

Heritage Builders Academy - Handbook 2021-2022

Established in 1999, Heritage Builders Academy (HBA) offers Christian homeschooling group classes under the authority of and with the support of Heritage Christian Church (HCC).

Location

Heritage Christian Church
7413 Maxtown Road
Westerville, OH 43082
(614) 898-9412
www.heritagecc.org

Director

Kimberly Davis
(614) 270-1100
kimberlyedlund@gmail.com

2021-2022 Classes

- Science (all groups) - Mrs. Michelle Bush
 - - Apologia Exploring Creation with Chemistry & Physics - <https://www.apologia.com/product/chemistry-and-physics-textbook/>
- Social Studies (A & B groups) - Mrs. Laura Berlin
 - Ohio History (18 weeks)
 - Economics (6 weeks)
- Writing (C group) - Mrs. Laura Berlin
 - IEW All Things Fun & Fascinating: <https://iew.com/shop/products/all-things-fun-fascinating>
- Art (all groups) - Mrs. Jennifer Hecker
 - Age-appropriate projects, techniques, and artists

2021-2022 Schedule

Fall 2021 Class Dates

September - 10, 17, 24
October - 8, 15, 22
November - 5, 12, 19
December - 3, 10, 17

Winter/Spring 2022 Class Dates (Tentative)

January - 7, 14, 21
February - 4, 11, 18
March - 4, 11, 18
April 1, 8, 15 (22 - snow date)

Mission Statement and Statement of Faith

Heritage Builders Academy seeks to glorify God by supporting and encouraging families, primarily from Heritage Christian Church and secondarily from the community, who choose to educate their children at home. Heritage Builders Academy (HBA) is a cooperative Christian homeschooling organization under the authority and with the support of Heritage Christian Church. HBA offers group classes in a positive, encouraging environment.

The goals of HBA include:

- teach the subject matter with a Christian worldview,
- foster fellowship and social skills among students according to God's Word, and
- provide a proving ground for the values and manners parents are teaching at home.

Statement of Faith

The Bible - We believe that the Bible is God's revealed Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 12:6, 119:105, 160; Proverbs 30:5)

God - God is the Creator and Ruler of the universe. He has eternally existed in three distinct personalities: The Father, Son and Holy Spirit. These three are co-equal and one God. (Genesis 1:1, 26-27; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14)

Jesus Christ - Jesus Christ is the Son of God. He is co-equal with the Father. Jesus' virgin birth and sinless life allowed Him to be the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory, and will return again someday to earth to reign as the King of kings and Lord of lords. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13)

Holy Spirit - The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live daily under His control. (II Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18)

Human Beings - People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and is the source of life's problems. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2)

Salvation - Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty of death. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

The Church - The church universal is made up of all true believers. The local church is where believers voluntarily commit themselves to one another in order to accomplish their God-given mission: worship, fellowship, discipleship, and ministry. (Matthew 16:18, 28:18-20; Acts 2:42-47; Matthew 22:37-40)

Eternity - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is heaven. Heaven and Hell are real places of eternal existence. (John 3:16, 14:17; Romans 6:23, 8:17-18, Revelation 20:15; I Corinthians 2:7-9)

HBA Code of Conduct

Please review these guidelines with your child(ren) so that teachers, parents, and students have the same understanding. These rules apply to classes, field trips, and any other HBA events for students and their siblings.

I. Attitude

- A. Strive for a positive, teachable, helpful, cooperative attitude in all situations. (Matt. 5:16)
- B. Show respect to teachers, parent helpers, classmates, others' property, and the building. (Rom. 12:10)

II. Speech

- A. Let your speech be wholesome. (Eph. 4:29)
- B. Be honest. (Eph. 4:25)
- C. Be respectful by calling teachers and parent helpers Mr., Mrs., Miss., or Dr., (Rom. 13:1,2)
- D. Be encouraging—use your words to build others up and to love them as God does. (Heb. 3:13)

III. Behavior

- A. Exhibit good manners and self-control. (Gal. 5:22,23)
 - 1. Keep your hands to yourself.
 - 2. Raise your hand in class and wait to be recognized.
 - 3. Listen quietly and attentively when others speak.
 - 4. Walk in hallways and classrooms.
 - 5. Wait your turn in line.
- B. Exhibit good sportsmanship. (Rom. 12:15,16)
 - 1. Lose graciously; win humbly.
 - 2. Let teacher or parent helper referee games.
 - 3. Include all those who want to play.
- C. Exhibit respect for property. (Phil. 2:3,4)
 - 1. If the item is not being used for the class, please do not touch it.
 - 2. If you take it out, put it away. If you open something, close it. If you make a mess, clean it up.
- D. Exhibit modest dress. (Rom. 14:13)
 - 1. Wear clothes and shoes appropriate to the class and activity.
 - 2. Keep shoes securely tied.

