



MEMBER HANDBOOK 2023-2024

"The LORD is a warrior; the LORD is his name." (Exodus 15:3)

"Put on the full armor of God." (Ephesians 6:11)

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INTRODUCTION

Mission

The mission of the God's Homeschool Warriors Co-op (GHW) is to partner with families to: (a) provide a Co-op program by working together to educate their homeschool children in a safe, loving, and caring environment; GHW comes alongside the families to provide quality classes. We strive to have a group of like-minded families coming together to share their gifts and talents for the training and educating of our children, (b) provide a Co-op program that has a Christ-centered environment, (c) provide a Co-op program that has organizational and administrative checks and balances, (d) provide a Co-op program that has transparent financial processes with appropriate checks and balances, and (e) provide a Co-op program that is a not-for-profit program.

Vision

The vision of GHW is to exist as a community of believers who share Christ's love while coming together to educate their children in a loving and caring environment.

Purpose

GHW was specifically founded to create a Christian, loving, caring learning environment for homeschool families. We do not exist to please the world, but rather to satisfy our God-given mandate to educate our children how we see fit. GHW is a Co-op, not a school. This purpose is accomplished by all the members working together and the Co-op supporting them with their calling to home educate. By working together, everyone benefits.

Statement of Faith

We believe the Bible to be the inspired, infallible, and inerrant word of God, the supreme and final authority for all faith and life (*2 Tim. 3:16-17; 2 Pet. 1:20-21; Ps. 19:7-11; Prov. 30:5-6; Jer. 23:29; Heb. 4:12; Matt. 5:18; John 17:17*).

We believe there is one God, creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (same in substance, equal in power and glory) (*Deut. 6:4; I Cor. 8:4-6; Acts 17:24-29; Gen. 1:1; Col. 1:15-20; John 1:1-3; Rom. 9:5; Titus 2:13; I John 5:20; Isa. 9:6; Ps. 45:6; Isa. 48:16; Acts 5:3-4; Heb. 9:14; I Cor. 2:11-16*).

We believe in the deity and humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory to judge the living and the dead (*Isa. 9:6; Gal. 4:4; John 17:5; Heb. 10:5; Isa. 7:14; Luke 1:34-35; Heb. 7:26; John 14:11; I Pet. 2:24; 3:18; 2 Cor. 5:21; Heb. 9:22; I Cor. 15; Acts 1:9-11; Rev. 19:11-21; 20:11-15*).

We believe man was created good in the image of God but fell into sin, and is therefore totally depraved, and needs to be regenerated by the Holy Spirit for salvation (*Gen. 1:31; Eccles. 7:29; Gen. 1:26-28; Gen. 3; Rom. 5:12; Ps. 51:5; Gen. 8:21; Eph. 2:1-4; Rom. 3:10-18; Rom. 8:7-8; I Cor. 2:14; Jer. 13:23; John 6:44,63,65; John 1:12-13; John 3:3-8; Titus 3:3-5; Acts 16:14; Ezek. 11:19; 36:25-27*).

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We believe that salvation is a gift of God given to man by grace alone through faith alone in the substitutionary death of Jesus Christ alone (*Jon. 2:9; Eph. 2:8-10; Phil. 1:29; Acts 5:31, 11:17-18; 2 Tim. 2:25; Rom. 3:21-28; Rom. 4:5; Phil. 3:9; 2 Cor. 5:21; Isa. 53:4-6; Heb. 9:28; John 14:6; Acts 4:12*).

We believe that the ministry of the Holy Spirit is to regenerate, seal, indwell, teach, convict, and empower the believer for Godly living and service (*John 1:13; John 3:3-8; Titus 3:3-5; Eph. 1:13-14, 4:30; Rom. 8:9; John 14:16-18; 14:26; 16:13; 16:8; Rom. 8:13; 2 Tim. 1:7; Zech. 4:6; Col. 1:29*).

We believe Christ, the Head of the Church, has commanded the Body of Christ to make disciples of all nations. The universal visible Church will extend to all the people groups of the world; therefore all peoples are of equal importance in the Body of Christ (*Col. 1:18; I Tim. 3:15; Eph. 2:14-20; 4:4-6; Rev. 5:9; 7:9; Matt. 24:14; Rom. 12:3-8; I Cor. 12: 4-26; Gal. 3:28; Matt. 28:18-20; Acts 20:27; Titus 2:2*).

We believe that Christian parents have the privilege and responsibility to raise their covenant children in the nurture and admonition of the Lord (*Gen. 18:19; Ex. 12:24-27; Deut. 4:9-10; 6:7-9; 8:5; 11:18-21; Josh. 24:15; I Sam. 3:13; I Chron. 22:6-16; Ps. 44:1; Ps. 71:18; Ps. 78:1-8; Ps. 145:4; Prov. 3:12; 4:1-4; 13:24; 19:18; 22:6; 22:15; 23:13-14; 29:15,17; Isa. 38:19; Mal. 4:6; Eph. 6:4; Col. 3:21; 2 Tim. 3:15*).

We affirm the biblical model for marriage as one man and one woman, as declared by Jesus in Matthew 19:5-6. We also affirm that God has created man for His glory in His image, male and female only. (*Matt. 19: 4-6; Gen. 2:24; Mk 10:6-8; Gen. 1:27; Isa. 43:7; Heb. 13:4*).

We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral. *Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9*.

In order to preserve the function and integrity of the Co-op in its mission and to provide a Biblical role model to its members, the Church, the community, and society at large, it is imperative all Co-op members should abide by the aforementioned Statement of Faith and conduct themselves accordingly.

Non-Denominational Position

GHW honors all expressions of God's kingdom here on earth, especially where it relates to His church. We desire to remain in unity in the salvation and love of Christ, avoiding unnecessary conflict that could be caused by denominational differences. This ministry's statement of faith contains those doctrines that we unreservedly adhere to and teach. It is our desire to maintain this position and honor all families involved in GHW. There shall be no attempt made by parents, children, volunteers, or board members to promote or disparage doctrinal or denominational beliefs, practices, or positions regarding issues upon which this ministry has stated no official stance. This does not mean that we cannot have

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conversations about these differences, but in these conversations, please respect each other's positions.

Non-Discrimination

GHW does not discriminate based upon race, color, sex, national origin, nor physical or mental disability unrelated to one's ability to work and enjoy the full benefits of our program.

