For Prospective Parents, Students, and Volunteers: Welcome to New Lebanon Homeschool Guild!

Overview:

At New Lebanon Homeschool Guild, we desire that our program be an affordable, quality resource that enhances each family's homeschooling experience. We recognize the parents as being solely responsible for overseeing their children's education. While the classes can provide a framework for enrichment, the parent remains responsible for meeting the requirements of the North Carolina Division of Non-Public Education.

NLHG consists of two 10-week semesters fall and spring—in a traditional yearlong schedule. Opening Prayer and any immediate announcements will be held at 9:50am. Classes will begin at 10:00a.m. At 12:00p.m. we will have an hour break for lunch, recess, and a Bible lesson. Classes will end at 3:00p.m. Registration is $50 per year which covers insurance and background checks for teachers. Drop offs are an additional $25 per semester in lieu of volunteering at the Co-op. When registering your child, please be sure to note which classes they will be attending.

For families with children in pre-K through six grade, a parent must remain on campus during co-op hours. Parents may choose to observe their child's classes, volunteer, or spend time in the fellowship hall. While parents of older students are welcome and encouraged to stay, it is not required please note that drop offs are a privilege and students must be enrolled in a class during the hours they are on campus. Siblings cannot serve as a substitute for a parent or guardian. Our goal is to make this your favorite day of the week— a supportive and encouraging space on your homeschooling journey.

Please enroll students who are respectful, well-behaved, and able to follow the NLHG guidelines. While we do believe in grace, we also will not hesitate to uphold the integrity of our program by dismissing students who cannot comply. Our volunteers will not spend copious amounts of time dealing with these or any other issues. Please consider these matters seriously before enrolling your student. In the unusual event that your student cannot cooperate with our policies, and is put on probation, suspended, or expelled from the program, no refunds will be given.

NLHG is not a school, we do not offer counseling, after-school care, official transcripts, standardized testing, graduation ceremonies, etc. As the homeschooling entity registered with the state, you are required to provide these services should your children require them.

Thank you for being a part of the NLHG community!

Janece Van Wart
Director

Mission Statement:

Proverbs 16:16

“How much better to get wisdom than gold”

New Lebanon Homeschool Guild exists to glorify God by,

- Providing information, inspiration, fellowship, support, and encouragement to Christian home educating families.
- Providing experiences that will help to prepare students to bring the light of Christ into our world through the cultivation of knowledge, love of God, and love of people
- To provide information and materials in accordance to a Biblical worldview.

Responsibility:

NLHG depends on the active involvement of our member families to ensure that the needs are being met for the facility, the students, and their families.

This handbook is a guide to help our members understand these expectations and to ensure that each family meets these expectations.

Expectations of Parents/Guardians:

1. Parent/Guardians must read and agree to the policies in this handbook.
2. Parent/Guardians volunteers are essential to the success of this cooperative endeavor. Every Thursday, we will need parent volunteers to assist with the following:
   - Wipe down tables and sweep the fellowship hall after lunch.
   - Help set up/ tear down classrooms as needed.
3. Parent/Guardians are required to stay on campus for students of **Pre-K through 6th** grades.
4. Parent/Guardians of **7th and up** must be enrolled in a class every period they are on campus.
5. Parent/Guardians are required to supervise their children at lunch, and/or their child's free periods.
6. Please ensure that your child(ren):
   - Walk in a quiet and calm manner while inside the church building.
   - Are respectful of NLHG & Church Staff at all times.
   - Are not left unattended at any time.
   - Stay in designated areas.
7. Parents / Guardians & students who are enrolled in a 10am class are required to be in the fellowship hall by 9:50am for opening prayer and announcements. Doors will open at 9:45am.
8. Parents / Guardian are expected to encourage students to be prepared for their classes (having all necessary materials & wearing proper attire); to be prompt for class (students, teachers, and volunteers); and to provide sincere feedback or suggestions as needed.
9. Parents / Guardians are asked to pray for NLHG and its leadership as we seek to glorify God and provide information, inspiration, fellowship, support, and encouragement to our members.

Expectations of Students:

1. Students are expected to be respectful of the church building, all its staff, NLHG parents, and other students.
2. Students are required to be **ONLY** in designated areas for NLHG use at all times. **Designated areas to include Fellowship Hall, teen room, gym etc. depending on volunteer involvement**.
3. Students who have a 10am class are expected to be in the fellowship hall by 9:50 for opening prayer and announcements.
4. No use of electronics is permitted in the classrooms- unless directed by the teacher. All cell phones and hand-held devices are to be put on silent during class time.
5. Students are expected to adhere to the NLHG dress code.
6. Students are expected to adhere to the NLHG discipline policy.

NLHG Dress Code:

Please dress modestly while at NLHG and at all NLHG events.

1. No see- through tops or bustiers. If your child wears mom jeans and crop tops, they must touch when arms aren't raised.
2. No underwear showing.
3. 3" inseam or longer shorts
4. No one is allowed to wear attire that makes a controversial statement.
5. For water events: two-piece swimsuits are allowed, but it must have appropriate coverage -no thongs or cheeky. Tops and bottoms/ trunks must be able to cover and be able to protect from wardrobe malfunctions.

Any violations of the dress code will be addressed on an individual basis.

Tardy Policy

To maintain a structured and effective learning environment, all students are expected to arrive on time for class. Excessive tardiness disrupts instruction and affects the entire group. Implementation of this policy is at the discretion of each teacher.

