



“Guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long.”
Psalm 25:5

Parent and Student Handbook

2020-2021

CHC email address:

Conroecompass@hotmail.com

CHC on Facebook:

www.facebook.com/conroecompass

CHC on the web:

www.conroecompass.com

Currently meeting at:

[First Christian Church in Conroe](#)

Compass Homeschool Co-op

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MISSION AND STATEMENT OF BELIEF

Our Mission

We exist to glorify God by training our children to walk with Him in everything we do as homeschooling families. Our vision is to see our children grow into the likeness of Jesus through their education, service, relationships, and fun! We offer a unique opportunity for homeschooling families to journey together in both academics and enrichment endeavors, service to others, character building and fellowship.

We Believe

....that the Bible is the Word of God and without error in the original writings, and is to be the only rule and authority for faith and practice. (2 Timothy 3:16-17; 2 Peter 1:21)

....in the one true God who is eternally and equally existent in three persons: God the Father; God the Son; and, God the Holy Spirit. (John 10:30; 2 Corinthians 13:14; 1 Peter 1:2)

....that man came by direct creation of God and not by evolution. (Genesis 1-2; John 1:3; Colossians 1:16-17)

....that man was created in the image of God. Through man's sin (by nature a sinner from birth), he was separated from God, becoming spiritually lost and needing to be born again. (Genesis 1:26-27; John 3:3; Romans 5:15)

....salvation is offered as a gift, free to the sinner by grace alone, by believing in and accepting Christ as personal Savior. Salvation is only through the shed blood of our Lord Jesus Christ. (John 1:12; Ephesians 1:7; 2:8-9)

....in the deity of Jesus Christ and that He was virgin-born, sinless, died on the cross, atoned for the sins of the world, was physically raised from the dead on the third day, which insures the resurrection of all believers who have personally received Him, and He is coming again. (Matt 1:23, 2 Corinthians 5:21, Acts 16:31, 1 Corinthians 3-4, 1 Thessalonians 4:16-17)

....that marriage is the foundation of family life, and that God's design for marriage is between one man and one woman and anything outside that is contrary to the Word of God (Romans 1:18-32, Matt 19:4-5).

....We believe that God is the giver of life and all human life is sacred and to be protected. (Genesis 1:27; Job 12:9-10; Psalm 139:13-16; Exodus 20:13; Psalm 82:3-4)

**If questions arise that are not covered in the statement of faith we encourage discussion, study of the word of God, and prayer for God's direction for your personal life with respect for others. It is never appropriate to tear down other people or organizations. We set aside our differences in order to serve and love people.

Who we are

Co-op Information

We meet on Mondays, August – May from 9:30 a.m. to 2:30 p.m. You have the ability to choose which classes you would like to attend during those hours:

- Full Day – Goes from 9:30-2:30 and includes BOTH Academic and Elective Classes
- Half Day – Goes from 12:15 – 2:30 and includes ONLY Elective Classes.

We do not allow families to only attend 1 or 2 classes and then leave, they must stay for the full session (whether it is full day or half day). **Exceptions may be made for highschool students. Please see a leadership team member about this.

Lunch starts at 11:25 and is strongly encouraged for Half day families to attend as a way of connecting with other families.

While both Programs are semester only commitments, we ask that you consider committing for a full year if taking Full day. Our Academic classes run a full year, and this will help insure them transition smoothly from Fall to Spring.

Our cooperative format requires extensive parental involvement and will only be successful if everyone pitches in. It is important that you read the entire handbook to understand the program and determine if it is a good addition to your personal homeschool. Our desire is that classes at Compass will honor God and be a blessing to homeschooling families.

Co-op Schedule

9:30 - 9:45am--ASSEMBLY TIME/Core Teacher Set-Up

9:50 - 10:35am--1st period – CORE 1

10:40 - 11:25am--2nd period - CORE 2

11:30 - 12:15pm--Lunch/Recess/Elective Teacher Set-Up

12:15pm – 12:20pm--Student Drop-Off

12:20 - 1:05pm--3rd period – ELECTIVE 3

1:10 - 1:55pm--4th period – ELECTIVE 4

2:00 - 2:30pm--Chapel

Leadership Team

The Leadership Team is the group of individuals who are responsible for organizing Compass Homeschool Co-op as well as making decisions that pertain to Compass. The Leadership team are also volunteering their time like everyone else so they are not paid. Please feel free to contact them with any questions you may have. The Leadership Team is also self-perpetuating, meaning the leaders serve until they step down and the existing team determine the replacement.

