

# Williamson County Christian Homeschool Co-Op 2017-2018 Handbook

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## **I. Mission Statement**

The Williamson County Christian Homeschool Co-Op exists to provide extra-curricular activities, social opportunities, and most importantly, educational classes in a Christian environment for like-minded homeschool families. Classes will encourage salvation and personal growth centered on God's Word, the Bible.

## **II. Membership Requirements**

- A. Children must be raised in a Christian home.
- B. Members must complete the application and all other requested documents (see checklist), and pay all fees by the given deadline.
- C. A family must have at least one child that is school age.
- D. Parents must agree to and adhere to the Statement of Faith
- E. Members are responsible for keeping all contact information current.
- F. All teachers in the CHC must be current members of the co-op.
- G. Applicants must list a personal reference, know someone in the co-op personally that could provide a reference, or agree to an interview.

## **III. Registration/ Fee Policy**

- A. Registration is \$75/semester. Please write a check of \$50 to the hosting venue as a love offering for use of their facility. A second check made out to Amy Traynor for \$25 will be used for administrative purposes such as paper, copies, stamps, and other supplies. This is due two weeks after you are accepted into the co-op unless permission by leadership is given for an extended deadline.
- B. Individual classes may have a separate fee for supplies. The teacher of each class determines these fees.. Checks should be made payable to the teacher of each class. (Teachers may not make a profit from teaching a class. If a teacher has unused funds at the end of the Co-op year, those funds should be refunded to the students' families or used for class activities.)
- C. No refunds of registration or class fees will be given, but families will always have adequate notice of any fees due beforehand.
- D. Other activities and field trips may have additional fees. Details will be provided if needed.
- E. Leadership reserves the right to "unenroll" families that may be delinquent on any payments due. In this way, we can make room for new families who are committed to full participation in the CHC.

## **IV. Attendance/ Tardies**

- A. Attendance will be called during morning assembly. Each family will be expected to say "here" and how many adults/kids are present.
- B. Only two absences are allowed per semester. The CHC desires to have active families participating each year. This allows for any illnesses or unexpected emergencies that may happen.
- C. In case of an absence, it is the responsibility of the teacher to leave detailed lesson plans for his/her replacement.
- D. As soon as you are aware you will be absent, Amy Traynor must be contacted immediately at 512-987-9825. She must also be notified of who the substitute is for that day.
- E. Failure to contact leadership will be classified as a no-show and may lead to dismissal from the group.
- F. Members must be fever free, no vomiting or diarrhea, or other illness-related symptoms for 24 hours before co-op. If anyone in your family has been sick, please stay home (but find a sub!).

## **V. Communication**

- A. Please be on time for morning assembly. Any announcements that need to be made will be given during this time. These may include but are not limited to Mother's Night Out opportunities, field trips, or other Co-Op policy reminders, etc.
- B. Each teacher will have access to a roster with their students' names, parents' names, and contact information from the website. Teachers may use this contact information to communicate with parents' about any homework assignments, disciplinary concerns, or other information (ie. Wear something old because we will be getting messy today!).
- C. All activities will be available on the website calendar.
- D. If you have any questions or concerns, you may text/call Amy Traynor at 512-987-9825 or email at atrayn829@gmail.com

## **VI. Supervision**

- A. Students must be supervised at all times.
- B. For the 0-2 year old class, one adult for every 2-3 children is required in the classroom. No less than 2 adults will be assigned to that class.
- C. For the 3-4 year olds, one adult for every 4 children is required in the classroom. No less than 2 adults will be assigned to that class.
- D. For any classes K and up, 1 adult for every 8 students is required in the classroom.
- E. All students must have a parent on campus during co-op hours. The CHC is not a Mother's Day Out or Babysitting Program.
- F. In the case of an extreme emergency, when a parent must leave the premises without taking her child(ren), a sign-out sheet will be available. The parent must list the person on-campus who is responsible for her child, where she is going, and a number at which she can be reached.
- G. There may be times we have visitors on campus. They will be asked to sign-in and wear a nametag. These may be (but are not limited to) immediate family members visiting for the day or prospective CHC members.