1. First Offense – If a child arrives more than 10 minutes late to class, they may be sent home with an NLHG Disciplinary Report Form, which must be signed by a parent and returned.
2. Second Offense – If a child is late again (10+ minutes), another NLHG Disciplinary Report Form may be issued and must be signed by a parent before the child may return to class.
3. Third Offense (or more) – If a child is late three or more times, the teacher has the discretion to refuse entry to class for that day. An NLHG Disciplinary Report Form will also be filled out and sent home, requiring a parent's signature before the child may return to class.

We understand that unexpected delays happen, but repeated tardiness affects the entire class. Please make every effort to arrive on time so that all students can benefit from a focused and uninterrupted learning experience.

Student Discipline Policy:

Parent/Guardians will be notified of in all disciplinary measures pertaining to their children. These steps are per semester, however, if a student has two incidents in one day, the student will be suspended for the rest of the day. If any of the behavior and facility rules are not upheld by a student, the following steps will be taken:

- **1st Incident Verbal warning** - When a child is acting inappropriately or disobeys the rules, the teacher will have a conversation with student. Parent/Guardian will be notified.
- **2nd Incident -Documented warning** - An incident report must be signed by the student (if appropriate), teacher, parent & initialed by a member of administration.
- **3rd Incident 2nd documented warning-** If the behavior continues, another incident form will be Signed by all parties, and the child removed from the class and will not be able to return to that class for the remainder of that period.
- **4th Incident**- If a discipline or behavior problem happens where the child receives a 4th incident report during one semester, the child will not be allowed to attend NLHG for the remainder of the semester and class fees will **NOT** be refunded.

If a student has four incidents within one semester, the students ability to enroll in future semesters will need administrative approval.

Violations where someone's safety is threatened or endangered are grounds NLHG Board to immediately terminate your child's co-op membership and charges being filed with the police.

General Facility Policies:

1. Students are required to be ONLY in areas designated for NLHG. Elementary students must be accompanied by their parents in these areas if they are not in a class.
2. Please clean up after yourself and your family before leaving any of the designated areas.
3. The Sanctuary is off limits, and upstairs classes must enter and exit through the stairs that connect to the fellowship hall. There will be signs posted as a reminder.
4. All families sit in the fellowship hall and eat during lunch. Lunch is held from 12:00pm - 12:20pm. No gym or teen room will be allowed until 12:20pm.
5. Absolutely no running and horseplay will be allowed in the fellowship hall, stairs or classroom hallways.
6. Parents/ Guardians make sure your child(ren) have cleaned up after themselves at lunch once they are done.
7. Parents/ Guardians must monitor their children at recess, chapel, or if they do not have a class during a period. Administration/teachers can redirect your children if you are not present, however, if a child is not following the rules, the student disciplinary policy will be followed.
8. The stage is off limits for eating or playing.
9. There is a nursery available for preschool children to play in with a parent and mothers with babies.

10. On Thursday during co-op days there can be other ministries and repairs throughout the building.

Safety and Security Policies

Thursday Mornings:

1. The ONLY entrance and exit we are allowed to use is through the glass doors in the fellowship hall. Look for the portico, and you'll be in the right place!
2. Archery class will use the glass door in the fellowship hall to access the archery field.
3. At Recess, students are allowed to go through the gymnasium doors with adult supervision. No adult supervision = No recess, outside or indoor.
4. DO NOT use any other door in the church unless it's an emergency, and DO NOT open the door to anyone.
5. Doors will be locked at 10:05 am

In the event of inclement weather:

1. NLHG will follow the Rockingham County Public School closing schedule during time of inclement weather.
2. If public schools are operating on a 2 hour delay, we will start at our normal time 10am.
3. If RCPS are closed for the day, NLHG will be also.
4. Classes cancelled due to inclement weather will not be made up.

In the event of fire:

1. Teachers, helpers, parents, and volunteers are expected to escort students outside in an orderly fashion.
2. Please use the closest exit to your location that is the furthest possible from the fire's source. If it is not possible to exit the classroom through the door, exit through your classroom window.
3. Our meeting place for everyone is the farthest end of the circle parking lot. We need everyone in one place to ensure that everyone is out of the building.

In the event of tornado:

1. Adults and students will gather in the basement hallway.
2. Teachers and helpers please ensure that the door at each end of the hallway and all the classroom doors are closed.
3. Please have all students remain calm and sit on the ground against the hallway walls and cover their heads.

In the event of an active shooter:

1. All teachers and volunteers should consolidate children in their rooms.
2. Close door and barricade with anything available.
3. Turn off lights and silence all cell phones.
4. Please ensure that all children remain calm and quiet.
5. Call 911, and do not assume that someone else has done it.
6. If it is possible, get children out of the building only after ensuring that there are no shooters outside.
7. Get the children to a location that is hidden from view. Do not use the hallways and do not stand out in the open.

Communication Policies:

1. If you find that you have a conflict with another parent, a teacher, or a member of our leadership team, please follow the Biblical guidelines from Matthew 18, in which Jesus asks us to go directly to the person involved first before talking to anyone else.
2. If the problem is still not resolved, please bring it to the board's attention. It is our desire to handle all conflicts with grace and love.

Board Members/Administration:

Jaret McBryde- Senior Pastor, New Lebanon Church

Janece Van Wart- NLHG Director

Tatum McBryde- NLHG Assistant Director

By my signature, I agree that I have read, understand, and agree to the policies and procedures of New Lebanon Homeschool Guild as defined in the parent handbook that I received.

These policies and procedures include:

- NLHG Mission Statement
- Responsibility
- General Facility Policies
- Expectations of Families
- Expectations of Students
- Dress Code Policies
- Student Discipline Policies
- Safety & Security Policies
- Communication Policies

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Parent Signature: Date:

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NLHG Director/ Assistant Director Signature: Date: