



Families Assisting Inspiring Teaching Homeschoolers

HANDBOOK

2023-24

“You shall love the Lord your God with all of your heart, with all of your soul and with all of your strength... His word shall be written on your heart... and you shall teach them to your children...”

Deuteronomy 6:5-8

Table of Contents

Mission Statement	4
Statement of Faith	4
Operating Policies and Procedures	6
Application	6
Registration	7
Orientations	9
Communications	9
Participation	10
Family Attendance Requirements	11
Illness	11
Absentee Procedures	12
Treasury Guidelines	12
Personal Management	14
Dress Code	14
Early Childhood (EC)	15
Lunchtime and Food and Drink Policies	15
Visitors	17
Electronic Interface	18
Student Responsibilities	18
Conduct and Conflict Resolution	19
Academic Dishonesty	22
FAITH Emergency Procedures	24
Job Descriptions	24
Executive Board	24
Administrator	24
Coordinator	25
Treasurer	26
Registrar	26
Academic Directors	27
Secretary & Communications Director	27
Leadership Team	28
Substitute Coordinator	28
Early Childhood (EC) Coordinator	28
Assistant Director	29
Admissions Coordinator	29
Facilities Coordinator	29
Lunchtime Coordinator	30
Special Events Coordinator(s)	30
Yearbook Coordinator	30

Student Council Coordinator(s)	31
National Honor Society Coordinator(s)	31
Hospitality Team	31
Safety Coordinator	32
Graduation Administrator	32
Graduation Co-Director	33
PE, Science and General Education Equipment Supervisors	33
Setup Supervisor	33
Reset Supervisor	33
Parent Positions	34
Teachers	34
Teacher Assistants	36
Student Teacher	36
Early Childhood (EC) Team Member	37
Set-Up and Reset Area Leaders	37
Set-Up Crew Members	37
Reset Crew Members	37
Hall Monitors	38
Study Hall Supervisor	38
Lunchroom Supervisors	39
Float Pool Members	39
Administration Desk/Area (Admin) Team Member	39
Appendix A: Safety Procedures	40

Mission Statement

We are a Christian parent-led organization that offers a variety of academic and enrichment classes with a primary focus on Junior High and High School courses. We provide Christian, homeschool families with a cooperative, economical learning environment to supplement their homeschool experience. Above all, we strive to glorify God.

Statement of Faith

We, the Board, Leadership Team, Teachers, and all Approved Members Believe:

- A. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- B. That there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons: Father, Son and Holy Spirit.
- C. In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- D. That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct, and empower the believer for Godly living and service.
- E. That salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.
- F. That man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.
- G. That God designed marriage as an exclusive, covenantal relationship between one man and one woman.
- H. That God designed each person, male and female, as His masterpiece without mistake.
- I. That God's love never fails.

FAITH Daily Schedule

8:00	Setup
8:35am	Arrival time
8:45 - 10:25	Early Start 1 st Period (100 minutes)
8:50 - 9:00	Opening Assembly
9:05 - 10:25	1 st Period (80 minutes)
10:30 - 11:50	2 nd Period (80 minutes)
11:50 - 12:25	LUNCH (including bells, line-ups, etc.)
12:30 - 1:50	3 rd Period (80 minutes)
1:55 - 3:20	4 th Period (85 minutes)
3:15 - 4:15	Reset

Operating Policies and Procedures

1. Application

- a. Inquiries regarding membership are to be directed to the Registrar.
- b. To be considered for membership, applicant families must complete and submit a FAITH Application, which includes a signed agreement with the Statement of Faith. Applications are accepted year-round, and applicants are placed on a waitlist to be considered for membership by the Board of Directors (Board).
- c. Background checks will be completed on all adults living in the applicant's household and on existing members at the Board's discretion. The results may prohibit a family from participating in FAITH.
- d. The Registrar may extend an invitation to attend an Open House.
- e. Personal interviews will be required before the Board considers a family for membership.
- f. The family's oldest child must be no younger than 8 years old on or before Sept 1st. Exceptions may be made in circumstances where applicants are able to teach a highly sought-after course.
- g. There is an annual non-refundable FAITH Family Fee. The amount of this fee is set by the Board each year. Most classes have additional semester Class Fees, which must be paid prior to the student participating in class each semester. Please read the Treasury Guidelines for complete details.
- h. Applicants must be aware of the following parent commitments that are expected with FAITH membership:
 - i. One parent will be assigned a task each class period. Drop offs are not allowed. We are able to keep fees low because members are not paid. Parent positions will include, but will not be limited to: teaching, administrative, and facilities (see ii.) duties. Parent assignments will be given at the FAITH Orientation in August.
 - ii. All new families, non-teaching members, and families with special accommodations should expect to be assigned to the Facilities Teams to include Setup or Reset or Lunch Monitor as part of parent duties. Other families will be assigned to Facilities as well.
 - iii. All families with a child in Early Childhood (EC) will work at least two periods in EC.
 - iv. Although preference for membership is given to families who come for all four periods, a special accommodation might be made for families needing to participate in fewer periods. These families will need prior Board approval and will be required to help with a Facilities Team.
 - v. All members are required to check and read emails from Homeschool-Life (HSL) Announcements Forum daily including on Wednesday mornings before co-op.

2. Registration

a. Spring Registration

All members will register for classes at FAITH in the spring for the following FAITH year. Registering for classes involves a year-long commitment. Each family is responsible for payment of all fees associated with the full year of FAITH participation including Class Fees. Detailed registration instructions will be posted on HSL Announcements prior to registration.

Registration for classes is staggered across multiple days, and a family's registration time is based upon multiple factors. Some variables accounted for: 1) how long a family has been a member of co-op, 2) how many of their high schoolers are registering for classes, 3) the type of course(s) a parent is teaching, 4) absences and tardies, and 5) leadership positions a parent holds. We are an academic focused co-op with our emphasis being on secondary courses that are often expensive and difficult to find elsewhere. Our registration process seeks to honor those that help us fulfill our mission statement.

- i. One half of the annual non-refundable Family Fee is due at registration for the upcoming school year as per instructions on HSL. It is not reimbursable.
- ii. Membership Renewal is due at this time.
- iii. Classes are selected from the Class Schedule, which is to be posted a few weeks prior to registration.
- iv. All registered students must be enrolled in a FAITH class or "off campus" all four hours for both semesters.
- v. Grade/Class level is based on the student's age on or before September 1st. Any deviations from listed class age parameters must have prior approval from the appropriate Academic Director BEFORE registration. Do NOT contact Teachers directly.
- vi. If a child is consistently performing at a grade level other than where their birthday places him/her, parents may consider speaking to the appropriate Academic Director to consider placing the child in an alternate grade level. (see class placement instructions below.)
- vii. Teachers may register their own child in classes they are teaching, even if the class is full or not grade appropriate for that student. Please contact the appropriate Academic Director prior to registration.
- viii. If a student has been placed on a class waitlist, email notification will be sent if/when the student is moved off the waitlist and into the class.
- ix. Once registration closes for the summer, members will need to follow the Class Change Procedures.

b. Class Placement

If a child is consistently performing at a grade level other than where their birthday places him/her, parents may ask the appropriate Academic Director to consider placing the child one academic grade level above or below his/her age on or before September 1st. Standardized test scores will be required. Other factors, like maturity and proposed

graduation, will be taken into account. The Academic Director will then take the request to the Board for final approval.

Advanced Academic Placement

If a child is consistently performing at a grade level above where their birthday places him/her on September 1st, parents should consider:

- i. If standardized test scores are high enough to consider permanent advanced placement.
- ii. What the revised 4-year high school plan would be.
- iii. If advancement would be advantageous enough to outweigh other available class options.
- iv. If work independence and responsibility is consistent in completing work timely.
- v. If workload increase would be manageable.
- vi. If the maturity level is well matched for advancement.

Once these points have been considered, then:

- vii. Determine if the student meets the prerequisites and pre-testing required for the advanced placement of classes.
- viii. Submit waiver to the Academic Director to present test documentation and Teacher recommendations and articulate requested future academic plan. The Academic Director will then take the request to the Board.

