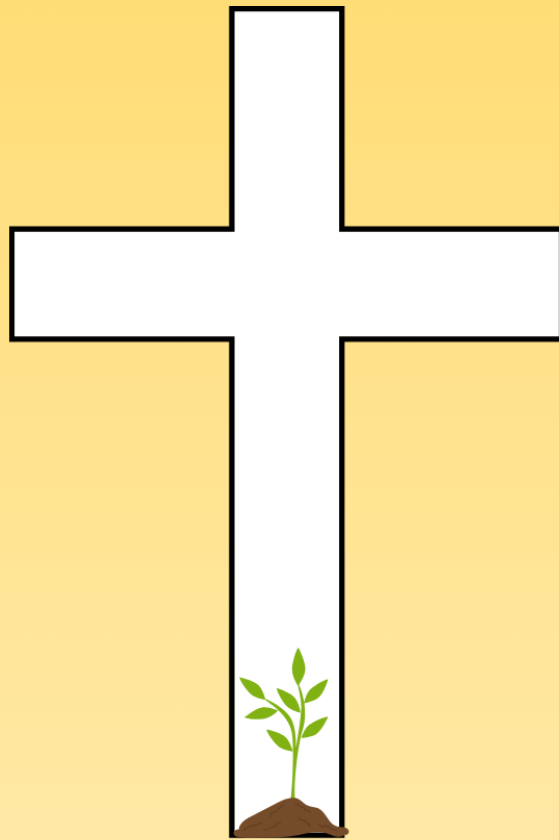




MUSTARD SEED HOMESCHOOL GROUP

GROWING TOGETHER
THROUGH FAITH &
COMMUNITY

Table of Contents

Statement of Faith.....	3
Membership.....	4
Calendar.....	5
Daily Co-Op Schedule.....	5
Payments.....	6
General Policies & Procedures.....	7
Absence Policy.....	9
Safety & Security.....	9
Emergency Procedures.....	10
Teacher Responsibilities.....	11
TA Responsibilities.....	11
Rover Responsibilities.....	12
Hall Monitor Responsibilities.....	12
Parent Responsibilities.....	13
Student Responsibilities.....	14
Family Agreement.....	15

Mustard Seed Homeschool Group's Mission is to create a solid community as homeschoolers through our shared faith in Christ. As parents we are ultimately responsible for our children's education. Our classes are meant for fun and interaction, not to replace any curriculum.

. Mustard Seed Homeschool Group offers families the opportunity to supplement their homeschool curriculum. This group requires extensive parental involvement. This program is not intended to replace your homeschool curriculum. It is your responsibility to determine whether the content of a class is adequate to meet your curriculum criteria or whether it is a class that will be added to your program for enrichment.

Please read through this entire handbook including policies, procedures, and expectations. Take time to prayerfully consider your involvement at MSHG. This is a huge commitment, but one, we believe, will bring great blessing to your homeschool experience. This handbook and policies are subject to change as the need arises.

MSHG Statement of Faith

At MSHG, we believe and live by the following:

- The Bible is the Word of God, which is fully inspired by the Holy Spirit, without error and complete in its entirety. (2 Tim. 3:16, 2 Pet. 1:20-21, Isa. 55:11)
- There is one true God who is eternally and equally existent in three persons: God the Father; God the Son; and God the Holy Spirit. (John 1:1, John 1:14, 1 John 5:6-8)
- In the deity of our Lord and Savior Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His return in power and glory. (Luke 1:35, Heb. 9:14, 1 Pet. 2:21-22)
- That God wonderfully and immutably created each person as male or female and that each person's gender is genetic and known at birth. These two distinct yet complementary genders, holding value, purpose, and eternal significance, together reflect the image and nature of God. God is the giver of life, and all human life is sacred and to be protected. (Gen. 1:26,27; 5:1-2)
- That God created marriage to be exclusively the union of one man and one woman. (Gen. 2:24)
- That salvation is a gift of God brought to man by God's grace, that is received by personal faith in the Lord Jesus Christ, and whose substitutionary death on the cross provided forgiveness for man's sin. (John 3:16, Eph. 2:8-9)• In the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal

differences, which may exist, should not hinder the unity of Christian home educators. (Eph. 4:1-6)

While you do not have to share our beliefs to attend MSHG, you may not teach against or discourage them within **any official co-op meetings or events, MSHG social media platforms or website forums**. Please also know that these beliefs will be taught openly within the co-op and in our classrooms.