Gina Noel - Secretary

Angela Ward – Facility Director

Carolyn Wight - Treasurer

Classes at Compass

Compass is not a school, therefore we do not keep a record of grades and we do not maintain student transcripts. It is the parents' sole responsibility to maintain grades/transcripts for their own child(ren). If the teacher assigns something, she may grade it but then give it back to the student for the parent to keep in their records.

Membership information

Any homeschooling family is welcome to participate in this Co-op provided:

- ❖ They have a Child in Kinder or higher
- ❖ All family members agree to uphold the statement of belief, even if they are not in full agreeance with it. Teachers, Co teachers and leadership team will be required to sign the statement of belief and adhere to it in all their areas of service. All of our class offerings will be from a biblical worldview.
- ❖ The Family agrees to add their talents/gifting/expertise to the Co-op. At least 1 parent/guardian must sign up for different jobs to be done throughout the semester and must fulfill that job. **Exceptions may be made for highschool only parents. Please see a leadership team member about this.
- ❖ The Family/Child agrees to full-or part time attendance of each registered child **including** recess and chapel. We do not allow families to only attend 1 or 2 classes and then leave, they must stay for the full session (whether it is full day or half day). **Exceptions may be made for highschoolers. Please see a leadership team member about this.

- ❖ Only the children registered for Compass may be allowed to be on campus on Mondays. Exceptions may be made for families who have kids in public school and they have a holiday when Compass does not. This must be approved by leadership and cannot occur more than 2x a semester.
- ❖ A parent agrees to be on-site with their children. No drop-offs allowed. **Exceptions may be made for highschoolers. Please see a leadership team member about this.
- ❖ The Mother/Father are willing and able to fulfill the membership requirements listed below.
- ❖ The family will read the parent and Student Handbook and will willingly submit to all policies and rules.

Co-op Classes are filled on a first come, first serve basis AFTER we have approved your membership, received registration fees and completed member forms. Please note: teachers' children as well as the children of those holding leadership roles, are given priority registration. When a class is full, it will be closed. Each full class will maintain a waitlist. Also, if a class minimum is not met, the class may be cancelled.

Co-op Registration

Registration is a SIX step process for new families:

STEP 1: Attend an Informational Meeting. If for some reason you are unable to attend, please schedule a one on one meeting with the Leadership Team

STEP 2: Prayerfully consider Compass as a fit for your family. Consider your family's needs and goals and whether Compass could help you meet them.

Step 3: Look over the calendar and schedule and make sure that you and your family are able to fully commit to Compass. Our success is VITAL to each family being fully committed. **If you know in advance that you will be missing 3 or more co-op days, then we recommend that you hold off on registering your family this semester.**

Step 4: Complete the member application. The actual date your forms are received will be used for determining priority in enrollment. The member application can be found under the "Join" link at the top of our website.

Step 5: Pay the non-refundable registration fee of \$50 for the semester. **This deposit will be applied toward your tuition fee.** Please make sure you know what to expect from Compass and you know what we expect from you before paying the registration fee. The ONLY way we will refund the \$50 is if you are paying it to be out on the waiting list and we end up NOT having room for everyone in your family at Compass. (Please note that instances where preferred classes are unavailable does not constitute a refund from Compass.)

Step 6: If we have room for your family and we approve your application, you will need to complete the following forms and sign up for your helper/teacher positions:

- Signed Background Check Form
- Signed Medical Release and Waiver of Liability
- Signed Student Contract

Families that are not fully registered by the deadline will be dropped from all class rosters unless previous arrangements have been made with the leadership team. The next family on the waiting list will be invited to fill the emptied spot.

Class Change

A student may change a class ONLY if there is space available in the new class they want, they are the right age/grade for that class, and the new teacher approves it. After the 2nd week of coop, classes become final. If the class you are wanting to get out of required an extra fee, you will not be refunded for that fee.

Withdrawing from Compass

Please register your child(ren) for classes with the intention of participating the whole semester. While situations occasionally make it necessary to leave mid-semester, please keep in mind that this WILL have a negative impact on the teacher and the other students in the class. It puts everyone in a bind to fill the spots you committed to. If you are withdrawing from Compass, please notify the leadership team by emailing conroecompass@hotmail.com. Please see our refund policy below regarding this matter.

Financial information

Non-refundable Registration Fee

Registration fee is \$50 per semester per family and is due before your child can be put into classes. **This deposit will be applied toward your tuition fee.** Please make sure you know what to expect from Compass and you know what we expect from you before

paying the registration fee. The ONLY way we will refund the \$50 is if you are paying it to be out on the waiting list and we end up NOT having room for everyone in your family at Compass. (Please note that instances where preferred classes are unavailable does not constitute a refund from Compass.)