IV. Participation/Attendance

- A. Do your best in each activity, even if it's not your favorite, or if it is new to you. (Col. 3:23)
- B. If a child misses 3 or more classes in a semester they will be expelled with no refund.

HBA Discipline Policy

Every adult, not just the designated teacher, is expected to intervene if disruptive or disrespectful behavior is observed. All parents are responsible for enforcing HBA rules.

Parents are responsible for their children's actions and behavior. It is understood that if anyone in your family violates the rules, it will jeopardize your participation in the co-op, and the HBA Board reserves the right to deny participation to any student or family. Parents will be contacted if a disciplinary problem arises and may be asked to remove their child from class.

These guidelines are for handling any disruptive behavior in class:

1. Speak to the student, asking him or her to please stop the behavior and giving him or her a warning that if he or she does not stop the behavior, he or she will have to sit with an adult in the classroom or be separated from the other students.
2. Remind the student to stop the behavior. Either move the student next to an adult or separate him/her from the other students.
3. Remove the student from class and escort them to the Director. The Director will notify the parent.

If a student's behavior is excessively rude or aggressive, steps 1 and 2 should be skipped and step 3 should be taken immediately. If a student continues to be a disruption during the semester, they will be asked not to return.

2021-2022 Program Information

Parent/Teacher Kickoff Meeting: August 24, 2021 at 7:00 pm

This parent meeting will be held at Heritage Christian Church toward the end of summer before the start of classes. It will detail class offerings, review procedures for the year, and give parents the opportunity to sign up for dates to volunteer. **One parent from every family is required to attend** (preferably the parent who will be assisting at HBA), as this meeting gives vital information that will ensure your family's success in the program. Childcare will not be available for this meeting.

Class Offerings

Grades 1-6 follow a 3 subject rotation throughout the instructional day.

Group A (Grades 1 and 2) - Art, Social Studies, Science

Group B (Grades 3 and 4) - Science, Art, Social Studies

Group C (Grades 5 and 6) - Writing, Science, Art

Snacks

Students may bring a small snack to eat at the beginning of their third class. Snacks should be non-messy and easy to open and eat. The Children's Wing is a NUT-FREE facility, so snacks should not contain any nuts or nut products.

Drop off/Pick up Procedures

Drop off is at **9:15 a.m.** at the Side Entrance. The parent transition facilitator will assist your child in entering the building, receiving a name tag, and will also escort your child to Room 230 should they need assistance.

Pick up is promptly at **12:15 p.m.** Children will remain with their teacher until individually called for dismissal. Upon your arrival, the transition facilitator will notify teachers to dismiss your child and will assist your child to your vehicle. If someone other than a parent will be picking up the student, notify the Director in advance to clearly coordinate who will be picking up your child.

If you are running late picking up your student(s), please notify Kimberly (614) 270-1100.

Tuition Costs

\$175 per student, per semester (\$350/year).

To reserve your spot for Fall 2021, registration and full payment must be received by June 15, 2021. Winter/spring tuition is due no later than Friday, December 10, 2021 to ensure your spot for the following semester. **All tuition payments are non-refundable.**

Please make checks payable to “**Heritage Christian Church**” with **HBA Tuition** on the notes line.

Observation/Guest Policy

Parents are welcome to observe the classes on days they are not scheduled as helpers. If you have younger children, please make your own child care arrangements. We are unable to accommodate additional children in our classes as guests.

Inclement Weather Policy

HBA will cancel classes on days Westerville City Schools are closed or delayed due to inclement weather. HBA will also cancel classes if Heritage Christian Church is closed due to inclement weather or if Delaware County issues a level 2 or 3 snow emergency. The Director will email and/or text as soon as she is aware of any cancellations.

Illness Policy

Do not bring children who are ill. Illness is defined as a runny nose with any colored discharge, fever, vomiting, diarrhea, rash, or communicable disease like pink eye within the past 24 hours.

Please see the COVID-19 guidelines for further instructions.

Attendance Policy

Enrolling in HBA means committing to all three classes each Friday morning. It is important that families be on time and fulfill this commitment. The teachers have also made a commitment and have spent time preparing for each student who is registered.

If a student misses more than three “unexcused” classes without proper notice, she/he will be asked to leave the HBA program. Teachers are not responsible for helping students make up missed work. Any unfinished projects will be sent home for students to complete on their own.

