



Handbook for the 2017/2018 school year

www.homeschool-life.com/mi/ctkcoop

Christ The King Parish Homeschool Cooperative Handbook

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I. Standards and Expectations – Centered on the Virtues

**Please note: All parts regarding the Catholic mission and education by the virtues is solely pertaining to our Thursday co-op day, NOT our Tuesday OVA funded drop-off program.*

It is our intention to build a program that brings our children and families more fully towards Truth, Goodness, and Beauty. Instruction in Truth and Beauty occur properly in the classroom. We can draw our children towards the Good by teaching it in the classroom as well. But it is not our goal to teach children about the Good, so much as to make them, with God's Grace, good. Goodness in persons is virtue. Classroom instruction in Virtue is meaningless if we are not concerned with teaching them to be virtuous, which is a matter of action and not merely knowledge. Development in virtue is brought about in part by setting standards of behavior, which is necessary for an organization in any case.

Faith, Hope and Love are both the well-spring and consummation of the natural virtues. Building our classes around the Mass is an expression of this.

St. Thomas summarized the object of Catholic education as "Faith seeking understanding." We intend this to animate everything we do in the classrooms, being guided by Christ and His Church in all things, submitting ourselves obediently to God's revelation, and building up the Body by our example of obedience to God's Word. We look to God's revelation, which we know by Faith, and His creation, which we can know through reason, as the two ways He makes himself known to us.

In Hope we keep our eyes fixed on heaven, striving courageously towards the promises of God. Trusting God's faithfulness always, and especially in the midst of trials, we build the Body by encouraging others in all that is Good. Hope is the source of our Fortitude.

All of our actions must be motivated by Charity, in response to God's Love for us. We will give of ourselves joyfully in all that we do, building Christ's Body by looking to the good of others through acts of love, and directing everything back to God through prayer. In the face of human sinfulness, this requires generous doses of both tough love and forgiveness as we both bear with one another's faults and call each other on to deeper union with God who is Love itself.

Specific standards can be defined by the natural virtues:

Temperance in:

--Humility. An endeavor that works towards excellence risks pride. It is absolutely vital that we be animated by humility and Charity in all our relations with each other, other homeschoolers, members of the parish, and in all other ways we represent our organization. We recognize the particular danger that pride represents when we grasp Truth, Goodness and Beauty in our minds without allowing our hearts to be transformed in Christ.

--Proper use of entertainments and electronic devices. This can be guided in part by realizing the need for clear rules that set limits on use. This is chiefly the province of parents but we recognize that our family rules will have impacts on other members of our organization.

--Chastity. Purity is necessary for Prudence. Our children are particularly at risk from our culture's relentless attacks on chastity. We need to have strict guidelines for modesty in dress and speech and be particularly vigilant against entertainments that encourage impurity.

Fortitude:

--Courage is, in a special way, the necessary virtue as we contend with a culture opposed to the Gospel. The Martyrs are our standard of excellence. We need to be vigilant against cultural influences that undermine our Faith.

--As a practical matter, we expect our children to demonstrate diligence and persistence in their studies. Assignments need to be completed on time and students should be prepared to engage in classroom discussions. As teachers we need to model the same behavior.

Justice:

--As an organization, we pledge to establish clear rules and guidelines and implement them fairly. In an organization constituted of friends and family members, we will guard against preferential treatment.

--We expect members to understand rules and guidelines and abide by them wholeheartedly. Teachers must always show respect for students, and children must treat all adults with respect as well.

--Students must treat each other with respect. Deliberately unkind behavior and speech gravely undermine the community and demand correction. Put positively, everyone should go out of their way to include others and build them up. Those who are "socially strong" have a particular duty to respect and help their classmates. Slovenly or overly casual dress demonstrates lack of respect to other members. Poor preparation for discussion-based classes detracts from the education of all the other students in the class. Use of electronic devices during the school day diminishes the relationship with persons who are present and erodes the community.

Prudence:

--Prudence is the proximate goal of education and the "queen" of the other natural virtues, which cannot exist without it. It is the capacity to know and see the world as it really is, and to perceive the right action and its consequences in any circumstances.

--contemporary entertainments and electronic diversions present opportunities for retreat away from others into individualism and unreality. They threaten to undermine an authentic grasp of God's creation. These consuming fantasies are a particular danger to efforts to raise children in prudence, with the ability to see the world as God sees it.

--Strict rules of behavior, in areas which are matters of prudential judgement rather than objective morality, may in some cases be necessary. But in principle they run counter to the exercise of prudence in decision and foresight. It is our purpose to support and help each other in making wise decisions for our families and in forming our children to make sound judgements about issues that will change constantly throughout their lifetimes. It is one of the core goals of this organization to help us develop a Christian understanding of contemporary media, entertainments and devices, and provide support for our families in developing prudent approaches to dealing with these challenges.

II. Code of Conduct

This Code of Conduct and all subsequent sections of the Handbook must be read in light of what has been said above about the virtues. Everything that we are and do as a homeschool group is centered on Christ, who reveals the nature of true and total human flourishing is our perfect model and leads us to human fulfillment and perfection.

As much as possible, members of the community should be encouraged towards the good by their own free decision to grow in virtue. Part of the beauty of community is that we are all built up by one another, adults, children, and adolescent alike. Few things are more edifying than seeing one person learn from, admire and emulate the virtue of another.