Other Academic Placement

If a child is consistently struggling in academic classes, the parent is encouraged to speak with the appropriate Academic Director to consider moving the child or placing the child one academic grade level below his/her age on or before September 1st. Other factors, like maturity and proposed graduation, will be taken into account. The Academic Director will then take the request to the Board for final approval.

c. Class Changes

- i. No class changes will be made over the summer.
- ii. Registration will reopen for a few days prior to August Orientation to allow families to make necessary changes. No add/drop fees are assessed for changes made during these few days of Open Registration.
- iii. No tuition-based fees will be reimbursed for dropped classes.
- iv. Any other changes after this time will be assessed the full fees as listed below under Class Change procedures.

d. Class Changes After Open Registration

- i. There will be a \$10.00 fee assessed for each class change.
- ii. Any changes resulting from class cancellations or waitlist changes will not incur the \$10 change fee.
- iii. Speak to the respective Primary or Secondary Academic Director about the desired class changes. Do not talk to the Teacher directly. The Director will discuss the request with the Teachers involved to determine feasibility. The Director will communicate options, if any, with the parent.

- iv. If permitted to change classes, email the Registrar with the following information:
 - Name of student
 - Name of class being dropped with Class Period, Grade Level, and Teacher name
 - Name of class adding with Class Period, Grade Level, and Teacher name
- v. All fees associated with the changes are to be paid to the Treasurer, including fees for changes, class fees for dropped classes, and class fees for new classes as applicable. Fees already paid in relation to the class being dropped will NOT be reimbursed. (See TREASURY GUIDELINES/Class Change Fees).
- vi. After the third week of co-op, only Study Hall or Off-Campus may be added, due to a dropped class.
- vii. Students are not allowed to attend the new class until email confirmation has been received from the Registrar and fees have been paid.
- viii. As a general rule, primary students may not switch classes.

3. Orientations

- a. New Member Orientation is held in late summer.
- b. Mandatory All Member/Student Orientation is held the week prior to the first full class day in August.

4. Communications

- a. Members must check FAITH emails daily during the school year, and on Wednesdays before co-op begins.
- b. Formal communication with the Board must be in writing.
- c. HSL (texts and emails) will be used to communicate in cases of emergency.
- d. Several online resources may be used for communication. Each member is required to maintain a reliable email address for dissemination of FAITH information only. Registration and membership questions should be directed to the Registrar. All other questions should be directed to the Communications Director.
 - i. Guidelines for Communications:
 - Debate of any issues/topics/events will not be allowed at any time for any reason.
 - Political opinions and other divisive topics are not allowed on our communications resources.
 - If a member disagrees with something posted, that member should respond to the sender privately.
 - Member contact information may not be used on personal distribution lists or for advertising. FAITH does have a Business Directory on HSL, and you are

welcome to add your personal business there. We would love to support homeschool businesses.

- Members are required to check for announcements made by the Board every day during the co-op year, including Wednesday mornings before co-op begins.
- ii. Online Resources Used:
- Homeschool-Life (HSL) <https://www.homeschool-life.com/tx/nwhouston/> is used as both a public website presence for FAITH and the private and primary form of communication regarding FAITH topics such as classes, member events and activities, class registration, manage member information, finances, and announcements.
 - Ensure HSL emails will not go to your Spam folder.
 - Ensure you have the text feature enabled for HSL. This is how we send out important, last-minute announcements.
 - FAITH utilizes an online class management and grading resource provided by HSL.
 - Teachers of graded classes are required to use the online grading service approved by FAITH.
 - Parents are required to access and keep track of grades and communications with Teachers.

5. Participation

- a. Upon arrival, families must sign in at the Family Mailboxes area, only mark absent students with an “A”, and put on name tags. All students in the facility must be signed in and in their assigned setup, the sanctuary, or early start class. No students may be in the building unattended.
- b. High School students registered for early classes may be dropped off for the early class, sign in, and get name tags, then head directly to class. No sibling accompaniment is allowed.
- c. Parents are responsible for direct supervision of family members when not in registered classes, including parents on Setup or Reset.
- d. Opening Assembly is mandatory for both students and parents. This is a time to hear announcements, say the Pledge of Allegiance, and pray together. Early start classes are exempted from attending Opening Assembly.
- e. FAITH is a closed campus with both parents and students restricted from leaving during co-op hours. Exceptions to this are:
 - i. Board-approved Special Accommodation
 - ii. Parent approved sign-out of a student.
 - iii. High School students who are registered “off campus”.
 - iv. Emergency situation which requires a parent to leave campus, therefore requiring:

- Arrangement for a sub-parent to be responsible for family members remaining on campus.
 - Notification and sign in/out at the Administration (Admin) area, and
 - Arrangement for coverage of all parent assignments as needed.
- f. We strive to have two adults present in a classroom at all times when student(s) are present. If an adult needs to step out of the room, the Hall Monitor must be notified and will then serve as the second adult in the room.
 - g. Parents of students with special needs, learning disabilities, or medical conditions, including allergies, must notify his/her Teachers.
 - h. Parents should notify Teachers of any food allergies by email and also noted on the back of the student's name tag.
 - i. Parents are responsible for any damages to the church facility or equipment caused by family members.
 - j. Parents are to limit cell phone use during class periods to emergency calls or class-related work.

6. Family Attendance Requirements

Consistent, punctual attendance is vital for FAITH to run efficiently. Absences are taken into consideration when registration days are assigned. Therefore:

- a. All classes will meet for 29 weeks according to the calendar and daily schedule set by the Board.
- b. Arrival time for member families is 8:35; exceptions include early start classes and setup teams who arrive earlier.
- c. Attendance at opening assembly is mandatory for all members. Students and Teachers in early start classes are exempt except for specially called meetings or announcements.
- d. Absences
 - i. More than three absences may result in a membership review with the Board. Mitigating circumstances will always be taken into consideration.
 - ii. Attendance will affect registration.
 - iii. Advanced notice of planned absences for vacations, conferences, etc. is mandatory.
 - iv. Reminders may be sent to families after two absences and/or tardy arrivals.
 - v. Absentee procedures must be followed (See Absentee Procedures-#11).
- b. Tardiness
 - ii. A member is tardy when arriving after 8:50 on class day.
 - iii. Tardies will affect registration.
 - iv. Three tardy arrivals are equivalent to one absence.
 - v. Family tardiness will be tracked, like absences.

7. Illness

- a. FAITH members that exhibit the following symptoms shall refrain from attending FAITH that day:
 - i. Fever, vomiting, or diarrhea within the last 24 hours
 - ii. Cloudy, runny nose or a consistent cough
- b. While at co-op, parents are to keep and administer all medications to family members.
- c. If a student develops fever, vomiting or diarrhea while at FAITH, notify Admin. Then:
 - i. Parent is to take said student home and arrange for another parent to be responsible for any remaining children of the family.
 - ii. If it is not possible for parent to leave with ill student, the student must be quarantined from other children in an area designated by Admin, with parent staying with student at all times.
 - iii. Students 9 years old and up may attend FAITH without a parent in the case of an illness or an emergency if the parent's responsibilities have been covered for the remainder of the parent's day, and a sub-parent agrees to be responsible for said children which is noted on the Sign in/out form.

8. Absentee Procedures

- a. Members are to notify the Substitute Coordinator when they will be absent on a FAITH class day and include the reason, the student/family daily schedule, and parental responsibilities.
- b. Students ages 9 and up may attend FAITH with an assigned sub-parent. While informing the Substitute Coordinator of absence, the member must also give notice of sub-parent. Sub-parent must have permission to act on the behalf of the parent in their absence.
- c. Additional responsibilities in relation to your assigned duties are:
 - i. Teachers
 - Notify Teacher Assistant(s) that they will be teaching the class, and arrange for the transfer of any needed materials.
 - Notify the Substitute Coordinator that you have made arrangements with the Teacher Assistant(s).
 - ii. Teacher Assistants
 - If you are unable to help in your scheduled class, notify the Substitute Coordinator and also inform the class Teacher.
 - iii. Facilities Teams
 - Alert your leaders of your absence so they can plan to have your areas addressed by others on the team.