## **VII. Discipline (Matthew 18:15)**

- A. Step 1, Communicate with the student: If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken.
- B. Step 2, Behavior Notification/Parental Notification. If a student is told of a problem by an adult and he/she responds disrespectfully, fails to correct the problem, or if the offense is considered serious by the observant adult, a behavior notification form will be completed and filed in the family's folder. The adult involved will also inform the parent of the situation and expect this adult to discipline the student accordingly.
- C. Step 3, Behavior Notification/Parental Supervision: If a student requires further discipline, the student may be required to have a parent with him/her at all times. This will include having a parent walk the student to each class, assist in the student's classes, sit beside the student during lunch, etc. The student and adult are both expected to accept this discipline measure with positive, cooperative attitudes.
- D. Step 4, Dismissal: Failure to comply with the above can result in dismissal.
- E. Additionally, at the discretion of Leadership, a student or family can be dismissed from the CHC for any single violation that Leadership determines to be extreme or immoral. Such violations include, but are not limited to, possession of unlicensed firearms or drugs, violence, lewd/obscene behavior, extreme bullying, breaking of the Christian living statement on the Statement of Faith, etc. Dismissal for behavioral problems does not release the family from fee obligations.

## **VIII. Facility Use**

- A. Keep halls clear during class times. All students must be in a class.
- B. Please throw away your trash.
- C. Red drinks are not permitted in the church building.
- D. At lunch, please dispose of all your trash and clean up your area, including wiping down the table with a wet paper towel or wet wipe.
- E. Students are not permitted to eat in the auditorium or play on the stage.
- F. Do not chew gum in the church building.
- G. No food or drinks in the auditorium.
- H. Do not bring pets on the premises.
- I. Church instruments/equipment are not to be touched.
- J. Please immediately notify Leadership of any damage to the building or grounds.
- K. Any purposeful acts of vandalism can result in immediate expulsion.

## **IX. Safety Guidelines**

- A. Please walk only. Do not run in the building.
- B. No rollerblades, roller shoes, skateboards, bicycles, tricycles, unicycles (anything with wheels other than cars)
- C. No water guns (unless specifically requested by a leading adult for an activity), knives, laser pointers, lighters, or any other dangerous or distracting items are allowed on church property.
- D. Drive slowly and carefully through the parking area.
- E. No tobacco or alcoholic products or illegal substances are allowed on campus.
- F. Sports equipment (basketballs, soccer balls, etc) may only be used during class time or recess.
- G. If an adult needs to leave campus for any reason during co-op hours, he/she must sign out on the sign-out sheet before leaving, even when taking their children with them.

## **X. Emergency Procedures**

- A. If the building needs to be evacuated, go to the nearest exit and gather in the parking lot. Please stay with your class both as you leave the building and as you return, allowing younger classes to re-enter first. Stay outside until the "all clear" is given.
- B. If emergency shelter needs to be taken inside the building, everyone should assemble in the hallways.
- C. Please notify Leadership if you have nurse/paramedic training.
- D. Teachers should become familiar with your classroom's evacuation route. Fire and emergency shelter drills may be randomly done each semester.

## **XI. Lunch**

- A. Lunch will be at 11:00am. Parents are responsible for your children during lunchtime. Each family should pack their own lunches.
- B. Lunch will be eaten outside on the ground (you may bring a blanket) or in the Fellowship Hall.
- C. Each family is responsible for cleaning their area after eating. All trash must be thrown away or taken home.
- D. After eating, children are welcome to play in the parking lot or the field beside the parking lot with parental/adult supervision.

## **XII. Co-Op Manners/ Behavior Policy**

- A. Be respectful to all church staff, parents, and teachers.
- B. Be on time.
- C. Turn off cell phones in class (parents and students)
- D. Inappropriate language, conversations, and attitudes are not acceptable and will be subject to discipline.
- E. No name calling, profanity, gossip, or other abusive language is permitted.
- F. No public display of affection will be allowed among students at the CHC.