Tuition Fee

Half Day - \$125 per semester per family with up to 3 kids
Full Day - \$175 per semester per family with up to 3 kids
Additional children will be \$15 extra per child per semester with a max of \$30 per family.

Other Fees/Costs

Every family member on campus (excluding nursery) will need to wear a Compass shirt (please see dress code). They will need to be purchased at \$10 per shirt.

We have tried to include the cost of most supplies in the tuition fee; however, we realize that some classes will need to purchase extra materials/supplies, or pay extra for a specialist teacher so those classes will have additional costs. These costs will be listed on the Class Descriptions on the website. Please check each fee before registering to avoid surprises later.

Payment

The balance of your tuition fee will need to be paid in full 1 week before class starts each semester unless other arrangements have been made with the leadership team. Payments are given directly to a Leadership Team Member, via Pay Pal, or mailed to the mailing address (please email Compass for this address.) Please do not give checks or cash to the teacher or another parent unless the Leadership team tells you otherwise.

- ❖ Make checks payable to Carolyn Wight and mail them in or bring to an info meeting/in-service.
- ❖ The PayPal account is conroecompass@hotmail.com. You must choose the “friends and family” option to avoid an extra fee.

Late fee

If full payment is not received a week before Co-op starts, a late fee of \$10 will be applied to hold your child's place in class. If the balance is not paid by the first day of Co-op (including your late fee), then your child(ren) will lose their place in the classes they signed up for.

Refunds

The registration fee is nonrefundable once paid (unless we do NOT have room for your family). A week before Compass begins, NO refunds will be given. There are a few exceptions to this, such as unforeseen illness and will be decided as such by the Leadership Team. If your reason for leaving is approved for a refund, the refund will be prorated based on the date you notify Compass. If you notify them before your last day at co-op, then it will be pro-rated based on the last day of attendance. The non-refundable fee as well as any extra class fees are NOT included in the refund. Absolutely no refunds will be approved after the 5th Co – op meeting. If you need to request a refund, please submit your details for the leadership team to review and approve.

Scholarships

It's our desire that finances never keep a family from participating in Compass. Because of this, scholarships are available (based on availability of funds.) You may request a scholarship application by contacting someone on the leadership team. If you feel led to give money for the scholarship fund, please let the leadership team know!

Day of coop information

Illness Policy

Please do not send your children to class when they are ill. Please show consideration for the well-being of all our Compass members by preventing the spread of illnesses. Any member (child or parent) who has any of the below symptoms or has exhibited them within 24 hours preceding an event should refrain from attending Compass co-op or a group event:

- ❖ Diarrhea, vomiting or nausea (within last 24 hours)
- ❖ Eye drainage or crusty eyelids
- ❖ Non stop discharge coming from the nose (especially for younger children who can't wipe their own noses)
- ❖ Virus or infection (known to be contagious)
- ❖ Rashes (contagious)
- ❖ Head lice
- ❖ Fever of greater than 100. (within last 24 hours - unmedicated)

Should there be any questions, the teacher of the class will determine if any student fails to meet the health guidelines.

If one of your children become ill and you must leave the Campus with them, you may choose to remove all of your children for the remainder of the day or find another parent who agrees to be responsible for your other child(ren) (kindergarten and up) while they are on the premises. With that parent's consent, you must complete and sign the temporary guardianship form.

If one of your children is ill or there is an emergency before Co-op starts for the day, your other children (kindergarten and up) may attend co-op under the direct supervision of another adult. (If this adult is not a co-op member, he or she must be pre-approved and listed on your registration form.) You must complete and sign the temporary guardianship form found on Facebook or on the website.

Cleanliness

We try to maintain cleanliness at Compass. All classrooms have access to disinfectant wipes and sanitizer sprays. Some ways we are doing this is having everyone wash hands or use hand sanitizer when they enter the building. Having teachers sanitize their classrooms, toys, etc... before kids come in. We have teachers make sure the kids in their class wash hands before snack time or lunch. If parents and kids want to wear masks and/or gloves, they are more than welcome to wear them. Compass does not provide masks or gloves though.

Absenteeism

Ideally, you will be at every co-op. However, we realize that sometimes there will be unavoidable situations that cause you to miss co-op. In the event you need to be absent for all or part of a co-op day, or if you are running late, you must let leadership team know via e-mail as soon as you know you will be absent or late.

