

CHAMPIONS

FOR
CHRIST



Family Manual

2016 - 2017

(Revised 7/15/2016)

Table of Contents

Welcome Letter	3
Mission Statement	4
Statement of Faith	5
Mentor, Student, Parent Roles – Academic Policies	6
Standards of Conduct	7
Dress Code, Discipline Policies	8
Facility Policies	9
Arrival and Departure	
Classrooms	
Food/Lunch	
Hallways	
Facility Policies (continued)	10
Inclement Weather	
Outside Activities	
Pets	
Stewardship of Property	
Study Hall	
General Policies	11
Absenteeism	
Sickness	
Medication	
Age Requirements	
Class Cancellations	
Electronic Devices	
Emergency Contact Information	
General Policies (continued)	12
Tardiness	
Visitor Policy	
Membership Fees, Class Registrations, Tuition Policies	12
Tuition Policies (continued)	12
Tuition Related to Adding and Dropping Classes	
Late tuition	
Supply Fee and Service Hour Policies	13
Volunteers	13
Information and Expectations for Cooperative Participation	14
Communication	
Special Lunch Orders	
Graduation	
HSLDA	
Information and Expectations (continued)	15
Tools for Equipping	
Clarification of Stated Policies	
Cooperative Participation Agreement	
Amendments	16

CHAMPIONS For Christ, Inc.

*“We press toward the goal for the prize of the upward call of God in Christ Jesus.”
Philippians 3:14*

Dear Homeschooling Family,

Welcome to CHAMPIONS (Culpeper Homeschoolers And Mentors Partnering, Instructing, Offering in Service) for Christ. Founded in 2010, “CHAMPIONS” is a Christian, homeschool co-op, which exists to offer support and encouragement for like-minded families who are committed to the journey of home education through the middle and high school years. By God's enabling, we desire to provide teens with a junior high and high school experience that will challenge them academically, draw them closer to God, and better prepare them to engage their culture with skillful confidence.

CHAMPIONS for Christ is a cooperative learning organization. It is not a school. Classes are held one day each week for thirty-two weeks, September through May. Each course offered is an independent study program, in which parents supervise the students' education, guided and facilitated by a course mentor. The mentors and staff who serve within CHAMPIONS for Christ are committed to fostering an atmosphere of learning that is grace-filled, promotes self-control and responsibility, and is sensitive to the background and homeschooling practices of others.

CHAMPIONS for Christ operates as a nonprofit ministry and functions as a partnership between mentors (teachers), volunteer staff (officers), parents, and students. The mentors and officers agree with and uphold the purpose, mission, and statement of faith, and stated policies for CHAMPIONS for Christ, and will operate from this basis. It is expected that all participating parents and students will fully respect and operate within the framework of the purpose, mission, statement of Christian faith, and stated policies while participating in CHAMPIONS for Christ. All new families must attend an “introductory meeting” with the CHAMPIONS for Christ Officers before their registration becomes official and membership is confirmed. Please take some time to read the CHAMPIONS for Christ Family Manual in its entirety, as you consider if CHAMPIONS is where the Lord would have you serve and be served. All policies have been prayerfully adopted and are not meant to be burdensome. Our guidelines have been created to help ensure the safety and success of all participants.

In His Service, The CHAMPIONS for Christ Board of Officers

Darlene Hoffman,	<i>Director</i>
Cheryl Nicholson,	<i>Co-Director and Facility Coordinator</i>
Melissa Bemis,	<i>Secretary</i>
Katherine Morse,	<i>Treasurer</i>
Lori Payne,	<i>Technology Support & Liaison</i>
Tanya Shetler,	<i>Registrar, Afternoon Hostess</i>
Valerie Wright,	<i>Mentor Support & Liaison</i>
*Marlene Miller,	<i>Special Events Coordinator</i>
*Michelle Nielsen,	<i>Morning Hostess</i>

*Asterisk indicates those who are serving as non-voting members of the Board of Officers

Mission Statement

It is the goal of CHAMPIONS for Christ (or Culpeper Homeschoolers And Mentors Partnering, Instructing, Offering in Service for Christ) to partner with parents, of Culpeper and surrounding counties, by offering educational and enrichment classes (one or two days each week) for students of junior and senior high school level. The CHAMPIONS for Christ leadership is committed to a standard of excellence and desires to provide fellowship, challenge, structure, accountability, and support for parents and students. All classes are designed to nurture characteristics of faith, leadership, communication, and service for Christ.

