

# MANHEIM AREA CHRISTIAN HOMESCHOOLERS

## Membership contract

In preparation for this school year, we are asking each family to send in the signed statement.

**PURPOSE:** Our goal is to have Christ formed within our children (Gal.4:19, Col. 1:27). The purpose of Activity Day is to provide our children with an opportunity to learn Christ-like social skills and to participate in academic educational classes in a group setting with adult supervision.

### STATEMENT OF FAITH:

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is only one God, eternal existent in three persons; Father, Son, and the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; of them that are saved unto the resurrection of life, and of them that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### REGULATIONS:

The following guidelines have been instituted for all MACH Classes in an effort to make all classes run smoothly and to be profitable for all students.

1. Students will participate in class and will complete homework on time, as per the teacher's expectations.
2. Students will be on time for class. On the rare occasion the student arrives late for class, the student will enter the class quietly so as to minimize class disruption.
3. The student is responsible for contacting the teacher and getting missed homework assignments. These assignments will be ready to turn in when the student returns the following class.
4. Only the student taking the course and the parent are welcome in the classroom.
5. Dress code: Students and parents will wear modest clothing reflecting Christ and showing respect toward students, parents and teachers. All clothing, jewelry, make-up, and hairstyles should not be distracting.
  1. Shirts must have sleeves
  2. Shirts and pants must meet when standing or sitting. No midriff style shirts.
  3. Clothing which advertises or promotes alcoholic beverages, cigarettes, or any other worldly activity, may not be worn.
  4. Shorts or skirts need to be no shorter than three inches above the knee.
  5. Ladies' necklines should not be low or revealing.
  5. Facial jewelry, other than earrings worn in the ears, is not permitted.
  6. Tattoos are not permitted.
6. No knives or other "weapons" are permitted in the church building due to the risk of endangering others. An exception will be made for class projects, for example- costumes of the Middle Ages.
7. Students may not use cell phones and electronic devices during class time. If this is a problem, teachers will take the device, and return it at the end of the class.
8. Students may not wander in the building. If not in a class student must stay in the assigned area.
9. Student and parents agree to have a cooperative spirit.

10. In the event of a conflict that cannot be resolved between teacher, parent, and student, leadership is responsible to enforce the membership contract.

11. Students are highly encouraged to finish a class once the semester has begun. If a student drops a class anytime after registration, they will be responsible for any costs the teacher has incurred for the class.

## MANHEIM AREA CHRISTIAN HOMESCHOOLERS

### POLICIES – GENERAL

Effective April 2003, reviewed annually, updated November 2017

1. Member will teach/help 2-3 hours each morning and remain at the facility during the off-hour in case of a class room emergency or any other situation where extra help is needed.
2. New members are needed to help the first year but are expected to teach in future years.
3. If a student is not performing to the teacher's expectations, the following procedure shall be followed: First, the teacher will discuss their expectations with the student. Secondly, the teacher will talk to the parents and student. Thirdly, the student will be asked to leave the class, or the parent will be given the option to sit in on the class for 4 times. If there is a 4<sup>th</sup> offense, the student may not return for the rest of the year, and will not be considered a candidate for returning the next year.
4. To ensure membership of good standing, yearly dues are payable by appointed date each year. There will be no refunds.
5. In Feb.2003, we voted not to pay MACH teachers and to not allow nonmember students to attend classes.
6. Children may advance a grade/class at the discretion of the parent and with the agreement of the teacher with the understanding that a later change may need to be made.
7. MACH classes are only for children of the member's immediate family or those of whom the member has legal guardianship.
8. Cut-off date for new families to join is July 31st. Any exceptions will be at the discretion of leadership.
9. All families are required to agree with and sign a membership contract and policy statement.
10. Member needs to be active for 2 years before serving on the leadership team. The Leadership Team shall consist of an administrator (2-year term), assistant (3-year term), and 2 other members (3 year terms). Additionally, a building coordinator, web-master, treasurer, and secretary may support the leadership team; each serving 3-year terms, or members of the leadership team may fulfill these additional roles if they are willing and able. An Elective Class committee shall consist of 3-6 people, each serving a 3-year term. When possible, leadership positions should give a year's notice on leaving, so that future leaders can be trained. Leadership will ask for volunteers to do various jobs which need done.
11. If a member is ill and cannot attend co-op classes, that member's child(ren) may attend classes if age 8 and older and supervised by a designated attending member.
12. Leadership has authority to make decisions under administrative guidelines. Any policy changes need to be voted on at MACH meetings held twice a year with 2/3 of membership present and an 80% vote for passage.
13. Prospective families who have reviewed our policy sheet and member contracts, may visit co-op during our designated Open-House, or at a time prearranged with the Leadership Team. Children may attend co-op day with a parent to observe class.
14. Students under grade 9 must take the classes offered unless special arrangements are made with leadership.

