

FFH

Forever Family Homeschoolers

GUIDELINES

(Revised 01/2023)

... Let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the author and perfecter of our faith. . .
Hebrews 12:1b-2a

Table of Contents

Who We Are	3
Guidelines	4
Registration Information	4
Volunteer Opportunities	4
Security	5
Behavioral Expectations	5
Dress Code	6
Illness Policy	6
Chapel & Lunch	7
Parent Guidelines	7
Teacher Guidelines	8
Student Guidelines	9
Miscellaneous Guidelines	9
Leadership Team Information	10
Statement of Faith	11

Forever Family Homeschoolers

Who We Are

Forever Family Homeschoolers is a cooperative program led by parents working together to equip the next generation with Biblical truths through educational instruction and to offer support in the spiritual training of our children. Our desire is to create an atmosphere that impacts our children's hearts as well as their minds. We want to unite homeschooling families by walking this journey together.

We make it a priority to operate according to Christian principles. Our aim is to honor God in all we do. We accept and attempt to model the example of Christ as our standard of conduct and to reflect His image.

At Forever Family Homeschoolers commitment is imperative. Everyone is expected to arrive prepared to fulfill their roles. It takes everyone in every role to make co-op a success. We also want to model a positive attitude. We know life is full of challenges, but God promises us His presence and the ability to choose a good attitude no matter the circumstances. Ask if you need help. Our members are here to support each other when and where we can - just like a family!

There are a variety of volunteer opportunities at FFH: teaching classes, assisting teachers, serving little ones, planning events, cleaning up, or a number of other possibilities. There's a place for everyone to utilize their God-given strengths and passions. This way we can ensure everyone is involved and productive, but no one gets overwhelmed.

We offer classes at all grade levels, infant through 12th grade. We meet once weekly on Fridays. Cost is \$135.00 per family for the year.

We do not serve as an umbrella school. We are strictly a cooperative program. Parents are responsible for registering their children with an umbrella that meets State regulations.

FFH utilizes a private gmail account for members. This is our main way to communicate information with our families. We also utilize a website for class registration, family directory, etc. There is a Facebook page available for members of the co-op.

FFH offers social events, mom's night out, field day, and field trips for our students, and hosts a monthly 4H club that is open to the public.

GUIDELINES

Please read all the guidelines carefully and completely. FFH is an autonomous ministry that operates under the leadership of the Bible and Holy Spirit and under the covering of Fairview, which includes the pastors and deacons. Every family is responsible for knowing and understanding the following guidelines and must sign the Enrollment Agreement on the website before participating with FFH. Although FFH represents a number of denominations and/or beliefs, we require that each family entering the co-op agree to support the basic doctrines found within the Statement of Faith at the end of these Guidelines. Classes are taught from a Biblical worldview. Any discipline issues will be addressed by the Leadership Team and, if necessary, the pastoral staff on an individual basis. Failure to comply with the Guidelines may result in suspension or expulsion of student and/or family. No refunds will be issued for suspended or expelled students.

Registration Information

- The cost for registration is \$135 per family for the year. *Fees are subject to change.
- Registration fees are non-refundable and need to be paid in cash or check made out to Forever Family Homeschoolers (FFH).
- Some classes may have a minimal supply cost such as art, science labs, etc. Those fees are to be paid to the teachers individually.
- When classes are offered from outside private and/or professional instructors, those would require additional fees set by the instructor and paid to them.
- Only a parent or legal guardian may register a student. Any exceptions have to be approved by Leadership Team.

Volunteer Opportunities

You must serve in one of the following areas on co-op days for each period:

- **Teacher:** A lead teacher in a class K-12th grade.
- **Assistant:** Assisting a teacher in the classroom and filling in when the teacher is absent.
- **Hall Monitor/Floater:** Being available to teachers to run copies, assist students to the bathroom, gather any supplies needed, and fill in as an assistant in the classroom as needed.
- **Volunteer Coordinator:** Making sure all volunteer spots are filled for K-12th grade, being the contact person for anyone who may miss and need a replacement.
- **Nursery/PreK Helper:** Working in the Preschool area taking care of infants, toddlers, or teaching a PreK class.
- **Nursery/PreK Coordinator:** Making sure all volunteer spots are filled for nursery to PreK and filling those spots as necessary.
- **Study Hall:** Monitoring/helping the students with their studies and maintaining a quiet atmosphere.

