“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

A. **Mission Statement**  
B. **Statement of Faith**  
C. **Operating Policies and Procedures**
   1. Application  
   2. Registration  
   3. Orientations  
   4. Participation  
   5. Treasury Guidelines  
   6. Student Responsibilities  
   7. Personal Item Management  
   8. Dress Code  
   9. Family Attendance Requirements  
  10. Illness  
  11. Absentee Procedures  
  12. Early Childhood (EC)  
  13. Lunch Time  
  14. Visitors  
  15. Communications  
  16. Electronic Interface  
  17. Conflict Resolution  
  18. FAITH Emergency Procedures  

G. **Job Descriptions:**
   1. Executive Board  
      a. Administrator  
      b. Coordinator  
      c. Treasurer  
      d. Registrar  
      e. Academic Directors  
      f. Secretary & Communications Director  
   2. Leadership Team  
      a. Substitute Coordinator  
      b. Early Childhood Coordinator  
      c. Assistant Director  
      d. Assistant Registrar  
      e. Facilities Coordinator  
      f. Lunchtime Coordinator
g. Special Events Coordinator
h. Yearbook Coordinator
i. Student Council Coordinator
j. National Honor Society Coordinator
k. Prayer & Share Coordinator
l. Safety Coordinator
m. Graduation Co-Leaders
n. HSL Grading Manager
o. PE, Science, & General Equipment Supervisors
p. Set-up Supervisor
q. Reset Supervisor
r. Retreat Coordinators

3. Parent Positions

a. Teachers
b. Assistant Teachers
c. Student Teacher
d. Early Childhood (EC) Team Member
e. Set-Up & Reset Area Leaders
f. Set-Up Crew Member
g. Reset Crew Member
h. Hall Monitor
i. Study Hall Supervisor
j. Lunchroom Supervisor
k. Prayer & Share/Float Pool Members
l. Administration Desk Team Members
A. 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.

B. Statement of Faith - We, the Board, Leadership Team, Teachers, and all Approved Members Believe:

- The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.

- 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.

- 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.

- That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct, and empower the believer for Godly living and service.

- 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.

- 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.

- That God designed marriage as an exclusive, covenantal relationship between one man and one woman.

- That God designed each person, male and female, as His masterpiece without mistake.

- That God’s love never fails.
C. 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 Pre-Registration 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 9 years old on or before Sept 1st.

   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 must commit to volunteer during periods that children are in class. 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 janitorial duties. Parent assignments will be given at 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 Set-up 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 nursery or preschool may be assigned to work in Early Childhood (EC) at least one period while families with children under the age of 4 may 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 only three periods each FAITH day. 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 Monday 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.

i. One half of the annual Family Fee is due at registration for the upcoming school year as per instructions on HSL.

ii. Membership Renewal is due at this time. This includes but is not limited to:
   - HSL Profile Update
   - Review of the Handbook and signed signature page

iii. Classes are selected from the Class Schedule 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 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 the appropriate 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.

i. 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:
   - If standardized test scores are high enough to consider permanent advanced placement
   - What the revised 4-year high school plan would be
   - If advancement would be advantageous enough to outweigh other possibilities including more in-depth studies and possible leveling off of intellectual advancement pace
   - If work independence and responsibility is consistent in completing work timely
   - If workload increase would be manageable
   - If the maturity level is well matched for advancement
Once these points have been considered, then:

- Determine if the student meets the prerequisites and pre-testing required for the advanced placement of classes.
- Meet with 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.

ii. 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.

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 $5 add and $5 drop 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 Director about the desired class changes. Do not talk to the teacher directly. The Director will discuss the request with 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 ($5 for add and $5 for drop), class fees for dropped classes, and class fees 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. Primary students may not switch classes.

3. Orientations
a. New Member Orientation is held in early May.

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

4. 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, gym 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 Set-up 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. 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. When situations do not allow for two adults, a second person will be monitoring.

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 student’s nametag.

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 only.

5. 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 on Orientation Day; Spring Class Fees will be collected the first day of the spring semester.

iv. Tuition-based Class Fees – A few of our classes are tuition-based, and payments are 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):
   - $5 add and $5 drop
   - 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 August.

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 over $50 per item will remain the property of FAITH if purchased with
d. FAITH is a 501-c-3 non-profit organization and can accept corporate and private donations through the Treasurer.

6. **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 Memorial Baptist 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 set-up 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.

