



## Participation Handbook

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## ***SECTION 1 – MISSION AND PURPOSE***

### **OUR VISION**

Our goal is to strengthen the homeschooling families of the local churches by sharing in the day to day activities and burdens experienced by homeschooling families.

### **MISSION**

These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. -Deuteronomy 6:6-7

Christian Heritage Homeschool Cooperative (CHHC) exists as a group of Christians who are passionate about following Christ completely and training up the next generation in the ways of Christ. It is our desire to equip and encourage your family in the knowledge of God's Word as we learn how to live a life set apart for the purposes of His Kingdom. We will bear one another's burdens, cultivate friendships, learn together, and grow together.

### **PURPOSE**

We are a Christ-centered homeschool co-op based in Southeast Tucson. As a “threefold cord is not quickly broken”, we come together pooling our skills, talents, knowledge and resources to strengthen and enrich the education of our children and each other. We desire to build a community of homeschool families that will bear one another's burdens and equip families to be set apart for the purposes of the Kingdom of Heaven.

- We offer academic and enrichment classes for nursery - 12<sup>th</sup> grade.
- Classes are led by parents of the co-op.
- We meet once a week on Mondays at Saguaro Canyon Church for 12 weeks each semester.
- We have a fall semester, September – December, and a spring semester, January – April.
- Class days are closed campus, meaning one parent per family stays and participates by teaching or assisting in a class for the duration of the co-op class day.
- The class day begins at 10:30am and ends at 2:00pm.
- We are as much for the uplifting and strengthening of the parents as we are for the students.
- There are multiple Field Trip opportunities throughout each semester.
- We offer a variety of Mom's Nights throughout each semester.

### **STATEMENT OF FAITH**

We function as a Christ-centered co-op by aligning our decisions with the ethical and moral truths established by God in the Bible. Our focuses include: training up generations in the ways of the Lord (Deuteronomy 6:6-7), bearing one another's burdens as the church was instructed to (1 John 3:16-18; Acts 4:32), and learning how to live lives that bear Heavenly fruit and bring glory to God (John 15:5).

Approved participating families **are not** required to sign the Statement of Faith. Following the example of Christ, we are evangelistic in that our co-op is open to every homeschooling family. **Only teachers and leadership are required to sign the Statement of Faith.**

Our statement of faith includes only some of the important truths to know and believe as a Christian, but it is a set of truths on which all true Christians agree. It concerns the Person and work of Jesus Christ as revealed in scripture. It is the faith that was delivered to the saints which distinguishes believers from non-believers.

#### We Believe

- The Bible, In its original writing, is the inspired, inerrant and infallible written Word of God that speaks with the ultimate authority concerning truth, morality, and the proper conduct of mankind. It is profitable for doctrine, for reproof, for correction, for instruction in righteousness. (2 Timothy 3:16-17; 2 Peter 1:21)
- God is eternally existing in three distinct and unified persons; God the Father, God the Son, and God the Holy Spirit (Revelation 1:8; 1 Peter 1:2)
- Although originally created in the image of God, through the disobedience of Adam, man fell into a sinful and spiritually impotent state, totally unable to justify himself before God (Genesis 1:26; Romans 3:23).
- Jesus Christ is the express image of the invisible God, which is to say He is God in the flesh; that He became man, yet without sin, being conceived by the Holy Spirit and born of the virgin Mary; that He died on the cross as a propitiation for sin; that He arose from the dead in the body in which He was crucified; that He ascended into heaven in that body glorified, where He is now, our interceding High Priest; and that He will return again personally, visibly, and gloriously. (John 1:1-2, 14; 2 Corinthians 5:21)
- Salvation is wholly of God, by grace. That God, in love, gave His Son to die on the cross for sin, thus purchasing the redemption of those who believe on Him. This salvation is not merited in any way by man; however, God commands men everywhere to repent of sin and believe in Christ, “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.” (Ephesians 2:10)
- While walking in good works and as a part of our good works, Christ followers are called to love one another as Jesus does in spirit, truth, and deed (John 13:34-35; 1 John 4:20)
- God, the creator of the universe, created a perfect order in all things. From the Stars to Marriage, from Cherubim to biological identity, all things have a purpose and express His unfathomable wisdom. As mankind departs from this order, the wrath of God is revealed (Romans 1:18-32).

## ***SECTION 2 – PARTICIPATION CONDITIONS AND REQUIREMENTS***

### **PARTICIPATION CONDITIONS**

Participation is open to homeschooling families in the Tucson area based on available space. As defined by Arizona Homeschool Law/State Code, “Homeschool” means a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the child or nonpublic instruction provided in the child’s home.”