9. Treasury Guidelines

- a. Collection of Fees
 - i. All FAITH fees are non-refundable.
 - ii. Family Fees - FAITH collects an annual Family Fee from each family, payable in two installments, one each semester. This fee covers the cost of liability insurance, building usage fees, website fees, administrative supplies, cleaning supplies, and any other cost associated with the functioning of FAITH. The Family Fee is set by the Board each year.
 - iii. Semester Class Fees (SCF) – These fees provide the Teacher with the means to make copies and purchase supplies as needed for class. Fall Class Fees will be collected by Orientation Day; Spring Class Fees will be collected by the first day of the spring semester.
 - iv. Tuition-based Class Fees – If and when we offer tuition-based classes, payments will be made as described for each individual tuition class.
 - v. Class Change Fees – These fees are incurred for changes made after Open Registration in the summer (including a drop to Study Hall and Off Campus):
 - \$10 Class Change Fee
 - Original Class Fee
 - New Class Fee
 - vi. Fee Collection - Fees will be collected by the FAITH Treasurer. Fees may be paid electronically, with cash, money order, or check payable to FAITH. Fall Family Fees must be paid prior to registering for classes.
 - vii. Check Returns - If a check comes back “insufficient funds,” all fees charged to FAITH will be the responsibility of the member. Additionally, any further fees from that family for the year may be requested in the form of a money order.
 - viii. Financial Hardships - Families with financial hardships MUST contact the Treasurer to make payment arrangements BEFORE payments are due. A payment plan can be set up, which will allow the family to avoid the consequences of late payments. A limited scholarship fund exists and may be used with approval by the Board for families with special circumstances.
 - ix. Late Fees Without Payment Arrangements – Any member whose payment is more than one week past due and who has not made previous arrangements with the Treasurer will be placed on probationary status:
 - The students of said member will not be allowed to attend classes until fees are paid.
 - There will be a \$25 late fee assessed.
 - Probationary status exceeding three weeks will necessitate further action from the Board and may prohibit the family from registering for the next year.
- b. See the Calendar for Schedule of Fees.
- c. Disbursement amount for class Fees to Teachers is guaranteed after Open Registration in the summer.
 - i. Teachers submit requests for Class Fees to the Academic Directors for approval prior to Registration. The Board reserves the right to review amounts requested and make suggestions regarding those amounts.

- ii. Any additions to the class roster after the open registration deadline will increase the amount received by the Teacher, and any removals from the class roster after the registration deadline will NOT decrease the amount received. Teachers who need funds sooner may contact the Director. **Teachers with Spring Semester-only classes will be guaranteed class fees after December open registration.**
 - iii. Teachers are to submit receipts and records of expenditures by the end of each semester. If properly completed receipts and records are not received by the FAITH Treasurer by the assigned due date, the Teacher's family will be parked on HSL.
 - iv. Teachers may retain any consumable materials purchased. Non-consumable materials and equipment will remain the property of FAITH if purchased with Semester Class Fees.
- d. FAITH is a 501-c-3 non-profit organization and can accept corporate and private donations through the Treasurer.

10. Personal Management

- a. Clearly label all personal items, including art boards and supplies, books and notebooks, backpacks, lunch kits, jackets and coats, tote bags and teacher crates with at least the family name.
- b. Lost and Found will be located at the Family Mailbox area. Unclaimed items will be disposed of or donated after two weeks.

11. Dress Code

- a. We desire for FAITH to be a place where we honor the Lord and each other. Both parents and students will need to adhere to the following dress code:
 - i. Name tags must be worn by every participant. They must be displayed on the upper right side of the chest or worn on a lanyard. Return name tags to your family mailbox at the end of the day. Replacement cost of nametags is \$2.00.
 - ii. Shorts and skirts must be no shorter than 4 inches above the kneecap. Holes in jeans or shorts should also not be higher than 4 inches above the kneecap.
 - iii. All shirts/tops must be of opaque material (not see-through) with sleeves covering the shoulders.
 - iv. Shirt necklines must not show cleavage at any time.
 - v. Clothing that advertises offensive things may not be worn.
 - vi. The waist area must be covered at all times. Bare skin and/or undergarments must not show when in any position including sitting or during physical activities.
 - vii. Hats are allowed except during prayers, the Pledge of Allegiance, or when removal is requested by the classroom Teacher.

- viii. Tight, form-fitting clothing, such as leggings, are appropriate with a shirt in length (in the front and back), that reaches 4 inches above the knee.
- ix. The Board reserves the right to deem any clothing as not school appropriate.

b. Dress Code Violations

If a FAITH student is out of dress code, the following actions will be taken.

- i. A Board member will text the parent, informing them that their child seems to be out of dress code. The parent will be charged with checking their child's adherence to the dress code. The student can do one of the following:
 - ii. Go home and change clothes.
 - iii. Wear a large shirt or large sweat pants for the rest of the day. These are kept in the FAITH Admin.
- iv. Any parent out of dress code will receive a text or direct communication from a Board member. They can use one of the large shirts/pants from FAITH or go home and change if their schedule allows.
- v. The FAITH Administrator and/or Coordinator will make the final decision on whether the clothing in question is/is not appropriate. This decision will be non-negotiable.
- vi. Knowing that the Board cannot be everywhere at once, any parent is empowered to text a parent of a student(s) out of dress code.

12. Early Childhood (EC)

- a. Early Childhood (EC) (Nursery – Kindergarten) will be supportive of FAITH, allowing the mothers of young children teaching opportunities.
 - i. All families with a child in EC may be assigned to work in EC at least two periods.
 - ii. Only the parent of a secondary-aged sibling may pick up a child from EC classes. Primary-aged siblings should not come into EC rooms during class times.
 - iii. Preferred child/adult ratio: 3 to 1. Space limitations will apply.
 - iv. Infants six weeks of age or younger must stay with their mom at all times and may not be left in the nursery.
 - v. Babies are welcome to stay in the nursery or with mom if sleeping or in a sling, etc. Active, awake babies should not be in classrooms as this can be disruptive and dangerous.
 - vi. All supplies needed for the day are to be brought with child to EC, labeled and in a labeled diaper bag/tote. Additional supplies and snacks may be requested from parents of EC age children.
 - vii. Follow Illness guidelines. (See Section 7 of Family Attendance Requirements)

13. Lunchtime and Food and Drink Policies

- a. Parents are responsible for monitoring their children during the lunch period.

- i. Lunch can be eaten either in the Fellowship Hall or on the grounds outside of the Fellowship Hall.
 - ii. No playing in the Fellowship Hall lunchroom at any time.
 - iii. We consider the lunch period as a time when each parent is responsible for her own child(ren). Please ensure that you and your children communicate about your expectations for your child(ren) during lunch time. You are ultimately responsible for your child's safety.
 - iv. If your student is going outside without you, you must arrange for a sub-parent to keep an eye on your child(ren). If any of your child(ren) are left inside, they need to be supervised by a sub-parent.
 - v. The lunch monitor will sweep the lunchroom after lunch. Parents and students using chairs during lunch need to take their chairs to the sides of the lunchroom once the five-minute warning has been given or when they leave to go outside.
 - vi. Parents have priority seating at the tables and chairs. Families need to bring blankets or mats for children to eat on, as there may not be enough space at the tables for students.
 - vii. Everyone must pick up their own garbage, whether inside or outside.
 - viii. All students should be ready and willing to follow the instructions of the lunch monitor(s) when cleaning the lunch room. All students should provide help picking up and replacing chairs, as well as wiping down the tables.
- b. Special Procedures for Before and After Lunch in the Fellowship Hall
- i. Teachers and Assistants of the EC 2nd period classes in the Faith Center will be responsible for walking their entire class to the Fellowship Hall.
 - ii. Teachers and Assistants of the EC 3rd period classes in the Faith Center will be responsible for walking their entire class back to the Faith Center from the Fellowship Hall.
 - iii. For classes in the Fellowship Hall, wait in an orderly line until Teachers arrive.
 - iv. For classes in the HUB Classrooms, wait on the Fellowship Hall porch to be escorted to your classroom by the Teacher or Assistant.
- c. FAITH is a closed campus with both parents and students restricted from leaving during co-op hours unless for a family emergency. (See Section 5.e. of Family Attendance Requirements)
- d. Student-brought lunches and snacks are to be kept and consumed in approved lunch areas. No gum, food, or beverages that can stain are allowed in the facility.
- e. No food or drink is allowed in the Faith Center Sanctuary.
- f. Do not prop open exterior doors.
- g. Students may only have water in areas outside of lunchrooms.
- h. Teachers may have coffee in covered containers.

- i. Host facility equipment and supplies are not to be used including: microwaves, paper products, foods, and snacks. Special permission for microwave use due to medical or health reasons may be given by the Lunch Coordinator.
- j. Each family is responsible for cleaning up their personal eating area including tables, chairs, floor and outside area. A tablecloth is required for each family inside lunch areas.
- k. If eating a lunch containing nuts, please wash your hands after eating.
- l. A nut-free table is provided in the lunchroom for those with peanut and/or tree nut allergies.

