

Southeast Christian Homeschool Community Policies Handbook

Table of Contents

Welcome to Southeast Christian Homeschool Community!.....	3
Statement of Faith.....	4
We believe:.....	4
Leadership Structure at SCHC.....	5
Responsibilities of Executive Team.....	6
Responsibilities of Coordinator Positions.....	7
Cooperative Nature of the Community.....	9
Field Trips, Activities, Parties, Support Groups.....	9
Parent Participation.....	9
Information about Monday School.....	10
Class Applications.....	10
Choosing the Right Class for Your Child.....	10
Registering for Classes.....	11
Closed Registration.....	11
Kick-off Night.....	11
Class Helpers.....	11
Teen Helpers.....	12
Monday School Daily Schedule.....	12
Chapel Time.....	12
Treasure Box (On-time Box).....	12
Family Meeting.....	12
Presentation Night.....	12
Monday School Logistics.....	13
Family Folders.....	13
Name Tags.....	13
Lunch and Snacks.....	13
Inclement Weather.....	13
Guardianship.....	13

Staffing at Monday School.....	14
Illness.....	14
Teacher Absence.....	14
Financial Information.....	14
Class Budgets.....	14
Keeping Costs Down.....	15
Individual Family’s Financial Responsibility.....	15
Safety.....	15
Background Checks.....	15
Bathroom Policy.....	15
Class Rosters.....	16
Facility Management and Child Safety.....	16
Class Behavior Expectations and Disciplinary Procedures.....	16
Guests.....	16
Photo Use.....	17
Facility Maintenance.....	17
Classroom Maintenance.....	17
Clean-up.....	17
Lost and Found.....	17

Welcome to Southeast Christian Homeschool Community!

We are so glad you have decided to be a part of our homeschool community! The purpose and mission of Southeast Christian Homeschool Community is to create a Christian community that supports and encourages homeschooling families by facilitating enrichment activities. Every component of our community is a cooperative effort where each registered family is intentionally contributing to its success.

We gather to participate in Monday School, field trips, testing days, events, support groups, and other activities throughout the year. To communicate events and news with our members, we utilize our website, Google email group, and Facebook page.

The primary program that we offer is our Monday School, where we meet for three 6-week terms throughout the school year. Monday School consists of chapel time and 3 blocks of parent-led classes. We strive to provide a wide variety of classes ranging from academic to "just for fun." Students are asked for ideas about the types of classes that they'd like to see offered, and parents are asked to share their passions, skills, and knowledge through the classes they teach.

Our classes are geared toward students ages 5-11. We have nursery, preschool, and kindergarten classes for younger siblings, as well as teen helper opportunities for older siblings. We also encourage families who have teens to consider our sister organization, First Class Clackamas Teens. FCCT offers strong academics and social enrichment opportunities for junior high and high school students.

Statement of Faith

Our Statement of Faith is considered to be “non-denominational” and encompasses those truths which distinguish Christian believers from non-believers. There are many other precious truths taught in the Bible over which believers have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity. When dealing with issues that differ between denominations, students should be directed back to their parents for answers.

We welcome families who believe differently, but ask that no one causes dissension by deliberately teaching anything in opposition to our stated values.

We require that members of the Executive Team, as well as the Chapel Coordinator and teachers of spiritually-focused classes personally believe in the points listed in the Statement of Faith.

We believe:

1. The Old and New Testaments are inspired of God and are the revelation of God to man. The scriptures serve as the authoritative rule of faith and conduct for all people who profess to follow Christ. (2 Timothy 3:15-17, 1 Thessalonians 2:13, 2 Peter 1:21)
2. The one, true God has revealed himself as the eternally self-existent “I AM”, the creator of heaven and earth, and the redeemer of mankind. While there is only one God, we relate to him as Father, Son, and Holy Spirit. (Deuteronomy 6:4, Isaiah 43:10-11, Matthew 28:19, 2 Corinthians 13:14, 1 John 1:3-4)
3. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. (Luke 24:47, Romans 10:13-15, Ephesians 2:8, Titus 2:11, 3:5-7, John 14:6)

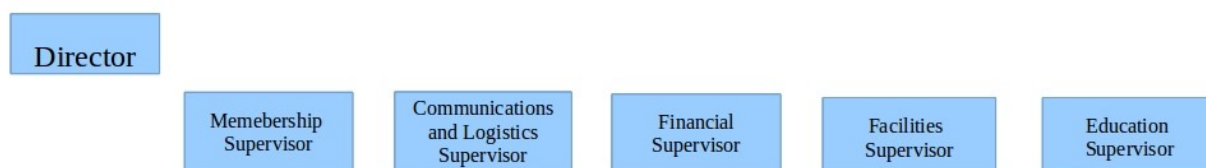
Leadership Structure at SCHC

The Executive Team is the governing body of SCHC. This team consists of the Director, Education Supervisor, Financial Supervisor, Facilities Supervisor, Membership Supervisor, and Communications Supervisor. They meet regularly throughout the year to decide and plan the overall direction for the community, evaluate each term, and make any necessary changes.