All learning at Mustard Seed Homeschool Group is to be Biblically based and encourage personal growth of faith in Jesus Christ. We desire to equip children with skills and tools to continually learn for a lifetime. We intend to provide Christian educational experiences and an opportunity to participate in group learning activities. We will support our members through prayer, commitment, and the sharing of educational information for the benefit of excellence in homeschooling. We commit to serve each other in humility, patience, and unity, extending grace to one another to the glory of Jesus Christ.

MSHG Membership

MSHG is open to all homeschool families in the Flathead Valley area of Western Montana.

Because MSHG is a co-op, parents are required to fulfill assigned jobs and remain in the building with their children every MSHG co-op day. In addition, parents will also be designated a “Team Member” role to help facilitate a well-functioning co-op.

Please carefully read this handbook and discuss it with your children. It is important that all members fully comply with MSHG’s policies and procedures, both to ensure safety and manage the use of the facility that God has provided for us. To remain a co-op member in good standing, you must follow these guidelines and all payments must be posted by the due dates in the MSHG Calendar.

Mustard Seed Homeschool Group admits family members of any race, color, and national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to members of the co-op.

If the membership of a family is deemed at any time to be detrimental to MSHG, the administrators reserves the right to revoke the membership of that family.

MSHG Calendar

In general, co-op meets on Fridays from September through March. The school year consists of 22 weeks. We divide the year into two 11 week semesters which usually run from September through the first week of December (Fall Semester 1) and mid January through March (Spring Semester 2).

Families are expected to arrive by 8:45am to help set up their 1st period classroom and to stay until co op is cleaned-up at the end of the day. Everyone, including teachers, TAs, and students, should help set up and break down. Families are not required to attend all periods; however, every family is required to attend either 1st or Afternoon Activity period. This is to ensure there is adequate help during both set-up and breakdown.

Daily Co-op Schedule

Set-up begins at 8:45am

Worship & Devotion: 9:00am – 9:20am

1st period: 9:25am – 10:10am

2nd period: 10:15am – 11:00am

3rd period: 11:05pm – 11:50pm

Lunch: 11:50am - 12:10pm
(Lunch clean up 12:10-12:20)

Group Activity: 12:20pm – 2:00pm

Clean Up 2:00pm – 2:15pm

MSHG Payment

All members are required to pay all fees, teachers and administrators included

Fee	Cost	Semester	Yearly	Every 2 Years
Registration: This covers our insurance, website fees and supplies needed for co op (extra snacks, equipment etc)	\$140/ Family		X	
Background Check: Every adult staying on campus must pass a background check	\$40			X
Class Fees: These are determined by the teacher and can be seen when registering	Misc	X		

Payments must be made at the beginning of each semester. Some teachers do accept payment through Venmo. They will contact parents with this information prior to the start of the semester. All other payments must be cash or check. Please check your invoices at the beginning of each semester. For all cash or check payments please bring individual payments to each teacher in a labeled envelope with the following information. Place in that teacher's Family Folder. Registration Fees are paid to Kelsey Heffernan. Background Check Fees are paid to Lindsay Pullen.

Teachers Name
Name of student/ students
Classes being taken by the teacher & cost
Total included in the envelope

Mr. John Doe Sussie Smith Cooking \$20 Science \$10 Billy Smith Music \$15 Total \$45

If you need to make a late payment or are unable to pay fees, please let our administrators know BEFORE payments are do. We NEVER want cost to be a reason a family does not attend co-op.

*Teachers: It is your responsibility to let an administrator know of any missing payments.

MSHG General Policies and Procedures

Family Conduct

Parents must monitor their children any time they are not in class including : before co op begins, during lunch and after co op. Parents should know where their children are at all times. It is not the responsibility of other co op members to watch other children. Families will be responsible for any damage caused by unsupervised students.

Communication

All members are required to have the Band app. All group communication will happen through this app or through email. Please make sure to check your email weekly as an update will go out each week.

Nursery

If you have a child in the nursery Please provide all needed supplies for your little one. Diapers, wipes, snack, ect. Parents are responsible to change their own Childs diapers. If you are not in the nursery, please stop in between classes to check if they need to be changed, or you may be notified by a Rover.

Bathroom

If you are teaching a pre school or kindergarten class, please use the walkie talkie in the room to ask the hall monitor to take kids to the bathroom.

