

# *Chosen Homeschool Co-op Family Handbook*

*"You did not choose me, but I chose you  
and appointed you so that you may go and bear fruit – fruit that will last."  
John 15:16*

## WELCOME!

As the leadership team of Chosen Co-op, we would like to personally welcome you to the group! We're excited that you're here and look forward to getting to know you and your family better as the semester progresses. If you have any questions or concerns, please don't hesitate to contact us. We're here to help and serve you in whatever way we can!

### *YOUR LEADERSHIP TEAM,*

Vale Stradley - Academic Admin  
Tiffany Birkholz - Financial and Tech Admin

## WHAT IS CHOSEN CO-OP?

Chosen Homeschool Co-op is a ministry of Calvary Chapel St. Petersburg that provides elective style classes to supplement the educational programs of homeschool families in our area. As a Christian program, we aim to show the love of Christ to every person who walks through our doors and pray that every family is blessed through their participation. We have HIGH standards and guidelines, which ensures your child the ability to learn in a safe and Christ-like manner.

## WHO SERVES IN THE CHOSEN CO-OP?

This Christ-centered homeschool co-op is composed of moms, dads, and educators who have come together with a desire to serve the homeschool community using their gifts and talents to teach these classes for very little cost in a safe and fun environment. We are so grateful for those within our co-op who have served and have given their time and energy over the years to strengthen and encourage the homeschool families that have passed through our doors.

Each year, we offer a spring and fall semester. These semesters are typically 11 weeks long, Thursdays only, and have 4 class periods of 55 minutes each. Grades 2-12 select

their classes in an elective style, while Kindergarten and First Grade are all-inclusive, all-day classes. Preschool classes are not offered. We also have weekly events and other special activities to create a sense of unity, friendship, and creativity.

## OUR STATEMENT OF FAITH

Chosen Homeschool Co-op subscribes to the same Christian beliefs and tenets as Calvary Chapel St. Petersburg, and all of our classes will be taught as such. Every teacher and staff member at Chosen Co-op must complete a ministry application detailing his/her statement of faith, which must be in agreement with Calvary Chapel St. Petersburg.

We believe that Jesus is God. We take Him at His Word. Because of this, everything we do is all for Christ. We invite you to learn more about Our Lord and Savior Jesus Christ and how you can find forgiveness and new life in Him.

Calvary Chapel St. Petersburg has been formed as a fellowship of believers under the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

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.

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; that He saves from sin and death all who come to Him through 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 personal, visible return to earth.

WE BELIEVE IN THE HOLY SPIRIT, who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower in 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 all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.

WE BELIEVE that all people are by nature separated from God and responsible for their own sin, but that salvation, redemption and forgiveness are freely offered to all, apart from works, by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

WE BELIEVE that the only true basis of Christian fellowship is Christ's unconditional (agape) love, which is greater than any differences we possess, and without which we have no right to claim ourselves Christians.

"I passed on to you what was most important and what had been passed on to me. Christ died for our sins, just as the Scriptures said. He was buried, and He was raised from the dead on the third day, just as the Scriptures said." ~ 1 Corinthians 15:3-4 (NLT)

# POLICIES AND PROCEDURES

*Our policies and procedures are under the authority of our leadership at Calvary Chapel St. Petersburg.*

## COVID-19

Calvary Chapel and the Chosen Co-op admin team have put in significant time and effort to jump the hurdles required by the CDC and county guidelines in order to meet in person. Please help us by:

- Parents choosing to wear a face covering at their own discretion when picking up and dropping off children
- For Students under 18, the decision falls to the parents, they are welcome to come in masks if that's what your family does
- chatting with your kids in advance about social distancing and hand washing
- staying home as a volunteer or teacher and keeping kids home if anyone is symptomatic or waiting on test results.

There will be sanitizer stations in the lobby before the registration tables. We will also be sanitizing all the classrooms between every class (during the class change periods). Due to the additional cleaning required, we will be encouraging parents to pack lunches for their kids or send them with snacks they can eat during the passing periods. We will also have a packaged snack table for purchasing snacks.

## PREPARING FOR THE FIRST DAY

Please read this entire manual to better familiarize yourself with our policies and procedures. Then [log in to our website](#), click on the "My Class Registrations" box, and click on each class title in which your child is registered to see a short description of the class(es), including any special supplies to be purchased or brought from home.