Families that desire to participate in the co-op may send a request to join through our website at any time during the year. Space is limited each semester, so requests to join will be assessed based on space. Families that wish to continue their enrollment will have priority and be able to carry their enrollment to the following semester. If a family is approved they are invited to register for the next semester’s classes.

Families commit to a full 12 week semester. Becoming a participating family of the co-op demonstrates a heart willing to serve the group in one or more aspects.

Students depend on the teachers to follow through with their commitment to teach the classes they have volunteered for. It is important that incoming families understand the requirement to commit to a full, 12 week semester. If there are ever any unforeseen circumstances that requires a family to break their commitment with the co-op and therefore withdraw, the family must inform a person in leadership in writing as soon as possible. If a family must withdraw in this manner, leadership has the discretion to grant or deny participation in the future.

### **PARENT PARTICIPATION**

Each participating parent will be assigned a position at the co-op that will continue for the duration of the semester. If the parent has not volunteered to teach a class, they will be assigned to assist in a classroom or wherever is seen as necessary. Each parent is required to participate during each block.

### **CLOSED CAMPUS**

Since we operate as a cooperative effort by the participating parents, there is a closed campus during class days. CHHC is not a drop off co-op, this means that each child enrolled must have a parent that stays to participate as assigned/volunteered during the time that the child is there. If a parent is found to be in violation of this, a leader will contact them by phone or e-mail. Continued violation may threaten the family's co-op participation.

### **GUARDIANSHIP**

In limited situations, we will allow guardianship to temporarily be transferred to another participating family of the co-op. The guardianship form is found on the website and must be approved by a member of leadership before the temporary change can occur. This form may be necessary in the event of a one-time circumstance like being sick on a co-op day, **or** when a family has circumstances that justify a guardianship transfer for more than 2 weeks.

### **FINANCIAL/MATERIAL SUPPORT**

From a corporate and financial view, we are an independent, unincorporated, unorganized, non-denominational, and non-501c3 private fellowship of Christians branching from the local church bodies. The reason for this is because we **do not** desire to operate as a legal entity, rather a true spiritual organism where each family gives of their time, skills, knowledge, finances, and resources as the group needs. The only financial obligation of each family is the obligation to cover the cost of materials for their child(ren) to participate in each class they are signed up for. These material donations or financial reimbursements will be given by the family directly to the teacher with no mediation. There are many other financial and material burdens to operate a co-op, these other costs are not the obligation of the participating families. The co-op will be entirely dependent on the free-will material and financial gifts of the participating families. Material and financial gifts and donations to bear the burdens of operating a co-op will **not** be tax deductible. As we come together in one accord (Phil. 2:2), working toward the same goal (Eph 4:11-15) we ought to give out of the overflow of our hearts in love towards one another and Christ (Prov. 4:23).

## ***SECTION 3 – SCHEDULE AND CLASSES***

### **Usual Co-op Day Schedule**

10:30am – 10:45am	Check in
10:45am – 11:20am	Chapel
11:25am – 12:15pm	Block A
12:20pm – 12:50pm	Fellowship and Lunch
12:55pm – 1:45pm	Block B
1:45pm – 2:00pm	Clean up

### **Worship and Chapel**

Each co-op morning, it is our desire to come together in one mind towards our mission. In order to do this, each family will be expected to attend morning Worship and Chapel and sit together as a family. During this time we will worship and pray together, hear a bible lesson, a wise word, instruction in the ways of Christ, and/or encouragement for our spirits about living lives set apart for the Kingdom of Heaven. We will also give important announcements during this time.

### **Fellowship**

Chapel, class, and clean up time do not allow for a great deal of open conversation. In our mission to grow in relationship and bear one another's burdens, we ought to spend time getting to know each other, comforting each other, and edifying one another (1 Thes 5:11). So, each co-op day, between block A and B classes, we will have a short time for fellowship and lunch.

### **Teacher Qualifications and Expectations**

Twice a year, you have the opportunity to bless students in the co-op by teaching something you enjoy. While participating parents are not required to teach a class, we are dependent on parents' willingness to teach to provide a variety of classes for our students. If you are a homeschooling parent, have hobbies, knowledge, resources, or curiosity about a specific topic, then you have the ability to teach! We do not require a specific curriculum for classes. We ask all teachers to fill out the Teacher Application and sign the Statement of Faith, keeping in mind that all classes will be taught through a Christ-centered, Biblical worldview. Teachers will be expected to purchase/obtain class materials for their class.

