



# **Member Handbook**

*for Families of*

*Faith Homeschool Co-op*

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# **Section 1 – PURPOSE AND MISSION**

## **Mission Statement**

To provide a safe and caring Christ-centered community, where families can grow and thrive on their homeschool journey, and in their relationship with God.

## **Purpose**

Faith Homeschool Co-op is a Christian homeschool co-op and ministry of University City Church (UCity). We desire to be a ministry that partners with and encourages homeschooling families in the greater Tucson area. As parents who have made the commitment to home educate your children, it is not our desire to take the place of your homeschool, but rather supplement it with our Christ-centered co-op. We want to build community among homeschool families and encourage each other along the way.

- Our co-op is a non-profit homeschool ministry.
- We provide classes for nursery-12th grade.
- Our co-op meets once a week on Thursdays for 12 weeks each Semester
- We have a fall semester September - December, and a Spring semester January - April
- Each 12-week semester culminates with a Family Night.
- Classes are taught by parents in the co-op.
- Our co-op is a closed campus; meaning, at least one parent per family stays and participates either by teaching or assisting in a class for the duration of the co-op morning.

## **Statement of Faith**

Faith Co-op operates as a Christian ministry and makes decisions according to the ethical and moral standards established in the Bible.

Faith Co-op does not require members to sign a statement of faith. Our co-op is evangelistic in nature, meaning it is open to every homeschooling family. ***Only teachers and leaders must sign our Statement of Faith.***

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5) which distinguishes believers from non-believers. This is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity within Faith Co-op. (Rom. 15:7)

*We believe:*

- The Bible is the inspired, infallible and authoritative Word of God. (2 Timothy 3:16-17; 2 Peter 1:21)
- God has existed from all eternity in three Persons: God the Father, God the Son and God the Holy Spirit. (Matthew 3:16-17; 2 Corinthians 13:14)
- Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2,14)
- All men are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23 and 5:12; Ephesians 2:1-2)
- The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. (1 Corinthians 15:3-4; Acts 1:3)
- Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9)
- "Have you not read that He who created them from the beginning made them male and female, for this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh?" (Matthew 19:4-5)

## **Section 2 – MEMBERSHIP**

### **Conditions for Membership**

Membership is open to homeschooling families in the Tucson area based on space availability. Arizona state law defines homeschool as a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the child or nonpublic instruction provided in the child's home. (**ARS §15-802 G.2.**). Families enrolled in a publicly funded distance learning or virtual school program will be considered for membership on a case-by-case basis.

Potential members may request membership through our website at any time during the year. After the Executive Leadership Team (ELT) approves the membership, members are invited to register for classes.

Families must become members of Faith Co-op first, in order to enroll their children in classes. Faith Co-op is a parental, cooperative group. Membership demonstrates a willing heart to serve the group.

Members commit for a full 12-week semester, and are required to sign the Letters of Commitment and remit membership dues. Members teaching or enrolling a child in a 2-semester class, commit to participate in both 12 week semesters (Fall and Spring).

Students depend on teachers to follow through with their commitment to teach the classes for which they have volunteered. It is extremely important that members join with the understanding that they are expected to continue through the entire semester(s). If at any time during the term of membership unforeseen circumstances force a family to break their commitment with the co-op and thereby withdraw, they must inform the ELT in writing as soon as possible. If a family withdraws in this manner, the ELT will have discretion to grant or withhold future membership.

### **Background Checks**

When a new member applies for membership in the co-op the participating member will agree to sign for a background check. This background check is good as long as they are a member in good standing with the co-op.

### **Parent Participation**

Each participating parent will be assigned a position at the co-op and asked to sign a release for a background check. If the parent is not a teacher, then he/she will be assigned to be an assistant either in a classroom or wherever is deemed necessary by the leadership team. Parents are required to serve during both blocks.

### **“No Drop Off” Rule**

Because Faith Co-op is organized as a cooperative effort by the parents, it is necessary to enforce the “no drop off” rule. Faith Co-op is not a drop off co-op, meaning that every child enrolled must have a participating parent who is at the co-op the entire time that the child is there. If the participating parent is not abiding by this rule, the ELT will contact the parent by phone or email. If that parent offends again, that family’s participation at the co-op may be jeopardized.