All behavior problems are to be addressed in this context, with wisdom, with prudential consideration of circumstances, for the common good, and out of love. This demands both merciful forgiveness and disciplinary action, both of which are inseparable aspects of love. Intractableness or especially grave offences may even demand expulsion, which recognizes three things: the isolation that the person has already created; the responsibility for protection of the community; and the need for punishment for the sake of reform and potential future reunion with the community.

In the event of the Coordinators needing to address violations of the handbook, the following procedure will be followed:(Note: Violation will be issued in writing either by hand or email.)

- **First Violation (and every one hereafter):** A Coordinator communicates with the parents, or the participant in violation, with the expectation that the parent will address the situation with their child.
- **Second Violation (for same or different Handbook Policy violation):** The student's parent, or the participant in violation, will receive a violation notification via email and a \$10 fine, due the following week.
- **Third Violation:** The student's parent is assessed a second fine of \$20 with another violation notification, and the participant in violation will be suspended for one week.
- **Fourth Violation Slip:** The student, or participant in violation, is suspended for at least one semester, more if warranted. Details are recorded in a violation notification. No tuition or materials fees will be returned.

*It may be necessary to override this process if a behavior is serious enough. Coordinators reserve this right. We need to strike a balance between concern for individuals and concern for the group as a whole.

*Please be advised that any illegal activities or suspected illegal activities may be immediately reported to the police. Parents will be notified concurrently or prior if possible.

Letter to Families about polite participation.

Dear Teachers, Parents and Students,

Since CTK Homeschool group is a private organization, we have the privilege of setting our own standards for behavior; we are not required to follow state policies for schools. We feel that our guidelines are fair and yet uphold the high standard that reflects our members' values.

The Coordinators want to foster a high standard for learning and behavior at the CTK Homeschool group. Please discuss the Handbook as a family before your first day each term.

We want these foundational principles to guide the actions of both parents and students.

We recognize the right of teachers to create specific rules and guidelines based on these principles, so you will need to also inform yourselves about teachers' expectations in the classes you take this year. While this makes your job as a member a little more complex, we feel that the variety of ages, topics, teachers, learning and teaching styles is part of what makes a homeschool group so exciting and so effective. We just all have to work a little harder at communicating! If any behavioral issues arise that cannot be resolved among teacher, parent, and student, the Coordinators are available as mediators. Some specific points to remember:

- **Teachers:** Please remember that the Coordinators are not principals; we cannot make kids do homework, participate in class, or serve with a cheerful attitude. You are responsible to communicate expectations to your students and their parents and you are free to set appropriate consequences if those are not met. After meeting with the parents and the problem is not resolved please contact a Coordinator.
- **Parents:** You have to work directly with teachers if you want them to provide something particular for your students.
- **Everyone:** The Coordinators have the sometimes challenging job of discerning whether issues are best addressed family to family or whether a Coordinator must step in to ensure the physical or emotional safety of a member. Pray for your Coordinators when they need to address these challenges. They need your support.

Adults

As parents, it is vital that you go over the handbook with your children so they are aware of what is expected of them and what penalties will be applied if they are in violation of the handbook.

The adults should be models for the students and one another of virtue, holiness, and the love of learning. They must treat each other and especially the students with respect, kindness and generosity.

Greater freedom is naturally accorded to adults, but with appropriate changes, the guidelines that apply to the students while at the coop also apply to the adults. Any minor but persistent issues will be addressed collegially, as we help to form one another in virtue, and more serious issues may have to be dealt with by the coordinators.

Children must be supervised at all times. We need to ask you either to have your kids sit with you during Mass (yes, even the middle schoolers) OR sit in a place where you can watch your children, and where they know you will be watching them.

Please also talk to your kids about appropriate behavior with their friends during Mass. If you suspect that your children would be more focused on the Mass and better able to pray if they are NOT sitting next to their friends, then please have your children sit with you. This can be a wonderful family prayer time in the middle of the week!! You may also coordinate with a friend or your Junior or Senior child to sit with your child(ren) during mass if you are unable to. Please see "Tuesday Policies" for further information or options for Tuesdays.

These rules apply during lunch with the exception for the high schoolers who have their own lunch rooms with member provided supervision.

The CTK Homeschool group must be in compliance with diocesan Virtus training. All adults should complete on-line training and register with the Parish. This is available at: <http://www.virtusonline.org>

Students

1. General guidelines

- A. Students are responsible for knowing and following the rules and regulations addressed in the handbook.
- B. Students are responsible for arriving to class prepared and on time. Unfortunately, in the past years, we have had students continually arriving to class late. Therefore, upon the receipt of 3 consecutive tardies to any class, the student will be assigned a service job to be completed, most likely during the Thursday lunch hour. Tuesday only students will be assigned a job that would take place on Tuesdays. Instructions will be communicated via email to the student's parents and the student in the event of 3 consecutive tardies.
- C. Students have a responsibility to complete assignments on time and be prepared for class. In discussion classes in particular, failure to prepare detracts from the education of all the students. Parents should be informed within the week by the teacher, of any failure to complete assignments.
- D. A persistent pattern, particularly at the upper levels, will lead to further conversation with parents as well as appropriate disciplinary action, and eventually may be grounds for dismissal from the program.
- E. Unkind speech and behavior will not be allowed. Parents and teachers should charitably and patiently correct any instances on the spot. A pattern of behavior should be reported to the child's parent and a coordinator.
- F. Physical intimidation and violence seriously undermine the community. Any instances will be immediately reported to the appropriate coordinator and may be grounds for dismissal from the program.
- G. Possession of sexual images is an especially grave danger and warrants definitive action. Any student possessing such images in any form, as well as pornographic written material, will be expelled from the program, and the status of other members of their family who are enrolled will be considered by the coordinators.