You will be responsible for finding a sub to cover your teacher/helper areas and cleaning jobs.

There will not be make-up classes for missed days. If you missed a core class, please see your teacher to see if there were any assignments given that day.

If you know in advance that you will be missing 3 or more co-op days, then we recommend that you hold off on registering your family this semester.

Emergency procedures

We will have a basic first aid kit in the office for any medical need that might arise unexpectedly. Compass will not be responsible for administering or holding on to medicine.

We will send out text messages and emails in the event of emergencies, school closings, weather related circumstances, urgent notices and important reminders. Please make sure that the phone number you gave us has texting capabilities. Closure information will also be posted on the Facebook page and website before 8:30am.

In case of a **fire**, alarms will sound and all children should be evacuated in a quiet and orderly manner along assigned routes through clearly marked exits to safe areas away from the building. Please do not run. All classes must remain together with their teacher and helper. A leadership team member will notify teachers and facilitators when it is safe to re-enter the building. Should we be unable to enter the building again, teachers and facilitators must remain with their classes until parents locate their child(ren).

In the event of a **hurricane/tornado**, everyone should immediately get in the main hallway and assume the duck and cover position. It is important that you stay away from any windows and remain where you are until given further instructions.

In the event of a **nonevacuation emergency**, please listen for complete instructions.

We will have unannounced emergency drills throughout the year.

Make up classes for classes missed due to emergencies will be left up to the teacher and will be at an off campus location.

Dress Code

Everyone (students, parents, volunteers, etc...) on campus or at an off campus event such as a field trip or service project are to wear their Compass t-shirts. Shorts/pants and tennis shoes are preferred because of activities performed during large group time. Shorts/skirts/dresses must be fingertip length. T-shirts take the place of having to wear a name tag. They also show us who is supposed to be on campus and who isn't. If the shirt is not worn, then a name tag will be issued for that day. If the shirt is not worn a second time, the parent/student must purchase a new one at the check in table before they head to class. (Nursery and Toddlers are optional). Undergarments must not be seen at any time.

Arrival and Dismissal

- ❖ Go to the welcome table so you or the hostess can sign your family in, and you can see any announcements for that day.

- ❖ If it is before 9:40, children will need to wait with their parent in the gym until it is time to go to class to give teachers time to get to their class and set up. If the parent is teaching/helping the first class, then children will accompany you to your class as you set up or older children (kinder and up) can stay with the Leadership Team member on duty in the gym and they will escort those children to their first class.
- ❖ Once it is 9:40 or after, Parents will walk children 8yrs and under to their class. Older children do not have to be escorted.
- ❖ If you are staying for the whole day or coming only for the afternoon session, at the end of the co-op day, you will need to go to your child's class to pick them up. They will not be able to come to you. Kinder and under will need to sign their child out. Please try to be prompt in picking up your children.
- ❖ Please make sure to stop by the welcome table even if you arrive late to sign your family in on the attendance sheet.

Visitor Policy

Visitors to Compass are required to sign in at the Welcome Desk, wear a name tag, and follow all Compass policies. A visitor is anyone who is not listed on a current Compass Registration form. If an adult visitor is there on a consistent basis then they will be asked to fill out a background check. Children visitors are welcome with their parents when taking a tour or during lunch but they must stay with their parent the whole time.

Communication policies

As a co-op, Compass relies on good communication and parent participation. Please keep in mind, however, that our leadership team and teachers are also homeschooling parents and volunteers. Their time may be limited. We will try to respond promptly, but it may take a few days to get a response. If it requires an LT discussion, we have our LT meetings on Mondays so we may not have an answer for you until after that.

If it relates to Compass, please try to only contact us using the Compass email and not our personal emails or messenger...unless for some reason we haven't responded yet and it is urgent. Conroecompass@yahoo.com

Please check your e-mail, the website, and the Compass Facebook page regularly to stay updated with co-op events and information. Newsletters are sent out each Wednesday. We try to only use facebook for last minute reminders. If you do not have a facebook account, please let someone in the Leadership Team know.

Compass is independent of the church's operation, so we ask that you do *not* contact the host church regarding any co-op matter. Please direct inquiries to a member of the Leadership team.

Nursery/Toddlers

The Nursery and toddler classes are available for use by families who have an older sibling (kindergarten and up) in the coop only. Older children will not be allowed into these areas unless they are an LIT helping in one of these classes.

Children must be pre-registered to enter the nursery/toddler classes. Children will be released only to Parents of that child or to siblings if PRE-APPROVED by the teacher. Please do not send an older sibling for a child unless you have spoken to the teacher in advance. This will eliminate confusion and worry.

