GATE

Let the word of Christ dwell in you richly
as you teach and admonish one another
with all wisdom…Colossians 3:16

Handbook for Members of GATE

Godly **A**cademic **T**eaching & **E**nrichment

Home School Association and Co-op

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Updated 2021

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Welcome to GATE Home School Association!

An overview of our purpose, operation, and membership.

Godly Academic Teaching and Enrichment - GATE

Throughout Scripture, the GATE is a strong image. *It is a meeting place*—where leaders contemplate, transactions are made, relationships are built. *It is an access point*—open to those who desire community, but a defense against invaders. *It is an image of our faith*—Jesus himself being the gate for His sheep and encouraging us to go through the narrow gate.

This association was created to be a place of *meeting*, to provide *access*, and to encourage people to walk in *faith*. Our members are gatekeepers, watching and providing a place of Christian community for all who enter. May we show the strength and glory of the Lord as we work together to educate our children and enrich families.

Purpose and Organization

We are a non-profit organization based in Allen, Texas, created to provide cooperative education opportunities for Christian homeschooling families in the surrounding areas. We strive to be a small but quality cooperative where parents come together to use their God-given talents and abilities to train and teach home schooled students about the world God has given us.

Our cooperative is governed by a volunteer Board of Directors and Co-op Leadership Team which meet regularly to review, advise, plan, and pray for the cooperative membership and our activities. The day-to-day activities of the association are directed by volunteer Leaders and Coordinators who also oversee the policies, curriculum, and discipline of the membership. All work (leadership, teaching, assisting, facility Set Up and Clean-up) is accomplished by our member families.

The classes meet for a fall and spring semester each school year, providing classes that enrich the education of students from kindergarten to 12th grade. Actual courses and course content vary from year to year. Childcare for ages 4 and below is provided for member families during school hours. Parent teachers develop lessons and curriculum under the guidance of Age Group Coordinators. We teach from a Christian Biblical worldview. Occasionally, we provide educational and social activities outside of our regular class meetings for GATE member students and families.

As Christian parents, we are called to train our children's character and faith and be examples of Christian faith. Parents and students are expected to be considerate of people, facilities, and rules, providing guidance or correction as needed. We believe those in leadership positions (including teachers, assistants, Leadership Team and Board members) are held to a higher accountability and are not exempt from being admonished if their actions or attitudes do not model Christ.

Membership

We welcome Christian families from any denomination who agree with and uphold our statement of faith and will abide within the comfortable, yet conservative policies approved by the governing body of our cooperative. We do not discriminate on basis of race, economics, social, or other differences determined by the world, but strive to be an example of unity in Christ. (Col. 3:10-12)

Each family must have at least one child 5 years of age or older and in kindergarten by September 1 of the current school year to be eligible for membership. Families must apply and be accepted into membership. One parent must be on site with their students and provide service during classes.

The cooperative is self-supporting, funded only by fees paid by the membership. Families are expected to pay for their participation from their own resources or seek their own support from friends and family; GATE does not have funds to provide scholarships.

GATE Statement of Faith and Beliefs

Families are asked to agree with and abide within these scriptural and doctrinal guidelines when they participate in any GATE activity. Please help your students to understand the requirements of this guideline. Complete scriptures in NIV version of all referenced scriptures are available in Appendix A. **A signed and completed copy of this Statement of Faith is required for each member family and is kept on file with leadership. A copy of the SOF form is included with new member application online.**

- The Trinity: We believe that there is one, true God, who exists in three persons: God the Father, God the Son and God the Holy Spirit. (Is 43:10-11; Eph 4:6; Deut 6:4; 1 Cor 8:6; John 10:30; John 10: 37-38; John 15:26; John 17:1-26)
- The Canon: We believe The Holy Bible is the definitive, inspired Word of God. It is infallible, authoritative and inerrant in its original form in whole and in part. The Holy Bible is the only book of God's Word, constituting complete and final revelation. No other text is equal to or greater than The Holy Bible. The Holy Bible cannot be added to, nor can texts be deleted from it. (2 Timothy 3:16; 2 Peter 1:19-21; Matt. 5: 17-18; Rev. 22:18-19)
- Incarnation We believe in the Deity of the Lord Jesus Christ. We believe Jesus is God. He came into the world in human flesh, fully God and fully man. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through crucifixion. (John 1:1-14; Is. 7:14; Matt. 1:23; Luke 1:35; 2 Cor. 5:21; Heb. 4:15; Heb. 7:25; Heb. 9:12; Col. 1:13-14; John 2:11; John 11:25; Acts 1:11; Rev. 19:11-16)
- Resurrection: We believe in the resurrection of both the saved and the lost--those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5:28-29; Romans 6:23; 2 Cor. 5:19-21)
- Creation: We hold that all of creation is a direct act of God (as opposed to evolution, which, by definition, denies intelligent design). We believe that man is a separate creation from animals. (Genesis 1:26-28, 5:1-2)
- Original Sin and Salvation: We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for salvation. Salvation is a free gift from God, which must be responded to by individual faith and repentance. Salvation does not come from trusting in any personal works whatsoever, but in the sacrificial, atoning death and resurrection of Jesus Christ alone. (Romans 3:19-26; 1 Cor 15:17-22; John 3:16-21; Eph 2:3-5; Titus 3:5-7; Is 43:13)
- New Creation in Christ: We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (2 Cor 5:17-20; Eph 2:14-20; Eph 4:30-32; Eph 5:18; 1 Cor 6:19; Romans 8:18-28)
- Definition of Marriage and Family: We hold that the Biblical model and definition of family is a husband and a wife and the children God gives them through birth, adoption, or guardianship. The family unit is accountable to each other and to God. (Genesis 2:18-24; Deut 5:16; Deut 32:46; Prov 12:4; Mal 2:15; Eph 5:22-28; Eph 6:1)

- Education: We hold as belief and conviction that children are given by God as a stewardship to the parent, not the state, and that parents have the ability and authority to teach and educate their own children. (Prov. 22:6; Deut. 6:6-7; Eph. 6:4, Ps. 127:3-5).
- Attitude: While striving to have the same attitude as Christ, and looking not only to self, but also to the interest of others, we hold to the maxim "In essentials unity, nonessentials liberty and in all things charity." (Prov 12:28; Romans 8:9; Eph 5:19-21; Phil 2:3-11; Phil 2:14-16)

Statement of Non-affiliation

GATE HSA is not affiliated with any one denomination or religion, and neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national, or regional organization which gives Christian recognition to unbelievers or advocates multi-faith religious or doctrinal unity.

Denominational Differences

GATE HSA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. However, the following areas are left primarily to the teaching of the home and church and will not be taught, discussed, or practiced during co-op activities:

1. Church government, authority, and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events or Tribulations
5. Second work of grace or baptism of the Holy Spirit
6. Sinless perfection
7. Gifts of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits
8. How to pray
9. Election or Predestination

Salvation Experience

Any adult teaching or holding a leadership position of GATE HSA must have placed his/her faith in Jesus Christ and received salvation from Him alone and been a Jesus follower for at least a year. A brief testimony of faith (1 paragraph) for each adult who will be a participant in the cooperative is requested.

MEMBERSHIP AND PARTICIPATION REQUIREMENTS

MEMBERSHIP

Membership is granted to a family through the review and approval of their submitted application and the process of reference checks from personal contacts and public records. Each family must have at least one child 5 years of age or older and in kindergarten by September 1 of the current school year to be eligible for membership. Only members may participate in the GATE Co-op (see guidelines for visitors).

In order to attend co-op classes, the family must be in good standing, i.e.:

1. There must not be any outstanding fees due (operations fee or class fees);
2. All forms required for the semester, such as Medical Information, Release forms, Liability Waiver for the church, etc., have been turned in;
3. If a returning member, the Intent to Return form has been submitted;
4. There are no unresolved demerits against your family.

If the family does not meet the above listed requirements, their membership is on probation and their participation in GATE activities may be suspended as deemed appropriate by the Leadership Team.

Membership Hold: If a member family is unable to attend for a semester due to personal or family reasons, the family may pay a membership maintenance fee to hold their membership place for the semester they are not in attendance. You may remain on hold for up to 3 semesters, with approval from Leadership Team. After 3 semesters or if the request is denied, membership will be canceled, and the family must reapply for membership when they can return. While membership is on hold, family members may participate in other GATE activities (park days or field trips) and have access to the member website.

Member information including current copies of Family Agreement, Medical Info/Release, Liability Release for the facility, emergency contact info, and a copy of photo ID of all adults attending co-op will be kept in a notebook at co-op for Leadership Team use.

MEMBER FEES

GATE is not a business but an association of home school families coming together for a purpose. All our activities are funded through fees paid by the families; therefore, each family should endeavor to make arrangements for their financial responsibility to the co-op. Families that have unexpected burdens should share those needs with family and friends and allow God to provide through the body of believers around them. GATE does not coordinate any “scholarship” or “financial aid.”

Each semester, a returning member family will pay the Operations Fee (Op Fee) with their ‘Intent to Return’ form. Operations Fees must be paid before a family can participate in any class registration process. The Application Fee for new members includes any required Operations Fee for the semester they are first placed. Once class registration has opened, Operation Fees paid are non-refundable even if the family withdraws from the co-op.

In addition to the Operations Fee, each member family is responsible to pay the class fees, which can also incur late fees. Refer to Classes and Registration section for more detail on class fees and late fees.

PARTICIPATION

Only registered family members may attend co-op. Any child not registered for a class period (as a student or helper) may not remain on campus. We do allow visitors—refer to the Visitors section of the handbook. We sometimes allow guest teachers—refer to the Visitors section of the handbook.

Parents and K-12th grade Students: At least one member parent or responsible adult must participate and be present at the co-op anytime a student is in attendance. Students in Kindergarten through 12th grades attending co-op must be registered in a class each hour. Each family must participate in GATE Co-op a minimum of 2 class hours; if only attending 2 hours, they must attend the second and third class hours.

Infants and Preschool Children: Classes for infants and preschool children of members is provided as a benefit for our member families only. In general, it is requested that infants remain in the nursery. Consideration will be given to allow a mom to use a swaddle or backpack with their infant while assisting in Preschool classes only. Infants will not be allowed in K-12 classes. It is disruptive to a class and is sometimes unsafe for a baby to be in a regular class. Nursing moms are welcomed but asked to please use discretion around children.

Students with Special Needs: GATE does not altogether prohibit children that may have special issues or needs. However, families need to also understand that we may not have the appropriate accommodations for the special needs of a child. If you have a child with special needs including allergies, learning difficulties, physical impairments, etc., please contact the co-op director to discuss your child's particular situation or needs. We will do our best to work with families to include special needs children in co-op so they may attend with their family.

Most GATE parents and teachers are not trained or equipped to teach, attend to, or maintain discipline in classrooms containing children with certain special needs. It may become necessary, depending on the director's assessment of the child's ability to participate in classes with minimal disruption, for the parent of any special needs child to be assigned as an assistant in some or all of their child's classes. However, problems that are too great for the membership to bear will cause us to ask the family to seek other accommodations for the special needs child. This does not preclude the possibility of some parents creating a special needs class within the co-op to meet this need.

PARENT SERVICE

Each family who has a child participating in GATE Co-op is required to provide service during co-op hours. Accounting of this service is accomplished through completing service units and assistant assignments.

Each returning family must provide at least 2 Service Units per semester in order to fulfill their Service responsibility. Service Units for the current school year are earned as follows:

1. 1 unit is earned for lead teaching 1 hour of class (no co-teacher); 2 units earned for lead teaching a 2 hour credit class (no co-teacher);
2. 1/2 unit is earned for co-teaching a 1 hour class; 1 unit is earned for co-teaching a 2 hour credit class;
3. 1 unit is earned for working Set Up 6 weeks (adults or HS student may earn this unit for the family; students grade 4-8 may assist but do not count as an additional unit);
4. 1 unit is earned for working Clean Up 6 weeks (adults or HS student may earn this unit for the family; students grade 4-8 may assist but do not count as an additional unit);

5. 1 unit is earned for holding a Board or Leadership Team position for the current semester.

Existing or Returning Families: Parents who are listed to teach or co-teach at the time registration starts will be credited with the teacher service units even if the class fails to make during registration. Each family is asked to have at least one service unit of teaching per school year to comply with this section, except where disciplinary measures are in effect.

First Semester of Membership (New Members): Unless other arrangements are approved, new member families shall only participate in Clean Up the entire semester which counts as both their service units the first semester they are members. New member families are not expected to lead teach a class their first semester.

Assistant Assignments: After Service Unit teaching positions are filled, all registered adults will then be assigned to assist in the classrooms for the remaining hours that their students are at co-op. There are no in-service hours or free time during co-op class times. Refer to Teacher and Assistant Guidelines for a description of duties. Families with preschool age children (age 5 and not in kindergarten, age 4 and under) must work in the preschool department at least 1 of their class hours, either teaching or assisting.

GRADE LEVEL DETERMINATION FOR MEMBERSHIP

For the purposes of classes at GATE, students are classified into age/grade levels according to their age on September 1 of the current school year, regardless of which semester they enter or what curriculum level the student is using at home. For a family to apply for membership in GATE for a particular semester, at least one child of the family must be starting or have started kindergarten level **and** already age 5 as of September 1 of the current school year.

All new families must classify their students within the grade level listed for their age as of September 1 of the current school year for the first two semesters in GATE. After that, parents may petition for a grade re-classification if desired. All petitions for re-classification must be submitted through the Class Coordinator for consideration by Leadership Team. Approval for re-classification will be given in writing (email) and will apply to the next semester for registration purposes.

Students may only be re-classified to a higher grade only once the entire time a family is in GATE and may only classify one grade above their age/grade listing. Therefore, it is recommended that families wait until a student is beyond elementary school age before making a determination about re-classification. If the student is approved to move up a grade level in classification higher than their age level, they may not be moved up again at any time, even if the family leaves and then returns to GATE at a later time. All re-classification requests must be submitted in writing, citing specific academic, social, and emotional reasons for the request. A student may not register for classes in a different age-grade level until permission is granted by the Leadership Team and the family is notified in writing (email) by the Class Coordinator.

GATE allows students to be classified one grade lower than their age/grade level without any formal request. If a student needs to be classified more than one grade level lower than their age, then a written notification must be submitted, citing specific academic, social, and emotional reasons for the request. A student may not register for classes in a different age-grade level until permission is granted from the Leadership Team and the family is notified in writing (email) by Class Coordinator.

VISITORS

MEMBER FRIEND AND FAMILY VISITORS

Visitors are welcome to visit GATE HSA Co-op, provided visitor guidelines are followed. Each member family may request approval to bring visitors only 2 times per semester. The name of the adult(s) and the names and ages of the students must be submitted when requesting approval. A visitor may only visit two times during the semester, regardless of whether they know multiple members or are visiting a family for a longer period.

Attending Visitors can be school age students (K-12) with their parent or adult family members; no infants or preschoolers can be brought or attend as visitors, even if their parent is present. You must notify the Director at least 2 days prior to the day they will visit and receive written (email) approval for your visitors to attend.

Visiting students (K-12th) may only attend classes with the responsible member parent or member student or their own parent; visiting students may not just choose classes to attend. You must notify the teachers of the classes that your guest will be visiting at least 2 days prior to class day. Please let visitors know that they may not be able to participate in the class (for reasons such as participation is not appropriate or safe because of previously learned information, would not have supplies, or other reasons), but would be welcome to observe in class in any event.

All visitors should check in at the Co-op Leadership desk to obtain a visitor name tag prior to going into any class. Visitors need to be made aware of our procedures and guidelines, including dress code, in order to participate appropriately. Please help your visitor feel comfortable and included by letting them know about how our co-op operates.

VISITING TEACHERS

Sometimes it can be interesting or helpful to invite someone to provide specialized instruction in a class. Because these people have not been through our membership approval process, they are considered visitors of a member as far as being on campus and must follow the guidelines for such listed above. In regards to teaching, they will need to read through and agree to abide by our Statement of Faith and Guidelines for adults and teachers. They may read these online or onsite, but we will need a signed statement prior to them entering the classroom.

INTERESTED FAMILIES - TOUR ONLY

Families interested in GATE Co-op may arrange a tour during the co-op meeting time. Arrangements must be made at least a week prior to their visit. The interested family must check in at the Co-op Leadership Team desk upon arrival for a visitor name tag and to be assigned a chaperone. The family will be accompanied on a tour by a Leadership Team member or assigned chaperone to view the operations and layout of the co-op and answer any questions. Children of the family may not stay in any classes during the tour and must remain with their parents during the entire tour. Visitor tours can only be accommodated between 9:30 – 11:30 a.m. on regular co-op days. No tours are scheduled on the first or last day of the co-op.

Visitors to tour who show up without prior notification or arrangements will be asked to reschedule.

PERSONAL CONDUCT

GENERAL

GATE HSA Co-op is a Christian learning environment for our students. We are training and teaching them so we expect them to learn appropriate behavior and responsibility for their age. Parents are the greatest factor for success, however all adults in our co-op should consider it their Christian duty to help each other as needed. Please take time to read through these guidelines and discuss their intent and meaning with your students.

Please remind our students of their family's agreement to abide by these guidelines. Teachers, you are required to uphold the guidelines in class. We rely on our families and teachers to guide our children while at co-op as well as help one another graciously abide within the protections afforded in the handbook procedures and guidelines.

Self-control: In general, our conduct should be a model of righteousness and holiness, endeavoring to act, think, and serve with the characteristics of a believer in Christ as described in the Bible. This includes self-discipline concerning speech, dress, and personal habits.

Personal items: We do not restrict bringing personal items such as cell phones, brushes/combs, personal care products, and things normally carried in a purse or pocket. However, personal items are not to be out or used during class times. Leadership Team members have the authority to confiscate and/or ban any item they do not deem appropriate or that is being used inappropriately. Confiscated items will remain with Leadership Team members until the end of the co-op day and can be only returned to the parent in person.

Substances: We do not allow any type of smoking or using tobacco of any kind, consuming anything containing alcohol, or the ingestion of any substance used for medical or recreational purposes that is not prescribed or required for a specific condition and/or administered under the direct physical supervision of a parent. Strong fragrances, natural or manufactured, should also be avoided in consideration of sensitivities and allergies. Leadership Team members have the authority to confiscate and/or ban any substance they do not deem appropriate or that is being used inappropriately. Confiscated substances will remain with Leadership Team members until the end of the co-op day and can be only returned to the parent in person.

Weapons: Items that are considered weapons such as fixed or switch blade knives, guns that use live munitions, numchucks, bow and arrows, etc. are not allowed on the premises (concealed weapons with a state certificate for concealed weapons may be in an adult's locked vehicle). Recreational guns, such as Airsoft guns, or any "toys" that have the shape or appearance of real weapons are also not permitted on the premises. If a teacher plans to include real weapon display or toy weapon use (any type of guns, bows, spears, etc.) as part of a class, they must first request permission by giving specific details of the item(s) along with a description of the planned use, and receive written authorization to use these items on campus so that announcements can be sent to families concerning their approval for use.

Pocket knives or multi-tools only may be carried by adults, or high school age students who also carry a pocket knife safety card. Again, the personal item should not be out during any class time. Again, any item can be confiscated by a Leadership Team member for inappropriate use and shall remain with Leadership Team until the end of co-op day and can only be returned to the parent in person.

GUIDELINES JUST FOR PARENTS

1. Stay informed about GATE Co-op activities and requirements. Talk with your children about what is expected and what to expect so they are informed and prepared for co-op. Pay attention to deadlines, paperwork requirements and communications. The co-op has set procedures to ensure that all families are considered and accounted for, and your prompt cooperation helps that process go quickly and smoothly.
2. Please endeavor to be on time or early, whether to co-op, to class, or to pick up your preschool children. Please note that preschool children cannot be picked up by elementary age siblings, but students grade 7-12 may pick up a younger sibling.
3. Everyone at co-op must wear their name tag. Name tags should be worn near mid-chest area, whether on lanyard or clip. Preschool children may have their name tag on their back. Parents are responsible to ensure wearing of name tags. If you or your child does not have one, you will be charged for a replacement.
4. We require that each child have a backpack or some kind of satchel to hold supplies, books, etc. needed for class. Please make sure your children have their required supplies with them when they come to co-op. Make sure your family name is on everything loose (may be taken off your body) that you bring to co-op including coats, books, water bottles, diaper bags, snack containers, project materials, etc.
5. At the end of co-op, take time to make sure all your children have all their items that need to go home including projects or crafts they made during the day. Check the Leadership desk to make sure you have completed sign ups or payments and to see that you have picked up any items left there for your family. Make sure all nametags have been turned in before you leave.
6. Your conduct, dress and appearance should be models for our students. Please take to heart the intent of the guidelines so that you can be a good example to others.
7. Adults should keep their cell phones/pagers to vibrate or silent while at co-op. If you must take a call, please excuse yourself to the hall so you do not disturb the class further. You should only take calls that are medically required or are an emergency.
8. You should not leave the premises during co-op. If a situation necessitates leaving, you must come to the Leadership table and notify a leader of the situation. You must also assign another adult to be responsible for your children while you are off campus if they do not leave with you. If you are a teacher, please help make arrangements for your class.
9. Do not come to co-op or bring any child to co-op who is sick or has not been fever free or symptom free without medication for at least 24 hours prior to the noon Wednesday deadline for absence notification (or 48 hours prior to the first class on co-op day). If you or your child has excessive coughing, sneezing, discharge, or the like, please be considerate and make arrangements for co-op so you can stay at home.
10. If you arrange for some other adult to pick up your children you will need to inform the Co-op Leadership Team in writing by email. Please provide the adult's name and let them know they will need to provide a photo ID. The adult picking up the child(ren) must check in at the desk when they arrive. A leadership member will accompany the adult to pick up the child(ren). High school students may meet the adult at the Co-op Leadership desk if desired. You may, however, pick up your child(ren) yourself and take them out to another adult for transport. If a student will be leaving earlier than their last class, the parent needs to let the Co-op Leadership know of the early departure and have the adult/student check out at the desk.

11. Respect the facility that is accommodating our co-op. Sit in chairs or on the floor, not on tables, ledges, or cabinets. Walk only on paved or designated areas. Only use the elevator when needed for physical reasons. Be a model of cleaning up after yourself and encourage your children as well. Let us not be a burden to the Clean Up team or the church in the way we treat the facility.
12. Humbly accept correction and discipline. Work to be at peace with other adults and families. If you have difficulty with another person, your first step is to seek reconciliation and resolution through the peacekeeping guidelines outlined in the appendix. You may also seek counsel and prayer from a leadership team member.

GUIDELINES JUST FOR STUDENTS

1. You should be on time to all your classes as a sign of respect to your classmates and teachers.
2. Willing participation is one of the greatest factors for learning and enjoyment in class. Pay attention, do what you are asked to do, and cooperate with others. Being prepared allows you to get the most from the class and able to do all that is planned. Bring all needed supplies with you to class. Complete your homework and turn it in on time.
3. All students should bring a backpack, satchel, or other bag to co-op to carry their supplies to and from classes. Please be responsible to put your items in your bags and only leave your bags in appropriate or designated areas or with your parent.
4. Use manners at all times. Use appropriate voice tone and volume, address adults with Mr. or Mrs. (use last name or designated name), say "Yes, Ma'am/Sir," "Thank you," "Please," etc. We expect boys and men to use manners regarding doors, seating, etc. and we expect girls and women to express gratitude and consideration for such manners.
5. In class, appropriate behavior includes remaining in your seat unless given other directions, raising your hand to speak, listening while others are speaking, and quickly obeying any instructions.
6. Everyone must wear a name tag during the entire time at co-op. Name tags should only be worn near the middle of the chest, whether on a lanyard or clip. Preschool children may have their name tag on their back. If you do not have your nametag, you will be charged for a replacement.
7. The only food allowed outside of lunch period is a water bottle (ie: no gum, candy, granola bars, soft drinks, etc.). During a class meeting time, your teacher may allow snacks/foods as part of the class which may be consumed during that class period only. Anything not consumed during the class should go into a container approved by the co-op; these may be retrieved at the end of the co-op day and consumed only in designated areas. Do not carry any food items in your bag; you may carry and use your water bottle whenever you need.
8. You should not have any toys, cell phones, or other items not related to the class (video games, pocketknives, brushes, makeup, etc.) out of your backpack/purse during co-op. Please keep cell phones <u>turned off</u> during class time (unless they are being specifically used for the class you are in). Teachers have the right to take up any personal item that is brought into class. Confiscated items will be brought to the Co-op Leadership desk where it must be retrieved by a parent after co-op classes.

9. Your conduct should be respectful and appropriate at all times. At no time should you display public affection to a student of the opposite gender, nor should your actions be overtly physical toward one another, even same gender friends. Be modest and self-controlled in your behavior.
10. Respect the facility that is accommodating our co-op. Sit in chairs or the floor, not on tables, ledges, or cabinets. Walk only on paved or designated areas. Please walk while indoors. Only use the elevator when transporting large items too cumbersome to carry up a stairway. Clean up after yourself (including the sink area in the restroom) and even pick up trash that you see left behind. Help keep the facility clean.
11. Humbly accept correction and discipline. Work to be at peace with your classmates. If you have difficulty with another student, seek out an adult to give you counsel and guidance.
12. Be a gracious family member. Keep in mind that your parent(s) are working while you are at co-op, so they need you to be responsible and considerate in your actions and attitudes during the day. Students grades 7-12 may assist in clean up and are expected to clean up after themselves. High school students may assist in watching younger students while clean up is occurring.

APPEARANCE AND DRESS

While each family has their own definition of appropriate and modest clothing, at GATE Co-op we will observe a conservative dress code for any GATE Co-op classes or activities. If in doubt, change to something more conservative. Appearance and dress guidelines apply to all students and all adults. (A 3x5 card helps with the requirements listed below)

1. **Tops**: All shirts must either have sleeves or be approximately 3" wide at the smallest part on the shoulder and should cover entire chest/abdomen- no chest/cleavage or abdomen showing even when bending forward or reaching up. Please note that for our purposes it is not appropriate to wear halter tops, strapless tops, or skin-tight clothing as a shirt (even with a cover up), or to wear netting/ burnout/ torn tops (even with cover up shirt or as a cover up shirt). Camisole shirts or tank tops of appropriate neck opening may be worn with a cover shirt, however the cover shirt may not be removed at any time while at GATE. Shirts with offensive or overly loud decorations or themes or advertisements for immoral/illegal acts or morbid or Halloween images are prohibited.
   *For all neck openings, a good rule of thumb is to put your chin to your chest, then lay 3 fingers under your chin. The lowest neck opening edge should at least touch the 3rd finger; this includes cami or tank tops worn under a shirt.
   All undergarments should be completely covered and not visible.
2. **Bottoms**: All jeans/pants should be worn at waist or just below waist. No baggy pants that expose garments worn underneath. The bottom edge of shorts must be no more than 5" above the top of the knee cap.
   Leggings, Jeggings, or skin-tight skinny jeans cannot be worn as pants. They may be worn with a short skirt/dress or with a top that is at least fingertip length, even with arms raised. The top must be loose fitting and cover the hip/bottom area all the way around – an unbuttoned overshirt is not acceptable as a top.
   Skirts must be knee length or longer or must have leggings or pants worn with them (when worn with leggings, skirts must at least be fingertip length).

All "rips or tears" in the design of pants must be located below the fingertip length on the pants. Please note that for our purposes it is not appropriate to wear pajama pants, split skirts, leather, or skin-tight bottoms of any kind. All undergarments should be completely covered and not visible.

3. **Accessories**: No accessory should have automatic lights or sound (that cannot be turned off) or be considered distracting. Hats may be worn at co-op as long as they are appropriate size, do not have words or decorations that are offensive (see requirement for tops as clarification), and do not cause distraction in class. Hats must be removed in class upon request by a teacher and during prayer or Pledge of Allegiance.
4. **Jewelry/Piercings**: Jewelry should be appropriate for participating/helping in classes. Excessive bracelets or long necklaces should not be worn to co-op. Pierced ear jewelry should be of reasonable size and appearance. The only other visible piercing allowed is a tiny stud or loop in the nose. No other visible piercings, facial piercings, tongue piercings, or gauges (even with fillers) are allowed. Appropriate size, quantity, and appearance is at the sole discretion of the Leadership team.
5. **Shoes**: Please wear appropriate, comfortable shoes. High heels or shoes with decorations that make noise are not appropriate for co-op even for little children. No heelies or other wheeled shoes. Wheels/shoes will be taken if they are worn. Shoes that light up only (no sound) are acceptable for students 3rd grade and younger only.
6. **Other**: No strong perfumes, oils, or scents, please, in consideration of allergies.
   Hair should be clean and well-groomed regardless of style. Alternate styles and color of hair is allowed as long as it is worn with a respectful, not rebellious, attitude.
   There should be no visible tattoos. If they are visible with what you are wearing, a bandage cover is acceptable, or choose alternate clothing that covers.
7. **P.E. and Sports participation**: If you are registered for a physical education or sport class that requires a change of clothing, please bring clothing that is appropriate. Students may change into sport shorts of appropriate length or wear with stretch shorts underneath that come to the 5" above the knee cap. After class, they must change into approved bottoms. If not changing, girls may not participate without appropriate shorts under their skirts. Boys may not play bare chested during co-op hours. Guidelines for tops and bottoms apply to sport clothing as well.

GATE Co-op Leadership Team has final say about appropriateness of clothing and appearance. Please do your best to meet or exceed the guidelines. If there is an issue the day of class, please know that you may not be allowed to participate in class until the situation is remedied. Repeated appearance and dress issues may result in an infraction notice being sent to the family.

ABSENCES (Planned and Unplanned, Illness)

GENERAL

The co-op runs smoothly only because parents and their families participate and do their part. Therefore, families are expected to attend each co-op meeting day. Each family member registered to participate is allowed 2 excused absences, but these are not combined into a total for the family.

If extenuating circumstances arise or the family has planned leave of absences during the semester, the family must contact the GATE Co-op director to make specific approved arrangements. Failure to contact the director and make prior approved arrangements will result in disciplinary action for the family.

ILLNESS: If you or one of your children are not feeling well the week of co-op or there is potential that a situation could cause you to miss co-op, it is wise to begin to make arrangements for your situation before Thursday just in case. Please be pro-active. As stated before, the co-op does not run smoothly without each family participating so all activities and duties are covered.

Do not come to co-op or bring any child to co-op who is sick or has not been fever free or symptom free without medication for at least 24 hours prior to the noon Wednesday deadline for absence notification (or 48 hours prior to the first class on co-op day). If you or your child has excessive coughing, sneezing, discharge, or the like, please be considerate and make arrangements for co-op so you can stay at home.

PROTOCOL FOR ABSENCE NOTIFICATION

One-time absences: information needs to be communicated to GATE Leadership by noon of the Wednesday before you or your student will be out on Thursday.

Extended absences: information needs to be communicated to GATE Leadership two weeks prior to the first day you/your family will be absent.

When a parent is going to be absent, certain arrangements must be made to ensure all teaching or clean up/set up responsibilities are covered. **Telling one leadership team member or notification using any other avenue (text or call) to an individual Leadership Team member will not suffice for the protocol requirements.**

The following protocol needs to be completed in order for your absence to be excused.

1. Initial Notice: If you know in advance your absent days, or as soon as you know you will be out, email the Leadership Team with details concerning your absence. Please list the family name and the word "Absence" in the subject of your email.
2. Securing Substitutes:
    a. For any class you are lead teaching, you will need to find a suitable teacher to be a substitute (typically one of the assistants in your class) and forward to them any supplies and teaching materials they will need to teach your class.
    b. You will not need to find substitutes for the classes you are an assistant, but you should notify the lead teacher of your pending absence.
    c. If your family helps with Set Up or Clean Up, an older student may take the parent's place if appropriate. Otherwise, you should secure a substitute from available helpers (typically those members who are not assigned a specific cleaning duty- refer to Set Up/Cleaning Schedule for the semester).

   d. If approved by the Leadership Team prior to your absence, extended family members not a part of GATE (a grandparent or aunt/uncle) may be allowed to fulfill your class assistant positions, set up or clean up duties, and responsibilities for your children but not your teaching duties. This will only be considered in extenuating circumstances and must be arranged in advance.

3. Once you have substitutes arranged as needed, you must notify by email the GATE Co-op Leadership Team (leadershipteam@gatehsc.org) and let them know of any and all arrangements that were made.

   Your email notification of an absence should follow this example:
   Susie Parent and her children will be absent from co-op on March 1, 2011. The following arrangements have been made for my service positions:
   Set up – Betty Friend will be able to help
   1st hour Reading – Julie Friend will be the lead teacher
   I assist the 2nd and 3rd hours.

EMERGENCY OR LAST MINUTE ABSENCES

If you have a last minute illness (ie: you or your child becomes ill Wednesday night or Thursday morning) please email the Leadership Team (leadershipteam@gatehsc.org) or text or call the Co-op Contact persons at the current listed cell numbers about your situation. If you teach a class, please help us by also making arrangements, if possible, for someone else to pick up your class supplies, and teach your class. Please know that if we have to prepare class supplies, you may be held responsible for those costs.

If you have a dire emergency at the last minute, please email/text the Director or have a friend contact the Director for you so that we may pray for you and make arrangements as needed. If a situation will be prolonged, you must contact the Director at the earliest possible time to make approved arrangements for your extended absence.

In general, children may not attend without a parent present. However, in the event that the parent (and/or a preschool student) is the only family member that would be absent, the family may make arrangements with another GATE member family to bring and be responsible for your school-age children within the following parameters:

1. The children attending with another family are school aged only (K-12). No infants or preschoolers may attend without their parent/guardian present.
2. You have followed protocol required for your absence as listed in these Policies.
3. This is a single-incident arrangement – cannot be ongoing or long term without special approval by Leadership Team with written documentation of such approval.

COMMUNICATIONS AND MEDIA

COMMUNICATION OF GENERAL CO-OP INFORMATION

Staying informed at GATE Co-op is absolutely crucial to the success of our program. It is your responsibility to know current information, including deadlines, changes, and requirements. Different types of information may be distributed using different forms and information may not be distributed in every form. Therefore, please be diligent to observe and read all forms of communications so that your family may be fully aware as they participate in GATE Co-op.

GATE Information is distributed through:

1. **Email** – Checking your email frequently is crucial as this is our primary form of communication. If you do not have email access, it is your responsibility to ask a friend to keep you alerted to GATE news as it is emailed.
2. **Assembly**– During the semester there will be assembly times regularly scheduled. Please be courteous and require your family to listen (no talking or playing) during the announcement time.
3. **Announcement Board** (if used) – Last minute changes for the current meeting day will be posted near the Leadership table. You must make sure to check the board to see if any notices or changes listed affect your family.
4. **Website** – Our website will have specific information posted regarding co-op. If you signed up for it, you will receive a weekly newsletter that notes any updates on our website so you can easily know about new information.
5. **Text Messaging** – We will utilize text group apps to send out reminders, notifications, or instructions that need to be read immediately. This service will be used for important specifics, last minute information, or emergency information only, not for general or regular communications.

COMMUNICATION OF GENERAL HOMESCHOOL COMMUNITY INFORMATION

In consideration of encouraging fellowship and friendships between GATE members, personal group communications may be made. We will allow both personally generated group/mass emails and website member posts that follow these guidelines:

1. GATE website posts are for activities appropriate for families, homeschooling, encouragement for moms, or is Christian in nature (within the parameters of GATE's Statement of Faith). This can include field trip opportunities, performances, conferences, or just play dates. Make sure to include all date, time, costs, and appropriate ages. Inappropriate posts will be removed by Leadership Team.
2. When you send a group/mass email to friends at GATE, all email addresses should be copied into the BCC: list (blind carbon copy) so that privacy is protected. Do not use Evite, Constant Contact, Sign up Genius, or any other online service to send your communications for GATE activities unless contact information can be kept private.
3. No flyers may be handed out at GATE, however you may request permission to leave flyers at the designated member information area for members to take. You may request to make an announcement of the information during assembly to let members know the availability.

Please be of the mindset to protect the privacy of members as you communicate via email or Internet (including social media). Failure to follow the guidelines in mass emails will result in disciplinary action. Inappropriate member posts on the website will be deleted and disciplinary action will proceed to the member who placed the post.

PRIVACY

All member directories, contact lists, etc. maintained or generated by GATE are to be used for GATE business– e.g. emailing teachers for assignment questions, contacting potential substitutes, a teacher sending out class information, etc. No family information is to be used for solicitation, general information dissemination, or the like, whether business or personal. Please report any inappropriate use of family information to the co-op Leadership Team.

COMMUNICATION LIMITATIONS (Media Guidelines)

In order to provide a consistent, accurate depiction of GATE Home School Association, only GATE Board Members and Leadership Team are allowed to disseminate information regarding GATE or use GATE logos. All GATE communication shall uphold the standards of Christian character and good behavior and shall comply with the policies set forth by GATE.

All other members (parents and children), upon acceptance of their application to participate in GATE classes and/or activities, are restricted from broadcasting, publishing, or distributing operational or member information regarding GATE without written permission from an authorized GATE representative and is defined as disseminating information about GATE, GATE members, or classes using websites, social media (such as Facebook, Instagram, etc.), blogs, webcasts, public text messaging (such as Twitter), newsletters, news releases, advertisements, posters, billboards, business cards, promotional information, flyers, etc.

Posts can link back to GATE website if the member parent or student is publishing positive and welcoming comments. No member shall use disparaging language regarding GATE or in other ways slander or demean the public image of GATE. Communication avenues are not to be used to express political views or unresolved issues related to GATE business.

Any GATE member who does not comply with this communication limitation shall be disciplined in accordance with GATE disciplinary policies and/or by-laws to the fullest extent. Please notify GATE leadership if you know of negative posts to social media, including posts made by former members.

CLASSES AND REGISTRATION

CLASS DEVELOPMENT

The process for class development at GATE co-op is a three-step process.

Class Suggestion period involves submission of any ideas or topics or credit class requests by any member who will attend the following semester. Also, parents can indicate their interest in teaching or helping, and if they already have curriculum or resources to teach that topic or class.

Before we do the survey, we typically like to make sure there is a good variety of classes. It is best for us to have a selection of academic and enrichment classes for all age groups. However, we also try to have options for both genders and options that vary in cost so that families can have a range of choices for each of their students.

In general, new classes not previously taught at GATE will only be allowed in the fall semester to allow the teacher ample time to prepare. In the spring semester, any class that has been previously taught and the lesson plans previously prepared may be offered.

Class Survey period begins with organizing the suggestions into age groups and categories (academic or enrichment) for presentation to the members. Then a survey is posted where members vote on their top preferences for classes to be offered. Members may only vote on classes within their child's age group.

Once the class votes are tallied, the preferred classes are finalized by confirming a lead teacher and allowing them to put together the class information (age range, description, resources, cost, and facility needs). Teachers also begin developing their syllabus and lesson plans for the class. (A Class Syllabus should be submitted to the Class Coordinator by the Orientation date for each semester.)

Class Registration period begins after the Class Coordinators have entered all the class information into the online registration system. The class offerings are posted for at least one week before registration opens. Once a family's registration time is open, the parents can register their children for classes for the following semester. There may be designated times for different groups of families to register; these are determined by Leadership and announced prior to registration opening.

CLASS REGISTRATION REQUIREMENTS

In order to register for classes for the coming semester, a member family must have current copies of all required forms and releases on file with the Leadership Team and have paid the Operations Fee for the semester. All returning families who completed their intent to return by the deadline and new families placed for the next semester may participate in early registration. Late registration occurs after the close of early registration and is for new families placed after the semester application deadline and returning families who decide to return after the Intent deadline.

Class registration information is announced one week prior to the registration time. This gives families time to look at the available classes and make selections and plans for their participation. In general, classes are all available and may have waitlists during early registration. Classes that fill during early registration will be closed for late registration. Late registration will not have wait lists; families must be able to be placed in the available classes or their membership will be put on hold until the next semester.

Families may register for classes during their designated time or a later time. No registrations may occur after the registration closing. Registration Time designations are based on the age of the oldest student being registered.

To maintain consistency in where a student is placed, and to prevent wide age spans in classrooms, all children must be registered for classes offered for the age-grade level they are listed in the online membership database. Refer to Grade Level Determination section for proper placement.

Children may take any class offered for their registered grade. For example, a 7th grader may take any class offered to the 6th-8th grades, but cannot take classes offered for 9th-12th grades or for 3rd-5th grades. The grade groupings are listed with the class information during the class registration process.

Children may take classes one grade down from their classification without an exemption as long as space is available in that class during registration. For example, a 4th grader may take a class listed for 1st-3rd grades, but will not be able to take a class listed for K-2nd grades; a 5th grader could not register for the 1st-3rd grade class. The only exceptions would be any special need situation noted in the membership and approved by Leadership.

For students who have an approved grade re-classification for a fall semester, they will be listed in the database under their approved grade level and should register for classes within their new classification.

CHANGES TO CLASS REGISTRATION

Prior to the close of registration, families may make changes to their class registration by using the online registration process. After close of registration, any change would need to be requested through the Class Coordinator.

For requests submitted prior to finalization of rosters, changes will be considered based on availability in the class and/or teacher approval. Change request approvals will be confirmed in writing (email) by the Class Coordinator. Class fees would be adjusted accordingly.

For requests submitted after rosters are finalized, changes will be considered based on availability in the class and/or teacher approval. Change request approvals will be confirmed in writing (email) by the Class Coordinator. Class fees for the previous class are non-refundable, and charges for the new class will be due in 14 days or by orientation, whichever is first.

On the first day of class, if there are extenuating circumstances that warrant a class change, the parent must contact Class Coordinator within 24 hours that there is a change request. Changes will be considered based on availability in the class and/or teacher approval. Change request approvals will be confirmed in writing (email) by the Class Coordinator. Class fees for the previous class are non-refundable, and charges for the new class will be due at the 2nd class. No change requests will be permitted after the 24 hour notification period (except as listed for a student withdrawing from a credit class).

While communications concerning change requests and confirmation thereof are handled via the Class Coordinator, change requests are approved by the whole Leadership Team and may or may not be granted. The decision of the Co-op Leadership Team is final. In granting a change, we will consider the circumstances involved in requesting the change, the availability of space in the class or effect on the classes, and the benefit of such change to all concerned.

CLASS FEES & LATE FEES

Class fees are the costs incurred by the teacher to offer the class at co-op and are paid to the teacher from class fees paid by the membership and collected by GATE. Each family is responsible for making arrangements for their financial responsibilities for classes their children take.

Please note that there may be other supply needs listed for the class for which you would also be responsible. Supplies or textbooks required to be purchased for each class by the student's family are listed in the class description during registration. Again, GATE does not coordinate any "scholarship" or "financial aid" for class fees or supply costs.

Your semester class registration is confirmed only after receipt of payment for the classes. Payment is due within 14 days of the registration closing date unless otherwise stated. Payments received after the due date must be paid with a late fee. The current late fee schedule will be posted online. Payments made after a deadline must include late fees to be considered paid in full.

Once class registration has opened, your total Operations Fee for the upcoming semester is non-refundable. Class fees are due and payable once registration is closed. Even if your family decides not to attend or is suspended during the semester, please realize that your class fees are already assigned or used and cannot be refunded.

CREDIT CLASSES & HOMEWORK

Credit Classes: If a class is listed as a High School academic credit class, there are some issues you need to consider and understand before you register for the class. Credit classes require a lot of preparation and teaching time for the adult leading the class. Therefore, we ask that families make a genuine commitment to the class.

1. The class time for credit classes is intended to provide only part of the hours required to award the credit. Therefore, there are a minimum number of hours your student will be required to perform work outside of classroom time in order to appropriately earn the credit. However, awarding of the credit is the responsibility of the parent and will not be confirmed by a teacher or leader of GATE.
2. Credit classes cannot be audited. If you register for a credit class, your attendance, participation, and completed homework is expected.
3. Once the semester has begun, you may transfer your student out of a credit class before the week of the fourth class. However, you will lose any fees paid for the credit class and will have to pay the class fee for the class or classes to which your student transfers. A student may only transfer into a class that has availability based on the number of students set at registration.
4. Starting with the fourth class period, failure to attend (except for excused absence) or turn in homework as required may result in a notice being sent to the family.

Homework: In classes where homework is required, it will be noted on the class description during registration. For credit classes, the number of homework hours is designed to equal the approximate credit requirements of the state education system for the class. Homework also is a means to more fully learn the information being taught. Please be aware that if you register your student for a class requiring homework, it is expected that you will ensure the student understands their homework requirements, completes the work, and knows where and when to turn it in. We all want our children to learn to take their own responsibility, but parent involvement can help train them to that end.

If a teacher requires homework to be turned in for confirmation or a grade, they may utilize the option to give a written notice to the parent (a grace measure) or send an infraction notice to the family should the homework not be submitted. If the teacher chooses to use online reporting tools, the parent needs to regularly check on the status of their student. Parents should work with teachers to ensure credit level work is being completed. An absence from class does not necessarily mean homework is excused, so students should make arrangements to turn in any homework due during absence.

If the homework is scheduled but not required to be turned in, then the full responsibility of the homework requirement falls on the parent. However, realize the student may not be equipped to participate in class or fully comprehend the information of the class if they fail to complete their homework.

Parents or students may approach and discuss homework material, amount, style, etc. with the teacher of the class. Should there be extenuating family circumstances that prohibit the student from completing an assignment on time, the family may discuss options with the teacher directly. The teacher has final say regarding homework assignments. We ask that parents help their students abide by the requirements to the best of their ability.

WITHDRAWAL OF FAMILY

We do understand that a family's needs or situation can change quickly and decisions to withdraw must be made. Please understand that withdrawal does affect the operations of the co-op and results in some consequences to the family. Therefore, withdrawal requests by a family must be by email to entire Leadership Team and a written confirmation must be sent from Leadership Team to the family before it is in effect. The date of the withdrawal is the date of the confirmation or 1 week after family sent notice whichever is later. The following consequences apply:

For withdrawal after registration has opened, no part of the Operation Fee will be refunded. Any late fees paid are non-refundable. If a family does not send any notice of withdrawal, the Operation Fee is forfeited.

If a family participates in registration and registration closes, class fees are due from the family regardless of the date of the withdrawal notice. For withdrawal after registration is closed, any class fees paid are subject to refund if approved by Leadership Team upon confirmation from class teachers. Any late fees paid are non-refundable.

If a family withdraws from GATE after class registration information has been posted online, and the parent is listed as a lead teacher, the family is suspended from returning to GATE co-op for one semester and the first semester they return to GATE the parent can only earn service units through Clean Up. After that, the parent will be considered for a teaching position upon approval of the Leadership Team.

TEACHING GUIDELINES

GENERAL

To be a teacher is to affect the lives of children for the purposes of the kingdom. As a believer in Jesus Christ, you are given the opportunity to be used of God to bring his truth into the education of the students in your class. This document will give you some guidelines in your preparations as a teacher in GATE HSA co-op.

Adults who teach a class can earn their family service units—see Procedures: Membership and Participation Requirements concerning service units. Assisting is required every hour by parents who are not teaching a class or who do not have Leadership Team duties. Assistants will be assigned as needed in classes with consideration given to classes requested on the Class Assistant Survey for at least one assisting hour.

Parents with preschool age children will be assigned at least one hour assisting in the preschool department. Being the lead teacher or an assistant in a preschool class will count as your one hour in the preschool department.

All teachers and assistants are to abide by and uphold the policies of GATE HSA as they perform their service. Teachers or assistants may initiate an infraction notice for failure of a student or adult to abide by policies if they have given verbal notification of the infraction and no correction is made. Teachers and assistants should make themselves aware of all policies.

CLASS PLANNING BEFORE REGISTRATION

How to determine class suggestions

There are several places you can start in developing a class:

- Your children's interests or hobbies or academic needs
- Your abilities, hobbies, or personal training/experience
- Ideas from the Library, teacher's stores, hobby shops
- Educational catalogs, textbooks, other homeschool resources

The topics can be academic or enrichment or just plain fun. High school credit classes need to be chosen from topics that have specific curriculum or that can be developed into class and homework lessons that give the appropriate hours and academic learning for earning a high school credit.

You do not have to be an expert on the topic. As you develop lesson plans, your research will give you information that you need. The Class Coordinator or Age Group Coordinator can also assist you in selecting and developing topics appropriate for the age group you will teach.

Developing the class information (prior to registration)

Start by listing the goals and objectives for the class- what you want the students to learn. Then work on the sources that you will teach from and develop the activities and information to be presented each class. The lessons need to include a mixture of instruction styles including lecture, hands on craft or activity, videos (limited), special speakers, etc. that are appropriate for the topic and age group of the students. All this information needs to be outlined in a syllabus for submittal to the appropriate Coordinator by the lesson submittal date. The coordinators use these to know what lessons are being taught in each class that semester, which is particularly helpful when a teacher has an emergency leave of absence. (See attached sample of syllabus that needs to be submitted)

Also, when developing lesson activities, please note the room considerations regarding food items or other activities requiring approval or limitation as listed in the FACILITY CARE section of the handbook. Please make sure your lesson materials follow the Copyright and Plagiarism Guidelines.

Lesson Plans:

Classes for K-8th grades and Non-credit Classes for 9-12th grades: You will need to develop the topic into 12 one-hour lessons for a one semester class or 24 one-hour lessons for a two semester class.

Credit Classes for 9th-12th grades: For a full year class, you will need to develop the topic into 24 classes per school year, as well as determine the homework required. For a one semester class, you will need to develop the topic into 12 classes, as well as determine the homework required. Credit class time and homework should equal approximately 3-5 hours of class/study time per week.

Decide what portion parents will be responsible for at home and develop your syllabus to make that clear. Teachers (and class assistants) should not do all the grading because there will not be designated grading hours. Parents are responsible for keeping records and assigning grades on the student transcript for any classes taken at GATE co-op.

Class Cost: You will need to determine the cost of the class in order to set the class fee per student. Make a list of supplies required for the class to use, books needed, photocopying required, and other general costs such as dry erase markers, paper, tape, etc. Divide the total by the number of students you are willing to have in the class.

Description for Registration: After that you will need to develop a class description to be included in the registration listing. Include the goals, what prerequisites, if any, are needed, a brief description of what type of activities they can expect, and if any home work will be required. You also need to list any supplies the student needs to bring to class.

Helpers: Next, you will need to determine if you will have a co-teacher and how many assistants you would need in the class (ratio of adults to students). Unless special prior arrangements have been approved by the director, classes may have only one co-teacher. The lead teacher may also only request one specific assistant. Other positions will be assigned during registration.

Facility Needs: Determine any special facility (need to have or be near a sink; need a hard floor surface; need open space for activity; etc.) or equipment needs (need whiteboard; need A/V equipment; need microwave; etc.) required by the class. If you have any special or outstanding set up requirements, you will need to discuss these with the facility coordinator prior to registration to ensure requests can be accommodated. *Some needs may not be available for use at our facility* so you would need to find a way to accommodate the need in other ways or change the plan.

CLASS PREPARATIONS AFTER REGISTRATION

After registration, you will receive a roster listing your exact student enrollment.

Reimbursement checks will be available at the orientation meeting before each semester starts. You must be a responsible steward of the funds used in your class- see the section herein on financial responsibility and the finance ledger example at the end.

A class syllabus is required to be submitted (electronically or in printed form) to the designated Class Coordinator no later than the Orientation meeting. Refer to the sample syllabus at the end of these guidelines. You will also need to prepare a student syllabus and send it via email with a welcome statement to each student's family at least 2 days prior to the first day of class. Make sure to remind the family and student of any supplies they will need to bring with them.

You are encouraged to email the families information regarding class activity at least twice during the semester since we do not have time to visit with parents between classes as we teach. However, weekly communications is not unreasonable especially if they are doing work at home for your class each week.

Gather all your supplies for class and prepare them in a format to be transported to the facility each week. Dividing supplies into class days and putting them in one container/folder/clip is always helpful. Please always label your supplies with your name and class name so they can be returned to you should they be left. If your class supplies are prepared in advance, it is beneficial should you have an unscheduled absence because you can make arrangements easier.

Print out your detailed lessons plans and have them formatted for use in class. This will be particularly helpful should someone substitute for you.

LEADING CLASS – Kindergarten through 12th grade classes

It is entirely appropriate to open your class with a brief prayer of thanks for the time together.

During the first class let your students know the behavior and work expectations. Do this in a positive manner to encourage them to participate and cooperate- as much as possible say "We will do this" instead of "X,Y & Z is not allowed." Remind the students often of your expectations.

Bring all you need to class each week, including miscellaneous items such as staplers or markers and general clean up items such as wipes or paper towels. It is a good idea to have one set of the student supplies available in case a student's supplies are lost, damaged or runs out (and always ask for these to be returned after the class).

Students should always remain in the classroom during class and until the class bell rings (even if you finish early). Students should be encouraged to stop at the restroom between classes, but if a student in the 3rd grade or lower needs to leave the room, an assistant must accompany them. Assistants need to be aware of class rules for older students who need to leave and confirm their return to class in a timely manner. Teachers may receive an infraction notice if their students are not properly monitored during class time.

You will need to see that the students are abiding by the guidelines for students while in your class including the requirements concerning name tags, personal items, and manners. Teachers may receive an infraction notice if they fail to uphold the guidelines, allowing students to effectively break the policies of GATE.

If homework is needed for your class, you will need to provide written assignments, either distributed in class or provided online. Students need to be reminded that homework is a required part of the teaching for the class and be expected to complete it. If homework is required to be turned in at co-op, the teacher has the option to employ the use of infraction notices for failure to complete and turn in homework. This will be posted during registration if being used. Parents may also work with the teacher to schedule homework to best fit the needs of the student, especially for students with special needs.

REMINDER: Teachers should always remember the statement of faith agreement and refrain from teaching or discussing any doctrinal difference issues in class. In addition to doctrinal differences, teachers should also refrain from presenting materials concerning sex, sexual reproduction of

humans, and marriage and dating issues as these topics are under the responsibility of the individual family. Should questions be asked by student or the topic arises in conversation in class, the teacher is responsible to redirect the discussion and let the students know that those questions should be addressed to their parents when at home.

LEADING CLASS – 3 through 5 year old classes

These classes will have some structure and instruction to begin developing the children for entry into school age classes. Snacks, activities, and play time will be at designated times only. The lead teacher for each hour is responsible to develop and prepare supplies for the snack, activity, or playtime with assistance from the Age Group Coordinator.

Teachers need to use good hygienic practices when changing and feeding children, washing and cleansing hands regularly, and cleansing or wiping any furniture used. If children are potty training or need to go to the restroom, follow restroom guidelines listed under Adult Accountability. There must be a minimum of 2 adults in the classroom at all times, even when an adult is taking children to the restroom. If this is not met, please contact a Leadership Team member so that arrangements can be made.

LEADING CLASS – Infant care through 2 year old classes

These classes are primarily childcare classes. If needed, parents should complete a Daily Schedule Form to inform the caregivers of routine times (in Member forms section online). The lead teacher each hour needs to assign children to caregivers and make sure they understand the child's specific schedule. Some moms may come in and out for feeding.

Teachers need to use good hygienic practices when changing and feeding children, washing and cleansing hands regularly, and wiping or changing paper covers on furniture used. If children are potty training, follow restroom guidelines listed under Adult Accountability. There must be a minimum of 2 adults in the classroom at all times, even when an adult is taking children to the restroom. If this is not met, please contact a Leadership Team member so that arrangements can be made.

FINANCIAL RESPONSIBILITY

As you plan for your class, you are asked to take time to develop a class fee that will both adequately cover class expenses as well as be considerate of the financial output of the parents. This will require wisdom and consideration of both supply purchases and usage. Many teachers use some personal supplies in their classes, but this is not required. We just ask that you be a good steward of money and materials even as you plan.

At Orientation or other designated time, you will receive a reimbursement check equal to the class fee listed at class registration multiplied by the number of enrolled students. This is all the funds you will receive through GATE class registration. We do not have extra funds in the event your costs exceed the amount of your class fee. Sometimes parents are willing to pay additional costs for special activities, but you should not rely on this. So, it is important to plan and spend wisely.

We ask that you keep a personal accounting of the use of the funds (the form included in this section can be used but is not required to be turned in at this time). At the end of the class, GATE Leadership would like to confirm that class fees were appropriate. We want to make sure our teachers are planning enough funds to properly complete the class activities and have records for future teachers to have accurate information for planning a similar class.

Updated 2021

If you have funds remaining that equal to more than $2 per student, we ask that you refund additional amounts directly to the families.

TEACHER ABSENCE

If you need to miss a class day, you must follow the procedures for:

1) finding a substitute lead teacher,
2) providing supplies for your class, and
3) notifying leadership and other persons required.

See section on Absences for specific information. Failure to make arrangements and notifications (except in emergency situations) results in a demerit for the teacher.

ASSISTANT GUIDELINES

For each class hour a family attends co-op, all adults who are not teaching or performing leadership team duty will be assigned by the Leadership Team to assist in a class. Assignments are made prior to the first class. A teacher may request one specific person to assist in the class if the adult has talents that would benefit the specific topic. Assistants are assigned to classes as helpers or are assigned to be "available" for the class hour. The assisting assignments are final.

High school level students may apply to work as a class assistant during one class hour each semester. This request should be submitted on the Class Assistant Survey by the parent. Leadership Team must approve the application and will place the student based on need and the preferences selected by the family on the Class Assistant Survey. Student assistants should be aware of and follow guidelines for assistants.

Assigned to a Class: As an assistant, you are to cheerfully do all that is asked by the teacher(s) during the class time, including passing out supplies, clean up, helping students behave properly, or monitoring students who need to leave the room. You should be active in class activities, encouraging students to listen, obey and participate.

Class time is not for adults to sit and visit while the teacher is leading; even if your assistance is not needed at the time, you should sit quietly and pay attention to the activity and the students' needs. You need to be attentive to what might be needed so that the teacher does not have to stop teaching to get the attention of an assistant.

If attendance is being taken for the class, the assistant should take the responsibility to check the attendance as directed.

Class success can be increased by an attentive and cooperative assistant. We pray you will be a humble and willing servant in each class which you are assigned to assist. If you have any concerns about what you should be doing, you should discuss these first with the lead teacher.

Assigned to be Available: Available assistants are to check in at the Leadership Team desk as soon as possible after their children are settled after assembly or after they leave their previous class. The leader will let you know where you are needed for the hour. If there are no absences to fill, you may assist in one of your child's classes or another class of interest. Once a temporary assignment is made, you will assist as described above. Please check in with the Lead Teacher when you arrive at the classroom to receive direction on how best to assist in the class.

ASSISTANT ABSENCE

If you will be absent from class, you must make the proper notifications as outlined in the Member handbook—see section on Absences. Failure to notify the required persons may result in a demerit being issued to your family.

ADULT ACCOUNTABILITY WITH CHILDREN

In order to keep ourselves and GATE HSA Co-op to the highest accountability standards, we require all adults to be above reproach when working with and interacting with children in any GATE Co-op activity or meeting.

Please be mindful of your physical contact, tone of voice, and appropriate speech with any student. We want to conduct ourselves so that Christ's love is shared and so there is no hint of impropriety. Outside of extreme emergency situations where it is not possible for other arrangements, adults should not be alone in a closed room with a child that is not their own child. Failure to maintain accountability procedures will result in action being taken against you by the GATE Leadership Team and/or Board as needed.

In Class: If you need to work with a single student or address a situation, your first choice should be to see if another adult could stand nearby as a monitor. If it is not possible to have another adult present, please conduct your business in the hallway or near an open door of a classroom in view of other people. Contact Leadership Team if you need help maintaining accountability standards in the classroom. For 7th-12th grade classes, if there is only one teacher per class, a classroom door should remain open at all times.

Restroom trips: Preschool children using the restroom should be taken two at a time per adult or all together with at least two adults. All children 3rd grade and younger are to be escorted to the restrooms by female adults only. If students 3rd grade and younger are allowed to go to the restroom alone from your class, please be aware that you as lead teacher may receive an infraction notice.

An adult should knock on the restroom door and then ensure the room is clear of any non-GATE persons before allowing children to enter. An adult monitoring at the doorway is recommended when any GATE student is in the restroom. Students 4th grade and up may go to the restroom unaccompanied, with permission from the teacher. An adult should still confirm the restroom is clear of any non-GATE persons prior to students entering. If assistance inside the restroom is needed by a student, notify another adult to monitor while you assist if at all possible.

Boys age 8 and younger are allowed to accompany their parent in the women's restroom. Boys over age 8 must use the men's restroom. Moms of young boys learning to go by themselves may make arrangements with a monitor and accompany their child into the men's room while the restroom is empty of all other people. This should only be used if necessary for the teaching of the child.

Diaper changing: Infants in diapers should be changed by females only. A female teen may change their infant sibling, but we ask that fathers and teen sons do not change infants while at co-op.

COPYRIGHT AND PLAGIARISM GUIDELINES

As Christians, we want to try our best to honor God by honoring and obeying the governing laws under which we are placed by Him. Our families need to know that plagiarism and copyright infringement are basically stealing. Therefore, we consider these acts an offense.

While our children are being trained to understand what these terms mean so they can be informed as they enter college and the professional world, we do expect the adults to educate themselves with the law concerning these offenses and do their best to follow and uphold the law in their activities concerning GATE Co-op. Please read through the following information regarding Plagiarism and Copyright and make sure you understand the guidelines. Notices and demerits will be issued for offenses of plagiarism and copyright infringement.

COPYRIGHT

Copyright laws and the meaning of "Fair Use in Education" can be found on various websites. We recommend the following:

http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_basics.html

Printed Materials: Generally, you may not copy a whole book, test book, or workbook, and you cannot copy the same information (like one chapter) for classes more than one year. However, many workbooks give teachers permission to reproduce pages for single classes. Please look inside the covers and carefully read what permission you have before making copies.

If you create your own material or curriculum, do not embed copyrighted material into it, unless you have written authorization or permission to do so AND you have sited the source.

Electronic Media (DVD, VHS, Tape/CD/MP3): You cannot use individually licensed materials in class such as a Bob Jones video you own unless you have written authorization or permission is specifically granted. You cannot make copies of copyrighted media for the students. Copying, even if it is not for profit or is for education only, is still infringement. You cannot cut and paste copyrighted clips, songs, images to make your own cd and then make copies for others unless you have authorization from each provider.

You can make your own lecture/demo videos and give out copies. However, you must be careful not to embed copyrighted material into your presentation unless you have written authorization or permission to do so and the source is cited.

Other Information: PBS in Dallas has typically been okay with teachers making one copy of free clips or movies available on their site to play in a classroom. Make sure you have the source cited and you do not make copies for others – give them the website address to get it themselves. If you submit material to an internet site, make sure to check their terms and conditions. Many internet sites become the owner of submitted material which would then require you to request permission from them to use the material.

If permission or authorization is not granted for copying materials or media, students and teachers will need to purchase their own copies of the materials (tests, workbooks, dvd's, etc.). Teachers can include the cost of personal copies of the materials in the class fee and purchase them in bulk.

ANTI-PLAGIARISM

According to Merriam-Webster's Collegiate Dictionary, 11th Edition, to PLAGIARIZE is "to steal and pass off the ideas or words of another as one's own; (to) use another's production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source."

May there be no misunderstanding: whether it be word for word copying or use of another's idea, failure to credit the source is PLAGIARISM, and it is a form of theft.

Some guidelines for avoiding plagiarism:

- Do not use specific information, words, facts, statements, or the like from any form of publication (printed or electronic media) without indicating the source of the information somehow in your work.
- When including material from a source, site the source each time you use the material in your work.
- Clearly indicate where your words end and the words or ideas of other begins by using appropriate punctuation or font formats.
- Always err on the side of caution by giving credit for any source you used during your research.

Please review and discuss **plagiarism** with your children. GATE parents and teachers are required to enforce GATE anti-plagiarism policies. The following defines how GATE will address acts of plagiarism:

For students up to 8th Grade:

First student offense will result in verbal notification. Second and subsequent offenses will result in the family receiving written notification. Depending on the age of the student and their level of understanding, multiple notifications may limit class participation, may result in removal from a class, and may ultimately affect membership.

For students 9th Grade and above:

First student offense will result in the family receiving a demerit. Second student offense will result in removal from the class in which the plagiarism occurred and issuance of a second demerit for the family. Students removed from a class must assist their parent or assist in a class of younger children during for the remainder of the semester for that class hour(s), as determined by the GATE Leadership Team. Please refer to the Handbook section on *Notices, Demerits, Expulsion* to understand specific effects of demerits on family membership status.

ACTIVITIES, EVENTS, & CELEBRATIONS AT GATE

Our main purpose at GATE is to provide educational and enrichment classes for homeschooled students. However, we do occasionally coordinate activities and events for our members. Currently, these include park days, lunches after co-op, youth activities, and sometimes field trips. These are coordinated by leadership and participation is governed by the guidelines in the handbook.

In general, we do not celebrate holidays at GATE. Because of the diversity of denomination and personal doctrines, we feel it better serves the membership as a whole if we leave the celebrating of holidays (local, national, cultural, and religious) for families to observe outside of GATE. Therefore, members should refrain from asking others how they will celebrate, wearing clothing that celebrates the holiday, as well as refrain from passing out items in celebration of a holiday. The only current

exceptions are Christmas and Valentines; we allow clothing and students may receive appropriate items from teachers, families, or other students.

Simple birthday and graduation celebrations can be shared at GATE with permission from Leadership Team. Please follow guidelines and any direction from Leadership regarding food if you wish to bring cakes or other foods for students and adults.

We do not currently host graduation ceremonies for our students. These are left to the individual families to plan, coordinate, and oversee.

LUNCH AND FOOD POLICY

LUNCH (NOT CURRENTLY HELD AT CO-OP)

OTHER FOOD GUIDELINES

Drinks: No red beverages allowed. Drinks should be either light or clear in color. No beverages other than water may be carried by a student outside of the lunch area or classroom. Adults may carry other beverages, but they must be in a container with a secure lid.

Food: No gum at any time. No food, leftovers, snacks, candy may be carried by a student at any time outside of lunch, including storing or transporting the food item in their backpack or satchel. If treats are given in a class and a student chooses not to consume them, the treats should go into a bin for the student to retrieve at the end of the co-op.

All food or drink products should be in the possession of a parent/adult and should be kept in appropriate containers that prevent spilling. If previously approved by Leadership team, food and drink may be consumed in classes under the supervision of adults. Students should not carry snacks or drinks (other than a water bottle) in their own bags. Students with a medical need for drink/snacks during the day must be cleared through the Leadership Team and follow agreed upon protocol.

Infant bottles and snacks for infants or preschoolers may be packed into a child's bag but is only to be retrieved or used under the direction of an adult/parent.

Cleanup: Be sure to clean up all food and paper fragments from lunch or in-class food items. Clean off tables if you are sitting at a table. Clean up any spills immediately.

FACILITIES AND EQUIPMENT

We are contracted with the church to use specific parts of the facility. In order to keep our relationship with the church strong, it is imperative that we respect the requests and parameters of the church.

Children and adults should not wander into rooms, halls, outdoor areas or other places that are not specifically designated for our use during co-op (even if you are a member of the church-- during co-op you are with GATE). Please ensure your children know the areas they are allowed to be in and that they are to stay out of all other areas.

No one should touch any equipment, system, musical instrument, control boards, etc. unless specifically given permission to do so by a GATE Co-op Leadership Team member.

We all should endeavor to keep restrooms clean, tables and counters wiped, trash picked up, etc. throughout the day while we are using the facility.

Please use the facility in a controlled and careful manner. Sit only in chairs or on the floor, not on tables, ledges, or counters. Walk and play in designated areas. Please do not slam doors, run through the doors, or otherwise be rough with the facility, furniture, or equipment.

Any specific requirements of the current facility will be provided to member families during the pre-semester family orientation meeting. These additional requirements or guidelines shall be followed as current policy for GATE membership.

FACILITY CARE

Our co-op cannot meet without the generosity of the church allowing us to use their facility. Therefore, the use and care of the facility is a major factor in our relationship with the church and our being welcomed to continue here. Set up procedures and careful handling of equipment shows concern for and appreciation of the facility. Clean Up procedures and thoroughness show a desire to serve as well as concern for the welfare of the church. Both are required to be good stewards of the relationship and physical property of the church from which we are borrowing a meeting place.

CLASS CONSIDERATIONS

In developing class lessons, consideration needs to be given to protection of tables, chairs, flooring and walls during class activities. No glitter or permanent coloring substances should be used. No flames shall be used except in designated classes in designated areas and with prior approval from Leadership Team and the church.

If your class will use liquid type supplies (glue, paint, markers, etc.), you should include providing plastic or paper table covers or placemats for student work areas, requesting hard surface flooring in your classroom for easy cleanup, or other precautionary measures.

If your class will be cutting paper, wood, or other materials that make a mess, you should develop precautionary measures to ensure waste materials will be contained and able to be picked up during your class time.

Food, including candy, snacks, etc., shall not be offered in class unless prior approval is received from Leadership Team and the church. Cooking or food preparation will only be allowed in a kitchen area or a room with hard surfaces on the floor. Approved snacks or prepared food served as part of the class should be served and eaten in areas that will not be adversely affected by spills. Any food spills or particles should be completely cleaned up by the end of class.

Each classroom should be cleaned up at the end of each class period so the room is ready for the next class. It is not appropriate to leave messes on the floors or furnishings until the clean up time at the end of the day. Teachers should be training students to be aware of their work and requiring them to assist in clean up as appropriate. Tables and chairs should be left in a neat order. Marker boards or chalkboards should be erased clean (use spray on marker boards if markings do not clean off well). If paper goods are supplied in the room such as paper towels, make sure they are left filled and not empty. All trash should be picked up and disposed of. If your class fills the trash can, make arrangements for an extra trash bag and leave a fresh trash can for the following class. Failure to leave your room in a presentable manner will result in an infraction notice to the lead teacher.

SET UP AND CLEAN UP TEAMS AND DUTIES

Those who work Set Up or Clean Up can earn their service units—see Procedures: Membership and Participation Requirements concerning service units. If you must be absent, you must notify the

coordinator immediately and find a someone to cover your duties (from approved substitute list). We must have complete teams each week in order to accomplish the quantity of work involved. The Set Up team and Clean Up team are TEAMS and therefore no member may leave until all work is accomplished.

NOTE to all co-op members: Set Up and Clean Up are not intended to be all inclusive. These teams provide general preparation for our needs and final touches to return the building for use by the church. Teachers will still need to arrange things in their classroom as needed for their class when they arrive at the classroom. Teachers must direct their class to clean up the room at the end of their class period. Teachers are encouraged to enlist the help of adult assistants and students as well as assign duties to ensure the set up and clean of the classroom during their class time. Refer to Teacher Guidelines.

Location of Adults and Children During Set Up and Clean Up

During Set Up: Parents and students 7th grade and older may perform set up duties. Students 6th grade and younger may either remain in the assembly area or may stay in the room where their parent is working but is not to move or place church furnishings or GATE supplies. Set up team and their students should return to assembly area by the start of assembly time.

All adults and students not assigned to Set Up duties shall remain in the designated gathering place inside the building or can be monitored outside until assembly time. It is not appropriate to be loitering in the entry or wandering through the facility prior to the first class period.

During Clean Up: Clean up team members need bring all their belongings and children to the designated gathering area inside the building, then report to their assigned area within 15 minutes after final class bell. Parents and students 7th grade and older may perform clean up duties.

Students 6th grade and younger may either remain in the gathering area or outside at or near the playground under the supervision of designated adults or high school teen, or may stay in the room where their parent is working but is not to move or place church furnishings or GATE supplies. No running through the parking lots or wandering through the building please. Once all cleaning is completed, parents should gather their children and belongings and exit the building.

Parents not on Clean up team should gather their children and belongings and exit the building as soon as possible. Please refrain from visiting with adults and students working to clean up. You are welcome to visit with other families as desired outside the building.

Set Up Team Responsibilities

Set Up involves moving furniture to designated rooms or places and placing co-op supplies in their appropriate locations for use, as well as doing general clean up or supply re-stocking to provide fresh class spaces for the first class.

All Set Up team members should arrive early enough to drop off their personal items and situate their children so that they can be ready to work at the designated time. If you finish your assignment early, be gracious to see where you may assist another so everyone can get to the assembly on time.

All work should be done in a careful manner. Do not drag tables or chairs on the floor surfaces. All furniture should be carried off the floor or rolled by two or more people and care should be taken to not bang into walls, doors and frames, or other furniture while moving or placing furniture. Other

equipment such as boards, A/V equipment, sports equipment and cleaning equipment should be handled carefully and appropriately.

A schedule of times and duties for all team members will be published by Leadership Team. Any question or problem with the assigned duty or the facility should be brought to the attention of the Facility coordinator. If you become unable to perform a Set Up duty due to illness or injury, please contact the coordinator to help find a substitute. If the illness or injury causes you to not be able to perform your assigned task long term, if possible you may be assigned a more appropriate task.

Clean Up Team Responsibilities

Clean Up involves moving furniture back to designated rooms/storage and returning rooms to use-ready as needed by the church, including vacuuming carpets and rugs, sweeping hard surface floors and mopping areas that have apparent dirty or sticky areas, making sure all tables the co-op used are wiped clean. Clean Up team will also spray and wipe restroom counters, faucets, toilets, and changing tables.

All Clean Up team members should drop off their personal items in the designated gathering area and situate their children so that they can be ready to work at the designated time. If you finish your assignment early, be gracious to see where you may assist another so everyone can leave as soon as possible.

All work should be done in a careful manner. Do not drag tables or chairs on the floor surfaces. All furniture should be carried off the floor or rolled by two or more people and care should be taken to not bang into walls, doors and frames, or other furniture while moving or placing furniture. Other equipment such as markerboards, A/V equipment, sports equipment, and cleaning equipment should be handled carefully and appropriately.

A schedule of times and duties for all team members will be published by Leadership Team. Any question or problem with the assigned duty or the facility should be brought to the attention of the Facility coordinator. If you become unable to perform a Set Up duty due to illness or injury, please contact the coordinator to help find a substitute. If the illness or injury causes you to not be able to perform your assigned task long term, if possible you may be assigned a more appropriate task.

FIRST AID AND EMERGENCY PROCEDURES

A first aid kit is available at the Leadership Team desk. Please use disposable gloves if you are attending an injury that has exposed blood. Use proper hygiene practices.