CHAMPIONS for Christ is a Christian organization and all of our curriculum supports a biblical worldview. All classes are taught by loving, committed mentors (teachers) who profess to have a personal and on-growing relationship with Jesus Christ and have been prayerfully considered by the ministry's leadership. CHAMPIONS for Christ mentors consist of parents and professionals who value your child's success. Most of our mentors are homeschool parents with children in CHAMPIONS classes; so we are supporting each other's efforts by sharing the gifts, knowledge, passion, experience, and creativity God has given to us.

CHAMPIONS for Christ is NOT a private or formal school. It is a nonprofit ministry dedicated to the support of parents who have accepted the call of God to educate their children through homeschooling.

Statement of Faith

We believe:

- There is one eternally existing God in three persons – God the Father, God the Son (who is the Lord Jesus Christ), and God the Holy Spirit. (John 17; Acts 1; I John; Matthew 28:19; 1 John 5:7; Matthew 3:16; John 1: 14, 18)
- The Holy Bible is the living, inspired, and infallible Word of God and is profitable for doctrine, correction, and instruction in righteousness. (II Timothy 3:16) All 66 books are without error, in whole or in part; and constitute God the Father's completed and final revelation, which will not change or fade away. (Psalm 119:152; Luke 16:17; Isaiah 40:8; Matthew 24:35)
- Mankind was created by God in the process of a literal seven-day creation period; and that the first man, Adam, chose to willfully turn his back on God through disobedience (sin), which resulted in him being relationally separated from God. That sinfulness has been passed down to each following generation of mankind, [except for Jesus Christ,] separating them from God, as well. As a result, mankind has a bent toward evil and not good. This bent is called sin. (Gen. 1-3; Rom. 3:23)
- Because of His love for mankind, God provided through His Son, the Lord Jesus Christ, the sacrifice that satisfies the demands of His justice (John 3:16; I John 2:2). Those who trust in Him experience forgiveness for all their sins (I John 1:9; Colossians 2:13-14) and a new, restored relationship with God. (I Peter 2:9). Jesus Christ was born of a virgin (Luke 1:26-35), lived a sinless life, sacrificed death for our sins (I Peter 2:24), was resurrected from the dead (John 20:26-27), ascended into heaven (Acts 1:9), and will return again to judge the living and the dead (Acts 17:30-31; I Thessalonians 4:16; Revelation 19:19-21) Jesus is the way to God, the Truth, and the Life. (John 14:6) There is salvation in none other, for there is no other name under heaven, given among men, by which we must be saved. (Acts 4:12)
- Man is saved by grace, through faith, and not of his own efforts, regardless of how good or well-intended. It is a free gift of God. Salvation is only by the finished work of Jesus Christ. (Eph.2:8-9)
- The greatest commandment given to man is to love the Lord God with all of his heart, soul, and strength. We are commanded to teach this truth to our children. (Deuteronomy 6:5-7) The second is like it: “You shall love your neighbor as yourself. “ (Matthew 22:37-39)
- Obedience to God is better than sacrifice (Proverbs 21:3); and true greatness is demonstrated in the life of those who serve others. (Matthew 20:25-28)

The Mentor's Role

The Mentor will:

- first and foremost, be a role model of Christian character by pursuing a daily walk with God and a personal relationship with Him
- provide a course description for the class (outlining details for curriculum, tuition, prerequisites, etc.)
- foster an atmosphere of learning and passionate enthusiasm that is grace-filled and promotes self-control, responsibility, and accountability
- direct the content and pace of the course being taught
- set the academic standards, grading criteria, general syllabus, and deadlines
- provide brief, weekly e-mail updates to parents regarding content covered in class and homework expectations
- communicate with parents immediately, via e-mail or a personal phone call, when there are concerns related to academic progress or conduct
- provide a year-end course grade
- endeavor to “get to know” all students in the class - and their families, while remaining positive and supportive of the homeschooling journey of individual families

