

Creative Christian Home Educators

Guidelines and Policies Agreement

1. Mission Statement

The mission and purpose of Creative Christian Home Educators (CCHE, the organization) is to enhance the educational opportunities available to homeschool families; to assist homeschool families in sharing educational resources; to educate the public about homeschool best practices and options; to aid homeschool families in teaching a Christian worldview; and to provide home education resources to Indiana families regardless of their worldview.

2. Statement of Faith

The Creative Christian Home Educators will function under Christian values. All Classes and activities will reflect Christian, conservative values. Special volunteers and all members of Leadership will be required to sign our "Statement of Faith":

- i. In one true God, Creator and Sustainer of all things and eternally existent in three distinct, but equal persons: Father, Son and Holy Spirit (Gen. 1:1; John 10:30,37, 38)
- ii. The Bible to be the inspired, infallible, authoritative, and inerrant Word of God. It is the final authority of our faith and the divine standard for our life. (II Tim. 3:16; II Peter 1:20,21)
- iii. In the deity of our Lord Jesus Christ, in His conception by the Holy Spirit, 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 to the right hand of the Father, and in His personal return in power and glory.(Is. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15, 7:25; Heb. 9:12; Col. 1:14; Acts 1:11; Rev. 19:11-16)
- iv. That man is sinful by nature, therefore, regeneration by the Holy Spirit is an absolute necessity for his salvation, which is initiated and accomplished by grace through faith only in Jesus Christ. (Rom. 3:19, 23; John 3:16; John 5:24,11:25; Eph. 2:8,9; Titus 3:5,6)
- v. In the present ministry of the Holy Spirit by whose indwelling and continual infilling the Christian is enabled to live a godly life whereas we love the Lord our God with all our heart, soul, mind, and strength, and to exercise spiritual gifts and be witnesses unto Him (Eph. 5:18, 4:30; Luke. 10:27; I Cor. 3:16, 6:19, 20, Acts 1:8)
- vi. In the resurrection of both the saved and the lost; those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5:28, 29)
- vii. In the spiritual unity of believers in our Lord Jesus Christ and that every believer is a part of the body that supplies for the effectual working and increase of the Body of Christ., (Rom. 8:9; I Cor. 12:12, 13; Gal. 3:26-28, Eph. 4:16, Luke 10:27)
- viii. In the biblical definition of marriage as a covenant and union of one man and one woman, creating them male and female. (Gen. 2:18-24, Eph 5:22, 25, 31)
- ix. We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God (Ge. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. All conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Duet. 22:5).

3. Roles

a. The CCHE will have the following Roles, defined as such:

- i. **Members of the Board** – The members of the board will make all the business and management decisions for the organization, and have roles and responsibilities as defined in the organization's by-laws.

- ii. **Member Families** – Families participating in CCHE classes, events, meetings, etc. will be member families. The roles and requirements for member families will be listed in these policies and guidelines under ‘Membership.’
- iii. **Teachers & Classroom Helpers** – Teachers and Classroom Helpers will be responsible for planning and teaching/leading classes each week for a semester. They should be part of a Member Family in good standing, and at least 18 years of age, and a member family of the organization for at least 1 year, with the exception of the founding year. Teachers and classroom helpers must agree to and adhere to the Statement of Faith and this Guidelines and Policies Agreement. They will be chosen by the board and subject to criminal background checks.
- iv. **Volunteers** – Adults of Member Families who are fulfilling their service requirement for membership but not teaching. The roles/jobs can include but are not limited to assisting teachers (upon the request of the teacher), room supervision, hall/bathroom supervision, cleaning, set-up/tear-down, and food service; roles will be determined and assigned at the start of each semester by the board.

4. Membership

- a. **Becoming a Member Family**
 - i. Families who wish to participate in activities must become member families. They will submit an application and non-refundable application fee to the Board. The Board will approve all new member families.
 - b. **Requirements for Member Families**
 - i. All families must agree to the Statement of Faith and this Guidelines and Policies Agreement. The conduct and speech of both adults and children must be in line with the Statement of Faith and conduct requirements of this agreement.
 - ii. Families must pay a non-refundable application fee and a yearly family registration fee. Specific classes or activities that are offered may also have an extra supply fee, to be determined before class sign-up by the board.
 - iii. Since this is a cooperative effort, all parents are expected to volunteer in some capacity. The CCHE will NOT be a drop off activity for children. All children present are required to have at least one responsible adult present (a parent or guardian or adult designated by the parent/guardian). The adult must be listed on a member family’s application. As a co-op, parent participation is essential for the success of the organization, so every family must have at least one adult who serves during activities, either as a teacher or volunteer, as designated above in the section titled ‘Roles’. Waivers for special needs of either the adult or child must be brought before and decided on by the board.
 - c. **Revocation of membership**
 - i. While Creative Christian Home Educators strives to create a supportive, inclusive, and Christ-like atmosphere for all families involved, it may at times be necessary to remove membership from a family. Information on this can be found in the violations section of the Behavior and Conduct Policy

5. Fees

- a. Each family must pay a non-refundable \$30 application fee with their application for membership.
- b. Each family will pay a \$60 yearly family membership fee at the time of signing up for classes.
- c. Specific classes or activities that are offered may also have an extra supply fee, to be determined before class sign-up by the board

6. Important Dates

- a. Applications for New Families Due by June 30th
- b. Annual Family Fee Due (or postmarked) by June 30th
- c. Fall Semester Class Registration August 12
- d. Fall Family Meet and Greet TBA
- e. First Day of Fall Class Sept. 7th

- f. Fall Break
- g. Last Day of Fall Class December 7th
- h. Spring Semester Class Registration TBA
- i. First Day of Spring Class February 15
- j. Spring Break
- k. Last Day of Spring Class May 9

7. Volunteering/Teaching

- a. Roles for Volunteers and Teachers are defined above. Each semester, the board will determine the available classes and activities, assign teachers and volunteers, determine the schedule, finalize class enrollment roster, before the first class of that semester. Jobs will be assigned for the semester.
- b. Teachers and Volunteers are expected to be prepared and arrive at least 10 minutes before the start time.
- c. All subject matter and discussions must be in line with the Statement of Faith.