14. Visitors

- a. Guest speakers and visitors must fill out either guest speaker form or non-member substitute parent form for all adult visitors (besides the spouse of the parent on campus) one week prior in order to allow a background check to be completed before visitor arrives on campus.
- b. Guests of FAITH members, adults and children, are welcome to visit. Potential members should visit only once during an official Open House.
 - i. All adult visitors and guest speakers must complete the Guest Speaker/Visitor form found on HSL by the Friday before visiting to allow a background check to be completed.
 - ii. FAITH members are responsible for following up with Registrar to ensure background check has been completed or the Guest Speaker/Visitor will not be permitted on campus.
 - iii. Guest Speakers/Visitors must check in at Admin to receive a visitor name tag and sign the visitor log.
 - iv. Siblings that are not registered in FAITH and are school-age may come to a FAITH class day. Students younger than high school may be asked to remain with their parent throughout the visit.
- c. Families interested in joining FAITH should contact the Registrar.
- d. Substitute Teacher policy for non-FAITH member:
 - i. FAITH Teacher must receive Director approval for substitute.
 - ii. Substitute Teacher must complete online, non-member, substitute parent form to obtain background check (FAITH Teacher must coordinate this process with the Registrar and follow up with Registrar to ensure complete).
 - iii. Substitute Teacher must agree to FAITH's statement of faith, follow dress code, and all other FAITH policies.
 - iv. Substitute Teacher must check in at Admin to receive a visitor name tag and sign the visitor log.

15. Electronic Interface

- a. Internet Access - FAITH utilizes a password-protected network. Access will be given to adults only when deemed necessary to complete FAITH work while at co-op. Student access will be only as needed for specific and approved classes.
 - i. Secretary & Communications Board member will only input Wi-Fi password at the Admin desk during the designated period.
 - ii. The Wi-Fi password cannot be emailed, texted, or orally given.
 - iii. Parents and students are strongly encouraged to use their own hotspots for internet access; too many people on Rosehill's network will cause their office workers problems.
- b. Before any computer can be used at FAITH during co-op, the owner must complete the online computer compliance form.

16. Student Responsibilities

- a. In order to maximize the benefit of classes for all students, the following is expected of each student:
 - i. Overall Behavior
 - Be under the supervision of an adult at all times including in classrooms and lunch areas. This pertains to: before, during, and after the FAITH day.
 - Be respectful of all adults and fellow students.
 - Refer to all adults as either Mr. or Mrs. _____.
 - Use best manners at all times (i.e. yes ma'am, no thank you, please, etc.).
 - Have an exemplary attitude of cooperation.
 - Refrain from using wheel riding toys or shoes with wheels inside/outside at FAITH.
 - Drink only water in the facility outside of lunch areas. No gum or beverages that can stain are allowed in the facility.
 - Refrain from physical contact between students unless appropriate and God-honoring.
 - No loitering in the general areas at Rosehill United Methodist Church.
 - ALL facility-owned games and equipment are OFF LIMITS in all areas.
 - Do Not Enter any "No FAITH Access" marked areas.
 - ii. Class Performance
 - Participate.
 - Listen carefully to directions.
 - Raise hand if you want to say something.
 - Do not talk when anyone else is talking, especially the Teacher.
 - Stay seated in chair unless Teacher requests to do otherwise.
 - Complete class and homework assignments as given, without cheating.

- Always come to class prepared with required supplies and completed homework.
- Assist with setup and reset of rooms as directed by Teachers and Teacher Assistants.
- Understand and adhere to individual Teacher's homework and grading policies utilizing online grading.
- Use approved electronic equipment in class only at the Teacher's discretion. All other electronic devices, including cell phones, used without permission will be confiscated and taken to the Admin area and can be retrieved at the end of the day.
- Sign out and in when leaving class.

Any adult member of FAITH is authorized to correct unruly, disrespectful, or otherwise inappropriate behavior. Failure to adhere to the above will be grounds for the student's early dismissal from class and parent notification. If the problem persists, it will be taken to the Board to review the family's participation in FAITH.

- b. Study Hall is for studying. To maintain an environment conducive to studying, students will abide by the following policies:
 - i. Remain quiet.
 - ii. Keep electronic devices inaudible and visible to the Study Hall Monitor. Earbuds may be used.
 - iii. Use approved laptops for academics only, and do not share with other students.
 - iv. Converse quietly only during the last 15 minutes of class.
- c. Cell phone use by students is only permitted during lunch and by explicit Teacher permission. Students may only use their own phone. If students cannot follow these guidelines, phones will be taken and held at the Admin area until the end of the day.
- d. The bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.
- e. All toys, personal items, phones, and accessories that are not required for class must be left in the student's backpack or in their vehicle. Any item out that does not pertain to class will be taken and held until the end of the day at the Admin area.
- f. Games and musical instruments may be allowed at fellowship times at the discretion of the adult in charge.

17. Conduct and Conflict Resolution

"Like apples of gold in settings of silver, is a word spoken in right circumstances. Like an earring of gold and an ornament of fine gold is a wise reprove to a listening ear." Proverbs 25: 11-12

When considering FAITH members' differing perspectives, priorities, and desires, we should remember that we are all a part of the body of Christ. "But now God has placed the members, each one of them, in the body, just as He desired. If they were all one member, where would the body be? But now there are many members, but one body." (1 Cor. 12: 18-20) It is not the desire of FAITH to seek uniformity among our members but rather unity in our relationships and corrective training.

If conflict arises between adult members, they should seek to resolve the conflict amongst themselves before involving the Board.

a. Problems between Parents (Matthew 18:15-20)

- i. If a problem arises between parents, the offended parent will first go to the parent she was offended by and not to anyone else.
- ii. If the problem is not resolved and involves a FAITH situation, the offended parent will take his/her concerns to the appropriate Academic Director, and the two of them will approach the other parent to try to resolve differences.
- iii. If the problem remains, the Director and an additional Board member will be asked to listen as the parents try to work out their differences.
- iv. If the problem cannot be resolved, or if it involves the Board members themselves, a mediator will be brought in to assist in the resolution.
- v. After following the above steps, if the problem is still not resolved, the Board will determine appropriate action.

b. Problems with Students

- i. If a problem arises with a student's behavior or attitude, the parent in charge will confront the student.
- ii. If the student does not correct his/her attitude or behavior, then the parent in charge will go to the parent of the student.
- iii. If the problem behavior or attitude continues, the parent in charge will go to the age appropriate Director and the two of them will approach the student's parent. A conduct report will be filed (done in person, by email, or hard copy).
- iv. If the problem persists, the Board members (some or all) will be included in a meeting between the student's Teacher, parent, and the Academic Director.
- v. Only after each of the preceding steps are taken, and if the offending behavior or attitude continues, will the Board recommend appropriate action.

In partnership with all FAITH families, Teachers share in the responsibility of Christian discipline in the lives of our students. Members, by enrolling in our co-op, give Teachers and administration this authority, which must be used with great care and wisdom.

FAITH seeks to provide an environment in which the students are encouraged and challenged to exemplify godly character in all aspects of the school day and beyond. Our co-op should be a haven of loving relationships and safety for all children. Words and actions that threaten or diminish that loving and safe environment will be dealt with according to the following guidelines.

God's Word has instructed us to set firm but loving boundaries so that students understand that true freedom has limits so that all are truly free.

- c. When correction is needed, all on-campus parents will:
- Respond immediately to small infractions with wisdom, rather than allow things to build up
 - Administer discipline to correct the problem resulting in a change of attitude and behavior
 - Contact parent if a change of attitude and behavior does not happen.

Disciplinary Continuum: Corrective discipline from adult to student should aim to **teach, train, make disciples, and preserve Christian community**. The following are examples but should not be considered exclusionary.

Level 1: The following are examples of issues that all on-campus parents should immediately address if observed:

- Drinking or eating in undesignated areas
- Talking in class without permission
- Noises that disrupt teaching and learning
- Scuffling and/or horseplay
- Running and/or making excessive noise where or when prohibited
- Failure to bring required materials and/or assigned work to class
- Failure to participate in classroom activities, including sleeping in class
- Failure to sit in an assigned seat
- Disrespect to Teachers and others
- Throwing or projecting objects
- Lunchroom misconduct
- Dress code violations (*In this specific circumstance, the adult should approach the parent of the student directly with concerns.*)
- Students on phones/electronic devices during class time without Teacher permission.

