Christian Homeschool Co-op Handbook

C.H.C. Executive Leadership Team:

Sarah Armenta – Class Day Coordinator
Kelsey Maldonado – New Family Coordinator
Jami Parker – Communications Coordinator

C.H.C. Leadership Team:
Christy Dragsten – Activities Coordinator

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Mission Statement

Christian Homeschool Co-op is a Christian community of families
dedicated to the discipleship of our children. We endeavor to support one another in the homeschooling of our children through mentoring, academic collaboration and fellowship, while continuing to honor family sovereignty. It is our desire that through our Co-op activities and Class Days, we will be able to encourage one another and watch our children grow as we share our unique strengths and talents from the Lord. Homeschooling your children may be one of the greatest challenges you will ever face, but with every demanding challenge comes significant reward. We pray that God will richly bless you this year as you venture out in faith!

Statement of Faith

Christian Homeschool Co-op of Imperial Valley operates under the following statement of faith. Members are expected to understand that we function as a Christian organization, seeking to glorify God in all we do.

- We believe the Bible is scripture as described in 2 Timothy 3:16-17 "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."
- We believe that there is one self-existent God, manifest in three persons, Father, Son and Holy Spirit.
- We believe that Jesus Christ is the Son of God manifest in the flesh, that He rose from the dead and ascended to Heaven.
- We believe in the brotherhood of all believers who, through faith, have received the salvation provided by God's grace through the death of Jesus Christ.
- We believe in the inherent image-bearing of God's human creations, with each person to reflect His image as male or female, behaving in a manner according to biological gender. (Genesis 1:26-27, Matthew 19:4)
- We believe that there is one God, and there is one mediator between God and men, the man Christ Jesus," (1 Timothy 2:5)

General Policies

- We have read the C.H.C. Statement of Faith, and we understand that it is the foundation of this organization.
- Due to the ambiguous legal position of private home education programs, we understand that CHC cannot offer legal immunity and is only providing supplementary homeschooling services. Homeschooling parents are responsible for compliance with applicable state laws.
- We realize that CHC is not responsible for the actual education of our children.
- We understand that CHC does not pay physicians fees or medical expenses of students who are injured at any CHC sponsored activities. CHC is hereby released from accidents or injuries.
- We understand that a registration fee of $15 must be paid to secure official registration status and to remain a part of the BAND app. (An additional $25 fee must be paid when adding Class Day.)
- We understand that in order to join CHC our child(ren) must be currently homeschooled or the oldest must be at least 3 years old, and must plan to homeschool.

Parent Responsibilities:

1. Parents are responsible for the behavior of their own children and will uphold CHC rules of Student Conduct and Behavior for their own children.
2. **DO NOT LEAVE** a CHC sponsored event without notifying one of the CHC coordinators. **One parent for each family is required to be on site for any CHC sponsored event while their student is present.**
3. Parents are responsible for reading and following the rules of any field trip location/establishment and ensure their children abide by such rules.
4. Parents are responsible for checking the BAND app regularly as Band is our main form of communication.

Student Conduct and Behavior:

1. Students are to speak to and treat others with respect at all times.
2. All clothing should adequately cover the body without being too revealing and without violating the clear Biblical mandate to walk in love and deference to others.
3. Students MUST follow the rules of any field trip location/establishment.

Activities Policy

For any questions or concerns related to events, field trips, or other activities, please reach out to our Activities Coordinator.

- No illegal activities
- No activities shall include alcohol, marijuana, smoking, vaping.
- Activities cross posted to, offered by, or including other groups shall state so plainly at the Top of the post.
- Activities posts must contain host/ organization and contact information. Example: Beautiful Barefoot Orchestra Farrah Schleyer.
- CHC activities must be approved by our activities coordinator.
- CHC activities must be open to all CHC families.
- CHC activities using CHC funds or CHC partner facilities must be CHC only unless otherwise approved and stated.

Graduation/Promotion Policy

It is the heart of CHC to come alongside, support and celebrate with all CHC families. With this in mind we understand that as individual families we may want to celebrate graduation in different ways. Individual families are welcome to plan and carry out graduation and promotion celebrations for their graduates in a way that is honoring to them. Any graduation advertised as a CHC (Christian Homeschool Co-op) graduation must follow the policies below. The checklist and agenda provided on pages 12-13 are a guide for helpfulness. If there are any questions or clarification needed it is encouraged to reach out to leadership.

- Graduation must be inclusive of all CHC families. A formal invitation via BAND post is sufficient.
- Graduation must be open to all CHC graduates of 12th grade and promotion of 8th grade and Kindergarten.
- It is ok to have separate celebrations for age groups (ie a formal graduation for 12th, party for 8th, and separate celebration for kinder)
- Graduation must also follow our activities policy.
- The activities coordinator and a member of our executive board must be included in graduation/promotion chats.

