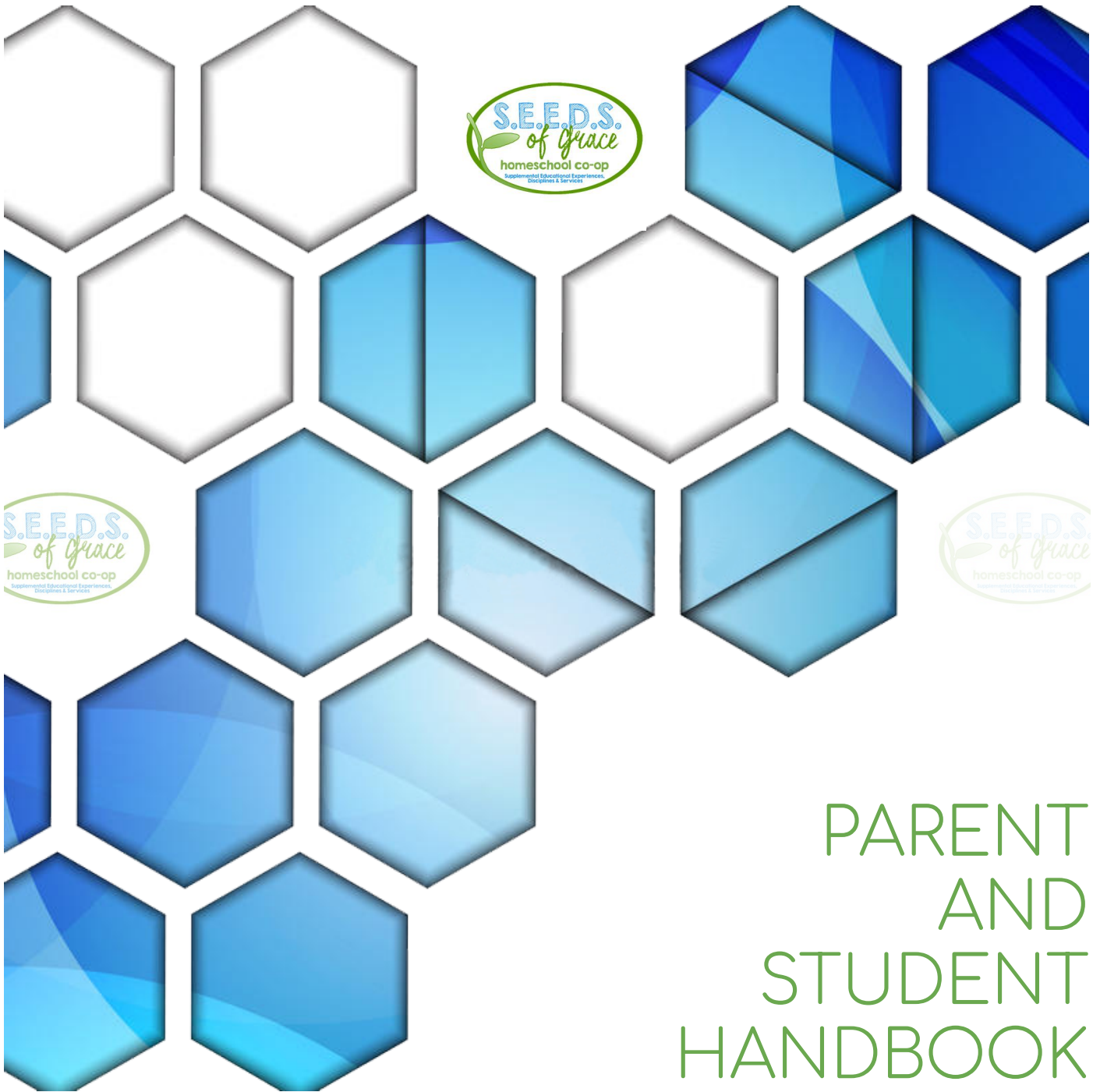


SEEDS of Grace

Homeschool Co-op



SEEDS HANDBOOK

This document represents SEEDS of Grace Homeschool Co-op's objectives and guidelines. They are all based on the desire to hold ourselves to the standards laid out in the Bible, which we see as the only inspired and infallible written word of God.

