

**THE KINGDOM BUILDERS CO-OP
POLICY MANUAL
2021-22**

COVID-19 Edition

Due to the fluid nature of the status of the virus, these policies must be contingent on the current mandates from the government, the host church, and the insurance company and are subject to change without notice.

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

We believe the Bible, both Old and New Testaments, to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed. Together, they are the complete revelation of His will for the salvation of men and the Divine and final authority for all Christian faith and life.

We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, who is both fully God and fully man. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension and His personal return in power and glory.

We believe that the Holy Spirit is a Divine person proceeding from the Father and Son, and is therefore eternal and of the same essence, majesty, and glory with the Father and Son. We believe therefore that the Holy Spirit is truly and fully God. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convince men of their sinfulness; restore the believing sinner; and indwell, guide, instruct, and empower the believer for godly living and service.

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. We believe in the existence of a personal devil that is working in the world to destroy the souls of men. We believe that all Believers should live in a manner as not to bring reproach upon their Savior and Lord.

We believe it is our obligation as believers to witness by life and word to the truths of the Gospel and proclaim these to all mankind.

We believe in the invisible Church, which consists of all believers in this present age. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ and regeneration by the Holy Spirit, are united together in the body of Christ of which He is the Head.

We believe in that “Blessed Hope”, the personal return of the Lord Jesus Christ, for His redeemed one; and in His return to earth, with His saints, to establish His Kingdom. We believe in the bodily resurrection of all men- the saved to eternal life, and the unsaved to judgment and everlasting punishment.

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 that 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.

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 forgiven 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.

FACILITY RESPONSIBILITIES

We are guests in this facility. It must be respected, inside and out, at all times.

The parking lot can be a dangerous place. Please be aware of ALL children, not only your own.

Co-op has contracted with the church for 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. Please remember to maintain proper decorum in the hallways and throughout the building out of respect for church employees who are working on co-op days.

All children must have clear beverages. All beverage containers must have a lid at all times.

No food or drink is allowed in the sanctuary. Gum chewing is not permitted in the church.

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. Encourage all co-op members to follow building and co-op policies, as we are all hall monitors and traffic controllers.
4. Member families must be enrolled and participating in all three hours that the co-op is in session. Participating parents are volunteers who serve at least two hours in a classroom position or other position of service within the co-op and are present for fellowship in Chew and Chat during one hour.
5. Be familiar with tuition and fee schedules, and make sure all fees are paid on time.
6. Be willing to serve as a substitute when needed.
7. Check your “mailbox” and your child’s backpack at the end of each co-op day. Check email for communication regularly. Parents are responsible for reading all teacher communications.
8. 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.
9. Parents are responsible for their children and their children's behavior at all times. Children are not permitted outside the building without adult permission.
10. Parents must read “Course Descriptions” and purchase all necessary texts, materials, and other specified items prior to the start of classes.
11. 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.
12. 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, the member must find someone to do their cleaning duty.

TEACHER RESPONSIBILITIES (PROFESSIONAL AND PARENT TEACHERS)

1. Be punctual. Be prepared for each class. Do a job of excellence.
2. Teachers will prepare a course description for the course they are teaching.
3. All students are required to address adults as Mr./Mrs. and last name.
4. Be willing to communicate with parents regarding their child's progress and behavior while in your class. If you are having difficulty with a student, please communicate your concerns to the parent. If you are having continued difficulty with a student's behavior, please seek assistance from the Director.
5. 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.
6. VOLUNTEER TEACHERS ONLY: The Co-op provides each member VOLUNTEER teacher with \$10 per student, per semester, to use for class supplies. In order to be reimbursed, staple your receipts to a completed reimbursement form, and turn them 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 and speak quietly in the halls between classes.
4. Honor parents and teachers by addressing them as Mr./Mrs. and last name.
5. Be respectful of the church property, as well as other people and their property. Keep hands and feet to yourself.
6. Complete class requirements and cooperate with teachers at all times. Students are responsible for class material missed in the event of absence.
7. Exercise self-control and respond appropriately to the teacher's directives, acting with integrity both academically and socially. 1 Chronicles 29:17. "I know, my God, that you examine our hearts and rejoice when you find integrity there."
8. Encourage and support one another in a gracious and loving environment. Name calling or destructive comments toward one another will not be tolerated.
9. Students need a backpack with all required items necessary for their classes: pens, pencils, crayons, etc. according to teachers' instructions.

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.

Teachers prepare for 12 weeks for fall semester and 14 weeks for spring semester. There are 15 weeks on the schedule for the second semester, believing we may cancel at least one for snow or other emergencies. In the event we must cancel **more than one** day of co-op due to weather or other unforeseen circumstances, we will **NOT** make up the day as a co-op. Paid teachers are responsible for making arrangements for classes missed due to co-op being closed. 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.

OPENING ASSEMBLY

We meet every Wednesday morning prior to the start of classes for a time of sharing, encouragement, announcements, 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 the Opening Assembly, physically in the sanctuary, not in the hallway.

BATHROOM POLICIES

Preschoolers must be potty trained. Teachers will not assist with toileting. If assistance is needed, the parent will be called to assist. Parents are encouraged to assist prior to class, during lunch, and during class changes if this is an issue for your child.

