

The background of the entire page is a photograph of a large group of graduates. They are seen from behind, wearing dark blue academic caps and gowns. The tassels on the caps are a contrasting color, mostly gold or yellow. The graduates are seated in rows, and the focus is slightly blurred, emphasizing the collective nature of the event.

HANDBOOK

HCHC CO-OP

Homeschool Co-op & Umbrella Group | EST 2014

TABLE OF CONTENTS

4	<u>PRINCIPAL MESSAGE</u>
5	<u>SCHOOL POLICIES</u>
7	<u>PARENT INVOLVEMENT</u>
8	<u>MORE SCHOOL POLICIES</u>
9	<u>CO-OP DAY SCHOOL</u>
11	<u>GROUP FIELD TRIPS</u>
13	<u>BULLYING POLICY</u>
14	<u>SCHOOL TUITION</u>
15	<u>REFUND POLICY</u>
16	<u>MASK POLICY</u>
17	<u>SUPPORT US</u>
18	<u>CONTACT US</u>

EXECUTIVE BOARD



RAYNA REMONDINI
Head of School



JOHN REMONDINI
Chairman



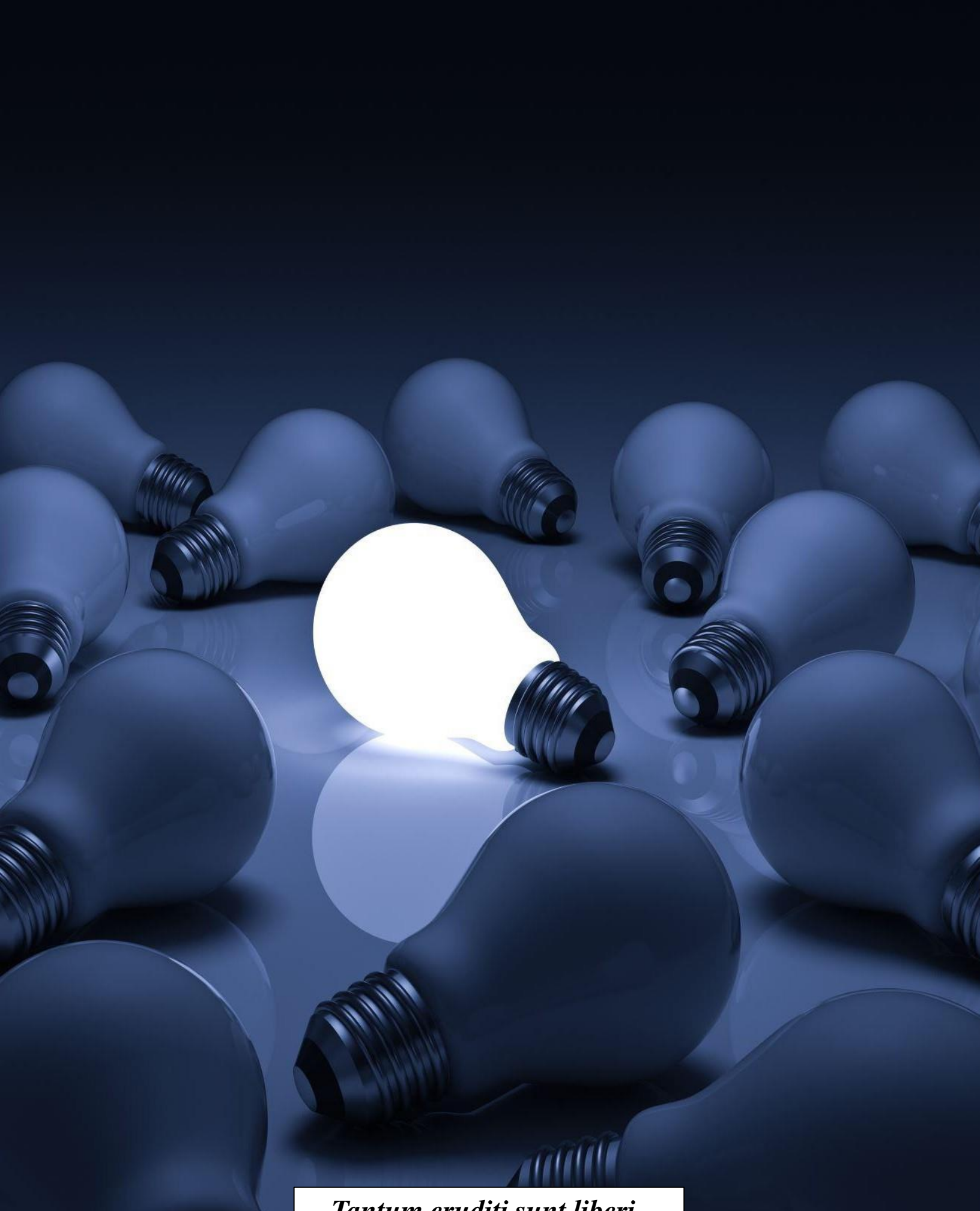
REV. ELEANOR JOY
Communication Secretary