We expect each member to show thoughtfulness and respect toward teachers, parents, students, leaders, as well as the facility we use. Both parents and students are responsible for knowing and abiding by all of the objectives and guidelines written below.

Participation Requirements	2
Financial Policies	2
Attendance and Expectations	2
Visitors	3
Communication	4
Roles and Responsibilities	4
Teachers	5
Lunch	6
Facility Use and Maintenance	6
Safety	7
Behavioral and Educational Concerns	7
Emergency Procedures	8
Illness Policy	8
Grievances Policy	8
Dress Code	10
Field Trips	10
Resources	10
Code of Organization	11

PARTICIPATION REQUIREMENTS

The SEEDS Committee reserves the right to approve or deny membership to any family, as well as cancel a current membership.

Member families will be defined as parent(s) or guardian(s) and children within the same household, who will fulfill the responsibilities herein.

Members must complete the following upon joining SEEDS or upon renewing membership annually:

- Update website account profile, to include adding any adults or children that will be physically present at SEEDS, current student grades, and pertinent allergy, behavioral, medical, or educational information
- Fill out and submit the New Member Background Check or the Returning Member Background Check for any adult that will be physically present on SEEDS meetings days, not including visitors.
- Read and submit an agreement to the SEEDS Handbook, Constitution and Bylaws, and the Waiver of Liability.
- Read and submit an agreement to or agreement to uphold the SEEDS' Statement of Faith.
- Sign up for and fulfill two (2) End of Day Duty Signups.
- Sign up for and fulfill two (2) Teacher Snack Signup duties.
- Pay an annual \$100 family registration that covers building fees, background checks, website fees, class supplies, events, the annual budget, credit card processing fees, consumables, and copies for the SEEDS school year from August through May. To be paid on the website or cash/checks can be submitted to the address below:

Menchville Baptist Church
c/o Becky Knepp, SEEDS' President
248 Menchville Road
Newport News, Virginia 23602



- Pay any additional class fees.
- Parents of children that have received Committee approval to attend SEEDS with another family, will create and update their own website account and profile, read and submit an agreement to the Constitution and Bylaws, Handbook, and Waiver of Liability, and read and submit an agreement or agreement to uphold the SEEDS' Statement of Faith, as well as submit the annual registration fee.
- Students, aged thirteen (13) years and older at the time of joining SEEDS, will be required to read and agree to or agree to uphold the Student Agreement, which includes the SEEDS' Statement of Faith and the expectations of behavior, comportment, and dress set forth in the Handbook, to be signed at SEEDS.

FINANCIAL POLICIES

- The annual registration fee must be paid before membership registration is approved; the fee is not pro-rated during the year.
- Returning members must pay a \$25 pre-registration fee by 31 May, with the remaining balance due by the first day of class registrations, or the entire registration fee at the time of registration.
- Returning members that do not pre-register must pay a \$50 registration fee, with the balance due by the first day of class registrations, or the entire registration fee at time of registration.
- The annual registration fee is only refundable if membership is canceled by end of the day on the second Tuesday of the member's first session.
- The annual registration fee must be paid before the first day of class registration in order for the member family to register for classes on that day.
- Class fees must be paid by the first day of each session.
- If class fees have not been paid on or before the first day of class, there will be an additional \$5.00 fee applied each week it is not paid and your membership will be in jeopardy of being parked until all fees, including any late fees, are paid.
- Class fees are only refundable if the student's class signup is canceled before the first day of class.

ATTENDANCE AND EXPECTATIONS

SEEDS is a true cooperative, parent-led venture. It is not aduration of their child's attendance. SEEDS' success depends on drop-off school. Parents are required to be present for the entirethe help and cooperation of each of its members.

Participation:

For each of the four (4) sessions, you are required to lead either:

- 2 teacher positions
- 2 nursery/toddler positions
- 1 teacher position and 1 assistant or nursery/toddler position
- 2 assistant positions (approved on a case-by-case basis)

Exceptions approved by Committee:

- New members who are given one 7-week session to get acclimated to SEEDS before leading a class
- Members who are experiencing medical issues that preclude them from attending or leading
- Members who are pregnant and will be giving birth during the current session or have recently given birth



Absence Procedures:

- Unexpected absences - contact the Family Attendance Administrator by email or text **before** 10:30 a.m. on the Tuesday you will be absent
- Known absences - contact the Family Attendance Administrator as soon as it is known that you will be absent
- If time and circumstances allow, contact your class helper to let them know of your absence and to pass on the extra lesson plan you prepared to the assistant or the Family Attendance Administrator

