

# KCHE HANDBOOK

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## **Welcome to Kankakee Christian Home Educators!**

The Mission of KCHE is to help encourage parents and their children in their homeschooling endeavors. We are delighted you have chosen this group to support your homeschooling journey.

We are a non-profit organization of volunteers and families. We strive to keep costs low while offering well-run, interesting activities to supplement your homeschool. We offer many activities, family and individual events, and a group learning cooperative (“Co-op”) that is held for 10 weeks each semester.

For more information on these offerings, please see our website or speak to a member.

### We are a Christian organization, as well, and profess a statement of faith:

We believe the Bible to be the infallible Word of God, the supreme and final authority for all faith and life.

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension and His imminent bodily return in power and glory.

We believe that man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone can be saved.

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.

We believe the ministry of the Holy Spirit is to convict men, indwell, guide, instruct and empower the believer for godly living and service.

We believe that marriage is ordained by God, is between one man and one woman as set forth in the Bible, and is intended to be a picture of Jesus Christ and the Church.

We believe 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.

## Policy & Procedures

### **KCHE Membership:**

KCHE membership is accomplished by completing our application online and submitting the membership fee and a signed waiver. Membership is extended upon completion of this process and board review. Active membership is required to participate in all KCHE activities and to access the member portion of our website. The KCHE Membership year begins June 15th of each year.

**KCHE is an organization serving children and their families. We do not permit any registered sex offenders to gain membership to our group, nor are they permitted to attend any KCHE event or gathering.**

### **Payments:**

All fees can be paid by PayPal or personal check.

**\*A word about PayPal:** When sending a payment via paypal **please use the “friends and family” method** for sending your payment. As a non-profit support group, we do not provide a product or service. Any payment sent incorrectly with PayPal will result in KCHE incurring fees from PayPal. If this happens, it will in turn force us to charge those fees to your KCHE account. Should you decide to send a payment with PayPal fees included, please add 3% of the total fee plus \$0.50 to your payment.

### **Refund Policy:**

**Membership Dues:** Refunds for membership dues are not offered at this time. When new membership is granted to a family after April 1st of a school year, the family will not be required to renew again on June 15th of the same year. Their membership will continue for the following full membership year.

**Activities and Field Trips:** Refunds for *unattended* activities and trips may be available on a limited, case by case basis. Please contact the event coordinator listed with the activity or trip information on the KCHE calendar for details.

**KCHE Learning Co-op:** Refunds may be available within one week of registration. No refunds will be given after classes begin.

### **Calendar:**

A calendar of all scheduled events, classes and fees is posted in the KCHE Members area of the KCHE website. Registration for all events, except for Co-op, can be completed through the calendar. We make every effort to keep the calendar up to date with current information, however due to the nature of our group and our current healthcare climate, the calendar is subject to change with reasonable notice. Please be sure to register for events you wish to attend so you can be notified of significant changes.

### **Participation:**

All members are free to participate in any or all KCHE events, gatherings and our learning Cooperative. Registration is typically required and can be done on the member's website. Many activities require an additional nominal fee to participate. Our Learning Cooperative requires registration, fees and participation by parents as well. All fees must be paid by the date indicated when signing up, or at the time indicated in the sign up information.

Because participation in our activities is open to all members, we ask that everyone adhere to the following list of standards during participation. These standards for behavior and conduct are designed to create a safe, family-friendly, Christ-centered environment. They are in no way intended to create disunity or to single individuals out for criticism or judgment. We desire to create a loving environment where we can encourage and serve one another in Christ, in love, in peace, and in unity.

## **Standards for Behavior & Conduct**

The following standards apply to all functions of KCHE. Please consider that we are a large group of diverse people, and these standards are intended to help us be mindful of our impact on others.

### **Health:**

In order to provide a safe and healthy environment at all functions, we have developed this health policy. Please consider the diversity of our group and the possibility of infecting others with communicable diseases. We ask that these guidelines apply to **ALL** members of your family when considering participation in any activity.