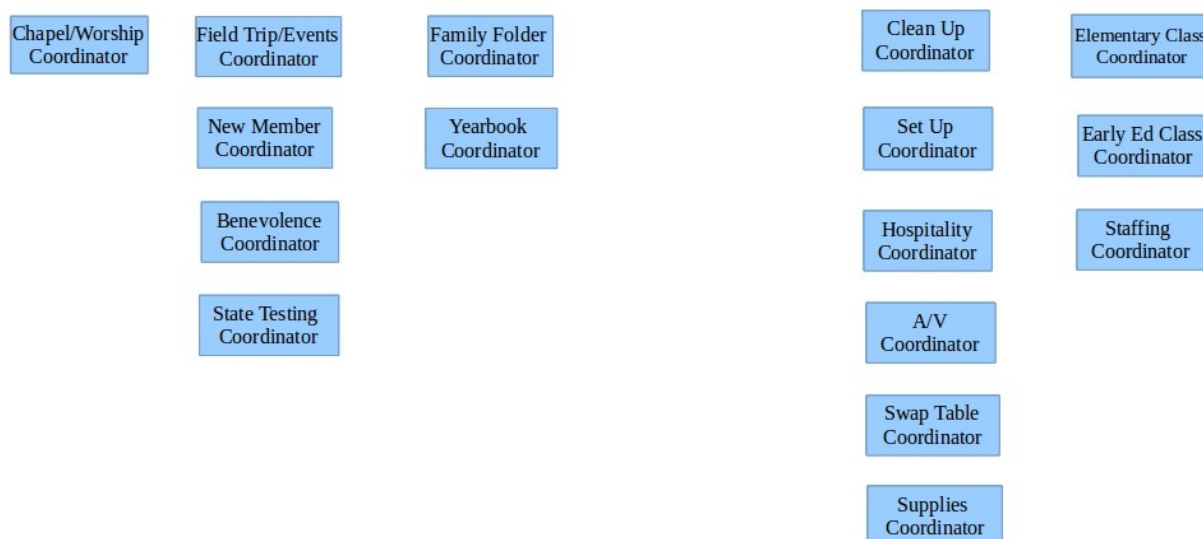
Members who serve on the Executive Team shall be current members in good standing at SCHC. Each candidate for appointment to the Executive Team must personally believe the items listed on the Statement of Faith, must be active and consistent in fellowship with other Christians, and must profess by credible testimony his/her faith in Jesus Christ. Members to the Executive Team shall be appointed by the Executive Team and brought before the membership for a ratification vote.

The Executive Team also oversees many coordinators who handle the daily functioning of Monday School and SCHC. Coordinators meet occasionally during the year and are in communication with an Executive Supervisor about the responsibilities of their role. Members wanting to serve as a coordinator shall be current members in good standing of SCHC.

Executive Team:



Coordinators:



Responsibilities of Executive Team

- **Director**
Works with Executive Team to facilitate Monday School and outside events for community members. Upholds the policies and guidelines established by executive team. Communicates with Turning Point about schedule for the year. Runs Kick-off Night.

Point Person for Chapel Coordinator.
- **Education Supervisor**
Approves class applications. Prepares class catalog each term and runs registration. Fixes any problems during registration or re-registers kids if a class is canceled. Contact person on Mondays for all student or teacher needs.

Point person for Early Education Class Coordinator, Elementary Class Coordinator, Staffing
- **Financial Supervisor**
Manages all the financial aspects such as bank account, class budgets, payments, reimbursements, scholarships, taxes and license. Sends weekly budget updates to teachers. Checks P.O. Box.
- **Membership Supervisor**
Answers questions of people interested in joining, keeps track of waiting list and approves new member applications, adds to Google loop. Gives tours to new members at Kick-off and runs background checks.

Point person for New Member Coordinator, Field Trips and Events, Benevolence, State Testing
- **Facilities Supervisor**
Communicates with Turning Point and members about building issues. Assists with set up and clean up, locks up at end of day.

Point person for: Set-up, Clean-up, A/V, Swap Table, Hospitality, Supplies
- **Communications Supervisor**
Takes minutes at Executive meetings, keeps and updates records and forms, handles other misc. logistics. Brings name tags, sign up checklists and pens to kick-off. Updates website, Facebook and Google group.

Point person for Family Folders, Yearbook

Responsibilities of Coordinator Positions

- **Set-up Coordinator**
Coordinates helper sign up, sends reminder emails, prints attendance sheets and room signs before each term, instructs helpers/ prepares church for the day.
- **Chapel/Worship Coordinator(s)**
Leads chapel time with worship music, Bible message, treasure box and announcements. Decides and announces theme days. Coordinates Presentation Night.
- **Family Folders Coordinator**
Makes name tags and updates family folders each term.
- **Hospitality Coordinator**
Coordinates snack sign up before each term. Fixes coffee/tea, keeps track of adult break area and snack table throughout day, refills dishes etc. Cleans up at end of day, gets containers to people etc.
- **Staffing Coordinator**
Enters adult helpers into computer system after kick-off. Available to receive calls when a family is sick or unable to attend. Makes needed adjustments each Monday to ensure all classes have enough helpers.
- **Early Education Class Coordinator**
Recruits teachers and organizes the classes and supplies for nursery, preschool and kindergarten. Encourages teachers to enter applications on time.
- **Elementary Class Coordinator**
Runs catalog creation meeting, suggests class ideas to teachers for ages 6 and older, confirms all members are teaching (or have an exception), encourages teachers to enter applications on time.
- **Field Trips/Events Coordinator**
Plans or coordinates regular field trips, parties, or other events. Keeps track of attendees and payments
- **New Members Coordinator**
Meets new members at the kick-off night tour and supports them through their first year by helping them get connected and advising and encouraging them as they begin teaching.
- **Benevolence Coordinator**
Arranges cards, meals or other encouragement for any members in need.

- **Clean up Coordinator**
Coordinates helper sign up, sends reminder emails, instructs helpers and makes sure everything is put away and church is clean at end of each Monday.
- **Yearbook Coordinator**
Coordinates the making, ordering and distributing of yearbooks once a year.
- **State Testing Coordinator**
Coordinates with Basic Skills to provide testing once a year in June for our members and the larger community. Announces dates and fees and keeps track of attendees and payments.
- **A/V Coordinator**
Runs the soundboard for Monday morning Chapel time and on Presentation Night.
- **Swap Table Coordinator**
Lays out donations, disposes of all items left on the swap table each week.
- **Supplies Coordinator**
Organizes the supply cabinets weekly, purchases supplies, washes lunch sheets once a term.

Cooperative Nature of the Community

All activities facilitated by SCHC require a cooperative effort from all participants. Families who participate in SCHC are asked to help on a variety of levels. Organizing events, setting up the facility, teaching classes, serving as a coordinator, or cleaning up at the end of an event are just a few of the ways members are expected to participate.

Field Trips, Activities, Parties, Support Groups

Since our group is comprised of families of all ages, we strive to offer a wide variety of activities and events. Throughout the years we have been meeting, members have enjoyed park days, Christmas parties, theme/spirit days, moms' events, field trips, science fairs, and service projects. Ideally each family contributes to the process of making a diverse schedule of events for everyone's benefit. Activities and events often have additional fees to cover costs. Events may be advertised on the Google group, website, Facebook page, and during announcements at Monday School.

God has given us all gifts and we ask that you consider these and feel empowered to jump in and make a difference - start a club, suggest a class, begin sending birthday cards - anything you think will encourage and strengthen the group!

Parent Participation

Parents are expected to serve two of the three blocks of Monday School by either teaching or helping in a class. New parents are usually allowed to help in both blocks until they have participated in SCHC for one or two terms. The New Member Coordinator can then advise these parents in their second or third terms as they begin teaching. All established parents are counted on to teach one class each term. Occasionally the number of members falls to a level which requires all parents, even new members, to teach in order to offer a full range of classes.

Along with one block for teaching and one for helping, the third block is set aside for you to relax, connect with other parents, and give and receive support. We have an area set up with coffee, tea, and snacks to encourage this much-needed break. Please be prayerful each week about how you can show God's love to other parents during your break and also be willing to share your needs with this community.