The following are all acceptable and appropriate Level 1 consequences:

- Verbal reprimand
- Verbal warning
- Conference with student
- Change in seat assignment
- Separation in the classroom
- Communication to parent
- Disciplinary work assignment

Level 2: All on-campus parents should address any of the observed following behaviors and bring them to the attention of the student's parent. If the issue is not resolved with the involvement of the parent, then it should be brought to the attention of the Board through the correct written channels.

- Repeat Level 1 issues not corrected
- Leaving the classroom without permission

- Cheating
- Plagiarism
- Lying
- Romantic personal displays of affection
- Forgery
- Profanity, inappropriate language or hand gestures
- A pattern of disrespect, rudeness, and insubordination
- Any persistent behavior that disrupts classroom teaching or school procedures
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Inappropriate literature or pictures

The following are all acceptable and appropriate Level 2 consequences:

- Any consequences listed in lower levels
- Communication and conference with parent, student, and Teacher
- Removal from class to spend remainder of class period with on-campus parent
- Zero on assignment
- Disciplinary work assignment
- Probation status
- Other disciplinary measures approved by the Board

Level 3: Offenses that merit immediate Board involvement include:

- Repeat Level 2 Offenses not corrected
- Destruction or defacing of school property
- Fighting
- Bullying, hurtful speech, or bullying physical behavior
- Activities that seriously threaten the safety of students, members, or church personnel
- Gross insubordination or defiance
- Anything more offensive, destructive, or criminal than listed in above offenses

The following are all acceptable and appropriate Level 3 consequences:

- Any consequences listed in lower levels
- Board conference with parent and student
- Disciplinary probation
- In-school suspension
- Referral for consideration of expulsion
- Referral to law enforcement agencies
- Immediate recommendation of expulsion
- Restitution or restoration of damage
- Other disciplinary measures approved by the Board

18. Academic Dishonesty

Academic dishonesty is not tolerated at FAITH. Each offense will result in a minimum of zero on the entire assignment. Chronic, multiple, or extreme instances of cheating

may result in the failure of a course or expulsion from FAITH. See below for more specific details.

In all measures of punishment, no refund of or credit for payment(s) related to the tuition, supplies, or fees will be issued. Students who have been expelled from FAITH are not eligible to return without prior written consent from FAITH administration.

Note: Premeditated attempts at cheating, attempts at coordination, or multiple instances of academic dishonesty may be treated at a higher level.

a. Cheating

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating.

Examples of cheating include:

- Cheating on an assignment is the inappropriate copying of another student's work.
- Cheating on a classroom or take home test includes the use or possession of cheat notes or comparable material, obtaining or passing advanced copies of test items/information, a verbal exchange between students, looking at another student's paper, or offering his own to another student.
- Cheating on a project involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the Teacher.

Teachers should take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Students should always be reminded by the Teacher of the consequences of cheating.

b. Plagiarism

Plagiarism is the use or close imitation of the language and/or thoughts of another and the representation of them as one's own original work (MLA Style Manual; Oxford English Dictionary).

Specific examples include:

- Copying another student's work in whole or in part
- Direct or indirect use of other's work/ideas without acknowledgment - This includes copying material from the web and posting it as your own work. If you find a source that you would like to cite, you are expected to cite that source properly.
- Direct quotations of other's work/ideas with acknowledgment but without quotation marks.

If it is determined that a student has been academically dishonest, there will be the following consequences:

- The student will receive a zero on the assignment/test.
- The respective Director will be notified.
- Parent will be notified by Teacher

- Repeated infractions will merit a conference with parent, student, Teacher, and Board to determine appropriate next steps.

The FAITH Board has full right and obligation to investigate all allegations of misconduct that occur on the FAITH campus, within classes, or during a FAITH sponsored event.

19. FAITH Emergency Procedures

- a. FAITH will coordinate safety drills with the Host Facility at least once a year.
- b. It is the responsibility of ALL FAITH adults to understand their role in an emergency. Please refer to HSL for emergency procedure documents.
- c. Add cell phone numbers of Facilities Coordinator, Board members, and all applicable hall monitors to personal cell phone. Keep cell phones on, muted, and easily accessible while at FAITH.
- d. In the event of INCLEMENT WEATHER and/or hazardous road conditions, the Board may:
 - i. Begin the FAITH class day at a later time
 - ii. End classes early
 - iii. Cancel co-op for the day
 - Announcements will be posted by 7:15 a.m. on Homeschool-Life's group text.
 - Decisions to cancel a FAITH class day due to inclement weather will be based on the Tomball School District. If Tomball I.S.D. closes, FAITH will be closed.
- e. In the event of a FIRE:
 - i. Pull the nearest fire alarm
 - ii. Notify Hall Monitor who will notify Admin and other Hall Monitors
 - iii. Follow Fire Evacuation Plan for your position
 - iv. Unless trained, do not fight the fire
- f. In the event of a SEVERE STORM / TORNADO
 - i. The goal is to move all FAITH members from rooms with windows and exterior walls/roofs to safer interior areas within 3 minutes of notification (See Room Procedures for exact location)
- g. In the event of a SECURITY/ LOCKDOWN
 - i. The goal is to either lock down in place or move all FAITH members and students to areas of safety within 3 minutes of initial notification. (If area of threat has been identified and you are safe to exit the building, then do so.)
- h. SHELTER IN PLACE (exterior environment problem)
 - i. Notification and further instructions are given by the hall monitor. (See Room Procedures for exact location)

Job Descriptions

1. Executive Board

a. Administrator

- i. Ensures consistency to and with FAITH mission and values throughout the organization
- ii. Responsible for the overall functioning of FAITH of NW Houston
- iii. Presides over general and Board meetings
- iv. Creates agenda for meetings in conjunction with Board members
- v. Assigns members to committees
- vi. Serves as an Ex-officio member of committees
- vii. Oversees the work done by any individuals or organizations whose services are contracted by this organization
- viii. Represents FAITH to all outside entities in the community
- ix. Works with the Treasurer in the disbursement of funds and signs on legal documentation, including the bank account
- x. Oversees all communications with the host facility
- xi. Responsible for all host facility requests and provides an annual report to the host facility
- xii. Coordinates with Safety Coordinator regarding drills and general safety issues and equipment
- xiii. Handles emergency and routine situations that arise
- xiv. Trains and empowers leaders within organization
- xv. Oversees the activities of the Facilities Coordinator, Graduation Coordinators, Lunchtime Coordinator, Retreat Coordinators (as needed), and Safety Coordinator on the Leadership Team.

b. Coordinator

- i. Supports Directors with teacher selection
- ii. Supports Directors with class schedule
- iii. Supports registration process in conjunction with the Registrar including Special Accommodations
- iv. Supports Directors in student placement
- v. Responsible for legal issues such as non-profit status and insurance
- vi. Oversees FAITH support functions open to homeschool families outside of FAITH, such as standardized testing and the Used Book Sale
- vii. Responsible for the annual Fall Member Evaluation/Survey
- viii. Assists Administrator with general oversight as needed
- ix. Works with Directors and Facilities Coordinator to create classroom assignments and parent work assignments
- x. Facilitates room change requests from Teachers
- xi. Works with Treasurer on disbursement of funds; is a signer on the bank account
- xii. Maintains Family Folders and Family Sign-in sheets.

