

# Chosen Homeschool Co-op Family Handbook

## **WELCOME!**

As the leadership team of Chosen Co-op, we would like to personally welcome you to the group! We're excited that you're here and look forward to getting to know you and your family better as the semester progresses. If you have any questions or concerns, please don't hesitate to contact us. We're here to help and serve you in whatever way we can!

### ***YOUR LEADERSHIP TEAM***

Alexi Fehl - Academic Admin  
Tiffany Birkholz - Finance and Tech Admin  
Jill Galiano, Librarian, Curriculum Lending Library  
Julie Cook, Registration  
Alice Meidling, Snacks  
Amanda Slattery, Special Events/Field Trips  
Samantha (Sam) McGowan, Volunteer Coordinator

### ***ADVISORY COUNCIL***

Cynthia Cleveland  
Juliene Petrescue  
Neisha Promisco, Chair  
Joy Smoak  
Karen Rigsby, Secretary

## **WHAT IS CHOSEN CO-OP?**

Chosen Homeschool Co-op is a ministry of Calvary Chapel St. Petersburg that provides elective style classes to supplement the educational programs of homeschool families in our area. As a Christian program, we aim to show the love of Christ to every person who walks through our doors and pray that every family is blessed through their participation. We have HIGH standards and guidelines, which ensures your child has the ability to learn in a safe and Christ-like environment.

Each year, we offer a spring and fall semester. These semesters are typically 11 weeks long, Thursdays only, and have 5 class periods of 55 minutes each. Grades 2-12 select their classes in an elective style, while Kindergarten and First Grade are all-inclusive, all-day classes. Preschool classes are not offered. We also have weekly events and other special activities to create a sense of unity, friendship, and creativity.

This Christ-centered homeschool co-op is composed of moms, dads, and educators who have come together with a desire to serve the homeschool community using their gifts and talents to teach these classes for very little cost in a safe and fun environment. All teachers complete a background check.

## **MISSION**

The gospel of Jesus is what produces faith, hope, and love and is what allows us to be more like Him. Calvary Chapel St. Petersburg exists as a movement of the gospel of Jesus for all people. We are dedicated to advancing this gospel through gospel-centered community, teaching, service, and multiplication.

## **VISION**

Chosen Homeschool Co-op supports families as they honor God in home-educating their children by building a strong, connected community of independently homeschooling families and cultivating an environment where we foster a love of learning and, most importantly, a personal relationship with Jesus Christ.

## **OUR STATEMENT OF FAITH**

Chosen Homeschool Co-op subscribes to the same Christian beliefs and tenets as Calvary Chapel St. Petersburg, and all of our classes will be taught as such. Every teacher and staff member at Chosen Co-op must complete a ministry application detailing his/her statement of faith, which must be in agreement with Calvary Chapel St. Petersburg. See addendum A for the full statement of faith.

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## **SCHEDULE**

Chosen Co-op occurs on Thursdays for 11 weeks in the spring and fall. The class schedule is:

1st Period:	8:00AM - 8:55AM
2nd Period:	9:05AM - 10:00AM
3rd Period:	10:10AM - 11:05AM
Lunch:	11:10AM - 11:40AM
4th Period:	11:45AM - 12:40PM
5th Period:	12:50PM - 1:45PM

The building opens at 7:30 am on the first week and 7:45 am the following weeks for drop off. Please have your kiddo(es) checked in and in the classroom by 5 minutes before class starts.

## REGISTRATION

Our website [www.chosenco-op.org](http://www.chosenco-op.org) is where registration happens. Select “Classes” on the banner and follow the steps.

- Step 1: Every family will pay 1 family registration fee (click on the box next to one child’s name, then click on the “register” bar above to confirm).
- Step 2: Select your family’s preferred volunteer option. All families are asked to volunteer, but if you cannot have someone 18+ years old come help, you can pay the opt out fee. All options are detailed in step 2.
- Step 3: Select classes for your kiddo(es). Kindergarten and First Grade have all day class options, 2nd - 12th graders pick up to 5 classes. When you click on each class, you will be able to read the class description, see the supply fee amount and how many spots are left in the class.