Not-For-Profit

GHW does not exist to make a profit. All of the board members, coordinators, teachers, and supporting staff are volunteers. As a not-for-profit organization, our funds are limited. The Co-op benefits from kind donations, gifts, and hard work which helps to ensure we are staying within our budget restraints. Classroom budgets are funded by the class fees paid by member families. Therefore, teachers are encouraged to utilize their classroom budgets as wisely as possible by using renewable materials and inexpensive everyday items.

To maintain our not-for-profit status, all members shall take no action that would result in the denial of our not-for-profit status including but not limited to linking GHW with supporting political campaigning. Please see Article VII, section 2 of our Bylaws.

The Co-op

- The Co-op is made up of equal members who have joined together to use their gifts and talents to help each other home educate their families. Members are defined as families that meet membership requirements. These membership requirements are as follows:
 - a. Completion of Co-op Registration
 - b. Payment of all Co-op fees
 - c. Have a student enrolled in classes
 - d. Completion of weekly service hours
 - e. Active participation in Co-op activities
 - f. Comply with GHW Policies and Processes
 - g. Follow the Statement of Faith
- Because of our concern for the safety of our families and the fact that Co-op members have access to all of our families, the Co-op leadership will conduct a background check on all candidate members before they are granted membership in the Co-op. This background check will be repeated every three years.
- The Co-op is governed by a Board of Directors that are elected by their fellow Co-op members. There are seven Directors on the Board and four of these Directors are the Board officers. These officers are President, Vice-President, Secretary and Treasurer. The Board is responsible for the operation of the Co-op and ensuring compliance with the Co-op By-laws. The Board sets all policies for the Co-op. These board members are the Co-op member's representatives for operating the Co-op as a whole. A list of their responsibilities is included at the back of this handbook.
- Co-op day-to-day operations are the responsibility of the three Co-op coordinators. These three coordinators ensure that Co-op day runs smoothly, Co-op objectives are met, and all operations fall within the bounds of the Co-op By-laws. The three coordinators are Co-op Coordinator, Academic Coordinator, and Administrative Coordinator. A list of their responsibilities is included at the back of this handbook.

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- Each Co-op member is responsible for the education of their families. Each member is responsible for their family members during Co-op day and ensuring that all family members comply with GHW Policies and Processes.
- Each new Co-op member is subject to final approval by the board.
- A Co-op member may be removed for failure to comply with any of the membership requirements. The process for the removal of a Co-op member is:
 - a. Ensure the conflict resolution is adhered to. Reference Conflict Resolution, pg. 9.
 - b. The Board notifies the member in writing that they are not in compliance with membership requirements.
 - c. The Board and the member will develop a plan to repair the non-compliance.
 - d. The Board monitors the progress of the compliance plan.
 - e. The Board would vote by a simple majority to remove the member if the compliance plan is not successfully completed.

Legal Standing

Homeschool families enrolled in GHW classes are individually responsible for their legal standing with their respective state government and local superintendent's office. GHW is a Co-op and not a school. As such, it does not provide legal cover for homeschooling. Please visit www.heav.org and www.hslda.org to learn more about homeschool laws in Virginia and North Carolina.

Due to our insurance policy, no field trips are to be endorsed by God's Homeschool Warriors.

CHILD PROTECTION POLICY

We are committed to maintaining a safe learning environment for our children. Because each member works directly with other members' children, our insurance requires that each parent have a current and valid background check. One background check is included in the registration fees with additional screenings costing \$7.50 each. Background checks will be updated every three years. There are no exceptions to this policy. Additionally, GHW will require that every member attend a child protection class every 3 years, before being able to participate in GHW activities.

It is important to note that while our members are required to submit to routine background checks, there are frequently people on the church premises who are not affiliated with GHW and cannot be held to this requirement. As such, the Co-op will maintain hall monitor tables in each hallway during the co-op day. Hall monitors will ensure that children who leave the classroom get where they need to be. In the instance that a child needs to use the restroom, hall monitors will make sure the restroom is clear of non-member adults. If it is not, or if one enters while the child is present, hall monitors will stand in the doorway with the door propped open to maintain communication until the child returns. Hall monitors must not leave their stations, and will be provided with hand radios for communication as the need arises.

We do our best to ensure that there are two adults in every class. However, there may be times when this is not possible. In this case, the doors of the classroom must be left open.

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A coordinator will be making rounds to check on classrooms, and you may let them know if you need assistance. Adults will not be alone with a child that is not their own.

ID badges are to be worn by all members. This will help Co-op and church personnel identify who belongs in the church building. Please help with safety measures. These ID badges will be provided to all members to include adults and children. Members should speak with the Co-op Coordinator if they misplace their ID badge.

While we hope that we will never have to witness or suspect child abuse or neglect, we feel it is necessary to have a clear policy in place to protect our children. Certain behaviors are inappropriate and will not be tolerated at Co-op.

Definition of inappropriate behavior:

- a. Hitting, punching, slapping or any physical actions
- b. Excessive yelling, not just for attention purposes
- c. Any kind of sexual touching
- d. Inappropriate language of a sexual nature, comments etc.
- e. Name calling
- f. General bullying

If you see an adult acting inappropriately towards a child at any Co-op related function, step in and bring this to the attention of a Coordinator or Board Member immediately.

If you see a child being inappropriate with another child, step in and get the parents of those children and explain to them what you saw. Then, bring it to the attention of a coordinator or board member.

Virginia state law* requires that *"any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children"* report all instances of suspected child abuse or neglect. This includes all adult co-op members.

If you suspect abuse of any kind, call CPS. The Suffolk Department of Social Services CPS Hotline number is (757) 514-7458. The Virginia Statewide Hotline for reporting suspected abuse is (800) 552-7096. It is not necessary for you to let a coordinator or board member know prior to or after filing a report. This is at your discretion. If you would like a coordinator or board member present when speaking to that adult or making a CPS call, please ask for assistance.

In order for a CPS complaint to be valid, 4 criteria must be met.

- a. The alleged victim is under the age of 18.
- b. The alleged abuser is in a caretaker role.
- c. The report is made to the department where the alleged victim lives.
- d. The report describes an incidence of abuse and/or neglect

Some examples of suspected abuse:

- a. Physical abuse (cuts, bruises, welts, abrasions)
- b. Physical neglect (inadequate supervision)
- c. Medical neglect (necessary medical care or treatment being denied)

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- d. Mental abuse or neglect
- e. Sexual abuse (sexual exploitation, molestation)

* Please read the Code of Virginia §§ 63.2-1508 -1511 for complete information regarding this state law.