The Student's Role

The Student will:

- first and foremost, demonstrate the character of a champion for Christ by living out a biblical standard of conduct and speech
- dress modestly
- respect and appreciate parents, mentors, and peers
- show enthusiasm for learning and demonstrate “best of my ability” effort
- be on time for class and attend all classes
- follow the mentor's prospectus guidelines and meet assignment deadlines
- arrive prepared for class (which includes bringing texts, supplies, and completed class assignments)
- participate respectfully in class discussions
- maintain an A, B, or C grade average
- take great care to respect all church property and follow expected guidelines
- ***Please note: The officers and mentors reserve the right to limit and define appropriate content for all student-produced work.***

The Parent's Role

The Parent(s) will:

- assist student in obtaining all curriculum and supplies needed for each class
- supervise the student's education at home, between classes
- make timely payments for classes and membership fees
- contribute volunteer service hours where needed
- see that their student arrives on time for class
- read weekly e-mails from mentor in order to monitor homework assignments
- sign and return any grade reports/tests/homework/quizzes as defined by the mentor
- communicate any concerns directly with the mentor first (maintaining a healthy loyalty to the reputation and service of the mentor before student and peers – even in difficult situations)
- regularly check grades posted online, record and document grades at home on the student's transcript, monitor home study hours, make the final judgment of performance of their student in each class

Academic Policies

Students are expected to maintain acceptable academic progress –defined as a grade of A or B, or C – in all CHAMPIONS classes. If a student fails to complete homework assignments and falls significantly behind the rest of the class (and has not been ill or faced other extenuating circumstances beyond his/her control) then the parent will be asked to meet with the ministry leadership to determine if the student will need to drop the class.

New

Standards of Conduct

We greatly appreciate the cooperation of all of our members in glorifying the Lord in everything we do. Therefore, these Standards of Conduct need to be agreed upon and honored by all participating in CHAMPIONS.

“Whether then, you eat or drink or whatever you do, do all to the Glory of God.” I Cor. 10:31

SPEECH

- I will not use any dirty language, crude gestures, gossip, sexual speech, or any speech that is offensive or unwholesome, while at any CHAMPIONS activities or classes.
- I will not use the Lord’s name in vain (for example, “Oh my God,” or “Jesus Christ!”), for I believe the Lord’s name to be holy.
- I will demonstrate integrity and truthfulness in all that I do and say.

“You shall not take the name of the Lord your God in vain.” (Exodus 20:7)

“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” (Eph. 4:29)

“And there must be no filthiness and silly talk or coarse jesting, which is not fitting, but rather giving of thanks.” (Eph. 5:4)

BODY

- I will not use or have in my possession alcohol/illegal substance/tobacco or weapon at any CHAMPIONS activity or class. This includes pocket knives.
- I will not participate in boyfriend/girlfriend dating relationship manner at any CHAMPIONS activity or class, or display any type of public affection (such as hugging, hand-holding, or excessive touching) that may be considered flirtatious or immodest.

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect.” (Romans 12:1-2)

- The CHAMPIONS for Christ Officers believe that marriage was ordained by God at Creation as the sacred union of one man and one woman. Sexual intimacy is divinely commanded to be reserved for that union. (Gen. 1:26-28, Matt. 19:1-10, I Cor. 6:9-10, Heb. 13:4)

AUTHORITY

- I will maintain a cheerful, respectful, and thankful attitude toward all CHAMPIONS Faculty, Parents, and hosting Church Leaders.
- I will address adults by their title and surname (for example: Mrs. Jones), unless special permission is given to do otherwise.