Some classes have no special requirements; however, we ask that every child come prepared with basic supplies: notebook, pencil or pen, and perhaps colored pencils or crayons depending on the age of the child and potential for use. Most children carry their supplies in a backpack or other tote-style bag. Please also consider marking any bags with proper identification.

Have your children get a good night's rest the night before co-op. Their day may be longer than they are used to, so eating a healthy breakfast is highly suggested too!

## STAYING INFORMED THROUGHOUT THE SEMESTER

Each week we send out a newsletter to keep you up-to-date on co-op happenings and important news. This will let you know about fun events we have coming up, what the Fun Theme is for the week, pics from the week before, and important news from the Admin team. Be sure to check your inbox and read it each week so you don't miss anything! We give you permission to just skim it and get to the stuff relevant to you.~)

Also we occasionally send out emails through the website. It's a good idea to check your profile settings to ensure that you get communication from us as well as your student's teachers. There are enabling boxes to check in order to select these preferences. You ultimately decide the level of communication you'll receive from us.

## ON THE FIRST DAY

Thursday is going to be a big day! We have a lot of new students and we would like for things to go as smoothly as possible. Please be patient and help us by following these guidelines:

- You will need to enter the building through the Main Lobby. We will have signs directing you where to go. Please do not try to enter from the East Lobby. This area is reserved for Calvary's preschool program. You will be turned away and told to go to the Main Lobby.
- On week one, check-in will begin at 7:30 am on Thursday morning, and then at 7:45 for weeks 2-11. On your way to the registration table on the first day, start by picking up and filling out the Emergency Contact/Medical Release form, and the Code of Conduct. These will be taken to the registration table where you will sign in your child(ren). If you need to make a payment, go to the Admin table after you drop off your child.
- 1st stop: All students will pick up their nametag and wristband at labeled tables in the lobby before getting to the sign in table. It is necessary for all participants of Chosen Co-op to have ID on at all times in order to be easily identifiable not only by our staff but also by the church staff and security. The name tag includes the student's schedule, making it especially important for new children to wear their name tag so they have it as a reference for where to go next. Please remind them that they **MUST** wear them at ALL times during co-op. This is a requirement!

A note on name tags - they must be worn on the front of the shirt where they are visible, not on the pants, backpacks, notebooks, jackets, shoes, socks, or any other odd place. We NEED to be able to see the nametag without doing a complete body search!

- Classes start at 8:00 am. After signing in at the registration table, you must walk your child to their classroom. You are not allowed to drop off your child in the hallway unsupervised.
- All students must be signed in and signed out by their parent or guardian. Security is a primary concern of ours. Students are never allowed to exit the co-op area unless supervised by the teacher or picked up by the parent. We are not allowed to let students meet parents in the Main Lobby or by the parking lot. You MUST check them in and out. Thank you for helping us with this.
- There are exceptions for students who drive themselves to and from co-op, but this must be arranged ahead of time and approved by the Academic Administrator. At no time are self-driving students allowed to “hang around” the church grounds after co-op hours.
- Once your child is signed out, you will be responsible for him/her. Please do not allow your child to run around and go crazy. We need to be respectful of the church property and the staff who are working there. We want them to know what wonderful homeschool families we represent. Once 4th period ends, no students are permitted to enter the Rec Room. We need to clear the area for safety and would appreciate your help in letting your kids know this as well.

## BEING ON TIME

We need your help! Children need to enter their first period classrooms on time. Our desire is for each student to have a wonderful, enriching time at Chosen, with as few distractions and interruptions as possible. When students are tardy, the teacher needs to either recap information shared in a lecture-style course or repeat instructions and redistribute supplies in an art-based or hands-on class. This takes time away from the students previously engaged and can be quite frustrating for the late student who now finds there is not enough time to finish a project.

We know how difficult it can be to get everyone going early in the morning, especially with young children! However, we ask that you make the necessary adjustments to your schedule to allow enough time to complete the sign-in process, purchase snacks if needed, and walk your children to class. (Of course there will be times when there are extenuating circumstances, so please understand we are not talking about unusual situations.) **Students need to be in their classrooms at 7:55 am so the teacher can begin class promptly at 8:00 am.**

## DISMISSAL FROM CLASSES (NEW TIMES STARTING SPRING 2022)

Below is our class schedule (note there are 15 minute passing periods to allow for sanitizing between classes):

Period 1:	8:00 am - 8:55 am
Period 2:	9:10 am - 10:05 am
Period 3:	10:20 am - 11:15 am
Period 4:	11:30 am - 12:25 pm
Period 5:	12:40 pm - 1:35 pm

Dismissal at the end of the day begins at 1:35 pm unless your child is finished before 5th period. However, we suggest that you arrive at 1:25 pm to begin signing out as the lines can get quite long. Please be on time so the teachers, staff, and clean-up crew can leave at a reasonable time as well. In addition, Calvary Chapel has asked that we be completely out of the building by 2:00 pm.