## **Guardianship**

In limited situations, Faith Co-op does allow a transfer of guardianship to another registered parent. The Guardianship form is available on our website and needs to be approved by the ELT before it can take effect. The form can be used in one of two ways: 1. When a family has a “One-time circumstance” (i.e., sick on co-op day) **or**, 2. When a family has “extenuating circumstances” and anticipates needing a guardianship transfer for more than 2 weeks. If extenuating circumstances exist, the guardianship form must be **pre-approved** by the ELT before it goes into effect.

## **Financial Responsibilities**

Membership dues to participate in Faith Co-op are \$70.00 a year per family. Our membership year runs from June of the current year through May of the following year. All fees, including membership dues and class fees must be submitted by the specific due date given each semester, which is exactly one week prior to the semester start date. If payment is not submitted on time, a \$10.00 late fee will be added. If a member refuses to pay all dues, class fees, and any late fees they may have incurred by the morning of week 2 of the semester, their membership may be canceled by the ELT.

Current paid members may be involved, but are not required to participate, in any Faith Co-op extra curricular activities.

## **Discount**

It is our desire that finances never keep a family from participating in Faith Co-op. For this reason, limited discounts are available upon request. In lieu of financial contribution - opportunities to contribute time/effort are available, and may be requested of you. You may obtain a membership discount application by downloading the form from our website, <https://www.homeschool-life.com/az/fpt/>. Please return the completed application to the Treasurer. All discount forms need to be approved and signed by the ELT before the first day of classes in any given semester.

## **Refund Policy**

In the event of a family’s withdrawal or termination of membership, no member shall have any claim for refund of any monies paid. *In case of unforeseen hardships, some exceptions may be made. The Executive Leadership Team will evaluate each case individually.*

## **Section 3 – SCHEDULE**

### **A Typical Co-op Day**

<b>8:45-9:00</b>	<b>Sign-in</b>
<b>9:00-9:10</b>	<b>Worship</b>
<b>9:10-9:30</b>	<b>Chapel</b>
<b>9:35-10:30</b>	<b>Block A</b>
<b>10:35-11:40</b>	<b>Block B</b>
<b>11:40-11:50</b>	<b>Clean-up</b>

### **Morning Chapel**

Faith Co-op offers families the opportunity to study God's Word together during Chapel and also at home throughout the week. All Faith Co-op families are required to attend morning Chapel and sit together as a family. Important announcements, a Bible lesson, prayer, and worship will occur during this time. Every effort will be made to ensure this is a time when all members can be unified in praising the Lord according to our Statement of Faith.

Each week, resources may be provided that follow the Chapel theme and will include age appropriate follow-up questions, and memory verses.

### **Staying on Time**

Every effort will be made to start co-op on time beginning with Chapel and to switch classes on time. Teachers and students are given 5 minutes between Blocks to change classes – please be on time!

Note to Teachers: Please DO NOT excuse or allow students to be dismissed from your classroom before the designated time.

## **Section 4 – CLASSES**

### **Teacher Qualifications & Expectations**

If you are currently homeschooling, then you have discovered something wonderful about your calling: You are a teacher! Faith Co-op is a great opportunity for you to bless your children and other children by doing just that. Twice each year you will have the chance to share in an area that you enjoy. While parents who enroll their children are not required to teach, we are dependent on their willingness to do so in order to offer a variety of classes for students. We ask all teachers or prospective teachers to fill out a Teacher Application Packet which includes signing a Christian, non-denominational Statement of Faith.

On some occasions, we have allowed students to teach a class in which they feel they have an expertise. Our Class Coordinators will consider an application from a student if he/she meets the following requirements:

- The student is at least 16 years old. (exceptions will be considered)
- The parent is willing to actively supervise the teacher and the class.
- The student is a member in good standing.

Teachers will inform parents in the event a child is not completing class assignments or does not appear to comprehend the subject matter. In the event that a student fails to submit homework, the teacher is to notify the parent.

### **Class Suggestions**

An opportunity is given to submit class ideas for the following semester approximately midway through the current semester. Children are encouraged to submit ideas for subjects of interest to them. The teacher of a class determines the contents of the class, and writes the class description. The ELT has the authority to determine the suitability of class offerings; not all proposed class ideas are necessarily approved. Once the class description is published, the teacher must stay within the framework of that description.

Faith Co-op classes will be taught from a Christ-centered, Biblical worldview with an emphasis on apologetics whenever possible.

### **Class Fees/Budget**

It is expected that teachers will keep class fees as low as possible. The ELT may question the budget amount or ask the teacher to adjust the amount as deemed necessary.

Teachers are required to submit their Class Fees budget upon submitting their teacher application and/or class description each semester. Teachers must keep their actual class costs at or below their budget. Teachers are responsible for keeping a running tally of their expenses to insure that their class does not run over budget. The co-op is not responsible for expenses beyond the Class Fees budget.



## **Submitting Expense Receipts**

Teachers should submit expense receipts for their budgeted Class Fees to the Treasurer on or **before the last co-op day** of the semester, by completing a Faith Co-op Reimbursement Form, with receipts attached. Receipts **must** be attached, in order to receive your reimbursement. If your child is a student teacher, please help them to make sure they follow these guidelines so that they can be reimbursed.

## **Teacher Assistants**

If you are assigned to assist in a classroom, it is essential that you get involved, whether you know the material or not. The teacher will need you to help maintain discipline, encourage student participation, assist in dispersing materials, and monitor the clock. If you are helping with the younger children, please get on the floor and interact with them whenever possible.

Teacher and assistant positions may be reassigned by the ELT, and will be finalized after class size and availability considerations are taken into account.

The ELT must remain available to assist all teachers and assistants during the working hours of the co-op and therefore will be relieved of all teaching or assisting obligations of membership when possible.

## **Substitute Teachers**

During times of illness, it may become necessary to pull parents from their assigned position to cover for missing teachers. We do make every effort to limit this sacrifice to once per semester. (If you or a family member is ill please go to the section on **Absences** page 8)

## **Class Registration**

The ELT, along with the Class Coordinator, will determine a schedule of classes for each semester. The schedule and class catalog will be posted on the co-op website prior to Class Registration day. Every attempt is made to ensure that children are scheduled for the classes they request. However, please note that class registration occurs in the following order:

- Children of ELT and Leadership Team
- Children of parents teaching
- All others

When a class is full, it will be closed. In addition, if a class minimum is not met, the class may be canceled. Please note the class registration dates and times of each semester, as registration deadlines are firm.

Ordinarily, children will be assigned to the grade level to which they would be assigned in a typical school. This is based on age, not ability. Children may be designated in a lower or higher grade as assessed by the parent. However, any teacher after the first class, and by the third class, has the right to say the placement of the child isn't working for the good of the class, and the child will be reassigned.

## **Family Folders**

Each registered family is given a file folder we refer to as the Family Folder. We keep these folders in a portable file box that we set out each week at the sign-in table. Our family folders act as our “inter-office mail”. Feel free to use these to drop notes to friends, communicate with leadership and for teacher thank you cards. Please be sure to check your folder by the end of each co-op day. All parent name badges will be kept in the Family Folder.

## **Name Badges**

Adults and children must wear their name badges each co-op day where it can be seen. All parents and children (K-12 grade) will be given lanyards, while preschool and nursery children will have name tags. The lanyards and name tags will be located at the check-in table as you enter the sanctuary. In order to start Chapel on time, please arrive 10-15 minutes early to check your Family Folder, get your name badges, and find your seats.

Note: Lanyards are to remain at co-op and will be kept in the name badge container each week. Please do not take them home. If you lose or misplace your lanyard, there will be a \$1.00 replacement fee as you **MUST** wear your name badge at all times while at co-op.

## **Guests**

No unregistered children may attend Faith Co-op classes. However, occasional visitors are allowed but must be approved by the ELT prior to the co-op day. A visitor name badge for your guest will be provided at the check-in table. Your guest must wear it for the duration of the co-op day. ELT approved unregistered children will need to stay with the member who brought them, unless ELT pre-approves that the child can attend classes within their grade.

## **Absences**

Families joining the co-op are expected to attend every co-op week. Illnesses and unexpected emergencies may make it impossible for one or more family members to attend co-op on a given day (see Wellness Policy). In such cases, it is the responsibility of the parent/teacher to ensure that a class outline and materials get to the co-op, and that a substitute is found. Ordinarily, the designated teacher assistant would be expected to fill in as a substitute. If a family member appears to be ill, it is best to be prepared by lining up a substitute ahead of time. If you are a teacher and find yourself too ill to teach your class, please call your **assistant teacher** and arrange with them to lead the class that day. **Then call the Class Coordinator**, and let her know of your arrangements.

**\*\*\*\*Adults need to make arrangements by actually speaking with the other adults. Leaving a phone message or text is not sufficient.\*\*\***

If in the case of illness or emergency, a parent must be absent and the children are able to attend, children may come with the other parent, a grandparent, or another member parent. In this case fill out a guardianship form, found on our website, to send along with the adult who is bringing your child, and who has agreed to be responsible for them on that day. The parent must inform the Director of this arrangement as soon as possible (see Guardianship under Section 2).

If there is a highly contagious illness in your family, however, please keep *everyone* home. As soon as you are aware that you will not be able to attend, please call our Class Coordinator.

Note: When children are absent from co-op, it is the parent's responsibility to be sure their teachers are contacted so new homework assignments can be done in time for the next class.

## **Snacks**

Please pack a small, quick snack for your child to eat during the first 5-10 minutes of Block B, and be sure to mark all containers with your child's name. **\*\*Note: We are a nut-free zone.** Please respect this important policy and DO NOT pack any snacks containing peanuts. ***\*Please pack clear liquids only for your children.***

## **Section 5 – OTHER POLICIES AND PROCEDURES**

### **Wellness Policy**

Please do not bring your child to co-op if he/she has any of the following:

- Temperature (fever) of 100°F or higher
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea within the last 24 hours
- Productive cough with fever or sore throat
- Head lice
- Loss of taste or smell

### **Evacuation Emergency Procedures**

In the event of an evacuation emergency, please grab your purse and vacate the building via the nearest exit with your students. Teachers and assistants must stay with their class making sure that all their assigned students are accounted for and safely exit the building. Do NOT attempt to reunite with your children prior to exiting. Make your way out to the parking lot with your students quickly, and safely.

### **Set Up and Clean Up Policy**

We want to be good stewards of the facilities that have been entrusted to our use.

We also strive to leave the building cleaner than we found it. Every week, everyone will spend the last 10 minutes of co-op cleaning up the areas that have been assigned to them. This will include picking up any crumbs or trash on the floor, wiping down tables, and putting chairs away nicely. Clean up is the responsibility of all parents and students alike. Once your assigned area is cleaned up, please assist in cleaning up wherever help is needed so that we may all vacate the building by 11:50. Please encourage your kids not to wait to be asked to do their share. Many hands make light work! Also during this time kids should be in the designated area. There should be no kids running around.

### **Pick Up Policy**

To ensure safety and order, we ask that all Preschool and Nursery children wait in their last block classroom until they are picked up by only their parent. The nursery and preschool teachers cannot finish cleaning their rooms until these children have been picked up. If you have children 4 and under, we ask that you pick up your children as soon as you are done cleaning your classroom, and leave quickly, so that other members can more easily clean up the remainder of our co-op.

## ***Section 6 – EXPECTATIONS AND DISCIPLINE***

### **Student Expectations**

**R**espect others and the property of our host church. Walk quietly between classes.

**U**se time wisely. Come to class prepared to learn and participate, having completed assigned work.

**L**isten and follow directions.

**E**njoy learning.

**S**et a good example. Any immodest clothing or public display of affection is not acceptable at the co-op.

**\*\*No bullying of any kind will be tolerated. Students ages 7 and older are required to sign a Student Conduct Form agreement. All students are expected to treat each other with kindness and respect at all times. All bullying is subject to our discipline policy\*\***

### **Parent Expectations**

In order to function as a cooperative, Faith Homeschool Co-op expects parents to:

- Read all material given to them. Email is the primary form of communication in our co-op. Be sure to check and read all emails carefully.
- Adhere to the policies and plans of action in place, so that our co-op may flow smoothly and with harmony between its members.
- Come prepared to help where needed. “Many hands make light work.”

### **Discipline Policy**

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful to their peers. At the beginning of each session, teachers will explain class rules to the students so that they understand what is expected of them during the co-op.

If a student is disruptive, the following process will take place:

- First offense: the student receives a clear warning from the teacher or other adult.
- Second offense: the student is removed from the class and the student's parent will be located.

- Third offense: the student and parent will meet with the Director to see if the student should continue to participate in the co-op. If the student continues to have discipline issues, the parent will be asked to remove the student for the remainder of the session, without a refund of fees or dues.

