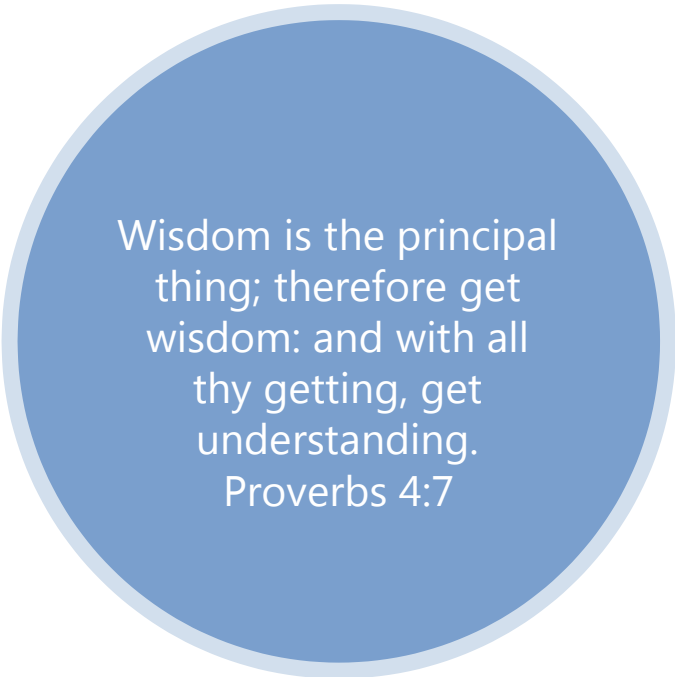


CHSEL

Christian Homeschool Enrichment Labs

Handbook for Parents, Students, Administration

2017-2018



Wisdom is the principal
thing; therefore get
wisdom: and with all
thy getting, get
understanding.
Proverbs 4:7

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CHSEL (Christian Home School Enrichment Labs) is just what its name implies: a group of Christian, Bible-believing families who homeschool coming together to enrich their learning at home with labs in various subjects.

Our mission is to encourage one another in our walks with Christ through glorifying Him in every subject we teach. CHSEL is Christian organization led by parents. CHSEL is here as a ministry to home school families. It is our desire to meet the need for students to have fellowship, accountability and fun while providing a common goal for parents to help our children learn. We believe that knowledge should be built upon the foundation of wisdom that comes through a relationship with Jesus Christ. Because glorifying God is our motivation, we will make every effort to contribute to the spiritual growth of both students and parents while respecting denominational differences. We regard highly the choice each family has made to train their children in the Truth and hope to contribute to that through the curriculum.

Note: At CHSEL, we believe that the best place to learn is at home! Our labs are not intended to provide a complete credit for any course but are designed to enhance the studies of those subjects with deliberate retention-building activities while encouraging students to think critically, develop interests and, most importantly, see how all learning can be motivated through a love of the Lord and His creation as we commit our thoughts and hearts to Him!

Statement of Faith

We strive to use the Bible for the direction in each topic. We emphasize that Christ is the Son of God, the creator of all, and that He came in the flesh to redeem mankind from the corruption of sin that all are in because of Adam's sin, and that through His blood we can be reconciled with the Father, who is one with Christ and His Holy Spirit. There is God, who exists in three persons: the Father, the Son and the Holy Spirit.

There is only one way for mankind to be reconciled with God and that is through choosing to place one's faith in the death, burial and resurrection of Christ for salvation, which is a gift given freely to all who believe. These precepts will be unapologetically included in all subjects because we believe that teaching for the sake of knowledge only can be harmful because without the foundations of the Wisdom which comes through knowing Christ, true understanding cannot be attained.



Daily Schedule

- 8:30 Set up
 - 8:45 Opening Assembly/Devotion
 - 9:00 1st period begins
 - 10:00 2nd period for elementary begins
 - 10:30 2nd period for 7-12 begins
 - 11:00 3rd period for elementary begins
 - 12:00 Lunch
 - 12:45 Lunch cleanup
 - 12:55 Dismiss to
- Afternoon Labs
- 3:00 Reset all areas

Leadership

- Executive Director - Veronica Pedraza
- Registrars – Veronica Pedraza, Ashley Wagner, Stacy Poole
- Financial Director - Stacy Richard
- Facility Director - Kim Hill
- Service Duty Director – Ashley Wagner, Kim Hill
- Volunteer Director - Stacy Poole
- Set up/Reset Director - Lynnette Baaheth
- Website Management – Ashley Wagner, Stacy Poole, Veronica Pedraza

CHSEL can only function fully through volunteer help and family participation. Please contact a coordinator or director to find where you may serve to help our organization thrive and provide a great and memorable experience for all involved.

General Policies

Application

All families are required to apply for membership with Lighthouse Educational Services to attend CHSEL. As Lighthouse members, families will enjoy many benefits of the organization, including access to register for CHSEL labs and a the private CHSEL website, which will require signature of parents acknowledging the Mission, Statement of Faith and General Policies pertaining to CHSEL, including permission to conduct a background screening for all adult members. The annual membership fee of \$40 to join Lighthouse is non-refundable. Upon completion of family login information in the CHSEL program, families may then register their students and must agree to participate in volunteer/service duty positions as specified.

Registration

Registration for labs must be completed online through the scheduled lab matrix of www.chsel.org registration pages. All family registrations are for a full semester and require a semester registration fee of \$30. A second registration fee of \$30 is payable in January for all families participating in year-long labs. (The Annual family membership and registration fees shall not exceed \$100.) Upon registration, participants are agreeing to the terms set forth in this handbook and through the registration process.

Orientation

Mandatory All Member/Student Orientation will be held August 18. Students and parents must attend and finalize registration, sign all necessary documents, including waivers and agreements in order to stay registered in labs. Many of these documents will be available online prior to registration.

Service Duty Requirement

All families must agree to participate in serving to help CHSEL operate smoothly and to protect our children and members. Service duty earnest payments will be required at the time of registration and will be credited to members' accounts upon completion of two full service duty periods per semester. A sign-up schedule will be made available through our calendar system. Teachers who are unavailable to perform service duty because of labs will be permitted to find a replacement for them and the service duty earnest fee will be credited to that family.

Check-in Procedure

All students must be checked in and out each day by a parent, an authorized adult or their teen sibling who is driving and has a signed driving waiver. Check-in sheets are maintained at the admin table each Friday where students will be signed in by parents. Children under 10 must be accompanied to their first lab if not meeting in assembly by 8:45 and must be with parents when not in lab.

- 1 Sign-in Procedure
 - All students who do not have a driving waiver must check in and out of co-op with a parent, a designated adult or their teen sibling who is driving. Check-in sheets are maintained at the table in the foyer each Friday.
 - If a child or teen is signed out of the co-op, he/she must either leave the premises or be in the company of an adult or sibling authorized for pick up. The student may not stay in the foyer or any other part of the building if he/she is signed out of the co-op unless directly accompanied by an adult or with permission from the CHSEL

administration team. He/she may remain if engaged in an activity within the building (i.e. babysitting, lab help etc.) This is a closed campus. Driving students may not leave at lunch hour and return. If a parent picks up a student for lunch, the student must be signed out by the parent only. No driving students may sign out siblings and return to the campus.

2 Driving Teens

- Teens may not sign themselves in and out of the co-op unless they are driving themselves to or from co-op. They must sign in and out when arriving for labs and leaving the campus after labs.
- Parents who wish for their teens to drive themselves to co-op must sign the student driver waiver for their child. This will be available at registration and on the CHSEL website www.chsel.org. If your driving situation changes during the co-op year, please return the waiver before sending your teen driver.
- Teen drivers transporting siblings may sign their siblings in and out of co-op as long as the driving waiver has been signed.

Open House

At the end of the co-op year, CHSEL holds an open house for all labs. This is a time for labs such as drama, music, Spanish, etc. to share what they have prepared and learned over the semester. The art students also display their artwork on prepared tables. The Showcase is followed by a reception time for all families and friends. We will also be honoring seniors who have participated in CHSEL for at least one semester at this time. All co-op families are invited to share in this special event and teachers must agree to provide an exhibit as part of the fulfillment of their contract.

Drop Offs

CHSEL is intentionally designed to accommodate parents who find it more practical to drop off their children than to stay and teach. Please follow Check-in Procedure and do not drop them off at the door without supervision and without signing them in. Assembly is at 8:45. Prayer is at 8:50, and labs begin promptly at 9:00 am. Please make every effort to be on time.

Dress Code

At CHSEL, we choose not to enforce what we can or cannot wear; however, we ask that you dress with respect for others. We ask that students, parents and teachers please dress modestly, which means that our intention is to edify and esteem others, not ourselves. We ask that mothers and fathers be the overseers of their children's clothing, discerning whether wisdom and discretion have been considered. Those who arrive in clothing that is revealing, provocative or otherwise considered inappropriate, will be gently admonished and asked to change or wear a provided garment over their clothing when available. Shorts that reveal more than half of the thigh and shirts that reveal bosom and expose upper body will be considered inappropriate for casual wear at labs.

Illness/Significant Allergies

Please do not bring children who have had a fever or any contagious condition within the last 24 hours. If your children have any significant allergies, please inform their teachers. Please keep all nut-containing products in your personal possession, considering the possibility of severe allergies of others.

Medicines

CHSEL participants may not assume the responsibility of dispensing medicines to any CHSEL student for any reason other than emergency when parental consent has been given. For any children who may need emergency Epi-Pen injections, it is the parent's responsibility to make an arrangement for who is permitted to administer it in an emergency.

Visitors

No unregistered students may attend or visit labs during regular co-op days. There will be scheduled visitor days for the purpose of allowing potential participants to find out more about CHSEL.

Textbook Editions

Always check with teachers before purchasing textbooks or any lab materials to be sure you are purchasing the correct items.

Background Check

All persons 18 years and older participating in CHSEL must submit to a background check disclosure and agreement. Background checks must be submitted at least 2 weeks in advance before working with children. The fee of \$7.00 per background check is included in registration

fees.

Notice of Intent to School District and Documentation

Please consult Home School Legal Defense Association, HSLDA, (hsllda.org), and Texas Home School Coalition (THSC) for the most current guidelines. CHSEL does not keep records from year to year.

Personal Item Management/Lost and Found

All items brought to CHSEL are the responsibility of each member. CHSEL takes no responsibility for lost/misplaced items. Lockers will be assigned to students in grades 7-12 who are attending the full day. Please check the lost and found box in the CHSEL foyer for lost items or email the Facility Director for information. Please do not call the church. All items found will be placed in the box during clean up.

Holidays

While each of us have and carry out our own traditions and festivities for various holidays, it is the policy of CHSEL to avoid the use of cultural symbols such as trees, Santa Claus, rabbits, eggs, etc. associated with holidays **within the curriculum**. Because CHSEL is intentionally and overtly Christian in nature, we will use the Biblical and/or Christian symbols associated with any Christian holiday. Halloween will not be considered as a Christian holiday and will have no significance on lab day.

Lab Fee Policy

The partial registration and supply fees are due at registration along with the first installment for teacher trade fees (hereafter referred to as tuition.) Tuition installments (approved by teachers) are due by the first week of each month and must be paid in full by the first week of December for the first semester and the first week of May for the second semester. Any exception to this policy must be handled by the teacher and the CHSEL administration team. There are no refunds for lab tuition after September 2nd, except at the sole discretion of the teacher of the lab involved. The tuition is set up monthly but is an agreement for a full semester. In the event that inclement weather or facility issues cause more missed labs than the number of makeup days in the semester, tuition for those labs will not be refunded.

Collection of Fees

CHSEL is a clearing house which sets up a venue for parents to exchange services. The parents teaching are independent self-contractors whose fees are in exchange for your participation. Teachers have chosen as a group to allow each exchanging parent to pay on a monthly basis to

prevent hardship in participating; however, when you register, you are agreeing to participate and pay the exchange for an entire semester or year. In allowing parents to pay monthly, CHSEL receives the funds and distributes them back to the teachers less a percentage that is used for operating costs, insurance, etc. Please note the following courteous fees procedures:

1. All CHSEL fees are non-refundable unless agreement has been made with a teacher to refund your semester fees based upon the cessation of a lab prior to completion.
2. Semester Supply Fees (SSF) – These fees provide the Teacher with the means to make copies and purchase supplies as needed for labs. Fall lab Fees will be collected on Orientation Day; Spring Lab Fees will be collected the first day of the spring semester.
3. Fee Collection - Fees will be collected by the CHSEL financial director. Fees may be paid electronically, with cash, money order, or check payable to Lighthouse Educational Services. Fall Family Fees must be paid by orientation.
4. Check Returns - If a check comes back “insufficient funds,” all fees charged to CHSEL 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.
5. Financial Hardships - Families with financial hardships **MUST** contact the financial director to make payment arrangements **BEFORE** payments are due. A written agreement from the teacher for each circumstance will be required. 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 administration team for families with special circumstances.
6. 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 financial director will be placed on probationary status:
 - The students of said member will not be allowed to attend labs until fees are paid.
 - There will be a \$10 late fee assessed.

Dropping a Lab

If you need to drop a lab after the semester begins, please notify the CHSEL administration team and teacher via email at least one week in advance. If you need the teacher’s email, please contact the administration team via the CHSEL website. Registration, supply fees and tuition per semester are non-refundable and agreements are for a full semester, requiring

payment to be completed even if a student drops the lab unless teacher agrees to waive remainder of a semester in writing.

Lunch Policies

Lunch policies are as follows:

1. Parents who leave their children for lunch agree to allow lunch monitors to address any and all behavior incidents. Monitors are not responsible for ensuring children eat their lunch or for ensuring students have lunch.
2. Monitors are permitted to require students to stay seated during entire lunch period if needed and ask students to assist in cleaning the area after lunch. Students who are not compliant with lunch monitor supervision will not be permitted to stay for lunch without parental supervision in the future.
3. At CHSEL's discretion, students in grades k4-6 may be asked to be seated for lunch the first 20 minutes, while students in grades 7-12 use the gym area for activities and visiting. The second 20 minute period, students in grades k4-6 may be asked to allow grade 7-12 students to be seated while they use the gym for supervised playtime.
4. All students are required to throw away trash and help clean before leaving the gym for afternoon labs.
5. 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 lab or accompanied by a parent.

Special Needs Policy

At CHSEL, we welcome children who may require special learning accommodations. If you have a child with special needs, in order to register that child for the co-op, the student must meet the following criteria: 1. The child must be toilet trained. 2. The child must not cause excessive physical or vocal disruptions during lab. 3. The child must have the capacity to participate in lab activities with minimal assistance, including staying seated as necessary for the lab period. 4. If assistance is required, a parent must provide the assistance or make arrangements with the teacher and assistant of the lab. If there is no assistant in the lab, the parent must be available to assist the child. Enrolled siblings are not allowed to be the child's assistant. If the child meets the above criteria, then a meeting will be scheduled with our administration team and the teacher to discuss the child's unique needs. If both feel these needs can be met at the co-op, the family will be contacted. Please understand that the teachers will be given the final say

as to whether or not they would feel comfortable having the student in their labs. If the teacher(s) feel comfortable, then the student will be allowed to register for the approved labs.

Electronic Interface

1. Internet Access – CHSEL utilizes a password protected network.
2. Access will be given to adults and students only when deemed necessary to complete CHSEL work while at co-op.
3. Student access will be only as needed for specific and approved labs, however, students often share the information and your student is responsible for how and when access is gained and CHSEL is not responsible for the misuse or inappropriate use of internet by students or parents.

Computer use while at co-op without accessing the internet is as allowed under the existing electronics guidelines (see Conduct Policies).

Conduct Policies

We have chosen not to make a list of do's and don'ts and instead ask each participant to regard the Scripture as we conduct ourselves according to Christian values. The code of conduct is not comprehensive, but reminds us that when we are choosing how to treat others, the Scripture should be our guide.

We do ask that when offenses occur, which they probably will in a large group such as this, that we adhere to the instructions given us in Matthew 18 v. 14-20 as much as is possible. We desire to live peaceably with all men if possible as much as lies in us (Rom. 18:12) and seek the Lord for guidance when we are unsure what to do.

Below is a short, non-comprehensive list of ways we may show thoughtfulness to one another:

1. Students may not leave the campus without an adult or authorized guardian to sign them out and should stay within the bounds of the area allowed us when at co-op.
2. All students will be expected to remain in labs to help clean up and leave the rooms in order and may only be dismissed when a teacher can accompany them out.
3. "Hanging out" in the bathrooms is not allowed.
4. PDA (public display of affection) is inappropriate and will be admonished.

5. “Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another” is considered offensive and will require corrective action.
6. Harassing, purposefully isolating someone and/or bullying are behaviors not in line with godly character and are not acceptable. All students are expected to treat each other with kindness and respect.
7. Those who stay for lunch will be expected to help clean up the mess and rearrange furniture to original condition.
8. All food should remain in the gym and all equipment should be returned to closets.
9. Driving teens who are transporting siblings are permitted for that purpose but may not loiter in or around the building.
10. For the safety of all participants, no child or teen is permitted outside the building during lab time without direct adult supervision.
11. The student **Code of Conduct** will be presented in lab and students will be asked to read and sign it. Parents should review it and the list of advisements above with their child(ren).

“Even a child is known by his doings, whether his work be pure, and whether it be right.” –
Proverbs 20:11

To show thoughtfulness and respect for our host church:

1. Do not enter any portion of the church other than the designated co-op area. The Sanctuary is permitted only for Assembly and is not to be entered by CHSEL students without prior permission. Any exceptions to these areas by special permission will be announced.
2. Food and drink should be consumed in the gym or in a classroom with teacher permission and supervision. It is not allowed in the foyer, public areas or any other parts of the building, unless you are on service duty. Gum is not allowed.
3. Bathrooms should be kept clean. Toilet malfunction should be reported promptly.
4. Any trash created in the classroom, lobby, or grounds should be thrown away properly.
5. Any spills or messes should be cleaned up promptly and not left for others to clean.
6. No running or loud active play is acceptable in the hallways, classrooms or foyer.

7. No dangerous or damaging items should be used in the building (i.e. baseballs, knives, lighters, matches, water guns) unless a CHSEL teacher is using them specifically for lab purposes or demonstration.

To show thoughtfulness and respect for our teachers:

1. Arrive to labs on time; gather your things promptly to allow the next lab to begin on time.
2. Complete your assignments as requested and be responsible to bring them back when asked.
3. Parents: Respect the teachers' requests and ensure their requirements are honored.
4. Students: Listen attentively in lab. Do not visit with classmates while the teacher is speaking. Raise your hand rather than interrupting.
5. Inappropriate attitudes and/or profane language are not acceptable from any student or adult.
6. No distracting electronic devices, phones, games or students' personal music or ear buds should be used while in lab.

To show thoughtfulness and respect for all participating families:

1. Conduct yourself in a way that your words and actions promote unity and encouragement.
2. Avoid language or discussion that is not God-honoring. Conversations with demonic or evil content will be gently admonished and redirected.
3. Avoid disrespectful, offensive, rude or immoral behavior.
4. Avoid gossiping about one another. Handle conflict privately and Biblically.
5. No public displays of affection except friendly, brief hugging are allowed during co-op hours whether inside or outside the building.

To show thoughtfulness and respect for CHSEL leadership:

1. Bring input and opinions to the CHSEL administration team in a responsible and respectful manner.

2. Handle personal conflicts privately and Biblically. Avoid gossiping to the leadership or other members.
3. Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.

In the unfortunate event that a student's disrespectful or deceitful behavior causes CHSEL or Ridgewood personnel unnecessary concern or excessive work (i.e. skips lab without authorization and staff has to look for child) the student's family will receive a phone call or email regarding the student's behavior upon the first incident. Should a second incident occur, the student will be expelled from the co-op for the remainder of that semester without refund of tuition.

Participation in CHSEL is a privilege. The CHSEL administration team, if faced with continuing conduct violations by a participant, can terminate the participant's enrollment contract.

Conflict Resolution

Problems with Students

1. If a problem arises with a student's behavior or attitude, the parent/teacher in charge will confront the student.
2. If the student does not correct his/her attitude or behavior, then the parent in charge will go to the parent of the student.
3. If the problem behavior or attitude continues, the parent in charge will go to the appropriate administration team member, and the two of them will approach the student's parent. A conduct report will be filed (in person, by email or hard copy).
4. If the problem persists, the administration team members (some or all) will be included in a meeting between the student's teacher, parent and the executive director.
5. Only after each of the preceding steps is taken and if the offending behavior or attitude continues will the administration team recommend appropriate action.

Problems Between Parents (Matthew 18:15-20)

1. If a problem arises between parents, the offended parent should first go to the parent she was offended by and not to anyone else.

2. If the problem is not resolved and involves a CHSEL situation, the offended parent should take his/her concerns to the appropriate administration team member, and the two of them should approach the other parent to try and resolve differences.
3. If the problem remains, the executive director and the academic director should be asked to listen as the parents try to work out their differences.
4. If the problem cannot be resolved, or if it involves the administration team members themselves, a mediator from within the Ridgewood Church family will be brought into assist in the resolution.
5. After following the above steps, if the problem is still not resolved, the administration team will determine the appropriate action.

Communications

The following are various means of communication that the administration team uses to communicate with members and that all members should be familiar with:

1. The primary means of getting information to students and parents will be through the forums on www.chsel.org, the website calendar and www.facebook.com/groups/chsel
2. There will be a family file box on the counter in which you will find a file specifically for communication to you as well as your family's name tags. Please check your folder weekly for teacher/administration/member information that may have been left for you. You may also use this file system to leave information for other members/teachers.
3. We may also text or email when a message needs to get to you quickly.
4. Please make it a point to check the website and Facebook pages regularly and at least once a week by the Wednesday preceding labs each week.
5. The Facebook page for CHSEL will have files with further contact information.

Emergency Procedures

Inclement Weather

The administration team will make a decision regarding labs in the event of inclement weather, and members will be notified via CHSEL Facebook group and forums no later than 7:30 am the morning of co-op. If snow/sleet starts while CHSEL is in session, please realize we may dismiss labs early for everyone's safety. Decisions regarding lab cancellation will be based upon the surrounding school districts closing and at the discretion of the administration team of CHSEL. If

your school district has closed, CHSEL may not be closed, but please make your decision to attend based upon your personal driving situations.

Fire Procedure

If you discover a fire –Do NOT attempt to fight the fire-

The goal is to move members to safe area within 3 minutes.

1. Follow Fire Plan protocol below to get to **front parking lot farthest from building**.
2. Notify the closest teacher or director.
3. The director or teacher should pull the nearest fire alarm.
 - ❖ **Students**—Remain with a teacher and exit the building quickly and orderly.
 - ❖ **Teachers**—Remain with your students, take the emergency kit and roster from your room and calmly lead students to the nearest safe fire exit. Keep students in orderly line and upon reaching parking lot, confirm arrival of all students with rollcall.
 - ❖ **Monitors**— Calmly and quietly assist teachers in exit plan at current floor, ensuring emergency kits are retrieved. Confirm all are evacuated, turn off lights and close doors as you go, if possible. Exit building at nearest safe exit and join others.
 - ❖ **Admin floor A**--After emergency procedure has begun, take Roster folder and any necessary emergency items from admin station, determine closest safe exit and proceed to nursery area if it is safe, helping evacuate babies. Ensure all students are evacuated from restrooms and other non-lab areas. Assist teachers as you calmly evacuate to front parking lot farthest from building. Contact EC to give all clear and assist in orderly roll call for evacuees.
 - ❖ **Admin floors B and C**-- After emergency procedure has begun, take emergency kit from your area, determine closest safe exit and notify all teachers of emergency proceedings. Ensure all students are evacuated from restrooms and other non-lab areas. Assist teachers as you calmly direct to assembly hall. Contact EC to give all clear and assist in orderly roll call for evacuees.
 - ❖ **EC Coordinator**—Initiate emergency procedures. Insure Admin, monitors and teachers evacuate from current floors and that emergency kits are retrieved. Confirm floor evacuations if possible. Exit building and join others in parking lot. Use megaphone to assist and direct accounting of all members. Check with each teacher to confirm all are evacuated. Determine status of emergency and issue further instructions as needed

Once All Clear is confirmed, each teacher, monitor and admin should listen carefully to EC instructions and then return to rooms in an orderly fashion.

Severe Storm/Tornado Procedure

The goal is to move members to safe area within 3 minutes.