Diaper changing should be done only in the nursery by the nursery/toddler teacher or the parent. Please check your child's diaper during floater period and throughout the day to reduce the amount of times the helpers have to change diapers. **If nursing, please cover up or nurse in the nursery room.**

Toddler and nursery kids can stay with mom ONLY IF NEEDED and as long as the child doesn't become a distraction and you are still able to be an effective teacher/helper. Prek and up should try to go to their class.

Please see the supply list sent out a week or 2 before Compass starts to see what your child should bring.

Preschool

We will offer a Pre-school program for children ages 3 to 5. This is for children who have an older sibling (kindergarten and up) in the coop. Prek children must be potty trained. Older children will not be allowed into these areas unless they are an LIT helping in one of these classes.

Toddler and nursery kids can stay with mom ONLY IF NEEDED and as long as the child doesn't become a distraction and you are still able to be an effective teacher/helper. Prek and up should try to go to their class.

Please see the supply list sent out a week or 2 before Compass starts to see what your child should bring.

Students with Special Needs

If your child has a special need that teachers should be aware of, please be sure to let your teachers know. We may request that you serve as a shadow/helper in each session to assist your child and make sure he/she receives the full benefit from the co-op. In addition, if you feel your child will struggle with the curriculum or some activity in any specific class, please talk to the teacher and work out an agreement to have them opt out of that part.

Recess

We highly encourage all families to attend recess. This time will be used for large group activities, free time, board games, etc... There are NO monitors during this time **so you are responsible for your own children!!** Parents can take turns planning activities for the children if they would like. Children 13 yrs and older may stay in the gym or on the playground without adult supervision, however, if they are not able to follow Compass rules, they will lose this privilege.

Lunch

All full day students will be required to stay for lunch. Afternoon only students are not required to come for lunch except for our all compass lunch days, however, we highly encourage it since this is a time for the kids and parents to build community. All students should remain in the designated lunch area for the duration of the lunch period. Families may choose to sit outside for lunch. You must be outside with your child or have someone watching them! Children 13 yrs and older may stay in the gym or on the playground without adult supervision, however, if they are not able to follow Compass rules, they will lose this privilege.

Students should bring lunches from home or can purchase the lunch we have at Compass that day. Snacks and drinks will be available for purchase. We do have a small fridge and microwave but due to size, please try to bring items that do not need to be heated or refrigerated. Due to safety concerns and time restraints, students are NOT allowed to use the microwave or fridge. Students may not leave campus by themselves to go purchase food somewhere else.

Parents may leave to go pick up food for their family if they need to. If during lunch/recess time, their kids must go with them or they will have to fill out a temporary guardianship form (please see the temporary guardianship section for more info.) **THEY MUST LET LEADERSHIP TEAM KNOW THEY ARE LEAVING.**

We will have a hot lunch option so you don't have to worry about packing lunches every Monday. The menu will be sent in advance.

Nursery is NOT provided during lunch/recess.

Families do not have to sit together during this time, however, there is no lunch monitor so everyone will need to help enforce the building expectations at this time.

Each child/parent is responsible for cleaning up after themselves in the lunch area and in the kitchen. There will be cleaning supplies available to use.

All Compass Lunch Days

During these days, all members of Compass will be required to attend lunch/recess. So, half day only members must come early for this and full day members will not be able to leave to go get lunch. This happens 4 times a semester including the first day of Co-op. These dates can be found on our calendar.

Allergies

Please let us know on the registration form if your student has allergies. If it is a severe allergy to a food, we will let families know not to bring that certain item on campus. Younger students who have severe allergies will be given an orange name tag. Please be keenly aware of all children in your class that have allergies. While Compass Homeschool Co-op makes every attempt to decrease allergen exposure for participants, ultimately, it is the responsibility of the parents with a child who has allergies to bear the responsibility for their child's wellbeing.

Coffee/Snacks

Coffee is free for Compass parents ONLY. There is a donation jar to help with the costs. Snacks and drinks will be sold in a designated area throughout the day. During lunch, anyone is welcome to purchase these items, however, when it is not lunch time, then only parents or those in study hall will be able to purchase these items whether for themselves or for their child(ren).

Chapel

Chapel is for our Kinder and older students. It changes from semester to semester but in the past, we have had a time of praise, Bible stories, character building, important announcements, special student talents, devotional, etc... Sometimes we will have a guest speaker such as a missionary or preacher. Parents are not required to stay in chapel with their child.