Dance Policy

Any dance advertised as a CHC (Christian Homeschool Co-op) dance must follow the policies below. The checklist and agenda provided on pages 14-15 are a guide for helpfulness. The code of conduct provided on page 16 may be adjusted with the approval of the CHC Executive Board. If there are any questions or clarification needed it is encouraged to reach out to our CHC leadership team.

- Any CHC dance must be inclusive of all CHC families of the decided upon age range. A formal invitation via BAND post is sufficient.
- Dances must also follow our activities policy.
- The activities coordinator and a member of our executive board must be included in dance chats.
- All dance attendees must have a CHC liability waiver and dance code of conduct signed prior to the dance.
- If extending an invitation to youth groups a chaperone from that youth group must be present.
- Rules of the facility must be adhered to.
- The facility must be cleaned up and left in an equal or cleaner condition than it was found!

Class Day Policies

Parents are required to read and agree to the following policies:

- We have read and agree to the CHC policies as stated in the CHC application.
- We realize that CHC is not responsible for the actual education of our children.
- All curriculum must be approved by leadership before being taught or presented.
- We understand that class fees are due on or before the first day of class, unless otherwise specified by the teacher. Your child's place in any class is not guaranteed until payment is made. If payment is not made by the teacher's deadline, the teacher can offer your child's spot to a child on the waiting list.
- We understand that it is our responsibility to notify the Class Day Coordinators of dis-enrollment within 15 days of the first day of class to receive a refund of membership fees. **No curriculum fees will be refunded once material is ordered.**
- All Class Day families are required to pay a fee of $40 ($15 to join CHC Extracurricular Activities and $25 for Class Day) to cover various costs such as website fee, paperwork and hospitality supplies.
- We understand that our oldest child must be at least 5 by September 1st of the current school year in order to join Class Day.
- We have read and agree to the "CHC Class Day Attendance Policy".

Parent/Teacher Responsibilities:

- Parents are responsible for the behavior of their own children and will uphold the Class Day rules of Student Conduct and Behavior for their own children.
- DO NOT LEAVE campus without notifying the Class Day Coordinators. **One parent for each family is required to be on campus at all times while the student is present.**
- Please arrive for class promptly. These are only 50-minute classes; we must use our time wisely.
- Teachers are responsible for being in their class 5 minutes prior to the start of class.
- Teachers, please do not excuse your classes early.
- Teachers and Parents are responsible for cleaning their classroom when they are finished.
- Out of courtesy to teachers, if you will be LATE or ABSENT, please call or text teachers so they can plan accordingly.
- Parents are responsible for switching classes for their students with the Class Day Coordinator.
- All **Lead Teachers and Rotation Teachers** must answer the Background Information Questions and fill out the Authorization/Release for the Background Check form.

Student Conduct and Behavior:

1. Students shall remain in class until the full class period is complete.
2. No devices are allowed in class other than what is necessary and approved by class teacher
3. Phones or tablets must be turned off. No texting or tablet use allowed during class time.
4. Students are to speak to and treat others with respect at all times.
5. All clothing should adequately cover the body without being too revealing and without violating the clear Biblical mandate to walk in love and deference to others.
6. Students are NOT allowed in the parent lounge, or to partake in parent lounge refreshments.

Class Day Volunteer Policy:

Because Class Day is structured in such a way so that we all contribute, these are some of the following ways you can help:

(We REQUIRE that you help in at least two ways during Class Day):

- Teach a class
- Co-teach a class
- Rotation teach in a class (help in class when not teaching)
- Dedicated class helper- Able to teach when teacher is absent
- Hands on helper

*Each family must also sign up to bring refreshments or clean up for two different class days.

Class Registration:

- All class registrations are done via ourHomeschool-Life website. You will be informed of when your "Tier" opens for registration.
- Prior to registering for classes you must update your family registration, make sure to advance your student's grade level in your HSL Profile. Students who are not listed in HSL at the correct level will not be able to register for grade-restricted classes.
- A parent from each family MUST sign up for TWO volunteer roles. Students may be removed from classes if parents have not signed up for two volunteer roles. Sign yourself up FIRST to ensure your student is not removed from the roster.
- Each family must sign up for two spots to clean up or provide hospitality.
- ALL children in a family attending class day must be registered in a class during each period of attendance. We do not have a "hang out" space. Children whose sibling does not have a class will be moved to the waitlist.
- Please don't ask teachers to adjust their class size or age group to fit your child.