- xiii. Oversees the Substitute Coordinator
- xiv. Oversees Admin Desk Team Members & Responsibilities
- xv. Ensures all forms and office supplies are readily available at Admin.

c. Treasurer

- i. Maintains financial records of the organization, including balancing all accounts
- ii. Deposits monies received
- iii. Pays bills of the organization not exceeding budget authorization, including those to the host facility
- iv. Provides receipts for all cash transactions
- v. Provides regular financial reports and make accounts available for review
- vi. Ensures Teachers receive payments for class fees and materials
- vii. Prepares annual budget for approval
- viii. Oversees all financial aspects of Faith Graduation
- ix. Oversees hospitality baskets for the host facility
- x. Oversees the Fundraising Coordinator
- xi. Oversees the activities of National Honor Society and Student Council Coordinators

d. Registrar

- i. Oversees all aspects of Waitlist:
 - Accepts new applications and records them to the Waitlist
 - Sends out Waitlist survey in early January and creates a new year Waitlist with potential members
 - Presents Waitlist to the Board
 - Completes background checks as approved by the Board
 - Communicates with Waitlist families to arrange Open House visits
 - Oversees all Open House details
 - Arranges interviews as requested by Directors and the Board
 - Gives timely updates to those remaining on the Waitlist
- ii. Works with the Academic Directors in all aspects of Registration, including interviews, registration screen preparation and registration itself, attendance and class rosters preparation, and any student class changes
- iii. Coordinates with Treasurer regarding class fees and class change fees
- iv. Oversees the activities of the Admissions Coordinator
- v. Oversees student class changes, rosters, room signs, and name tags
- vi. Maintains applicant, new member, and existing member data on the FAITH website
- vii. Functions as liaison with the public through website and public communications with individuals and outside organizations
- viii. Answers requests for information about FAITH
- ix. Oversees the activities of the Assistant Registrar and New Member Coordinator

e. Academic Directors

There are two (2) Academic Directors: Primary (Nursery-Grade 5) and Secondary (Grades 6-12). Each Academic Director:

- i. Recruits and supports Teachers
- ii. Communicates with Teachers regularly
- iii. Offers curriculum assistance to Teachers as needed
- iv. Obtains and approves lesson plans of Teachers
- v. Ensures needed classes are observed either personally or by an assigned Team Member
- vi. Is available to parents and Teachers for support and conflict resolution
- vii. Tracks persistent student or Teacher challenges and informs the Board if extreme action is necessary
- viii. Creates and sends out surveys to current members to determine needs and plans for the upcoming year's Course Schedule
- ix. Secures Teachers for desired classes from current and potential members for the upcoming year
- x. Leads Course Schedule Workday
- xi. Works with Facilities Coordinator and Coordinator to assign classrooms
- xii. Liaison between Teacher and Assistants if necessary
- xiii. Reports any challenges to Administrator/Coordinator for assistance
- xiv. Works closely with other Directors/Coordinator to coordinate classes that have overlapping ages/grades
- xv. Makes recommendations for improvements in policies and procedures
- xvi. Presents academic advancement candidates who have submitted test scores to the Board for approval
- xvii. Primary Director
 - Oversees the activities of the Assistant Primary Director
 - Oversees the activities of the Early Childhood Director, communicating about the EC Line-Up and Teacher/Assistant needs
 - Oversees the Yearbook Coordinator
- xviii. Secondary Director:
 - Utilizes HSL grading; to address any at-risk students in a timely manner

f. Secretary & Communications Director

- i. Records all business conducted during the Board and general meetings and submits to the Board for approval
- ii. Prepares minutes of the Board meeting to be delivered electronically to all Board members within one week
- iii. Records revisions to official documents including the Handbook and official Board publications as voted on by the Board
- iv. Oversees the organization of record keeping, both paper and electronic
- v. Oversees all aspects of Opening Assembly
- vi. Maintains FAITH calendar on website and seasonal layout
- vii. Moderates online communications

- viii. Communicates with new members in regards to communications resources
- ix. Oversees online announcements
- x. Oversees the activities of the Hospitality Team
- xi. Oversees the activities of the Special Events Coordinators

2. Leadership Team

The leadership team consists of, but is not limited to, the following positions and duties:

a. Substitute Coordinator

This Coordinator is responsible for the smooth functioning of FAITH of NW Houston by ensuring that all parent assignments are covered when members are absent.

- i. Receives phones calls and email regarding absences up until 9:30pm of the night before a FAITH class day; then only by cell phone the morning of a FAITH class day
- ii. Checks the Sign in/out sheets during first hour for absent families
- iii. Fills needed parent assignments and makes substitutes aware of places to serve
- iv. Communicates all absences to the Facilities and the Lunchtime Coordinators
- v. Prepares and submits monthly report to the Board listing family's absences and tardies with reasons and any other pertinent information needed
- vi. Reports to the Coordinator

b. Early Childhood (EC) Coordinator (*as needed*)

This Coordinator ensures that our youngest members (nursery through kindergarten) are well cared for.

- i. Recruits and supports EC Teachers
- ii. Communicates with EC Teachers regularly
- iii. Offers curriculum assistance to EC Teachers as needed
- iv. Obtains and approves lesson plans of EC Teachers
- v. Observes EC classes weekly
- vi. Provides parents and Teachers with support and conflict resolution when appropriate
- vii. Documents persistent behavior situations, child injuries or property damage. Provides copies to parents involved and Primary Director and files in appropriate family folders. Follows up as needed as determined by the Primary Director
- viii. Proposes a class schedule with EC Teachers to the Primary Director by early February
- ix. Proposes room assignments for EC classes
- x. Proposes budgetary needs for the EC to the Primary Director
- xi. Procures necessary support and/or supplies (extra crayons, markers, etc.)
- xii. Oversees EC Teacher Assistants
- xiii. Responds to communication checks with Admin at the beginning of each period
- xiv. Prepares and follows the procedures listed in the Emergency Box
- xv. Reports any challenges to Primary Director for assistance

- xvi. Makes recommendations for improvements in policy and procedures
- xvii. Reports to the Primary Director

c. Assistant Director

To help the Directors accomplish their responsibilities. Assists the Primary and Secondary Directors with duties, including, but not limited to:

- i. Oversees the PE Equipment, Science, and General Education Equipment Supervisors
- ii. Helps collect and confirm lesson plan submissions by all Teachers
- iii. Keeps Curriculum Inventory as directed by the Secondary Director
- iv. Assists Directors with Class Planning
- v. Reports to the Primary and Secondary Directors

d. Admissions Coordinator

This person serves under the Registrar and assists with moving applicants through the process of becoming a member.

- i. Point of contact for all applicants via faithregistrar77@gmail.com
- ii. Gets information from HSL and inputs onto Gdoc Waitlist for current year
- iii. Performs Background checks
- iv. Verifies applicants meet criteria for membership
- v. Creates Applicant Folder
- vi. Manages Applicants' List of References/Letters of Reference
- vii. Assists with Open Houses

e. Facilities Coordinator

This Coordinator is responsible for the smooth functioning of FAITH by managing both the set up for the day and the resetting of the facilities according to the host's requirements.

- i. Acts as liaison between FAITH and the host facility
- ii. Assists with room assignments
- iii. Coordinates with Board Coordinator to prepare room setup and equipment needs for Teachers
- iv. Works with Administrator to coordinate, train and equip Setup and Reset teams
- v. Proposes budgetary needs to the Administrator
- vi. Procures necessary cleaning supplies & equipment
- vii. Restocks cleaning buckets for each room responsible for the purchase, organization, and upkeep for reset buckets and supplies.
- viii. Creates, updates, and maintains cleaning checklists and inventories for each area
- ix. Oversees work relating to Equipment Request Forms (TV, projectors, whiteboards)
- x. Oversees setup, cleaning, and resetting of areas used by FAITH
- xi. Maintains a master key set for FAITH and host facility and maintains a record in the Admin binder and Facility Coordinator's notebook of all distribution of keys

- xii. Reports to the Administrator

f. Lunchtime Coordinator

This Coordinator ensures that lunchtime is an orderly and refreshing time for our families.

- i. Appoints at least two lunchroom supervisors
- ii. Enforces lunchtime procedures
- iii. Ensures that warning bells or announcements are given at appropriate times to signal the end of lunch, etc.
- iv. Confirms all lunch areas are clean and reset after lunch
- v. Proposes budgetary needs, such as tablecloths to the Administrator
- vi. Reports matters pertaining to facilities and cleaning to the Facilities Coordinator
- vii. Reports all other matters to the Administrator.

g. Special Events Coordinator(s)

The Secretary oversees and coordinates enrichment activities to promote fellowship and develop community within FAITH membership, and celebrate accomplishments of FAITH students.

- i. Organizes social events for member moms and families throughout the year
- ii. Coordinates with the Secretary & Communications Director to regularly promote activities and maintain the calendar of events on FAITH website
- iii. Submits proposed calendar of events with an estimated budget
- iv. Keeps expenses for each activity within Board-approved budget
- v. Reports event information including attendance, expenses, and constructive feedback
- vi. Reports to the Secretary

h. Yearbook Coordinator

The Yearbook Coordinator serves to preserve FAITH's memories for our students and their families.

