

# HOME EDUCATE HANDBOOK

**Visit us online:**  
[www.homeeducate.org](http://www.homeeducate.org)

Revised 8/13/2015

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## Home Educate Advisory Committee Contact Information

**April Boyer**

419.234.0963

[aprilboyer@live.com](mailto:aprilboyer@live.com)

**Beth Miller**

419.962.2022 (no texting)

[lanceandbeth@gmail.com](mailto:lanceandbeth@gmail.com)

**Joy Troyer**

419.339.9347 (no texting)

[joyellenm@hotmail.com](mailto:joyellenm@hotmail.com)

## About Us

Home Educate of Allen County Ohio is a FREE network of area homeschoolers located in Allen County, Ohio. (Don't worry, if you don't live in Allen County you are still welcome to participate!)

Our website ([www.homeeducate.org](http://www.homeeducate.org)) provides a FREE membership that will allow you to view:

- **Events** where you can [add your own events](#) and field trips as well as view and register to participate in events others have created. This is a great way to share field trips and also get group discounts to certain venues.
- **Forum** where you can post questions or help answer a fellow homeschooler's question, as well as sell curricula and network with other members.
- **Private mail** where you can send mail messages between members.

## Mission Statement

Home Educate is a family centered homeschooling support group and network. Members seek to pool their talents and resources in a collective effort to broaden the scope of home based education.

Our goal is to create opportunities for support through our website, facebook, co-op, field trips and activities throughout the year.

You can find all of these events on our website, [www.homeeducate.org](http://www.homeeducate.org).

## Core Values

- We believe that the parents are first and foremost responsible for educating their children.
- Our primary purpose is to encourage families and offer a supportive environment to the home education community.
- We strive to cultivate a warm and supportive community of sharing.
- Provide opportunities of support for members to ask questions and voice concerns regarding homeschooling.
- Home Educate is founded on a Christian worldview.
- Our focus is to provide support for all area homeschoolers regardless of age, race, gender, religion, etc.
- Our organization is structured by committees. Committee formation must be announced on our forum website in the general category. Anyone can participate in a committee, however they must be able to fully participate in committee meetings and other areas that are needed by the committee.
- Electronic communication is our main form of communication. Member supported communication will ensure a well-run network.

## Home Educate Website

The Home Educate website address is [www.homeeducate.org](http://www.homeeducate.org).

**Electronic communication is Home Educate's main form of communication, so each family is responsible for checking their individual email and the website for updated information.**

The website has been set-up so that we may communicate more effectively. By increasing communication we are able to keep members better informed.

Some of the exciting features of our user-friendly website:

- New Membership Registration
- Online Class Registration
- Calendar of Events
- Online registration of Events
- Event submission by members
- And Much More!

## Committee Formation

We want our members to actively participate and know that their voice matters. This is why our organization is structured by committees. Committees can be formed for a variety of reasons such as for holiday parties, special field trips, talent shows, etc.

Anyone can participate in a committee, however they must be able to fully participate and fulfill the needs of the committee. All committees must follow the guidelines below.

### Committee Formation

- Before starting the formation of a committee, please consult a member of the HE Advisory Committee.
- At least one HE Advisory Committee member must be on each committee.
- Committee formation must be announced on our forum website in the general category.
- Committee formation must be announced at least 1 week prior to first committee meeting.
- Committees shall have no less than three members.
- It is suggested that committees have no more than five members.
- If no one signs up for a committee, than you may ask for volunteers.
- If you are unable to get three members for your committee than you must concede and try again at a later time or if the HE Advisory Committee feels the need, they may try to organize the event.

### Committee Responsibilities

- Committees must function within Home Educate's Mission Statement, Core Values and Standards of Conduct.
- Each committee must elect one individual to be in charge of communication within the committee. (ie. Responsible for notifying members of meetings.)
- Each committee is responsible for all planning and communication of their events.
- Committee meetings must be scheduled at a convenient time for all members.
- Committee meetings must be scheduled with at least one week notice. (Unless emergency meetings are needed under certain time constraints.)
- If a Committee member misses more than one meeting, that member forfeits their position on the committee. (Unless excused by all committee members.)
- Committees are short term and must be formed for each new event. (ie. Each year a new co-op committee is formed.)

# Standards of Conduct

## Adult Supervision

All children must be accompanied by a responsible adult. Children are not permitted to be dropped off at HE events and left unsupervised. If a parent or guardian is unable to attend an event that the student wishes to attend, please make arrangements prior to the event for another adult to attend with your child.