## **XIII. Academic Conduct**

- A. Parents should monitor their student's daily progress. If a student falls behind, it is the parent's responsibility to bring the student up to speed. Parents may also need to secure outside help and resources with any areas of individual difficulty.
- B. Cheating is grounds for immediate dismissal from the class and from the CHC. This issue will be handled on a case-by-case basis.
- C. Homework may be required in some of the CHC classes. Class descriptions should list whether or not a class will require homework. When a student signs up for a class, he/she is committing to the homework. Completed homework assignments are expected to be turned in on time.
- D. The teacher and Leadership reserve the right to dismiss a student from class if the student repeatedly fails to participate in class and turn in required assignments.

## **XIV. Dress Code (1 Cor. 6:19-20, 1 Thess. 5:22)**

- A. Everyone must dress modestly. The length of shorts, dresses, or skirts should be near the knee. Shirts and blouses must have sleeves and a modest neckline. Tops that reveal midriffs and see-through or skintight clothing are not allowed. Also, clothing should not exhibit inappropriate pictures or slogans nor be excessively ripped or large. Undergarments may not show. Shoes must be worn at all times. Hats and caps should be removed before entering the building. Students with unsuitable clothing will be asked to return home to change.
- B. Students' hair should be neatly styled. No bright colors or unusual hairstyles.
- C. No chains or any form of body piercing (with the obvious exception of girls' pierced ears). In addition, boys may not wear earrings.
- D. Leadership reserves the right to make ongoing decisions concerning dress and grooming issues

## **XV. Withdrawal/Dismissal Policy**

Once you have committed to the CHC, we will be counting on you! Should you change your mind about participation after you have agreed to teach a class on the published schedule or after your children are registered for classes, you will forfeit your membership dues (no refunds) and class fees, and your family will be barred from reapplying for one year. Exceptions resulting from extraordinary circumstances will be considered on a case-by-case basis.

## **XVI. Duties**

- A. **Set-Up Crew:** Each member of the setup crew needs to arrive no later than 8:30 a.m. each Friday. Promptness is vital. Crew members must keep their children with them during setup. Duties include making sure dry erase boards are clean and ready for each class. Setting up tables and appropriate number of chairs around the tables for each class.
- B. **Teachers:** An accurate class description is due July 1 that includes the amount and type of homework that will be given and any class costs parents will be expected to pay or supplies they will be expected to provide. It is your responsibility to purchase any supplies you may need for your class. It is your responsibility to set up any activities you may be doing during class time.
- C. **Assistant Teachers/Helpers:** Your primary responsibility is to support the teacher. Please actively look for ways to do this. The teacher may assign specific duties to you. Beyond that, consider other ways to help such as quieting students, taking role, passing out papers or supplies, etc. Class time is not the occasion for doing other tasks, visiting with friends, talking on the phone, etc. Assistants who serve diligently and wholeheartedly each week truly allow the CHC to function at its best! Assistants have the authority to correct any student's behavior. Should a student fail to respond appropriately, please refer to the Discipline Policy in this handbook.
- D. **Cleaning Crew:** Every cleaner is needed to stay at the CHC until the entire building has been cleaned. Childcare will be provided for the cleaning crew's children up to third grade. All children fourth and up must stay with their parent the entire time and assist in the clean-up.

