polo or official Heritage sweatshirt must be worn at all times.** *Please note that when choosing to wear the Heritage sweatshirt, if the Heritage sweatshirt is removed or changed out of at any point in the day, an HHSW polo must then be worn to remain in dress code.
- *Plain, solid colored*, long sleeved shirts may be worn under the HHSW polo.
- *Plain, solid colored* sweaters or sweatshirts may be worn *over the HHSW polo* and the polo collar should be visible. ***NO logos, writing, graphics, patterns, or prints of any kind are allowed*** except for the logos on the official Heritage polos and Heritage sweatshirts.
- HHSW polos are available for purchase during registration and/or when the store is open. The store link is available on the website homepage or under *Registration World*.

Pants/Shorts/Capris (Boys and Girls):

- **Pants or shorts must be solid TAN/KHAKI in color and of khaki or corduroy material.**
- No exposed skin or underwear at the midriff.
- Shorts must reach to the knee or lower.
- Pants should not be overly tight. No leggings, yoga pants, athletic pants, or sweatpants.

Skirts/Jumpers (Girls):

- Length must be to the knee or lower.

Shoes (Boys and Girls):

- Footwear must be worn at ALL times — NO noisy footwear such as flip flops.
- Gym shoes are required for anyone playing in the gym.

(... HHSW dress code is continued on the next page)



Gym Classes and Dance Classes (Boys and Girls):

- If a student chooses to change out of his/her uniform for gym or dance class, they are expected to change right before and immediately following the class. No unnecessary prolonging of non-uniform attire.
- Uniforms for dance classes will be determined by the teacher.
- Shorts for gym classes — When standing with arms extended down the sides, palms pressed flat against the legs, and shoulders relaxed, the shorts length must be longer than the tips of the fingers.
- No bicycle shorts, spandex style shorts, or other tight fitting shorts.
- Sweats or athletic pants that are not tight fitting may be worn. No yoga pants or leggings.
- T-shirts or polos must be worn at all times. No camisoles, tank tops, or tight fitting shirts.
- No cut out arm holes or visible bra straps.
- No twisting, cinching, or tying up of shirts.

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.

Teachers and Parents: Dress is business casual. No jeans. Pants should not be overly tight (no leggings or yoga pants). Teachers and parents, please adhere to the same or higher standard than the students. Please set an example for the student body.

Visitors to HHSW: Attire must be clean and modest. Business casual for adults is appreciated.

Violations of dress code will be addressed by our hall monitors and board members. If a volunteer has already spoken to or given a warning to a student or parent about dress code infractions, they will have the authority to institute a \$10 fine for every violation.



HHSW FACILITY RULES

1. **Closed Campus Policy:** HHSW is a “closed campus” in that once a student arrives for classes they are expected to remain on campus for the duration of their school day and are not allowed to leave and return to campus without their parent/guardian, including during lunchtime, unless they have been permitted to by their parent *and* pre-approved by a board member for an authorized reason *and* have submitted the necessary forms. This Closed Campus Policy is for the safety and security of our co-op community in addition to preserving an academic environment.
 - Permission forms are mandatory any time a student needs to leave campus without their parent or guardian. The forms must be approved and submitted prior to leaving campus.
 - Parents are required to sign and submit the permission forms. Forms submitted by students will not be accepted.
 - Permission forms will be available at the Welcome Table. Forms are available for one-time occurrences or regularly occurring off-campus engagements.
 - Valid reasons for approval to leave campus include going to work, offsite classes or lessons, a medical appointment, etc.
 - Non-valid reasons to leave campus include snack/beverage/food runs, hanging out with friends, etc.
2. Non-students or visitors at HHSW include the occasional family members such as grandparents or non-registered siblings who are not in school for that day, but does not include visitors such as friends who are just coming to hang out.
3. Enter and exit only through the approved entrances and exits. Please honor posted signs.
4. No food is allowed in any part of the building except in the designated eating areas: the Common Grounds, the gym and room 207 (for HS students) during lunchtime, and outside.
5. Beverages, including water, coffee, tea, soda, specialty drinks, etc, must be in a secured, tightly sealed, covered container. NO disposable beverage containers are allowed outside of the designated eating areas. No purple or red juices.
6. No gum *for students*.
7. Children younger than 2nd grade, who are not in class, must be with their parent or responsible party. No one is to be wandering the halls during class.
8. No running or loud talking in the halls.