DEJESUS MALAVE
Treasurer



TOMAS MALAVE
Recording Secretary



Tantum eruditi sunt liberi.

A NOTE FROM HEAD OF SCHOOL



School Picture Day
Spring 2020



Organic Farming Class
Spring 2021



On behalf of our faculty, I'm delighted to welcome your children to HCHC Leadership Academy – an *inclusive* private school for homeschoolers, where our direct mission is to provide students with a high-quality Montessori-style, child-led learning experience, including socialization and group field trip opportunities.

Students are encouraged to move about freely, ask questions, and learn through guided play. They're given the freedom and space to explore, discover, and learn at their own pace.

Students develop grit and character by learning hands-on in outdoor spaces – light rain or shine – and they acquire unique skills when enrolled in enrichment classes like tennis and archery.

We encourage students to be kind, forthright, and respectful as they strive to uphold the Student Pledge and build lifelong friendships with classmates.

HCHC's Leadership Academy offers **e-learning** and **in-person instruction** with a 4-hour drop-off program. Every Tuesday and/or Thursday from 10AM to 2PM students enjoy group classes at one of our campuses. There's minimum grading/testing but transcripts are available for HS students upon request for a nominal fee.

Rayna Remondini is an American educator and founder of the non-profit organization Howard County Home-Educators Corp., and its accredited Umbrella Group and Leadership Academy headquartered in Columbia, MD. She's a Mom of 6, Tinkergarten Leader who enjoys hiking and swimming. She currently resides in Frederick, MD with her 3 young sons and husband.

This school handbook provides you with basic information about the Howard County Homeschooling Cooperative (HCHC), headquartered in Columbia, MD. It covers our philosophy and expectations for staff, parents, and students. Take the time to carefully read these pages and reference them when needed.

Thank you for choosing HCHC to enrich your home education program. We promise to gently guide your child(ren) and encourage a lifelong love of learning. We look forward to another successful year with our talented staff and student body. Welcome to the Community!



SCHOOL POLICY

[CLICK HERE](#) to view full policy and guideline sheet.