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” (Hebrews 13:17)

Dress Code

Modesty is the overall principle. We hope that parents and students will exercise good judgment in the area of modest dress. Here are some specifics that we require:

All Students:

- **loose-fitting polo shirt (with sleeve) – striped or of any solid color, without graphics, except for a very small logo in the shoulder area**
- **shoes (required at all times)**
- **body piercings should be limited to ears and preferably to girls; hair color should be a natural shade of blond, red, black, or brown; tattoos should be covered with clothing**

Boys:

- nice jeans (no holes) or shorts, khakis, or dress pants
- *Please take special care – no baggy trousers that reveal the undergarments.*

Girls:

- nice jeans (no holes), khakis, dress pants, capris, or skirts that are to the knee or below, capris
- **NO** shorts for girls.
- *Please take special care – if you are wearing a white polo, please choose undergarments accordingly. For example: a dark colored bra should not be worn under a white shirt.*

Dress code infractions will be addressed privately with each student by the CHAMPIONS Facility Coordinator. Any student who forgets to wear a polo shirt will be asked to change into a polo shirt from the CHAMPIONS supply closet.

Discipline Policies

The discipline of each child is the responsibility of the parent. Any misbehavior that occurs outside the parent's presence should be corrected by the attending adult or mentor in authority.

Step One – The mentor will attempt to resolve the situation in the classroom. If the student repents and does not repeat the behavior, that will be the end of the issue.

We believe that our students are old enough and capable of taking responsibility for their own actions; therefore, we will always try to solve issues between the student and the offended party first.

Step Two – If the student is unwilling to repent and continues with the behavior, the student will be accompanied or sent to the CHAMPIONS Director. If the Director deems it necessary, the parent will be called, and the student will have to be picked up immediately and may not return that day.

Step Three – If issues continue, the CHAMPIONS officer will request a parental conference regarding the issue.

Step Four -If the issues continue, the student will be suspended from classes for one week.

Step Five – If no resolution is found, the student will be expelled from CHAMPIONS classes for the rest of the year. Parents will be expected to meet any remaining tuition payments for the year.

Facility Policies

Arrival and Departure

Arrival Time

- The doors will be opened at 8:40 A.M. to receive students.

Doors to Use

- ALL CHAMPIONS participants are required to use the lower, side entrance when entering, or exiting, the facility. **The front door entrance is reserved for staff and their guests.**
- All facility doors must remain locked at all times. Please knock for assistance.

Parking

- The lower parking lot (closest to the CHAMPIONS entrance) is reserved for mentors and staff. Thank you for parking in the upper parking lot.

Traffic Pattern

- Please keep to a counter-clockwise traffic pattern of driving to the drop-off/pick-up area, then around the back and side of the church building, and back to the front parking lot, as an added safety measure. **Parking parallel to the building and leaving your vehicle is prohibited.**

Parental Responsibilities

- For safety reasons, any student under the age of 18 who plans to leave CHAMPIONS with someone other than their designated ride needs a handwritten, signed and dated note from their parent/guardian.

Student Responsibilities

- Each student is responsible to sign in promptly upon arrival. In addition, at pick-up time, students must remain in the facility until their parents arrive and students “sign-out.”
- If a student arrives more than 8-10 minutes before his/her class is ready to start (and another class is in session), the student should report to study hall to wait, and the parent will be expected to pay the study hall fee for the month.
- Students arriving in less than 8-10 minutes before the start of their class should wait quietly near the welcome desk, in the lunch room area, until the bell rings to change classes.

Student Drivers

- Students driving themselves should communicate this to the hostess at the welcome table. Students driving themselves cannot leave until class is over, and may not leave for lunch or other free time, if they still have other CHAMPIONS classes for the day.

Classrooms

- **Students should NEVER be in a classroom that does not have an adult or mentor present.**

Food/Lunch

- **To facilitate safety, alleviate confusion, and build camaraderie, students are asked to eat in the Champions lunchroom and not leave the building for lunch.**
- Students who will be at CHAMPIONS during the lunch break should plan to bring a packed lunch. Lunch break will be conducted on the tiled floor area - near the kitchen.
- Only water bottles are allowed in other areas, including classrooms and study hall.
- Small microwaves will be available for warming; however, those who find it hard to wait in line should bring a ready-to-eat lunch.
- Students will not have use of refrigerators; so please pack lunches to stay cool, if necessary.