In order to pick up your child, you will need to go to the sign-out table at the entrance to the co-op area. If you are having someone else sign your child out, that person must be listed on your Family Information/Emergency Contact Sheet. We will not allow anyone who is not on the sheet to enter the co-op area. Furthermore, you may be asked to show identification, so please have a driver's license or other form of ID readily available.

At the sign-out table, you will be given one ticket for each child you are signing out, along with one ticket for any child with whom you enter. In other words, when you leave you must have one ticket per child who is leaving with you whether they are students of Chosen Co-op or just daily tagalongs. Please hold onto the tickets and show them to your child's teacher. Be sure to note classroom numbers ahead of time so you can find your children as easily as possible.

Continue to hold onto your tickets as you pick up your other children. Remember, you will need one ticket for each child with whom you are trying to leave with. Once you have all of your children, you will go to the exit for the co-op, which is near the sign-out table. When you get to the exit, *THAT* is the time when you will give up your ticket(s) and hand them to the official Chosen Centurion Guard/Keeper of the Gate.

## PAYMENT AND CLASS CHANGE DEADLINES

If you haven't already paid online (our preferred method of payment), sign in at the registration desk, drop off your kids, and then stop at the Admin Table to make your payment. We accept credit, cash, or checks written to Calvary Chapel, or online payment through our website via PayPal.

**If you have a discrepancy on your registration or if you would like to make a change to your child's schedule, you must do so by the Tuesday following the first week of classes.** To make any changes, you will need to go to the Admin Table at the end of the main co-op hallway and talk to Vale or Tiffany or email them at [chosen@calvarystp.org](mailto:chosen@calvarystp.org).

**If scheduling changes, cancellations, or withdrawals are requested after on-line registration closes, all material fees and the Family Registration fee are NON-REFUNDABLE. Any cancellations or changes MUST BE MADE BY THE TUESDAY FOLLOWING THE FIRST WEEK OF CO-OP.**

**NO REFUNDS OF ANY FEES OR TUITION WILL BE GIVEN AFTER THE TUESDAY FOLLOWING THE FIRST WEEK OF CO-OP.**

Full payment is due on or before the first day of classes. If the rare case occurs where this cannot be done, please contact the Chosen leadership team at [chosen@calvarystp.org](mailto:chosen@calvarystp.org) to see if other arrangements can be made.

Outstanding financial obligations must be resolved in full before registrations or waiting list requests will be accepted.

## TUITION DISCOUNTS AND SCHOLARSHIPS

If you'd like a discount on your tuition, Chosen offers a couple of options.

1. Be a full-time volunteer. Full-time volunteers are those who volunteer on campus every week. Parents who volunteer for one period each week for the whole semester receive a tuition credit of \$35. If you volunteer for two periods, you receive a tuition credit of \$70, and so on, up to a maximum of \$175 (5 periods x \$35). We also sometimes have a few jobs that can be done from home that also qualify as "full-time" volunteering. Contact Vale or Tiffany for more info.
2. Be a substitute teacher. Being on our substitute teacher list fulfills your volunteering requirement for the semester AND substitute teachers are paid \$20 per class period.
3. Apply for a scholarship. For those with a financial need, Chosen has a small scholarship fund that is offered on a first-come, first-served basis. If you're interested in applying for a scholarship, contact Vale or Tiffany.

## WALK-IN REGISTRATION

We do not allow walk-in registration. Please make your registrations online through our website at [www.chosenco-op.org](http://www.chosenco-op.org).

## WAITING LISTS ON FULL CLASSES

If during the course of registration, you find that a class is full, you may choose to be placed on the waiting list for that class. We often have students switch or drop before we close registration, so a spot may open. Please know that we do not bump anyone ahead of others based on whom we know or like; spots are filled in the order they are received.

PLEASE DO NOT go directly to the teacher and ask, beg, plead, or bargain for a spot. The teachers have no control over the wait lists, so they will not be able to help you. We assure you that we do our best, but many times we are unable to place your child in the class he/she requested first, so a second choice is optimal.