FINANCES

Budget and Financial Information

The Co-op financial statements are presented to the Co-op membership twice a year. These are at the Beginning of the Year meeting and the End of the Year Annual Membership Meeting. The details can be discussed with the Board Treasurer or Board President at any time. GHW is committed to transparency in all financial matters.

Fees

It is our goal to offer the best programs for our children while keeping the costs to our Co-op members to a minimum. This is only possible if we receive prompt payments of Co-op fees. The nonrefundable registration fee is broken down as follows: 25% due at member registration, 25% due at class registration, 50% due by the end of March. Any family with unused funds from class fees over the amount of \$10 will receive their refund or can donate it to the benevolence fund. Any family with less than \$10 in unused funds from class fees will not be issued a refund, it will automatically be deposited into the benevolence fund.

Benevolence Fund

Our co-op has established a benevolence fund to help those in need. All profits made from lunch specifically go into this fund. Occasionally we have other fundraisers throughout the year that also contribute. If you would like to donate to the Benevolence Fund or are experiencing financial burden and are in need of benevolence, please speak with the Administrative Coordinator or the Treasurer. All requests are prayerfully considered by the board.

What are the Registration Fees and Class Fees Used For?

The money collected from annual Registration Fees are used to purchase annual insurance, background checks, pay our host church for facility usage, tithe, offset costs of special events for the Co-op, and cover the daily administration costs of running a Co-op. Class Supply Fees are used by the teacher of that class to purchase educational supplies for that class. Members should discuss with teachers what is covered by the fees for any classes they are interested in for their children. Any leftover funds from a science or technology class will not be refunded. For further questions, please see the Board Treasurer.

Payment Agreements / Delinquent Accounts

GHW will make every effort to work with our members regarding payment of Registration and Class Fees. If you would prefer to pay your Registration and Class Fees over time, please ask the Administrative Coordinator for a copy of the GHW Registration and Class Fees Payment Agreement. This agreement provides multiple options to best meet our members' individual needs. If for any reason you miss a scheduled payment, the Administrative Coordinator will follow up with you to arrange payment. If you miss two scheduled payments, your situation could be brought to the attention of the Board, which could

result in your family being asked to leave GHW and not return. We understand that financial hardships can arise from time to time. At those times, you are encouraged to reach out to the Board and make them aware of your situation.

Returned Check Policy

If the bank returns a check to GHW, a \$35 service fee, as well as any bank fees, will be added to your account and must be paid no later than the beginning of the next month.

Co-op Withdrawals and Refunds

If you choose to withdraw your child from GHW at any time during the school year, the Class Fees will be assessed to the end of the month in which the withdrawal occurs. Any unused portion of the remaining Class Fees will be refunded provided all other financial responsibilities to the Co-op have been met with the exception of science and technology class fees. Co-op Fees are generally not refundable. This also applies to families who are requested by GHW to withdraw.

DISCIPLINE

*"For the Lord corrects those He loves,
Just as a father corrects a child in whom he delights."
Proverbs 3:12 (NLT)*

*"...Those who love their children care enough to discipline them."
Proverbs 13:24 (NLT)*

Philosophy of Discipline

GHW establishes its standards of discipline to help train its children to strive for excellence in all they say, think, and do. Some of our standards are based on morality and manners, some support current civil laws, and others reflect what may be considered the common standards of our diverse school community. We want our children to realize that there is a time and place for individuals to express diversity and uniqueness, but that is not the main objective of GHW. In other words, what may be suitable for us to do in our homes or wear at the mall may not be suitable for GHW. It is often not a question of right or wrong, but of purpose and priorities. We trust that all those who are members of our Co-op community will understand and fully support our Co-op standards.

GHW will always seek to treat each child as an individual and to choose consequences that will accomplish our goals of showing love and forgiveness, teaching that wrong actions have negative results, ensuring that the misbehavior is not repeated, and securing the safety of other children. Nevertheless, GHW reserves the right to discontinue a child's enrollment at the discretion of the Co-op Board. Our goal is to work ourselves out of a job by encouraging every child to adopt standards of excellence and develop self-discipline. In order to achieve this goal, we are guided by the following principles:

- a. Work with each child individually – recognizing differences in maturity levels, distinguishing between an impulsive act and a motive to hurt, and treating first-time offenders more leniently than those who have already been corrected for the same offense. In all cases we want to understand and train the child's heart and not just to fix the behavior.

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- b. Form a partnership with the home – to develop mutual understanding and a common plan to address any academic, behavioral, or emotional need their child is experiencing.
- c. Never giving up on a child.
- d. The Co-op reserves the right to enforce consequences deemed appropriate, including but not limited to, expulsion from Co-op.

Character and Expectations

At GHW, we believe that a quality education can only be provided in an atmosphere of faith, respect, and responsibility. Thus, all parents and children are expected to:

- a. Respect the Mission and Purpose of GHW
- b. Respect teachers, parents, and other children
- c. Respect the GHW campus and the property of others
- d. Be honest and truthful in word and deed
- e. Use appropriate oral, written, and body language
- f. Obey the civil laws and GHW policies pertaining to drugs, tobacco, alcohol, and weapons
- g. Avoid engaging in inappropriate sexual behavior or talk (absolutely no discussions regarding sex, sexuality, gender identity, etc)
- h. Honor the dress code policy
- i. Be punctual to class / Co-op
- j. Inappropriate behavior including: hitting and punching, excessive yelling (not just for fun or attention getting), threatening language or name calling, and general bullying.

Discipline Is Love!

GHW has rules and consequences in order to follow God's will for discipline and provide a safe learning environment. We believe the best way for all to enjoy their time at GHW is for children to be engaged in inviting activities. So the best "discipline" is a well-run class & Chapel. However, in the event that a child needs assistance with his or her behavior, we have set these rules:

Steps for Removal for Behavior Issues:

- a. The first time, the teacher will speak with the student reminding him of proper behavior.
- b. The second time, the teacher will speak with the parent for parental involvement. The parent will attend class with the child.
- c. The third time, the teacher will bring it to the Academic Coordinator's attention, at which point the child will be removed from the class and asked to go to a different class or sit with the parent.
- d. If the behavior is still not corrected, it will be brought to the attention of the board and the family may be asked to leave GHW.