8. Attendance

- a. CCHE is a volunteer-run group and requires all families to contribute in some fashion to the weekly running of the organization by teaching, volunteering, or other tasks. Therefore, CCHE is not a drop-off program, and parent attendance is as important as student attendance. Since parents are expected to serve, Preschool classes and Nursery services are available for the younger siblings of our children.
- b. If you must run a short errand during Co-op hours, please designate another adult to be responsible for your children in your absence. The adult must be from a member family and listed on that family's application.
- c. Substitutes - Parents who are teachers or volunteers need to furnish or ask for a substitute to take their place in event of an absence. We require at least 2 adults in each classroom. Teachers must notify the board at least one hour before the start of class of their absence and who their substitute is.
- d. Please communicate with the classroom or activity teachers when your child will be absent.
- e. If children are ill feverish, or have lice please keep them home.

9. Illnesses

- a. Please do not bring children to classes if they have any of the following conditions: fever of 100° F, pink eye (conjunctivitis), lice, or any contagious condition.
- b. If a child is ill, they need to be fever free, with no vomiting, without medicine for at least 24 hrs. before attending classes or activities.
- c. If a child becomes sick during a class, the parent should remove the child and take them home. Sibling may stay only if there is another designated adult who will take on the responsibility of supervising them and getting them home.
- d. Certain activities, such as choirs or plays, may require children to be in attendance for a minimum number of days/practices to participate in end of semester programs.

10. Inclement Weather

We base our closings on INDOT's travel restrictions. If Henry County is under Red travel restrictions, we will close. If the county is Orange, the leadership team will make a decision and will communicate to parents by 8 am of the day of classes if we are closing. Please use your best judgment to keep your family safe in the winter. Since we are a widespread group spanning several counties, if Co-op is held but your roads are unsafe then your absence will be excused.

11. First Aid and Medical Care

As all children will require a parent or guardian to be present at all times, the CCHE will not provide first aid or medical treatment, that will be the sole responsibility of the parents. No medications may be given except by a parent. A basic First Aid kit with bandages will be supplied on request and located in the facility.

12. Building Requirements and Rules

We will be respectful of the building at all times, striving to represent Christ in our actions and relationships. Volunteers will help clean up after each meeting. Parents and Children will stay only in rooms allowed for our use.

13. Behavior and Conduct

- a. All participants are expected to be on their best behavior and conduct themselves in a responsible manner when participating in all group activities. This includes (but is not limited to):
 - Following instructions
 - Respecting authority
 - Careful treatment of property
 - Use correct and polite language
 - Dressing appropriately
 - Be on time for classes
 - Polite behavior toward others
 - Cell phones should be silenced and put away or with parents during co-op hours
 - Parents and children should follow dress code
- b. Dress Code
 - In choosing clothing, please keep in mind Romans 14:13: "Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in the way of a brother or sister."
 - No spaghetti straps
 - No undergarments showing
 - No short shorts
 - Shirts must stay on
 - Shirts must cover all of middle/stomach
 - Leggings, yoga pants, and other tight-fitting pants or shorts should be worn only with clothing that covers the bottom appropriately (for example, with a skirt or extra long shirt)

How Violations will be Handled:

1. The teacher or another authority will speak to the child. The problem will be explained, and a request made for the behavior to not be repeated.
2. If the problem continues, the parent will be informed. The child will be removed from class and taken to their parent or parent brought to them to handle the situation.
3. If the problem still continues, the child will be taken out of class and must remain with their parent for the remainder of the day, not participating in classes or activities.
4. If the problem still continues, the child will be dismissed from participating in the class for the remainder of the semester.

The severity and source of specific violations may result in suspension or dismissal at any time without notice and forfeit of any fees. Incidents may be combined from any source to form second or third violations.

Creative Christian Home Educators exists to benefit families who are homeschooling, and they reserve the right to maintain the integrity of the group through the removal of any participant who does not support these policies or otherwise interferes with these goals.

Weapons - Students are not permitted to bring weapons of any sort to co-op. Teachers that ask or permit students to bring an item that could be considered a weapon to class for a demonstration must get special permission from the board before the student enters the building with the item. A child who brings a weapon to co-op will meet with the board to determine the consequences, which could include expulsion. If a situation involves immediate danger to others, authorities will be called.

14. Personal Belongings

CCHE will not be responsible for any loss of or damage to personal belongings. Participants are asked to keep their belongings with them and/or secured.

15. Child Safety Rules

- a. No one adult/one child in any area - during co-op hours, no one adult should be alone with one child in any area, with the exception of within a family (a parent with their own child). If there is only one child, another adult or child should also be present. Classes and activities should always have a minimum of two adults assigned.
- b. Bathroom policy - Diaper changes and helping a child in the bathroom should only be done by a parent or an adult designated by the parent.
- c. Photography and Videography - Photos and videos that include children are only allowed to be taken upon approval by the Board, by a designated person, and used for purposes approved by the Board. Parents will be given an opportunity to opt out.