

**THE KINGDOM BUILDERS CO-OP  
POLICY MANUAL  
2017-2018**

Updated March 2017

## **VISION**

We are a Christ-centered community that provides a variety of educational and enrichment classes for home-educating families in a safe and loving environment. We desire to strengthen Christian home-educating families by providing times of close interaction. We co-labor with each other and God to achieve excellence by serving each other through our strengths.

## **MISSION STATEMENT**

*“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10)*

## **STATEMENT OF FAITH**

All co-op participants are required to agree with and sign the statement of faith for the CHEC Support Group of which they are a member.

## **GOVERNING VALUES**

*Jesus said to them, “You shall love the Lord your God with all your heart, with all your soul and with all your mind...And the second is like it: you shall love your neighbor as yourself.” (Matthew 22:37-39)*

1. Christ-centered community - We believe the Bible is the infallible word of God.
2. A safe and loving environment - We value unconditional love and grace for one another.
3. Fellowship - We desire close interaction to encourage and strengthen one another.
4. Co-labor - We value the uniqueness each member brings.
5. Creative excellence by serving - We value the emphasis of coming together to be a system of support to the home-educating community. God has given us an awesome responsibility to teach our children in the way they should go. By drawing upon each other’s gifts and talents, we hope to provide quality educational experiences, lasting friendships and precious memories for our members.

## **FACILITY RESPONSIBILITIES**

Co-op has contracted with the church for only certain areas of the building. Please use only the classrooms and spaces we have permission to use. Co-op classes officially end at 1:00 P.M. each Wednesday, with clean-up responsibilities to be completed immediately following. At all times, it is particularly important that we maintain appropriate conduct in the hallways and throughout the building in respect to church employees who work on co-op days.

Due to carpeting throughout the church, all students must adhere to the policy of clear beverages only (i.e. water, clear juices, Sprite/7-Up, etc.). All food and drinks are to be confined to the Fellowship Hall and/or Chew and Chat areas. The exception to this would be food and drink provided by the teacher as part of the classroom experience. Parents may consume non-clear beverages throughout the church but only in containers with lids.

## **CONFLICT RESOLUTION POLICY**

*“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.” (Matthew 18:15-20)*

*“What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?”  
(1 Corinthians 4:21)*

Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important we agree on how to deal with these situations before they arise. We’ve chosen to base the structure of this policy on Matthew 18:15-20 and the spirit of this policy on 1 Corinthians 4:21.

Many disputes/differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others.

If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve\* conflict between the two individuals involved. If either party is unsatisfied or a resolution\* cannot be met, they must seek the assistance of an objective party (typically a member of the leadership team) to mediate.

As a last resort, the conflict will be taken to the other members of the Co-op Board, and they will make the final decision.

*\*resolve/resolution=achieved when all parties reach mutual agreement or understanding.*

## **PARENT RESPONSIBILITIES**

1. Families should arrive at the co-op on time for the Opening Assembly. (See more information under “Opening Assembly”.)
2. ALL absences must be reported to the Director. Attendance is expected unless illness or extenuating circumstances prevail. (See “Absences”)
3. Be alert and aware of all classroom activities as we are all hall monitors and traffic controllers.
4. Adhere to proper codes of conduct and behavior while at the co-op location.
5. Member families must be enrolled and participating in all three hours the co-op is in session. Participating parents are volunteers who serve at least two hours in a teaching position or in another position of service within the co-op, and are present for fellowship in Chew and Chat during one hour.
6. Be familiar with tuition and fee schedules and make sure all fees are paid on time.
7. Be willing to serve as a substitute when needed.
8. Check your “mailbox” and your child’s backpack at the end of each co-op day. Parents are responsible for reading all teacher communications.

9. Member parents are expected to remain on the premises while children are participating in the co-op. If you leave for any reason, you must designate another parent who will be responsible for your child(ren) and record that information on the parent sign-out sheet in Chew and Chat.
10. Parents are responsible for their children and their children's behavior at all times. Children are not permitted outside the building without adult permission. The facility must be respected, both inside and out. The parking lot can be a very dangerous place. Please be aware of all children, not just your own.
11. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencil boxes, coats, etc. There is a lost and found bin at the church. Please check regularly for missing items. The church donates items left in the bin quarterly.
12. Parents must read "Course Descriptions" and purchase all necessary texts, materials and other specified items prior to the start of classes.
13. If changes are needed in a student's schedule, such requests must be made to the Registrar, not the teacher, prior to the end of the second meeting of the semester.
14. Each member family will receive a cleaning assignment for the year which must be completed promptly at the end of each co-op day. In case of absence, each family is responsible for arranging a "sub" to complete their specific cleaning assignment.
15. Each family must maintain membership in a local CHEC support group. CHEC membership paperwork and payment, or proof of membership, is due with the co-op Application paperwork.