Hall Monitor: Walk child/ children from classroom to the bathroom. Knock on the door to see if anyone else is in the bathroom. Once in the bathroom is clear, let the child in. DO NOT GO IN WITH THE CHILD. If there is more than one child that needs to use the bathroom, you may stand in the door way with the door open to monitor them.

At NO time should any adult be in the bathroom with any child who is not their own.

Older students please use the red/ green sign hanging on the door. If you are using the restroom please turn it to red when entering and back to green upon your exit. Always knock before entering even if the sign is green. Only 1 student is allowed in the bathroom at a time.

All adult men on campus are to use the bathrooms located on the stage ONLY.

Set Up/Clean Up

You will be expected to assist in setting up in the morning (arriving at 8:45am) if you attend 1st period and in the breakdown/clean up at the end of the day (completed around 2:15pm) if you stay through the Group Activity. If you have a physical limitation that affects your ability to assist in set-up, breakdown, or cleaning, please be prepared to assist to the best of your ability.

Playing Outside

Students are not allowed outside without adult supervision! This includes, before co op begins, during lunch or after co op.

Snacks

We do have a snack bin in the Small Sanctuary that is open to all students. This is filled by donation. If you have kids who are eating out of it during the day, please help fill it!

Lunch

Refrigerators are available for use if needed. Please be sure to take everything home at the end of the day.

Feel free to use the microwaves in the kitchen. Please clean up any spills or splatters that may occur.

Lunch is from 11:50am until 12:10pm and must only be eaten in the Lobby or outside with adult supervision. Each family is responsible to clean up after lunch when the clean-up bell rings at 12:10. Do not bring any food which would stain if spilled. Make sure that all tables and chairs that are used get wiped down during lunch clean up.

If your children would like to play outside once they finish lunch, please be outside with them. It is not the responsibility of the other MSHG families to watch them.

Student Supplies

Teacher will notify parents of any needed supplies. Students are responsible for bringing supplies requested by the teachers for each class each week. Parents, remember to periodically check supplies to ensure your children are prepared for their classes. Backpacks or book bags are recommended. All supplies should be marked with your child's name.

Lost and Found

MSHG is not responsible for lost or unclaimed items. There is a lost and found box located in the lobby by the check in table. If items are not claimed within a reasonable amount of time they will be given to charity or thrown away.

Background Check

ALL adults on campus must pass a background check. These are run through background check.com and are \$40 every 2 years. If you are going to be absent and send a substitute who does not have a background check through MSHG, they must remain with an adult who has one on file AT ALL TIMES.

High School Study Hour

MSHG does not currently offer any high school classes. We do have an unsupervised classroom for HS students to use if they would like to be on campus with their families. These students are expected to follow all MSHG policy and act as responsible young men and women.

Unruly Behavior

If a student is a distraction in class, putting hands on other students, being disrespectful to the teachers, causing damage to the building or any other behavior a teacher deems unruly the student will be sent to stay with their parent for the remainder of that period. The student will be allowed back into the class the following co op day. If they behavior continues, the student will be asked to sit out of the class the remainder of the period and for the co op day that follows. Should the behavior continue after that, a student may be asked to leave the class for the remainder of the semester as a last resort.

Our goal is not to remove any students, but to come along side the family to come up with the best solution to help a student succeed.

We do support our teachers and their decisions on what is going to make their classes run smoothly and successfully.

Family Folder Table

The family folder table will be in the lobby. It is your responsibility to check your family folder on a weekly basis. The family folder is used for teacher/parent communication, payments and other pertinent information. We request that parents be the ones to retrieve information from the family folders.

MSHG Absence Policy

Parental participation at co-op is mandatory. Registering your child at MSHG means you agree to complete your assigned jobs every co-op day. It is imperative that you be on time for all jobs. We depend on one another for a successful co op day.

We know everyone has a busy schedule and absences will occur. If you are a teacher YOU are responsible to find a substitute for planned absences. You must all provide a lesson plan for that substitute.

For unplanned absences (illness, emergency etc) please let an administrator know by 8am and we will assign a Rover to cover your classes that day.

If you (the parent) are going to be absent or tardy and not a teacher, you must let an administrator know 8am on the co-op day.

Students are not allowed at MSHG without an adult in the building at all times. If an emergency arises during the co-op day which requires a parent to step out of the building temporarily, be sure to let an administrator know before leaving.

Please see Parent Responsibilities below for sending a “substitute parent”.