Also, if a student is on a waitlist and a spot opens up, but that student is already in a class with low numbers, we prefer to keep that student in the class with low numbers. This helps to keep our classes balanced. Sometimes we give preference to a student based on other reasons and this is left to the discretion of the Academic Administrator or the teacher. If a class seems super popular or you wish to see it offered again, we will suggest that the teacher repeat it the following semester.

## WEEKLY FUN THEME

Each week, check the calendar or the weekly newsletter for the upcoming Weekly Fun Theme. Some are silly (like Crazy Sock Day or Crazy Hair Day), some are serious (Like Camo Day or Team Sports Day). Each week we pick a winner for whoever has dressed the best and they get to pick a free snack from the snack table. Participation is not required, but it sure is a lot of fun!

*Also, any 'silly attire' for the Weekly Fun Themes must still conform to the Chosen dress code.*

## EVENTS AND EVENT PAYMENTS

Throughout the semester we have several fun events outside of the co-op setting for the purpose of fellowship and fun. Check the calendar or watch for the weekly newsletter to see what's coming up! For many of these events, we collect payment ahead of time. If we cancel the event, we will issue you a refund. However, if you register for the event and pay, but then cancel or do not show up for the event, a refund will not be issued.

## REGARDING ALL FIVE AND SIX YEAR OLDS

Our co-op is designed to give the best possible environment for your children, our teachers and the other families who are enrolled. Our policy for kids entering into the



kindergarten class is that they must either be five or turn five within the semester for which you are registering them. We also hope you can attest to your child's maturity and determine their readiness for a structured day.

Some of you have expressed interest in moving your first grader up to the second grade classes because you feel like he/she is ready for something more. Our first grade class is for our six year olds, and sometimes less ready or early seven year olds.

Please keep in mind that this is a very special and unique time to a youngster! Although some parents feel that their young ones may be smarter than the average and ready to move ahead, we have noticed that most children are not quite mature enough to handle the transition. Many times, they can be a distraction for the other students who are in their age-appropriate classes. Furthermore, putting a younger student in an older class takes the spot away from someone else who is actually age appropriate for that class.

It is for this reason that all six year olds must be registered in the first grade class and may not register for any second grade classes. This includes students who will be turning seven years old midway through the semester. If a child turns seven before the beginning of the new spring semester, he/she may take second grade classes beginning in that semester.

If you truly feel as though your child is too mature for the first grade class, we ask that you simply keep your child home for one more year so you can challenge him/her in your own homeschooling. When your child turns seven, you may return and enroll him/her in all second grade classes.

Thank you for understanding. And please remember, your children are only little for such a short time. So, treasure the moment that they are with one teacher and a room full of familiar friends. It is a very special time that should not be rushed!

## **VOLUNTEERING REQUIREMENTS**

Our co-op is non-profit and therefore relies heavily on parental volunteers to keep the co-op running successfully. Because of this, parents are required to volunteer one day per child during the semester equal to the number of periods your child attends the co-op (max of 3 days) or pay an opt-out fee.

Ex: 5 periods of student attendance = 5 periods (1 full day) parent volunteering per student

4 periods of student attendance = 4 periods parent volunteering per student

3 periods of student attendance = 3 periods of parent volunteering per student

3 periods of student attendance x 3 kids = parent volunteering for 3 days for a duration of 3 periods each day

We greatly encourage volunteering since our co-op can only function at its best when all parents, teachers, and staff are participating. However, we realize that this does not always work for everyone. If you do not wish to volunteer or have a scheduling conflict that does not allow you to do so, you may pay the volunteer opt-out fee. The opt-out fees are as follows:

\$80 for one registered child

\$100 for two registered children

\$120 for three or more registered children

If you have more than one child, we also offer an option to volunteer at least one of your volunteer days but pay a reduced opt-out fee for the rest.

1 volunteer day + \$80 for two registered children

1 volunteer day + \$100 for three or more registered children or

2 volunteer days + \$80 for three or more registered children

Decide which volunteering option will work best for your family, then during the online class registration process, look for “Step 2” on the class registration page. This is where you will make your selection to volunteer or pay the opt-out fee. If you do not choose an option, you will have the volunteer opt-out fee added to your account by admin.

If you choose to volunteer, you need to log in to your account, then go to the calendar and look for the words, “Volunteering Sign Up” on the date for which you want to volunteer. Click on those words and then follow the prompts. **You must sign up for a date to volunteer by the first day of co-op or you will be charged the volunteer opt-out fee.**

On the day you volunteer, if you are scheduled to start first period, you need to arrive at 7:50 am. We ask that you arrive a little early so you can get your children settled and be at your post by 8 am. If you are NOT scheduled to volunteer until later, please be on hand 15 minutes before your children start class. Remember, you are only required to work during the time your children are in class.