- Your family should be free of fever **without** the use of fever reducing medication for **AT LEAST 24 HOURS** before participating in any KCHE activities.
- **If anyone in your family is experiencing:** vomiting, diarrhea, unexplained or untreated rash; and/or severe cold or flu symptoms such as new or worsening cough, excessive sneezing, sore throat, body aches, or red, itchy and/or goopy eyes, please do not participate in any KCHE activity. We ask that you wait until everyone is symptom free for **AT LEAST 24 HOURS** before participating in any KCHE activities. Parents, please follow the same guidelines for yourselves. If any of your family members are ill, please do not attend.
- **COVID-19:** In the event of a confirmed or probable COVID-19 diagnosis within your family, we require that you and all family members **are symptom free for 72 hours** before participating in any KCHE event. As with accepted quarantine guidelines, if anyone in your household is sick with the COVID-19 virus, it is required that ALL family members refrain from attending any KCHE activity.

**Please do not attend if you or anyone in your household is sick with ANY of the following symptoms:** \* fever (99.5 and above) \* cough \* shortness of breath \* sore throat \* colored mucus \* diarrhea, \*vomiting, \*nausea \* eye or ear drainage \* any virus or contagious infection \* contagious rash \*. We thank you for your cooperation and understanding.

### **Apparel/Shoes:**

Please dress modestly and respectfully for KCHE activities, gatherings and Co-op. Dress in a manner that honors Christ and is not a distraction to others. These standards apply to male and female participants.

- Clothing with offensive statements or inappropriate language or imagery is strictly prohibited.
- Please avoid clothing that is extremely oversized and could cause safety hazards to oneself or others. Clothing that interferes with walking, running, or any action necessary for the activity should be avoided, i.e. pants that fall down when walking or running.
- Please avoid clothing that is extremely tight fitting or reveals private areas of the body.
- All tank top style shirts must cover shoulders with at least a “two-fingers” width at the shoulder. Please no spaghetti strap or strapless tops.
- Shirts must be long enough to cover the top of the pants. Please, no crop style tops that may expose a bare midriff.
- Shorts should be long enough to rest in the mid-thigh area. Please be mindful of the length both in front and back. Be sure that the shorts maintain a modest appearance when legs are bent, such as leaning or bending over, and squatting down. This includes being mindful of loose fitting shorts exposing private areas when sitting.
- Skirts should be long enough to rest in the mid-thigh area. Please be mindful of the length both in front and back. Be sure that skirts maintain a modest appearance when legs are bent, such as leaning or bending over, and squatting down. This includes being mindful of skirts exposing private areas when sitting.
- Please avoid pants with writing on the buttocks.
- Please wear appropriate shoes for the function or activity you are participating in. Be sure to consider your safety and the safety of others when considering your choice. \*\*When participating in gym activities, be mindful of the flooring and please wear shoes with non-marking soles.

### **Dress code violations:**

If a violation of the dress code occurs, or a complaint is made, we will engage the following process to bring it to the attention of the individual(s) involved. Every attempt will be made to kindly and graciously make the members aware of the issue and have an opportunity to address and correct it. Our desire is to create awareness of the impact on others and encourage choices that honor Christ and our neighbors.

1. A member of the KCHE board will inform the parent or adult present with the child, or the adult involved and share the concern. The member(s) in question will be asked to address and correct the dress code issue of concern.
2. If an adult or parent is not present, contact will be made with the adult responsible.
3. In the event that the same dress code violation occurs repeatedly, or a member consistently violates items in the dress code, the matter will be brought to the KCHE board for investigation

and review. If the board finds the member to be contentious, or unwilling to uphold our standards, the member or family may be asked to refrain from activities until the matter can be resolved. In extreme cases, the membership of the member or family may be revoked.

### **Behavior Guidelines:**

KCHE members are expected to maintain a standard of behavior that reflects Godly character and honors Christ and others. We aim to create a healthy, family friendly, Christ-centered atmosphere at any activity. Jesus has instructed His followers to put others before themselves. We demonstrate this in how we behave toward other people. Therefore, the following behaviors are prohibited and will be addressed if they appear:

- Foul or inappropriate language will NOT be tolerated. This includes any slur intended to express discriminatory ideas or violence and hatred toward any specific group or person.
- Physical altercations of any kind will not be tolerated. No member may express physical violence toward another member of our group at any KCHE activity.
- No mistreatment of a member by another member will be tolerated.
- Appropriate use of cellular phones and cameras is expected at all times at every activity. No one may use a phone camera or camera to take inappropriate or abusive photos or videos of any member while participating in KCHE activities.
- Cell phones and other devices are permitted at Co-op, however, please respect our volunteer teachers and other members by keeping phones and devices put away during instruction unless requested by the teacher.
- KCHE will not tolerate any “Cyber bullying” of any kind. Any member participating in the online defamation, intimidation, or other harassment toward another member will be addressed by the board and may have their membership revoked.

### **Confidentiality:**

We believe an environment of understanding, trust and confidentiality is vital to the health of our organization. In all matters regarding children privacy and confidentiality is expected. Also, matters regarding disagreements or other private matters among adults should be discussed and kept private between persons involved in the matter. Please do everything possible to uphold these standards and respect all members' privacy. Gossip and slander against any member is unacceptable and will not be tolerated.

### **Member Grievances and Resolution process:**

Our group is somewhat large and diverse. It is possible at some point in time that a member may develop a grievance with another member. Should a disagreement between KCHE members occur, we ask that all parties please follow these steps to resolve the conflict.

1. Pray for wisdom for the situation and understanding of and for the other(s) involved.

2. Go to the person with whom you have a disagreement, at a time when you can have a private in-person conversation, and calmly discuss the situation. Be sure both sides of the disagreement have an opportunity to express their position. Hopefully, the issue can be resolved this way, as both parties listen to each other.
3. If a resolution or an agreement cannot be reached, you may contact the KCHE board for assistance. A board member will schedule a meeting with both parties, and will serve as a mediator.
4. If the issue cannot be resolved, it will be presented to the entire KCHE board. The board will make a final decision at their discretion.



# KCHE Learning Cooperative

## **Learning Cooperative Structure:**

Our Learning Cooperative, known as “Co-op” is a collective effort by our organization and many parent volunteers to provide enrichment and educational opportunities in the form of classes. We meet for two sessions in a school year, during conventional fall and spring semesters. Each semester consists of 11 weeks; 5 consecutive weeks of class, a break week, and the final 5 consecutive weeks of class. We meet on Thursdays each week during semester sessions, at Immanuel Baptist Church in Kankakee.

During each session we offer 3 morning classes - each approximately one hour in length. Classes are grouped by age/grade level. When adequate volunteers are available more than one class may be offered per age/grade level per hour.

Also during each session, 1 extended afternoon class for upper level students is offered. When volunteers are available, and to ease the transportation and child care burden on families, we try to offer an afternoon class for younger students and siblings of the upper level students attending.

## **KCHE Membership:**

Active KCHE membership and waiver for the current membership year is required in order to participate in Co-op classes.

## **Student Age Participation Requirements:**

Classes are scheduled each semester with students’ ages and abilities in mind. Please follow the age and grade recommendations listed on the class schedule at the time of registration. Typically students who are five years old on or before September 1st will register for K/1 classes. Students who wish to enroll in 8-12th level classes should be age 13 prior to week one of the co-op semester in which they register as 8-12th level. Please be mindful and keep consistent within the appropriate age/grade level when registering each student.

## **Calendar:**

A calendar of all scheduled session dates, breaks, special events, and co-op fees is posted in the KCHE Members area of the KCHE website. The calendar is subject to change with reasonable notice

## **Co-op Class list and Schedule:**

A list of class offerings is released approximately one week before registration begins for Co-op classes. The schedule of classes, times they will be offered, and the teacher(s) should be included. Teachers provide a class description about each class to help members understand

what to expect. Questions about the class content can be directed at the teacher or a Co-op committee member. The list and schedule are subject to change based on registration.

### **Co-op Registration:**

Dates for registration are released approximately one week prior to the opening of registration. All registration takes place on our website. Each family needs to register and pay one registration fee per family. Then, each student can be registered for the 3 morning classes desired.

Be sure to register your student in one available level, i.e. a student registering for classes in 2-3 grade level, should choose 3 classes in the 2-3 grade level. The only exceptions to this are classes that span more than one grade level, i.e. a class offered to 6th -12th grades.

The fees for each class will be calculated by the website and an invoice will be created. You will be able to access your invoice once your registration is complete. The deadline for payment will be stated in the information provided as you enter the registration page. Further payment and navigation instructions are available on the website when you click on the Co-op tab, and then click to open the "Important Information" entry at the top of the page.

### **Payments:**

A \$20.00 Registration Fee is charged per family participating in co-op. Each class also has an individual fee for each student. The fees will vary and are assessed by the teacher to facilitate necessary supplies and related costs. We do our best to keep our costs as low as possible. Co-op fees must be paid by way of PayPal or check upon registration. All fees are non-refundable per date posted on the KCHE web calendar at [www.homeschoollife.com/il/kche](http://www.homeschoollife.com/il/kche).

