

# Fai†h

## Christian Home Educators Handbook 2017-2018



Ephesians 6:11 – Put on the armor of God...

# Faith Christian Home Educators

## School Year 2017-2018

### First Semester (14 weeks)

September 7 - December 14, 2017

No classes on November 23, December 21, 28, & January 4

### Second Semester (16 weeks)

January 11 – May 4, 2018

(Semester ends May 11 If a snow day is needed)

No classes for Easter break on March 29

FCHE Classes meet on Thursdays.

Most classes are year-long, but semester classes are offered occasionally.

For more class detail, please see the class schedule on our website.

[www.faithchristianhome.net](http://www.faithchristianhome.net)

### Location of Classes

Beloved Church

1965 East Sherwood Ave.

St. Paul, MN 55119

### Leadership

Administrator: Clarissa Evanoff

Board of Directors: Julie Vrieze, Karl Gertz,

Michelle Hansen, Lynn Kern (Secretary), Vicki Simpson (Treasurer)

### Contact Information

[faithchristianhome@yahoo.com](mailto:faithchristianhome@yahoo.com)

Beloved Church 952-479-4887

Messages will be received and responded to on

Thursdays (Crissa should be available from 8:30am-3:30pm). If your need is urgent, please

use the Yahoo email above, and your message

will be responded to within 24 hours.

# Faith Christian Home Educators

## Member Handbook

Faith Christian Home Educators provides weekly learning activities and classes for home schooled students. We are not the primary source of education, but are an enhancement to home education. We believe strongly in the word of God when it says that we are to share the love of Christ with all, and this ministry runs as an educational program with the purpose of training Christian children “in the way they should go” according to Biblical principles. All children are welcome at Faith. However, since this is not an evangelistic program, we focus on and reach out to those home educating families who have already accepted Jesus Christ as their Lord and Savior. Therefore, all classes and worship time will be taught with Christian beliefs in mind.

### **Mission Statement**

Our mission is to come alongside Christian families who choose to home school and to provide:

1. An extension of the Christian home in training our children in Godly living.
2. Christian values woven into every aspect of education and life.
3. Opportunities for our students and their families to share Christ’s love with others by community outreach projects.

### **Statement of Faith**

1. **We believe that the Bible is the true Word of God. It is written without error under the inspiration of the Holy Spirit, and has the final authority in all matters of faith and conduct according to 2 Timothy 3:16-17, which states, “All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”**

2. **We believe in the Trinity – there is one living and true God, eternally existing in three persons of spirit: Father, Son, and Holy Spirit, and our worship will consist in worshipping the one true God only as Matthew 4:10 states, “Worship the Lord your God and serve Him only.”**
3. **We believe those who choose to receive Jesus Christ as their Lord and Savior are saved by grace and destined to an eternal life with God Almighty in Heaven. Ephesians 2:8-9 states, “For it is by grace you have been saved, through faith- and this not from yourselves, it is the gift of God- not by works, so that no one can boast.”**
4. **We believe the Lord Jesus died as a sacrifice for our sins; He rose victorious from the grave on the third day; He ascended to the right hand of the Father; He makes continual intercession for believers, and all who believe in Him are justified by His shed blood. Ephesians 1:7 states, “In Him we have redemption through His blood, the forgiveness of sins, in accordance with the riches of God’s grace.” And Hebrews 7:25 states, “Therefore, He is able to save completely those who come to God through Him because He always lives to intercede for them.”**
5. **We believe in the Holy Spirit as Acts 8:14-17 states, “When the Apostles in Jerusalem heard that Samaria had accepted the word of God, they sent Peter and John to them. When they arrived, they prayed for them that they might receive the Holy Spirit, because the Holy Spirit had not yet come upon any of them; they had simply been baptized into the name of the Lord Jesus. Then Peter and John placed their hands on them, and they received the Holy Spirit.”**

## **Appearance and Conduct Code**

Why is an Appearance and Conduct Code necessary?