It is the teacher's obligation to inform parents if the student is not participating in the class, is not completing class assignments, is not submitting homework, or does not appear to understand the subject matter.

### **Class Proposals**

As we are a cooperative effort by each family enrolled in the co-op, our classes will be determined by what the group needs or is interested in. An opportunity will be given to submit class ideas by both the students and parents. Proposals will open mid-way through the current semester for the following semester. Teachers will determine the makeup of the class and submit a class description along with a material list/class budget. Class descriptions consist of; the class title, a short description, age/grade range, material list/cost per student, class size minimum and maximum, and any necessary skills to participate in the class. Not every class idea is necessarily approved, as leadership will determine the suitability of

proposed classes. Once a class description is published, teachers must stay within the structure of the class description.

### **Class Material List/Budget**

To help keep class costs as low as possible, we encourage teachers to submit a list of materials that will be needed for their class when submitting the class description. By doing this, the families of the co-op can donate needed materials. In the event that materials cannot be provided for a class by the co-op families, it is requested that class budgets be kept as low as possible.

### **Teacher Assistants**

Teacher Assistants will be assigned as needed. If assisting in a class it is crucial that you get involved. The teacher will be dependent on you helping to maintain discipline, encouraging student participation, assisting in handing out materials, and showing interest in the class. If you are assisting a class with the younger children, we encourage you to get down on their level and interact/play with them whenever it is possible. Once class size and availability have been taken into account, teacher and assistant positions may be reassigned by leadership if necessary.

### **Class Registration**

Once class descriptions/budgets are finalized, leadership along with the Class Coordinators will determine a schedule for the classes each semester. The schedule and class choices will be posted on the co-op website for preview prior to class registration day. Once a class is full, registration will no longer be available for it. On the other hand, if a class does not meet its minimum registration requirement, it may be canceled.

Registration is based on age. Students will be registered for classes based on the typical school grade level they would be assigned to. Based on the parent's assessment, a child may be assigned to a lower or higher grade level. In turn, based on the student's performance in the class, the teacher has the ability to request the student be reassigned for the good of the class.

## ***SECTION 4 – OPERATIONS, POLICIES, & AGREEMENTS***

### **Communication Folders**

Each family that is enrolled is given a folder that will be added to our communication bin. This portable file bin will be located on the check-in table in the Worship Center. These folders can be used like mailboxes. In these folders you can leave thank you cards, notes, words of encouragement, etc. for friends and teachers and to communicate with leadership. Be sure to check your family's folder each co-op day.

### **Name Tags**

Each semester, students and parents will be provided with name tags that must be worn each co-op day. Nursery and pre-school children will have sticker name tags while Kindergarten-High school students and parents will have a name tag attached to a lanyard. Name tags can be picked up each co-op morning from the check-in table. Lanyards will be collected at the end of each co-op day so they do not get taken home and forgotten or lost.

## **Absences**

Families enrolled in the co-op are expected to attend each co-op week. In the case of an illness or an unexpected emergency, where one or more of the family members cannot attend, it is the responsibility of the parent/teacher to make sure their classes are taken care of for their absence. This would include a class plan and materials making it to the co-op and finding a substitute. The co-teacher or teacher assistant, if there isn't a co-teacher, would be expected to fill in for the class during the teacher's absence. Be prepared by communicating with your co-teacher or teacher assistant ahead of time if it seems like you or your children are coming down with an illness and may not be able to attend. If you are going to be absent call your teacher assistant to arrange leading the class for that day. **Then**, text or call the Class Coordinator to let them know of the arrangements. Arrangements must be made by **speaking with** the other adults. Texts and voice messages are sufficient **only if** the other adult responds.

In the event that only the parent is ill and the children are able to attend that co-op day, they can attend with the other parent, a grandparent, or another parent of the co-op. In this case, print out the Guardianship Form from our website and send it along with the adult who has agreed to care for them that day. Be sure to inform leadership of these arrangements as soon as possible.

## **Guests**

Children who are not enrolled in the co-op are not permitted to attend classes. Visitors are allowed if approved by leadership prior to the co-op day. If approved, a guest tag will be available at the check-in table along with your family's lanyards. Guests will stay with the parent of the host family during the co-op day unless leadership has pre-approved the visiting children to attend a class appropriate for their grade level.

## **Lunch**

Each week please bring a hearty snack or lunch to eat during fellowship time. All liquids must be clear. Mark your child's name on any containers sent.