   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. Any adult member of FAITH is authorized to correct unruly, disrespectful, or otherwise
inappropriate behavior.

c. 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.

d. Cell phone use by students is only permitted during lunch, including phone calls and texting. If students cannot follow these guidelines, phones will be taken and held at the Admin area until the end of the day.

e. The bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.

f. 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.

g. Games and musical instruments may be allowed at fellowship times at the discretion of the adult in charge.

h. High school students are allowed to teach or assist in classes at FAITH; however, emphasis is placed on the student receiving instruction primarily and earning service hours secondarily.
   i. Students can request to teach or assist and must have approval from the Board
   ii. Teachers can recruit student helpers from students enrolled in Study Hall with Board and parent approval
   iii. Family membership history, maturity of the student, student schedule, and staffing needs will be considered by the Board
   iv. Temporary assignments of students to assistant positions could be made with student enrolled in Study Hall

7. Personal Item 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.

8. 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 kneecap. Holes in jeans or shorts should also not be higher than 4 inches above 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 classroom teacher.

viii. Tight, form-fitting clothing, such as leggings, are appropriate with a shirt in length (in the front and back), that reaches the tip of thumbs when hands held at sides.

ix. The Board reserves the right to deem any clothing as not school appropriate.

b. Dress Code Violations

i. If a FAITH member is wearing inappropriate clothing, one of two actions will be taken after the student/parent is advised about the clothing being in violation of the Dress Code:

- The member will be asked to go home and change clothes.
- The member will be given a large shirt or large sweat pants to wear for the rest of the day. These are kept in the FAITH storage area.

ii. 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.

9. 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 28 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 set-up 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 parent 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).

e. Tardiness:
i. A member is tardy when arriving after 8:50 on class day.
ii. Three tardy arrivals are equivalent to one absence and will affect registration.
iii. Family tardiness will be tracked, like absences, and families may receive a notification when two tardy marks are accrued.

10. 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 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

11. 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 Substitute Coordinator of absence, 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.

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 nursery or preschool may be assigned to work in EC at least one period. Families with a child under the age of four in EC may be assigned to work two periods in EC.

ii. Only the parent or a middle school and up aged sibling may pick up a child from EC classes. Siblings under middle school age should not come into EC rooms.

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. Nursing mothers are to nurse only in the nursery areas.

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 10 of Family Attendance Requirements)

13. Lunch Time

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

i. Play time is restricted to the last 15 minutes of lunch in the family lunch room.

ii. No balls, no jump ropes, no rough-housing in the family lunch room at any time

iii. Outdoor play must be supervised by parent or assigned adult

iv. Playground is available for EC through 4th grade only

b. Designated areas for eating:

i. Students 5th grade and below must eat in the gym with their parent. Parents are to supervise their children throughout the full lunch period.

ii. Students must remain in the same lunchroom throughout the lunch period. Changing lunchrooms is not allowed.

iii. Lunch Supervisors will be in attendance in each room.

iv. Designated outside areas are also available during lunch time and can be used with individual parent supervision.

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 9 of Family Attendance Requirements)

d. Food and drink are to be kept and consumed in approved lunch areas. No gum, food, or beverages that can stain are allowed in the facility.

e. Students may only have water in areas outside of lunchrooms.

f. 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.

g. Each family is responsible for cleaning up personal eating area including tables, chairs, bleachers, floor and outside area. A tablecloth is required for each family in inside lunch areas.
This may be purchased for $1.00 from the Lunch Coordinator if needed.

h. A signal will be given to indicate when to begin cleaning up and for dismissal. All students are to remain in the lunch areas until released to class or accompanied by a parent.

i. In the interest of general good health and for the benefit of those with nut allergies:
   i. Wash hands thoroughly with soap and water after the meal which also removes any nut protein residue.
   ii. Use hand sanitizer to kill bacteria and viruses.

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) by the Friday before 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. Communications

   a. Members must check FAITH emails daily during the school year, and on Mondays before co-op begins.
   b. 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
   - Members are required to check for announcements made by the Board every day during the co-op year including Monday 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.
   - 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.
   - Formal communication with the Board must be in writing.
   - Remind App or other apps will be used to communicate in cases of emergency.

16. Electronic Interface

Internet Access

a. 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, text or orally given.

b. Before any computer can be used at FAITH during co-op, the owner must complete the online computer compliance form.

17. Conflict Resolution

a. 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.

b. 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 and 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.

