JOURNEY
HOMESCHOOL CO-OP
@ DESERT BREEZE COMMUNITY CHURCH

Family Handbook

Colossians 2:6-7 – "*Therefore, as you have received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.*"

Welcome!

Welcome to Journey at Desert Breeze Community Church. We know raising a family takes a village and want to walk with you every step of the way! To do that, we are bringing together homeschooling families who share a desire to instill the knowledge of Jesus Christ with the next generation.

Journey Homeschool Co-op Mission:

- *To partner with parents/guardians to create a Biblically grounded community for enrichment, academic, and social experiences.*

To maintain safety, security, and unity in beliefs, we require all families complete the following steps:

- ❑ Read the *Journey Family Handbook and DBCC Statement of Beliefs*
- ❑ Submit the Family Application (online)
- ❑ Journey staff will perform reference & background checks on applying parents/guardians
- ❑ Official acceptance email
- ❑ Welcome meeting with Journey leadership
- ❑ Parents/guardians complete Ministry Safe online training prior to first day of classes

Once we receive your Family Application, Journey staff will outreach to begin the approval process.

Thank you, and may God bless you!

The Journey Leadership Team

Contact journey@dbcc.com for any questions.

About Journey Leadership Team & Structure

- **Children's Pastor –** Oversees the Children's Ministry at Desert Breeze Community Church, including Journey Homeschool Co-op

- **Senior Coordinator -** Oversees Journey alongside the Children's Pastor; assists Children's Pastor with logistics and oversees other coordinators. This position also acts as the proxy if the Children's Pastor is absent.

- **Journey Administrators -** Oversee day-to-day functions of Journey, communicating with families, teacher & class approvals, creating schedules, troubleshooting situations.

Statement of Education

We believe it is the parents' role & responsibility to educate their child(ren) individually on topics of a sensitive nature, through a Biblical worldview, including:

- Political and doctrinal views, sexuality, and dietary approaches

Out of respect for each family's decision on when and how to teach these matters to their children, all teachers, volunteers, parents, and students are discouraged from discussing these topics with *other children* at Journey, unless in a clearly defined class which necessitates such conversation. Teachers of theology related classes must first attend the DBLife class (provided twice a year at Desert Breeze) to ensure theological teaching align with the Desert Breeze Community Church Statement of Beliefs.

Family Participation

- **Journey is not a drop-off program**. A responsible adult must remain on campus to care for your child(ren) AT ALL TIMES. In case of emergency or other extenuating circumstance (i.e. illness), another parent can proxy as the responsible party for your child(ren). This need must be communicated to Journey leadership *prior to utilizing a proxy*.

- **Journey is a cooperative program**, meaning *family involvement*. ALL member families must sign up for at least one on-campus job. Off-campus jobs can be completed for a maximum of 3 job credits *exceptions given at the discretion of Journey leadership.*

- **All parent jobs must be covered at all times**. If a "float" is needed to cover your role, notify the Float Leader as soon as possible.

- **"Float" volunteers are necessary to ensure smooth functioning of the co-op**. They are required to check-in and respond to the Float Leader via text or in person for each hour they are assigned to work.

- **Teachers, assistants, and floats must arrive on-time** and remain in the classroom for the entire period.

- **Students must arrive on time and remain in the classroom** for the entire period. If a student needs to leave the room (i.e. bathroom use or other need) they must get permission before doing so.

- **Parents are responsible for monitoring their child(ren) when not in class**.

- **Class fees must be paid by the due date**. Failure to pay, or make special payment arrangements, by the due date will result in membership suspension. Please contact Journey leadership if needing to make alternate arrangements.
    - **Refunds & Cancellations:** Once paid, student *Semester Fees* are not refundable. In most situations, *Class Fees* are refundable in part or whole.

    - **Class Changes/Late Registration:** Any requests to change classes after the first day of each semester, or class registrations more than 14 days after registrations *open* will incur a $10 Administrative Fee along with the applicable class fee.

- **Dress code:** Journey does not have a formal dress code; however, all private areas must be covered.

- **Aggressive Behavior:** Aggressive behavior (i.e. biting, hitting, etc...) twill not be tolerated. If you have a child that struggles with aggressive behaviors, that child will need a 1:1 aid to assist them. Parents are responsible for finding an appropriate aid.

