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# Homeschoolers In Service

## Policies and Procedures 2023/2024

homeschoolersinservice.com

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**Mission Statement:** To provide a Christian setting that 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 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.

### **Conduct Agreement Policy**

- H.I.S. members must adhere to all co-op policies and the beliefs outlined in our belief statement.
- Should a member (child or adult) refuse the above, their membership will be evaluated by the H.I.S. administrative team to decide if H.I.S. is right for them.

### **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](http://homeschoolersinservice.com))
- Children under kindergarten are not allowed to attend H.I.S. without their parent.
- Teacher attendance on co-op class days is MANDATORY.
  - ☐ Nothing should be scheduled during co-op hours. This includes cleanup time.
- Co-op starts at 12:30 p.m. Make sure you're **in your seat** and ready for announcements on time and stay until all clean-up is complete.
  - ☐ **Be sure to leave time to take your supplies and set up your room.**
  - ☐ **Being in another part of the building at 12:30 does NOT count as being on time.**
- Field trips, and service projects, 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.
- ☒ Scheduled absence dates must be submitted on the Teacher Absence Request Form and pre-approved by Jackie.
- ☒ No more than two teachers may have scheduled absences on the same day. If there are already two scheduled absences on the day you would like to request, please choose another day.
- If a family's attendance becomes an issue throughout the year, we will reevaluate whether that family should continue in co-op.
- Each teacher is required to create a Sub Packet for their class. These need to be stand-alone plans that a substitute teacher can easily take to your class and fill in for you in case of an unexpected absence. These may include pre-recorded or live video teachings.
- ☒ 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 who is sick may attend any co-op event.** Anyone in your household having a fever of 100° or higher within 24 hours of any co-op event will exclude your family from attending. **If you think there is any possibility that you or your child could infect someone, do not attend.** Teachers are required to notify leadership of any child who seems ill in their class. If it is determined that the child is ill, they and their family will be sent home immediately.

## **Cleaning**

- **Don't use the church's cleaning supplies.**
- **Snack Time**
  - Teachers should clean off the tables before and after snack.
  - All students should wash or sanitize their hands before and after snack.
- **End of the Day**
  - **Nursery / Preschool Classrooms**
    - Infants through preschool rooms will need disinfectant sprayed on the toys and supplies at the end of the day.
    - Clean off the tables.
    - Vacuum the floors.
    - Clean the bathrooms.
    - If the trash bag is more than half full or has food in it, remove it and place it outside in the hall.
    - **Put a new bag in the trash can.**
    - Be sure the room is laid out according to the church's picture at the end of the day.
  - **Elementary / Youth Classrooms**

- Clean off the tables.
  - Vacuum or sweep the floors.
  - If the trash bag is more than half full or has food in it, remove it and place it outside in the hall.
  - **Put a new bag in the trash can.**
  - Be sure the room is laid out according to the church's picture at the end of the day.
- **Parents are responsible for their youth child's cleaning job.**

### **Communication**

- H.I.S. communication is done on our website and Facebook. Parents should check the website for general and class announcements.
- A Facebook Messenger account is required for every parent.
  - **Facebook Messenger group messages will be set up for each class. Teachers will communicate with parents through these messages.**

### **Cancellation Policy**

- H.I.S. may be canceled for many 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 before the co-op event.

### **Doctrinal Policy**

- The spiritual goal of Homeschoolers in Service is to develop a growing, personal relationship with Christ using the Bible as our guideline.
- Denominational doctrine will not be taught. Students will be encouraged to seek Scriptural answers and further discuss these kinds of topics with their parents.

### **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 a resolution is sought by the administration, they will be evaluated and the H.I.S. administrative team will decide if H.I.S. is right for them.

## **Discipline Policy**

### **Discipline Problems**

- H.I.S. Administration should ALWAYS be made aware of discipline issues.
- Discipline problems are defined as, but are not limited to any disrespect for a 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 continues to be a problem, that child will be evaluated and the H.I.S. administrative team will decide if H.I.S. is right for them. 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.

## **Electronic Devices**

- Youth students may use electronic devices when not in class as long as they remain respectful.
- Youth students may use electronic devices during class **only when required by the teacher**.
- Internet usage must always be monitored by teachers.
- Preschool and Elementary students will not be permitted to use any device during co-op. Devices for these ages should be collected and left at home or with a parent during co-op.

- Any student abusing the device policy will be asked to leave their device at home.
- Teachers, mentors, and administration have the right to take an electronic device that is being misused.

### **Miscellaneous Rules**

- 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.
- Preschool and Elementary students are not allowed in the supply closet.
- Youth students are allowed in the supply closet if requested by a parent or teacher.
- **No weapons of any kind are allowed at any co-op event.**

### **Disaster Plan**

- In the 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 the case of a **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 exterior doors will be locked and may **NEVER be propped open.**
- If you are late to co-op for some reason, you will need to walk students 6th and under to their appropriate classrooms. **Please do not let them run to class on their own.**

## Nursery / Preschool Area

- Limit outside food and drink by the adults in the infant nursery in an effort to keep the carpet and chairs clean for the babies.
- No strollers or car seats are allowed in the area. These items will be left in the hall in front of the drop-off counter.
- Preschool backpacks will be lined up in the hall outside the door.
- Diaper bags can be hung on the hooks in room 201.
- Uncovered shoes are NEVER allowed in the nursery.
  - **Booties are provided to cover shoes**

## Announcements

- All H.I.S. members need to sit with their first-period classes.
- If you are not in a class during the first period, **you must still be in the announcements room by 12:30.**

## 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.
- Dismissal **Mentors** will walk their assigned class to the sanctuary and sit with that class until the parents pick up their students.
- Youth students need to go straight to their assigned cleaning job.
- Babies will be picked up in the nursery.
- 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 unless approved by the H.I.S. administrative team.

- o **Exterior doors will NEVER be propped open.**

### **Snack**

- The snack table is only open to students before co-op starts.
- Teachers should clean off the tables before and after snack.
- All students should wash or sanitize their hands before and after snack.
- Kids may not share snacks or drinks.