Failure to notify SEEDS of an unexpected or known absence will result in:

- First offense – a warning
- Second offense – a \$5.00 fine
- Third offense - you will be approached by two (2) Committee members to discuss whether you should continue as a member at SEEDS

Weekly Procedures:

- Parents will be responsible for getting their children in the correct pew(s) in the Sanctuary by 11:00 AM for prayer and announcements
- Parents will be responsible for picking up all of their children in the Sanctuary when SEEDS concludes at 2:00 PM, **before engaging in end of day duties.**
- Babies and toddlers will be dropped off and picked up in their respective rooms
- Only the parent/guardian that is physically present with their child and/or listed as the responsible adult on the member's account may collect and remove their child(ren) from the building. The only exception is when the parent/guardian gives express permission to the Committee for another adult to do so.

Class Policies:

- Students are expected to sign up for the offered classes in all three class periods; the exception being when a family has a Committee-approved late arrival or early departure
- We understand that as homeschool parents, we each decide the grade that our children are prepared for. It is necessary, however, to ensure that your child is prepared for the grade level that you place them in at SEEDS. Maintain open communication with your children's teachers to determine their ability to participate, listen, and understand the course material. For instance, a 5-yr-old may not be ready for writing assignments or a 13-yr-old may not be ready for more mature topics discussed in some 9th-12th grade only classes. If you do advance your child and then learn that they are not ready, you are welcome to change their grade and class placement.
- The toddler class is intended for walking toddlers through 2 years and PreK Prep is intended for children 3 years of age. Children entering Preschool should be 4 years of age and fully potty trained.
- Class changes must be made by the end of the day on the second Tuesday of any given session. Contact the Class Schedule Admin to change your child's signups once class registration has closed.
- Year-long, credited classes are available for the benefit of parents to record on their child's transcript. A great deal of time and planning are put into these classes, and it's expected that parents and students will treat them seriously and with respect.
- Teachers of credited classes may evaluate student performance and, after at least a 7-week session, ask a student to choose another class if the student has failed to complete assignments, participate in class, or take the class seriously, subject to committee approval.

VISITORS

- If a family would like to visit SEEDS, they will need to fill out the appropriate visit form, located on the SEEDS homepage under “Schedule a Visit”
- If you will be bringing the visitor with you, contact the President in advance so they properly prepare for their arrival. They will give you further instructions for the visit
- Any visitors that request a visit or accompany members to SEEDS’ meeting days or events must abide by the guidelines in this handbook

COMMUNICATION

- SEEDS members may access our private Facebook group, will receive e-mail notifications, and may opt to receive text messages. Within reasonable expectations, all members are expected to check and read e-mails, Facebook posts, and texts and respond in a timely manner to any communications from the SEEDS President or Committee.
- Last-minute notifications may be necessary to cancel SEEDS due to too many sick absences or unscheduled church business that must occur on SEEDS meeting days.
- Announcements are made at 11:00 AM on Tuesdays in the Sanctuary and those parents not working in the Nursery or Toddler rooms are expected to be present.
- The Committee has an open-door policy. In order to promote an environment that fosters Christian values, you must communicate any issues with the Committee so that they can be properly addressed.



ROLES AND RESPONSIBILITIES

Parents:

- Be on time
- Fulfill commitments to lead classes, assist in classes, in the end of day duties, and for teacher snack signups
- Follow proper procedures for absences
- Never leave the premises for any reason without first notifying a Committee member
- Ensure that your child fulfills class responsibilities
- Floaters will check in with the Family Attendance Administrator at the beginning of the assigned period
- Pick up your child's projects from the craft pickup table
- Clean up after yourself and your children, leaving the church building as you found it
- Turn off cell phones or put them on vibrate during classes
- Address your child's teacher directly with concerns or questions about their work or progress as a student
- Although all teachers are given lists of allergies and medical, educational, and behavioral concerns, we also recommend that you speak directly to your child's teachers about these issues to ensure a line of communication is opened and any necessary accommodations can be addressed.
- Ensure that your children are aware of all SEEDS' policies that pertain to them
- Be mindful of your words and actions, taking to heart that *“a wholesome tongue is a tree of life”* (Prov. 15:4)
- Be on time.
- Do not roam the halls during class time
- Do not run or talk loudly in the hallways
- Keep shoes on
- Participate during class and complete any classroom responsibilities
- Address the teacher/adult respectfully (Mr., Mrs., Ms.) and use appropriate manners
- Do not bring personal toys or trading cards into classrooms
- Do not eat or drink in the classroom, outside of the scheduled lunchtime
- Do not bully or use foul, disrespectful, or abusive language
- Clean up any messes or inform an adult about messes as soon as possible
- Refrain from any public or private displays of affection of any kind
- No inappropriate physical touching with other students and/or teachers
- Conversations and/or gestures will be appropriate and God-honoring
- Do not bring any weapons or any potentially harmful objects to the facility
- Turn off all electronic devices during class, unless the use is necessary for the class, and with the clear direction of the teacher