When you’re done with registration, click on the credit card icon next to your balance to pay. You can use a PayPal account or click the bottom of the page to just use a credit or debit card. **The non-refundable family registration fee and supply fees are due at registration to hold the spots.** Class fees are due the first week of co-op unless you prefer to just pay it all at registration. If you need a payment plan for class fees, please contact the finance admin with the payment schedule you need.

## FINANCE FAQs:

- **How much are classes?** Kindergarten and First Grade are \$280 for the 11 weeks and have a \$50 supply fee. Classes for 2nd - 12th grades are \$40 each for the semester and the supply fees will vary depending on the class.
- **Do you take the PEP scholarships?** While we are not a contracted provider for PEP, we have had families pay for co-op and submit receipts for reimbursement. Contact our finance admin with any questions.
- **Can we earn class credits?** YES! For full time volunteers who serve every week, for every class period served for the semester is a \$40 class credit. Contact the academic admin if you have interest in one of these limited openings.

## COMMUNICATION

We use email and the website as the primary ways of communicating. The weekly newsletters in email will include our fun themes, any housekeeping reminders, event/field trip info and sign up links and more! A new means of communicating is by text. If this is preferred, make sure you identify such by opting in while in your account on the website. Another option to turn on is forum notifications. This preference allows for messages from teachers and also other families during the semester for the purpose of being updated about class items and events posted by members.

## **CHECK-IN/CHECK-OUT PROCEDURES**

These are outlined during the new family meeting 2 weeks prior to the start of the semester. Please plan to attend so you are aware.

## **VOLUNTEERING**

Chosen co-op is set up as a drop off program, however we do need help to make each week amazing! Families are asked to volunteer 1 class period per registered class. The volunteer time can be spread out over the semester (5 weeks of 1 period per week for 5 registered classes) or served on one day (all 5 periods for 1 week.) For those with younger kids, you can also send anyone 18 years old or above to serve for your volunteer time. Parents with infants and toddlers in carriers/strollers are welcome to help monitor lunch. If you just cannot volunteer, a volunteer opt-out option is available in step 2 of registration with associated fees. Contact our volunteer coordinator if you have questions, need help scheduling, or if you need to reschedule.

## **INTERESTED IN TEACHING?**

Another way to volunteer is by becoming a teacher. If you have a topic of interest or a special skill that you would like to share with our students at co-op, please contact us at [chosen@calvarystp.org](mailto:chosen@calvarystp.org) and we will be happy to talk with you about what is required of our teachers and how the process works.

## **CO-OP GUIDELINES FOR BEHAVIOR**

*"A friend loves at all times." ~ Proverbs 17:17*

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." ~ 1 Timothy 4:12*

Please go over the rules and procedures with your children at home so they know what we expect from them. Our teachers will do the same in class, particularly during the first few weeks. Co-op is better when parents, teachers, and kids are on the same page.

### **Here are the classroom expectations we have for our co-op:**

1. Be respectful towards your teachers and fellow students
2. Listen quietly while others are speaking
3. Be considerate of other people's belongings and of the church
4. Walk quietly through the hallways and keep your hands to yourself
5. Be responsible with your homework and assignments
6. Accept responsibility for your behavior
7. Keep your area clean after each class
8. Use words that are honoring to the Lord and those around you

## **Prohibited Offenses**

The following behaviors are prohibited at Chosen Homeschool Co-op and co-op -related activities:

- Cheating/academic dishonesty – i.e., copying the work of another, or using the work of another as your own.
- Disrespect of, or disobeying Chosen Co-op staff and/or persons in authority.
- Engaging in harassing, or bullying conduct.
- Engaging in threatening behavior toward another student or Chosen Homeschool Co-op staff or volunteer on or off Calvary Chapel property.
- Failure to complete assigned homework
- Persistent tardiness
- False accusations that may harm another student, staff or volunteer.
- Fighting.
- Leaving a classroom or the co-op designated area without permission.
- Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format.
- Theft (stealing property belonging to Calvary Chapel or another person).
- Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with students.
- Any illegal or immoral offense.
- Possession of any illegal item on the school campus.
- Any other offense as determined by administration.