Kitchen Area

- The kitchen area of our campus is reserved as a teacher lounge. No student should be in the kitchen without special permission.

Hallways and Sign-in Area

- Remain quiet in the hallways and sign-in area, where classes are in progress.

(Facility Policies continued)

Inclement Weather

- You will be **notified by email** and/or text message alert no later than **7:00 A.M.** on a given Wednesday morning, when there is a class cancellation due to inclement weather. If in doubt, please contact the CHAMPIONS website for confirmation, or listen to our local Christian radio stations for announcements regarding cancellations.

Outside Activities

- Students, and all siblings of students, will NOT be allowed to play in the parking area, or yard, with the exception of pre-planned and supervised CHAMPIONS activities.
- All CHAMPIONS participants should also be aware that there are security cameras strategically located on the fence that borders the property.
- PLEASE DO NOT climb on any fences.

Pets

- The written contract with the facility also states that CHAMPIONS will NOT permit any pets or animals of any kind in or on the facility grounds. Thank you for helping us to honor this requirement.

Stewardship of Property

- Because it is a privilege to utilize space belonging to host facility, we will care for every inch of it with a grateful and considerate heart attitude. Damaged property becomes the responsibility of the one who damaged it. For example, if a student damages a cloth chair by writing on it, that student will be expected to buy a new chair for the facility. Please know that we are not expecting any student to damage property and we, the Officers of CHAMPIONS for Christ, believe we are blessed with a wonderful group of students. However, this was a requirement in our contract and we felt it only fair to share the expectations and terms of agreement with you, our partnering families.
- Our written contract with the facility also states that CHAMPIONS for Christ will not use any staples or tape to attach items to the wall. Thumbtacks, pushpins, or sticky-tac are allowed.
- All CHAMPIONS participants will be expected to leave any area of space that they utilize at facility, [as clean as or] cleaner than they found it, and in the exact arranged order that it was found.
- In the restrooms, please flush after every use. Do NOT flush anything except toilet paper. If a student finds water running that cannot be turned off, or an unusual “mess” of any sort, an adult should be notified immediately.

Study Hall

- A study hall is provided at CHAMPIONS as a convenient privilege for parents of those students needing to fill a gap between classes. Students must be **registered in at least 2 classes** and there is a **limit of 2** study halls per student, per school year.
- All Standards of Conduct apply in the study hall.
- Students are expected to study, read a book, or rest QUIETLY. Talking is not permitted.
- If a student consistently talks, disrupts others from studying, or does not bring work to do, they will be asked to drop study hall and parents will be notified to make other arrangements.
- Students may not eat in study hall.
- Students may not use electronic devices during study hall (including computers), unless permission has been granted by the study hall monitor for the purpose of school work.
- Students may not text during study hall. Cell phones should be out of sight and silenced. Special permission may be granted by the study hall monitor for the student to send an “emergency” text to parents.
- Study hall tuition is due when mentor tuition is due each month.
- Make checks payable to CHAMPIONS for Christ and deposit in the Tuition Box at the hostess desk.

General Policies

Absenteeism

- All students will be expected to attend all thirty-two classes, unless they are truly sick or a genuine family emergency arises.
- If a student is going to miss a class, the parent should notify their student's mentor as soon as possible. If the mentor cannot be reached, please call the CHAMPIONS Director. **Please do NOT call the facility office.**
- Students who are absent from class are responsible to contact the mentor personally (or check online) for any assignments given during a class they missed so that they do not fall behind in progress.

Sickness

- If your student is vomiting or has diarrhea, please do not send them to class. Students should be fever-free, tummy bug-free, and illness-free for a period of **at least** 24 hours before attending CHAMPIONS classes.
- Students exhibiting signs of any infectious disease must be kept at home until no longer contagious. Please inform the mentor(s) and the CHAMPIONS Director of updates.

Medication

- CHAMPIONS will not dispense medications of any kind, including pain relievers.
- If your student is in need of any medication due to a life-threatening reaction, please make arrangements with the Facility Coordinator to store that medication.
- If a student is not feeling well and requests pain relievers, the parents will be notified to either bring the medication to their student, or take them home.