Attendance Policy:

- We agree that we intend to come to the classes we registered our child for regularly.
- We agree to communicate with teachers and leadership if our child will miss a class/class day as soon as possible. This will be considered an excused absence.
- We understand that our child may lose their spot in a class if they have two unexcused absences in a row.
- We understand that our child may lose their spot in a class if they have 3 unexcused absences throughout the year.
- We understand that our child may lose their spot in a class if they have habitually missed half or most of the Class Days, excused or not.
- We understand that if our child loses a spot in a class the curriculum fees will NOT be refunded

Clean Up Checklist

Please stay until all trash, rooms and hallways are cleared and leadership is ready to lock classrooms
Please inform CHC leadership of any rooms left messy and needing vacuuming or table wiping.

Moms Lounge (cleaning supplies are in moms lounge cabinet):

- ☐ Help put coffee items away in the cabinet.
- ☐ Clean coffee pot (sponge and soap are in the cabinet).
- ☐ Help put refreshments away if the hospitality person leaves before 3rd period.
- ☐ Wipe tablecloths down (wipes are in cabinet).
- ☐ Fold tablecloths and put them in the cabinet.
- ☐ Push in chairs and put extra chairs away.
- ☐ Make sure the floor is clean, vacuum if needed.
- ☐ Empty trash cans, replace liners if needed.

Classrooms:

- ☐ Collect trash from trash cans in the classrooms.
- ☐ Replace trash liners in trash cans.
- ☐ Check to make sure rooms are picked up, post forgotten items to BAND.
- ☐ Make sure chairs are pushed in and extra chairs are folded and put away.
- ☐ Make sure the floor in the classrooms are clean, vacuum if needed.

Bathrooms

- ☐ Collect trash from trash cans in bathrooms.
- ☐ Replace trash liners in trash cans.
- ☐ Make sure bathrooms are tidy (no trash or excess water on the floor)
- ☐ Sinks look nice.

Hallway:

- ☐ Make sure hallway is clean (no crumbs on the floor etc)
- ☐ Check for forgotten items, post them to BAND.
- ☐ Put vacuums away in the utility closet.

Consent to CHC Policy and Statement of Faith

In order to preserve our unity, it is essential that all families who join CHC are wholeheartedly in agreement with our purpose and core beliefs. Below you will find a list of "I believe" statements that reflect the foundational truths we uphold. By signing this agreement, you affirm that these statements reflect your personal convictions and that you are committed to partnering with CHC in a spirit of shared faith and purpose.
Please read each statement carefully and prayerfully. Your signature indicates that you personally believe each statement.

If you are in agreement with and will abide by these policies, please sign and return.

* _____ the Bible is the inspired Word of God, as described in 2 Timothy 3:16-17: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."
* _____in one self-existent God, eternally manifest in three persons: Father, Son, and Holy Spirit.
* _____ that Jesus Christ is the Son of God, manifest in the flesh, who died, rose from the dead, and ascended into Heaven.
* _____ in the brotherhood of all believers who, through faith, have received the salvation provided by God's grace through the death and resurrection of Jesus Christ.
* _____that every person is made in the image of God and is created either male or female, with gender determined by biological sex.
*_____ each person is called to reflect God's image by living in accordance with their God-given gender. (Genesis 1:26-27, Matthew 19:4)

Please sign and return.

We have reviewed the Statement of Faith and CHC Policies and agree to abide by them. We understand that the services of CHC are engaged by mutual consent and that either we or CHC reserve the right to terminate any and all services at any time by written notification.

- Father – I agree _____ Date:_____
  Print/Signature

- Mother – I agree _____ Date:_____
  Print/Signature

Family Information / Registration

Primary Teaching Parent

Name:

Address:

City: State: Zip Code:

Cell Phone: Home Phone:

Church you currently attend:

How long have you attended there:

Testimony of Salvation:

Spouse

Name:

Occupation:

Cell Phone:

Church you currently attend:

Testimony of Salvation:

Student Information:

Name/Gender/Birth Date/Grade 2026-2027

1.
2.
3.
4.
5.
6.
7.
8.

Level of desired involvement at CHC. Please circle one:

Extracurricular activities only (field trips, parks days etc…)

Extracurricular activities and Class Day

CHRISTIAN HOMESCHOOL CO-OP OF IMPERIAL VALLEY
PARENT(S)/GUARDIANS/YOUTH WAIVER AND RELEASE OF LIABILITY

In consideration of being allowed to participate in any way in Christian Homeschool Co-Op of Imperial Valley, and their supporting partner organizations' related events and activities, the undersigned:

1. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. That there are health risks associated with the Corona virus/COVID-19 that could be contracted because of interaction with staff or other participants; and, that there may be other risks not known to us or not reasonably foreseeable at this time.

2. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death, as well as responsibility for transporting participants home in the event that they are unable to participate in any provided transportation due to COVID-19.