Students:

Nursery and Toddler Workers:

- Nursery and Toddler workers should arrive by 10:30 AM to allow all other families adequate time to drop off their children and be present for announcements at 11 AM
- Nursery and Toddler workers will maintain adult-to-child ratios at all times. Nursery ratios are 1 adult to 3 babies and Toddler room ratios are 1 adult to 4 toddlers.
- Toddlers may go to the playground. Ensure that other children are not on the playground before going.



- Workers should keep cell phones put away and engage with the children
- Ensure that babies and toddlers are fed and changed or taken to the bathroom as necessary. Workers in each class period should follow the checklist posted in their room.

- Maintain control in the classroom so the teacher can focus on instructing the students
- Find Committee members to report class issues or disruptions that require disciplinary action
- Complete tasks the teacher requires
- Look for ways to help the teacher and not wait to be asked
- Turn your cell phone off or on vibrate during class time, unless necessary for the lesson
- Engage with the students and help them with classwork
- Help with cleaning up the last few minutes of class
- No inappropriate physical touching with students and/or other members

Lobby Monitor:

- Supervise the lobby area and monitor incoming traffic
- Maintain order and make sure those students who are going to the bathroom and getting water are not lingering in the halls, encouraging them to return to their class as soon as they are done
- Maintain radio contact with the Committee, be familiar with emergency protocols, and ensure that only authorized SEEDS members enter the building

Class Assistants:

TEACHERS

As a teacher, it is your responsibility to ensure a positive, loving, and Godly educational experience for each child.

General Policies:

- Be on time
- Report any serious disciplinary concerns to the President or a Committee member immediately, or send the classroom assistant to do so
- When assigning homework, ensure that any requirements are well communicated
- Teachers are encouraged to always have positive verbal interactions with students
- Be mindful of copyright and trademark laws when copying material



- Follow and be familiar with emergency procedures

- Provide the Class Schedule Administrator with a class description before class registration opens.
- Teachers who request class fees must provide a list of items needed that cannot be obtained from the supply room. Receipts of purchase will be submitted to the SEEDS President for reimbursement or, if a detailed list of items is provided, the funds may be made available before purchase, at the discretion of the President OR the President will purchase all items for the class. Reimbursements or teacher payments must be budgeted within the dollar amount submitted as class fees. If supplies would be widely used, the President may make the determination to purchase them for SEEDS use, without a class fee. Any surplus materials at the end of the class should be added to the Supply Room.
- Teachers will be required to submit a lesson plan for the current session and/or year, if available, in the event of a planned or unplanned absence. If a lesson plan is not available, teachers will submit an emergency lesson that a substitute teacher will have available to teach. Lesson plans or emergency lessons will be submitted to the Family Attendance Monitor via e-mail or in person at the check-in desk. Teaching is a responsibility and should be treated as such.
- 2-Deep Leadership must be maintained at all times. If it is not possible to have two adults present, then the class must have an open door or be in full view of a

hall monitor. Teachers may not have one-on-one interactions with students behind closed doors.

- Teachers are required to take short online training annually as a refresher or before teaching at SEEDS for the first time, through the SEEDS website.
- Teachers are encouraged to take Youth Protection Training available through this website: <https://ministrysafe.com/the-safety-system/awareness-training>
- Teachers will take attendance at the beginning of each class for safety purposes. Any students that are present and are not on the roster should be escorted to the front desk.