Conflict Resolution

GHW recognizes that whenever people of diverse backgrounds and belief systems are working and learning together on a regular basis, issues can occasionally arise. These may be between instructors, facility representatives, and/or members and families. Should an issue arise, we will use the principles in Matthew 18 to resolve the conflict. Please keep in

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mind that we should not gossip. Gossip only leads to discontent and bitterness. If we are not directly involved in the problem, we should not be discussing it. Please uphold confidentiality.

- a. Go to the person with whom you have a disagreement at a time when you can have a private conversation. Often, problems can be resolved through friendly, honest, and open communication. Hopefully, most issues can be resolved this way as both parties listen to each other. It may be very helpful to remember that we are all on a team, working together to make the Co-op the best experience possible for all involved.
- b. If the conflict is not resolved, parties involved should meet with a Coordinator. A Coordinator may be able to shed some light on the problem, or facilitate a meeting to work on the issue.
- c. In the rare instance where issues remain unresolved, the problem will be presented to the entire GHW Board for mediation. Restitution and resolution is always the goal.

By working out problems in a fair and kind way, we are teaching our children how to do this as well. We create a more peaceful community and world by being good role models to our children! Please refer to page 29 in the handbook for more guidance on Conflict Resolution.

GENERAL INFORMATION

Location

While GHW currently meets at Westminster Reformed Presbyterian Church (WRPC), our organizations are not affiliated. However, GHW is grateful and blessed to be able to use their facility. WRPC serves as a beacon in the community, and we look forward to fostering our relationship with them. Because we value our relationship with our host church, we will do our very best to maintain the premises according to their wishes. We will honor their rules regarding food and beverages in certain areas of the church and will return all items to their appropriate locations following our use. By being good stewards of the church building, grounds, equipment, etc., we will be able to show our respect and gratitude for the use of the facilities.

Parking / Co-op Entrance

The designated parking area for Co-op members is on the south side of the parking lot. Please use the south door to enter the building. We will be staying in the horseshoe-shaped portion of the building. No GHW parents or students should be in any other part of the church building during Co-op day.

Communication

GHW communicates primarily via email, Facebook and our homeschool-life website. To ensure that families receive pertinent Co-op information, families must have a current email address that is checked at least once a week.

The homeschool-life website has a forum that we encourage our teachers to use in order to communicate with the parents of the students in their class. Each class has its own thread, and teachers can add assignments as well as any class information parents may need to be aware of regarding the class. Please make sure you check the forum to ensure that you are receiving notices for the classes your student is enrolled in as well as any classes in which

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you serve as a teacher or aide. Homeschool-life emails are automatically sent out on Friday mornings. Teachers, please update the forum for your class by Thursday night to ensure your class information is current for that week.

Please notify a coordinator if you do not have reliable access to the internet and would prefer an alternate method of communication.

GHW also communicates via family folders. Family folders are located on the administrative table in the Coordinator room and should be checked weekly.

Dress Code

GHW's dress code is casual, but adults and children need to dress neatly and modestly. Keep in mind, "modest" means different things to different people. Clothing should not be a distraction or stumbling block during Co-op. Do not wear articles of clothing that may be questionable. If clothing is considered inappropriate, the adult or children will be asked to change.

Shirts:

- a. Shirts may not show midriffs or backs
- b. No plunging necklines—one should be able to bend over without showing cleavage
- c. Shirts may not be excessively tight
- d. Shirts may not show any type of undergarment
- e. No inappropriate writing, phrases, pictures, descriptions, decorations, logos, or emblems
- f. Sleeve straps must be at least the width of the wearer's two fingers

Pants and Shorts:

- a. Pants, shorts, skirts, and dresses may not be excessively tight
- b. Shorts, skirts, and dresses must be at least fingertip length
- c. No undergarments may be visible at any time
- d. No inappropriate writing, phrases, pictures, descriptions, decorations, logos, political, or emblems
- e. Young children need to wear bike shorts, pants, tights, leggings or shorts if wearing dresses or skirts.

Shoes:

- a. **Heelys** or sneaker skates are not permitted
- b. Only non-black and/or non-marking soles

Unenrolled Children

We recognize that some of our families have children who are not enrolled in GHW, and that occasionally members may need to bring them to co-op or its activities. For this reason, please add all the children in your family to your profile found on the website. If you need to bring your child to co-op with you, please contact the Academic Coordinator as soon as possible so arrangements may be made to place him into classes. While we will try to accommodate your wishes with regard to which classes your child attends, this may not always be possible, and ultimately the Academic Coordinator will work with teachers to

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decide where best to place him. While in attendance at GHW and its activities, all visiting children will be held to all the same rules and expectations as our enrolled children.

Our fee structure and service hour requirements are based on a family that consists of children and their parents and/or legal guardians. It is only fair that parents of children attending co-op are serving equally in the co-op. As such, members may bring children that are not part of their family as visitors only.

Member Participation

Members participate by serving in various roles throughout the day. This makes our low-cost Co-op possible and helps build our cooperative community.

Members are required to find their own replacements if absences are known about in advance. Please utilize the list of available members (available from the Academic Coordinator) in finding a replacement. If you cannot find someone to take your place, or in case of a last-minute emergency, please CALL or TEXT the Academic Coordinator as soon as you know that you will be absent so your position can be covered. PLEASE, do not rely on Facebook or email for notification! Teachers, please prepare for planned absences by providing your replacement with the lesson plan you would like to have followed in your absence, as well as any necessary supplies when possible. Please prepare for unplanned absences by keeping substitute lesson plans (updated monthly) on file with the Academic Coordinator.

Each member is required to serve at least (3-4) hours each week, depending upon the co-op needs. The approved tasks that count toward service hours are 1) serving at Co-op day in an assigned task, 2) teaching a class at Co-op day, 3) serving as a Board officer or Coordinator, and 4) assisting the Treasurer as bookkeeper (2 hours a week). If some circumstance temporarily prohibits you from fulfilling this commitment, you will be directed to discuss the matter with the Board. The spirit of GHW is to operate as a true cooperative program where families come together to support each other with their homeschooling endeavors. Members are expected to participate during the co-op day in some fashion.

Member Attendance

"For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another. Having gifts that differ according to the grace given to us, let us use them: if prophecy, in proportion to our faith; if service, in our serving; the one who teaches, in his teaching; the one who exhorts, in his exhortation; the one who contributes, in generosity; the one who leads, with zeal; the one who does acts of mercy, with cheerfulness."

Romans 12:4-8

By enrolling your children, you commit to the entire Co-op year, so we ask you to prayerfully consider your decision before registering.

