

CHAMPIONS

For
Christ



Family Manual

2021 - 2022

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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	9-10
Arrival and Departure	
Classrooms	
Food/Lunch	
Hallways	
Inclement Weather	
Outside Activities	
Pets	
Stewardship of Property	
Study Hall	
General Policies	11
Absenteeism	
Sickness	
Medication	
Age Requirements	
Class Cancellations	
Electronic Devices	
Safety	
Emergency Contact Information	
Tardiness	
Visitor Policy	12
Membership Fees, Class Registrations, Tuition Policies.....	12
Tuition Policies (continued)	12
Late tuition	13
Supply Fee and Service Hour Policies	13
Information and Expectations for Cooperative Participation	14-17
Communication	
Special Lunch Orders	
Graduation	
HSLDA	
Tools for Equipping	
Clarification of Stated Policies	
Cooperative Participation Agreement	
COVID-19 Policies	

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 high school years. By God's enabling, we desire to provide teens with 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 such 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

Lori Payne	<i>Director</i>
Cheryl Nicholson	<i>Co-Director</i>
Susan Hitt	<i>Facility Coordinator</i>
Joyce Sanders	<i>Secretary</i>
Melissa Bemis	<i>Treasurer</i>
Heidi Orris	<i>Registrar</i>
TBD	<i>Mentor Support & Liaison</i>
Emmy Kitis	<i>Technology Support & Liaison</i>

CHAMPIONS for Christ, Inc.

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 day each week, for students who are 9th through 12th grade 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 Christian life lived out:

- 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)
- The CHAMPIONS for Christ Officers believe that each person is “fearfully and wonderfully made in the image of God as either a male or a female (Ps. 139:14; Gen. 1:26-27) and that one’s gender is determined by God prior to his or her birth and is immutable.

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, conduct, or missing tuition payments
- 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

*Mentors (and Officers) reserve the right to limit and define appropriate content for all student-produced work.

The Student's Role

The Student will:

- 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
- 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
- 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

***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.

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 required service hours
- see that their student arrives on time for class and see that student's backpack is checked
- read weekly CHAMPIONS Announcements to stay on top of upcoming events and deadlines, tuition due and lunch order reminders, lost and found, and other important information
- 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. **Mentors are NOT responsible for keeping grade records after September 1st – following the end of a school year.** This is the parent's responsibility.

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/vaping devices or weapons at any CHAMPIONS activity or class. This includes pocketknives.
- 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 romantic 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)

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

It is our desire to maintain a conservative and professional environment for learning. Students are encouraged to “dress for success.” **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:

- **Shorts MUST BE knee-length**
- **Shoes (always required)**
- **T-shirts should be chosen tastefully (NO worldly graphics, please)**
- **Shirts must cover shoulders, chest, navel and below (boys and girls) - NO Tank Tops or Spaghetti Straps**
- **NO HOLES IN SHIRTS or PANTS**
- **Dresses and Skirts for girls should be knee-length or below**
- **No Pajamas**

Dress code infractions will be addressed privately with each student by the CHAMPIONS Facility Coordinator. The CHAMPIONS for Christ Leaders will have alternate clothing on hand and will request a student who does not use good judgment to make a change.

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 Director 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 enter and exit using the Foyer entrance at the far left when facing the building. **The front door and side portico are reserved for church staff and their guests.**
- All facility doors must always remain locked. Please knock for assistance.

Parking

- The first row of parking spaces in front of the building is reserved for use by mentors and officers.

Traffic Pattern

- Please keep to a counter-clockwise traffic pattern of driving to the drop-off/pick-up area, then around the parking lot to the exit. **Please do not park your vehicle parallel to the building (the entrance) and leave it.**

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 less than 8-10 minutes before the start of their class should wait quietly near the welcome desk, in the lunchroom area, until the bell rings to change classes.
- 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.
- Parent of students driving themselves to CHAMPIONS should fill out a Student Driver Permission Slip to be kept on file. 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 in the gymnasium on the tiled surface.
- 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.

Inclement Weather

- You will be **notified by email** and/or text message alert no later than **7:00 A.M.** on a given CHAMPIONS class day, 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, except for pre-planned and supervised CHAMPIONS activities.
- All CHAMPIONS participants should also be aware that there are security cameras strategically located around 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** to participate in study hall, 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 schoolwork.
- **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. The cost is \$12/student/study hall/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.

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. *(Please read special COVID policies on page 16 concerning attendance after known exposure to the virus).*
- 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 needs 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 always be notified first, and a plan of assistance will be determined by the parent.

Age Requirements

- **All students must be ready to enter 9th grade upon enrollment (September), and turning at least 14 years of age by January 1st** (mid-way through the school year) to be eligible for CHAMPIONS classes.

Class Cancellations

- In the rare 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 of any kind (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.

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, any knife.

Safety

- All families (students and parents) will be expected to attend Orientation and Safety Information Meetings prior to the start of a new school year.
- Per the requirements of host facility, there will be occasional and unannounced backpack inspections.

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

- In consideration of other, please make an effort to get your student to class on time.

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.
- 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 rent, insurance, website fees, events, supplies, etc.
- 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.
- * *Classes which do not meet their minimum enrollment by August 1st, may be cancelled.*

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.** Some mentors also accept electronic payments via PayPal, Venmo, or Zelle. Please contact the mentor for their preference.
- Tuition checks may be 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 your family name and the amount enclosed.*
- 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.

- **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.