Classroom Policies:

- Turn your cell phone off or on vibrate during class time, unless necessary for the lesson
- No inappropriate physical touching or language with students and/or other members
- Use your class assistants for controlling your class, passing out materials, helping students with craft projects, running errands, and as restroom monitors, allowing you, as the teacher, to focus on instructing the students
- Put names of the students on any crafts or take-home projects completed in class. Projects may be placed in student backpacks or on the craft pickup table by the Committee desk

- Teachers may store well-marked supplies or in-progress projects in the supply room after notifying a Committee member
- First-period teachers will sit with their class in the sanctuary and maintain discipline during announcements. After dismissal, teachers will escort their class to the classroom.
- Communicate with class assistants to determine who will transfer students in PreK through 3rd grade between classes and to the sanctuary at the end of the day. The PreK through 3rd-grade teacher or assistant will then stay with them until their parents have picked them up.
- Communicate with class assistants to determine who will remain so that both the teacher and assistant are able to pick up their own children at the end of the day
- When disciplinary issues arise that are not resolved within three separate verbal attempts, involve physical or harmful verbal disagreements, or behavior incongruent with the student's age (not including disabilities), send for a Committee member to handle the matter.
- When disciplinary issues repeatedly occur for the same student, make a Committee member aware and fill out a Classroom Report on our website.
- Do not address parents directly concerning discipline.

Cleaning Procedures:

- Clean all tabletops.
- Vacuum/sweep the floor of any craft items, food, or paper pieces
- Wipe out the sinks, if applicable
- Erase any printed materials from the dry erase boards
- Return any borrowed materials to their appropriate locations
- If you are the last class to use that room for the day, remove the trash, tie it up, and place it outside your room
- Leave your room exactly as you found it, at the conclusion of each class

LUNCH

- Lunchtime is from 11:55 AM to 12:15 PM
- Students in PreK through 3rd Grade will remain in their first-period classes for the duration of lunchtime. Teachers and assistants will help facilitate the student's lunch and clean-up.
- Students in 4th through 12th Grade may eat lunch outside under the overhang, in Third Place Cafe, or in the gym. It is their responsibility to get to their next class on time. If a student shows themselves not responsible enough to handle this privilege, the Committee will follow Grievance Policies with them.
- First-period teachers and those parents that have concluded their first-period break will be asked to assist in monitoring lunch areas.
- For the safety of our students, we ask that no tree nuts or peanut foods be sent in student lunches. Acceptable alternatives are sunflower seed butter (SunButter) or pumpkin seed butter. Peanuts, almonds, pistachios, cashews, walnuts, brazil nuts, pine nuts, hazelnuts, and Nutella should be avoided.

FACILITY USE AND MAINTENANCE



SEEDS is a ministry of Menchville Baptist Church and, as such, the facility needs to be treated with the utmost respect. For the safety of our members and to maintain that respect for the facility itself, please remember:

- All members may enter the building starting at 10:30 AM through Door C (under the overhang). The door will be locked, and entry will be controlled by Lobby Security throughout the day.
- Nursery and Toddler workers should arrive by 10:30 AM and will be granted first entry, in order to accept the teachers' children.
- Students attending the 10 AM class may enter the building through Door C beginning at 9:50 AM. Parents

and siblings of these students may wait in their cars or use the playground until the building opens at 10:30 AM, as the Committee is getting the building ready during this time.

- Parents with babies and toddlers should bring those children first to the Nursery/Toddler area for drop-off before taking other children to the sanctuary.
- Visiting adults or children are not allowed to roam the halls or enter any classrooms without express permission from the President or a Committee member.
- Throw away your trash and make every effort to keep our facility clean.
- Notify the President or a Committee member immediately if you observe damage to the facility.

SAFETY

General:

- Walk only. Do not allow your children or students to run in or around the facility.
- Drive slowly and carefully through the parking areas.
- Do not allow your children to play in the parking area.
- No climbing in the trees.
- No tobacco products or illegal substances are allowed anywhere on the facility premises.
- No weapons or dangerous objects that could be used as weapons are allowed anywhere on the facility premises.
- If the building needs to be evacuated for any reason, always leave through the nearest exit, and gather near the fence on the far side of the parking lot. Stay with your class as you leave and when you return inside.

members must submit a returning background check to ensure there have been no changes. Annual registration dues cover this expense.