2. Interactions between boys and girls

Any romantic physical contact between boys and girls at the homeschool group distracts and undermines the community of learners as well as the individuals, and is not permissible. Any instances should be reported to coordinators and parents.

3. Electronic devices

Possession of electronic devices by students during school hours is not permitted. Such devices include cell phones, i-pods, tablets. Laptops may only be used by high school students for school work during study hall at the designated areas. The uses of headphones or earbuds are prohibited. Please see "Study Hall Guidelines" for further information. Drop off students may leave devices with a teacher or a coordinator. If a student needs access to a phone for good reason, this can be arranged ahead of time with one of the coordinators. Otherwise, if an electronic device rings or is being used while at the co-op, it will be confiscated and returned only to a parent. In class exceptions will be made for computer based classes for *in class use only and under teacher supervision*.

4. Participation Details:

We prefer to trust in everyone's good judgment. Nevertheless, experience tells us that in a group of over 100 families, people have different interpretations. So, here are a few ways to draw attention to your participation:

We disrespect others when we:

- don't do our fair share of any work assigned
- make people come looking for us when we're not where we're supposed to be
- make fun of people or call them names, especially vulgar names
- gossip or slander
- tease or harass people verbally or in writing
- intimidate or bully people

We disrespect teachers and leaders when we

- ignore directions
- do not do our homework or fulfill other class duties like cleanup
- do not go to class on time
- do not respond to correction right away or gracefully
- go into off-limits spaces at Christ the King.
- talk, pass notes, play games, or engage in other distracting activities during class
- do not bother to learn the rules or read the student handbook
- don't honor the study hall rules
- leave premises without permission from our parents and/or without communicating that we're leaving via the whiteboard
- post slanderous, threatening, or vulgar comments about CTK Homeschool group and its teachers/leaders on public forums like Facebook
- stir up dissension amongst members and don't take our grievances directly to the authorities involved

We disrespect ourselves when we

- Use profane or vulgar language (Please keep in mind that some members are offended by common slang such as: "that s-----s," "I'm really p----d off," "freakin'", "fracken" or "frickin.'")
- Cheat
- threaten to hurt ourselves

We disrespect property when we

- don't follow the facility guidelines
- touch electronics and musical instruments that don't belong to us
- make a mess and don't clean it up
- treat Christ the Kings property roughly
- don't use things for their proper purposes or as directed
- take Christ the Kings supplies and/or use equipment without permission
- vandalize

III. Dress Code

We are centering our community on the Mass. *The parish requests that our school clothing should be appropriate for this.* This applies to children *and* adults. Proper clothes for the Mass also show respect for other members and for our classes. The parish requires *shoes to be worn at all times on church property.* The following applies to all students and adult participants:

A. Boys (and fathers and male teachers) :

- All clothing should be clean and presentable, and not tight or ill-fitting.
- No skin-tight pants. If you can't "pinch an inch" of fabric without stretching the fabric, they are too tight to wear at the homeschool group.
- No graphic T-shirts.
- No sleeveless shirts.
- No clothing with holes.
- No shorts (see below for gym class dress code).
- No hats or hoods indoors.
- Underwear should not be visible.
- No sweatpants (see below for gym class dress code).

B. Girls (and moms and female teachers):

- All clothing should be clean and presentable, and not tight or ill-fitting.
- No graphic T-shirts.
- No sleeveless shirts.
- No clothing with holes.
- No shorts (see below for gym class dress code).
- No hats or hoods indoors
- No undergarments should be visible.
- Skirts and dresses must be *to the knee while standing up straight.*
- No leggings or yoga pants unless worn with an appropriate skirt or dress (see above regulation).
- No skin-tight pants. If you can't "pinch an inch" of fabric without stretching the fabric, they are too tight to wear at the homeschool group.
- No sweatpants (see below for gym class dress code).

C. For gym/athletic classes, sweatpants and other athletic clothes are allowed but should be modest. No tight or excessively short garments. Shorts should be a minimum of fingertip length when your arms are down at your sides. No leggings or skin-tight shorts (the only exception being for a gymnastics class). Graphic T-shirts are permitted as long as they are of appropriate content. Gym clothes should be brought to class.

D. Parents will be notified of a child not properly attired and be required to provide their child with a more appropriate piece of clothing. The coordinators will have options if the parents do not have anything available. Please refer to pg. 4, "Code of Conduct", "Handbook violation procedure" for more information.