Service Project Days

We try to have 3 service project days each semester. 2 on a Compass day and 1 on a non Compass day. On these days, only morning classes meet (no elective classes or chapel). After lunch, we will either stay at Compass for a service project or all meet at a different location. All families (whether full or half day) are strongly encouraged to come to all of them since they are part of our overall Compass mission and values but are required to attend at least 1 Monday service project.

MOMS Time (Moms offering moms support)

This happens 3 times a semester during Chapel time. It is a time where the moms meet to be encouraged, discuss difficulties/solutions in classrooms, teacher training, etc... You will attend 2 of them and the 3rd will help with the children. You will know ahead of time what the topic will be over and will be able to sign up in advance.

Study Hall

Study Hall is available for grades 6-12 as a privilege for students who may not be interested in taking subjects offered that period. It is a class. Parents are expected to assign work from home for their child in study hall, and students are expected to work or read quietly and independently without disturbing others. No game playing. Study hall is a "cell phone free zone."

Homework

There will be NO required assignments for electives. The teacher may ask you to do something over the week, but it will be optional. There could be homework in the core classes. That is up to each teacher. If homework is assigned, then you will be required to do it.

Lost and Found

The lost and found will be located at the welcome table. If you lost anything, please check there. If you found anything, please bring it to the welcome table. Remember to put your child's name on all of his belongings including backpack, jackets, etc... Any items left in the lost and found at the end of the year will be donated.

Free Table

This will be offered during Mom's time. Bring items you would like to give away and place them on our "free table" at check in. If you see an item you want on the free table, please take it! You must take your remaining items home at the end of the day!

Temporary Guardianship

TG form must be filled out if you have to leave the campus while your kids are still there. You MUST let leadership Team know you are leaving. You can use someone who is not a Compass member up to 2 times. They will have to be pre-approved and fill out a visitor form. If you use that person more than 2 times, they will need a background check. This can be used for things such as leaving to go pick up lunch, leaving for a dr. appt (please try to schedule them on a day other than Monday though), dropping your kids off for the day and going home because you or another child is ill, having to leave early because of a sickness and the other children are staying, etc. You will still be responsible for finding people to cover your jobs while you are gone (including any cleaning). We are NOT a drop-off program, so please don't abuse this privilege. There is a limit of 3 times per semester.

Participation Expectations

Commitment

As a Co-op, we rely 100% on every parent to help. Once you paid the registration fee, you made a commitment to teach, help, clean, and/or other roles throughout the semester. Lack of commitment results in a heavier workload and possible burden for others.

Opportunities to Serve

This is truly a cooperative effort in that every family will play an important role in the success of this learning venture. Our desire is to not have anyone be overburdened by the role(s) they perform in the co-op. We want for this group to be a blessing to everyone and not a burden to anyone. Nor do we want anyone's involvement with co-op to have an adverse effect on the role they play as wife/husband, mother/father, and teacher to their own children. Therefore, we expect families (and LIT) to sign up for jobs to be done throughout the semester and to fulfill their job responsibilities and be available to provide additional assistance if needed. If you are unable to fulfill your assigned jobs due to absence, it is YOUR responsibility to find a replacement,

When you register for the new semester, you will be able to choose the positions you want (from the positions still available at that time) from the main list. Positions are filled on a first-come basis. Members who have not signed up for positions when registration ends will be assigned accordingly. Families will be contacted concerning their job assignments prior to the start of classes.

All parents who are registered for half day:

- ❖ Teachers - you need to sign up for 2 areas (either 2 classes or 1 class and 1 program support)

- ❖ Non Teachers - you need to sign up for 3 areas (either 2 classes and 1 program support or 3 classes)
- All parents who are registered for Full day:
- ❖ Teachers - you need to sign up in 3 areas (either 3 classes or 2 classes and a program Support.)
 - ❖ Non Teachers - you need to sign up in 4 areas. (either 3 classes and 1 program support or 4 classes)
 - ❖ All of this is dependent on how many families join Compass. **Exceptions may be made for highschool only parents. Please see a leadership team member about this.

Floater Period – During the period you are not signed up to help or teach, this will be your floater period. This is your “free time” if you are not needed to help in another area. Please use this period to read a book, sit and relax, sit in on your child’s class, or plan for the next week. However, if someone is absent, you may be needed to fill in.

- It is your responsibility to remember to help as well as to know which room to go to. (please refer to the overview for the map)
- **It is not optional to help** so please prepare in advance and not the day of.

If you fail to complete your assigned jobs then you could possibly not be considered to return to Compass the next semester.