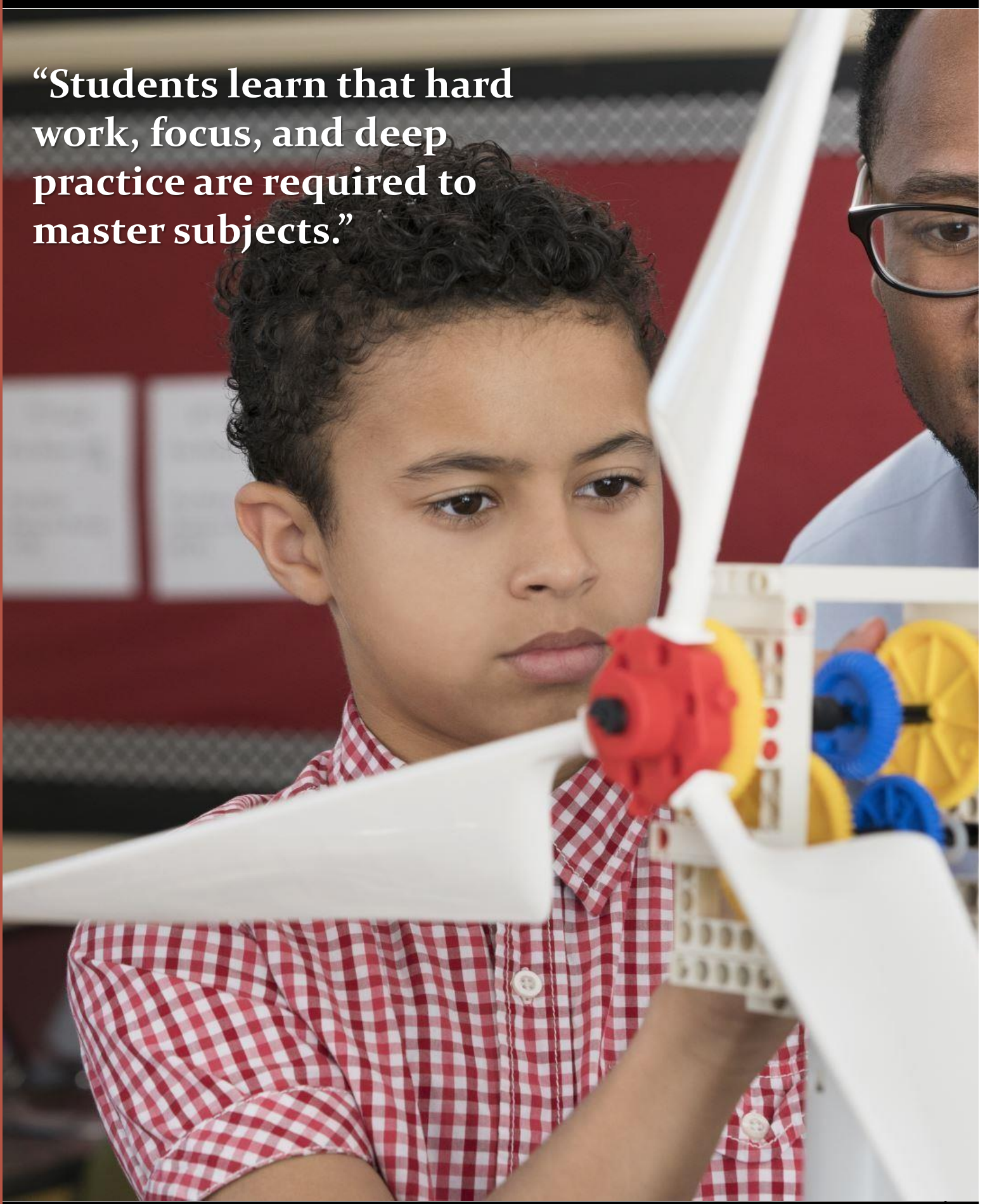
01 ATTENDANCE POLICY

Co-op is a year-long commitment and attendance matters. While we do not enforce or penalize student tardiness and excessive absenteeism, we do ask that families arrive on time and give written and/or verbal notice when there is an expected or unexpected absence. Tuition is not refunded, pro-rated, nor reimbursed for tardiness or absences.

02 CELL PHONE POLICY

We understand parents' desire to stay in touch with their children. And while we permit students to bring cell phones on campus, the device must be housed in the student's backpack. Cell phones must not be present or out in the open during class, unless otherwise instructed by the teacher. Students are permitted to make use of their phones only during lunch and recess. However, we ask that students refrain from using apps like Tik Tok and YouTube. Other electronic gadgets such as personal laptops and tablets are welcome in the classroom when used for learning purposes.