**\*A word about PayPal:** When sending a payment via paypal **please use the "friends and family" method** for sending your payment. As a non-profit cooperative, we do not provide a product or service. Any payment sent incorrectly with PayPal fees charged to KCHE, will in turn force us to charge those fees to your KCHE account. Our treasurer is a volunteer and we want to avoid creating unnecessary work. Should you decide to send a payment with PayPal fees included, please add 3% of the total fee plus \$0.50 to your payment.

### **Co-op Refund Policy:**

Out of respect for the teachers who have planned their classes based upon your child's attendance, there are no refunds to be given after the "No Refund" date posted on the KCHE web calendar ([www.homeschoollife.com/il/kche](http://www.homeschoollife.com/il/kche)). Please plan your semesters accordingly.

### **Cancelation:**

The Co-op committee will determine if co-op will be closed due to inclement weather. The decision to cancel co-op will be made by 7:00 a.m. Parents will be notified by email, by a notification posted on the KCHE message board, and by Facebook.

Our co-op has been generously blessed with the use of the church building. For this reason, we may need to cancel co-op due to the needs of the church, i.e. a funeral service.

In the event co-op is canceled, a make-up week may be scheduled if possible. A make-up week is not guaranteed, and no refund will be given for classes canceled.

## **Parent and Student Attendance and Participation**

### **Parent Participation Expectations:**

In order to offer our children the best educational and enrichment opportunities possible, we need many people volunteering together and sharing the weight of such a process. All children junior high aged and younger must have a parent/guardian on the premises at all times, and parent participation in our cooperative is expected.

Parents should plan to be an active part of a classroom as a helper, co-teacher, or teacher. Parents are expected to fulfill one of these positions needed, for two out of the three hours of scheduled co-op, each week of the semester. We cannot offer a variety of classes, or register large numbers of students if there aren't parents to facilitate the opportunities. It is essential that parents volunteer and take part in making our co-op happen.

Parents/families will also be assigned a clean-up responsibility. We are all volunteers, and we have been blessed with the use of a facility that serves us well. We want to demonstrate our appreciation by returning the building back in better condition than when we entered. Your clean-up responsibility will be assigned based on your schedule. These job assignments will be posted on the first day co-op meets. Instructions and supplies are available for each job. If you have questions or concerns about your clean-up responsibility, see a member of the Co-op committee or the volunteers at the front sign-in table.

### **High School Student attendance expectations:**

High school aged children may attend co-op without a parent on the premises with prior permission granted at the time of registration. Please contact a co-op committee member to arrange permission. High School students are expected to meet all student attendance expectations and participate on behalf of their family. A co-op family responsibility/clean-up responsibility for high school aged students attending independently will be assigned and should be completed while attending classes without a parent/guardian on the premises.

### **Student Participation Expectations:**

Students who are registered for co-op classes are expected to attend their classes when they are present at co-op. Students are expected to be prepared for class per teacher's instructions. They should also behave with respect toward their classmates and their teacher. Students will be expected to follow these classroom rules:

1. Please do your best to be on time to co-op classes.
2. Come prepared with supplies and completed homework or projects.

3. Be kind, polite, and courteous to others.
4. Keep your hands and feet to yourself.
5. Be respectful of classmates, teachers, and church property.
6. Listen to the teacher and classmates and follow directions.
7. Work hard and always do your best.
8. Be safe!
9. Raise your hand when you would like to speak in class or if you need to leave the classroom for any reason.

If students have trouble with a class, please reach out to the teacher before taking other action. Remember the teacher is a volunteer parent and may not be aware of the struggle. You may also reach out to a committee member or board member for assistance.

In the event a student has a conflict with a teacher, or any other co-op participant, please follow the Problem Resolution process listed below.

**Problem Resolution:**

Should anyone experience a disagreement within the co-op, please follow the steps of the Member Grievance and Resolution Process on pages 7-8 of this handbook.

**Special Projects/Homework:**

In some cases, special projects/assignments will be assigned and expected to be completed outside of the co-op day. For example, your student may be assigned homework in preparation for the next co-op class or a project that needs completion outside the co-op class time. In order for many classes to function well, especially at the high school level, homework may be given. Please make the completion of co-op assignments a priority within your homeschool.