Age Requirements

- Students must be 12 years of age by September 1st to enroll in CHAMPIONS academic classes.
- Elective classes are open to those at least 11 years of age by September 1st.
- Priority for these classes is given to younger siblings of currently enrolled high school students.

Class Cancellations

- In the event that a select class is canceled due to an emergency, you will be notified by telephone (also by email, if time allows).

Electronic Devices

- Students will not bring electronic devices (ear buds, iPods, iPads, mp3 players, radios, etc.) to CHAMPIONS activities or classes.
- Students will keep all cell phones silenced and unseen while at CHAMPIONS.
- Students may use electronic devices, including computers and DVD players, (when approved by mentors) only for the purpose of assigned presentations or study.

Emergency Contact Information

- Parents needing to contact CHAMPIONS during the Wednesday class hours may call the CHAMPIONS Emergency number (which is located on the Members-Only Homepage of the CHAMPIONS website).
- Parents should not text or call students during class.
- Parents should **not** seek to **contact** the **hosting facility** office for information or arrangements.


Tardiness

- Please make an effort to get your student to class on time, as it is inconsiderate of the mentor's time and plans, as well as the time of the others in class.

Visitor Policy

- Because we are responsible in terms of liability, insurance, and emergency safety, we ask that student visitors not come to classes without prior approval from the officers.

Membership Fee Policies

- A membership fee per family, per year, is paid to **CHAMPIONS for Christ** and mailed to the CHAMPIONS Treasurer (or dropped off at the CHAMPIONS hostess desk) as part of the application (or re-application) for membership process.
- Membership fees are **due no later than midnight July 1st**, for all NEW and RETURNING families. Membership eligibility is officially closed after July 1st.  **NEW DATE**
- Members *may* continue to sign up for new or additional classes after July 1st.
- Members may also make changes in class choices, up through the third week of a class session, without penalty.
- Please refer to the Dates and Deadlines publication (located on the CHAMPIONS website) in order to make timely payments and avoid missed-deadline charges.
- Membership fees are used for the following purposes:

facility rent	administration	special events
liability insurance	website	supplies
- Complete Withdrawal / **Complete Refund** of a family membership fee will be honored through midnight of **August 1st**. The family membership fee is forfeited after August 1st.
- *The CHAMPIONS for Christ Board of Directors reserves the right to approve the membership.*

Class Registration Policies

- Class registration is completed online through the CHAMPIONS website (after the membership process has been renewed for a current family, or completed for the first time for a new family).
- Classes will be filled on a first-come, first-served basis; therefore, completing the steps in the member application and class registration process in a timely manner is very important.
- Members may continue to add or drop classes after August 1st.
- If a student drops a class after the first three weeks of the course, however, tuition payments are expected for the remainder of the year.
- For a course specifically designated as a one-semester course, tuition payments are expected for the remainder of the semester (if dropped after the first three weeks of the course).

Tuition Policies

- Class tuition fees are established by individual mentors who have given careful consideration to the out-of-class prep time, grading of homework, etc. required of them. Therefore, the cost of each class may vary slightly.
- **Checks should be written to the individual mentors.**
- There are two main **tuition payment options** available:
 - #1 - The total class tuition may be paid in full at Orientation Day.
 - #2 - The total class tuition may be divided into no more than 9 monthly installments.
- Click on the “**Tuition Schedule**” and the “**Class Fees**” tab at the CHAMPIONS website for helpful information on costs for each class.
- Tuition checks are deposited in the tuition folders at the Sign-in Desk / Welcome Table. *If you desire to pay by cash, payment should be sealed in an envelope and clearly labeled with the family name and the amount enclosed.*

- **Reminder:** If a student drops a class after the first three weeks of the course, tuition payments are expected for the remainder of the year.
- **Reminder:** For a course specifically designated as a one-semester course, tuition payments are expected for the remainder of the semester (if dropped after the first three weeks of the course).