V. Facility and Equipment

- A. Playgrounds may only be used under direct supervision of an adult.
- B. Report any damage or other facilities or equipment problems the same day to the facilities coordinator.
- C. Checklists listing rules for each room and building must be followed. These are located in each room.
- D. We are responsible for spot cleaning spills or excessive dirt in halls.
- E. Gym must be mopped after each use.
- F. Only teacher provided snacks and water will be allowed in the classroom.
- G. Lunch is only allowed in the Gym and in the designated classrooms. It should be picnic style and not require refrigeration or microwave. Only clear liquid beverages are permitted in the classrooms.
- H. **Lunch Time Reminders:**
 - Please keep food and drink on the entrance side of the gym to leave the stage side for playing.
 - Remember to take all items with you after lunch. Items left in the gym will be moved to the narthex.
- I. **Please keep the Gym Floor Clean After Lunch!** After Lunch, please make EVERY effort to keep the gym floor clean after it has been mopped. If salt gets tracked onto the floor, then this is a big problem for the sports program. All children with classes in the gym after lunch need to bring a clean pair of shoes, or make sure their shoes are wiped off before stepping on the floor. All members can help with this by refraining from re-entering the parish center after lunch and ensuring their shoes are wiped off before stepping on the gym floor, if it is necessary. If the floor gets dirty, then the class may be shortened in order to mop the floor again. Mopping the gym floor is a facility requirement. Thank you for your assistance!!!
- J. Only scheduled rooms may be used.
- K. Worship space may only be used with permission of the facilities coordinator.
- L. The kitchens (including the microwave) may not be used by members. Occasional exceptions may be made for class purposes.
- M. All bathrooms must be clean before leaving: toilets flushed, stalls unlocked.
- N. Entrance doors to classrooms should be closed at all times to reduce noise.
- O. Exit doors to classrooms should be closed and locked at all times and used only in case of emergency.
- P. We are **not allowed to prop the door open that is by the parish center bathrooms that leads out to the swings**. With the woods right there, CTK does not want anyone sneaking into the building. Even if a parent is out there, the door typically goes unwatched. The parish is in the middle of some hefty safety discussions and emergency procedure planning. Keeping the entrances to the building more limited is important to them.

- Q. Children's names should be on all personal items. The co-op will have a lost and found and we will dispose of unclaimed items quarterly.
- R. We are required to pay for all damages to parish property for which we are at fault. Parents will be required to reimburse the program for any charges resulting from damages.
- S. Other equipment stored in classrooms, i.e. PA equipment, and other supplies should not be used except with permission and under appropriate supervision.
- T. There is no use of CTK office copiers without permission and charge. If you need a copy, you must see a coordinator.
- U. The CTK Homeschool group owns a projector which can be used with permission of the facility coordinator.
- V. TVs with DVD players may be used with permission. Talk the facilities coordinator.

V. Study Halls

High school and middle school students have the option of choosing a study hall on Tuesdays and Thursdays. Study Halls are intended to be a quiet environment where students can complete their homework in.

If you are a high school student and wish to use your laptop for school work during study hall you may use it *only at the designated table* in the study hall area. A reminder that headphones, earbuds or other electronic devices may not be used at all unless headphones are necessary for completing said homework and permission has been granted by coordinator or study hall monitor.

Study hall space is limited and considered a privilege. **All students signed up for study hall are asked to sign a study hall contract** (please see the CTK Homeschool group website under "Forms") that outlines CTK Homeschool group study hall expectations.

Students who break the study hall contract on Thursday will lose study hall privileges and be required to stay with their parent or guardian. Tuesday study hall violations will be dealt with by the Tuesday Director or Assistant Director.

It is not permissible for kids to "drop in" on the study hall or any other class. If your student needs to attend study hall for some reason, request prior permission from a Coordinator.

VI. Traffic

- A. The Co-op may use ONLY the gym entrance of the parish center. The entrance by the parish office is NOT to be used by students, parents, or teachers.
- B. This is an active Parish. Due to the volume of traffic from deliveries and parishioners the co-op will ensure that children will be supervised by an adult when crossing the small lot between the Church and Parish Center near the gym entrance.
- C. There should be no member traffic in the hallway of the church offices.
- D. The CTK Homeschool group is responsible for providing hallway monitors during the entire school day. The monitor's' responsibilities will be to ensure there is no running in the hallways and noise levels are minimized. Unsupervised children are not permitted in the hallways or on any part of the Christ the King campus, this includes the adoration chapel. All Children must be in their assigned class / study hall or with their parent.
- E. By request of Christ the King Parish, parking is limited to the lot closest to the Gym (see attached map) and in the main church parking lot. Spots designated on the map with a red x are for adoration chapel visitors, CTK office staff, and various clergy and need to be left available. Failure to park in the designated areas will be considered a violation of the handbook and handled accordingly. (See "Handbook violation procedure", pg. 4, for more details.) Please ensure that if your child is driving themselves to classes they are aware of where they can park.
- F. During drop off and pick up, no cars are to be left unattended and running without a licensed driver.
- G. Student pickup is at the main church entrance only. Classes will be escorted to the church entrance immediately on completion of classes. There should be no unattended children in the gym or parish center after the class day is finished.

Parking that is available at the Barn/Parish Center during Tuesday and Thursday classes.



VII. Medical

- A. A copy of all health forms with emergency information must be up to date.
- B. The co-op has a first aid kit in the Parish Center and in the Church. Please see a Coordinator.
- C. All injuries, accidents or illnesses are to be reported to a Coordinator. The Homeschool Group has the responsibility of notifying the parents.
- D. Students with a communicable disease may not be present on campus during program hours. This guideline applies for 24 hours *after resolution of symptoms*. These conditions include, but are not limited to:
 - diarrhea
 - conjunctivitis (Pink eye)
 - vomiting
 - fever
 - persistent cough
 - strep throat
 - runny nose
 - impetigo (students should have antibiotic treatment for 24 hours and must have no physical contact with other students.)
 - chicken pox
 - pertussis
 - pneumonia
 - measles
 - lice
- F. Please inform the Communications Coordinator of any child who has required treatment for an infection in the preceding week. The Communications Coordinator should be immediately informed of any member who has been diagnosed with a Health Department-reportable infection.
- G. Please inform the Communications Coordinator immediately if you or anyone in your family contracts lice. Please DO NOT come to the co-op with lice. We will send out an email to warn everyone else in the group, without using any names, to let everyone know to be aware. Please help us make sure that lice is not a problem for our co-op!
- H. If a parent is unable to attend co-op due to a family illness (or other reasons), children fifth-grade and above may be dropped off provided another co-op parent or adult family member is present throughout the day to take responsibility for the children. Circumstances of prolonged illness requiring continued parent absence will be considered on a case-by-case basis.

VIII. Security

- A. All adult members and teachers must wear their ID badge during CTK Homeschool group hours. If you forget your badge, please see the Facilities or Communications coordinator for a temporary badge.
- B. Pick-up and dismissal of all students should be done from the main entrance of church. Please be prompt when coming to pick up your children! We currently don't have an aftercare program.
- C. Adult supervision of all pick-up of children is required. The main entrance of the Gym must be manned at all times. The main doors to the Church will be locked after the first 15 mins. of 1st hour to prevent unintended visitors. They will be unlocked 10 mins. before Mass and relocked 15 mins. after the start of afternoon classes. The Parish Center door to the Church will be manned at all times.
- D. The person responsible for security must be identified each week and reported to the office. A list of hall monitors will be given to the CTK office.
- E. Adult co-op members will provide a picture to be kept on record by the co-op and parish.
- F. Visitors must sign in with the co-op and will be uniquely identified with a visitor badge. The co-op is required by the parish to provide supervision of non-co-op visitors.
- G. Designated co-op personnel or parish office staff can search any student where there is a reasonable cause.
- H. Any adult observing a threat to security should please notify the Parish staff and a Coordinator or Director immediately.
- I. Students are NOT allowed in the Adoration Chapel without a parent or designated guardian with them. Students should not be dropped off early to the chapel or picked up late from the chapel. Remember that anyone can access the chapel, and the other adults who are in the chapel are not screened. Per the request of Christ the King Parish, there should be no unsupervised children in the halls or on the parish grounds. All children should be in their designated class, with their parent or their designated adult.

IX. Weather

- A. Christ the King weather policy will be followed.
- B. In case of severe weather all students in the Church will proceed to lower level of church. All students in the Parish Center will proceed to the designated shelter areas.
- C. There will be a practice fire and/or tornado drill at least one time per year.
- D. Schedule changes due to weather will be communicated by e-mail and the posted on the website.

X. Finances

1. Tuesday Fees

TUESDAY classes are all "partnership" classes with Oxford Virtual Academy (OVA), and are completely FREE for all students who enroll as part time students with OVA.

-For students choosing NOT to enroll with OVA, tuition for all classes is \$175.

- The drop/change class period ends on June 1st for the fall semester, and December 1st for the spring semester, unless otherwise noted in the weekly newsletter. After this date there will be a \$25 fee for all cancelled or changed classes because of the amount of work involved for both bookkeeping and syncing information on the website and with OVA.

- For additional information refer to the Tuesday specific policies in this handbook or on the website.

2. Thursday Fees

THURSDAY class fees:

Elementary: All classes are \$20 per hour, with the exception of CCD classes being \$30.

Middle school and Highschool: \$60 for each class with parents being required to purchase books in addition to the class fee.

OTHER THURSDAY FEES:

Drop-off fee for non-co-op members = \$250 per semester

Non-CTK parishioner fee = \$50 per semester to support the facilities

- A. A \$150 non-refundable deposit per family is due by April 1 for the following year.
- B. All remaining fees are due on the first day of classes. Payment plans may be arranged in some cases. Requests should be submitted to the coordinators.
- C. The co-op does not presently have resources to provide scholarships. Parish members can apply to the parish for financial assistance.
- D. Please refer to the "Payment schedule" provided on our website for further information.

3. Teacher Reimbursements:

To receive a reimbursement for classes you will need to complete a reimbursement form within 30 days of purchase to receive a refund. Reimbursement forms can be found on our website and turned in to the Finance Coordinator's mailbox. You will then receive a check in person or in your mailbox.

XI. Communications

1. Onsite mail files:

Each family will have a mail file and should check it weekly. They will on occasion contain time sensitive, important information! Mail files are located in the narthex of the Church.

****Please, do not stuff the mail files with bulk copies of flyers or handouts unrelated to the CTK Homeschool group. Please no political flyers or anonymous letters or notes. All items must contain the sender's' name.**

The CTK Homeschool group website has a very useful classified area.

Use the classifieds to send:

- prayer requests
- substitute teacher requests
- CTK Homeschool group announcements

Do not send:

- Fun "forwards"
- Political items
- Real estate listings (unless the real estate listing is for an Member's own property).

All emails are expected to have some personal significance to the sender.

Privacy and Cross Posting: Please do not re-post ANY messages from this list onto OTHER lists without first asking the sender! Senders, feel free to write a message saying "Please pass this on to other groups!" if you want your message passed on.

2. Absences.

For ALL (Pre-planned or last minute) Thursday teacher, member, and student absences, follow these steps:

1. Contact the Communications Coordinator.(Please see "Quick Contacts" section on website)
2. You may also ask a friend or relative outside of the CTK Homeschool group to cover your service, but please clear this through the coordinator who oversees your service.
3. **If a parent is unable to attend co-op for any reason, children fifth-grade and above may be dropped off, provided another co-op parent or adult family member is present throughout the day to take responsibility for the children. Circumstances of prolonged illness requiring continued parent absence will be considered on a case-by-case basis.**

A reminder to people serving on the CCM teams: We are expecting for you to cover for each other in the event of absences. If your team is down multiple teachers please contact the Communications Coordinator for assistance.

Tuesday Absences!!!

For ALL Teacher, Assistant and Student absences, preplanned AND last minute, the assistant director will need to be contacted. All absences are tracked and organized by the assistant director so that proper attendance and payment can be recorded. For the 2017/2018 school year, Kathleen VanderVeen is the assistant director. Email is fine for the notifying her prior to the day of at kathleenvanderveen7@gmail.com. On the day of, call or text Kathleen at 509-440-1233. Make sure you either talk to her or get a confirmation text, please!

3. The CTK Homeschool group website.

Our website is a vital tool for making our group run smoothly. On it you will find the following useful information:

- This handbook
 - Contact information for fellow members
 - Reimbursement request forms
 - Drop/Add forms
 - The student study hall contract.
- A. All members should have an active cell phone number and email address on file. The Coordinators and teachers communication is mostly done via email. Please be sure to check it on a regular basis. At least once a week.
 - B. All drop off students should have a parent or guardian available by phone during co-op hours.
 - C. Please check e-mail the morning of classes.

XII. CTK Homeschool group requirements for onsite and drop-off members.

All members, Tuesday, Thursday, onsite or drop-off, are required to volunteer at one community event a year. This would be considered your service commitment. Parents will need to sign up at the beginning of the semester for this service. **If unable to complete this service requirement, a \$25 fee will be added to your account to pay someone to cover your service requirement AND you will be required to volunteer for an additional alternate service commitment.**

NOTE: The Board is unable to handle change requests or find substitutes if a conflict in schedule arises once the semester begins. Parents are expected to find a substitute for their volunteer commitments if they are unable to fulfill them. Making a request to other parents to switch, via the website forum or classifieds is encouraged.

XIII. Thursday CTK Homeschool group Job Breakdown

Job Requirements for Members:

1. Participation for HALF a day on Thursday (either morning or afternoon) = 1 main job and 1 secondary job.
2. Participation for the WHOLE day on Thursday = 1 main job and 2 secondary jobs.
(*Secondary jobs are not to be confused with your service commitment.*)

Main jobs are usually teaching a class or being part of a team of teachers (there are a few exceptions, like for bookkeeping, set-up and clean-up). We expect main jobs to take about a minimum of 2 ½ hours a week counting in-class time and outside preparation and grading.

Secondary jobs are things like assisting in a class or the nursery, gym clean-up after lunch, or hall monitoring.

Co-op Classes vs. Professional Classes: Co-op classes are taught by co-op members and are only open to co-op members OR to drop-off members paying the \$250.00 drop-off fee (see below). Professional classes are tuition classes taught by qualified instructors - usually because we don't have a co-op member qualified or able to teach that class.

A note on the nursery for Thursday: You may register your infant for the nursery only during your main job or secondary job times. All other times, you are welcome to stay with your infant in the nursery.

XIV. Thursday Drop-Off Options

Drop-Off Options:

1. Families who are not able to contribute to the Homeschool group but would like to pay an additional fee to drop kids 7th grade and older off, space permitting.
- Drop-off is allowed for 7th grade and up for \$250 + class fees. This one flat drop-off fee allows your child to take as many of the co-op or professional classes as you want on Thursday. This fee is absolutely required for taking any drop-off classes on Thursday for non Thursday Homeschool group members.
- Additional children being dropped off have a drop-off fee of only \$100 each (meaning that if you are dropping off 3 kids then your drop-off fees would be a total of \$450.00 + class fees)

XV. Policies for Tuesday Classes

Parent Expectations:

While parents who enroll their children are NOT required to teach, we are dependent on their willingness to volunteer at one community event a year, a service requirement. Parents will need to sign up at the beginning of the semester for this service. If unable to complete this service requirement, there is a \$25 fee so that we can hire someone **and you will be given an additional service job requirement.**

NOTE: The Board is unable to handle change requests or find substitutes if a conflict in schedule arises once the semester begins. Parents are expected to find a substitute for their allotted times if they are unable to fulfill them. Making a request to other parents to switch, via the website forum or classifieds is encouraged.

Mass / Lunch

Parents are encouraged to attend Mass with their children, but in the event, that you are unable to come each week, there are three options for children 6th grade and younger. You will be asked to sign up for one of these options on the website.

1. Pay a fee of \$5 per week for one child or \$10 a week for multiple children, to have us coordinate that an adult can be hired to sit with your child/children during mass and lunch. Due to book keeping and child tracking reasons it would be too complicated to have kids swapping in and out every week, so this option would be for the whole semester.
2. Volunteer on a rotating basis with other parents to sit with your children during mass and lunch. Using our website classifieds could be a way to connect with other families who are interested in this option.
3. Your Junior or Senior child will be attending Mass and lunch with your child(ren).