“Students learn that hard work, focus, and deep practice are required to master subjects.”



PARENT INVOLVEMENT

Parents are expected to participate at Day School a minimum of 2x times during the fall semester and 2x times during the spring semester.

VOLUNTEERISM –

Parents play an important, key role in keeping student tuition costs low and affordable. Your volunteerism helps to offset overhead costs for facilities, materials, instructors, and insurance.

VOLUNTEER DUTIES:

- Co-op Assistant
- Committee Member
 - Field Trips & Events (FT&E)
 - Parent Volunteer (PVC)

ASSISTANT–

Arrive early to assist with co-op set-up and break down. Assist assigned teachers when needed.

COMMITTEE MEMBER –

Play an active and supportive role in your child's co-op experience by volunteering your time and taking a seat on any parent-led committee. Parents/Guardians are given a voice (*and vote*) to impact and influence important decisions such as field trip destinations and school fundraisers.

Unable to Volunteer?

Pay the \$97 Opt-Out Fee (per family)



SCHOOL POLICY

[CLICK HERE](#) to view full policy and guideline sheet.



07 FIGHTING POLICY

While conflict among students happens, it should never get physical. Students involved in any physical altercation will be expelled from the program and asked to leave the premises immediately. Tuition is not refunded, pro-rated, or reimbursed when students are expelled.

Physical Altercation –

A physical confrontation or physical aggression that may or may not result in injury. Physical altercations involve the use of force or violence including (but not limited to) kicking, punching, scratching, spitting, biting, slapping, pushing, or pulling of hair.

08 SEARCH & SEIZURE POLICY

While we respect each student's right to privacy, HCHC reserves the right to search through a student's backpack and/or other personal effects if there is probable cause to believe the student is in possession of something illegal and/or harmful such as illicit drugs, a firearm, matches, or pornography. If a student is found in possession of any such items, they will be expelled from the program. Tuition is not refunded, pro-rated, nor reimbursed when students are expelled.



CO-OP DAY SCHOOL

9 out of 10 instructors at HCHC are state certified teachers who use state-approved secular curriculum. They review course material and support parents by assigning weekly lessons to master at home.

Students spend the day in Montessori-style, mixed-age classes. This arrangement creates a strong sense of community where younger children get a sense of security from older students, and upper classmen gain a sense of accomplishment from mentoring younger classmates.

