
Homeschoolers In Service

Policies and Procedures 2018/2019

homeschoolersinservice.com

**Mission Statement: To provide a Christian setting which instills, in our children, Godly Character and a heart for serving; and to aid families in home education.
Matthew 20:28**

Participation in H.I.S. is a privilege and responsibility and must be treated as such. In order to provide a quality learning environment for our children, we must all strive to give our very best each and every time we meet. This includes being on time, being prepared, and adhering to the policies and procedures put in place by the H.I.S. administrative team. We believe, if we take our commitment seriously, so will our children.

Attendance Policy

- Faithful attendance by all involved in H.I.S. is imperative to a successfully functioning group.
- A parent must be present at all times when their child is participating in H.I.S. **Children cannot be dropped off.** If the participating parent cannot be present, another H.I.S. teacher may bring, and be responsible for, your kindergarten and above age children for the entire H.I.S. day. H.I.S. administrative team must be notified in advance and must have your signed consent form on file. (Available to print out at homeschoolersinservice.com)
- Children under kindergarten are not allowed to attend H.I.S. without their parent.
- Attendance on co-op class days is MANDATORY.
 - Nothing should be scheduled during co-op hours including cleanup time.
- Announcements start at 12:30 p.m. Make sure you arrive on time and stay until all clean-up is complete.
- Field trips, service projects, and parties are always optional.
 - Please schedule any appointments, vacations, etc. on these optional days.
- No more than TWO scheduled absences throughout the year will be permitted.
 - This does not include sick days or emergencies.
- If a family's attendance becomes an issue throughout the year, we will reevaluate whether that family should continue in co-op.
 - In the case of an absence, please text Jackie O'Connor at 417-987-1473 as soon as you know that you won't be attending.

Illnesses

- **No one that is sick or has been sick within the last 24 hours may attend any H.I.S. event.** If you think there is any possibility that you or your child could infect someone, please do not attend.

Teachers have permission to bring a sick child to you during the day. If this happens, we ask that you notify the H.I.S. administrative team and take the sick child home immediately.

Communication Policy

- H.I.S. communication is done primarily on our website. All parents and youth students should check the website for general and class announcements.

Cancellation Policy

- H.I.S. may be cancelled for a number of reasons. All cancellations will be posted on the Announcements page of our website. Make sure you check the website before leaving for ANY AND ALL H.I.S. EVENTS. We will make every effort to have cancellations posted 1 hour prior the co-op event.

Behavioral Expectation

- Adults and children are expected to behave in a Christ-like manner at all times. We are to be uplifting and encouraging to each other in our words and deeds. We should all guard our words and tongues (James 3).
- Disagreements and conflicts are to be handled privately (Matt. 18:15-17) and with respect for the other person's feelings. Peacekeeping and true resolution should be the motivating factor. Mediation will be provided if disputes cannot be resolved by those involved.
- Should a member (child or adult) refuse to adhere to these or any of H.I.S. guidelines and express unwillingness to change their behavior after resolution is sought by administration, they will be evaluated by the H.I.S. administrative team and they will decide if H.I.S. is right for them.

Discipline Policy

Discipline Problems

- Discipline will be addressed by the mentor in elementary classes and the teacher in youth classes.
- Discipline problems are defined as, but not limited to: any disrespect for teacher or fellow classmates, obstinate behavior, talking out of turn, arguing, roughhousing, and running when not involved in P.E. class.

First Offense:

The mentor/teacher will attempt to rectify the problem within the classroom.

Second Offense:

The mentor/teacher will notify the administrative team. The parent of the student will be brought in and all parties will work **privately** together to resolve the situation.

Third Offense:

The parent will be asked to keep the student with them for the rest of the day on a non-participatory level.

Aggressive Behavior

- Aggressive behavior defined as, but not limited to: bullying, pushing, kicking, and name calling, **will not be tolerated**. Should aggressive behavior occur, the following action will be taken:

First Offense:

The mentor/teacher will immediately remove the student from the classroom and notify the H.I.S. administrative team. The student will then be taken to their parent and all parties will work **privately** together to determine the next course of action.

Second Offense:

The student **may not return** to H.I.S. for 3 weeks. At that time the H.I.S. administrative team will reevaluate if the child may return.

If a child is continuing to be a problem, that child will be evaluated by the H.I.S. administrative team and they will decide if H.I.S. is right for them. Any and all conflicts between children and adults should be discussed and handled privately. The H.I.S. administrative team will be available to step in for mediation when needed.

Miscellaneous Rules

- Electronic devices, including but not limited to: cell phones, mp3 players, tablets, and laptops, may not be used by students unless required for the class. **Internet usage must always be monitored by teachers.**
- Do not give out the church's phone number as a way to contact you during co-op. Please bring a cell phone if someone will need to reach you.
- Be respectful of the church building and leave the church as we found it or better.
- The H.I.S. administrative team reserves the right to, at any time prayerfully re-evaluate whether or not a family should continue in H.I.S.
- **No weapons of any kind are allowed at any co-op event.**

Disaster Plan

- In case of **Fire**, all teachers need to escort their class outside to the field beyond the playground. Once outside and safely away from the building the teachers will have their class **SIT DOWN** and make sure all students are accounted for. If you are missing a student, quickly report this to a member of the administrative team. **DO NOT GO BACK INSIDE THE BUILDING.** Keep your students together and quiet and await further instructions.
- In case of **Tornado** all teachers need to escort their class to their assigned hallway. Once there, teachers will have their class **SIT DOWN** and make sure all students are accounted for. If you are missing a student, quickly report this to a member of the administrative team. Keep your students together and quiet and await further instructions.

Active Shooter Plan of Action

- Take immediate action
- CALL 911
- Remain calm
- **Evacuate the building!**
- If the hallway or pathways are unsafe:
 - Barricade the doors.
 - Open/break out the window and evacuate the classroom through the window.
 - To break the windows, punch through the bottom corner with something sharp like scissors.

- If you are in a room with no windows:
 - Be prepared to attack the shooter if he enters the room.
 - Use anything and everything you can find to throw at the attacker.
 - When you can, evacuate the building.

Supervision

- Children must remain in their assigned rooms.
- Youth age students will be allowed to move in the hallways alone, **as long as they stay in control and are respectful.**
- All students must remain in the building during co-op.
- Youth students may make a quick trip to their car with a parent's permission.
- The doors will be locked and may **NEVER be propped open.**
- If for some reason you are late to co-op you will need to knock and have someone open the door for you. **DO NOT use the church's main entrance.** You will need to walk students 6th and under to their appropriate classrooms. **Please do not let them run to class on their own.**

Announcements

- All H.I.S. members need to sit with their first period classes.
- Mothers of babies - please keep you baby with you for announcements and drop them off in the nursery on your way to class.

Dismissal

- Nursery workers remain in the nursery.
- One preschool teacher will walk their students to the sanctuary and one will stay to clean the classroom.
- Elementary **Mentors** will walk their students to the sanctuary and sit with their class until the parents pick up their students.
- 4th period elementary **Teachers** will stay to clean the classroom.
- 4th period youth teachers will supervise the youth cleaning the classroom.
- Youth students need to go straight to their assigned cleaning job.
- Babies will be picked up in the nursery.
- Preschool through elementary students will be picked up in the sanctuary.

P.E./Recess

- It is acceptable for the students to go outside for regulated P.E. classes/Recess as long as these guidelines are met:
- Students must **never leave the teacher's sight.**
- Students may not run laps around the church, or play games in the parking lot.

Snack

- Youth students will have snack in classroom 106.
- Elementary mentors and all preschool and nursery teachers will remain with their class during snack time.