- In no way, shape, or form does the Committee or membership retain the right to make judgments on a family's ability to or progress in homeschooling
- 2-Deep Leadership is required with only specific exceptions. At no time will an adult be allowed to have a one-on-one interaction behind closed doors with a child that they are not the parent or guardian.
- The behavior of all teachers and parents must be and appear to be above reproach concerning the interactions with and safety of students
- Sexual, physical, and emotional abuse, including inappropriate sexual language, will not be tolerated in any form. Immediate expulsion may result from this behavior.
- Parents and teachers will be careful and use good judgment when initiating any physical contact with children. For example, hugs initiated by children are acceptable, but prolonged hugs are not.
- Parents and teachers should not have one-on-one, private online communications with students that are not their children, unless for classroom purposes and with the parent being made aware
- Approval must be obtained from parents before taking and posting photographs on personal social media of students you are not the parent/guardian of. Blanket approval has been given to take classroom photographs and post them in our private Facebook group, as well as by the Yearbook Staff for yearbook purposes.
- Any concerns about behavior that goes against these guidelines should be immediately reported to a Committee member, with great discretion

Child Safety:



- We acknowledge that God places the nurture and care of his children in our hands, and we believe that children should be safe from all forms of harm, abuse, or neglect. Every parent should be reassured that the safety of their children is of paramount importance to us.
- All SEEDS members must submit a criminal background check that includes sexual offender status in order to be accepted for membership. Returning

BEHAVIORAL AND EDUCATIONAL CONCERNS

- Parents, communicate with your child's teachers concerning any learning or behavioral concerns and ensure that those concerns are listed in your account profile. Although these will also be communicated from the Allergy, Behavioral, Medical, and Educational list to your child's teachers, you're encouraged to make personal contact and discuss interventions or accommodations with their specific teachers.
- Teachers should take the time to review the list that is emailed to them at the beginning of each session. Make appropriate accommodations as necessary for students.

For example, a student with dyslexia should not be expected to read aloud.

- Although not all accommodations can be practically made, attempts should be made to make those that are practical
- In the event that a child is having a sensory processing environmental reaction, anxiety, a meltdown, etc., a quiet room will be made available for the child and his/her parent. Teachers and parents may contact a Committee member to alert them to the need for a quiet room.

EMERGENCY PROCEDURES

- In the event of any emergency situation, the responding adult will immediately alert or send a runner to alert the nearest Committee member or Lobby Security/Hallway Monitor. The Committee will follow established Emergency Protocols in response.
- If a teacher is ever unsure if an emergency exists or if the health/safety of a student is in question, contact a Committee member and they will make that determination.
- Teachers are encouraged to use the First Aid Kit and Supplies for any small injuries. Contact a Committee member with injury information and they will assist you in retrieving supplies.
- First observers of fire will immediately pull the nearest fire alarm.
- In the event that the fire alarm is activated or if teachers are instructed to evacuate, teachers will take responsibility for their students and immediately lead them out of the nearest exit. Upon exiting the building, teachers will have the students remain in a group and make their way to the

furthest edge of the parking lot. Ensure that all students are present and remain there until the all-clear is given. The Committee will clear the building, so do not attempt to remain behind and assist.

- In the event a lockdown of the building is required, the room's door should be locked or barricaded and students should be moved away from windows and doors. The door should not be opened until the all-clear is given.



ILLNESS POLICY

- Members should not attend SEEDS or SEEDS' events if they have had a fever or other contagious conditions in the last twenty-four (24) hours and without the use of medication that might allay these symptoms.
- Members should not attend SEEDS or SEEDS' events if they have had diarrhea or vomiting in the last forty-eight (48) hours.
- Healthy family members 6th grade and up may attend when other family members are ill, with the proper use of handwashing and sanitizing at SEEDS. We ask that younger family members remain home when other family members are ill, to assist in preventing the spread of illness.
- If you have received approval from the committee to send a well-child in 6th grade and up with another family, you will be required to send written approval with your child which gives the other adult responsibility for him/her.
- If you are ever not sure if you should attend, contact a committee member.
- SEEDS does not require proof of vaccination to attend.
- Teachers need to be mindful of the condition of their students. If a child presents any contagious symptoms during the course of the SEEDS' day, please inform a Committee member so arrangements can be made for the child. Parents will be respectfully asked to take ill children home.
- Committee members may attend without their children, if able, when their children are ill if the committee member has no symptoms and practices appropriate cleaning and sanitizing procedures. This is not an act of favoritism, but rather a concession out of necessity so that SEEDS can operate.