Christ the King parish is very adamant that all children are supervised at all times and requests that we are aware of who is responsible for the children if the parent is not onsite. Each semester the Tuesday Director OR Assistant Director will contact Tuesday participants to ensure proper arrangements are made.

A note on the nursery and socializing: You may register your infant for the nursery only during your teaching or assisting times. All other times, you will need to be with your infant or other children offsite. Due to space limitations on Tuesday, we unfortunately can not accommodate socializing parents onsite.

Registration

CTK Homeschool Group offers fully funded classes for students in grades K-12, because they are partnership classes with OVA. Classes are completely free for all students who enroll as part time students with OVA.

There are 5 levels of priority for registration:

1. Current students of families participating in the Thursday Coop at CTK
2. Students of teachers of Tuesday classes
3. New students of families participating in the Thursday Coop at CTK
4. Current students in Tuesday partnership classes.
5. New students interested in the Tuesday partnership classes only.

Please register for classes with the CTK Homeschool Group before registering with OVA for your CTK Homeschool Group classes. Registering for CTK Homeschool Group classes in the OVA system does not enroll your child in a CTK class or confirm that there is space in that class. The OVA system is only used for class funding purposes. IF and AFTER you have enrolled for Tuesday classes on the CTK Homeschool Group website, the next step is to set up an appointment (first time OVA students only) to enroll with Oxford Virtual Academy (OVA) if you want to take the classes for free. They expect to spend 15-20 minutes with each family in order go over all the information, sign papers, and be able to answer all your questions. Before this appointment, OVA needs you to fill out their pre-registration form online, which should take no more than 30 minutes. This will save you time during the enrollment appointment because all of your basic information will already be in their computer system. Remember that if you need to get immunization waivers, you need to make an appointment to go into the county health department for whichever county you live in.

If your deadline passes before you have completed the list of steps, your hold will be relinquished and you will be notified of the next available opportunity to pre-register for a class.

Tuition

Each family is responsible for paying the fees for each class in which they enroll and

may choose one of three ways to pay for their classes.

1. By enrolling as an OVA student, the OVA program will allow funding of up to 5 eligible CTK classes and registration fees. For details about the OVA program, please see the OVA website.
2. Self-Pay, paid entirely by the family for each student.
3. Combination Pay, for students wishing to take more than 5 funded classes, additional classes may be paid for at a reduced price.

Tuition for self-pay families, as well as OVA families that choose to sign up for classes above and beyond their OVA allotment, is \$175 per class.

Student Supplied Items

There may be materials or books that parents will need to purchase and will be required for classes. This will be listed in the class description on the website or teachers should communicate this to parents ahead of time. Some classes have a books/material deposit which will be returned once books/materials are returned and are in good condition.

Responsibilities for OVA Families

Each family that elects to enroll with OVA is personally responsible for meeting all OVA registration and continuation requirements, and for communicating directly with OVA should there be any question as to the child's OVA status.

It is very important for OVA students to be present and accounted for on ALL Count Days each year. If the annual Count Day does not fall on a Tuesday, all students need to attend the following partnership class to be accounted for. Students who do not attend Count Day for ALL their OVA funded classes will NOT receive OVA funding, and will be personally responsible for all tuition and fees. Students are also required to check-in to each of their online Haiku class components every week they have class. If the child or family drops an OVA funded class after the CTK drop/add deadline, or does not meet all OVA requirements, and OVA funding is thus not available for the child or family in question, the family is immediately switched to self pay status and all outstanding balances (that would have been covered by OVA) are payable by the family to CTK Homeschool Group within one week of the family being notified by OVA or CTK that OVA funding is not available. Please see "Tuesday Attendance and Performance policy" below on page 25

Payment of Fees Owed

Information provided with Class Holds at Final Registration will indicate when any balance due is to be paid. Payments must be received on time in order to secure the student's individual classes. If fees and tuition are not paid on time, then the hold will be released and the family will be notified of the next opportunity to register if they desire. If there is a problem with payment on time, please contact us before the deadline to discuss the options.

Payment Plans for Self-Pay Balances Owed

We regret that CTK Homeschool Group is unable to finance payment plans for families. Families in need of financial assistance are encouraged to look into the funded class options that are available through the partnership with Oxford Virtual Academy.

Dropping / Changing Classes

Please make every effort to choose your classes carefully. Our classes have limited space/availability. Often, it is not possible to change from one class to another, and changing classes after registering adds a great deal of extra work for all involved. **A \$25 fee will be charged per student, per class change requested, for both OVA and Self Pay families.** This does not apply when a student is asked to select a 2nd choice class due to the initial class being full.

Tuesday attendance and performance policy:

For Tuesday OVA partnership, the following will constitute failure for a class:

- Students who miss 4 or more class periods out of the 14 weeks will receive a failure for the class.
- Students who fail to check Haiku 5 or more of the 14 weeks will receive a failure for the class.
- Students who do not receive scores in graded academic classes laid out at the beginning of the semester will receive a failure for the class.
- Students who come to class late will be marked as being tardy. Two tardies will constitute as one absence in terms of our recording. Coming late to class 8 times will result in failure for the course.
- Failure in more than one class may affect the ability to get future funding for that student.