Your attendance and punctuality are crucial because we depend on one another for a successful year. When even one family is tardy or absent (or withdraws), it places a burden on the rest of the Co-op. As such, we ask that you schedule other commitments outside of Co-op hours when possible.

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Being tardy 10 times (after 9am) or being absent 5 or more times in the Co-op year could result in delayed class enrollment in the following Co-op year.

Class Enrollment in August will be divided as follows:

Group 1: Returning Members in good standing and New Members on day one

Group 2: Returning Members not in good standing on day two

We understand there may be extenuating circumstances, e.g. births or deaths in the family. It is important that you communicate with GHW leadership in a timely manner about these situations to ensure these missed days are not counted towards your total absences. Excessive unexcused tardies and absences could result in removal from GHW.

GHW is a cooperative effort, with all the members working together and the Co-op supporting them with their calling to home educate. Everyone benefits when we work together.

Minimum Attendance Required for Co-op Operation

We must have a minimum number of adults in attendance in order to hold Co-op on any given day. If this number is not met, we may make the decision to cancel classes for that day. Please understand that we sometimes do not know until the morning of Co-op that we will not have sufficient attendance. Should it become necessary to cancel the Co-op day, we will make every effort to inform our membership as soon as possible. To avoid these situations, please make every effort to honor your commitment to our Co-op each week. Also, please be aware that on days when we have reduced attendance, it will be necessary for those in attendance to pitch in by substituting in classes and performing extra Warrior Duties.

Child Supervision

GHW does not allow drop-offs. Members are required to serve at the Co-op while their children are at the program. You are responsible for your children and their behavior during the Co-op day. In the event that you need to leave the Co-op location briefly (for not more than an hour), you may do so provided another adult is willing to accept responsibility for your children while you are away. You must do this in writing in the Coordinator room before leaving. Occasional exceptions to this policy may be made on a case-by-case basis based on the following criteria: the age and behavior of the children in question, the reason for the absence, the frequency of such requests by the parent, and the number of available adults to handle the added burden. Frequent requests will result in referral to the Board for approval.

Additionally, no child should leave the premises at any time during the Co-op day without written parental consent. Please speak to a Coordinator in the event that this becomes necessary.

With the exception of brief restroom visits and class changes, children will be in their assigned classrooms or accompanied by their parent or guardian at all times during the Co-op day. We ask that all members take this request seriously. Any unsupervised children will be escorted either to their class or to their parents.

Public Affection

Children are expected to exercise good judgment when interacting with each other. Public displays of affection such as hand holding, kissing, touching, etc. are not allowed during the Co-op day or Co-op events.

Electronics Policy

We understand that personal electronic devices have become an important part of daily life for most people. However, we feel it is important to protect our children from inappropriate content that is so easily available on these devices. For this reason, we do not allow students to use personal electronic devices during the co-op day. Any adult who observes a student using a personal electronic device without leadership approval is instructed to confiscate the device and return it to the student's parent as soon as possible.

Teachers are welcome to utilize their own electronics for educational purposes in the classroom if they desire. However, in order to minimize distractions, we ask that all adults, aides, and teachers refrain from using personal electronics for any other purpose during class time.

No skateboards allowed on the premises at any time.

Computers

There is wireless internet access at GHW. Adults may choose to bring their own laptops and utilize this free service made available by our host church. Please be advised that GHW is neither responsible for the care of personal computers nor liable for their damage or loss.

Lunch Policy

A supervised lunch time is held each co-op day. You may bring your own lunch or purchase a lunch provided by GHW on special occasions. Lunch is a separate charge from registration and class fees.

Parent Room

The Parent Room is room 325 (open area directly across from the coordinator room). All available adults are to report to the coordinator room for assignments.

Food and Drink Policy

Food, Drinks, and candy will not be permitted outside of the lunch room (221/222) and the parent room. The Kindergarten and Preschool rooms may have (peanut-free) food on hard surfaces only. Water (no additives) is permitted outside of these locations in a container with a lid only. Containers should remain closed when not in use. This is a WRPC rule, and we will respect this requirement.

Visitor Procedures

All visitors must sign in at the administrative table in the Coordinator room and receive a visitor's badge to wear while on campus and be escorted by a member. This includes adults and children.

Visitors may attend Co-op at any time to tour the building and meet with the coordinators. If a visiting family wishes to visit classes, they must schedule it with a Coordinator at least a week in advance to give teachers time to prepare.

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Guest speakers must be approved by the Academic Coordinator.

Lost & Found

We have a small area for lost and found, so please check regularly to claim any of your missing items. It is important that parents ensure that all personal items are taken home each week. Left-behind items may be donated to charity.

Selling Goods

GHW encourages its members to be involved in missions locally, nationally, and internationally; therefore, we recognize the importance of raising money to support these endeavors. Fundraising for GHW expenses can also occur. However, anyone who wants to sell goods at Co-op must ask for permission from a Coordinator first. Upon approval, the items must be displayed for sale in the designated location(s) only.

Flyers

Members are welcome to set out flyers (pre-approved by Coordinators) at designated location(s) or put them in the family folders.

HEALTH & SAFETY

Emergency Procedures

Storm Days: GHW will typically follow Suffolk Public Schools with regard to weather-related closings. In the event that Suffolk Public Schools operates on a weather-related delay, GHW will remain open unless otherwise communicated by Co-op leadership. You will be notified via email, phone, and/or text message in the event of a Co-op cancellation. Please be advised that in the event of hazardous weather, it is your responsibility to do what you feel is best for your family. If you feel like you can't safely make it to Co-op, then please stay home! Just make sure you notify the Academic Coordinator.

Fire Procedures: To ensure readiness, we perform a fire drill each year. When the signal is given, all class activities must cease and everyone is to walk out of the building as quickly and quietly as possible to a designated area. Children are expected to walk silently in a single file line without playing or joking. No one may return to a building without permission. To safely get the smallest children out of the building, we need extra hands. EXTRA ADULTS are asked to go straight to the nursery and preschool rooms to assist in escorting children outside. The last adult out of the room should close the door behind you as you leave.

Tornado Precautions: Tornado precautions are taken when a tornado warning is issued by the weather service. Children will assume the "duck and cover" position and wait for instructions from an administrator or teacher.

Weapons

No child/student shall be in possession of a weapon (firearm, pocket knife, multi-tool, pepper spray, etc.) while in attendance at Co-op or its functions. If a child/student is observed to be in possession of a weapon, it will be confiscated and returned to the parent,

and the incident will be immediately brought to the attention of the child's/student's parent and Co-op leadership.