Educational research shows that students who wear school uniforms or who follow a dress code do better academically and socially. It is assumed that this is due to the fact that when distractions of clothing are removed or minimized, the focus is then placed on academics. While allowing for personal expression, the goal of our Appearance and Conduct Code is to help our children dress and behave in a manner that will glorify God and will help them to be successful academically.

### **Appearance Code**

1. All dress must be modest.
  - a. Tops and bottoms must overlap so midriff skin is not exposed.
  - b. Necklines should not be revealing.
  - c. All shoulder straps should be at least 1 ½ inches wide.
  - d. All shorts should have inseams of no less than 4 inches.
  - e. Undergarments should not be seen.
  - f. T-shirts advertising tobacco, alcohol, or containing inappropriate sayings are not allowed.

**g. Hats are not permitted in the sanctuary or classrooms.**

- h. No perfumes should be worn at Faith due to allergies and sensitivities.
- i. No yoga pants or leggings without dress or skirt.
- j. Skirt lengths should extend past the fingertips when arms are at the side.

2. Other distracting or disruptive apparel will be handled on a case by case basis.

## **Conduct Code**

There are three Bible verses that summarize our expectations of staff and student behavior while participating in FCHE classes and extracurricular activities or while attending special events:

**Matthew 6:33** “...Seek first the kingdom of God and His righteousness, and all these things will be added to you.”

**Luke 10:27** “...Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and your neighbor as yourself.”

**1 Corinthians 10:31** “...Whether you eat or drink, or whatever you do, do it all for the glory of God.”

If we make our decisions with the above verses in mind, the following conduct expectations should be automatically achieved.

## **Conduct Expectations**

1. We will abide by Biblical Christian standards of expectation in our speech and in our actions – showing kindness, responsibility, and honesty toward adults and fellow students. We will be attentive and cooperative with tutors, helpers, and fellow students at all times. We will refrain from disruptive/distracting behavior during class.
2. We will watch out for and take care of younger siblings and children in our proximity – being thoughtful of their safety.
3. We will be godly role models to younger children, to each other, and to those who are not Christians.
4. No weapons of any kind (including, but not limited to guns, knives, pocketknives, or lasers) are allowed on site at any time. Any of these items found in the possession of a student will be confiscated and returned only to the parent.
5. **No electronic devices** (including, but not limited to cell phones\*, electronic games, Ipods, and MP3 players) are allowed in the building except in the

possession of a parent or tutor. Any electronic items in the possession of a student will be confiscated and put in the cell phone basket until the end of the day. **EXCEPTIONS: Cell phone use is permitted at the Welcome Desk for students to contact their parents. \*If it is necessary for a child to carry a cell phone at FCHE, it needs to be out of sight at all times, except when at the Welcome Desk lobby area. Students may use computers and CD players by themselves (for homework purposes only) in the designated lunchroom study area. If the computer/CD player is used for anything other than homework, the privilege will be taken away for the semester.**

6. No skateboards, heelies, or similar recreational toys will be allowed on church property.
7. No street drugs, tobacco, alcohol, or drug paraphernalia are allowed on church property at any time including in vehicles.
- 8. No food or drink (except water) is allowed anywhere except in the designated lunch area.**
9. Inappropriate touch is not allowed at any time. The FCHE Board has full authority to determine what defines inappropriate touch.
10. Gambling, with or without the use of money, is not allowed on the premises.
11. Please pick up after yourself at lunch and throughout the day.
12. Be respectful of our neighbors and church building. No screaming or running around the church building, on the landscaping, or in the parking lot and the street.
13. No playing in the church parking lot.
14. Other distracting/disruptive behavior will be handled on a case by case basis.