3. Release, waive, discharge and covenant not to sue Christian Homeschool Co-Op of Imperial Valley, Christ Community Church, Central Baptist Church, or its partner organizations, its affiliated clubs, their respective administrators, directors, agents, volunteers, and/or other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releases," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY.

_____
Print Name of Participant(s)

_____ Participant's Signature _____ Date

(if under 18-years old, parent or guardian must sign)

_____ Print Parent/Guardian Name

_____ Signature of Parent/Guardian _____ Date

_____
(Address of Participant)

_____ Telephone number of Parent/Guardian

Graduation/Promotion Checklist

- ☐ Obtain a list of all families with students in 12th, 8th and Kinder from leadership.
- ☐ Speak to leadership about possible CHC funds that may be available.
- ☐ Start a graduation BAND chat. Include at least one member of the CHC executive board and our Activities Coordinator.
- ☐ Schedule a planning meeting when most families of graduates can attend. A poll of availability is highly suggested. *see planning meeting sample agenda.
- ☐ Ask leadership for our CHC logo if using it.
- ☐ It's ok to ask CHC as a whole to help. (ex asking to bring a dessert, appetizer, or potluck item. Clean up/Set up help)
- ☐ Once date, time and location is decided, post a formal invitation on BAND to all CHC families.

Graduation/Promotion Planning Meeting Agenda

I. Open in prayer

II. Discuss celebration type; formal graduation, party, dance, beach day.

III. Decide on location, date, and time. (See past locations and contact person)

IV. Vote on graduate attire (ie regalia, nice clothing, casual).

V. Discuss Order of Events

VI. Discuss Keynote Speakers

VII. Vote on asking CHC families for help

VIII. Discuss having committees

-Decoration committee

-Ceremony committee

-Refreshment Committee

-Set-up Committee

-Clean-up Committee

IX. Next Meeting Date

Dance Checklist

- ☐ Post on BAND an intention to host a dance asking for volunteers. Feel free to look at past posts and copy wording.
- ☐ Speak to leadership about possible CHC funds that may be available.
- ☐ Obtain a copy of past locations sheet from the CHC handbook. These are just options, you may explore other locations.
- ☐ Start a dance BAND chat. Include at least one member of the CHC executive board and our Activities Coordinator.
- ☐ Schedule a planning meeting when most volunteers can attend. A poll of availability is highly suggested. *see dance planning meeting sample agenda.
- ☐ Ask leadership for our CHC logo if using it.
- ☐ It's ok to ask CHC as a whole to help. (ex asking to bring a dessert, appetizer, or potluck item. Clean up/Chaperone/Set up help)
- ☐ Once date, time and location is decided, post a formal invitation on BAND to all CHC families.
- ☐ After dance please feel free to communicate with leadership if there is a need to make adjustments to policies, check list, agenda, etc…

Dance Planning Meeting Agenda

I. Open in prayer

II. Decide on location, date, and time. (See past locations and contact person)

III. Theme/Colors

IV. Vote on attire (see student code of conduct)

-

V. Music (No explicit words or obvious bad themes?)

VI. Refreshments (Drinks, Meal or Dessert bar, Both)

VII. Discuss having committees

-Decoration committee:

-Refreshment Committee:

-Set-up, Clean-up, Chaperone:

-Bouncer/Check in-out/Security?

VIII. Open to youth groups? (must have a chaperone for youth group)

IX. Other notes:

Dance Code of Conduct

1. I will not engage in illegal activities
2. I will not bring or use alcohol, marijuana, cigarettes, or vapes.
3. I will speak to and treat others with respect at all times. Including using appropriate language.
4. I will respect the No PDA/NoPurple policy.
5. My clothing will adequately cover my body without being too revealing and without violating the clear Biblical mandate to walk in love and deference to others…
    - No spaghetti straps
    - No strapless dressed
    - No high slits
    - Dress length should come at least to fingertips, not revealing when bending over
    - Nice shoes
    - No undergarments showing above pants line
    - No gang related clothing
    - Words & images on clothing must be neutral or positive in nature.
6. I will be respectful to the church by cleaning up after myself and by not damaging any church property.
7. I will not leave until my parent, guardian, or authorized adult comes to pick me up.

Student Name:_____

Student Signature:_____

Who is authorized to pick up your student?

Print Name: _____

Phone Number: _____

I agree that my student may participate in the CHC dance. I have signed the CHC liability waiver, and I agree to the above CHC policies. I agree that the above authorized person may pick up my student from the dance and leave with them.

Parent/Guardian Name (print):_____

Parent/Guardian Phone Number:_____

Parent/Guardian Signature::_____

Event Locations/Contact Person

Christ Community Church, El Centro	Sarah Nunn
Central Baptist Church, El Centro	Ashleigh Creiglow
Gateway Church, Brawley	Any Member (Jenna, Kacie)