18. FAITH Emergency Procedures

a. FAITH will coordinate safety drills with 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 Appendix A for detailed procedures by area. This includes:

i. Reviewing all Emergency Procedures and being prepared to carry out their role

ii. Knowing the location and understanding the operation of fire alarm boxes and extinguishers

iii. Knowing the location of all emergency and fire exits

iv. Activating the closest fire alarm

c. Add cell phone numbers of Facilities Coordinator and Board members to personal cell phone. Keep cell phone 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 Announcements Forum.
   
   ● Decisions to cancel a FAITH class day due to inclement weather will be based on the Klein School District. If Klein 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
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/ LOCK DOWN

i. The goal is to either Lockdown 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 is given by the hall monitor. Classroom assistant to retrieve further instructions from the hall monitor.(See Room Procedures for exact location)

G. 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. Handles emergency and routine situations that arise
      xiii. Trains and empowers leaders within organization
      xiv. Oversees the activities of the Facilities Coordinator, Graduation Coordinators, Lunchtime Coordinator, Retreat Coordinators 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 placements
v. Responsible for legal issues such as non-profit status and insurance
vi. Oversees FAITH support functions open to home school 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. Oversees the Substitute Coordinator
xiii. Oversees the activities of the Special Events Coordinators
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

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 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 Assistant Registrar
v. Oversees student class changes, rosters 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 Prayer and Share Coordinators
x. Oversees the activities of National Honor Society and Student Council Coordinators

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
xviii. Secondary Director:
   ● Utilizes HSL grading; to address any at risk students in a timely manner
   ● Oversees the activities of the Assistant Directors, HSL grading Manager, and New Member Coordinator

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. Maintains Family Folders, Family Sign-in sheets, and rooms signs.
x. Oversees online announcements
xi. Oversees the Yearbook Coordinator and Graduation Co-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: 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.
   i. Assists the Primary and Secondary Directors with duties, including, but not limited to:
      - Oversees the PE Equipment, Science, and General Education Equipment Supervisors
      - Helps collect and confirm lesson plan submissions by all teachers
      - Keeps Curriculum Inventory as directed by the Secondary Director
      - Assists Directors with Class Planning.
   ii. Reports to the Primary and Secondary Directors

d. Assistant Registrar: 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 faithleader77@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 Directors to prepare room set-up and equipment needs for teachers
   iv. Works with Administrator to coordinate, train and equip Set-up 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 set-up, cleaning, and resetting of areas used by FAITH
   xi. Coordinates with Safety Coordinator regarding drills and general safety issues and equipment
   xii. 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
   xiii. 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 per lunchroom
   ii. Enforces lunchtime procedures
   iii. Ensures that warning bells or announcements are given at appropriate times to signal
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): This Coordinator 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 Coordinator

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) (possibly using database on Homeschool-Life)
   ● 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. Coordinates with the Treasurer on the collection of yearbook fees
vi. Reports to the Secretary and Communications Director

i. Student Council Coordinator(s): 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 Registrar

k. Prayer and Share Coordinator(s): 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 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 Registrar
   ix. Reports to the Registrar and advises of any needs within FAITH families and ways FAITH could help

l. 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 (This includes radio maintenance)
   iii. Trains lead/key people (i.e. Security/Hall Monitors, Admin, etc.)
   iv. Schedules and coordinates drills for each emergency procedure (i.e. Fire, Storm and Lockdown) with the Facility Coordinator and the host facility
   v. Coordinates other safety-oriented training such as First Aid, Automated External Defibrillator (AED) as needed
   vi. Creates and maintains “First Responders” list in the Admin notebook. 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
- Ensures necessary changes are made on safety rosters when students add/drop classes
- Maintains classroom sign-out sheets

viii. Responsible to the Administrator

m. Graduation Co-Leaders: Includes at least one current or former FAITH member in good standing. The second position may be a non-member.