## ***Section 7 – CODE OF CONDUCT AND DRESS CODE***

### **General Dress & Conduct Guidelines**

We believe that a Christian's appearance and conduct is a demonstrative part of his or her testimony, should reflect Biblical standards, and should at all times be pleasing to God and uncompromising of our Christian values. How an individual behaves and dresses also reflects the philosophy and standards of the group it represents. We wish to convey through our membership a message of obedience to God's Word. 1 Corinthians 10:31-33 states:

*"So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God--even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved."*

Therefore, it is in this spirit that we ask that all Faith Co-op member families and their guests at sponsored events abide by the following established guidelines. In all that we do, we desire to develop and maintain a reputation that encourages attendance at our events as well as an environment where everyone feels loved, accepted, and our Christian values are not compromised.

**DRESS:** Modest dress is expected (parents and children alike).

- Tops must cover the midriff. Sheer, low cut or strapless dresses and tops are not acceptable, nor are spaghetti straps or backless tops. Sleeveless tops must cover the bra straps.
- No inappropriately short shorts, skirts or dresses allowed.
- Undergarments must be covered at all times.
- Shirts may not have inappropriate slogans, words or pictures.

If anyone is dressed inappropriately, he/she will be sent home to change clothing.

## **CONDUCT:**

Respectful behavior is expected.

- Refrain from physical displays of affection indicative of romantic relationships during co-op hours.
- Alcohol and/or drug use will not be tolerated. There will be no warnings issued and immediate suspension will occur.
- We should strive to build up and encourage one another in our conversations. Name calling, mocking, excessive teasing or making fun of another's opinion does not edify. No bullying allowed!
- We need to respect the facilities we are allowed to use and leave them in better condition than when we arrived. Please ask what you can do to help clean up after an event is finished.
- Please honor and respect those in authority.

For any of the above offending behavior or actions the Discipline Policy will be followed.

## **Section 8 – COMMUNICATION**

### **Website**

There is a wealth of information found on our website, such as members and leadership contact information, important dates and reminders, vital downloads, a discussion forum, and much, much more.

Our web address is <https://www.homeschool-life.com/az/fpt/> and is easy to navigate. The first page you'll see is the welcome page. Although you can access quite a few pages from here, you will need to login if you want to see any kind of member specific information. Click on "Login" in the upper right corner and enter your user name and password.

You should have created a user name and a password when you first registered with the co-op. After logging in, you'll find helpful links in the left-hand column. Be sure to check the website frequently as the Calendar is updated frequently, as well as active pages and new pages that are added periodically.

Please note the phone lists, directories, and other paperwork including private information found on the website **shall not** be distributed to anyone outside of Faith Co-op by any member or leader. Information on the membership website is for use by current co-op members only.

### **Discussion/Forum**

Through the website's discussion/forum navigation link, families are able to post questions, share experiences, request information, etc. to the group through email. This forum is a wonderful interactive tool and is provided as a means of communication with all of our member families. The forum feature is provided in good faith; please use it in good faith.

It is through this forum that the ELT & Leadership Team primarily shares information with member families, so please be sure to check emails frequently to stay up to date on important co-op information.

If a member family would like to send a private message to the ELT, please use:

[faithhomeschoolcoop@gmail.com](mailto:faithhomeschoolcoop@gmail.com)



## **Section 9 – LEADERSHIP TEAM**

It is a blessing and joy to serve our co-op families. Please keep all leaders, teachers and families of Faith Homeschool Co-op in your prayers throughout the year! If you have any questions or concerns, please feel free to contact us any time.

### ***Executive Leadership Team***

**Dominic & Ashley Campbell – (520) 390-0140 / [ashmm18@msn.com](mailto:ashmm18@msn.com)**

**Jared & Jessica Kibler - (520)-331-8047 / [jessicaschamahorn6@gmail.com](mailto:jessicaschamahorn6@gmail.com)**

### ***Co-op Leadership Team***

**Co-op Co-Director: Ashley Campbell – (520) 390-0140 / [ashmm18@msn.com](mailto:ashmm18@msn.com)**

**Co-op Co-Director: Jessica Kibler - (520) 331-8047 / [jessicaschamahorn6@gmail.com](mailto:jessicaschamahorn6@gmail.com)**

**Class Coordinator: Sondra Pataconi – (520) 490-4553 / [dspataconi@hotmail.com](mailto:dspataconi@hotmail.com)**

**Class Coordinator: Ashly Baker - (619) 743-2895**

**Treasurer: Lane Smith - (520) 591-7091**

**Secretary: Casey McInelly - (773) 551-5886**

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*Thank you to all the Parents and Teachers for serving at the co-op. You are truly appreciated! Faith Homeschool Co-op could not exist without your care and support!!*

***Thank you for being a part of our co-op family!***