Each family needs to sign up to bring snacks during the term. These are for the parents to enjoy on break and are an important part of making Monday School feel supportive for parents. The Hospitality Coordinator will remind you of your dates and what you have committed to bring.

Each family also needs to sign up to help come early (8:20am) once a term and help set up the church for Monday School. The Set-up Coordinator will give instructions the morning you arrive on how your family can help.

Each family is also expected to sign up to stay after Monday School and help with clean-up one week of the term. The Clean-up Coordinator will let you know what area of the building you are helping in.

All of these sign-up sheets are available during Kick-off Night.

Information about Monday School

Class Applications

Monday School runs for three 6-week terms throughout the school year. Before a term begins, parents submit a class application, for the class they would enjoy teaching, to the Education Supervisor. When proposing a class, parents include a description of the class, appropriate ages, supply fees, and expectations for the class. A catalog is generated based on these submissions, therefore each term is unique. We are not able to include every class application. The Education Supervisor makes the decision regarding what classes will be in the catalog. The class catalog is available approximately 1 week before online registration opens.

Choosing the Right Class for Your Child

Monday School is intended to be a fun, enriching opportunity for children to learn together and build friendships. This happens best when everyone is working together and able to function in a group. When planning classes, teachers are encouraged to offer hands-on activities for the students and make time for the kids to interact with each other and try new experiences.

Choosing the class that best fits your child's skills, abilities, and interests will help ensure his or her success in the class. Be sure to read the description and requirements of each class in the class catalog before registering. For example, if your child doesn't enjoy crafts, do not put them in a class that has a focus on crafts.

If your child has special needs or behavioral/sensory issues, please let the Education Supervisor know before registering for classes. She can advise you about which classes might be best suited to your child's needs. Before Monday School begins, the Lead Teacher should also be told if there are specific needs for your child. We want to support you and will do our best to help Monday School be a positive experience for you and your child.

Registering for Classes

During online registration, members will select classes for their children and choose how they plan to pay for classes (cash, credit, or PayPal). Classes are filled on a first come, first served basis. However, the Executive Team and Coordinators are given the benefit of early registration as a thank you for the extra hours and commitment they give to the community.

When a class is full, you will need to register your student for his/her second choice. Also, if a class minimum is not met, the class may be canceled.

Closed Registration

Families are not allowed to join Monday School after the term starts. Once the term has begun, teachers have purchased supplies, name tags and rosters are printed and class budgets are in place. We encourage new and returning families to contact our Membership Supervisor and get their name on the waiting list for the upcoming term.

Kick-off Night

One week before Monday School begins is Kick-off Night. This mandatory meeting is where members sign up to bring snacks for the adult break area, sign up to help with clean up/set-up, and choose what class they are helping in; other sign ups might include choosing an event to coordinate or help with, buying a yearbook, or volunteering to serve on leadership.

At Kick-off Night parents choose the class they would like to help in. The Staffing Coordinator will attempt to keep them in their first class choice; however, help may be needed elsewhere.

Classes are required to have at least two adults, though the early education classes often need additional helpers due to age and number of students. Each participating parent will have a position at Monday School. If the parent is not a Lead Teacher, then he/she will be a Class Helper, Floater (substitute), or used where it's deemed necessary by the Staffing Coordinator. Parents will be assigned their positions following Kick-off Night and will be notified prior to the first day of classes if they've been moved to a different class or position.

Class Helpers

Classrooms are managed by parents who serve as Lead Teachers and Class Helpers. Class Helpers are there to assist the lead teacher by taking roll, taking students to the bathroom, redirecting wiggly students, getting supplies from supply cabinet, filling in if the teacher is sick, taking pictures during class activities and lessons, etc.

Teen Helpers

Older children (10 and up) have the option to help in classes during Monday School. The classes available for teen helpers vary each term, but typically it must be for a class from a younger age group (Early Education classes or 6-8 year old classes). Teen helpers can count as the second adult in the classroom. Teen helpers should not go into the bathroom with younger students. Teachers who have a teen helper in their class should try to engage them and give them opportunity to lead in the classroom. Oftentimes, the teen helper can choose which class they want to help in, but they are asked to be flexible. The Staffing Coordinator will direct the teen helper to the class that most needs help.