- i. Oversees all aspects of the yearbook including the management and organization of production, finances and class
- ii. Oversees, but not limited to, the following duties:
 - Selection of a yearbook production company
 - Establishes a production schedule
 - Responsible for FAITH student yearbook pictures
 - Decides if fundraisers will be used to defer the cost of the yearbook and oversees such. Advertising rates must be Board-approved
 - Provides a setting in which families can sign up for yearbooks, family pages (if desired), and senior pages (if desired)
 - Contacts and arranges for the use of Board-approved photographer
 - Submits contract with photographer to Board for approval
 - Constructs database

- Coordinates all physical aspects of photographer photo shoot including room reservations and FAITH representation during all onsite photographer activities
- iii. Submits budget proposal to Board via responsible Board member by March 1 of each year
- iv. Keeps expenses within Board-approved budget
- v. Reports to the Primary Academic Director

i. Student Council Coordinator(s) (*as needed*)

Works with students to provide a student government body, following its Board-approved constitution including:

- i. Oversees the students' planning, organizing and implementing of student-led projects and activities
- ii. Supervises the use and adherence of the student council budget
- iii. Provides the opportunity for student leadership and development
- iv. Attends all student council meetings and events or finds an adult replacement to oversee the event

j. National Honor Society Coordinator(s)

Works with students to organize and support the FAITH Chapter of Eta Sigma Alpha National Honor Society (Pi Xi Chapter) including:

- i. Oversees the students' planning, organizing, and implementing of student-led projects and activities
- ii. Supervises the use and adherence of the chapter budget
- iii. Provides opportunities for student leadership and development
- iv. Attends all chapter meetings and events or finds an adult replacement to oversee the events
- v. Reports to the Treasurer

k. Hospitality Team

Encourages support and unity within the FAITH family to keep members focused on the Lord and each other's welfare.

- i. Sets up and maintains Prayer and Share rooms and services, purchasing coffee and supplies as needed
- ii. Recruits families to bring snacks for member enjoyment throughout the day in the Prayer and Share rooms
- iii. Sets up and manages a system of taking and sharing prayer requests, providing prayer request forms as needed and communicates as needed through Homeschool-Life
- iv. Encourages times of prayer throughout the day in the Prayer and Share rooms and at FAITH functions
- v. Provides devotional materials

- vi. May be asked to coordinate snacks and supplies for events, such as New Member Orientation, P3, and special work days
- vii. Coordinates flowers and/or meals for member families welcoming new babies or dealing with illness or a recent family loss
- viii. Proposes budgetary needs to the Secretary
- ix. Reports to the Secretary and advises of any needs within FAITH families and ways FAITH could help
- x. Assists in finding ways to connect, encourage, and feed the leadership team during P3

I. Safety Coordinator

- i. Communications:
 - Ensures emergency communication processes are in place
 - Provides for communication checks each class period; develops process and method of recordkeeping
- ii. Maintains Emergency Boxes weekly ensuring delivery to designated Area Leader locations and collection at end of day (includes radio maintenance)
- iii. Trains lead/key people (e.g. Security/Hall Monitors, Admin, etc.)
- iv. Schedules and coordinates drills for each emergency procedure (e.g. Fire, Storm and Lockdown) with the Administrator and the host facility
- v. Coordinates other safety-oriented training, such as First Aid, Automated External Defibrillator (AED) as needed
- vi. Creates and maintains a “First Responders” list in the Admin and Hall Monitor notebooks. First Responders are members with first aid and medical training who can be called upon in case of an emergency while at FAITH
- vii. Makes all necessary preparations, in order to conduct safety drills smoothly, including but not limited to:
 - Updating emergency procedures as needed
 - Providing Emergency Packets to individual classrooms, which include safety rosters and summary of procedures for Teachers
 - Maintains classroom sign-out sheets
- viii. Responsible to the Administrator

m. Graduation Administrator

- i. Directs the search for a graduation facility, if needed, which may also require FAITH Board’s help for a location
- ii. Directs the search for the graduation guest speaker, which requires FAITH Board approval for the final selection
- iii. Reports to the assigned Board member for prior approval regarding all budgeting and spending
- iv. Advertises FAITH Graduation within the homeschool community
- v. Reports to the FAITH Administrator

n. Graduation Co-Director

- i. A current or former FAITH member works with the Graduation Administrator to complete the duties above.

o. PE, Science, and General Education Equipment Supervisors

- i. Oversees equipment requests and assignments for the areas they are responsible for
- ii. Communicates with Teachers regarding the use and care of equipment
- iii. Maintains written inventory in a Google doc or similar of all FAITH equipment under their area of supervision on Homeschool-Life Science Teachers Forum
- iv. Makes requests for additional needed equipment or repairs
- v. Procures necessary support supplies for Teachers/classes (extra crayons, markers, etc.)
- vi. The PE Equipment, Science, and General Education Equipment Supervisors report to the appropriate Board Member

p. Setup Supervisor

Responsible for coordinating and working with Area Leaders to ensure the Host Facility is set up for FAITH day.

- i. Ensures supplies for each area are in place for setup
- ii. Distributes documentation to respective Area Leader to be put out during setup
 - Room signs, role sheets, and emergency packets
 - Setup & Reset Sheets (in buckets)
- iii. Provides instructions regarding setup of each area
- iv. Receives communication from all setup team members if they will be late or absent
- v. Sets all thermostats for optimum comfort and energy efficiency
- vi. Assists the Facilities Coordinator as needed with overall setup of facility
- vii. Maintains and updates listing of individual Team Member duties in the Facilities notebook
- viii. During each FAITH day, communicates any necessary changes per Host Facility to Reset Coordinator
- ix. Completes additional duties as needed
- x. Reports to the Facilities Coordinator

q. Reset Supervisor

Responsible for coordinating and working with Area Leaders to restore facilities to preferred host arrangements including:

- i. Provides instruction regarding the reset of each room and area
- ii. Communicates with all Area Leaders to make sure Reset Team members are onsite and on time

- iii. Assigns reset team to designated reset responsibilities
- iv. Maintains and updates listing of individual Reset Team member duties in the Facilities notebook
- v. Ensures all FAITH belongings/equipment and supplies are returned to designated storage location
- vi. Resets thermostats as instructed by the host facility
- vii. Assists with additional reset functions as needed
- viii. During each FAITH day, communicates with Set-Up Supervisor concerning any necessary changes per Host Facility
- ix. Reports to the Facilities Coordinator.

3. Parent Positions

Parent Positions include, but are not limited to the following:

a. Teachers

The heart of FAITH; instructing students with excellence and in God's Truth.

- i. Homework policy by Teachers: We want to protect family time over the holidays. Therefore we require Teachers to NOT give homework over these 5 weeks:
 - One week off for Thanksgiving
 - Three weeks off for Christmas / New Year
 - One week off for Spring Break

If you, the Teacher, feel you need to assign an additional week of homework assignments during the Christmas / New Year's break and only give 2 weeks off rather than 3 weeks, you must have approval from your Director. Any assignments that extend after the last day of co-op also must be approved by your Director.

- ii. Turns in "Class Application" form by published deadline
- iii. Electronically submits completed course syllabus, lesson plans, and classroom policies for each semester to the appropriate Academic Director by published deadline.
- iv. Teachers must track all spending and keep receipts. Receipts will be uploaded electronically to HSL at the end of each semester. Teachers can claim money back for copies made at home. \$0.10 for black and white copies, \$0.50 for color copies.
- v. Electronically submits Class Supply List to their Academic Director by published deadline.
- vi. Provides classroom policies (optional for primary classes) to the students including:
 - Homework/test policy (What will happen if homework is not turned in or if a test is missed?)
 - Late homework/test policy (Will accept late homework? Will deduct from grade if it is late?)