- **CAST (Common Area Set Up/Tear Down):** Cleaning bathrooms, lunch room, taking trash to the dumpster, setting up and tearing down tables & chairs, vacuuming, etc.

Volunteer Opportunities (in addition to Friday service)

- **Field Trips:** Plan field trips and social gatherings, schedule with venues, collect money when necessary.
- **Events Team:** Plan holiday celebrations/activities, graduation, dress-up days, student socials, field day, etc.
- **Missions/Outreach Coordinator:** Plan and implement service projects and mission outreach opportunities.
- **Care Coordinator:** Contact families in times of need and schedule meal trains/send cards when necessary.
- **Lunch Coordinator:** Plan lunch options, take orders, collect money, and pick up orders.
- **Website/Facebook Coordinators:** Navigate and manage website; maintain Facebook page and post emails.

Security

- Parents must remain on campus at all times during co-op hours while their children attend classes.
- All participants are to enter and exit the building from the lower parking level, Lot E, at the preschool entrance for check in & check out.
- All parents and teachers are required to check in upon arrival and to check out at dismissal at the preschool entrance.
- All adults must wear their ID lanyard during co-op hours and turn in at dismissal.
- All visitors need to check in at the preschool entrance.
- All exterior doors must remain locked at all times. No propping open exterior doors at any time. All traffic must enter and exit through the door at the preschool entrance. The only exception is during PE & Recess times.
- Weapons, or any items that would be considered harmful (matches, fireworks, etc.), are not permitted on the premises.
- Keep all emergency contact and medical information up to date on the Website.
- **FFH is not responsible for students on campus after check out is complete.**

Behavioral Expectations

All participants of FFH should strive to consider others more important than themselves (Phil 2:3). Please follow the rules and expectations for behavior outlined below:

- Be respectful at all times to everyone through speech and conduct.
- Disrespectful conduct would be defined as the following:
Not being obedient and responsive to an adult, backtalk, disrupting the class, offensive language or conversation, name-calling, etc.

Any disrespectful behavior toward adults or fellow students will be dealt with immediately in the following manner:

- **First offense:** The student will be given a verbal warning and will be expected to respond in obedience immediately and respectfully.
- **Second offense:** The student will be escorted to their parent. It is the parent's responsibility to follow up with the adult to address the issue.
- **Third offense:** The parent and adult involved will meet with the Leadership Team to determine on a case-by-case basis the necessary consequences or resolution.

Bullying, hitting, fighting or threats made by students against other students or teachers will not be tolerated and may result in suspension or expulsion. This extends to social networking sites as well.

Teachers can utilize a Feedback Form as a means to communicate any behavioral issues with Leadership. Teachers can also use a Feedback Form or Report Card to communicate with parents how a student is doing.

- We have been blessed by Fairview Baptist Church to use their facility for this ministry. Each individual is expected to take care of the facility by cleaning up after themselves, throwing away trash, and being responsible in the classrooms, lunch room, bathrooms, etc.
- If any damages occur to the church property during co-op hours by your doing, you will be held responsible to pay for them. Rooms that are not used for co-op purposes are off limits and are not to be accessed.

Dress Code

Our goal is to promote an environment for learning and building character. With that in mind, we follow a modest, gender-appropriate, conservative dress code in consideration of others and the church in which we are meeting. Anything that would be distracting or offensive should be avoided.

- Clothing that reveals midriff, low-cut tops, and clothing with inappropriate pictures, slogans or language are not permitted.

Any participants who disregard this dress code policy will be expected to remedy the problem by changing or leaving co-op.

Illness Policy

Please make sure your children are healthy when they attend co-op. Use the following guidelines to determine if your child should stay home:

- Excessive cough or runny nose that's yellow or green. The only exception is symptoms of allergies that have been diagnosed by a doctor as allergies.
- Bacterial infections are to be treated by an antibiotic at least 24 hours before coming to co-op.
- With vomiting, diarrhea, or fever of 100 or above, your child should be symptom free for at least 24 hours before coming to co-op.

- Do not bring your child with any rash unless it has been diagnosed by a doctor as non-contagious.
- If an individual in your family is contagious, then all family members should stay home.
- If you have been directly exposed to someone that currently has Covid stay home.

At the discretion of the Leadership Team co-op may be canceled due to excessive absences.

Chapel, Lunch & Recess

- All participants of FFH are encouraged to attend Chapel each co-op day. This provides an opportunity for our group to connect, build family, give announcements, and spend some time in devotions and prayer. If you do not attend Chapel please do not be elsewhere in the building. You are welcome to leave campus for chapel/lunch time.
- Please be considerate of nursery and preschool workers and pick up your children promptly so they can make it to Chapel on time.
- No one should eat in any of the classrooms except those on assigned Recess duty.
- Each family is responsible to clean up their lunch space by throwing away trash, making sure floor area is picked up, and wiping down their table. There will be cleaning supplies available for your convenience.
- We have a volunteer lunch staff that sets up and tears down tables and puts away chairs.
- **Recess Staff** is required by all families and will be on a rotation schedule. This entails going outside, to the “Backyard” and to activity rooms to help ensure the safety of our children.
- Please note that Recess Staff is not in place to supervise children until 11:45.

Parent Guidelines

Parents must remain on campus volunteering in some area of co-op for all hours their students are in class. Exceptions will be taken before the Leadership Team for approval.

As parents, we should be the first to uphold and support the Guidelines set forth for co-op. Let’s model proper behavior for our children and be an example in our attitude, words and actions. Parents are the most influential teachers in their children’s lives.

Our teachers put a lot of time and effort into their classes and we want to demonstrate we appreciate their commitment by doing our part to support them. Work with your children so they’re ready and prepared for co-op by having assignments complete and having the necessary supplies they need for class every week.

In the event that your child(ren) are absent, it is your or your student’s responsibility to contact their teachers for any missed assignments.

Be prepared and receptive for honest feedback concerning your child's conduct and academic effort if needed. Report cards and/or Feedback Forms will be issued each semester at the discretion of the teacher or if requested. If you do not count the classes officially that is your option, but all students will be expected to participate while at co-op to the best of their ability and will be given grades or feedback accordingly. Any issues regarding grades, conduct or any feedback can be addressed with the Leadership Team by appointment.

Please note that Study Hall is designed for students who need a place to study/work. It is not to provide childcare or act as a social hour. If your child is in Study Hall, send them prepared with something to keep them busy.

Students who have been expelled from public or private school will be evaluated on a case-by-case basis.

There is a designated room in the nursery area for nursing mothers.

In an effort to better assist your children in the classroom, please make us aware of any life events that could impact their demeanor or behavior (divorce, death, illness, etc.). This enables us to respond with sensitivity to any issues that may arise. We would also encourage you to let us know if you have any needs that we could assist with and be praying for.

Teacher Guidelines

Teachers are required to submit their class on the website prior to Registration, which includes your choice of curriculum, for Leadership Team approval, and any details regarding your class. Consider the maximum number of students you can support with time, materials, and space. You will enter this on the website when you submit your class.

Teachers who have children registered with the co-op may not charge to teach a class. If you teach a class that requires additional supplies you may only charge for the cost of those supplies.

Outside private and/or professional instructors will charge their customary fee for their time.

There should be two adults, a teacher and an assistant, in a classroom at all times. There will be Hall Monitors to assist teachers as needed with bathroom breaks, supplies, copies, etc. You should signal to a Hall Monitor for assistance rather than leaving your room.

If you are unable to attend co-op due to illness or an emergency, please be sure to notify the Volunteer Coordinator as well as your assistant as soon as possible. Your assistant should be able and prepared to fill in and lead the class in your absence.