Parent/Volunteer Jobs

Call Out Policy

If a Float is needed to cover your parent job, due to call-out, contact the Float Leader as soon as possible. A Float may be used ***up to 4 times*** *a* semester. If a parent misses more than 4 days in a semester, they must find their own replacement (i.e. friend or family member) that has successfully completed the Journey onboarding process. As a co-op it is imperative to fulfill your parent job requirements. If unable to do so, a discussion will occur with Journey leadership to discuss one's ability to continue participation at Journey.

Volunteer Positions

We have many ways to serve at Journey. This section provides an overview of ways to fulfill the credit hours needed for your child's class attendance. Overall, our hope is to get you connected into a community of like-minded families who also support the Journey mission. Additionally, we have observed the more consistently a family attends and volunteers, the greater impact Journey will have on their homeschool experience. *Credits are assigned to positions as the discretion of Journey leadership.*

Parent/Volunteer Roles (more details available on the Journey website):

- ***Administrators*** – The primary leadership team (2 people) for Journey. Specific responsibilities are determined per semester, include but not limited to: managing new family applications/approval, website/calendar/messaging/email duties, communication with DBCC staff and Journey families, event approvals, conflict resolution, directing parent volunteers.

- ***Snack Bar Lead*** – Oversees snack bar set-up, inventory management, purchasing, punch cards, and assigning tasks to Snack Bar Assistant(s).

- ***Snack Bar Assistant*** **–** Helps the Snack Bar Lead as directed.

- ***Float Lead*** – Oversees Float Crew volunteers by maintaining lists of all teachers, assistants, and other jobs for the day, manages daily/class attendance records (including receiving student/parent absence messages), Welcome Table, and name tags.

- ***Float Crew*** **–** Check with Float Lead hourly for placement during each class; assists where needed based on volunteer absences

- ***Set-up Lead*** – Oversees set-up of the DBCC facility for the co-op day. Assigns tasks to Set-up Crew volunteers, puts out Blessing Table items and Lost & Found.

- ***Set-up Crew*** – Checks with Set-up Lead for specific tasks to ready the DBCC facility for the co-op day, including classrooms, communal areas, and other set-up tasks as needed. Must arrive 1 hour before the co-op day starts.

- ***Cleaning Crew Lead*** – Oversees cleaning of the DBCC facility at the end of the co-op day. Assigns tasks to Cleaning Crew volunteers, verifies all tasks have been completed thoroughly, collects Lost & Found items and posts images on BAND communication app.

- ***Cleaning Crew*** – Check with Cleaning Crew Lead for specific cleaning tasks, completes cleaning tasks thoroughly, assists with resetting classrooms as needed. Must stay on campus until all cleaning is completed.

- ***Teacher*** **–** Submit class proposal, including subject/curriculum/supplies. During co-op days arrives at least 10 minutes before class to set-up, deliver lessons, manage classroom behaviors, direct Teacher Assistant, inform parents (and leadership if necessary) about student struggles.

- ***Teaching Assistant*** **–** Arrive *at least* 5 minutes before class, help with prep, attendance, student needs, clean-up, and other tasks as direct by the Teacher. Teaches class if the Teacher is absent.

- ***Showcase*** **–** Gather information about classes, coordinates class participation, presentation timelines, signage, and set-up.

- ***Showcase Crew*** **–** Helps the Showcase Planner with set-up, cleaning, and other tasks as directed.

- ***Campus Event Planner*** – Works with administrators to plan seasonal on-campus activities each month (to occur during the co-op day), including coordination regarding planning and communication

- ***Field Trip Planner*** **–** Works with administrators and families to select 2 group field trips per semester, including coordination regarding planning, booking, and communication.

- ***Teen Events Planner*** **–** Plans 2 teen-only off-campus events per semester (minimum), including coordination with administrators regarding planning and communication

- ***Event Host*** **–** Host a Journey event at their home, including coordination with administrators and other event planners regarding plans and communication.

Policies & Procedures

General

- Class teachers & class supports must be 13 years of age or older.

- There must always be a volunteer aged 18 years or older with the children, or unless otherwise instructed by Journey staff.

- All volunteers must wear their picture ID while on campus.

- NEVER leave a child unattended for any reason and never take a child out of the ministry building except to take them to their parent, or as directed with approval of Journey leadership.

- No volunteer should be left alone in a room with a child for any reason (1-on-1 situation). Children should remain in the classrooms, with multiple volunteers if possible. If needed, request assistance from Journey Leadership.