Safety & Security

The safety of all adults and children on campus is of the up most importance to us. All doors are to remained locked at all times. If you have a class that goes outside a Hall Monitor will let you in the building when needed. Report any suspicious people or activities to an administrator right away. See next page for Emergency Procedures.

MSHG Emergency Procedures

ALERT	LOCKDOWN	FIRE
An ALERT occurs if there is a concerning situation in the neighboring community. 1. The Hall Monitor will hang an orange Alert sheet on the inside doorknob in each classroom or give it to a TA. 2. Students should stay in classrooms during this time. 3. Outdoor classes will come inside. 4. TAs will close classroom blinds, if applicable. 5. Passing periods will occur when the bell rings. 6. The Hall Monitor will collect the orange sheets when the situation has resolved.	In the event an intruder is an active threat, press the red button on a walkie talkie. If the "Lockdown Alarm" (a 3-second blast of from the walkie talkie sounds, you are to do the following: If in a classroom: 1. WINDOWS: close the blinds. Classes not in a secure classroom will need to proceed to nearest classroom. 2. DOOR: Close fire doors & nursery door. Use floor lock to secure 3. LIGHTS: Turn out lights and stay quiet 4. HUDDLE: Gather students out of sight of windows and doors. Note: Hall Monitors and Available Rovers helpers will sweep the restrooms and hallways, collecting any kids not in class and will bring them to the closest classroom. IN ALL EMERGENCIES, TRUST THAT EVERYONE IS FOLLOWING THROUGH AND YOUR CHILD IS PROTECTED. DO NOT LEAVE THE CHILDREN FOR WHOM YOU ARE RESPONSIBLE	If you hear the fire alarm, you are to do the following: 1. Teachers: Grab teacher attendance roster. In green folder 2. If in the nursery, place all babies & toddlers in the pack and plays and wheel out to the EMP 2. Staying with your class, EVACUATE the building following the posted evacuation route (Evacuation route is posted on the walls throughout the building) 3. Gather in the back parking lot in at the EMP. STAY WITH YOUR CLASS, helping them line up. 4. Account for each student on your attendance log. 5. Hold one arm up in the air if you are missing someone (perhaps a child was in the restroom). 6. When given the all clear, teachers will return to classrooms with students in an orderly manner

Families are responsible to read and understand all emergency procedures and should discuss them at home. Each classroom has a copy of these procedures.

MSHG Teacher's Responsibilities

Teachers at MSHG determine course content and materials. All MSHG teachers have signed and agreed to the MSHG Mission Statement and Statement of Faith. All MSHG teachers must be born again Christians. When you become a teacher you agree that you are or will:

1. First and third period teachers are responsible for setting up and cleaning up your classroom, get TAs to assist you. See green folder in classroom for a clean up list.
2. Come prepared with a lesson plan for teaching your class. Arrive early enough to calmly start your class.
3. Require respect at all times as the class authority. Also require respect between students.
4. Involve your TAs in class participation.
5. Have an emergency back-up plan for absences and contact your TA with your plans. **If you will be absent you must provide a substitute.** You TA will be the first contact to substitute.
6. Clean up after yourself, leaving your room in good condition for the class following yours.
7. You should endeavor to keep materials fee amounts as low as possible, just to cover cost of supplies, never to make a profit.
8. Commit to fostering unity by only sharing good reports about one another and resolving conflicts privately, peacefully, and swiftly.
9. It is your responsibility to read and understand all emergency procedures as set forth in the MSHG Handbook.
10. Turn cell phones to silent and please leave the room to answer **ONLY** if urgent. No student should be answering his/her cell phone or texting during class. Set a good example for the students!

MSHG TA Responsibilities

1. Be on time for class.
2. **If you will be absent, let the administration know ASAP**
3. Take attendance 5 minutes after class starts using the current attendance roster.
4. Help maintain order in the classroom with absolute respect for the teacher and other students. Assist teacher by using classroom management strategies to include standing by a student or quietly redirecting a student during a lesson.
5. Assist with projects.

6. Turn cell phones to silent and please leave the room to answer ONLY if urgent. No student should be answering his/her cell phone or texting during class. Set a good example for the students!
7. TAs may not leave the classroom to run personal errands. Even though you may not feel needed in a particular class, there MUST be two adults in all classes at all times. Arrange time outside of class for checking your mailbox, coffee, phone calls, etc. You are needed for the entire period in your classroom.
8. Call Hall Monitor for bathroom breaks as needed (see above bathroom policy).
9. It is your responsibility to read and understand all emergency procedures as set forth in the MSHG Handbook.
10. TA becomes the substitute teacher in case of teacher absence. It is the teacher's responsibility to inform you and get lesson plans to you.