### **Snow Day Policy**

If Manheim Central School District is 2 hours late, we will arrive at 9:30 am, and hold 45 minute classes, to end at 12:15. The 8 am elective classes will begin at 9:15. In the event of a late opening, afternoon activities will be held as usual.

If Manheim Central is closed, we will be closed.

Possible make-up days will be evaluated as needed.

### **Child Wellness Policy**

In order to provide a safe and healthy place for all our children, we ask that you keep your child home any time he or she exhibits any of the following symptoms:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the previous 24 hours
- Any symptoms of childhood diseases such as measles, mumps, chicken pox, or whooping cough
- Green runny nose
- Sore Throat
- Any unexplained rash
- Any Skin infection
- Pink eye or other eye infections
- Head lice (child should be free of all nits)

**PARENT CONTRACT:** Parents will promise to fulfill their responsibility and commitment to MACH by faithfully executing the volunteer duties and contributions which were agreed upon at the beginning of the year.

~ We understand and acknowledge the stated mission and philosophy of MACH.

~ We realize MACH is not a replacement for parental instruction, but an educational program for the benefit of home education families.

~ We agree to have at least one parent present and available at all times during the MACH hours that our children are attending classes.

~ We will keep apprised of our children's conduct and progress by communicating with their teachers.

~ We acknowledge our God-given responsibility to discipline our children. When informed of any behavioral problems we will properly discipline our child with the goal of ensuring compliance with the standards of student conduct set forth by MACH.

~ We acknowledge that we will be financially responsible for any property damage done by our children in or around the church building.

~ We promise to resolve disputes by dealing with the person or persons involved without criticizing them or MACH. See grievance policy.

~ In consideration for the use of East Fairview Church and the families of MACH, we hereby waive and release any right or claim we may have against the East Fairview Church, or their staff, and agree to hold them harmless from any and all claims, suits, losses, or related causes of action for damages, death, accidental or otherwise during or arising in any way from MACH classes.

- We understand that the leadership team has many decisions to make, in order for our school year to go smoothly. We understand that they attempt make the best decision with the information they have. If at any time, we have questions about how a decision was made, or have a question about a decision, we agree to present our concerns first to the leadership team, for further clarification.

~ We profess Jesus Christ as our Savior and will conduct ourselves in a manner that is pleasing to our Lord and Savior, Jesus Christ, remembering that He lives in us and is always present among us.

## **ELEMENTARY STUDENT CONDUCT CONTRACT**

### **CLASSROOM STANDARDS**

1. It is expected that children should conduct themselves in a manner that is pleasing to our Lord and Savior, Jesus Christ, remembering that He lives in us and is always present among us.
2. Toys or other distracting items are not to be brought to class.
3. Students are expected to display good stewardship in caring for the property of the church, MACH and other students.
4. Students are expected to be cooperative, respectful and obedient to the teachers and staff at all times, and shall address adults with titles of respect such as Mr., Mrs, and Miss.
5. Students are expected to be courteous, respectful and loving to classmates and visitors.
6. Food is only permitted in designated areas, or at specific times. No gum chewing is permitted.
7. Students are expected to focus on the teacher, stay in their seats, and keep their hands and feet to themselves.