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 mentor will notify the family.** If there is a sudden hardship that would prevent you from paying on time, please communicate this to the mentor in advance of the due date so that together you are able to work toward an agreed-upon goal.

Non-sufficient Fund Checks:

- In the event your tuition check is returned for insufficient funds, understand that you are responsible not only to pay the tuition due but also to pay for any check fees incurred as a result of the defaulted payment.

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 four shifts, or one alternate volunteer task during the course of the school year. **Your application for membership will not be completed until you have signed up for these volunteer service hours.**
- Duties include hostess shifts, special lunch coordinators, and other volunteer positions.
- There is an online sign-up accessible through the website.
- 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 2b: 11:30A.M. - 2:00 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 2021-2022 tab on the website.

- Reminders will be sent by email each Monday before the Wednesday of CHAMPIONS, and you are responsible for arranging and paying for your own substitute if you are unable to fulfill your shift of duty.
- 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 replacement \$20 / shift**.

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

Information and Expectations for Cooperative Participation

Communication

- It is vitally important that parents **read** the weekly **CHAMPIONS Important Announcement emails** to stay informed of special lunches, deadlines, service hours, etc.
- **It is vitally important to your student's success that parents read email 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 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 CHAMPIONS Announcements for more details.**
- All orders must be prepaid, at the time the order is placed, **with cash**.

Graduation

- CHAMPIONS for Christ offers a graduation ceremony in the spring for all seniors who desire to participate. Participation is voluntary.
- Students must be enrolled in at least one class at CHAMPIONS for Christ their senior year 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 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 sometimes have 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.
- **All parents, new and returning, are required to attend CHAMPIONS for Christ Orientation, which is held prior to the start of classes each 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 does not agree with or who is not willing to follow CHAMPIONS policies may have their membership revoked at any time during the school year.
- Member families commit to resolving differences in a private and biblical manner, which means that offenses will **not be shared on social media or with anyone who is not directly involved in the issue of conflict**. Any member with a complaint concerning CHAMPIONS policies who does not first present the issue to a CHAMPIONS mentor or board member for resolution, but instead spreads discontent among the membership and in the community, may have their membership revoked at any time during the school year.

- 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.
- The CHAMPIONS for Christ officers reserve the right to change policies in the Family Manual at any time as situations arise.
- The CHAMPIONS for Christ leadership reserve the right to have contents of student backpacks exposed during random backpack checks, per host facility contract agreements.

CHAMPIONS COVID-19 Policies:

These shall remain in effect for as long as the state of Virginia health guidelines for schools remain in place so that CHAMPIONS may operate in compliance.

- Parents will take their child's temperature at home before leaving for co-op on Wednesdays. Any student who has a temperature at or above 100 degrees, or who has not been fever free for more than 24 hours, or who is experiencing a persistent cough or other respiratory symptoms will be asked to stay home. If a family member has tested positive for COVID-19 or your family has been in contact with someone with COVID-19, you will be asked to stay home and self-isolate for 2 weeks, as recommended by the CDC. As always, mentors are available for assistance in learning the missed week's lesson and absent students have access to homework assignments via the CHAMPIONS Classroom Dashboard at the website.
- Should community COVID conditions worsen and the state impose further lockdowns, CHAMPIONS will adjust our schedule accordingly, possibly by eliminating/extending certain breaks or by extending the school year, as decided by the board.
- Should staff, a mentor, or a student test positive with COVID-19 after attending co-op, all CHAMPIONS families and our host church will be notified, with the person's name held in confidentiality. Steps will be taken to eliminate risk for others who have used the facility. This may mean implementing stricter protocols or canceling the following week's class(es), as determined by the host church and/or the CHAMPIONS board.
- Cleaning is done by our host church before we arrive on Wednesdays, and staff and mentors will wipe down tables, chairs, doorknobs, and any shared equipment in between each class. CHAMPIONS will use OnGuard cleaning products to disinfect surfaces, a non-toxic alternative to bleach or Clorox that still kills viruses and bacteria. DoTERRA's Certified Pure Therapeutic Grade OnGuard Blend essential oil has been published on www.thepubmed.gov website as killing 17 different strains of viruses and stopping the H1N1 virus from replicating.
- Students will be asked to wash their hands or use hand sanitizer after every class and before and after lunch. Parents should provide personal hand sanitizer of their choice for their student's use. Restrooms will be adequately supplied with soap and paper towels and restroom surfaces will be wiped down after each class.
- Desks, tables, and chairs will be situated 6 feet apart to comply with social distancing guidelines in classrooms and in the lunch area whenever possible. Our host church also has outdoor lunch capabilities when the weather permits. Social distancing and mask-wearing must be maintained in hallways and common areas at all times. Students are forbidden to share food or drink items.
- Parents should ensure that students come to co-op on Wednesdays with all necessary pens, pencils, paper, and other supplies to avoid borrowing or sharing items with another student.
- Any at-risk or health-compromised students or adults are strongly encouraged to wear face masks throughout the day, even in classrooms when social distancing is being observed.
- Parents may be required to sign a COVID waiver at the beginning of the school year stating that

they understand the risks involved in attending co-op even with social distancing and cleaning protocols in place.

- At any time should a family or student feel uncomfortable or dissatisfied with the protocols in place to protect against COVID-19, please notify a mentor or board member. Should this issue be unresolvable, that family is free to withdraw without financial penalty.

NOTE: CHAMPIONS for Christ must follow any COVID-19 requirements put forth by the host church that go above and beyond those stated here. Any new protocols will be communicated to the membership as soon as possible.