## **Parent Expectations**

1. All parents must sign a waiver and release of liability form for Faith Christian Home Educators, Inc. and Beloved Church.
2. Families are expected to arrive promptly so classes may start on time.
3. All outside playtime must be supervised by the child's parent(s) if there is not a volunteer supervisor scheduled for the outside play area. This applies to all children.
4. We do not have a "no drop-off" policy at Faith. However, your child must be scheduled in classes if they are at Faith. A 90 minute "independent study" time, in the designated study area is allowed if your child has a wait time in between classes. All students will agree not to leave the church grounds during this study time. Unscheduled time longer than 90 minutes, must be supervised by the parent as we do not have someone to specifically watch children when they are not in class.
5. For security purposes all children must be signed in with a parent contact phone number and will only be released to a parent, unless other arrangements have been made with administration. Children age 13 and older may sign themselves in and out, but they must include a parent contact number.

6. Parents must pay tuition on time as designated on the Student Registration forms.
7. All parents must sign the acknowledgement Form and return it with the Statement of Faith Form and Acknowledgement Form to co-op upon Membership Registration.
8. **It is the parent's responsibility to ensure students complete and turn in the required homework assignments.**

### **Process for Resolving Issues and Code Violations:**

First, an attempt to resolve an issue or code violation should be made between families before consulting the administrator. Email or text is not recommended. FCHE administration will ask if you first attempted to resolve the issue with the family and what steps were taken before intervening. If the administrator decides there is a code violation, the following steps will be taken:

1st Offense - Administrator will talk with families to see if the issue is resolved and mediate if necessary.

2nd Offense - Offending student and student's family will meet with administrator - may include a suspension from FCHE for a period of time.

3rd Offense - Student will be expelled from FCHE.

Faith Co-op's goal is to lead, guide, and direct our students to live out godly lives (ie. advocate modesty vs. just following the dress code). We believe in giving grace for an error, but taking disciplinary action for repeated offenses.

This process is based on the Bible, and it is found to be the most charitable way to deal with difficult relational conflicts. **Please refer to Matthew 18:15-20 in which Jesus says,** "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them."

### **Faith Safety Plan & Procedures: Daily Safety Plan:**

- A. Doors will remain locked except for the following times: 8:30-9:00 a.m. - Arrival Time, 12:15-12:45 p.m - Lunch/Outside Play Time, and 3:00 p.m. -

Departure Time.

- B. A Welcome Desk Attendant will be present to open doors throughout the school day.
- C. If there is an unknown person at the door, the attendant will bring the directory with them to the door and ask who the individual is there to see, or the attendant will summon the Administrator for assistance.
- D. There will be one safety drill per semester.
- E. All Faith Tutors, the Administrator, and the Welcome Desk Attendant will wear whistles or have them readily accessible to be used in case of an emergency.
- F. Planned safety precautions will be taken and procedures followed by Teachers, FCHE Board, and Administrator to ensure children are safe in the event of an emergency.

### **Fire Procedures:**

If a fire is discovered, which cannot be safely and quickly extinguished, Administrator and Welcome Desk Attendant should be notified. Welcome Desk Attendant will direct children and adults from the lunchroom to a safe exit. Administrator will give one loud, short blast on a whistle in the lower level hallway. Then, using the blow horn, she will calmly, but loudly say, "Teachers, there is a fire in\_\_ ." The administrator will repeat the whistle blast and blow horn announcement in the upper level hallway, and sweep upper level to ensure all children/adults have exited the building. Teachers will escort children to the nearest exit away from the fire. All will meet in lower parking lot.

### **Tornado Procedures:**

Upon hearing civil defense sirens or upon learning of an approaching tornado, the Administrator will direct an adult to usher children from the lunchroom to the designated tornado shelter area and sweep the lower level to ensure all adults and students seek shelter. Using the blow horn, the administrator will calmly and loudly say, "Teachers, there is a tornado, please usher students to the designated shelter area" as she walks the lower hallway and the upper hallway. Teachers will usher students to shelter. The administrator will sweep the upper level to ensure all adults and students seek shelter.