## **DISCIPLINE PROCEDURES**

In any correction situation, the goal will always be effective communication and a change of heart and behavior. The goal is never to call a person OUT but instead to call the person UP to a higher level – to empower the person to become their own best!

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise. If a child is being uncooperative, disruptive or disrespectful, the following steps will be followed:

1. The teacher or leader will explain expectations to the child and redirect the child to the appropriate activity. Further, the teacher will ask the child to stop the inappropriate behavior.
2. If the teacher, leader, or assistant has verbally addressed the issue twice and the child continues to act inappropriately, the child will be removed from the class and taken to the leadership team to try and resolve the issue. The child will be welcomed back to the classroom or activity once the behavior has been resolved. An incident report will be filled out and provided to the parent/guardian at pick-up.

3. If the child repeats the unacceptable behavior the following week, the child will be removed from the classroom and the parent/guardian will be required to attend the class or activity with their child.
4. If the behavior continues with the parent present, the child will be removed from the class until a meeting can take place between the teacher, parent, child and at least two members of the Leadership Team to discuss whether the child can return to class, or will need to sit out the remainder of the semester. If the behavior is happening outside of the classroom, such as between classes or during the lunch period, the parent/guardian will need to remain with the child at all times for the remainder of the semester.

*If the child's behavior is harmful or threatening to the teacher, leader, assistants, or other students, or if the child destroys property, the child will be removed from the class or activity immediately for the remainder of the day, the parent/guardian will be called and an incident report will be filed.*

## **INCIDENT REPORTING PROCEDURE**

Incidents can be either intentional or accidental but both may require the submission of an incident report. They are submitted to an admin by a teacher or Chosen staff member who was involved or observed one of the items below:

- Physical harm to/from another person (kicking, biting, etc.)
- Emotional harm to/from another person (manipulation, humiliating statements, etc.)
- Offensive or disrespectful language
- Threat or perceived threat of violence
- Slander
- Bullying behavior
- Fighting
- Safety issue
- Damage to the facility
- Security Breach
- Accidental injury
- possession of any alcohol, tobacco, vaping, or electronic cigarettes products, or illegal substances

Families involved will be notified by the academic admin and asked to sign the original incident report at checkout. A hard copy of the Incident report will be retained and placed on file with the safety team at Calvary Chapel. If a child and/or family has three incident reports filed against them in a semester, they will be subject to a review, which will happen the week following the third incident report being filed. The family will meet with two leadership/council members. Families will be presented with a written

document which outlines all the issues and incidents which have occurred up to the time of the meeting. At the discretion of the leadership/council members, involved student/s may be placed on probation or suspended from attending for the remainder of the semester.

\*Based on the severity of the incident, a family can be immediately removed from the co-op without previous documentation or incident report.

## **OUR DRESS CODE**

Clothing should be neat, modest, and appropriately sized. An attendee should not be dressed in such a way as to draw attention to their body, but to respect and honor God, themselves, and others. Please refer to the Code of Conduct form for specifics.

Romans 14:21 -- It is a noble thing not to eat meat, or drink wine, or do anything that makes your brother stumble.

1 Corinthians 10:31-32 -- Therefore, whether you eat or drink, or whatever you do, do everything for God's glory. Give no offense to the Jews or the Greeks or the church of God.

## **BANNED ITEMS POLICY**

Under no circumstance is a student to bring to school any weapon or dangerous object. This prohibition includes loaded or unloaded firearms, toy guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened object, explosives (including firecrackers).