A DAY IN THE LIFE

9:45am – Drop-Off

10:00am – Morning Activity

11:00am – Morning Study

12:00pm – Lunch Break

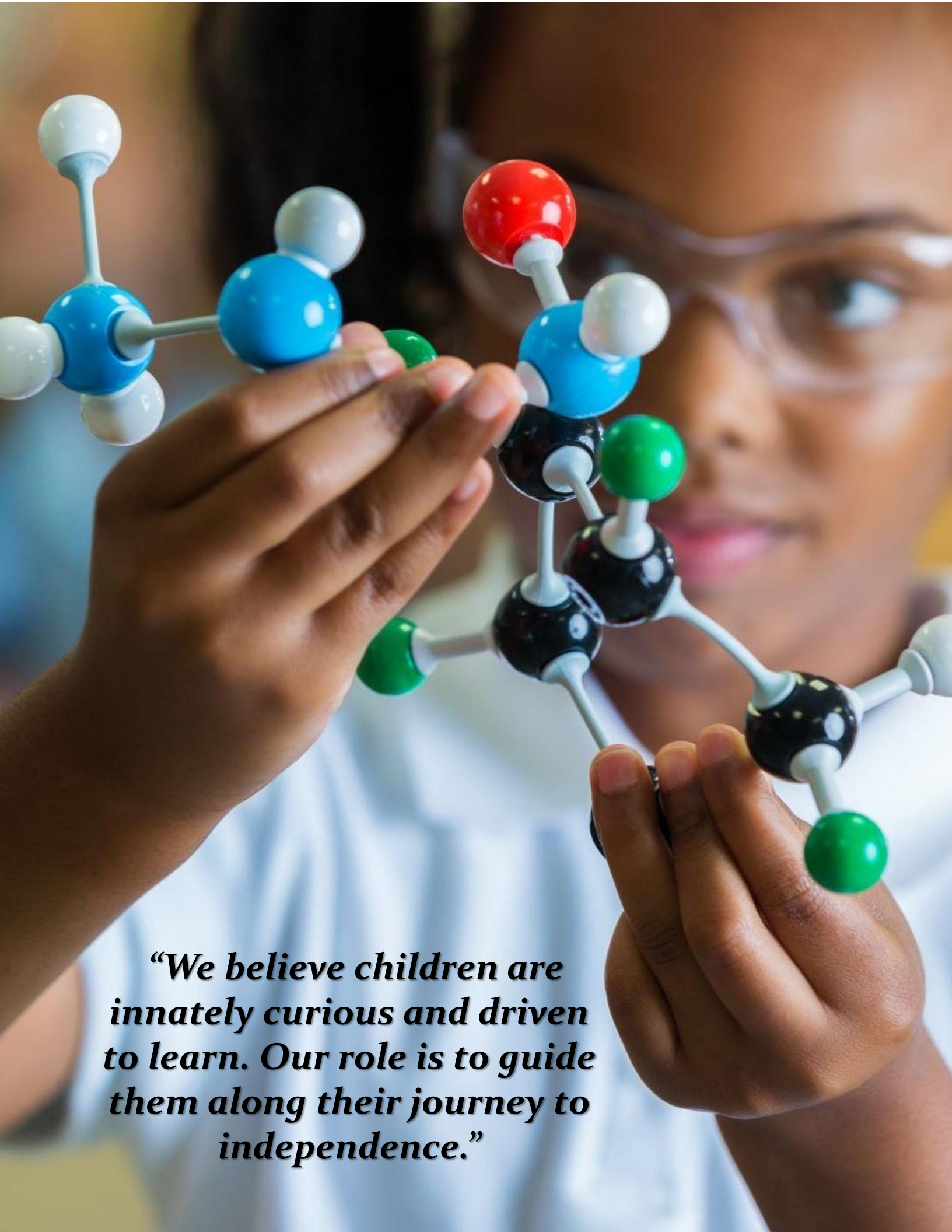
12:30pm – Outdoor Recess

1:00pm – Afternoon Study

2:15pm – Pick-Up*

PU after 2:15pm incurs a \$35 Late Fee

Enrichment courses offered by the Cooperative are considered as supplemental education by the State of Maryland. Parents are fully responsible for providing “...regular and thorough instruction...” as mandated by **COMAR 13.20.01**.



“We believe children are innately curious and driven to learn. Our role is to guide them along their journey to independence.”



GROUP FIELD TRIPS

We host regular social events, gatherings, and field trips throughout the school year. These events are regularly posted to the school calendar, Facebook, and Meetup.


Social Events Include:

- Picture Day
- Holiday Parties
- Scavenger Hunts
- Science Fair
- Spelling Bee

The Field Trip and Events Committee (FT&E) schedule school field trips on a regular basis. Past field trip destinations have included:

Field Trips Include:

- Museums
- Gaver Farm
- Medieval Times
- Franklin Institute
- Baltimore Aquarium

A young girl with brown hair tied in a small ponytail with a white hair tie, wearing a blue and white striped t-shirt and pink shorts, is sitting on wooden stairs. She is looking down at a tablet device she is holding with both hands. The stairs have a wooden handrail and the wall behind her is painted in alternating yellow and light blue horizontal stripes. The lighting is soft and natural, suggesting an indoor or shaded outdoor setting.