- Children 6 and under must be accompanied in the halls.

Communication

Communication is key (i.e. volunteering, coordinating about Journey, or personal life). Please don't hesitate to inform leadership if you have a struggle, concern, or an encouraging story.

Diapering & Bathroom Use

- For accountability reasons, try to always change diapers with another volunteer present. If a volunteer (male or female) is not comfortable or confident in changing a diaper, please notify Journey leadership

- Bathroom doors must remain propped open whenever children are present in the Children's ministry area. Separate adult bathrooms will be designated.

- Young children may need assistance while in the bathroom. In those cases, it is permitted to assist the child as needed. If ever uncertain about a situation, always call for Journey leadership to provide accountability and transparency.

Conduct & Conflict

Respect for others is pivotal for ensuring a safe and positive environment to foster growth in all members. Despite best efforts, conflict is a normal part of any community. Learning to work through conflict between each other will make our community stronger.

- Cheating, gossip, stealing, bullying, drug use, profanity, obscenity, sexual immorality, personal appearance or conduct contrary to one's biological sex, dishonor to the Word of God, disrespect to the leadership of the group, or continued disobedience to the established standards of the co-op **will not be tolerated**.

- Threats or statements of violence towards anyone for any reason at Journey **will not be tolerated**.

- All forms of harassment of any kind **will not be tolerated**. This includes derogatory or demeaning words or actions regarding: race (including hairstyle/texture), sex, age, disability, marital status, citizenship, national origin, genetic information, style choices (i.e. clothing, entertainment, diet, interests, etc…), or any other characteristic protected by law.

Journey uses the Matthew 18:15-17 Biblical model for conflict resolution. A Christian who has a conflict with another Christian is called to address the matter quickly and privately. When matters are handled in this way, misunderstanding can be addressed with great potential for the other person to respond positively. Additionally, private conversation reduced instances of gossip. If needing guidance in addressing conflict with another individual, please contact Journey leadership, they are happy to help. All conflicts should be address with both grace and truth.

- **Student - Student Conflict:** Students should go directly to the student they have the conflict with. Both parties should have an open dialogue and be willing to hear each other's perspective. If needed, parents should assist the students in resolving the conflict.

- **Parent/Volunteer - Student Conflict:** Volunteers should go directly to the parent of the student with whom the conflict/concern is with and share the situation. The parent of the student should be open and willing to hear the volunteer's perspective. Together they should have an open dialogue about the issue. With parental permission, the volunteer can talk directly to the student. to explain the conflict. The student should be open to dialogue and willing to work through the issues.

- **Student - Parent/Volunteer Conflict:** Students should first inform their parents of conflict they have with a volunteer/parent. After discussion, the student can take the concern to the volunteer/parent, alongside his/her own parent. The volunteer/parent should be open to the concern and be willing to work through the conflict.

- **Parent/Volunteer – Parent/Volunteer Conflict:** Parents and volunteers should go directly to the individual with whom they have a conflict. Both parties should be open to each other's perspective and willing to work through the conflict.

- **Unresolved conflict:** If a conflict cannot be resolved or continues after addressing the matter privately, contact Journey leadership for assistance. It may be necessary to have a mediator (Journey leadership or DBCC staff) help work through the issue.

Injury & Illness

Injury

If a child is injured during a service or event, please inform Journey leadership, who will complete an incident report with you. Leadership will inform DBCC staff. For more serious injuries, leadership will contact parents immediately and *then* complete an incident report. In every case of injury please inform Journey leadership. For life threatening emergencies call 911.

Illness

A member is deemed sick if they have any of the following symptoms:

- Fever within 24 hours
- Vomiting and/or diarrhea within 24 hours
- Runny nose (any colored discharge)
- Excessive coughing
- Sore throat
- Unexplained rash or skin infection

- Pink eye: Attend only after 24 hours of antibiotics, no matting or drainage, or eye rubbing
- Any symptoms of childhood diseases (scarlet fever, measles, mumps, chicken pox, whooping cough, etc.
- Head lice (child should be free of nits before returning to church.

For the protection of all members, anyone being treated with antibiotics should have received treatment for it at least 24 hours before attending class.

If, during the course of the co-op day, a child shows any sign of the illnesses listed above, please notify leadership who will contact the parent on campus.