Medicines / Allergies / Injuries

To ensure that our students do not come into contact with medications which are not meant for them, students will not be in possession of ANY medication during the Co-op day except where medically necessary (e.g. Epipen, inhaler). Parents of students who need an emergency plan must submit a copy to the Administrative Coordinator and the student's teachers.

Any medications administered to a student during the co-op day must be administered by the parent or guardian, and must be ingested immediately in the parent's presence. If a student is observed with medication without an approved emergency plan, the medication will be confiscated and returned to the parent, and a warning will be issued.

Parents are responsible for informing the Coordinators and teachers of any of their children's known allergies.

The Co-op has a basic first aid kit. In the event of injury, members will attend to their own children.

Illness Policy

No adult or child should attend the Co-op ill. If someone has a clear runny nose and isn't otherwise sick, they are welcome to come to Co-op. However, it is our policy that everyone should be without fever, diarrhea, and vomiting for at least 24 hours before coming to Co-op. If a member of your family is ill with any of these symptoms, please refrain from bringing them. Family members who are symptom-free are not prohibited from attending Co-op, but we do urge you to use your best judgment if a member of your family is battling a contagious illness. If a parent or guardian cannot attend co-op, then all members of the family must stay home.

Should someone become ill during the school day we will make every effort to assist him/her. However, you may be required to leave with your child if Co-op leadership feels it is appropriate or observes the following:

- a. Fever of 100 degrees or higher
- b. Vomiting or diarrhea
- c. Runny nose (other than clear drainage caused by allergies)
- d. Rash of unknown origin
- e. Head lice or nits
- f. Pink, teary, itchy, stinging or burning eye(s)
- g. General illness or excessive fatigue which makes it difficult for the child to participate in classroom activities

ACADEMICS

Teaching Policy

All members will be required to complete a participation survey and a background check. Both can be located at www.ghwarriors.com. Teachers will also need to submit a class description for each class they are teaching. Teachers who will be instructing a high school for credit class will need to provide a class syllabus to the Academic Coordinator for approval prior to the beginning of the year.

Teachers may choose what curriculum they would like to use, but it must be approved by the Academic Coordinator, and proposed class fees must be submitted. All curricula that the Co-op purchases, as well as any equipment that was purchased with class fees, must be returned to the Co-op at the end of the year. Submit all reimbursement paperwork to the Co-op Coordinator within 30 days of purchase. Copies for classroom papers may be made in the copy room at GHW each week using GHW paper; it is advisable to copy a week or more in advance when you can. There is a limit of 3 pages per student, per class, per week. If you need more copies than this, please speak to the Co-op Coordinator.

Nursery

Nursery workers will be expected to review all nursery policies including the sick child policy before being allowed to work in the nursery. If you have any issues with anything in that policy, you will be asked to serve in a different capacity. We need dedicated workers that fully understand the level of commitment that being a nursery worker takes and are willing to adhere to our nursery policies. Nursery workers are expected to take care of all the needs of the baby; feeding, comforting and changing diapers.

Classes

GHW strives to offer both enrichment class and quality Academic classes to our members. In order to offer quality academics, children must be willing to participate in the class. When a child fails to participate in class, it doesn't just affect that child; it affects other children around them and also affects the teacher who puts in a lot of time preparing for that class. Academic classes will be specified in the class description so parents will know before enrolling what the class requirements will be so they can choose the option that would work best for their child/children.

Class Assistants/Aides

Each class will have a teacher and an assistant/aide. The assistant/aide can be an adult or a child age 14 years or older. Children must be approved by the parent, teacher and Academic Coordinator before being allowed to serve. This combination supports the child protection policy, ensures on adult in the classroom at all times and allows the teacher flexibility.

Add / Drop / Move a Class

Any parent wishing to add a class to a children's schedule, drop a class, or simply move to a different class will need to get approval from the Academic Coordinator by filling out a "Class Change Form". The Academic Coordinator shall notify the teacher of the requested class before the children will be allowed to add/drop/move a class on their schedule. This process must be followed. A child may not choose to move to a different class without parental and Academic Coordinator consent. If a child moves to a class and the teacher has not been notified, the child will be sent to their parent.

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To limit classroom disruptions, all class changes must be completed within the first 2 co-op weeks. Class fees will be assessed until the end of the month in which the child is withdrawn. Please understand that teachers may have purchased materials in advance.

Chapel

Chapel will be held each GHW Co-op day. Chapel provides time to focus on the Lord through various types of worship experiences. Everyone without assigned duties is required and expected to attend.

Academic Honesty

GHW children are expected to do their own work and give credit when citing the work of others. It is dishonest to:

- a. copy someone's homework or allow others to copy yours
- b. give or receive test answers
- c. turn in another person's work as your own
- d. copy material from another source without using quotation marks and citing the source
- e. rewording specific ideas from another source and not cite the source

Each teacher will work with a child's family if they see any of the above items happening. It is important that children are held accountable in a loving way. By communicating with parents, the teacher, and the children, the parents can get to the root of the problem and devise an appropriate plan for correction.

Graduation

Every year members have children that graduate from home school. This is a special time for families. GHW does not conduct graduation ceremonies. These ceremonies are the member's responsibility. GHW will partner with the members to offer assistance with the planning and execution of the ceremony. All costs for the graduation ceremony are the responsibility of the member families.

LEADERSHIP TEAM

Leadership Team

The GHW Leadership team is made up of the Board of Directors and the Co-op Coordinators. Each member is honored and pleased to serve you. The board prayerfully considers members' requests for benevolence, concerns, and deviations from the handbook. Our Leadership Team meetings are open to all members.

All Board Members

The role of a board member is to guide and direct the Co-op. Board members are active members within the Co-op. Board members uphold the standards of the Co-op and conduct themselves appropriately. Furthermore, board members represent the Co-op to the wider world and perform other duties as assigned.

President / Vice-President

General: Ensure the effective action of the board in governing and supporting the Co-op, and oversee board affairs. Supervises and manages the Co-op. Acts as the representative of the board as a whole. The Vice-president fills in when the President is not available.

Community: Speak to the media and the community on behalf of the Co-op; represent the Co-op in the community.

Meetings: Develops agendas and presides at Board and Co-op meetings.