1. Follow the Storm Plan below to get to ***back area of assembly hall.**
 - ❖ Students—Remain with a teacher and proceed to safe location calmly.
 - ❖ Teachers—Remain with your students, take the emergency kit and roster from your room and calmly lead students to designated safe area*. Keep students in orderly line and upon reaching assembly hall*, confirm arrival of all students with roll call.
 - ❖ Monitors—Calmly and quietly assist teachers in exit plan at current floor, ensuring emergency kits are retrieved. Confirm all evacuated, turn off lights and close doors as you go, if possible. Proceed to nearest safe exit and join others in assembly hall*.
 - ❖ **Admin floor A**--After emergency procedure has begun, take Roster folder and any necessary emergency items from admin station, determine and proceed to nursery area if it is safe, helping evacuate babies. Ensure all students are evacuated from restrooms and other non-lab areas. Assist teachers as you calmly evacuate to assembly hall*. Contact EC to give all clear and assist in orderly roll call for evacuees.
 - ❖ Admin floors B&C-- After emergency procedure has begun, take emergency kit from your area, determine closest safe exit and notify all teachers of emergency proceedings. Ensure all students are evacuated from restrooms and other non-lab areas. Assist teachers as you calmly direct to assembly hall. Contact EC to give all clear and assist teachers in orderly roll call for evacuees.
 - ❖ **EC Coordinator**—Initiate emergency procedures. Insure Admin, monitors and teachers evacuate from current floors and that emergency kits are retrieved. Confirm floor evacuations if possible. Join others in assembly hall. Use megaphone to assist and direct accounting of all members. Check with each teacher to confirm all are evacuated. Determine status of emergency and issue further instructions as needed

Emergency Lockdown Procedure

The goal is to move all CHSEL members to safe area within 3 minutes.

1. Follow Emergency Lockdown Procedure below to shelter in designated saferoom.
 - ❖ **EC Coordinator**—Issue Emergency Lockdown and indicate area of safety. Use cell phone to call any admin and indicate area of danger and how to get to safety. Close Fire Doors and barricade. Ensure Ridgewood entrance doors are locked. Join last room notified on first floor and barricade.
 - ❖ **Admin**—Respond by cell phone identifying your area and that you are initiating Lock Down plan. Evacuate to area under your responsibility with your personal belongings and the area’s Emergency Box .Close fire doors of hallways. Go room to room, notifying teachers of the Lock Down Plan implementation. Join last room notified for your own safety. Maintain communication with EC if possible.
 - ❖ **Teachers**-- Obtain Emergency Procedures packet with lab rosters from doorway Account for all students to Hall Monitor
Bldg B (Gym) Rooms-Lock door and barricade

Bldg A (Main) Rooms-Close door and move furniture against door

Close blinds, cover window on door if needed, turn out lights and move everyone to corner of room, out of sight through door window, and sit silently.Wait for further instructions or “All Clear” given by Hall Monitor or by personal cell phone call from Admin. Do not respond to someone at the door

- ❖ **Students**—Remain with teacher and follow instructions quietly and carefully.
- ❖ **Monitors**—Check student areas ensuring all are sheltered safely. Assist teachers in managing students and checking rosters.

Job Descriptions

Administration Team

Executive Director

1. Ensures consistency to and with CHSEL mission and values throughout the organization
2. Responsible for the overall functioning of CHSEL
3. Presides over general and administration team meetings
4. Creates agenda for meetings in conjunction with administration team members
5. Assigns members to committees
6. Serves as an ex-officio member of committees
7. Oversees the work done by any individuals or organizations whose services are contracted by this organization
8. Represents CHSEL to all outside entities in the community
9. Works with the financial director in the disbursement of funds and signs on legal documentation, including the bank account
10. Oversees all communications with the host facility
11. Responsible for all host facility requests and provides an annual report to the host facility
12. Handles emergency and routine situations that arise
13. Trains and empowers leaders within organization
14. Oversees the activities of the each of the directors on the administration team
15. Supports directors with teacher selection
16. Works with directors to produce and implement lab schedule
17. Initiates registration process in conjunction with the registrars including special accommodations
18. Supports all admin in management of the website and database

19. Responsible for insuring insurance policy is in place
20. Works with directors and facility director to create classroom assignments and parent work assignments
21. Works with financial director on disbursement of funds; is a signer on the bank account
22. Handles emergency and routine situations that arise
23. Oversees and assists registration to ensure smooth flow of information and consistency in registration
24. Oversees all administration team members
25. Records revisions to official documents including the handbook and official CHSEL publications as voted on by the administration team
26. Ensures e-mail and forums are being regularly checked and addressed in a timely manner by each administration team member assisting in communications

Academic Director

1. Recruits and supports teachers, conducting interviews and ensuring all applications/documents are properly signed and filed
2. Ensures background checks are performed on teachers/members as needed and that forms permitting background checks are signed and submitted
3. Communicates with teachers regularly
4. Offers curriculum assistance to teachers as needed
5. Obtains and approves scope and sequence and syllabi of teachers
6. Ensures that each lab is observed at least once each year either personally or by assigned administration team member
7. Is available to parents and teachers for support and conflict resolution
8. Tracks persistent student or teacher challenges and informs the administration team if extreme action is necessary
9. Proposes room assignments for labs

10. Procures necessary support supplies for teachers/labs (extra crayons, markers, etc.)
11. Oversees teacher assistants
12. Works closely with other directors to coordinate labs that have overlapping ages/grades
13. Makes recommendations for improvements in policies and procedures
14. Oversees field trip coordinator, making suggestions for appropriate field trips that may coordinate with labs and ensuring all waivers/document are properly signed and submitted
15. Oversees the substitute coordinator
16. Reports to the executive director