GRIEVANCES POLICIES

Members are expected to behave in a manner that is desirous of glorifying God, without gossiping (Prov 16:28) or corrupt communication (Eph 4:29) and showing grace to the other parents and students. We are all coming together to benefit from a Christian environment, and so we must each work together to maintain that standard.

- Membership in SEEDS is a privilege. The Committee may, therefore, revoke the membership of any family after following the disciplinary steps listed below and with a majority Committee vote.
- All members, both adults and children, are expected to uphold biblical standards of behavior and not behave in a way contrary to them. This includes, but is not limited to, foul, intimidating, demeaning, sexual, or slanderous language, harassment, discrimination, bullying, etc. Members should not violate the policies listed in this Handbook, bring discredit to the organization, or be found in opposition to biblical doctrine.
- In the event a member shows a flagrant disregard for SEEDS' rules and policies or is dismissive of the Committee's attempts at mediation, the President may immediately dismiss the member from membership, without following grievance procedures and without a Committee vote.
- SEEDS maintains a no-tolerance policy regarding violence, threatening behavior, drugs, and weapons. If a child displays any of these, the Committee reserves the right to treat it as a serious safety issue, and therefore, apply a different standard of punishment.
- Membership may also be revoked if, at any time, the Committee becomes aware that false statements were made on a member's application, including homeschooling status or agreement to Statement of Faith.
- The goal of any conflict resolution action is to bring the body of Christ to one accord. The Committee takes mediation and discipline seriously, but if a resolution can be reached, that is our goal. As established in Matthew 18:15-17, Christians are directed to resolve grievances sequentially, by one-on-one interaction, mediation, and with church involvement, and we seek to honor God's instruction by doing the same.
- When the Committee must move to set up a special meeting with the member or student in question, the member and/or student will be required to attend said meeting. If the member refuses to participate, the Committee reserves the right to revoke their membership.
- A parent that has a conflict with their child's teacher, or vice versa, should NOT seek to resolve the conflict on their own. Either the parent or teacher should contact the Committee in order to resolve any classroom issues.

The following procedures are followed in conflict resolution:

- **Parent to Parent (a personal grievance)**
 - Attempt to resolve the issue one-on-one
 - If that does not resolve the issue, request to have two (2) Committee members with you to mediate
 - If the issue is still unresolved, SEEDS will involve MBC to mediate the issue
 - After these three attempts, the offending member(s) may be expelled from SEEDS
- **A Parent or Teacher in Violation of SEEDS' Policies:**
 - During a SEEDS class day, two (2) Committee members will talk to the member about the issue
 - If the issue persists, a meeting will take place outside of SEEDS and will include the entire Committee, along with any witnesses to the issues
 - If, after these attempts and finding that the issue



has not been resolved, the Committee may revoke the member's membership. Full discretion is given to the Committee for how and when each meeting and revocation takes place.

- **A Student in Violation of SEEDS' Policies:**
 - During a SEEDS class day, two (2) Committee members will address it with the student's parent/guardian, allowing them a chance to speak with their child privately before the Committee members speak with their child if they so choose and if time allows. Next, a meeting will take place with the parent/guardian, student, and two (2) Committee members. This process will be used for each step below.
 - **First Offense** – The first meeting will serve as a warning and a Grace Note will be given to the student.
 - **Second offense** - Students 5th grade and higher will be separated to study hall, while students 4th grade and lower will sit by the Committee check-in desk during the period in which the offense was reported
 - **Third offense** - The student will be excluded from the following week's classes
 - **Final offense** - The student will be recommended for dismissal from the remainder of the current session. At each stage of the offenses, the

Committee members and the parents will be informed and included.

DRESS CODE

Every member must display modesty and seek to honor God in their dress, both during SEEDS' meeting days and at SEEDS-organized events. Please remember that we are representing Christian homeschoolers. Parents are expected to set the example in their own dress and should ensure their children are dressed appropriately. Any member with unsuitable clothing will be asked to leave and/or change.