The responsible adult attending with the child is responsible for monitoring the where a bouts and behaviors of the child and making sure the standards of conduct are being followed at all times.

If the responsible adult has children in multiple age ranges and cannot be with all children at the same time (ie. Co-op classes), we ask that the responsible adult remind older children of our standards of conduct and try to ask another adult to help monitor the older children while the responsible adult stays with younger children.

## Gratefulness and Kindness

We desire to create a climate of gratitude and mutual respect for one another in word and deed. Please remember that we are guests at any event and it is a privilege to be there. Let us endeavor to show our appreciation to our hosts through our actions of thoughtfulness and care towards their people, buildings and property.

We strive to encourage our families to avoid insults or unkindness to one another. Parents and students are expected to express their gratefulness by saying "Please", "Thank you," "You're welcome," or "Excuse me." Our parents and students should refrain from language which is vulgar or inappropriate.

Students are expected to show kindness to all other students by keeping their hands and feet to themselves.

Students who participate in any athletic activities or classes should behave in a way that will reflect good sportsmanship. Actions and remarks should always be within the boundaries of what is considered healthy competition.

## Obedience

Students are expected to show courtesy and respect at all times, obey instructions, and avoid displaying any negative tones or attitudes.

Students are expected to make a sincere effort to do their best in all co-op classes and related functions. They should demonstrate commitment to the goals of their authorities by being attentive and willing participants during classes, by being prepared and by completing tasks and assignments in accordance with the teacher's instructions.

## Orderliness

Since some forms of recreation and entertainment can distract from the quality of the co-op, electronic devices will not be permitted by students, these include cell phones, MP3, ipods, etc.

Students are asked to refrain from bringing toys or any other distractions to class.

Noise and unusual activity can distract others, and for that reason students and parents are asked to please walk quietly and in an orderly manner between locations in the buildings. Please quietly enter and exit the building so as not to disturb others in the buildings.

There shall be no running in the hallways or classrooms of any building. Running is only allowed during sporting events when permitted.

## Dress Code

Neatness and modesty are the core attributes promoted by the dress code. The dress code is designed to promote self respect as well as not letting ourselves become a distraction to others. Families are expected to maintain the dress code at any Home Educate events as well as field trips.

- Inappropriately oversized, tight or sagging pants, skirts and pajama pants are prohibited.
- Pants must be worn at the waist.
- Shorts and skirts must be no shorter than the tips of your fingers when your arms are placed at your sides with your shoulders down.
  - Exception: Unless when wearing leggings underneath the skirt.
  - When wearing skirts students are expected to sit in a modest fashion.

## Co-op Dress Code

All dress code items above must be adhered to as well as the following:

- No hats of any kind are permitted during co-op hours.
  - With the exception of religious head coverings.
- Tennis shoes/sneakers must be worn in the gym.

## Breaks

If a student, parent or teacher needs to use the restroom please try to do so between classroom breaks, so as not to be a distraction to the class.

Parents should accompany their own small children to the restroom.

## Building Restrictions

All participants must **stay in the gym or classroom area**. Please do not wonder into other areas of the building. Please be respectful of others that may be working in the building.

## Food & Drink

There shall be **no food or drink** in the **classrooms** or on the **gym floor**. You may have these on the concrete area in the gym but not on the actual gym floor court.

Please **clean up after yourself**, leaving the area in better condition than when you arrived.

## Sick Policy

Please be respectful and **DO NOT bring sick children** to HE events. Especially if they:

- Have had a fever greater than 100.5 degrees within the past 24 hours, regardless of medication.
- Have clear or discolored drainage from the nose, eyes, ears or mouth within the past 24 hours.
- Red discoloration in the whites of the eyes.
- Skin rashes.
- Abdominal pain, vomiting or diarrhea within the past 24 hours.

## Disciplinary Process

Those who are in violation of the Standards of Conduct will be issued the following warnings:

- 1<sup>st</sup> Warning**    **A verbal warning will be given.**
- 2<sup>nd</sup> Warning**    **The student will have to sit with the parent for the day.**
- 3<sup>rd</sup> Warning**    **The family will be asked not to participate for the remainder of the session. The date of return will be determined by the HE Advisory committee.**

## Parental Responsibilities

- Show, by example, support for the *Standards of Conduct* while attending Home Educate events and field trips.
- Read and understand the discipline process for any violations of the *Standards of Conduct*.
- Review the *Standards of Conduct* with each student and make sure they understand them and the disciplinary process.
- Help your child/student with any homework; review each assignment with each student before class time.
- Help clean up rooms and facilities after each class or event, leaving it in better condition than you found it.