## **XVII. Miscellaneous**

- A. **Nametags** (which the CHC will provide) are required to be worn on the front of your shirt or blouse by all students and parents in order to enable the teachers to learn the students' names.
- B. **Inclement weather:** The CHC will follow the Round Rock Independent School District's closure schedule. Should there be snow, ice, or other inclement weather on a Friday during normal co-op operation, please watch local news channels or listen to local radio stations that morning for the RRISD announcement of school closure. In the event of RRISD late start, the CHC will begin at the same time (typically at ten o'clock) and run late.
- C. **Children with special needs:** The CHC does not want to discriminate against children with learning differences or serious disabilities. However, we are not equipped to meet the needs of certain disabilities or special needs. Out of consideration to our teachers and other students, we ask that parents inform their teachers in advance of any learning differences or special needs your child may have. In certain cases, leadership may meet with the parents and teachers to determine what would be in the best interest of the CHC and the student in question. The CHC reserves the right to deny enrollment upon such consideration.
- D. **Children with food allergies:** Some teachers do use food as part of classroom instruction. Use of food in the classroom should be included in the class description. It is the parents' responsibility to inform the teacher of any food allergies their child may have.
- E. **Leadership Decisions:** All final decisions regarding the co-op will be made by Leadership. If the leadership team cannot come to an agreement, the director will make the final decision.

# **Williamson County Christian Homeschool Co-Op Statement of Faith**

The CHC holds the following statements of Christian belief to be the foundation on which we will operate:

1. We believe the Bible to be the only authoritative Word of God, inerrant and infallible. (2 Timothy 3:16)
2. We believe there is one true God, manifested in three distinct Persons known as the Trinity, the Father, Son and Holy Spirit (Genesis 1:1, John 10:30)
3. We believe in the deity of Jesus Christ, who is the second person of the Trinity and that He possesses all of the attributes of the Father. He is the only son of God. He was born of a virgin and He is God incarnate (both God and man). He is mediator between God and man and will return in glory. (Matthew 16:27)
4. We believe the Holy Spirit, the third member of the Trinity, possesses all the attributes of the Father and the Son. The Holy Spirit indwells, instructs and empowers all believers for spiritual service. (Matthew 28:19)
5. We believe in the bodily resurrection of the saved and the lost, the saved to eternal life and the lost to eternal punishment. (John 5:28-29)
6. We believe in the present ministry of the Holy Spirit who gives us spiritual gifts for the purpose of equipping us for the building up of the body of Christ. (John 14:26)
7. We believe that all who place their faith in Jesus Christ are placed by the Holy Spirit into the spiritual body of believers known as the church with Christ as the head. Genuine salvation will show itself by righteous attitudes and edifying conduct as a believer submits himself or herself to the control of the Holy Spirit. (Ephesians 2:8-9, Matthew 5:16, Acts 26:20, James 3:13)
8. We believe in the creation of man by the direct act of God. (Genesis 1:26, Genesis 5:1-2)
9. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. We believe that eternal life is a free gift of grace for all who believe. (Romans 3:19 and 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)

## **Denominational Statement**

Our doctrinal statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The areas listed below are left primarily to the teaching of the home and church. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by denominational differences.

1. Church government, authority and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace or baptism of the Holy Spirit
6. Gift of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits

## **Christian Living Statement**

No person is perfectly sinless in this life. The Bible is clear that all people are sinners and fall short of God's glory (Romans 6:23). This is certainly true before we become followers of Jesus, and afterwards we still battle with sin daily (1 John 1:8). Even so, a follower of Jesus should never live his/her life walking in sin. "If we say we have fellowship with him while we walk in darkness, we lie and do not practice the truth." (1 John 1:6). Therefore, any leader or member found to be walking in a pattern of sin -- including, but not limited to, lying, stealing, drunkenness, or any sexual sin (such as pornography, sex outside of marriage, adultery, homosexuality) (1 Cor. 6:9) -- will be gently and lovingly confronted (Galatians 6:1), and every effort will be made to restore him/her back to spiritual health. If (s)he refuses to turn from his/her sin, (s)he may be dismissed from the group.

## **Calendar of Important Dates**

June	Informational Meeting
July 20:	Applications Due
	Class Registrations
	Back to Co-Op Party
Sept 8 – Nov 10:	Fall Semester
	Picture Day
	Fall Open House
	Christmas Party
	Service Project
	Spring Semester Kick-Off
Jan 26- Apr 20:	Spring Semester
Feb 16:	Spring “Fun” Day
	Spring Open House
	Field Day
	Service Project
	Talent Show
March 16/March 30:	No classes due to Spring Break and Good Friday