**Chosen Co-op is NUT FREE! Please refrain from packing any items containing nuts.**

## **ELECTRONIC DEVICE POLICY**

The use of cell phones, earbuds, iPods/MP3 players and handheld gaming devices are not allowed during co-op hours. Students may have "silenced" cell phones and mobile communication devices with them while at Chosen Co-Op, however, they are not to be out of backpacks or viewable unless they are to be used per a teacher's direction. Students shall not use a cell phone or mobile communication device to violate Chosen Co-Op's Statement of Faith or Code of Conduct. Examples of unacceptable usage include but are not limited to:

- During class instruction unless teacher directed
- lunch period or between classes.
- In restrooms
- For cheating
- For cyberbullying, sexting, and taking/viewing inappropriate pictures or videos
- For mass texting or airdropping.

Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class or activity are grounds for confiscation of the device by Chosen teachers or Co-op facilitators.

In the event that a student's cell phone or other electronic device is confiscated, parent/guardian will be contacted and may claim the student's device from the admin table. The student assumes all risks in bringing such devices onto Calvary Chapel property or to any related Co-Op functions. Chosen Co-Op assumes no responsibility for theft, loss, or damage of an electronic device brought to Co-op or any related function.

Consequences for inappropriate use of electronic devices as described above may

1. Result in a written disciplinary Incident Report
2. Require the device be turned over to the academic admin.
3. Result in contacting of appropriate authorities in the case of potentially illegal activity on an electronic device

If a child is carrying a cell-phone for medical or emergency purposes, the phone should be set to silent/vibrate and be stored in a pocket or backpack. We will have a cell phone safe area near the Admin table and library. Students may come to this area and ask permission to make a phone call or send an emergency text, if necessary.

## **EMERGENCY PROCEDURES**

In the event of an emergency during our time together, please familiarize yourself with the procedures we have listed here. We may periodically perform an emergency drill. And most importantly, please pray for the safety of our community each week.

- In the case of a fire, each teacher will be notified via a fire alarm, runner, or a phone call to quickly and calmly line up his/her class, and proceed to the nearest exit, as designated by the map next to the classroom door. Teachers are asked to bring the attendance sheet with them to verify that each student is accounted for.
- In the case of a tropical storm or hurricane, we will follow the Pinellas County school's decision to cancel class.
- In the case of a lockdown, each teacher will be notified via a runner or a phone call to quickly and calmly lock and barricade the classroom door. Instruct students to sit in the area of the room furthest from the door.

## **EMERGENCY MEDICAL PROCEDURE**

- In case of a medical non-emergency, we will provide the student with an ice pack, Band-Aids, towel, clean shirt and/or lots of attention.
- In case of a medical emergency, we will call upon the safety team of Calvary Chapel and/or call 911, file an incident report, and also contact the parent,



guardian or emergency contact listed on the student's family information sheet and registration sign-in sheet as soon as we are able.

- We DO NOT administer medications or over-the-counter drugs.

## **BATHROOM POLICY**

During class changes students may use the bathrooms near the Admin table, the Main Lobby and the bathrooms in the Rec Room if the student is taking a class there. If an emergency trip is needed during class, high schoolers may go alone, however elementary and middle school students are sent to the bathroom in pairs. Teachers may take the entire class to the Main Lobby to use these restrooms, as well. **Bathrooms in the Rec Room are to only be used by students taking a class there.**

## **SICK POLICY**

If your child is sick, we ask that he/she does not come to class.

If you are scheduled to volunteer and your child is sick, or you have any reason to believe that you have been exposed and may have been exposed to a contagious virus, please stay home and rest. We will find a substitute for you and reschedule your volunteer time! We desire to have a healthy atmosphere for our students and teachers.

## **REGARDING SEXUAL CONDUCT**

In light of society's changing norms regarding sexual behavior and gender identification, as a ministry of Calvary Chapel we find it necessary to clarify our position and set up some guidelines for student behavior in these matters while on campus participating in the co-op or during co-op sponsored events.