Secretary

General: Records, manages, and distributes board meeting minutes and manages general board correspondence. Is sufficiently familiar with legal documents (articles of incorporation, by-laws, etc.) to note their applicability during meetings. Works with the Treasurer to ensure the appropriate tax forms are submitted to maintain the Co-op's tax-exempt status. Creates and maintains periodic print materials such as Co-op directory, calendar, and overall schedule.

Record-keeping: Maintains and manages all Co-op and board records, including founding and legal documents, financial reports and tax returns, minutes, and membership information.

Treasurer

General: Manages the board's review of, and action related to, the board's financial responsibilities. Acting with the bookkeeper, develops and implements financial procedures and systems. Oversees the preparation and submission of annual tax returns. The treasurer may work with other volunteers in carrying out these duties.

Reports: Ensures that appropriate financial reports are made available to the board. Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health.

Co-op Coordinator

Oversees and ensures the health and well-being of the Co-op while implementing the policies and procedures of the Co-op. The Co-op coordinator is responsible for the daily operation of the Co-op, ordering items for the Co-op, and is able to distribute reimbursements. The Co-op coordinator handles all visitor contacts as well as handling disciplinary measures.

Administrative Coordinator

The Administrative Coordinator shall work with the board secretary, Treasurer, Co-op Coordinator, and Academic Coordinator to handle the daily administrative tasks of the Co-op. The Administrative Coordinator handles all registrations and payments.

Academic Coordinator

The Academic Coordinator shall work with the Co-op Coordinator and Administrative Coordinator to develop a list of necessary teacher/assistant positions to ensure that the activities of the Co-op are successful while providing all members the opportunity to serve in the Co-op in accordance with their volunteer requirements and their giftedness. In addition, the Academic Coordinator will ensure quality classes are offered.

Committees

As the demands and needs of our co-op broaden, we will need to utilize members outside the general leadership in the form of committees. These committees will be added on an as-needed basis. The committees shall consist of two or more members and shall be approved by the board.

Teacher Instructions

“What do I have to do to be a teacher or assistant?”

- Love the children, treating them with honor and respect.
- Support the goals of GHW as reflected in the Statement of Faith and Handbooks.
- Be a member of GHW.
- Interview with the Academic Coordinator.
- Have the gifting, talents, references, education, experience or calling for the position
- Do your best and get help along the way; no one expects perfection. When you are called to it, God will bring you through it and equip you. ☺
- All families need to fulfill a minimum of four hours per week At Co-op. Please see a coordinator if you have questions or concerns about your ability to fulfill this obligation.

“Responsibilities of the Teacher”

- Teach the curriculum you have selected that has been approved by the Academic Coordinator.
- Plan activities that are interesting and engaging.
- Work with the families to meet the goals of the family.
- Respect and encourage students by following classroom management practices and the Godly discipline guidelines in this handbook.
- Keep lines of communication open with the students, parents and coordinators.
- Post all homework assignments, changes, and announcements to the appropriate Homeschool Life forum.
- Prepare for planned absences by providing lesson plans and supplies to your aide/substitute teacher.
- Clean up the classroom at the end of the teaching time unless special arrangements are made with the Academic Coordinator and the Co-op Coordinator.
- Academic class teachers must submit a syllabus for their class and a schedule of assignments for the purpose of transcripts. *This needs to be turned in to the Academic Coordinator at the beginning of the year, along with an updated copy if changes are made throughout the year.*
- Submit reimbursement paperwork weekly to the Co-op Coordinator. GHW is thrilled that you are teaching and we do not want you to be burdened with expenses. Please note that all receipts must be submitted not more than 30 days after the purchase date in order to be reimbursed.
- Please submit a budget for your class to the Academic Coordinator, even if you do not want to be reimbursed (for record-keeping purposes), and then submit your classroom supply and activities receipts weekly so you can be reimbursed. Please

work to stay in your budget. When appropriate, solicit donations of supplies from parents, but avoid last-minute requests.

“What decisions do teachers make?”

- Class upper and lower limits: this information will set the limits for when the Academic Coordinator will cancel a class due to low enrollment and when to close a class due to large enrollment.
- Curriculum: Curriculum is approved by the Academic Coordinator under advisement of the Board of Directors and the families of GHW.
- Schedule of how to run your class on Co-op day
- What type of homework you will require for the middle and upper grades. *High school courses require roughly 60-75 hours per ½ credit and 120-150 hours per credit. This includes in-class time, homework, and research. This is not an exact science, but please be mindful of these numbers when deciding on course requirements.*
- How to evaluate middle and upper grade work
- Budget requests (budgets need to be approved by the Academic Coordinator at the beginning of the year to ensure enough funds are available for all classes and events)
- Classroom needs

“What if I have equipment that needs to be stored on site?”

WRPC has graciously given GHW a limited amount of space to store certain basic Co-op equipment. As we do not have a storage room at WRPC, it will be necessary for teachers to transport the needed materials for their classes to and from Co-op each week.

“What about attendance?”

- You will be provided with a class roster. Please take attendance each week. We need to know where students are at all times should an emergency arise.
- Please do not allow students to stay past class time. Every student has an assigned place to be and they need to be in their assigned places.
- Please make sure you dismiss your class on time. This gives students and teachers 5 minutes to get to their next class. Please do not dismiss your students before this time.
- Please do not allow students that are not on your class roster into your class unless they have a written note from the Academic Coordinator. All class changes must have prior approval from the Academic Coordinator before being admitted into a class.
- If a student is absent for more than two weeks in a row, please talk with the parent to make sure that the parent is aware that their student wasn't in class.
- If a student is absent from your class but you see the student later in the day, please go talk with the parent right away to let them know in case they were not aware their student missed class.

“How do I handle children with Special Needs?”

- Parents who place children with learning differences in your class will most likely inform you of the child's needs.
- Teachers/aides and subs who need advice on how to educate or manage a class with children with special needs should seek out the advice of the child's parent first and

then the Academic Coordinator who can direct the volunteer to someone experienced with the question.

- Work with the parents to have the child complete an agreed upon amount of assignments for the class credit.
- Frequent contact between the parent and teacher is critical for these children. If the child is old enough, include them in discussions as much as possible.
- Try your best to keep the child from feeling "different." When possible handle assignment changes and alternate work privately.

"How do I get reimbursements?"