Toddlers who are potty-training in the nursery will be assisted. Potty training accidents may require calling the parent to assist with changing.

When adults are assisting children who are not their own in the bathroom, doors will remain open.

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 e-reader, 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.

LOST AND FOUND

Co-op will have a designated shelf in the KBHC supply cabinet for lost and found items.

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, with the exception of a parent, not normally in attendance. Contact the Director to seek approval for any visitor. Visitors will not be permitted to sit in on classes unless the Director has had appropriate notice to confer with the affected teacher.

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.

LUNCH

Lunch - 11:30 - 12:00

Lunch is held in the Fellowship Hall and the classrooms we are using. Parents are responsible for their children during lunch. Children should eat in the same room as their parents.

If families choose to eat outdoors, children must be supervised by their parents.

Drop-off Students who are present during lunch MUST be with their designated adult during lunch.

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. Contagious symptoms, including but not limited to, lice, ringworm, etc.
7. Fever (within last 24 hours - unmedicated)
8. Covid-19 exposure or symptoms, see Covid policy below.

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.

COVID POLICY

Note that participation in KBHC is completely voluntary. Any risk you assume through participation, for you and your children, is yours alone. With that in mind, KBHC is asking for the membership to take appropriate precautionary measures that include but may not be limited to the following:

If you or a family member have any of the following symptoms, your family should not attend co-op. Families may return after a 10 day quarantine, a negative COVID-19 test, or a note from your doctor stating that symptoms are not COVID-19 related. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever at 100.4 or chills
- Dry Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell

We ask that you check the temperature of each family member at home before coming into co-op.

Masks: At this time, the decision to wear masks will be left to personal discretion. This is subject to change according to state mandates.

Nursery/Ages 3-5: Teachers will help with handwashing which will occur every hour. Teachers will wipe down toys, tables, and doorknobs at the end of the hour.

Grade Classrooms: Teachers will wipe down surfaces and doorknobs at the end of the hour. Students will use hand sanitizer upon leaving the classroom.

ABSENCES

ALL absences are reported to the Director.

1. Notify the Director for any absence. She will secure the sub for your class.
2. Notify your classroom teaching partner and cleaning partner of your absence.
3. Make sure the substitute for your teaching responsibility knows what they are doing in your class. Provide materials and plans as needed, as soon as possible.
4. Parents should notify the Director if one or more of their children are not attending with the family.

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), except when symptoms are related to COVID-19, see COVID policy. Children in nursery and Pre-k/K may not attend in a parent's absence. If you are sending a 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 a parent's absence.

DISCIPLINE POLICY

Every student is expected to behave in a Christ-honoring 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 supervision.

If a parent fails to control the child's disruptive behavior, or the child's behavior involves physical violence or the threat of physical violence, 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.

Failure to respect the host facility can result in discipline from the Board and possible dismissal. Policies and procedures are in place for everyone's safety and protection. Failure to abide by the stated policies of our co-op may be cause for removal from KBHC, at the Board's discretion.

ELECTRONICS AND PERSONAL ITEMS

Cell phones, other electronic games/equipment, or personal items such as trading cards, headphones/earbuds, etc. are NOT to be used during class or opening assembly unless approved by the teacher. Teachers may remove any such item that is causing a distraction, returning it to the parent.

Weapons, knives of any kind (pocket or otherwise) are prohibited, unless specifically in use for meals or teacher-approved classroom activities. Tobacco, alcohol, and drugs are prohibited.

Parents are encouraged to maintain possession of any medication a child may require, with the exception of those that must remain with the child for their safety (ie: epipen).

DRESS CODE

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
- No short shorts/dresses (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 “heelies” or other wheeled shoes are allowed.

If a student violates the dress code, that student will be required to put on a sweater or other “covering” as deemed appropriate. These actions will always be done after discussion with, and through, the attending parent so as to preserve all dignity and respect.

DROP OFF STUDENT POLICY

KBHC offers Drop-off classes for homeschooling families 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 September 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.

Parents will notify the Director if a student is going to be absent for the day.

REGISTRATION

Kingdom Builders classes will be designated for an age range. Students 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. Minimum age/exception applies for both semesters. 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. 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 until the next semester, to be determined on a case-by-case basis.

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

Application Fee: \$75, annual, non-refundable (for all membership levels)

Family Membership Fees:

Standard Family Fee: \$110 per semester

Teacher or Director Family Fee: \$40 per semester

Board Family Fee: \$40 per semester (Subject to annual approval by the membership)

Drop-off Family Fees (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

Supply Fees: 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.

Late Fee: If payment is not made on time, a \$10 late fee will be applied to your balance due.

Schedule Change Fees: 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.

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

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 st Period
10:30 – 11:25 a.m.	2 nd Period
11:30 - 12:00 p.m.	Lunch
12:05 - 1:00 p.m.	3 rd Period
1:05 - 2:00 p.m.	Optional Post-Co-op Classes

2021-22 SEMESTER SCHEDULE

08/30/21	Orientation Night for New Members. All members are welcome.
09/01/21	First Day of First Semester
11/17/21	Last Day of First Semester
11/18/21	Semester Showcase
11/24/21 - 01/12/22	Winter Break
01/19/22	First Day of Second Semester
04/27/22	Last Day of Second Semester
04/28/22	Semester Showcase