- Missed classes policy (It is the responsibility of the student to obtain and turn in homework assignments? Will the work be considered late?)
 - Grading scale and weighted grades
 - Expected classroom behavior and consequences additional to standard FAITH policy
- vii. Provides course syllabus and classroom policies to students at Orientation.
- viii. Clearly communicates policies and expectations to students:
- Electronically uploads class documents on HSL for easy access
 - Reviews policies orally with class
- ix. Provides timely grading using FAITH of NW Houston account on HSL (Graded classes only). Each Teacher is responsible for:
- Inputs individual graded assignments and weight of each assignment type including homework, tests, quizzes, semester tests and participation
 - Inputs grades timely as given on each assignment
 - Notifies students/parents, as well as the Academic Director, that final grades are ready to view on HSL grading (to be determined)
 - Ensures that grade reporting on HSL grading is complete and current
- x. Promptly communicates with parents of academically struggling students; does not wait until grade reports are due.
- xi. Starts class on time. Teacher may opt to not allow late students into class and instruct the Teacher Assistant to escort the student to Admin.
- xii. Gathers needed materials prior to class. (See Treasury Guidelines for Disbursement of Fees to Teachers).
- xiii. Submits completed Equipment Form to Facilities Coordinator by the published deadline. If equipment that is not usually assigned to a classroom is needed, send a request via email to the Facilities Coordinator one week in advance. For Science and PE equipment, contact the Science or PE Equipment Supervisor.
- xiv. Sends out homework updates by Thursday evening to allow students enough time to accomplish any additional work.
- xv. Communicates with Assistant in a timely manner if she will be absent. Provides a plan for the class she will miss.
- xvi. Utilizes assigned Teacher Assistants. Clearly communicate needs to them.
- xvii. Notifies the Hall Monitor for activities that need to be scheduled outside designated classroom or if class time will deviate from regular class schedule.
- xviii. Teacher may request to change classrooms if assigned room layout or location does not work for their class. Teacher should:
- Email the Coordinator with the name of the class, class period, and reason for change request.
 - Submit changes to the Coordinator by the 3rd full class day.
 - Coordinator will work with Facility Coordinator to see if changes can be made
 - If the changes can be made, Coordinator will communicate changes with Teachers, Secretary, Safety, Registrar, Academic Directors, and Facilities Coordinator.
- xix. Reports to their respective Academic Director.

b. Teacher Assistants

Provides support for Teachers, caring for the details, freeing Teachers to focus on teaching.

- i. Leads classes with 1st and 2nd grade students from Opening Assembly or Lunch to respective classes.
- ii. Takes attendance on both the class and the emergency rosters.
- iii. Assists Teacher with setup and reset of activities during class, student supervision, etc.
- iv. Keeps Teacher's attendance and grades and records homework/tests and behavior as requested.
- v. Makes recommendations for behavior awards/notifications; assists with behavior issues as needed.
- vi. Checks in with Teacher during class to help with making copies, gathering materials, or other preparation.
- vii. Acts as substitute Teacher in case of Teacher absence.
- viii. Point person for emergency procedures.
- ix. Knows the FAITH Emergency Procedures found in the red room folders. Is prepared to lead the class in any drill at any moment. The Assistant in each classroom for the last period that room is used is responsible for resetting the room according to Reset directions. Students should be used to reset the room.
- x. Reports to the respective Academic Director if support is needed.
- xi. If the Teacher or Assistant has to leave the classroom, then the Assistant should alert the Hall Monitor to stand by the door.

c. Student Assistants

Students in grades 7th-12th are allowed to assist in classes at FAITH. Parents must coordinate with and get approval from an Academic Director before enrolling their child as a Student Assistant. A few things to remember:

- i. Family membership history, maturity of the student, student schedule, and staffing needs will be considered by the Board.
- ii. Student Assistants generally assist in a young elementary class or in Early Childhood.
- iii. Parents of students wanting to serve as a Student Assistant should reach out to the Academic Director first and not the Teacher. The AD will communicate with the Teacher. Students must have approval from the Board.
- iv. Must coordinate with the Primary Academic Director and EC Coordinator to assist in EC.
- v. Reports to the Academic Director
- vi. Teachers can recruit Student Assistants from students enrolled in Study Hall with Board and parent approval.

d. Early Childhood (EC) Team Members

Works together with the team to care for the youngest FAITH members.

- i. Assists EC Teacher and/or Coordinator as directed
- ii. Releases children only to the child's parents or secondary-aged sibling
- iii. Quarantines a child in the event of symptoms of contagious illness; notifies parents to take the child out of the nursery/preschool area
- iv. Cleans tables and floors after each class
- v. Completes assigned cleaning duties following EC Coordinator instructions
- vi. Reports to EC Coordinator.

e. Setup and Reset Area Leaders

- i. Maintains detailed lists of exact duties of each Crew Member to be kept in the Facilities notebook
- ii. Leads Setup or Reset Crew Members in assigned duties
- iii. Informs respective supervisor or the Facilities Coordinator of any needs or issues that arise
- iv. Helps with Setup or Reset
- v. Reports to the respective Setup or Reset Supervisor

f. Setup Crew Members

Responsible for working with Area Leaders to prepare assigned areas for the FAITH class day.

- i. Arrives 45 minutes early or as instructed by Facilities Coordinator
- ii. Sets up tables, chairs, and any needed equipment (whiteboards, TV with DVD/VCR, etc.) in areas of responsibility as directed by Area Coordinator (assigned by Facilities Coordinator)
- iii. Completes other tasks as needed
- iv. Distributes cleaning buckets in area of responsibility
- v. Reports to Setup Supervisor
- vi. Informs Setup Supervisor of late arrival or absence

g. Reset Crew Members

Responsible for working with their Area Supervisor to clean and reset their area from the FAITH class day.

- i. Plans to stay 45 minutes after the end of class and until dismissed by Reset Supervisor
- ii. Completes all needed cleaning and resetting of facility as directed by their Area Supervisor and listed under Reset Area Supervisor above
- iii. Completes all listed tasks on each room's Clean Checklists for assigned areas
- iv. Supervises family at all times
- v. Reports to respective Reset Area Supervisor
- vi. Informs Reset Supervisor of absence

h. Hall Monitors

Watchful eyes and helping hands for the safety and security of students

- i. For all four periods, the monitor:
 - Collects roll sheets from classrooms and has them ready for collection from admin
 - Keeps radio and whistle with them at all times in case of emergency
 - Assists students to find appropriate classrooms
 - Questions any student who seems to be wandering as all should be in assigned class
 - Monitors bathrooms, empty classrooms, and stairwells for any unacceptable behavior. Bathrooms must be checked at the beginning and end of each period to ensure their cleanliness.
 - Encourages children not to run and to keep noise level down, etc.
 - Questions anyone without a FAITH name tag unless you personally know them to be church staff
 - Reports building/supply concerns to the Facilities Coordinator (i.e. cleaning buckets)
 - Signals end of class by hand sign 5 minutes before class is over and rings bell at end of class
 - Keeps hallways picked up and clean
 - Performs Emergency Procedures duties, including verification of communications with Admin in case of an emergency
 - In case of an emergency, follows the procedures in the Emergency Box
- ii. For the fourth period, the monitor:
 - Gives ten-minute warning for classes to begin wrap-up before resetting room
 - Gives five-minute warning and then returns classroom and all other FAITH signs and Emergency Box to designated areas
 - Vacuums/sweeps hallways as needed
- iii. Reports to the Safety Coordinator.

i. Study Hall Supervisor

- i. Maintains environment conducive to studying by enforcing these policies:
 - No cell phone calls or texting
 - Audio may be used on electronic devices only with the use of some type of earphones
 - Academic laptop use only; periodically walks around to observe screens
- ii. Allows quiet conversation during the last 15 minutes of each period
- iii. Reports to the Secondary Director

j. Lunchroom Supervisors

Assist Lunchtime Coordinator in providing an orderly lunch time for members:

- i. Ensures that families are using floor coverings to eat on, children are with responsible adult while eating, and the lunchrooms are clean

- ii. Rings bell at appropriate times
- iii. Monitors student activities in order to provide a safe, respectful environment for all
- iv. Takes mis-behaving children to their parent
- v. Reports concerns to the Lunchtime Coordinator

k. Float Pool Members

Remains prepared to be reassigned to cover for absent parents as directed by the Substitute Coordinator.

l. Administration Desk/Area (Admin) Team Member

Assists Board in covering Admin areas and day-to-day security/filing responsibilities.

- i. First Hour:
 - Oversees Admin area setup
 - Maintains Sign in/out forms
- ii. All Hours:
 - Assists with Sign in/out for those not attending a full day, including visitors
 - Assists Board Members with tracking behavior notices and other written communications
 - Monitors entrances
 - Questions anyone without a FAITH name tag unless personally known to be church staff
 - Assists Primary and Secondary Directors with Class Evaluations
 - Assists in locating a parent as needed
 - Checks attendance sheets for any absences not accounted for
 - Oversees communication checks at the beginning of each period
 - Prepares and follows the Emergency procedures
 - Performs communication checks with all members carrying a radio
 - In an Emergency, follows the Emergency Procedures in the Admin notebook
- iii. Last Hour:
 - Cleans the Admin area
 - Follows Cleaning Checklists
- iv. Reports to the Coordinator