\*Note – Please keep in mind we do not provide childcare, and children are not permitted to tag along.

If you do choose to volunteer and an occasion comes up when you need someone to take your place, YOU will be expected to contact our Volunteer Coordinator to reschedule your time. Please do so as soon as possible. If you do not fulfill your volunteer time in a rescheduled slot, you will be charged the volunteer opt-out fee.

Failure to pay this fee will result in the inability to register for future semesters until this fee is paid.

Volunteers will be used in one of the following ways: teacher's assistant, hallway monitor, bathroom monitor, desk duty, clean up, or any other various jobs. Remember, we LOVE and APPRECIATE our faithful volunteers. The students are our highest priority, so we depend on you to make our students' co-op experience fantastic. All of our volunteer positions are important because they provide safety for all of our students and help our teachers tremendously.

We are aware that it may be necessary for you to make a phone call or send a text while volunteering. We ask, however, that you please keep this at a minimum, particularly if you are in a classroom. We realize that downtime does occur, and we want you to use that time to your advantage. You are welcome to bring a book, laptop, or something else to occupy your time when things are slow but never are these allowed when assisting in the classroom; we need to ensure those volunteers have their attention directed at assisting the teacher.

Please remain in our Volunteer Area at the head of the Elementary Hall near the Admin table when not actively serving so that our Volunteer Coordinator can easily assess who is available to help. Please do NOT leave the interior of the Co-op during the time you are expected to volunteer. If there are lapses in your schedule, return to the Volunteer Area promptly.

If you are serving through 5<sup>th</sup> period and/or helping with clean up, please email or talk to the teacher in your student's last class explaining that you are volunteering. The teacher will gladly arrange to bring any children in your care to you or to the Admin table to wait until you are ready to sign them out. Parents are asked to adhere to the dress code outlined in the handbook while volunteering.

Many of you have asked about your upcoming volunteer date(s) and what your specific duties might be. In order to keep everyone informed, our Volunteer Coordinator will send you an email alerting you the Monday of the week you are scheduled to volunteer as a reminder of your date and the proposed duties we want you to do for the day. We do ask for a return reply as a confirmation.

If your schedule needs to be adjusted in any way, please send an email to [volunteers.chosen@calvarystp.org](mailto:volunteers.chosen@calvarystp.org) with the words "Volunteer Change" in the subject box. We will do our best to offer you available alternatives. We greatly appreciate the time you give in order to help operate the co-op safely and smoothly so that these precious children can enjoy the learning and fellowship that goes on at Chosen.

## PARENTS WHO REMAIN ON CAMPUS

Chosen Co-op is a drop-off homeschool co-op in the fact that parents are not required to stay with their children. Although we encourage our parents to volunteer, they may certainly decide to pay the opt-out fee and enjoy their time off campus. Due to the security of the Calvary Kids Care Preschool Program, parents are not allowed to linger around the co-op area unless they are volunteering. So, if you plan on staying for very long, get ready to wear a volunteer sticker so you can help us out!

If you decide to stay on campus and not volunteer, you may spend your time in our Main Lobby. There are plenty of tables and chairs to hang out with friends, read in a corner or catch up on your computer duties. There is free Wi-Fi available throughout the church, as well.

We ask that parents do NOT host group meetings for purposes of promoting a business or educational organization. Our lobby offers a place for Christian fellowship among friends, time for parents to work one on one with a child, and relaxation for those who would like a quiet get-away.

Please note that Calvary Chapel is a NON-SMOKING environment. This includes inside the church, as well as outside on the church grounds.

## CO-OP GUIDELINES FOR BEHAVIOUR

*"A friend loves at all times." ~ Proverbs 17:17*

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." ~ 1 Timothy 4:12*

We are thankful Chosen Co-op has had so few disciplinary issues. However, because we are getting bigger, there are more opportunities for students to cause a little havoc. Discipline issues can take a fun class and turn it into a real headache. Our goal is for our students to have fun with their friends and learn in a safe and thriving environment.

Our co-op is composed of many ages in one small setting, grades K-12. It is important for all of our students to understand the importance and value of one another. Our setting allows us to be good Christian friends towards one another and to be good examples to our younger peers.