9. Please make every effort to not bring extra items into the building, such as keeping extra, bulky, or limited use items in your vehicle and retrieving/returning them as needed. Please keep your belongings with you or your children as much as possible. Limited storage space is available above or below coat racks.

Wagon/Crate Policy: Due to congestion, crowding, and wear and tear, a limited number of wagons and crates will be permitted to be parked inside the building in a designated hallway with a purchased Wagon/Crate Permit. Wagon/Crate Permits will be available at the Welcome Table. Teachers are permitted to bring wagons or crates into their classrooms for their classes at no extra charge.

10. Children are allowed outside to play in approved areas, however, parents need to supervise if there is no outside monitor.
11. Permitted outside spaces of FBC include the back grassy area and the blocked off “no parking” play area of the parking lot.
12. Children are *not allowed* on the sides or front of the church building/property. They are also *not allowed* behind or between the garage buildings.
13. No playing, hanging out, or lingering is allowed in the parking lot section which is allotted for vehicle parking only or in areas in front of doorways.
14. Vehicle parking is available only in the main parking lot. Please, DO NOT park in the small east lot which is reserved for church staff only, and please, DO NOT park in the “no parking” play area.
15. **DO NOT call the church with questions pertaining to Heritage.**
16. **DO NOT use church property without permission from the board.**

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.



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 action, 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

- 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 ask that students seek excellence, be honest, use clean speech, and be courteous and kind to all.
- Respectful language must be used at HHSW and all HHSW-sponsored events. Inappropriate language or behavior should be brought to the attention of one of the board members or event chaperones immediately.
- Any defacing or graffiti on property of any HHSW host facility is grounds for immediate dismissal.
- Bullying and/or harassment are grounds for immediate dismissal.
- Any student found in possession of any type of weapon, firearm, tobacco, alcohol, smoking paraphernalia or drugs will be expelled.

Dismissal

- **Habitual Misconduct** — The purpose of the board is not to police or babysit your children. Families whose children are habitually not in compliance with policies outlined in the HHSW Handbook will be asked to leave Heritage Home School Workshops.
 - When a student receives a warning or written citation for misbehavior, the student and his/her parent will be notified. If there is a second infraction, then the student and the parents will meet with members of the board. If there is a third episode of misconduct, then this could be cause for dismissal.
 - Misconduct includes, but is not limited to: non-compliance and/or disrespect for HHSW rules or policies, bullying, any form of harassment, repeated disrespect of a teacher or other authority figure, use of tobacco products, illegal drugs, or alcohol and posting or sending unacceptable information over the Internet via any social media.
- **Gross Misconduct** — Greater misconduct, occurring at HHSW or elsewhere, could result in immediate and permanent dismissal of a student and his/her family from HHSW. The board reserves the right to dismiss any student or family at any time to maintain high Biblical standards.

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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).

- We believe the Bible to be the infallible Word of God, the Supreme and Final Authority for all faith and life.
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, God the Holy Spirit.
- 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.
- 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.
- 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.
- We believe that the ministry of the Holy Spirit is to convict, indwell, guide, instruct, and empower the believer for godly living service.
- 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.



THE SANCTITY OF MARRIAGE

We believe God's design for marriage is that one genetically born man would marry one genetically born woman for life until death parts them. We believe that God commands Christians to only marry Christians, for husbands to love their wives, and for wives to respect their husbands. (Gen. 1:27; 2:18; Mt. 19:4-6; 2 Cor. 6:14-15; Eph. 5:21-33; Gal. 3:28)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of HHSW. We believe that in order to preserve the function and integrity of HHSW as a Christ-centered organization, and to provide a biblical role model and environment to the HHSW members, it is imperative that all participants agree and abide by these statements on marriage and gender. Members will use names/pronouns, proper attire and restrooms conforming to one's biological sex.

THE SANCTITY OF GENDER

We believe God designed each sex, male and female, with intentionality. We believe that Christians are to follow gender expressions that align with their own genetic sex at birth and cultural norms that do not contradict Scriptural principles. (Gen. 1:27; 5:2; 6:19; Mt. 19:4)

HHSW desires to come alongside parents to reinforce these Christian beliefs to our children. We understand that students may or may not agree with and live out these beliefs. Students are expected to behave in accordance with these beliefs while at HHSW.