“SPEAK TO YOUR
CHILDREN AS IF
THEY ARE THE
WISEST, KINDEST,
MOST BEAUTIFUL
AND MAGICAL
HUMANS ON
EARTH. FOR
WHAT THEY
BELIEVE IS WHAT
THEY WILL
BECOME.”



BULLYING POLICY

We Value Community Over Competition

The Anti-Bully Policy exists to deter and stamp out any hostile behavior(s) that would threaten to disrupt our harmonious learning environment and impede upon the healthy development of students.

SUSPENSION – If found culpable of bullying, a parent meeting will result for the 1st infraction, with a 2-4 weeks suspension for a 2nd infraction.

EXPULSION - If found culpable of bullying for a 3rd time, students face expulsion from the program.

PLEDGE – [Click here](#) to view the Student Pledge.

All students are enrolled on a provisional basis for 60 calendar days to ensure that our program is the right fit. Students must demonstrate personal, social and intellectual character traits that will help them excel in our program.

Bullying defined as:

CYBER - Hurtful messages sent via digital devices

VERBAL - Name-calling, teasing, taunting, slurs

PHYSICAL – Kicking, punching, biting, spitting

RELATIONAL – Excluding, rumor-spreading

Student Bill of Rights

Each student has a right to:

1. Be treated with respect
2. Learn in a safe & friendly environment
3. Receive help & support from caring adults



SCHOOL TUITION

MONTHLY FINANCING AVAILABLE

60-minute Class – Each class cost \$30.00/ ea.

90-minute Class – Each class cost \$45.00/ea.

Balance Due – Student(s) must have < \$500 tuition account balance to enroll in the next term/semester.

Loyalty Discount – Returning families receive a 10% discount for consecutive and subsequent terms.

Military Discount – Inquire about 15% rebate.
Send proof of active service to qualify.

Sibling Discount – 30% for subsequent children.

DEFAULT – Students are not eligible to attend class when payment plan(s) are placed into default status. Parents will need to remedy all past due amounts in order to reinstate their child(ren) into the program.

REFUND POLICY

*Partial refunds are issued within
30 days of your written request.*

Partial Refunds – Up until the 3rd week of classes, partial refunds can be processed. SEE: [Request Form](#)

Suspension/Expulsion – Students absent due to behavior issues are not entitled to refunds (partial or otherwise) nor pro-rated tuition.

Missed Classes – No reimbursement, refunds, nor pro-rations are given for missed classes.

Balance Due - Student(s) must have < \$500 tuition balance to enroll in the next term/semester.

Continued Payments – When your child finishes or completes a term/semester, you may find yourself continuing to make tuition payments on plans amortized > 9 months.





MASK POLICY

HCHC does not require that parents submit medical or vaccination records. We have no religious nor political stance regarding face masks and coverings. Our focus is keeping our student body, staff and parents safe from COVID-19 exposure in an in-person, learning environment.

09 HEALTH & WELLNESS POLICY

When attending co-op, please make certain your child does not have a yellow or green mucus filled runny nose, acute cough, or high fever. Please help us lower the spread of contagious viruses, by erring on the side of caution and staying home until your child is healthier. Staff may ask sneezing and/or coughing students to wear masks indoors.



SUPPORT SCHOOL CHOICE

Help continue our support of homeschooling families when you [donate](#) a small amount to the organization each month. \$5, \$10, \$50 goes a long way to help a child and family in need.



Teachers Pay Teachers



amazon smile
You shop. Amazon gives.



 [Donate Now](#)



HCHC Leadership Academy
9091 Snowden River Pkwy
Columbia, MD 21046



(802) HCH-C099
802 424 - 2099



info@hchomeschooling.org



EQUAL OPPORTUNITY EMPLOYER

HCHC Leadership Academy does not discriminate in admissions, the award of grants and scholarships, nor employment based on race, religious creed, ancestry, sex, national origin, or handicapped status in violation of existing state or federal laws and/or regulations.