Monday School Daily Schedule

8:20-9:00	Set-up (on the day you signed up)
9:00-9:30	Chapel
9:35 - 10:30	Block A
10:35 - 11:30	Block B
11:35 - 11:55	Lunch
12:00 - 12:55	Block C
12:55 - 2:00	Clean Up (on the day you signed up)

Chapel Time

Monday School begins with 30 minutes of Chapel. This time consists of worship music, Bible message, announcements, and the treasure box. This is a good opportunity for children to sing with their friends and learn to listen respectfully to the speaker. Children should not be allowed to run, be disrespectful, or damage church property.

Treasure Box (On-time Box)

Upon arrival at Monday School, children are encouraged to put their names in the on-time box. At conclusion of chapel, the Chapel Coordinator will draw a few names out of the box and those children can draw a prize from the treasure box.

Family Meeting

Each year the Executive Team will conduct a family meeting during Chapel time midway through the fall and/or winter term. This time will be used to update all members regarding policy changes, vote on Executive Team Members, approve budget, and any other items deemed crucial by the Executive Team. This meeting shall be run in an expedient and timely manner since the students will be present.

Presentation Night

The end of each term is celebrated at Presentation Night. Each class is asked to share a project, song, or display of something they worked on during the

term either on stage and/or on a table in the foyer. Children can also share special talents with the audience that evening. Tables can be set up during the last day of Monday School. Teachers are expected to put tables away at the end of presentation night.

Monday School Logistics

Family Folders

On a table in the foyer at Monday School, there are two crates of hanging folders. These are the family folders that are used to hold name tags, reimbursement checks, and other information that you need to know. Reimbursement forms, guest name tags, and other forms can be found near the family folder bins.

Name Tags

Each family member participating in Monday School will have a name tag. Name tags are printed with the parent's and children's class schedules. It is important that adults and children wear their name tags at all times during Monday School. The information on the name tags helps make sure that children who aren't where they belong get to the right class. They also help ensure that no strangers wander the building. Please return your name tags to your family folder at the end of each Monday School day.

Lunch and Snacks

Lunch is scheduled between Blocks B & C. Please make sure you bring a lunch for your family. We eat together in the foyer picnic style. Plan to bring your own picnic blanket (though there are extra sheets available.) Occasionally we have families who have severe allergies, please notify the Facilities Supervisor if there are food restrictions, i.e. no nuts. Please make sure the area where your family eats is cleaned up before going to Block C.

At the beginning of Block B, the preschool and kindergarten classes take a few minutes for a quick snack. Please only send a small amount of food, separate from their lunch, and mark your child's name on his snack.

Inclement Weather

In the event of inclement weather, classes may be canceled for the day. Cancellations will be posted at www.southeastchristianhomeschool.com, an email will be sent through the Google Group, and notice posted on Facebook.

Guardianship

Since Monday School is organized as a cooperative effort by the parents, it is not possible for parents to drop off their children and leave for the day. Every

child enrolled must have a participating parent who is at Monday School the entire time the child is there.

In certain cases, parents may not be able to participate every week with their child. It is possible to have an alternate person approved for guardianship of your child, so they still have the opportunity to attend Monday School. The extenuating circumstances for alternate guardianship must be approved by the Executive Team. Please contact the Staffing Coordinator for the guardianship forms and procedure.

Staffing at Monday School

Monday School goes more smoothly if all of our participants can be there each week. It is appreciated if families plan vacations outside of Mondays. If you know you will not be coming to Monday School please let the Staffing Coordinator know as soon as possible; that way they can find someone to take your place.

Illness

We don't want to have anyone absent from Monday School, but please respect other families by not bringing a child to school who is exhibiting signs of possible illness. Some of these symptoms include: fever, sore throat, runny nose (colored discharge), rash, excessive coughing, and digestive upset.

Because everyone is an important part of making Monday School function, please be sure to contact the Staffing Coordinator so that a substitute can be arranged for your absence. The more notice you can give, the better. We also check to make sure all of the children are accounted for every block, so it is important to know when children are absent.

Teacher Absence

If you are a Lead Teacher and unable to come to Monday School, please get your class outline and supplies to your helper or another attending family. It's important that students have something to do in your absence.

Financial Information

Class Budgets

Lead Teachers determine their class budget based on their plans for the class, including total cost of supplies needed for the class. Teachers should then divide that to determine what each student is expected to pay. After registration, the Financial Supervisor will send out a list of all classes and their coinciding budgets. When you purchase any supplies for your class, submit a reimbursement form and receipt to the Financial Supervisor. She

will write you check and put it in your family folder after deducting that amount from your class budget. It is the teacher's responsibility to stay within their budget. Classes that go beyond their budget may not be eligible for reimbursement. If you're unsure of how much to charge, talk with the Education Supervisor and/or Financial Supervisor for help determining your class supply fees.