Along with teaching in wisdom from the Lord, we are to maintain discipline and Godly character in the classroom. We understand that sometimes a student is not trying to be disruptive, naughty and deceptive, but rather being goofy, full of energy, and maybe a bit excited. Our teachers have been trained to recognize the difference, but know that we still need to maintain an orderly and functional classroom. There is a balance between holding up the rules and standards, while at the same time showing grace, patience and understanding.

Our purpose is not to expect perfection, but rather to see growth, maturity, and the Fruits of the Spirit blossoming forth from each and every child who walks through our doors. In the end, the academics are not the ultimate goal here; our goal is to capture the hearts of these children for the Lord.

Please go over the rules and procedures with your children at home so they know what we expect from them. Our teachers will do the same in class, particularly during the first few weeks. Our job is easier when parents, teachers, and staff can all be on the same page.

Here is the list of rules that we have for our co-op:

1. Be respectful towards your teachers and fellow students
2. Listen quietly while others are speaking
3. Be considerate of other people's belongings and of the church
4. Walk quietly through the hallways and keep your hands to yourself
5. Be responsible with your homework and assignments
6. Accept responsibility for your behavior
7. Keep your area clean after each class
8. Use words that are honoring to the Lord and those around you

### **Prohibited Offenses**

The following behaviors are prohibited at Chosen Homeschool Co-op and co-op -related activities:

- Cheating/academic dishonesty – i.e., copying the work of another, or using the work of another as your own.
- Disrespect of, or disobeying, Chosen Co-op staff and/or persons in authority.
- Engaging in harassing, or bullying conduct.
- Engaging in threatening behavior toward another student or Chosen Homeschool Co-op staff or volunteer on or off Calvary Chapel property.
- Failure to complete assigned homework
- Persistent tardiness
- False accusations that may harm another student, staff or volunteer.

- Fighting.
- Leaving a classroom or the co-op designated area without permission.
- Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format.
- Theft (stealing property belonging to Calvary Chapel or another person).
- Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with students.
- Any illegal or immoral offense.
- Possession of any illegal item on the school campus.
- Any other offense as determined by administration.

We encourage our teachers to follow the rewards and consequences as listed below. Again, please review these with your children at home to help reinforce positive behavior.

<b>Rewards</b>	<b>Consequences</b>
1. Positive verbal praise from teacher and peers	1. Warning
2. Stars & stickers	2. Rearrange seating
3. Sit with a friend	3. Time out of class or activity
4. Treat from treasure box	4. Administrative attention
5. Tell parents and director about great behavior	5. Admin contacts parents

## OUR DRESS CODE

Our co-op is growing more and more each semester. We are thrilled with our growth, in particular our high school crowd. However, with so many students comes the responsibility of making sure our co-op has a standard of dress code that encourages modesty and Godly thinking.

In the past, we have had students who would test the limits. If you are questioning whether an outfit meets the standards, please err on the side of conservative. We understand this may be a bit strict for some families and you may even have to go buy a few new things, but please keep in mind that this is only one day a week for typically 11 weeks.

It is not fun for us to confront these issues with students and parents and we never want to embarrass anyone, so what follows is the procedure we have implemented to encourage Godly standards while trying to protect the heart of the students.

1. If a student does not dress appropriately, he or she will privately receive a warning, be required to read the dress code, and then be asked to change clothes or be sent home.
2. If the student receives a second warning, the student will be removed from class and a parent will be called to pick up the student.
3. If the student disregards the dress code a third time, the student will be expelled from the co-op for the remainder of the semester. Readmittance the following semester will be considered pending a review by the admin team.

Here are the dress code guidelines:

### **Girls**

- All shorts must be mid-thigh length or longer. Moms, please help us with this! (Tip: Have students put their hands at their sides. Mid-thigh shorts should be longer than their fingertips.)
- All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders. No low cut shirts.
- All skirts or dresses need to be knee length or longer. Please note that short skirts over leggings or pants are still NOT acceptable.
- Form fitting leotard/spandex/yoga pants are not allowed unless worn with loose fitting shorts that cover to mid-thigh or longer or a skirt or dress of knee length or longer. (Tip: Have students put their hands at their sides. Mid-thigh shorts should be longer than their fingertips.)
- “Skinny” jeans may be worn only with a shirt that fully covers the buttocks or longer.
- Leggings, jeggings, etc, may be worn only with a tunic, long shirt, dress, etc. that is knee length or longer.