Every teacher should take time during the start of the semester to review safety routes posted in their rooms by the church. Should there be no such posting, the teacher should determine the closest exit for fire purposes and the closest restroom for bad weather purposes.

Should any critical situation arise affecting the security of our group, you will receive directions from the Co-op Leadership Team. In the absence of or until directions received, it is the teacher's responsibility to keep children in the classroom and under control, just as other adults are doing with your children. Please turn on your personal cell phone in VIBRATE MODE ONLY as a means to receive instructions.

DISCIPLINARY ACTIONS

Although we endeavor to inform, equip, and encourage our families through written policies, guidelines, and personal contact, since we all are fallen creations, it sometimes is necessary to provide a firmer level of correction and guidance. This comes through the process of Verbal Admonition, Infraction Notices, and Demerits. This section defines the basic disciplinary actions of GATE in regards to its members, but is not all-inclusive.

Please note that all the policies and guidelines of the GATE Members Handbook apply to all GATE sponsored activities including co-op class days, park days, field trips, and the like. The scope and interpretation of any violation is at the sole discretion of the Leadership Team; however, the leadership will follow procedures to notify, discuss, and clarify all disciplinary actions with family members.

VERBAL ADMONITION – "The Grace Talk"

These are simply a peaceful but correcting talk with the offender. Their error should be pointed out in a humble but straight forward manner. The person being admonished needs to be allowed to make an explanation, however they will still be expected to correct their behavior, situation, or appearance to comply with the policy or guideline. If there is no evidence of correction or obedient action, proceeding to an Infraction Notice is appropriate.

INFRACTION NOTICES

These are written communications to the family concerning a student's or adult's failure to follow a policy, or their non-compliance with guidelines established for conduct. An Infraction Notice for any of the following can be submitted to the Co-op Leadership Team by any adult for the Team to address. Only the Co-op Leadership Team can issue a notice to a member, however, the situation may also need the submitting adult to be involved to adequately work through the issue.

Notices may be given to a student, an adult, or a family for not following policies and guidelines including the following:

1. Arriving late to co-op or to class without notifying Leadership or having prior approval (in the case of the family arriving all together but late, only one infraction is charged for the family);
2. Failure to correct clothing or appearance after verbal admonition of situation or subsequent arrival with inappropriate clothing or appearance (see Appearance and Dress Guidelines);
3. Continued inappropriate conduct after verbal admonition concerning a specific situation (see Guidelines and Procedures for students or adults);
4. Leaving the premises during class without notifying the Leadership Team;
5. Failure to attend a scheduled assembly by any family member present on campus.

DEMERITS

Issuing a demerit is the final corrective measure in working with our families through a specific situation. Please know that demerits are not intended to demean but rather to admonish and bring correction toward righteousness. Demerits are given with great consideration. We ask that families understand these consequences and cooperate with Leadership.

One (1) Demerit will be given for the following:

1. Upon a third written Infraction Notice for the family (not individual children, but total for all children in family) for any reason, a demerit will be issued along with the third Infraction Notice;

The following actions will automatically receive a demerit without any previous infraction notice being presented:

2. Copyright infringement by a teacher;
3. In the absence of a dire emergency, not following protocol for absence notification and not following up;
4. Irresponsibly causing damage to the facility or property;
5. Any inappropriate use of family information distributed by GATE or violation of the communication restriction guidelines;
6. Violating the Substance or Personal Items restrictions <u>and</u> no adverse incident occurred;

For the following, a demerit will automatically be issued without any previous infraction notice being presented and additional actions may also be required:

7. Any accountability issue with an adult (replacement for teaching position remainder of semester; probation from teaching the following semester; probation period for family membership; additional offenses will result in loss of membership and other actions);
8. An offense between members that is deceitful or does not follow the peacekeeping guidelines (probation period for membership; no resolution may result in loss of membership);
9. Cheating or plagiarism by a student in 9th through 12th grade (upon second offense of cheating or plagiarism in any class, the student shall be removed and dropped from the class in addition to receiving the second demerit; no fees will be refunded).

The system of admonishment and notices allows for grace in many situations. Therefore, demerit issues do not have a "grace" notification although we will work with the family to bring them into the requirements of the policies.

If your family does something that requires a demerit to be issued, you will receive an email and phone call to confirm that you know what has happened and the status of your family's standing. The family is required to respond in writing (by email or by signing an acknowledgement form at the Leadership Team desk) so that record of their acknowledgement is kept. Failure to abide by any demerit requirements may result in the family being asked to leave the cooperative for the remainder of the semester, no fees refunded.

If a family receives 3 demerits in one semester, the entire family will be required to leave the co-op program for the remainder of the semester, and remain out the following semester, no fees refunded. After that time, they may reapply for membership.

If a family receives 3 demerits in 2 semesters, the family will be on probation through the following semester. Any additional demerit will result in the family being required to leave for the remainder of that semester and remain out the following semester, no fees refunded. After that time, they may reapply for membership.

Please know that we will give the status of a family's standing when asked by other co-ops for references. However, any offenses are considered forgiven and will not be reported if the family has humbly abided by the demerit policy throughout the entire process.

If a teacher receives a demerit, he or she will not be given the opportunity to teach the following semester (all service units must be accomplished through Setup/Clean Up). After that semester, they may be reinstated with approval of the Leadership Team. If a teacher receives a second demerit or breaks their probation, the family's membership could be terminated immediately at the discretion of the Leadership Team, no fees refunded. The family must remain out the following semester as well. After that time, they may reapply for membership.

All probation terms and process are at the discretion of the Leadership Team and will be administered in writing and in person in order to help the family come back into terms with the co-op requirements. Our goal is forgiveness and re-instatement, however the offender must humbly cooperate and repent in order to be allowed to remain.

EXPULSION

Should extreme situations occur, the co-op is prepared to take extreme measures. We do not anticipate having any problems, but in fairness to all (including our host church) we will adhere to this policy. Expulsion will be enacted against a student or a family as deemed necessary by the Leadership Team for the following actions:

1. Any purposeful acts of vandalism to church, personal, or public property anywhere on the premises of any GATE activity. The conditions of incident involving expulsion are at the sole discretion of the Leadership Team.
2. Displaying extreme disrespect or out of control anger with physical expression or causing harm or injury to a child or adult anywhere on the premises of any GATE activity. The conditions of incident involving expulsion are at the sole discretion of the Leadership Team.
3. Violation of the Substance and Personal Item/Weapons policy where an adverse incident occurs anywhere on the premises of any GATE activity. The conditions of incident involving expulsion are at the sole discretion of the Leadership Team.

The occurrence of incident is not limited to class periods but extends to any time any co-op families are gathered at any location for any GATE activity. No fees will be refunded for expulsion and the expelled student or family is not permitted to return to any GATE function for one year from expulsion and only after appropriate rehabilitation and/or reconciliation procedures, agreed upon between GATE leadership and the family, have been accomplished. If a family has been expelled, they may reapply for co-op membership after one year, but membership will be granted only by approval of the GATE Governing Body (3/4 vote).

PEACEKEEPING GUIDELINES

GATE Members will agree to resolve conflicts between members in a way consistent with Biblical teaching. The following guidelines from **Peacemaker.net** shall give the protocol for conflict resolution:

A Commitment to Biblical Conflict Resolution

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.[1] We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.[2] Therefore, in response to God's love and in reliance on his grace, we commit ourselves to respond to conflict according to the following principles:

Glorify God — Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude.[3]

Get the Log out of Your Eye — Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.[4]

Gently Restore — Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses, or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.[5]

Go and be reconciled — Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.[6]

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love.[7]

[1] Matt. 5:9; Luke 6:27-36; Gal. 5:19-26.
[2] Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4.
[3] Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12.
[4] Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9.
[5] Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9.
[6] Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4.
[7] Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.

Adapted from The Peacemaker: A Biblical Guide to Resolving Personal Conflict. © 1997, 2003 by Ken Sande. All Rights Reserved. Used with permission. www.Peacemaker.net

Statement of Faith – Verse Quick Reference Guide **(In New International Version, 2010)**

- *The Trinity*

Isaiah 43:10-11 10 "You are my witnesses," declares the LORD, "and my servant whom I have chosen, so that you may know and believe me and understand that I am he. Before me no god was formed, nor will there be one after me. 11 I, even I, am the LORD, and apart from me there is no savior.

Ephesians 4:6 6 one God and Father of all, who is over all and through all and in all.

Deuteronomy 6:4 4 Hear, O Israel: The LORD our God, the LORD is one

1 Corinthians 8:6 6 yet for us there is but one God, the Father, from whom all things came and for whom we live; and there is but one Lord, Jesus Christ, through whom all things came and through whom we live.

John 10:30 30 I and the Father are one.

John 10:37-38 37 Do not believe me unless I do the works of my Father. 38 But if I do them, even though you do not believe me, believe the works, that you may know and understand that the Father is in me, and I in the Father.

John 15:26 26 "When the Advocate comes, whom I will send to you from the Father—the Spirit of truth who goes out from the Father—he will testify about me.

John 17:1-26 1 After Jesus said this, he looked toward heaven and prayed: "Father, the hour has come. Glorify your Son, that your Son may glorify you. 2 For you granted him authority over all people that he might give eternal life to all those you have given him. 3 Now this is eternal life: that they know you, the only true God, and Jesus Christ, whom you have sent. 4 I have brought you glory on earth by finishing the work you gave me to do. 5 And now, Father, glorify me in your presence with the glory I had with you before the world began. 6 "I have revealed you[a] to those whom you gave me out of the world. They were yours; you gave them to me and they have obeyed your word. 7 Now they know that everything you have given me comes from you. 8 For I gave them the words you gave me and they accepted them. They knew with certainty that I came from you, and they believed that you sent me. 9 I pray for them. I am not praying for the world, but for those you have given me, for they are yours. 10 All I have is yours, and all you have is mine. And glory has come to me through them. 11 I will remain in the world no longer, but they are still in the world, and I am coming to you. Holy Father, protect them by the power of[b] your name, the name you gave me, so that they may be one as we are one. 12 While I was with them, I protected them and kept them safe by[c] that name you gave me. None has been lost except the one doomed to destruction so that Scripture would be fulfilled. 13 "I am coming to you now, but I say these things while I am still in the world, so that they may have the full measure of my joy within them. 14 I have given them your word and the world has hated them, for they are not of the world any more than I am of the world. 15 My prayer is not that you take them out of the world but that you protect them from the evil one. 16 They are not of the world, even as I am not of it. 17 Sanctify them by[d] the truth; your word is truth. 18 As you sent me into the world, I have sent them into the world. 19 For them I sanctify myself, that they too may be truly sanctified. 20 "My prayer is not for them alone. I pray also for those who will believe in me through their message, 21 that all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me. 22 I have given them the glory that you gave me, that they may be one as we are one— 23 I in them and you in me—so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me. 24 "Father, I want those you have given me to be with me where I am, and to see my glory, the glory you have given me because you loved me before the creation of the world. 25 "Righteous Father, though the world does not know you, I know you, and they know that you have sent me. 26 I have made you[e] known to them, and will continue to make you known in order that the love you have for me may be in them and that I myself may be in them."

- *The Cannon*

  2 Timothy 3:16 16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness

  2 Peter 1:19-21 19 We also have the prophetic message as something completely reliable, and you will do well to pay attention to it, as to a light shining in a dark place, until the day dawns and the morning star rises in your hearts. 20 Above all, you must understand that no prophecy of Scripture came about by the prophet's own interpretation of things. 21 For prophecy never had its origin in the human will, but prophets, though human, spoke from God as they were carried along by the Holy Spirit.

  Matthew 5:17-18 17 "Do not think that I have come to abolish the Law or the Prophets; I have not come to abolish them but to fulfill them. 18 For truly I tell you, until heaven and earth disappear, not the smallest letter, not the least stroke of a pen, will by any means disappear from the Law until everything is accomplished.

  Revelation 22:18-19 18 I warn everyone who hears the words of the prophecy of this scroll: If anyone adds anything to them, God will add to that person the plagues described in this scroll. 19 And if anyone takes words away from this scroll of prophecy, God will take away from that person any share in the tree of life and in the Holy City, which are described in this scroll.

- *Incarnation*

  John1:1-14 1 In the beginning was the Word, and the Word was with God, and the Word was God. 2 He was with God in the beginning. 3 Through him all things were made; without him nothing was made that has been made. 4 In him was life, and that life was the light of all mankind. 5 The light shines in the darkness, and the darkness has not overcome[a] it. 6 There was a man sent from God whose name was John. 7 He came as a witness to testify concerning that light, so that through him all might believe. 8 He himself was not the light; he came only as a witness to the light. 9 The true light that gives light to everyone was coming into the world. 10 He was in the world, and though the world was made through him, the world did not recognize him. 11 He came to that which was his own, but his own did not receive him. 12 Yet to all who did receive him, to those who believed in his name, he gave the right to become children of God— 13 children born not of natural descent, nor of human decision or a husband's will, but born of God. 14 The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the one and only Son, who came from the Father, full of grace and truth.