Discipline

Rules are set in place to ensure a safe and productive learning environment for all individuals on campus. Expectations should be clear, consistent, and positively expressed (e.g. using what we "can do" statements, rather than what we "can't do"). This aids in teaching and reinforcing behavior expectation.

Consequences for students choosing not to follow the rules:

1. ***Warning*** - Student is given a verbal warning and reason for the warning

2. ***Take a break*** – Parent is contacted to engage with the student and assess next steps.

3. ***Outreach*** – If a student continues to struggle with following rules, Journey leadership will connect with the parent/guardian is contacted to assess next steps to ensure the student adheres to behavior expectations.

4. ***Removal*** – Student attendance paused until the behavior is resolved. In extreme situations, a student may not be permitted to return to Journey.

These steps are dependent upon the severity of the problem. Any child who maliciously injures another individual will immediately have his/her parent called to handle the situation. Most often such steps do not need to be taken *if* volunteers step in early to correct potential problems. Some of the ways parents/volunteers can help *prevent* problems:

- Sit with kids who seem to need extra attention.

- If a child is upset, pull them aside and talk with them. Often, you'll find that the problem can be solved as easily as a distraction.

- If a toy is the source of an argument, it may be necessary to take it away from everyone.

- Give a child an assigned task. When they have a job to help you with, they are more likely to feel ownership of the entire service.

- Gently but firmly, let kids know when they aren't doing what they should be doing. Some "discipline problems" arise from kids not understanding that you're not asking them to stop doing something - you're telling them.

ALL volunteers are responsible for keeping order in classrooms. If a student acts inappropriately, please address it *quietly* with a quick, decisive, level-headed response. Inappropriate behavior can make the room atmosphere difficult or frustrating and encourage other kids to act up as well. This is an especially important role for Assistant Teachers.

"Inconsolable" Nursery Protocol

We desire all Journey Nursery aged wigglers, waddlers, and toddlers to have a positive experience. As such, if a Nursery aged child continues to cry and is inconsolable for 15 minutes, the classroom teacher will outreach to the child's parent/guardian to see how they would like to proceed.

Safety & Security Protocols

We hope for the best but prepare for the worst. The following Safety and Security Protocols are set in place to respond during unforeseen circumstance. Maps and the following procedures are posted near the door in each classroom.

Fire Escape - In case of fire, look for your classroom or location on the map and follow the yellow path to the meeting place.

Lockdown - In case of a lockdown, DBCC staff will inform you of lockdown occurring. Each volunteer is to lock doors, turn off lights, cover blinds, and move everyone to a corner of the room.

"Active" Plan - In case of an active shooter, each volunteer is to assess their classroom situation to ***run, hide, or fight***.

Regarding Abuse

To maintain a safe environment for all children and youth, all members must be aware of their individual responsibility to report any questionable circumstance, observations, admissions, or any other abuse situation which endangers or threatens children. This includes but is not limited to:

- Non-accidental bruises, cuts, broken bones, burns, or other injuries.
- Physical neglect, such as inadequate care, hygiene or supervision.
- Comments about abuse from the child or a witness.
- Confessions of abuse from the child or a witness.

In the event that a member witnesses a child being abused, suspects that abuse has occurred, or a child reports that he or she has been/is currently being abused:

1. Contact the Administrators or DBCC staff IMMEDIATELY. They will lead you through completing a mandated report.

2. DBCC Staff will complete, with the reporter, an Incident Report, giving as much detail about what was observed as possible, including quotes and appearance of the child.

3. Only discuss the issue with the Administrator or DBCC staff member reported to in order to protect the confidentiality and safety of the child.

4. Remain with the child for as long as possible to ensure that they are emotionally supported.

The following guidelines should be followed to prevent abuse or false allegations of abuse from occurring on our campus:

1. During co-op hours, students are not permitted to wander around campus. If members see a student who is not in an appropriate place, please approach them, politely ask where they should be and escort them there. If you are uncomfortable doing so, outreach to leadership for support.

2. Ensure doors with no outer visibility (closet doors for instance) are locked, if they are not locked, check to see what is going on behind those doors and ask leadership to lock them.

3. If the actions of another member make you uncomfortable or suspicious say something to them and confront it right away, be kind and appropriate and communicate how their behavior made you feel. If you are not comfortable doing so, ask leadership to assist you.