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 Administrator

n. HSL Grading Manager: The person that facilitates the use of HSL

i. Provides information and assistance to HSL grading users
ii. Oversees teacher set up of classes for grade posting
iii. Oversees parent and student access to class grades and information
iv. Reports to the Secondary Director

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 of all FAITH equipment under their area of supervision on Homeschool-Life
iv. Prepares updated Equipment Inventory report each semester
v. Makes requests for additional needed equipment or repairs
vi. Procures necessary support supplies for teachers/classes (extra crayons, markers, etc.)
vii. The PE Equipment, Science, and General Education Equipment Supervisors report to the Assistant Director

p. Set-Up Supervisor: Responsible for coordinating and working with Area Leaders to ensure Host Facility is set-up for FAITH day.

i. Ensures supplies for each area are in place for set-up
ii. Distributes documentation to respective Area Leader to be put out during set-up
   - Room signs, role sheets, and emergency packets
   - Set-up & Reset Sheets (in buckets)
iii. Provides instructions regarding set-up of each area
iv. Receives communication from all set-up 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 set-up 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. Obtains all documentation from respective Area Leaders to return to the Facilities notebook
   ii. Provides instruction regarding the reset of each room and area
   iii. Communicates with all Area Leaders to make sure Reset Team members are onsite and on time
   iv. Assigns reset team to designated reset responsibilities
   v. Maintains and updates listing of individual Reset Team member duties in the Facilities notebook
   vi. Ensures all FAITH belongings/equipment and supplies are returned to designated storage location
   vii. Resets thermostats as instructed by the host facility
   viii. Assists with additional reset functions as needed
   ix. During each FAITH day, communicates with Set-Up Supervisor concerning any necessary changes per Host Facility
   x. Reports to the Facilities Coordinator

r. Retreat Coordinators: This person assists in finding and securing a location for the leadership retreat. They also assist in finding ways to connect, encourage, and feed the leadership team during the retreat.

3. 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 coop 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. Electronically submits Class Supply List to their Academic Director by published deadline.

v. 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 detract 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

vi. Provides course syllabus and classroom policies to students at Orientation.

vii. Clearly communicates policies and expectations to students:
   - Electronically files policy as separate documents in lesson plan file on Homeschool-Life for easy access
   - Collects signed class policy documents from each student in secondary classes and turns in to the Secondary Director by the 2nd day of class; this is optional for Primary classes
   - Reviews policies orally with class

viii. 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

ix. Promptly communicates with parents of academically struggling students; does not wait until grade reports are due.

x. 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.

xi. Gathers needed materials prior to class. (See Treasury Guidelines for Disbursement of Fees to teachers).

xii. Submits completed Equipment Form to Facilities Coordinator at least one week in advance for equipment needed in class such as DVD players and overhead projectors. For Science and PE equipment, contacts the Science or PE Equipment Supervisor.

xiii. Sends out homework updates by Tuesday evening to allow students enough time to accomplish any additional work.

xiv. Communicates with Assistant in a timely manner if she will be absent. Provides a plan for the class she will miss.

xv. Utilizes assigned Teacher Assistants. Clearly communicate your needs to them.

xvi. Completes a Field Trip Form when planning a field trip during FAITH class periods, and submits it to the Director for approval (two weeks in advance). Prepares Parent Consent forms for each student that will be on the trip to be signed by parents and the Director.

xvii. Notifies Facilities Coordinator 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.
   iii. Assists teacher with set-up 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 with teacher weekly to help with making copies, gathering materials, or other preparation.
   viii. Follows FAITH Emergency Procedures - Obtains the Emergency Procedure packet with class rosters from doorway clip and follows the procedures therein.
   ix. 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 respective Academic Director if support is needed.

c. Student Teacher: Allows students to teach or assist in teaching, emphasizing that receiving instruction is the priority and earning service hours is secondary
   
   i. Acts as a Teacher if 11th-12th grade; acts as an Assistant Teacher if 9th-10th grade
   ii. Must coordinate with Academic Director and EC Coordinator to assist in EC.
   iii. Reports to the Academic Director

d. Early Childhood (EC) Team Member: Works together with the team to care for youngest FAITH members
   
   i. Assists EC Teacher and/or Coordinator as directed
   ii. Releases children only to the child’s parents or high school age 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. Set-Up and Reset Area Leaders:
   i. Maintains detailed lists of exact duties of each Crew Member to be kept in the Facilities notebook
   ii. Leads Set-up 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 Set-up or Reset
   v. Reports to the respective Set-up or Reset Supervisor

f. Set-Up 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 respective Set-up Area Supervisor
   vi. Informs Set-up 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. 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 set-up
      • Maintains Sign in/out forms
   ii. All Hours:
      • Assists with Sign in/out for those not attending a full day including visitors
      • Has students arriving more than 5 minutes late for class sit in the Admin area until the next class period if they do not remain with parent
      • 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