Co-op students may not discuss things of a sexual nature with other students, share images of a sexual nature, text each other regarding things of a sexual nature, discuss sexual orientation or promote behavior or ideals that are in any way not in accordance with the Biblical standards outlined in the [Code of Conduct](#). Please view this form for further understanding on Calvary's position on Marriage and Sexuality. Disregarding this policy will lead to disciplinary action, up to and including expulsion.

## **RELEASE AND WAIVER OF LIABILITY\***

I understand, by submitting this Chosen Homeschool Co-op membership form, that our family is participating in co-op activities at our own risk, and therefore we release Chosen Homeschool Co-op, the Chosen Homeschool Co-op Leadership Team and Executive Board, and Calvary Chapel St. Petersburg from all liability. I also understand that being a member of Chosen Homeschool Co-op involves responsibility, and I have

read the Parent Handbook/Class Catalog and will adhere to the guidelines set forth within it.

I also understand and give permission for Chosen Homeschool Co-op and/or Calvary Chapel St. Petersburg to use pictures/images of my family members or myself in its newsletter(s), website(s), and for all promotional materials. I understand that these pictures/images help to tell the story of Homeschooling and I release and hold harmless Calvary Chapel St. Petersburg, Chosen Homeschool Co-op, and their photographers, agents, licensees, members, and employees from any and all claims and demands associated with this release, including all claims for libel. I also waive any claim for damages and any right to compensation that I may have for the foregoing.

*\*For your reference, this is a copy of the Waiver of Liability that you agreed to during the process of creating your account on our website. We have a time and date stamp on record for your account which is considered a legally binding signature.*

## **CONTACT INFORMATION**

Chosen Homeschool Co-op Leadership Team Email:  
[Chosen@CalvarySTP.org](mailto:Chosen@CalvarySTP.org)

Chosen Homeschool Co-op Website:  
[www.chosenco-op.org](http://www.chosenco-op.org)

Calvary Chapel St. Petersburg Website:  
[www.calvarystp.org](http://www.calvarystp.org)

## **ADDENDUM A**

### **Statement of Faith**

We believe that there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all. (Genesis 1:1, Deuteronomy 6:4, Isaiah 45:21-22, Matthew 28:19, Colossians 1:16, 1 Corinthians 8:6).

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He saves from sin and death all who come to Him through Jesus Christ. (Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 3:16 and 4:24; 1 Timothy 1:17; Titus 1:3)

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth. (John 1:1, 14, Matthew 1:18-25, 2 Corinthians 5:21, 1 Peter 3:18, 1 Corinthians 15:3-4, Hebrews 10:12-13)

We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit. (John 14:16-17, John 16:7-11, Titus 3:5-6, Romans 8:9, 1 Corinthians 6:19-20, Ephesians 1:13-14, Acts 1:8, Romans 12:6-8, 1 Corinthians 12-14, 1 Peter 4:10-11)

We believe that God created human beings, male and female, in His own image. He created them sinless, equal in value, dignity, and worth. According to His purpose and design, men and women are created to fulfill distinct but complementary roles in the contexts of marriage, family, and the local church. (Genesis 1:26-28, Ephesians 5:22-6:4, 1 Timothy 3:1-7)

We believe that all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all, apart from works, by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord. (Romans 3:10, Romans 3:23, Romans 5:18-19, Matthew 1:21, 1 John 4:14, John 14:6, Acts 4:12, Ephesians 2:8-9, Romans 10:9)

We believe that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice. (2 Timothy 3:16-17, 2 Peter 1:21, John 10:35)

We believe in the personal, visible return of Jesus Christ, the consummation of his kingdom, the resurrection of his children from the dead, the renewal of all things, when heaven and earth are summed up in Christ and God's glory will cover the earth as the waters cover the sea. (Revelation 21-22, Acts 1:11)