Clean up/tear down rooms

Along with the jobs above, each family will help clean in the afternoons. Each parent that is teaching/helping the last class of the day will be responsible for cleaning that room. More info on what needs to be done will be given at inservice. We want the rooms to look as clean as or cleaner than the way we found them.

Parents who are NOT teaching/helping the last class of the day will need to help clean other areas of the building. Leadership team will assign these and it will be given to you at inservice.

Parents

- ❖ All parents and children are to treat other parents, teachers, students, and our host facility/staff with courtesy and respect at all times that reflects Christian character at ALL events both on and off campus. .
- ❖ Parents are expected to supervise their children at each off campus activity, and at co-op while they are not in their class unless previous arrangements have been made with another responsible parent or guardian (and the host, if applicable).
- ❖ Show up, be on time and be prepared to assume your assigned responsibilities. The building will be open at 9:15 for parents to set up and perform their before co-op job if they have one.
- ❖ Parents must enforce all policies and procedures while at the co-op or a co-op event.
- ❖ Please do not use your cell phone or check your e-mail during a class, chapel time, or assembly time.
- ❖ Once co-op has ended for the day, be prompt in gathering up your children and belongings and relocate outside to socialize. This will allow the cleanup crew to complete their duties.
- ❖ Class rosters, Compass family information and Compass pictures are NOT to be used for anything outside of Compass.
- ❖ In case of an emergency or if you do need to leave the church grounds, ask another parent to be directly responsible for your children. You must fill out and sign a temporary guardianship form.

Parents must recognize that members of our group vary in other beliefs but since, as parents and co-op teachers, we are role models for our children, we ask that each parent refrain from certain activities such as smoking, drinking alcoholic beverages, using profanity or crude language, and listening to inappropriate music at group functions when children are present.

Students

- ❖ Students (except for LIT) must never be left unsupervised unless going to their 1st period class or walking in the hall to the bathroom. They need to be either with their parent, teacher or volunteer on duty.
- ❖ Students may not leave campus without permission.
- ❖ No children, including teens, should be outside except when directly under the supervision of an adult.
- ❖ Respect and obey those in authority and follow directions in the classroom
- ❖ No student should bring anything from home to a class except that which is required for class. This would include toys, trading cards, scooter, laser pointers, weapons (real or play), illegal drugs, etc... Items that are brought to class will be confiscated and returned at the end of the day. They may, however, bring toys, trading cards, scooters, etc... to recess only but Compass is not responsible for anything that is lost, stolen or broken.
- ❖ Honor the Lord Jesus Christ with your speech, behavior and actions.
 - Speak to one another (both children and adults) with courtesy and respect and be conscious of how your actions affect those around you.
 - Be respectful of others and their property. Keep hands and feet to yourself.
 - Be respectful of the church property as well as public property and homes

- Do no harm! Aggressive behavior, physical and verbal abuse will not be tolerated. (e.g. No yelling, spitting, hitting, biting, swearing, name-calling, teasing, taunting, or offensive gestures)
- Inappropriate physical affection is not acceptable. This includes pairing off with the opposite sex, hand holding, kissing, or other affectionate gestures that sometimes accompany those who "pair off".

Electronic devices/cellphones

Cell phones, cameras, laptop computers and tablets are permitted *with restrictions*.

- ❖ Laptop Computers (or other electronic learning devices, such as iPads, Kindle, Asus, etc.) are only to be used with teacher's permission during class time or during study hall for class work.
- ❖ Cell phone use is not allowed during class; this includes text messaging. Please silence your cell phone during class and keep them in your pocket, purse or backpack. Any student using a cell phone in class may have their phone confiscated by the teacher or facilitator until the end of class.
- ❖ Students are not permitted to use another person's cell phone or electronic device or to look over someone's shoulder while they are using their device without permission from their parent. There are sites or music that one family may allow their children to use/listen to but another family may not allow their children to use.
- ❖ No electronic devices or cell phones will be used during chapel time.

Compass is not responsible for damage to or loss of any device.

Expectations for off campus events

Whether at another member's home or a public venue, all attendees are expected to follow the Compass policies and procedures (including dress code) as well as any additional rules and guidelines of any facility being used for a Compass event. They also need to demonstrate cooperation, courtesy, and respect for all other participants including their peers, other parents, the host, and any guest instructors. We are representing God and Compass.

Building Use Expectations

Please remember that the building we are using for co-op is our host. We need to behave as guests while using their facility and equipment. Accidents will happen. This is expected. If, however, property and/or equipment are damaged intentionally or as a result of disregarding the rules of conduct set forth in this handbook, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.