If a parent knows a class will be missed, they are welcome to work with the teacher in advance to cover any missed materials.

Parent Responsibilities

HBA hires teachers for the classes, but as we are cooperative in nature, parents are vital to the program's success. Each parent is required to participate on classroom days on a regular basis throughout the year.

Please prayerfully the parent's required commitments before applying for enrollment:

- sign up for dates to assist in classes or transition facilitator
- commit to serving on your scheduled dates
- maintain Heritage Church's standards for ministry workers, including upholding the Statement of Faith and Practice.

***no childcare is available this year**

Six helpers are needed weekly (3 classroom assistants, 2 transitional facilitators, and a substitute). You will sign up for dates to assist after the August parent meeting. (Winter/spring signup will occur after you have submitted your payment for the second semester.)

If you cannot fulfill your scheduled commitment, you are responsible to find a replacement (i.e. trade with another parent). This may come up at the last minute, but please continue calling until you find a substitute. **Please notify Kimberly at (614) 270-1100 when a change has been made.** If there is a **last minute emergency, contact Kimberly ASAP** (this is when the parent substitute will step in).

Transition Facilitator Duties

- **Please check in by 8:45 a.m.** and assist with classroom setup as directed.
 - Transition 1 - Science Room
 - Transition 2 - Social Studies Room
- Be prepared to receive children **by 9:10 a.m.**
 - Transition 1 - Downstairs Door
 - Transition 2 - Room 230
- Transition 1 - Stand at the Side Entrance to greet children from their vehicles. Direct students to pick up their nametag and report directly to Room 230.
- Transition 2 - work with the Director to monitor children in Room 230.
- At **12:00**, please return (enter through Main Entrance).
 - Transition 1 - Downstairs Door
 - Transition 2 - Upstairs Hallway
- At **12:15**, work with other Transition Facilitator and Teachers via phone/text to dismiss students one at a time in order of parent vehicles.
- Please do not enter the classrooms to dismiss children. Teachers will dismiss class at the end of the day.
- **Plan to stay until all children have been picked up.**

Classroom Assistant Duties

- **Please check-in by 8:45 a.m.** to assist with set-up.
- Work with the assigned teacher to prepare materials for the day's lesson.
- Be willing to take an active role in the discipline and control of the class, allowing the teacher to concentrate on the lesson.
- At the close of the final class, assist with the new dismissal procedures. Please remember to check out your own children and take them back to your classroom to be with you during clean-up.
- **Please plan to stay until your room is clean (plan on at least 12:45pm)**

Substitute Duties

- The substitute will be available to fill in for other parents (as Classroom Assistant or Transition Facilitator) if there is a last-minute emergency.
- **Please check in by 8:45 a.m.** and assist with art classroom setup.
- After the art room is complete, check with other teachers and/or Director to see if additional help is needed.
- Be ready to assist in any capacity needed or stay for the morning if necessary.

Friday Schedule

8:45

- Teachers and helpers arrive to set up rooms
- Art and Substitute - Art Room (247)
- Science and Transition 1 - Science Room (228)
- Social Studies and Transition 2 - Social Studies Room (226)
- All kids go to Room 230 where Kimberly has structured activities provided. No kids will be in the classroom during setup.
- Room 230 Rules - No uncontrolled running/jumping, kids may NOT be in the supply closet, do not go on stage, respect the authority in the room.

9:10

- Transition 1 goes to downstairs door to let families in
- Transition 2 goes to gym to help supervise

9:20

- Classroom Assistants come to form lines and walk kids to first class
- Room 230 is picked up (if necessary) and closed to students for the rest of the morning.

9:25

- In-class devotions led by Classroom Assistant
- Kimberly will provide binder for each room for each semester with devotions planned.

9:30 - First class begins

10:20 - First class ends

10:25 - Second class begins

11:15 - Second class ends

11:20 - Third class begins

12:00

- Transition Facilitators arrive
 - Transition 1 - downstairs door
 - Transition 2 - upstairs hallway

12:10

- Teachers dismiss classes to the hallway to collect any materials and sit on their name.
- Teachers will take turns each week monitoring the hallway to ensure kids are behaving appropriately.
- Classroom Assistants help clean up materials and classrooms.
- Room 230 is closed to children during this time.

12:15

- Parents arrive to pick up children.
- Kids should be called by Transition 2 when their parents have arrived, and they can walk downstairs (no elevator).
- After all kids have left, teachers and all workers make sure rooms are cleaned and supplies returned to the closet.