The following is a list of dress guidelines, but is only partial, as ultimately, standards of modesty are left up to the discretion of the Committee:

- Males and females are expected to dress according to their biological sex.
- Breastfeeding women are encouraged to do so modestly when nursing in the presence of men and boys. We are in complete support of breastfeeding and doing so in public, with the baby's comfort a priority.

We only ask that you are respectful of others' standards of modesty.

- Shorts, dresses, and skirts should be no shorter than fingertip length and no rips or holes should be within that length. Tops should not be low cut, showing cleavage. If leggings or yoga pants are worn, they should not be see-through and should be paired with a longer top or dress that covers the entire buttocks.
- NO offensive language or images on t-shirts, clothing that shows the stomach, tight and revealing workout clothing, or visible underwear, including bras.
- Footwear must be worn at all times. "Heelies" or wheeled shoes are not allowed.
- Wear appropriate clothing for PE classes (shorts under dresses, tennis shoes, etc.).
- If you aren't sure something is appropriate to wear, please don't wear it.

FIELD TRIPS

- SEEDS field trips are planned by member volunteers, who take on the responsibility of collecting funds, making reservations, and obtaining signups. Those volunteers should take this responsibility seriously and those who sign up should be respectful of the time those volunteers are donating.
- A fee may be required to reserve your spot and it should be considered non-refundable since the organizer might need to make a payment to reserve a time slot.
- When representing SEEDS at businesses or in activities, members should do so just as they would on a regular SEEDS meeting day, in a God-honoring manner.

RESOURCES

Curriculum Closet:

SEEDS members have the privilege of checking out the curriculum and/or other materials from our curriculum closet. Members may donate curriculum or supplies to the closet. The policies for checking out are as follows:

- Curriculum/materials may be checked out by current Supply Room: adult members
- To request items, go to Curriculum on our website and select Curriculum Request. At any given time, you may have up to 5 items checked out.
- The President will check for availability and require you to sign the "Responsibility Agreement", which states that you will be held financially responsible for replacement if it is damaged or lost while in your care. Immediately report any prior damage that the items have, as soon as you notice it. The cost for each lost or damaged item will be the reasonable replacement cost or repair of the item.

- If you will not be returning for the next session, items should be returned by your last day. If the President has requested that you return the item(s), it must be returned within one week. For every week that the item(s) has not been returned, you will be charged a \$5.00 overdue fee.



- All teachers are welcome to use the Supply Room for their classes. Return all supplies to their proper place and clean up when finished. SEEDS purchases all of the supplies, so please take responsibility for and be good stewards of all supplies and equipment.
- Children are not allowed in the Supply Room. For the safety of your child, refrain from allowing them in
- Please do not take consumable supplies for personal use
- If you need something special for your class that the Supply Room does not have, or if you notice we are running low on a consumable item, notify the President

Copier:

- A Committee member is available during the first two classes to make copies of any papers your class might require. Please put your name, class, and how many copies you need on the available sticky notes.
- The copy machine located in the church office is not available for members to use. If your class requires color or larger copies for specific projects, you may request that the President make them

CODE OF ORGANIZATION

Although the structure and organization of SEEDS is well-defined in its Constitution and By-Laws, members should understand this code of the organization.

All Committee members in SEEDS must read, agree with, and submit the Statement of Faith. This ensures that they believe in the Bible and follow the teachings of Jesus Christ. It is also expected that the Committee members will make decisions and plan activities that will be pleasing to God and that they will be in accordance with principles laid out for them in the Bible as leaders.

Membership in SEEDS and participation in its associated activities is a privilege, not a right. The Committee, based on a member's continuing, unacceptable conduct, can revoke this privilege and terminate the member's membership.

SEEDS exists to bring together homeschooling families for common support and encouragement. It is not an organization focused on growing in number or on seeking approval of its activities from insiders and/or outsiders that disagree with its philosophy, decisions, and activities.

SEEDS is led by the President and the other Committee members. The Committee has the right and obligation to oversee all activities and to oversee functions and/or activities. Because the Committee is, ultimately, accountable to the deacons, pastor, and staff of Menchville Baptist Church, the Committee's decisions cannot be rescinded or changed by any type of vote or common agreement by SEEDS' members. It is, for this reason, that the Committee members take their responsibilities very seriously, committing to serve with humble hearts that seek after the glory of God

//END OF DOCUMENT//

Approved by a majority Committee vote on 5/22/2023