- ❖ Students 1st grade and older will be allowed to go to the bathroom unattended while kinder and younger will be escorted through the hall by the Classroom helper. In the event that a classroom helper does accompany a student to the bathroom, that helper is to make sure that there is no other adult or non-Compass persons already in the bathroom before students enter. Compass teacher helper may not enter with students, but will stand at the door with voice contact.
- ❖ No adult will be in a room by themselves with just 1 other child unless they are the parent of that child.
- ❖ No pets in the building except service animals. (Unless needed for a class. In that case, the leadership team must preapprove of it.)
- ❖ No climbing on trees, fences, walls, etc.
- ❖ No playing in flower beds.
- ❖ No rock throwing or moving the rocks on lawn.
- ❖ Maintain reasonable noise level in building. (remember that the church staff will still be on campus)
- ❖ Proper and respectful use of rooms, furniture, and equipment, including doors and windows.
- ❖ No running/horseplaying.
- ❖ Do not walk around the building eating food. Please eat only during designated eating times in the designated areas.
- ❖ Children are not to open any outside doors to allow someone in.
- ❖ Children 12 years and older are not allowed to play on the playground. All children must be supervised while on the playground.
- ❖ All church sound equipment, electronics, instruments, overheads, computers, etc. are off limits to students at all times.
- ❖ Do not use any of the church's consumable items. We will have basic supplies at the check in table for teachers to use. If there is something specific you need, please let us know before coop starts that semester.

Playground Rules

Adult supervision is required at all times! Either by a teacher during class time or by the parent during recess. There are NO recess monitors so you are responsible for your own children during that time.

- Back gate must be shut and latched at all times.
- No one Kinder and older is allowed in the Pre-K and under area (small swingset, small plastic playhouses, the enclosed deck.)
- Pre-K and younger can play in the older kids section at their own risk.
- No throwing rocks, pinecones, sticks, sand, etc... No running with sticks.

- No playing rough with each other (this includes play fighting/wrestling)
- Please keep the rocks in the rock area.
- No bare feet.
- Play on the equipment the way it was meant to be played on. This includes:
 - Please do not climb on top of the play structures, monkey bars, tables, etc...
 - Please do not sit on the railings of the play structure or tables.
 - Only 2 people on the glider at a time and no standing/jumping on the glider.
 - No throwing swings.
 - Slide down the slide and only feet first....please do not go up.

Remember that the playground belongs to the church and we need to respect their equipment and take care of it. We also don't want any kids getting hurt.

Compass and FCC will NOT be held responsible for injuries or accidents!

Designated Compass Boundaries

All parents and child(ren) are required to remain inside of Compass boundaries at all times. DO NOT use areas of the church that they have not invited Compass to use. No loitering in the restrooms.

Discipline

If a student is disruptive, the following process will take place:

1st Offense – Give them a warning. Speak to the student asking him/her to stop the particular behavior.

2nd Offense – Remind the student to stop and seat the student next to an adult. Inform parents of issue.

3rd Offense – the student is removed from the class and the student's parents will be located and informed of the nature of the disruptive behavior.

If a student is excessively rude or aggressive, steps one and two can be skipped. If the child repeats the unacceptable behavior the following week, the parent will be required to stay in the class with their child. If the student continues to act out during the semester, they will be asked not to return.

In the event that your student is asked to leave the Co-Op due to repeated or serious behavior issues, there will be no refunds issued

Please note that if a parent feels the need to discipline THEIR OWN CHILD (in particular the nursery aged children), they should not do so in front of other children, but rather do this in private.

Conflict Resolution

Based on Jesus' teachings regarding restoration of fellowship between brethren following an offense (Matthew 18:15-17,) the following procedure will be followed when controversial issues arise:

1. If anyone has a concern about the behavior of any adult or child involved in the Co-op, he or she should first approach that adult (or parent if regarding a child) privately, one-on-one, in a Christ like manner.
2. If the matter cannot be resolved privately (the adult or child denies the behavior or the behavior continues,) the parties then need to seek the assistance of one of the leadership teams member. That member must then take the issue to the other members in written or verbal form. They will then meet with the two conflicting parties in an attempt to reach a resolution.
3. If the matter still cannot be resolved the conflict will be taken to the Leadership Team and they will prayerfully make a final decision as a last resort.

***We request that no grievance EVER be handled in front of students. We also request that everyone involved keep the matter confidential.

Most but not all Compass information is included in this handbook, This gives you the general information needed. More in depth/specific info will be given at the inservice for those who decide to join.