### **BASIC MACH STANDARDS FOR ELEMENTARY STUDENTS:**

1. Teachers and staff are the delegated authorities from the parent and will be respected and obeyed accordingly. There should be no back talk or arguing with teachers or staff.
2. Prompt and cheerful obedience is expected.
3. Name-calling, slander, gossip, and foul language are forbidden. Students are expected to treat each other with respect.
4. Dishonesty, lying, cheating or stealing will not be tolerated.
5. Students may not leave the church grounds without permission.
6. Modest and appropriate dress is expected (see dress code policy for details).

## **6th-12th GRADE STUDENT CONDUCT CONTRACT**

### **CLASSROOM STANDARDS**

1. It is expected that the students should conduct themselves in a manner that is pleasing to our Lord and Savior Jesus Christ, remembering that He lives in us and is always present among us.
2. Students are expected to be seated when class begins and have all required materials ready.
3. Students are expected to focus on the teacher, stay in the seats and keep their hands and feet to themselves.
4. Toys or other distracting items are not to be brought to class, including iPods, Cell phones and any other technological device.
5. Students are expected to display good stewardship in caring for the property of the church, MACH and other students.
6. Students are expected to be cooperative, respectful and obedient to the teachers and staff at all times.
7. Students are expected to be courteous, respectful and loving to classmates and visitors.
8. Food is only permitted in designated areas, or at specific times.

### **BASIC MACH STANDARDS:**

1. Teachers and staff are the delegated authorities from the parent and will be respected and obeyed accordingly. There should be no back talk or arguing with teachers or staff.
2. Prompt and cheerful obedience is expected.
3. Name-calling, slander, gossip, and foul language are forbidden. Students are expected to treat each other with respect.
4. Dishonesty, lying, cheating or stealing will not be tolerated.
5. Students may not leave the church grounds without permission.
6. Modest and appropriate dress is expected (see dress code policy for details).

## **DISCIPLINARY POLICY**

The goals of the MACH disciplinary policy are:

1. To help ensure that children and parents know the standards for behavior and the consequences for non-adherence to those standards.
2. To allow the group to enjoy activities and functions.
3. To help our membership be a positive influence on the community and to provide a favorable representation of homeschoolers and MACH.
4. To help our children develop strong, healthy, interpersonal relationships with other home-schooled children.

## **CONSEQUENTIAL ACTION FOR MISCONDUCT**

Note: This policy is intended to be applied in cases of consistent behavioral problems, not normal “childish behavior.” If a child has exhibited: 1). A deliberate act of defiant disobedience, 2). Excessive inappropriate behavior, or 3). A manner which displays an attitude of disregard for authority, the following actions will be taken.

1. The child’s parent/guardian is to be informed of the act by the person in charge of the class, or the adult who asked the child to cease the particular behavior.
2. If, after a reasonable amount of time, the behavior has not been corrected, the teacher, or one of the leaders may request that the child leave the class, and be returned to their attending parent. We encourage the child to apologize to the offended adult (s)
3. If a child is dismissed from 2 classes during the school year, the child will be placed on a status of “disciplinary probation.” This means that the child cannot attend another class for the remainder of the school year.

## **GRIEVANCE POLICY**

Using Matthew 18:15-17 as a guideline, we have established this policy for the resolution of disputes and grievances in the operation of MACH. These guidelines are to be followed whenever there is a dispute concerning any aspect of MACH’s operations or between any two parties connected in a direct way with MACH. This includes students, parents, teachers, and the leadership team.

Student/Parent to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents and/or the student himself.
2. If the problems are not resolved, the parents may bring the concern to the Leadership Team.
3. If there is still no resolution, the parents should request that the issue be brought to a meeting of the members for resolution.

Parents to Leadership Team:

1. If parents have a grievance or dispute about the general operation of MACH, they should bring their concerns to the Leadership Team.
2. If there is no resolution, they should request that the issue be brought to a meeting of the members for resolution.