## **Illness**

Anyone experiencing the following symptoms are asked not to attend co-op:

- Fever of 100°F or higher
- Vomiting and/or diarrhea within the last 24 hours
- Productive cough **with** fever **or with** sore throat
- Green or murky discharge from the nose or eyes
- Rash
- Head lice

## **Erik Hite Playground**

For safety purposes, all co-op students 5<sup>th</sup> grade and younger will not be permitted on the playground without the accompaniment of an adult that has agreed to stay at the playground with them. If students go to the playground during the co-op day, they should leave with plenty of time to get to chapel and/or classes on time.

## **Evacuation**

In the event of an evacuation, vacate the building with your students through the nearest exit in a calm and safe manner. **Do not** attempt to reunite with your children before evacuating. Teachers and assistants will make sure all of their assigned students are accounted for, vacate the building, and quickly walk to the front parking lot.

## **End of Day Pick Up**

All nursery, preschool, and kindergarten children will wait in their block B classroom until they are picked up by their parent. If you have children that are kindergarten or younger, please pick up your children when you are finished cleaning your classroom.

## **Clean Up**

As good stewards of the space entrusted to us, we want to leave it in better condition than we found it. During the last 15 minutes of the co-op day, everyone will assist in cleaning up the co-op areas. This will include picking up crumbs and trash from the floor, wiping down tables and counters, sweeping, vacuuming, mopping (if needed), putting tables and chairs away neatly, etc. Clean up will be a cooperative effort of both the parents and the children. Remind your children that many hands make light work and encourage them to do their share of clean up, not waiting to be asked. Children should not be running around during clean up.

## **Student Expectations**

**Use time wisely**

**Put others before yourself**

**Listen and follow directions and instruction**

**Integrity in all things you say and do**

**Forgive as Christ has also forgiven you**

**Take care of the areas entrusted to our use**

## **Parent Expectations**

Since our co-op cannot function properly without the active participation of each person involved, CHHC parents will be expected to:

- Read all materials given to them. The main channel of communication will be email, be sure to fully read all emails.
- Cooperate with policies and operating procedures to ensure co-op days go as smoothly as possible and there is peace between all co-op families.
- Come to co-op willing to help wherever there is a need.

## **Discipline**

As a Christ-centered co-op we believe students should act on their belief in God by being obedient to adults and showing the love of Jesus in the way they treat everyone. Based on the class a student is taking and the classroom it is located in, teachers will explain what is expected of the students during their time in the class. If a student is being disruptive, impolite, or not participating the following discipline process will occur:

- First incident, the student will receive a clear warning from the adult.
- Second incident, the student is removed from the class and the parent is located.
- Third incident, the parent of the student, the student, and leadership will meet to discuss whether the student should continue to participate in the co-op. Furthering incidents may result in the parent being asked to remove their child from the co-op for the remainder of the semester.

## ***SECTION 5 – CONDUCT AND MODEST DRESS GUIDELINES***

### **General Conduct and Modest Dress Guidelines**

We believe that a Christian's life, in all aspects, should imitate the example of Christ as we are also beloved children of God. Therefore, we do not tolerate behavior that is not edifying, not encouraging, or which compromises our Christian views. We must keep in mind that we represent Christ in our actions, words, and thoughts no matter where we are or who we are with. 1 Corinthians 10:31-33 can encourage us in this!

*"So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God – even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved."*

- Name calling, excessive teasing, making fun of another, mocking, etc. bullying will not be accepted.
- Refrain from physical displays of affection indicative of romantic relationships during co-op and co-op functions.
- Alcohol, drunkenness, intoxication, inebriation, and non-prescribed drug use will not be tolerated at co-op or co-op functions. Immediate suspension from the co-op will occur with no warnings.
- All participating families will be expected to help care for the areas entrusted to us for use. This includes treating the areas respectfully, cleaning up afterward, and leaving the areas in better condition than we found them.
- Modest dress will be expected in all circumstances during co-op and co-op functions for both the students and the parents.
- Shirts – must cover the midriff; shirts that are sheer, low cut, strapless, spaghetti strap, or backless are not acceptable; sleeveless shirts should cover the bra straps.
- Inappropriate slogans, words, pictures, or logos are not acceptable.
- Shorts cannot be shorter than fingertip length.
- Skirts and dresses that do not fall right above the kneecap must be worn with leggings.
- Leggings and yoga pants, which do not leave much to the imagination, will not be considered acceptable as pants. If worn, it should be with a shirt/tunic/dress that falls to fingertip length.
- All undergarments should be covered at all times.
- Pants and shorts are to be worn no lower than the waist.