MSHG Rover Responsibilities

1. Fill in for any missing TA's. Report to welcome table at beginning of day for where you will be needed for any periods you scheduled as a Rover.
2. Be fluent in the TA responsibilities listed above and prepared to take on the responsibility.
3. If no classes need to be filled ask each class if they need any extra help.
4. If you are not needed in a class, walk around the building and look for any messes that may need cleaning.

MSHG Hall Monitor Responsibilities

1. Monitor hallways and open areas, making sure students are where they are supposed to be. Monitor bathrooms to make sure kids are following bathroom procedures.
2. Keep walkie talkie on you at all times.
3. Take Pre School & Kindergarten students to the restroom when needed (see above bathroom policy)
4. Let classes and approved people in the building when needed. All doors are to remain closed and locked at all times.
5. Ring Bell at end of the period.

MSHG Parent Responsibilities

Parent Responsibilities:

1. Parental participation is required. Students will not be allowed at MSHG without a parent in the building, except for an emergency or sudden illness. At such times a designated “guardian” must be assigned. If a parent must leave the building briefly during the co-op day, they must notify the administrator.
2. If a parent must be absent for the day, children may attend if a “substitute parent” attends with them. If this “substitute parent” does not have a background check through MSHG, they must remain with another adult who does at all times.
3. If you will be absent, please let an administrator know by 8am.
4. By registering your child at MSHG, you agree to complete your assigned jobs every school day. It is imperative that you be on time for all jobs. We depend on one another for a successful school day.
6. Demonstrate a mutual respect for one another as brothers and sisters in Christ. Any public display of affection (except between siblings or husband and wife) is not acceptable at co-op. Students of the opposite sex should not be alone together during the co-op day.
7. Do not send your child to class during the contagious stages of an illness or lice infestation.
8. Participation at MSHG is contingent upon all payments being paid in full and on time. Pay according to the payment procedures and schedule. Class Fees are non-refundable. If Fees are 14 or more days late, students may not attend classes and will be sent to Study Hall until they are paid in full. If you are having difficulties financially and payment is not possible, please let us know. Money should NEVER be a reason a family is not able to be a part of MSHG.
9. If it becomes necessary for your child to drop out of a class once it has begun, you are required to pay the Class Fee as teachers plan their fees based on the number of students registered.
10. All MSHG families must agree to abide by the rules set for our group by the host church.
11. Read the weekly update, designated communication methods and check your family folder when you first arrive on Friday and again before you leave.
12. It is your responsibility to read and understand all emergency procedures as set forth in the MSHG handbook and to discuss these procedures with your children.
13. All suspicious behavior by known or unknown persons should be reported to the administration immediately.

MSHG Student Responsibilities

Parents and students must read (or have read to them) the Student Responsibilities Contract before registering for classes at MSHG. Student responsibilities include:

1. Show respect for all adults and peers. Address adults with respect.
2. Show respect for church property. You will be held accountable for any damages caused by your actions.
3. Give your attention to God when we are praying and be respectful during worship, devotional and all classes.
4. Be on time for classes.
5. Be in your assigned class while on campus. Do not loiter in the hallways or outside. Students are accountable to their parents for their whereabouts.
6. Do not leave the classroom without the permission of the teacher. Do not leave the classroom before the bell has rung. No students should be in the hallways during class times without permission.
7. Help with all clean up.
8. Do not run while changing classes.
9. All supplies should be marked with your name and brought every week.
10. Do not bring anything to MSHG that does not pertain to class or personal studies. (i.e. toys, electronics, skateboards, balls, etc.)
11. Make sure you understand all emergency procedures as set forth in the MSHG Handbook and discuss these procedures with your parents.
12. All suspicious behavior by known or unknown persons should be reported an adult immediately.

Family Agreement

Please Print & Bring This Signed Agreement With You To The First Day Of Co op

By signing below you acknowledge that you have thoroughly read the Mustard Seed Homeschool Group handbook and agree to adhere to all policies. If at any time a student, parent or family is not complying with these policies the administration may ask them to leave the co op. No refunds will be given. Please return this sheet at the beginning of the semester. Please have all registered members sign below:

Name

Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____