### **Boys**

- No pants hanging low with underwear hanging out
- No tank tops
- No offensive t-shirts
- No exposing armpits or bellies, even in athletic classes
- “Skinny” jeans may be worn only with a shirt that fully covers the buttocks.

## **OUR ATHLETIC DRESS CODE**

We understand that children like to wear lighter clothing while participating in athletics. However, the attire still needs to be appropriate. If a student does not dress accordingly, he/she will be asked to change and/or sit out of class. The following applies to girls and boys of all ages:

- No skin-tight exercise biker shorts or yoga style pants, unless covered by other shorts that are mid-thigh or longer. (Tip: Have students put their hands at their sides.

Mid-thigh shorts should be longer than their fingertips.)

- No tank tops, only t-shirts or athletic-style t-shirts are allowed.
- No shortie exercise shorts, only mid-thigh gym shorts are allowed.
- No skin-tight shirts
- No exposing armpits or bellies
- Girls-only dance classes do have exceptions.

## BANNED ITEMS POLICY

As we have already stated, our co-op is growing and with that growth comes the need for more specific guidelines to ensure everyone's safety and comfort.

Some students may be accustomed to carrying pocket knives; however, these items are not allowed on our campus. If a student is found with a pocketknife or any other type of potentially dangerous item, the item will be taken by the teacher and held until the parent can personally retrieve it at the end of the day.

In regard to ensuring a peaceful learning environment with attentive students, all cell phones, iPods, MP3 players, and other electronic devices will not be allowed during co-op hours. If these items are viewable (whether in use or not) during co-op hours, the teacher will retain the device until the parent retrieves it. If a child is carrying a cell-phone for emergency purposes, he will be reminded to set the phone to silent/vibrate and to store it either in his pocket or backpack. We will have a cell phone safe area near the Resource Room door. Students may come to us and let us know that they need to make a phone call or send an emergency text, if necessary. Otherwise, cell phones are prohibited.

## OUR POLICY ON SHADOWING

Only registered students of Chosen Co-op are permitted to attend classes. We know that sometimes parents may find themselves responsible for a friend or relative's child during co-op time. As much as we would absolutely love to have them shadow along with your child, it is our policy to not allow students who are not registered with the co-op to shadow. We really wish we could allow for this and we understand that a child may want to bring a friend at times, but it places an extra burden on our teachers.

In regard to new visitations, if there is a new homeschool family who would like to sit in on a class, we will ask the teacher first to see if this is acceptable. With his/her permission, we will allow the student to shadow a class (or more) for the day.

\*Please note – All new visitations must be preapproved through the Academic Administrator well in advance.



## EMERGENCY MEDICAL PROCEDURE

In the event that a student may become ill or have a medical emergency during co-op hours, please take note of the following procedures:

- In case of a medical non-emergency, we will provide the student with an ice pack, Band-Aids, towel, clean shirt and/or lots of attention.
- In case of a medical emergency, we will call upon the safety team of Calvary Chapel and/or call 911, as warranted.
- For all medical issues, both non-emergency and emergency, we will make every attempt to contact the parent, guardian or emergency contact listed on the student's family information sheet and registration sign-in sheet as soon as we are able.
- We DO NOT administer medications or over-the-counter drugs.
- We are not medical personnel.

## BATHROOM POLICY

All students must be sent to the bathroom in pairs, not alone. High Schoolers may go alone. Students may only use the bathrooms near the Resource Room, the East Lobby, the Main Lobby and the bathrooms in the Rec Room if the student is taking a class in there. Teachers may take the entire class to the Main Lobby to use these restrooms, as well. No unsupervised children are allowed in the Main Lobby.

We are NOT allowed to use the bathrooms near the playground exit at ANY time due to Calvary Kids Care regulations.

## SICK POLICY

If your child has been exposed to the flu, Rotavirus, strep throat, or any other contagious virus, or is running a fever, having tummy problems or showing green runny nose stuff, we ask that he/she does not come to class.

If you are planning on volunteering and your child is sick or you have any reason to believe that you have been exposed and may be carrying a yucky virus, please stay home and rest as well. We will find a substitute for you and reschedule your volunteer time! Please know it is our desire to have a healthy atmosphere for our students. We understand how hard it is when a virus hits an entire family, so we just ask that you please keep sick children home. \*Remember, if the majority of your family is ill, you can probably assume that those who are not will be soon and are therefore contagious. So please, keep that child or adult home too.