  Isaiah 7:14 14 Therefore the Lord himself will give you[a] a sign: The virgin[b] will conceive and give birth to a son, and[c] will call him Immanuel.[d]

  Matthew 1:23 23 "The virgin will conceive and give birth to a son, and they will call him Immanuel"[a] (which means "God with us").

  Luke 1:31-35 31 You will conceive and give birth to a son, and you are to call him Jesus. 32 He will be great and will be called the Son of the Most High. The Lord God will give him the throne of his father David, 33 and he will reign over Jacob's descendants forever; his kingdom will never end." 34 "How will this be," Mary asked the angel, "since I am a virgin?" 35 The angel answered, "The Holy Spirit will come on you, and the power of the Most High will overshadow you. So the holy one to be born will be called[a] the Son of God.

  2 Corinthians 5:21 21 God made him who had no sin to be sin[a] for us, so that in him we might become the righteousness of God.

  Hebrews 4:15 15 For we do not have a high priest who is unable to empathize with our weaknesses, but we have one who has been tempted in every way, just as we are—yet he did not sin.

  Hebrews 7:25 25 Therefore he is able to save completely[a] those who come to God through him, because he always lives to intercede for them.

Hebrews 9:12 12 He did not enter by means of the blood of goats and calves; but he entered the Most Holy Place once for all by his own blood, thus obtaining[a] eternal redemption.

Colossians 1:13-14 13 For he has rescued us from the dominion of darkness and brought us into the kingdom of the Son he loves, 14 in whom we have redemption, the forgiveness of sins.

John 2:11 11 What Jesus did here in Cana of Galilee was the first of the signs through which he revealed his glory; and his disciples believed in him.

John 11:25 25 Jesus said to her, "I am the resurrection and the life. The one who believes in me will live, even though they die

Acts 1:11 11 "Men of Galilee," they said, "why do you stand here looking into the sky? This same Jesus, who has been taken from you into heaven, will come back in the same way you have seen him go into heaven."

Revelation 19:11-16 11 I saw heaven standing open and there before me was a white horse, whose rider is called Faithful and True. With justice he judges and wages war. 12 His eyes are like blazing fire, and on his head are many crowns. He has a name written on him that no one knows but he himself. 13 He is dressed in a robe dipped in blood, and his name is the Word of God. 14 The armies of heaven were following him, riding on white horses and dressed in fine linen, white and clean. 15 Coming out of his mouth is a sharp sword with which to strike down the nations. "He will rule them with an iron scepter."[a] He treads the winepress of the fury of the wrath of God Almighty. 16 On his robe and on his thigh he has this name written: KING OF KINGS AND LORD OF LORDS.

- *Resurrection*

John 5:28-29 28 "Do not be amazed at this, for a time is coming when all who are in their graves will hear his voice 29 and come out—those who have done what is good will rise to live, and those who have done what is evil will rise to be condemned.

Romans 6:23 23 For the wages of sin is death, but the gift of God is eternal life in[a] Christ Jesus our Lord.

2 Corinthians 5:19-21 19 that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. 20 We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. 21 God made him who had no sin to be sin[a] for us, so that in him we might become the righteousness of God.

- *Creation*

Genesis 1:26-28 26 Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals,[a] and over all the creatures that move along the ground." 27 So God created mankind in his own image, in the image of God he created them; male and female he created them. 28 God blessed them and said to them, "Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground."

Genesis 5:1-2 1 This is the written account of Adam's family line. When God created mankind, he made them in the likeness of God. 2 He created them male and female and blessed them. And he named them "Mankind"[a] when they were created.

- *Original Sin and Salvation*

Romans 3:19-26 19 Now we know that whatever the law says, it says to those who are under the law, so that every mouth may be silenced and the whole world held accountable to God. 20 Therefore no one will be declared righteous in God's sight by the works of the law; rather, through the law we become

conscious of our sin. 21 But now apart from the law the righteousness of God has been made known, to which the Law and the Prophets testify. 22 This righteousness is given through faith in[a] Jesus Christ to all who believe. There is no difference between Jew and Gentile, 23 for all have sinned and fall short of the glory of God, 24 and all are justified freely by his grace through the redemption that came by Christ Jesus. 25 God presented Christ as a sacrifice of atonement,[b] through the shedding of his blood—to be received by faith. He did this to demonstrate his righteousness, because in his forbearance he had left the sins committed beforehand unpunished— 26 he did it to demonstrate his righteousness at the present time, so as to be just and the one who justifies those who have faith in Jesus.

1 Corinthians 15:17-22 17 And if Christ has not been raised, your faith is futile; you are still in your sins. 18 Then those also who have fallen asleep in Christ are lost. 19 If only for this life we have hope in Christ, we are of all people most to be pitied. 20 But Christ has indeed been raised from the dead, the firstfruits of those who have fallen asleep. 21 For since death came through a man, the resurrection of the dead comes also through a man. 22 For as in Adam all die, so in Christ all will be made alive.

John 3:16-21 16 For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. 17 For God did not send his Son into the world to condemn the world, but to save the world through him. 18 Whoever believes in him is not condemned, but whoever does not believe stands condemned already because they have not believed in the name of God's one and only Son. 19 This is the verdict: Light has come into the world, but people loved darkness instead of light because their deeds were evil. 20 Everyone who does evil hates the light, and will not come into the light for fear that their deeds will be exposed. 21 But whoever lives by the truth comes into the light, so that it may be seen plainly that what they have done has been done in the sight of God.

Ephesians 2:3-5 3 All of us also lived among them at one time, gratifying the cravings of our flesh[a] and following its desires and thoughts. Like the rest, we were by nature deserving of wrath. 4 But because of his great love for us, God, who is rich in mercy, 5 made us alive with Christ even when we were dead in transgressions—it is by grace you have been saved.

Titus 3:5-7 5 he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, 6 whom he poured out on us generously through Jesus Christ our Savior, 7 so that, having been justified by his grace, we might become heirs having the hope of eternal life.

Isaiah 43:13 13 Yes, and from ancient days I am he. No one can deliver out of my hand. When I act, who can reverse it?"

- *New Creation in Christ*

2 Corinthians 5:17-20 17 Therefore, if anyone is in Christ, the new creation has come:[a] The old has gone, the new is here! 18 All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: 19 that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. 20 We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.

Ephesians 2:14-20 14 For he himself is our peace, who has made the two groups one and has destroyed the barrier, the dividing wall of hostility, 15 by setting aside in his flesh the law with its commands and regulations. His purpose was to create in himself one new humanity out of the two, thus making peace, 16 and in one body to reconcile both of them to God through the cross, by which he put to death their hostility. 17 He came and preached peace to you who were far away and peace to those who were near. 18 For through him we both have access to the Father by one Spirit. 19 Consequently, you are no longer foreigners and strangers, but fellow citizens with God's people and also members of his household, 20 built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone.

Ephesians 4:30-32 30 And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. 31 Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. 32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

Ephesians 5:18 18 Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit

1 Corinthians 6:19 19 Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own

Romans 8:18-28 18 I consider that our present sufferings are not worth comparing with the glory that will be revealed in us. 19 For the creation waits in eager expectation for the children of God to be revealed. 20 For the creation was subjected to frustration, not by its own choice, but by the will of the one who subjected it, in hope 21 that[a] the creation itself will be liberated from its bondage to decay and brought into the freedom and glory of the children of God. 22 We know that the whole creation has been groaning as in the pains of childbirth right up to the present time. 23 Not only so, but we ourselves, who have the firstfruits of the Spirit, groan inwardly as we wait eagerly for our adoption to sonship, the redemption of our bodies. 24 For in this hope we were saved. But hope that is seen is no hope at all. Who hopes for what they already have? 25 But if we hope for what we do not yet have, we wait for it patiently. 26 In the same way, the Spirit helps us in our weakness. We do not know what we ought to pray for, but the Spirit himself intercedes for us through wordless groans. 27 And he who searches our hearts knows the mind of the Spirit, because the Spirit intercedes for God's people in accordance with the will of God. 28 And we know that in all things God works for the good of those who love him, who[b] have been called according to his purpose.

- *Definition of Marriage and Family*

Genesis 2:18-24 18 The LORD God said, "It is not good for the man to be alone. I will make a helper suitable for him." 19 Now the LORD God had formed out of the ground all the wild animals and all the birds in the sky. He brought them to the man to see what he would name them; and whatever the man called each living creature, that was its name. 20 So the man gave names to all the livestock, the birds in the sky and all the wild animals. But for Adam[a] no suitable helper was found. 21 So the LORD God caused the man to fall into a deep sleep; and while he was sleeping, he took one of the man's ribs[b] and then closed up the place with flesh. 22 Then the LORD God made a woman from the rib[c] he had taken out of the man, and he brought her to the man. 23 The man said, "This is now bone of my bones
and flesh of my flesh; she shall be called 'woman,' for she was taken out of man." 24 That is why a man leaves his father and mother and is united to his wife, and they become one flesh. 333

Deuteronomy 5:16 16 "Honor your father and your mother, as the LORD your God has commanded you, so that you may live long and that it may go well with you in the land the LORD your God is giving you.

Deuteronomy 32:46 46 he said to them, "Take to heart all the words I have solemnly declared to you this day, so that you may command your children to obey carefully all the words of this law.

Proverbs 12:4 4 A wife of noble character is her husband's crown, but a disgraceful wife is like decay in his bones.

Malachi 2:15 15 Has not the one God made you? You belong to him in body and spirit. And what does the one God seek? Godly offspring.[a] So be on your guard, and do not be unfaithful to the wife of your youth.

Ephesians 5:22-28 22 Wives, submit yourselves to your own husbands as you do to the Lord. 23 For the husband is the head of the wife as Christ is the head of the church, his body, of which he is the Savior. 24 Now as the church submits to Christ, so also wives should submit to their husbands in everything. 25 Husbands, love your wives, just as Christ loved the church and gave himself up for her 26 to make her holy,

cleansing[a] her by the washing with water through the word, 27 and to present her to himself as a radiant church, without stain or wrinkle or any other blemish, but holy and blameless. 28 In this same way, husbands ought to love their wives as their own bodies. He who loves his wife loves himself.

Ephesians 6:1 1 Children, obey your parents in the Lord, for this is right.

- *Education*

Proverbs 22:6 6 Start children off on the way they should go, and even when they are old they will not turn from it.

Deuteronomy 6:6-7 6 These commandments that I give you today are to be on your hearts. 7 Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Ephesians 6:4 4 Fathers,[a] do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

Psalm 127:3-5 3 Children are a heritage from the LORD, offspring a reward from him. 4 Like arrows in the hands of a warrior are children born in one's youth. 5 Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their opponents in court.

- *Attitude*

Proverbs 12:28 28 In the way of righteousness there is life; along that path is immortality.

Romans 8:9 9 You, however, are not in the realm of the flesh but are in the realm of the Spirit, if indeed the Spirit of God lives in you. And if anyone does not have the Spirit of Christ, they do not belong to Christ.

Ephesians 5:19-21 19 speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord, 20 always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ.

Philippians 2:3-11 3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, 4 not looking to your own interests but each of you to the interests of the others. 5 In your relationships with one another, have the same mindset as Christ Jesus: 6 Who, being in very nature[a] God, did not consider equality with God something to be used to his own advantage; 7 rather, he made himself nothing by taking the very nature[b] of a servant, being made in human likeness. 8 And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross! 9 Therefore God exalted him to the highest place and gave him the name that is above every name, 10 that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, 11 and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father.

Philippians 2:14-16 14 Do everything without grumbling or arguing, 15 so that you may become blameless and pure, "children of God without fault in a warped and crooked generation."[a] Then you will shine among them like stars in the sky 16 as you hold firmly to the word of life. And then I will be able to boast on the day of Christ that I did not run or labor in vain.

END OF SECTION

All the following forms are available as part of membership and may be printed from the website for use by GATE members as needed:

Family Agreement (required each school year)

GATE Member Medical/Release form (required each school year)

Liability Release form for Friendship Baptist Church (required each school year)

Preschool Daily Schedule form (used each semester for each preschool child)

Infraction Notice (see Handbook regarding use)

Suggested Teacher Syllabus form / Class Ledger Form (see Handbook regarding use)

Membership Application for new members: includes Information and Agreement form, Statement of Faith form, and Abilities Survey

END OF SECTION