**Entering the Building:**

To maintain a safe and secure learning environment, **ONLY the North eastern most double doors (near the gym) will be used to enter and exit co-op.** Please DO NOT use any other entrance or exit, except in the case of an emergency. Please instruct your children to adhere to this, and do your best to uphold this policy.

**Morning Arrival:**

Please arrive for co-op between 8:45am and 9:05am, and keep your junior high or younger aged child with you until their first hour teacher is present in the classroom. When possible, please wait until 9:00 a.m. to release your children to their classes to allow teachers adequate time to prepare materials. Teachers are to be present in assigned classrooms by 9:00am in order for students to arrive at 9:05.

Schedule:

1 st Hour: 9:15am-10:15am

2nd Hour: 10:15am-11:15am

3rd Hour: 11:15am-12:15pm

Lunch: 12:15pm-1:00pm

Upper Lever Classes: 1pm-2:30pm

**Bathroom Usage/Monitoring:**

For the safety of all students, the main doors to the restrooms located in the main hall of the co-op building will be kept open at all times. A hallway monitor is assigned to maintain a constant presence outside of the restroom area and in the main hallway corridor. KCHE does not allow transgender bathroom use. Students and parents are required to use the restroom facility that corresponds with the gender assigned on their birth certificate.

**Lunch Hour/Gym Usage:**

We ask that each person clean up his/her own lunch supplies and trash, and we ask that each person contribute to the overall lunch clean-up each week. The Gym will be open for use during the lunch hour, however, parents are responsible for supervising their children. Please also be mindful of peanut allergies and refrain from bringing any peanut products to lunch at co-op.

**Parents' Room:**

The parents' room is an area set aside for parents and teachers only. This is where you will find the copy machine, extra co-op supplies, cleaning supplies and paper products. Occasionally, we have coffee and treats for our parents as well.

**Leaving the Premises:**

The co-op is designed with the understanding that parents stay on the premises with their junior high and younger children. If you need to step out briefly, or need to step out with one of your own children, you will need to sign yourself and your child out and designate (through a private arrangement) another parent to be responsible for any of your children who remain at the co-op. This cannot be a regular occurrence. In the event a parent or family is consistently leaving the premises, the Co-op committee will contact the member(s) and discuss the needs of the family and if withdrawal or schedule changes need to be made.

**Visitors:**

All visitors will need to register at the check-in table upon arrival at co-op. Visitors must observe our entry/exit door policy. A waiver must be signed, and the visitor is required to wear a visible visitor's pass at all times while on co-op premises. Out of respect for teachers and the overall safety of all parents and students, absolutely no exceptions to this policy will be made.

# Emergency Procedures

## **Fire, Inclement weather, or emergency evacuation:**

Emergency procedures are located in each classroom. In the event of a fire, students will be ushered outside by the adults present in their classroom, and reunited with parents after they have been accounted for outside the building. For other emergency situations, the adults present in the classrooms will assist the students in following the emergency procedures outlined on the classroom instructions.

## **First Aid Kit:**

A First Aid Kit is kept at the check-in table. In the event of an injury, please complete an incident report. Our insurance requires us to document each incident as it occurs. Incident reports are kept with the First Aid Kit at the check-in table.

## **Kankakee Christian Home Educators Board of Directors & Contact Information:**

### **Tali Gardner -Director**

mrphilipgardner@yahoo.com

(815) 573-5333

\*Book sale

\*Graduation

### **Val Chapman**

chappyv@icloud.com

(815) 545-4833

\*Moms' night out

\*Co-op

\*Field Trips

### **Pam Grosso - Treasurer**

pam-grosso@comcast.net

(815) 922-8776

\*Treasurer

### **Nicole Ascher**

nicoleascher@icloud.com

(815) 592-3812

\*Fine Arts/Expert Night

\*Field Day

### **April VanHeemst - Secretary**

avanheemst@hotmail.com

(815) 216-2279

\*Secretary

\*New member contacts

### **Stefanie Zarris**

(708) 431-0114

szarris@hotmail.com

\*Fine Arts/Expert Night

\*Field Day

### **Carrie Ivers - Learning Co-op Coordinator**

caroline.ivers@yahoo.com

(708) 204-0982

\*Co-op coordinator

\*Field day

\*Holiday Events

### **Rachel Haag**

rachelhaag516@gmail.com

(815) 530-5999

\*Communications

\*Yearbook

### **Tasha Kelly**

kingston212000@yahoo.com

(815) 549-2760

\*Conferences

\*Field Trips

\*Swim day