XVI. Administration

1. The Coordinators jobs.

While the Coordinators are comprised of 5 set of couples, with various administration needs, this may be altered. Most onsite duties are performed by the wives.

Being a Coordinator requires a service mentality because the coordinator's job is hard work! There are no real privileges ("perks") involved in being on the team, except for that happy feeling you get when you know you have contributed.

The Coordinator job description is broad! General responsibilities include, but are not limited to: decision making, survey review, running community events and orientations, processing new applications, fulfilling "on-call" duty, assigning jobs, class planning, dealing with conflict, human resources, and discipline problems. Someone seeking a Coordinator role needs to plan on monthly meetings* (both husband and wife), as well as a weekly mini-meeting during an hour or two of Thursday class time when we're in session. Coordinators need a "salaried" rather than "hourly" mentality, and the ability to take responsibility to get a job done. Yet, they need to be able to work with assistants and delegate well. Currently we do not have enough members to fill assistant rolls, but if this is a job you may have an aptitude for, please let the Coordinators know.

Because of the hours involved, the Coordinator job counts as two jobs, although Coordinators may take on another job if they choose too.

New Coordinators apprentice in January to plan for the following academic year. (Former class planners stay on through May in order to mentor the new class planners.)

The current coordinators may choose new coordinator members using consensus decision-making.

If you're considering a Coordinator role (it is never too early to let the coordinators know!), remember that above all, Coordinators need the ability to handle the day-to-day membership concerns with a positive, sympathetic, and active response. You will need to spend quite a bit of outside time staying on top of email and Coordinator tasks. Many discussions happen via email; therefore it is vital that the Coordinators check email frequently and respond in a timely manner. You will also need to understand and espouse our mission, since Coordinators are the face of the CTK Homeschool group to the membership and to the local homeschooling community!

Please inform a Coordinator if you and your spouse would be interested in a Coordinator job.

Middle School/High School Coordinator and Tuesday Director

Cindy and Ben Brown

- Organize all Thursday middle school and high school classes
- Hire and/or assign and work with MS and HS teachers
- Handle communication with parents and teachers about curriculum for 7-12th grade
- Organize Tuesday classes with Tuesday teacher/correspondent
- Oversee all Tuesday goings on

Elementary Coordinator and Tuesday Assistant Director

Kathleen VanderVeen

- Organize all Thursday elementary classes (Nursery-6th grade)
- Help put together all main and secondary jobs for Thursday co-op
- **Be informed of all Tuesday absences** for students and teachers
- Help organize classes for Tuesday
- Oversee all Tuesday goings on

Community Events Coordinators

Caty and Mike Sumerton

- Help put together all main and secondary jobs for Thursday co-op
- Set up the sign-up for community events and oversee all service jobs
- Address Handbook violations

Facilities and Administrative Coordinator

Heidi and Dominic Perrotta

- Handle communication with CTK staff regarding all facilities issues
- Make all name tags
- Take attendance every hour on Thursday
- Collect and update medical forms
- Check on Virtus training
- Make an allergy list and alert all teachers of allergies at the beginning of each semester
- Address handbook policy violations
- Take minutes at the Board meetings
- Address handbook violations.

Communications and Member Assistance Coordinator

Aracelis and Aaron Phillips

- **Be informed of all Thursday Absences:** In case of an emergency, assist teachers to find a replacement and subbing as a last resort. (See the "Absence" section under "Communications".)
- Maintain and update the new website
- Address handbook policy violations
- Send out the weekly e-mail

Finance/Treasurer Coordinator

Laura and Michael Hoeflein

- Handle all invoices
- Handle all check requests/ reimbursements
- Do all bookkeeping
- Help with updating the website

ALL of US:

- Get board approval for all important Homeschool group decisions
- Work through the waiting list and admittance together
- Attend board meetings once a month and present updates as to what you are presently working on.
- Help create and improve policies and procedures, including a yearly review and update of the Handbook.
- Oversee two community events
- Organize and facilitate registration and orientation each year together

CTK Homeschool Group Contacts at a glance!

Always check your email for cancellations or changes before coming to CTK Homeschool group!

Website: www.homeschool-life.com/mi/ctkcoop

Tuesday: Running late or have last minute absences:

Teachers, Assistance and Students Call Kathleen VanderVeen: **509-440-1233**

Thursday: Running late or have last minute absences:

Teachers, Assistance and Students:

Call both Aracelis Phillips: **734-846-1564** and Heidi Perrotta: **734-474-5450**

Middle School/ High School Coordinator and Tuesday Director-

Cindy and Ben Brown; (h) 734 944-1271 (Preferred number is home number),

(c) 734 277- 7441 (Cindy)

philosophymatters2@gmail.com

Elementary Coordinator and Tuesday Assistant Director -

Kathleen VanderVeen; (c) 509-440-1233

krvvmom@yahoo.com

Community Coordinator – Caty and Mike Sumerton; (c) 734 945-9151 (Caty)

csumerton@gmail.com

Facilities and Administrative Coordinator –

Heidi and Dominic Perrotta; (c) 734 474-5450 (Heidi)

heidiperrotta@msn.com

Finance Coordinator (Treasurer)-

Laura and Michael Hoeflein; (c) 248-819-0330 (Laura) (h) 248-437-5956

hoefleinfamily@gmail.com

Communications and Member assistance Coordinator –

Aracelis and Aaron Phillips (c) 734 846-1564;

a_aphillips@hotmail.com