- Submit your Class Fees to the Academic Coordinator for review before the beginning of the school year. Once those have been approved, you may begin purchasing items for your class.
- Please contact the Co-op Coordinator as soon as possible if you think you will need to go over the amount of your total class fees.
- Fill out a reimbursement form and turn it into the Co-op Coordinator along with receipts weekly. Receipts must be submitted not more than 30 days after purchase in order to be reimbursed.
- See the Academic Coordinator if you need purchases made upfront. This requires at least two weeks' notice.
- Receipts for special events must be turned in within two weeks after the event in order to get reimbursement.
- If a large class purchase is needed that will exceed your collected class fees, and reimbursement is expected, it is imperative that you seek board approval before purchase is made. Approval is dependent upon current co-op funds.

"Who purchases the curriculum that I teach at GHW?"

- Typically, curriculum is the property of the teacher, not GHW; therefore, teachers purchase their curriculum for the classes that they teach.
- The exception would be classes requested by the Board of Directors where the ownership of the curriculum stays with GHW.
- Curriculum is approved by the Academic Coordinator under advisement of the Board of Directors and the families of GHW.
- Curriculum purchased by GHW needs to be approved before purchasing.
- Curriculum purchased by GHW, remains the property of the co-op.
- If you choose to keep the curriculum previously purchased by GHW, please submit a request and you would need to pay for the cost of the curriculum.

"How do I make copies for my class?"

- Copies for classroom papers may be made in the copy room at GHW each week using GHW paper; it is advisable to copy a week or more in advance when you can. There is a limit of 3 pages per student per class per week. If you need more copies than this, please speak to the Co-op Coordinator.

"Help, I'm going to need ain my class this week or every week."

- Please submit needs such as extension cords, power cords, white boards, no carpeted floors, kitchen equipment, projectors, etc. to the Academic Coordinator at the beginning of the year before classroom assignments are made.

- Please submit weekly requests and needs to the Co-op Coordinator.

1/14/2021

Addendum A: Conflict Resolution

*Conflict Resolution Plan for GHW
Prepared by GHW Board 2019-2020*

Conflict Resolution Overview & Purpose

The purpose of this plan is to provide active steps, in accordance with the Biblical verse Matthew 18:15-17, for participants to take when they find themselves in a conflict.

15 "If your fellow believer sins against you, you must go to that one privately and attempt to resolve the matter. If he responds, your relationship is restored. 16 But if his heart is closed to you, then go to him again, taking one or two others with you. You'll be fulfilling what the Scripture teaches when it says, 'Every word may be verified by the testimony of two or three witnesses.' 17 And if he refuses to listen, then share the issue with the entire church in hopes of restoration. If he still refuses to respond, disregarding the fellowship of his church family, you must disregard him as though he were an outsider, on the same level as an unrepentant sinner."

Matthew 18:15-17 (TPT)

STEPS

I. Between original parties

1. Pray and take steps to resolve disagreements immediately.
2. Calm yourself first.
 - a. Take 5-10 deep breaths.
 - b. Go for a walk.
 - c. Say a prayer - slowly and repeatedly.
1. Find your faults.
2. Think solutions.
3. Write it down.
 - a. This will allow you to focus on the other person's perspective.
 - b. Avoid terms like "always", "never", and avoid using "you".
 - c. Speak of your feelings as they relate to you, not the other person.
1. Focus on a win-win situation.
 - a. By listening to the other party.
 - b. Look for compromise.
 - c. Use positive language

1. Agree to disagree on some things
2. When you're finished talking have a verbal or written agreement
3. Keep communication open and positive, check the status of the agreement as needed.

II. Between third party and original parties; if above resolutions falter or need guidance

10. Openly pray for each other.
11. Discuss steps currently taken.
12. Each party explains their side of the story in a neutral environment.
13. Third party assist with finding common goals.
14. Third party set expectations for both parties.
15. Revisit at an agreed time or as needed.

Addendum B: Warrior Duties

Warrior Duties Cleaning supplies and equipment will be available outside the coordinator room starting at 2pm. Warrior Duties may begin at 2pm if you are available and the space isn't in use. Some duties have 2 people assigned to them, you may break the cleaning up however you both are comfortable. If your partner is absent, please ask a coordinator for help if you need assistance. Due to attendance there are often extra warrior duties that will be listed on the board in the Coordinator Room. After your duties are done please collect your children immediately afterward. Then if you would like to visit/socialize with other parents, you may do so. The members who are watching your children are waiting for them to be picked up, please be considerate.

Warrior Duties Instruction:

Room #: We have 22 classrooms that need to be cleaned. If you are assigned a room, this includes:

- Vacuuming
- Wiping down tables and chairs as needed
- Wiping down windows (spot cleaning) as needed
- Emptying trash and recycling
- Spot clean bathroom (if your room has a bathroom)
- If assigned to Preschool or Nursery rooms please follow the churches cleaning procedures.

If you notice a problem with a vacuum, stop operating it and tell a member of leadership immediately.

Bathrooms: There are 2 main bathrooms. If you are assigned a bathroom, check map for which set you're assigned to and do the following in both boys and girls:

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- empty sanitary bins in stalls and replace bags
- wipe down counters and mirrors
- replace paper products as needed
- flush toilets and urinals as needed
- Empty trash and replace bags

There is no need to scrub toilets unless there is a mess, use your judgment. If there is debris on the floor (dirt, grass, toilet paper, etc.), just sweep it up. No need to sweep the entire floor.

Windows: The hallways and entryway windows are split up based on hallway number, if you're assigned windows, check the map to see which ones. Not looking for floor-to-ceiling, here. Just common sense cleaning when there are handprints, smudges, etc.

Trash: Please do not place trash/recycling bags on the floor (to avoid leaks onto carpet). Extra bags will be placed in the rooms at the start of the day so that they may be swapped out. The trash will then come to the large bins outside the coordinator room. Take all the trash and recycling out to the dumpsters, check the map for location.

Hallway Vacuuming: The building main hallways are split into 6 sections. If you are assigned to a hallway check the map to see what sections to vacuum. There are a limited number of vacuums, and sometimes you will need to wait your turn. If you notice a problem with a vacuum, stop operating it and tell a member of leadership immediately. Please be patient.

Watching kids: At 1:55, the students release from their classes and go into different areas based on ages; playground 1 is for lower elementary and under, playground 2 is for upper elementary, gaga ball pit/team sport is available for 5th grade and up. On rainy or cold days all children will go to room 325 for a movie. If you are assigned to this position you will need to be actively watching the kids to make sure they stay in the designated area and don't engage in unsafe or rude activity. When the parents have picked up their children, you are free to head out. If you need help locating a parent, ask a coordinator.