Financial Director

1. Maintains financial records of the organization, including balancing all accounts
2. Deposits monies received
3. Pays bills of the organization not exceeding budget authorization including those to the host facility
4. Provides receipts for all cash transactions
5. Provides regular financial reports and make accounts available for review
6. Ensures teachers receive payments for lab fees and materials
7. Works directly with all administration team members and leadership team members to determine needs and expenses
8. Provides records of and payments to teachers for trade receipts
9. Reports to the executive director

Registrars

1. Oversees all aspects of the waitlist
2. Accepts new applications and records them to the waitlist
3. Presents the waitlist to administration team

4. Communicates with waitlist families to arrange Open House visits
5. Oversees all Open House details to accommodate new interest
6. Arranges interviews as requested by directors
7. Gives timely updates to those remaining on the waitlist
8. Works with the academic director in all aspects of registration including interviews, registration screen preparation, registration itself, attendance and lab rosters preparation and any student lab changes
9. Coordinates with financial director regarding lab fees and lab change fees
10. Oversees lab changes
11. Oversees and helps maintain the CHSEL website including assistance with inputting applicant, new member and updating existing member data
12. Functions as liaison with the public through website and public communications with individuals and outside organizations
13. Answers requests for information about CHSEL
14. Reports to the executive director

Facility Director

1. Is completely familiar with emergency procedures outlined in the handbook and ensures safety coordinator is as well
2. Acts as liaison between CHSEL and Ridgewood
3. Procures necessary cleaning supplies & equipment
4. Creates, updates and maintains cleaning checklists and inventories for each floor coordinator
5. Oversees/coordinates workers relating to repairs
6. Oversees cleaning
7. Coordinates with safety coordinator regarding drills and general safety issues and equipment

8. Maintains a master key set for CHSEL and maintains a record in the admin binder and facility director's notebook of all distribution of keys
9. Oversees the three floor coordinators and the safety coordinator
10. Reports to the executive director

Service Duty Director

1. Schedules each family for the required number of service duty timeslots
2. Ensures that substitute service duty volunteers substitute for absent volunteers
3. Reports extra service duty hours to financial director so that the appropriate credits may be assigned to families
4. Ensures that descriptions of duties and checklists are available and distributed to daily service duty volunteers
5. Ensures that all checklists are completed and signed
6. Reports maintenance or equipment issues to appropriate floor coordinator(s)
7. Reports to the executive director

Setup/Reset Director

1. Responsible for coordinating and working with the facility director, making sure all is completed in assigned areas of responsibility including:
2. Ensures supplies are in place for morning set-up including admin table
3. Distributes documentation to morning service duty volunteers to be put out during setup
4. Provides instructions regarding set-up of each area
5. Communicates with service duty director to confirm all setup volunteers are on-site and on time
6. Sets all thermostats for optimum comfort and energy efficiency
7. Assists the facility director as needed with overall set-up of facility
8. Maintains family folders, family sign-in sheets and name tags

9. Completes additional duties as needed
10. Ensures that calendar notes for lunch duty are maintained on the website
11. Oversees the lunchroom coordinator
12. Oversees all aspects of opening assembly
13. Reports to the executive director

Volunteer Director

1. Oversees and coordinates enrichment activities to promote fellowship and develop community within CHSEL membership and celebrate accomplishments of CHSEL students
2. Oversees various volunteer areas including Box Tops for Education, fundraisers, social activities, yearbook, Student Government Association (SGA) and graduation
3. Coordinates with the administration team to regularly promote activities and maintain the calendar of events on the CHSEL website
4. Submits proposed calendar of events
5. Attends all administration team meetings
6. Reports to the executive director

Coordinator

1. ~~Responsible for keeping clear records of teacher selection process~~
2. ~~Responsible for creating and maintaining teacher files for each teacher~~
3. ~~Responsible for ensuring that all teacher forms are signed, returned and placed in teacher records in a timely manner~~
4. ~~Responsible for working with the academic director on registration process for special accommodations including record keeping and form management~~
5. ~~Responsible for ensuring that all students are in age/grade appropriate labs or, if not, ensure that each has teacher approval~~
6. ~~Responsible for assisting with management of website by monitoring forums, classifieds and directory~~

7. ~~Responsible for insurance record keeping~~
8. ~~Responsible for the timely creation and carrying out of survey of membership needs, tallying all information and presenting to administration team in spring member evaluation/survey~~
9. ~~Responsible for ensuring that all office supplies are stocked and available in office~~
10. ~~Responsible for ensuring that all forms are copied and available in office~~
11. ~~Responsible for organizing volunteers for weekly devotions~~
12. ~~Communicates with new members in regards to communication resources including forms and calendars~~
13. ~~Disperses teacher and family information, working closely with each director as needed~~
14. ~~Reports to the executive director~~

Leadership Team

The leadership team consists of the following positions and duties on the third line of the hierarchy chart:

Box Tops Coordinator

1. Communicates with membership about Box Tops for Education program and advises how to collect and submit
2. Works with the financial director to set up account with Box Tops for Education
3. Ensures that all Box Tops for Education program requirements are met
4. Ensures that all Box Tops for Education shipments are completed and meet the timeline requirements
5. Communicates with Box Tops for Education program as needed
6. Reports to the volunteer director

Fundraiser Coordinator

1. Works with administrative team to plan and set up all fundraiser events
2. Works with the finance director to obtain and distribute fundraiser funds

3. Reports to volunteer coordinator

Social Coordinator

1. Oversees and coordinates CHSEL social events to promote and foster a family environment amongst memberships
2. Coordinates and organizes the following events including communication of details to CHSEL membership:
 - Meet and greet social at the beginning of the year
 - Mom's Night socials
 - Thanksgiving feast
 - Christmas party
 - End of year party
3. Works with the volunteer director to ensure all events are on website calendar
4. Reports to the volunteer director

Yearbook Coordinator

1. Preserves CHSEL's memories for our students and their families
2. Oversees all aspects of the yearbook including the management and organization of production and finances
3. Selects yearbook production company
4. Establishes a production schedule
5. Responsible for CHSEL student yearbook pictures
6. Contacts and arranges for the use of photographer approved by administration team
7. Coordinates all physical aspects of photographer photo shoot including room reservations and CHSEL representation during all onsite photographer activities
8. Decides if fundraisers will be used to defer the cost of the yearbook and oversees such. Advertising rates must be approved by the administration team.
9. Provides a setting in which families can sign up for yearbooks, family pages (if desired), and senior pages (if desired)
10. Keeps expenses within budget approved by administration team

11. Coordinates with the finance director on all expenditures and the collection of yearbook fees
12. Reports to the volunteer director

Graduation Coordinator

1. Directs the search for the graduation guest speaker which requires CHSEL administration team approval for the final selection
2. Reports to the volunteer director
3. Works with the financial director for prior approval regarding all budgeting and spending
4. Advertises CHSEL graduation within the homeschool community

Student Government Association (SGA) Sponsor

1. Works with students to provide a student government body
2. Oversees the students' planning, organizing and implementing of student-led projects and activities
3. Supervises the use and adherence of the student council budget
4. Provides the opportunity for student leadership and development
5. Attends all student government meetings and events or finds an adult replacement to oversee the event
6. Works closely with the executive director
7. Reports to the volunteer director

Substitute Coordinator

1. Responsible for the smooth functioning of CHSEL by ensuring that all teacher assignments are covered when teachers are absent
2. Receives phone calls, texts and email regarding substitute assignments up until 9:30pm of the night before a CHSEL lab day and then only by cell phone call the morning of a CHSEL lab day
3. Teachers who are absent are responsible for finding their own substitute and reporting it to the substitute coordinator

4. If teachers fail to obtain a substitute, the substitute coordinator will place a substitute and ensure that the substitute has all pertinent lab information from the teacher.
5. Records substitute assignments in substitute log
6. Reports to the parent/teacher communication director

Field Trip Coordinator

1. Responsible for educational enrichment of CHSEL families by ensuring that field trips are made available to membership
2. Maintains a database of Southeast Texas, Houston and Southwest Louisiana venues for possible field trips
3. Submits proposal at the beginning of the year (by the fourth week of September) to the administration team for six field trips including location, description of field trip and cost per person or family
4. Once field trips have been approved, responsible for the following:
 - Securing venues and dates
 - Communicating all information to CHSEL membership
 - Working with the financial director to collect any necessary fees
 - Creating and maintaining sign-ups
 - Following up with all member questions
5. Responsible for being point person for the field trips

Floors 1, 2 and 3 Coordinators

1. Reports the needs of each section/floor to the facility director
2. Ensures that floor/section have been cleaned; clean if not
3. Keep cleaning supplies stocked in designated rooms and areas
4. Reports to the facility director

Safety Coordinator

1. Arranges for first aid and CPR training

2. Takes inventory (monthly) of supplies in the first aid kit. Replenishes low supplies and turn in receipts to the financial director
3. Copies and posts the building/floor layout showing the nearest fire exits; posts one near doors in all rooms and ensures emergency packets and rosters are in each room and emergency boxes on each floor
4. Determines and communicates safe meeting locations for emergency evacuation using safety procedures in handbook;
5. Determines and communicates safe meeting location after evacuation of the building
6. Makes all necessary preparations and ensures all necessary materials are in place in order to smoothly conduct safety drills
7. Conducts and evaluates one fire/safety drill per semester
8. Conducts monthly safety checks of the building to ensure no hazardsexist
9. Plan a day for first responders to speak to members
10. Reports to the facility director

Lunchroom Coordinator

1. Schedules each family for the required number of lunch duty timeslots
2. Ensures that substitute lunch duty volunteers substitute for absent volunteers
3. Reports extra lunch duty hours to the financial director so that the appropriate credits may be assigned to families
4. Ensures that descriptions of duties and checklists are available and distributed to daily lunch duty volunteers
5. Ensures that all checklists are completed and signed.
6. Reports maintenance or equipment issues to the setup/reset director
7. Reports to the setup/reset director