## REGARDING SEXUAL CONDUCT

In light of society's changing norms regarding sexual behaviour and gender identification, as a ministry of Calvary Chapel we find it necessary to clarify our position and set up some guidelines for student behavior in these matters while on campus participating in the co-op or during co-op sponsored events.

Below you will find an excerpt from the by-laws of Calvary Chapel defining the values we expect to see reflected in student behaviour while at the co-op. This statement does not provide grounds for bigotry, bullying or hate, as we fully believe that every person must be afforded compassion, love, kindness, respect and dignity, regardless of his or her lifestyle. Hateful and harassing behavior or attitudes directed toward any individual are sinful and are not in accordance with the Scriptures nor the doctrines of Calvary Chapel. Such behaviour will not be tolerated.

*Section 9.2 - Statement on Marriage & Sexuality*

*It is Calvary Chapel's position that marriage involves the union of one man and one woman in permanent sacred fidelity. Though various cultures and customs have evolving definitions of marriage, it is God alone who has ultimate authority to prescribe and describe the marital relationship (Genesis, Matthew 19: 1-9, Mark 10:1-12). Furthermore, sexual intimacy is only properly exercised and pursued within the confines of this marital relationship. Sexual immorality, defined as any sexual activity outside of the boundaries of the sacred marital relationship between one man and one woman, is clearly and expressly prohibited by the Lord (Matthew 15:19, 1 Corinthians 6:9-11, 1 Thessalonians 4:3, Hebrews 13:4 ).*

*As a consequence, Calvary Chapel regards any and all forms of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pornography or even lustful intent toward such, as sinful and ultimately unsatisfying. Moreover, Calvary Chapel also regards as sinful the intent or desire to surgically alter one's biological sex to a different sex. Since the body is a creation of God, Calvary Chapel holds sexual identity to be biologically determined. As such, gender norms are to be observed in accord to biblical standards. Disagreement with one's biological sex only leads to spiritual confusion and emotional chaos (Genesis, Romans 1:26-32, 1 Corinthians 6:9-11 ).*

Co-op students may not discuss things of a sexual nature with other students, share images of a sexual nature, text each other regarding things of a sexual nature, discuss sexual orientation or promote behavior or ideals that are in any way not in accordance with the biblical standards outlined above.

Disregarding this policy will lead to disciplinary action, up to and including expulsion.

## RELEASE AND WAIVER OF LIABILITY\*

I understand, by submitting this Chosen Homeschool Co-op membership form, that our family is participating in co-op activities at our own risk, and therefore we release Chosen Homeschool Co-op, the Chosen Homeschool Co-op Leadership Team and Executive Board, and Calvary Chapel St. Petersburg from all liability. I also understand that being a member of Chosen Homeschool Co-op involves responsibility, and I have read the Parent Handbook/Class Catalog and will adhere to the guidelines set forth within it.

I also understand and give permission for Chosen Homeschool Co-op and/or Calvary Chapel St. Petersburg to use pictures/images of my family members or myself in its newsletter(s), website(s), and for all promotional materials. I understand that these pictures/images help to tell the story of Homeschooling and I release and hold harmless Calvary Chapel St. Petersburg, Chosen Homeschool Co-op, and their photographers, agents, licensees, members, and employees from any and all claims and demands associated with this release, including all claims for libel. I also waive any claim for damages and any right to compensation that I may have for the foregoing.

*\*For your reference, this is a copy of the Waiver of Liability that you agreed to during the process of creating your account on our website. We have a time and date stamp on record for your account which is considered a legally binding signature.*

## INTERESTED IN TEACHING?

We are often looking for teachers to add to our lineup. If you have a heart to teach, a topic of interest, or a special skill that you would like to share with our students at co-op, please contact us at [chosen@calvarystp.org](mailto:chosen@calvarystp.org) and we will be happy to talk with you about what is required of our teachers and how the process works.

If, after talking with us, you decide you would like to teach and we feel you would be a good fit, you will need to complete the Calvary Chapel Serving Application, the Calvary Kids' Serving Addendum, a background check (at the church), and attend the teachers' meeting before the semester starts.

## CONTACT INFORMATION

Chosen Homeschool Co-op Leadership Team Email:  
[Chosen@CalvarySTP.org](mailto:Chosen@CalvarySTP.org)

Chosen Homeschool Co-op Website:  
[www.chosenco-op.org](http://www.chosenco-op.org)

Calvary Chapel St. Petersburg Website:  
[www.calvarystp.org](http://www.calvarystp.org)