## Student Responsibilities

- Read, understand and follow the *Standards of Conduct* when attending any Home Educate events and field trips.
- Give your attention and full respect to the teacher and others.
- Be courteous to all adults & students and observe good manners at all times.
- Complete and turn in all assignments on time.
- Come prepared to class.
- Participate fully in all classes.
- Help clean up rooms and facilities after each class or event, leaving it in better condition than I found it.

## Class Guidelines

- Classes need to be planned and taught in line with the Home Educate Mission Statement, Core Values and Standards of Conduct.
- All teachers are required to read and uphold the Home Educate Handbook.
- Class fees may include materials and supplies only. Because we are a cooperative group, as members we do not include a fee for our time.
- At times we will have an Outside Instructor teach a class. The fees for a class taught by an Outside Instructor will often times be higher than our regular class fees.
- There should be at least two adults in each classroom at all times.
- In case of inclement weather, all co-op classes will be cancelled if Elida Schools are delayed or cancelled. Please listen to local media for updates.

We desire to offer a wide range of classes to our children. Your input is important to us and we welcome your suggestions.

- What are your ideas?
- What would you like to teach?
- What would you like to see offered?

Please share your thoughts with us.

## Teacher Responsibilities

A teacher is the key to a successful classroom experience. They take the initiative to lead the students into the exciting journey of learning. The teacher will delegate responsibilities to the class assistants.

A teacher's duties will include the following:

- Plan and teach classes that adhere to Home Educate's Mission Statement, Core Values and Standards of Conduct.
- Help students to maintain a strong spirit of unity through mutual respect for one another.
- Be prepared to teach your class. It is best to set up your classroom before the students arrive. Please plan to arrive a few minutes early, to insure that someone is present before the children arrive.
- Prepare any handouts and print copies before the day of class.
- Help to maintain order and focus in the class. Address any inappropriate behavior immediately and follow the Disciplinary Actions established by Home Educate.
- Be alert to help students who may be having trouble but may be a bit shy to ask for help.
- Pay attention to the class and please avoid side conversations, this may be a distraction to the class.
- Please refrain from using cell phones during class time.
- Assist children as we transition from one period to another and from class to class.
- Clean up: Please make sure the room is the way it was, if not better, than when the class started. Move tables and chairs back, sweep up debris, wipe down tables, put away toys, etc. Help us to instill respect in all the students for the building and property.
- If a teacher is not able to attend class due to illness, the teacher must call the classroom assistant and a member of the HE Advisory Committee as soon as possible.

- At no time should an adult teacher be alone with a child that is not their own. Make sure your classroom assistant is with you or another adult.
- There shall be no corporal punishment (spanking) of other people's children. If a problem arises go directly to the responsible party or a member of the HE Advisory Committee.

## Classroom Assistant Responsibilities

An assistant is a key part of the teaching team. They take the initiative to help the leader any way they can. The assistant helps to make the class a better experience for everyone involved.

An Assistant's duties will include the following:

- Adhere to Home Educate's Mission Statement and Standards of Conduct while assisting with classes.
- Help students to maintain a strong spirit of unity through mutual respect for one another.
- Please come prepared for class.
- Please plan to arrive a few minutes early, to help the teacher with set-up and to insure that someone is present before the children arrive.
- Help to maintain order and focus in the class. Address any inappropriate behavior immediately and follow the Disciplinary Actions established by Home Educate.
- Be alert to help students who may be having trouble but may be a bit shy to ask for help.
- Pay attention to the class and please avoid side conversations, this may be a distraction to the class.
- Please refrain from using cell phones during class time.
- Assist children as we transition from one period to another and from class to class.
- Clean up: Please make sure the room is the way it was, if not better, than when the class started. Move tables and chairs back, sweep up debris, wipe down tables, put away toys, etc. Help us to instill respect in all the students for the building and property.
- If possible, teach the class if the teacher is absent.
- At no time should a classroom assistant be alone with a child that is not their own. Make sure your classroom teacher is with you or another adult.

- There shall be no corporal punishment (spanking) of other people's children. If a problem arises go directly to the responsible party or a member of the HE Advisory Committee.

## **Conflict Resolution**

### **Conciliation Clause**

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules are available at [www.peacemaker.net/rules](http://www.peacemaker.net/rules).) Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.