Late Tuition Policy

- Tuition payment should be considered an “accounts payable” equivalent to any other household bill. **If payment is not made by the designated due date, the Tuition Supervisor will notify the family.** If there is a sudden hardship that would prevent you from paying on time, please communicate this to the Tuition Supervisor in advance of the due date so that we can help you make other payment arrangements.

Supply Fee Policies

- Class supply fees are one-time payments due no later than August 1st and made payable to the individual mentors.
- Paying the supply fee will reserve your student’s seat in the class.
- Refund of a class supply fee for withdrawal after August 1st is at the mentor’s discretion.
- Supply fees cover many of the out-of-pocket expenses that mentors have such as:
 - paper and printer costs office supplies food for extra activities
 - materials for experiments, etc.
- If a supply fee check is received by the mentor after the class is full, you will be notified promptly and your check will be returned.

Service Hours Policies

As a cooperative learning organization, CHAMPIONS for Christ cannot function without the involvement of our students’ families.

- CHAMPIONS families are required to fulfill two duties during the course of the school year. **Your application for membership will not be completed until you have signed up for these duties of volunteer service hours.**
- Duties include hostess shifts, help with events, special lunches, bulletin boards, etc.
- There is an online sign-up accessible through the website.
- You may sign up for 1 hostess shift plus 1 other duty, or 2 hostess shifts, or 2 other duties.
- The hostess shift times are as follows, for each Wednesday that CHAMPIONS meets:
 - Shift 1: 8:30 A.M. – 11:00 A.M.
 - Shift 2: 11:00 A.M. – 1:30 P.M.
 - Shift 3: 1:30 P.M. – 4:00 P.M.
- For a more detailed explanation of the duties involved in each volunteer role, please refer to the Service Hours tab on the website.
- Reminders will be sent by email each Monday before the Wednesday of CHAMPIONS, and you are responsible for arranging for your own substitute if you are unable to fulfill your shift of duty.
 - ~ Please inform the CHAMPIONS Facility Coordinator of your substitute for a hostess shift.
 - ~ Please inform the CHAMPIONS Special Events Coordinator if you swap dates with another mom for service during a special lunch or event.

Information and Expectations for Cooperative Participation

Communication

- It is vitally important that parents **read the CHAMPIONS Important Announcement e-mails** to stay informed (of special lunches, deadlines, service hour volunteers, upcoming events, etc.).
- It is vitally important to your student's success that parents read e-mail updates sent from mentors.
- The CHAMPIONS for Christ Officers strive to create a loving, family atmosphere within our organization. Therefore, we work very hard to protect against complaining, gossip, or roots of bitterness. Any parent (or student) who has a grievance is expected to go directly to the party involved, and none other, to seek a resolution with that person or persons. We believe this to be the biblical way (Matthew 18:15-16) to resolve conflict and remain healthy. The CHAMPIONS Director should be informed if the conflict cannot be resolved with these steps, or if the offense is one of such a serious nature that it could potentially bring harm to other participating members of the CHAMPIONS family.
- The CHAMPIONS for Christ Officers, as God enables, do not permit attitudes or displays of personal favoritism (cliques) amongst its student body. It is our desire that every student experience genuine friendship and acceptance in all settings, while participating in CHAMPIONS classes or activities. (James 2:1-9)

Ordering Special Lunches

- CHAMPIONS for Christ offers special lunch options for students twice each month.
- Orders are received at the CHAMPIONS Welcome Table no later than Tuition Payment Day each month. **Watch the Monday Minutes (CHAMPIONS Announcements) for more details.**
- All orders must be prepaid, at the time the order is placed, with cash or check made payable to the Special Events Coordinator.

Graduation

- CHAMPIONS for Christ offers a graduation ceremony in the spring for all seniors who desire to participate. Participation is not mandatory.
- Students must be enrolled in at least one class at CHAMPIONS for Christ to participate as a CHAMPIONS graduate.
- The cost to host this event is shared equally among all participating families.