Keeping Costs Down

To help keep costs down, teachers are encouraged to use the copier in the foyer for class copies. Also, check the supply closet before purchasing arts and crafts supplies. Basic school supplies are located in the supply closet along with a variety of miscellaneous craft items from previous classes. You may also check with the Supplies Coordinator about available supplies.

Individual Family's Financial Responsibility

The current membership fee is \$25 per term, per family. Individual class fees vary based on the expense of the class your children select. A base of \$5 is charged for each class. Lead teachers charge additional class fees based on the cost of supplies (a cooking class may have a fee of \$15 while a writing class might be \$8 since there are fewer supplies needed).

We don't want cost to keep anyone from participating. Scholarships are given on a case-by-case basis. If you need financial assistance for basic classes offered at Monday School, contact the Financial Supervisor.

Fees go towards the costs of operating Monday School such as rent and supplies. If you would like to see a copy of SCHC's annual budget, please ask the Financial Supervisor.

Safety

Background Checks

Every adult participating in Monday School is required to have a background check done before classes begin. Background check forms will be available at Kick-off at no additional charge. You will not be allowed to participate in Monday School without this background check.

Bathroom Policy

Never be alone with someone else's child. If a student in your class needs help in the bathroom, ask another adult (hall monitor, someone on break, someone standing in the hallway) to come with you. Preschool and nursery students can use the toilet in the nursery.

Class Rosters

Attendance will be taken at the beginning of every class to make sure all the children (even the babies!) are accounted for. If your child will not be in class for a block, please be sure to notify the teacher and Staffing Coordinator so we know where your child is. The Education Supervisor and/or hall monitors assist children who need help finding the bathroom or any other help, and gather the attendance sheets. They verify that children are where they are supposed to be based on the class rosters.

If you have a child in an Early Education Class, please be sure to sign them in and out and do not leave them in the classroom unless a teacher is present.

Facility Management and Child Safety

We rent the facility and want to make sure we take care of it. Please talk to your children about respecting the facility. Children should not be allowed to run or engage in horseplay in the church. Keep them near you or know where they are.

Class Behavior Expectations and Disciplinary Procedures

Lead Teachers will explain the behavior expectations to the students at the beginning of class at Monday School. These should include: being respectful when others are speaking; keeping hands, feet and objects to yourself; paying attention during class teaching and discussions; joining in activities; and being kind and courteous.

If a child is having difficulty behaving in class, the teacher should first remind him/her of what is expected and work with the child to ensure his or her success through redirection, adaptation of the environment, or other positive strategies.

If the child continues to struggle with behavior, the second step will be for the Lead Teacher to talk with the Education Supervisor after class for support and ideas for managing the behavior. The Education Supervisor might work with the child during class, talk to the parent for ideas to help the teacher, or move the child to a different class.

If, after enlisting the help of the parent and Education Supervisor, the child continues to be disruptive and/or disrespectful to the point of disrupting classes, the child may be asked to no longer participate in Monday School. Our goal is to provide a safe, supportive environment for the entire community.

Guests

We understand that homeschooling is a family activity and occasionally grandparents, friends, and family members may want to come visit during

Monday School. We welcome guests! Contact the Staffing Coordinator prior to the visit and a guest name tag will be issued. During Monday School we ask that visitors stay with a member of the family they are visiting.

Photo Use

SCHC utilizes our Google group, website, and Facebook page and other media to share pictures, events, and information with the community. If you see a post on any of these resources that bothers you, please contact the Executive Team and they will do their best to replace it in a timely manner.

Facility Maintenance

Classroom Maintenance

Classrooms should be left clean at the end of each class. If your class has done a messy project (i.e. glitter, paper snips, etc.) please vacuum it up and wipe the tables clean (students can help.)

Clean-up

Each family signs up to help with clean-up once during the term, either after Monday School or after Presentation Night. When it is your week to clean the church, look in your family folders for guidelines regarding the area you are responsible for cleaning. Please have your children stay with you and help. They can take out the trash, wipe tables, and vacuum.

Lost and Found

The Lost and Found can be quite full by the end of the term. Our storage is limited so please be sure to check it often. At the end of the term, items will be donated to a local charity. Families are encouraged to pick a designated spot at Monday School to keep coats, lunches and projects together so all of the family members know where all of their things are. Please be sure to label your child's items.