4. If you are uncomfortable with a student's behavior and unsure if they might be abusing another student, do not approach them, alert leadership to investigate.

5. Members should follow all guidelines in the handbook. Following our guidelines is the most proactive way to ensure that no one is not put in a compromising situation by a child who might make a false accusation.

Journey also requires all parents/volunteers to initially and periodically participate in 'Abuse Awareness' programs that help families to be informed about risk factors and reporting procedures (Ministry Safe Training completed every 2 years and background check every 4 years).

Closing

We thank you for taking the time to read this and for your heart to participate in Journey Homeschool Co-op.

Next steps:

- ❑ Read the *DBCC Statement of Beliefs* on the following page
- ❑ Submit the Family Application (online)
- ❑ Journey staff will perform reference & background checks on applying parents/guardians
- ❑ Official acceptance email
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Once we receive your Family Application, a Journey Administrator will outreach to begin the approval process.

Thank you, and may God bless you!

The Journey Leadership Team
journey@dbcc.com

DBCC Church Beliefs Statement

(**Located at www.dbcc.com)**

The Trinity - We believe that there is one living and true God, eternally existing in three persons, The Father, the Son and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all. Matthew 28:19; Isaiah 40:12-26, 46:8-11

The Holy Bible - We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired and the infallible rule of faith and practice; and that they are to be interpreted according to their context and purpose and in reverent obedience to the Lord who speaks through them in living power. 2 Timothy 3:14-17; Romans 15:4; James 1:22

God the Father - We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ. Matthew 6:9; Isaiah 6:3, 55:6-7; Romans 11:33-39; Psalm 138:5-6; Matthew7:11

Jesus Christ - We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and His personal, visible return to earth. We believe that in His first coming, Jesus inaugurated the fulfillment of the Kingdom of God. John 1:14-18; Luke 1:18-20; Hebrews 4:15; Romans 5:8-11; 1Corinthians 15:1-8; Ephesians 1:20; Mark 1:14-15; 1 Thessalonians 4:16

Holy Spirit - We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of guilt in regard to sin, righteousness, and judgment; and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of the Biblical gifts of the Spirit. John 15:26,16:8; Titus 3:5; Acts 1:8; Romans 8:9; Ephesians 1:13; John 14:16; 1 Corinthians 12:4-11

Mankind - We believe that all men are sinners by nature and choice and are therefore under condemnation, that God regenerates and baptizes by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord. Ephesians 2:1-10; Acts 2:38; Ezekiel 36:26; John 1:12-13, 10:9

The Church - We believe in the universal Church, the living spiritual body, of which Christ is the Head and all regenerated persons are members. This one universal Church is composed of many local churches in given localities that exercise autonomous government through God ordained leaders under the Headship of the Lord Jesus Christ. We believe the mission of the Church is to be an agency of God for leading the world to God. 1 Corinthians 12:12-13; Ephesians 2:19-22; 1 Peter 2:4-5; Ephesians 4:11-16; Matthew 28:19-20

Church Ordinances - We believe that the Lord Jesus Christ commanded two ordinances to the church: Water Baptism and Communion (the Lord's Supper). We practice Water Baptism by immersion and our Communion is open to all believers. Acts 2:38; 1 Corinthians 11:23-30; Luke 3:3

The Second Coming - We believe in the personal, visible appearing of Christ to earth and the consummation of His Kingdom, and in the resurrection of the body, the final judgment and eternal blessing of the righteous and eternal punishment of the wicked. Acts 1:11; Matthew 25:31; 1 Corinthians 15:20-24; Revelation 20:11; 21:8

In essential beliefs we have unity, in non-essential beliefs we have liberty.
In all our beliefs we show love.

In Essential Beliefs: We Have Unity - "There is one Body and one Spirit…there is one Lord, one faith, one baptism, and one God and Father of us all…" Ephesians 4:4

In Non-Essential Beliefs: We Have Liberty - "Accept him whose faith is weak, without passing judgment on disputable matters…Who are you to judge someone else's servant? To his own master he stands or falls…So then each of us will give an account of himself to God…So whatever you believe about these things, keep between yourself and God." Romans 14:1,4,12,22

In All Our Beliefs: We Show Love - "…If I hold in my mind not only all human knowledge, but also the very secrets of God, and if I have the faith that can move mountains – but have not love, I amount to nothing at all." 1 Corinthians 13:2