HSLDA Recommendation

- We recommend to all families that they join HSLDA (Home School Legal Defense Association). This is not required, but encouraged. HSLDA offers a wealth of helpful information for homeschoolers. Besides their efforts to protect and advance homeschooling freedoms in the U.S. and around the world, HSLDA offers their legal services in the event that a member family is challenged by local officials and their rights to home educate become threatened. (www.hslda.org) CHAMPIONS for Christ maintains a "group" status with HSLDA which offers participating members a discount. CHAMPIONS members may refer to the Members-Only Homepage of the CHAMPIONS website for this discount code.

Tools for Equipping

- In an effort to create a greater sense of unity and vision amongst all participating families, mentors, and officers, we ask that every parent obtain (and read) a copy of the book *Raising Kids For True Greatness* by Dr. Tim Kimmel. We have several copies available for loan, if you do not wish to purchase a copy. Please make every effort to read this before the new school year begins. We also recommend the DVD *Captivated: Finding Freedom in a Media Captive Culture*. (This can be ordered from Amazon, if you cannot locate a borrowed copy.)
- Please stop by the CHAMPIONS Welcome Table often for the opportunity to share prayer requests and find other helpful information.
- Scripture Challenge is a voluntary participation event where students are encouraged to memorize Scripture, or read Scripture, to encourage personal spiritual growth. Small prizes are awarded.
- All **students**, new and returning, (and at least one parent) are **required to attend CHAMPIONS for Christ Orientation**, which is held the Wednesday prior to the start of classes for the new year.

Clarification of Stated Policies

- *We acknowledge the right of every individual and family to have their own rules and standards. However, one of the primary principles of the Bible is that we honor one another above ourselves. We are also to look out for “weaker” brothers. These principles require us to voluntarily limit our freedoms at certain times, for the sake of building group unity and cohesiveness. Therefore, while we respect your personal family freedoms and rules, and we do not intend to regulate your personal morality, there are certain standards that are agreed to when you join as a member of CHAMPIONS for Christ.*

Cooperative Participation Agreement

- Participation in the CHAMPIONS for Christ homeschool co-op is a privilege.
- Any family who is not willing to meet with the CHAMPIONS leadership when asked to do so, or to follow the CHAMPIONS policies, may be refused membership at any time.
- The CHAMPIONS for Christ Officers reserve the right to change policies in the Family Manual at any time during the school year.
- Member families will agree with the biblical teaching that believers should settle their disputes within the Body of believers and not take one another to civil courts, unless they refuse to submit to the Body. (I Corinthians 6:1-8)
- Member families will agree, as a condition of membership, to submit any dispute or claim against CHAMPIONS for Christ, its members, its officers, its mentors, or its hosting facility to Christian arbitration and give up any right to sue in a civil court.

Amendments:

The following amendments have been added to the CHAMPIONS for Christ Family Manual, as agreed upon by the CHAMPIONS for Christ Board of Officers:

Amendment I :

(The following wording has been added under section, “**The Student’s Role**” Pg. 6)

The Student will:

- complete homework on time, and maintain integrity and honesty by submitting work that is self-produced – not copied from an answer key or another student

Amendment II :

(The following wording has been added under section, “**Facility Policies**” Pg. 9)

Arrival and Departure

Departure

- Students must not leave or go outside of the CHAMPIONS facility for any reason other than adult-supervised activities, or normal dismissal at the end of his/her last class for the day.

Amendment III :

(The following wording has been added under section, “**General Policies**” Pg. 11)

Firearms and Weapons

- Students will not bring a firearm or weapon of any sort, seen or unseen, such as: butterfly knife, switchblade knife, dagger, sword, martial arts weapon – including nun-chu-ka sticks and throwing stars, metal knuckles, air gun, BB gun, stun gun or Taser device, slingshot, or pocket knife.

Amendment IV :

(The following wording has been added to “**Service Hours Policies**” Pg. 13)

- In case of emergency or inability to fulfill your service hour shift(s):

(#1) You are responsible to contact someone else on the schedule and ask if that person can possibly swap shifts with you, or find a replacement, from the names listed on the schedule, and pay your sub \$15 / shift.

(#2) Immediately, contact the Facility Coordinator and make her aware of the changes that have been made.

Revised 8-18-2016