#### **TEACHER RESPONSIBILITIES (PROFESSIONAL AND PARENT TEACHERS)**

1. Be punctual, be prepared for each class, and do a job of excellence.
2. If you are planning to be absent, follow procedures to find subs for your teaching and cleaning assignments. (See "Absences")
3. Teachers will prepare a course description for the course they are teaching.
4. All students are required to address adults as Mr./Mrs. and last name.
5. Be willing to communicate with parents regarding their child's progress and behavior while in your class. If you are having continued difficulty with a student's behavior, please seek assistance from the Director. We want the co-op experience to be a positive one for all involved.
6. Should you choose to take your students off-campus, notify the President of the Board and the Director. Permission slips must be signed by the parents and collected prior to leaving for a field trip. Each student MUST have a permission slip turned in, or he/she will not be able to go on the field trip. Once students leave the premises, they are no longer covered by the co-op's liability insurance.
7. VOLUNTEER TEACHERS ONLY: The Co-op provides each member VOLUNTEER teacher with \$10 per student, per semester, to use for class supplies. Keep your receipts to turn in to the Treasurer. Staple receipts to a completed reimbursement form and turn it in to the Treasurer's mailbox. If you believe your class needs will exceed the \$10 allotment per child per semester, you will need to set an additional supply fee for your class prior to registration time. Before making purchases, check with the Inventory Specialist to avoid duplicate purchases of items we may already possess. Non-consumable curriculum purchased with Co-op or supply funds becomes the property of KBHC. Avoid using fees for supplies that students should bring from home (pencils, paper, crayons, scissors, etc.).

## **STUDENT RESPONSIBILITIES**

1. Be on time.
2. Be prepared. Due to the nature of the “once a week” classes, it is imperative that students stay current with their assignments.
3. Walk in the halls between classes. Absolutely no yelling.
4. Honor parents and teachers by addressing them as Mr./Mrs. and last name.
5. Be respectful of others and their property. Keep hands and feet to yourself.
6. Be respectful of the church property. Failure to respect the host facility can result in discipline from the Board and possible dismissal.
7. Complete class requirements and cooperate with teachers at all times. Students are also responsible for class material missed in the event of absence.
8. Students are expected to have self-control and respond appropriately to the teacher’s directives.
9. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
10. No gum is allowed.
11. No “heelies” or other wheeled shoes are allowed.
12. No cell phones, other electronic games/equipment, or personal items such as trading cards, headphones/earbuds, etc. are to be used during class or opening assembly unless approved by the teacher. (See Dress Code/Guidelines for consequences).

## **REGISTRATION**

Kingdom Builders classes will be designated for an age range. Students will register according to their age on September 1 of the school year in question.

Elementary and secondary students who turn the minimum age for a class by November 1 may register for the class without requesting an exception. Students who do not reach the minimum age by November 1 must request an exception to enroll in the older class. Students who exceed the maximum age for a class before September 1 must request an exception to enroll in the younger class.

The Board will consider exceptions as they are received, but may not give decisions until August. Exceptions will be considered on a case-by-case basis with every effort made to be consistent.

Students in the Pre-School/Kindergarten room must be at least 3 years old and completely potty trained by September 1 of the program year. A student enrolled in Preschool who is not completely potty trained at the beginning of co-op will remain in the nursery until potty trained or the next semester, to be determined on a case-by-case basis.

## **STUDY HALL GUIDELINES**

1. Study hall is intended for quiet (not above a whisper), independent work.
2. Students should bring something to read or work on during study hall.
3. The same rules that apply to classes also apply to study hall.

4. Students may use an ereader, laptop or other electronic device to complete school related assignments, providing their device is not a distraction to other students. Earbuds should be used for listening to music or assignments.

### **VISITORS**

All visitors to the co-op must be approved by the Director, Board, and affected teachers a week prior to their visit. Visitors include anyone not normally in attendance. Contact the Director to seek approval for any visitor.

The Director should be notified of plans for a guest speaker at least one week in advance. Guest speakers should agree with and be able to sign our statement of faith. If they cannot, then decisions will be made based on criteria such as: age of students, topics being taught, the possible spiritual undertones of the topic being discussed, whether there is a Christian expert who can be brought in for the same topic, etc. Board approval is required. The earlier a request is made, the better.

### **OPENING ASSEMBLY**

To keep members up-to-date on important co-op issues and activities, we meet every Wednesday morning prior to the start of classes for a time of sharing, encouragement, and fellowship. In an effort to promote unity within our co-op community, this time has been designated as a chance to introduce members, share our God-given talents, and encourage each other through Scripture and prayer, particularly as it relates to home-educating. Co-op members who volunteer to share during this time are asked to stay within the bounds of the statement of faith as they present topics that will serve to encourage fellow co-op members on their home-educating journey. We ask that each family strive to arrive on time each week in time for the Opening Assembly in respect to the presenters and to promote community and relationship-building within the co-op body. All students are expected to attend Opening Assembly, physically in the sanctuary, not in the hallway.

### **LUNCH AND RECESS**

Lunch - 11:30 - 12:00

Optional Recess in Gym - 11:45 - 12:00 No food or drink is allowed in the gym.

**Parents are responsible for their children during lunch and recess.** Bathroom breaks are encouraged in the five minutes before and after lunch. Children 11 and under leaving the lunchroom during lunch, for bathroom or for recess, must be accompanied by their parent. If you have multiple children and you must leave for recess or bathroom, you may ask another co-op member to be responsible for your children remaining in the lunch room (fellowship hall).

Students 12 and older may go to the restroom and/or recess unaccompanied.

At any time, if it seems that recess is not working as designed, the Board reserves the right to revoke the privilege.

## **ILLNESS POLICY**

Participants should not attend co-op if they are sick or are experiencing any of the following symptoms:

1. Colored mucus
2. Diarrhea, vomiting or nausea (within last 24 hours)
3. Eye drainage
4. Virus or infection (known to be contagious)
5. Rashes (contagious)
6. Head lice
7. Fever (within last 24 hours - unmedicated)

Should there be any questions, the teacher of the class, head teacher of the nursery and/or Preschool/K or Director will determine if any student fails to meet the health guidelines. Please keep in mind that this policy is essential for the health and protection of all of our children and families.

If you or one of your children becomes ill, you must leave the co-op facility, and you may choose to remove all of your children for the remainder of the day or find another parent who agrees to be responsible for your other child(ren) while they are on the premises. With that parent's consent, you must sign yourself out in chew and chat and name the other parent as guardian for the remainder of the day.

## **ABSENCES**

ALL absences are reported to the Director.

1. Obtain coverage for your teaching/aide and cleaning responsibilities. Use designated FLOAT people first, then go to the list of people in Fellowship, if necessary.
2. Notify Director of your coverage plan.
3. Make sure substitute for your teaching responsibility knows what they are doing in your class. Provide materials and plans as needed.

**Sick Absences:** In the event of your absence due to **personal illness**, another co-op member may assume supervision of your child(ren) (first grade and older). Children in nursery and Pre-k/K may not attend in parent's absence. If you are sending a young child in your absence, please, consider how they will do apart from you and make the appropriate choice. Absences for sickness or other medical reasons (including the birth or adoption of a child) do not have a limit.

**Planned Absences:** Members are limited to three (3) planned absences in a school year. Notify the Director of a planned absence at least one week prior to the absence. Absences beyond the three allowed planned absences may result in removal from the co-op. Students (first grade and older) may attend under the supervision of another co-op member. Children in nursery and Pre-K/K may not attend in parent's absence.

## **EMERGENCY/SNOW DAY POLICY**

In case of severe weather or other extenuating circumstances, you will be notified via group email by 8:00

A.M. should the co-op be closed or on a delayed schedule.

If an additional makeup day beyond the one scheduled is needed, paid teachers are responsible for making arrangements. This includes time, location, and other communication with their classes. These classes or refunds are up to the individual discretion of the teacher and the involved families.

### **DISCIPLINE POLICY**

1. Every student is expected to behave in a proper and respectful fashion at all times. If a child is disrupting a class session and does not respond to verbal redirection, he or she will be removed from the class and escorted to the parent for the duration of the co-op day.
2. If a parent fails to control the child's disruptive behavior, the co-op reserves the right to dismiss the child from that class. If an alternate and appropriate class is not available, the child is expected to remain with the parent during that class period. Change of class fee will apply.

### **DRESS CODE/GUIDELINES**

In keeping with the values of purity and integrity that the Kingdom Builders Co-op holds at heart, we have developed a dress code and other guidelines to which each of our participating families are asked to adhere. Our desire in this process is to set forth a Godly example of purity and integrity.

- No spaghetti straps, low cut tops, bare midriffs (even while bending or stretching), no sheer materials, or short shorts (shorts and skirts must extend to the end of your finger tips)
- No tight shirts or shorts
- No shorts, sweats or pants with words on the back
- No clothing with inappropriate messages, slogans, or pictures
- No form of tobacco, alcohol, or drugs
- No weapons or knives of any kind (pocket or otherwise) unless specifically in use for meals

Each student, age 10 and older, will be required to sign a statement indicating they have read, and agree to abide by, the above-mentioned "Dress Code/Guidelines" while at any co-op event. In the event that this agreement is not followed, the Board will take appropriate action. If a student violates the dress code, that student will be required to put on a sweater or other "covering" as deemed appropriate. Electronics may be taken away if used improperly and returned to the parent at the end of the day. These actions will always be done after discussion with, and through, the attending parent so as to preserve all dignity and respect. The only exception to this is that teachers may confiscate any electronic item found to be used during class and bring the item directly to the parent following the class session.

### **DROP OFF STUDENT POLICY**

KBHC offers Drop-Off classes for CHEC members who desire one or more of our junior high/high school classes without the membership obligations. Drop-off students must be 12 years or older by November 1 of the program year. (See "Costs" for fees)

Drop-off students will sign in upon arrival and sign out when leaving co-op. Parents are welcome to attend our opening assembly or visit after co-op ends and during the optional 4th hour of classes. Outside of these times, parents should drop off or pick up students during the 5 minutes between classes. We do not offer space for Drop-off parents or siblings to wait in the building during class times.

Parents of junior high drop-off students must designate a Kingdom Builder’s member who is willing to be responsible for them while in attendance. Each family will have a mailbox in the Chew and Chat area and are encouraged to check it weekly. Drop-off students must have a Medical Release Form on file with the Co-op.

**REFUND POLICY**

Refunds are not given. Please be aware that we are dependent on each of our members to make the co-op work. Please pray before you make this commitment.

**FEES**

<p><b>Application Fee:</b> \$70, annual, non-refundable (for all membership levels)</p>
<p><b>Family Membership Fees:</b>            Standard Family Fee: \$110 per semester            Teacher or Director Family Fee: \$40 per semester            Board Family Fee: \$40 per semester</p>
<p><b>Drop-off Family Fees</b> (all fees are per semester)            \$65 per Co-op Class taught by Co-op Volunteer (plus supply fees if applicable)            \$25 per Paid Class taught by a Professional Teacher (plus paid class fees)            \$10 per Study Hall</p>
<p><b>Supply Fees:</b> Some classes require an additional supply fee for books and/or other supplies. Such fees are noted on the Course Description pages available on the co-op website.</p>
<p><b>Late Fee:</b> If payment is not made on time, a \$10 late fee will be applied to your balance due.</p>
<p><b>Schedule Change Fees:</b> After registration is complete, any changes to a student’s schedule requested by the parent will incur a \$10 fee per change. Requests are to be made to the Registrar, NOT the teacher. This fee applies to all schedule changes including study hall and teacher’s aide.</p> <p>Examples:            Change from Class A (full-year) to Class B (full-year) = \$10 fee            Change from Class A (one-semester) to Class B (one semester) = \$10 fee            Change from Classes A and B (one semester each) to Class C (full-year) = \$20 fee            Change from Class C (full-year) to Classes A and B (one semester each) = \$20 fee</p>

Kingdom Builders fees are due the second week of each co-op semester, unless otherwise noted on the invoice. Submit all payments to the co-op treasurer.

Members are responsible for any bank fees charged to the co-op for returned checks.

If you are unable to pay the total at one time, please discuss a payment plan with the Treasurer by the second week of the semester.

### **CLASS SCHEDULE**

9:00 – 9:25 a.m.	Opening Assembly (announcements, prayer time, programs, etc.)
9:30 – 10:25 a.m.	1 <sup>st</sup> Period
10:30 – 11:25 a.m.	2 <sup>nd</sup> Period
11:30 - 12:00 p.m.	Lunch
12:05 - 1:00 p.m.	3 <sup>rd</sup> Period
1:05 - 2:00 p.m.	Optional Post-Co-op Classes

### **2017-2018 SEMESTER SCHEDULE**

09/5/17	Orientation Night for New Members. All members welcome to attend.
9/6/17	First Day of First Semester
11/22/17	Thanksgiving Week Break (no co-op classes)
12/13/17	Last Day of First Semester
Tentative 12/14/17	End of Semester Presentation (tentative)
12/15/17 - 1/16/18	Break
1/17/18	First Day of Second Semester
4/25/18	Last Day of Second Semester
Tentative 4/26/18	End of Year Presentation (tentative)