### **Intruder Procedures:**

If an intruder (a person intent on doing harm) enters FCHE, the welcome desk attendant or administrator will flip horn switch to SIREN on the blow horn. Upon hearing the siren, teachers will calmly give a long blast on their whistles (into the hallway, if it is safe) to ensure all in the building have heard the alarm. Teachers will do their best to shut doors, block them, and help children get to safety via windows (on lower level only). In addition to blocking the door, tutors on the upper level will secure children in the classroom and calmly instruct them to hide behind tables and/or out of sight. Administrator will designate an adult to usher children from the lunchroom/study area through the east door and out of the building. Those in the upper level common area should exit through the sanctuary, down the stairs and out the east door. All who vacate the building, will meet in the lower

parking lot. All, who have access to phones, will call 911 at the earliest opportunity.

### **Payment Schedule**

Most FCHE classes require a year-long commitment. Please speak with the tutor if you are interested in a ONE semester option.

☛ Annual Tuition and Supply Fees are to be made payable directly to the tutors. If possible, total payment may be made in One installment. However, a Three Installment Plan is detailed below:

THREE Installment Plan:

1<sup>st</sup> Installment (1/3 Combined Total of Annual Tuition + Supply Fee) due upon 2017-2018 Registration

2<sup>nd</sup> Installment (1/3 Combined Total of Annual Tuition + Supply Fee) due Aug. 1 or by FCHE Open House, August 2017

3<sup>rd</sup> Installment (1/3 Combined Total of Annual Tuition + Supply Fee) due October November 1, 2017.

☛ The Annual Membership Fee of \$40 per student is due at time of initial Membership Registration and check made payable to FCHE. An option to pay by Paypal is now available (an online fee is charged). The three required Membership Forms must be turned into FCHE with payment.

☛ All checks written to tutors should be turned into FCHE and put in the Treasurer's folder.

**Tuition, Supply Fees, and Membership Fees are non-refundable after registration** except for sudden family life changes such as a move out of the area or a major illness. FCHE Board reserves the right to define what constitutes a major illness.

### **Volunteer Responsibility**

Due to the fact that Faith is run entirely by volunteers, each family's participation is vital. **Two hours of volunteer time is required for each 1 hour class with a maximum of 16 hours per family Per Semester.** One hour of this time must be performed in an afternoon clean-up slot. Each family is responsible for having their hours fulfilled by someone 18+ years old (students aged 14+ can complete volunteer hours in certain areas at the discretion of the FCHE Board). **Failure to fulfill volunteer hours will result in a charge of \$20 for each unfulfilled hour.** Positions and times for volunteering can be found online using Sign-up Genius. Information on how the process works will also be available at the Summer Open House/Parent Meeting. Upon completion of each volunteering session, please sign the daily volunteer sheet at the Welcome Desk and document your hours in the Volunteer Sign-out Book with initials from a FCHE Board Member/FCHE adult in order to receive credit for your hours.

**A BUY-OUT option for volunteer hours is available at the cost of \$20 per volunteer hour with a maximum of \$320 per family.** A combination of buy-out and

volunteering is also acceptable.

## **Role of the Tutor**

The belief that parents are the main educators of their children is fundamental to FCHE. The role of our tutors is to aid in the child's learning experience by adding instruction in the tutor's area of expertise. The tutors will provide a syllabus for each class that will show homework assignments as well as the specific content to be covered. Tutors will also provide suggestions for what parents may do at home to enhance and compliment the class instruction. The amount of homework is dependent on the grade level of the class and on the subject. Evaluations will be given to parents toward the end of the school year or the semester, depending on the class. Upper level tutors will also offer a percentage for that semester's work in order for parents to assign a letter grade. Other evaluations will be given to parents to make them aware of their child's performance when necessary at the tutor's discretion.

## **Attendance**

If you know in advance that your child will be absent from any given class, please let the tutor(s) know as soon as possible. This will give the tutor(s) ample time to prepare and gather work which your child may miss, and it is very helpful in planning for needed supplies

*Our goal at Faith is to share the love of Christ with all Faith attendees and their families, while providing a Christ-like atmosphere of support and learning. Please feel free to let us know how we may pray for you or how we can support you and your family. We also welcome any suggestions you may have which will make Faith more pleasing to God and more helpful to home schooling families. Thank you for giving Faith the opportunity to come alongside you on your home schooling journey!*

*Many Blessings!*