We want to properly prepare our students for life, college, the workforce, etc., so hold your students to a high standard of conduct while extending grace at the same time. The Leadership Team is here to assist you with any challenge you may encounter in the classroom.

You may not teach any doctrines that are contrary to FFH's Statement of Faith. Any failure to comply will be vetted out under the leadership of pastoral counsel.

Student Guidelines

When not enrolled in a class for a period, you must be registered for Study Hall. In Study Hall you are to maintain a quiet and respectful atmosphere. This service is not intended for social time.

Teachers are figures of authority and that position should be honored and respected by all students (Romans 13:1). Refer to Behavioral Expectations for guidelines for the classroom.

Bring only items needed for class. No toys, distracting items, food or drink is allowed in the classroom. Exceptions would be for planned activities by teachers. You may also have water bottles if they have a lid.

Label any items you do not want to lose.

Miscellaneous Guidelines

Clean up

At FFH everyone works together to maintain the facility during co-op. Allow time to clean up at the end of class and have your students assist – we want them to be responsible to clean up too! Every participant is to do their part to help make cleaning up run smoothly and quickly. At the end of the co-op day clean the space you are in last by sweeping the room, emptying trash, sanitizing tables, and cleaning white boards.

Electronics

All cell phones, iPads, laptops, etc. should not be used during class time or Chapel.

Please have your ringers off or set to vibrate. Exceptions are at the teacher's discretion if a device is needed for the class. Parents, unless your device is needed, please refrain from use during class time as well.

No fundraising by students or parents can be conducted during co-op hours with the exception of appointed or approved times for such events by Leadership.

Display of affection or physical contact between students is not appropriate while at co-op or any co-op related events.

All participants must use the restroom according to their God-given gender.

Please do not post any material to our Facebook group that could be interpreted as political or divisive.

Any of the guidelines outlined above that are not followed will be addressed by the Leadership Team and could result in disciplinary action or expulsion.

Leadership Team

The responsibilities required to enable co-op to run smoothly each week are shared by both the families participating in co-op and the Leadership Team.

The Leadership Team exists to:

- create and organize all paperwork/forms necessary
- oversee website
- oversee registration
- account for financial records
- facilitate communication for all participants
- organize class and volunteer schedules
- oversee additional co-op activities
- direct and enforce Guidelines
- pray and seek God's direction for co-op

There will be a member of the Leadership Team available at the check-in desk throughout the co-op day. Please feel free to communicate with any of us at any time for concerns, behavioral issues, ideas, or anything you need to do your job effectively. We are here to serve you and work alongside you.

Leadership Team Members

Renonda Kirk	renonda@tds.net	865-705-8571
Christy Miller	cmiller865@yahoo.com	865-660-2900
Jennifer Wilson	wesjen659@comcast.net	865-684-0886

Statement of Faith

Forever Family Homeschoolers adopts the Statement of Faith held by Fairview Baptist Church and holds to the following beliefs:

God – We believe that there is one God who exists in three persons: the Father, the Son and the Holy Spirit.

Jesus – We believe that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.

Christ's Return – We believe that Jesus Christ will literally return to earth.

Holy Spirit – We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation, and is the Comforter and Guide who lives in every believer.

Bible – We believe that the Bible is the Word of God without any error, the sole authority for life and faith.

Man – We believe that man is a special creation of God, made in His image, but that through the sin of the first man, Adam, mankind fell so that all men are sinners and need salvation.

Salvation – We believe that salvation is a gift received through repentance toward God and faith in the Lord Jesus Christ and is available to all that will repent and receive that gift.

Assurance – We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ.

Eternity – We believe that those persons who die in their sins without Christ spend eternity in Hell and those persons who die with their sins forgiven through Christ spend eternity in Heaven.

Baptism – We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation.

Church – We believe that the church is a local body of baptized believers with the Lord Jesus Christ as the Head.

Prayer – We believe that each believer has direct access to God through the Lord Jesus Christ.

Government – We believe in the separation of church and state, but not in separation of God and government. Christians are salt and light in society.