

Member Handbook For Families of Faith Homeschool Co-op

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Section 1 – PURPOSE AND MISSION

Mission Statement

To provide a safe and caring Christ-centered community, where families can grow and thrive on their homeschool journey, and in their relationship with God.

Purpose

Faith Homeschool Co-op is a Christian homeschool co-op that meets at Desert Son Community Church. We desire to be a ministry that partners with and encourages homeschooling families in the greater Tucson area. As parents who have made the commitment to home educate your children, it is not our desire to take the place of your homeschool, but rather supplement it with our Christ-centered co-op. We want to build community among homeschool families and encourage each other along the way.

- Our co-op is a non-profit homeschool ministry.
- We provide classes for nursery-12th grade.
- We have a fall semester September - December, and a Spring semester January - April.
- Our co-op meets once a week on Tuesdays for 12 weeks each Semester.
- Each 12-week semester culminates with a Family Night.
- Classes are taught by parents in the co-op.
- Our co-op is a closed campus; meaning, at least one parent per family stays and participates either by teaching or assisting in a class for the duration of the co-op morning.

Statement of Faith

Faith Co-op operates as a Christian ministry and makes decisions according to the ethical and moral standards established in the Bible. Therefore, Faith Co-op requires members to sign a Letter of Commitment, and abide by The Statement of Faith in order to be a participating member of the co-op.

Our Statement of Faith includes only those truths which can be found in the Holy Bible, and are acknowledged upon by all co-op members. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 1, Eph. 4:5) which distinguishes believers from non-believers. This is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity within Faith Homeschool Co-op. (Rom. 15:7)

Statement of Faith:

- The Bible is the inspired, infallible and authoritative Word of God, in which we fully submit ourselves. (2 Timothy 3:16-17; 2 Peter 1:21)
- God has existed from all eternity in three Persons: God the Father, God the Son and God the Holy Spirit. (Matthew 3:16-17; 2 Corinthians 13:14)
- Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2,14)
- All men are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23 and 5:12; Ephesians 2:1-2)
- The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. (1 Corinthians 15:3-4; Acts 1:3)
- Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9)
- That God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex given by God at birth is a rejection of the image of God within that person.
- "Have you not read that He who created them from the beginning made them male and female, for this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh?" The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) (Matthew 19:4-5)
- God commands us to abstain from sexual immorality. Those who partake in sexual immorality will not inherit the kingdom of God. (Matthew 19:4-5, 1 Corinthians 6:9-11, 1Thesalonians 4:3)

Section 2 – MEMBERSHIP

Conditions for Membership

Membership is open to homeschooling families in the Tucson area based on space availability. Arizona state law defines homeschool as a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the child or nonpublic instruction provided in the child's home. (**ARS §15-802** G.2.). Families enrolled in a publicly funded distance learning or virtual school program will be considered for membership on a case-by-case basis.

Potential members may request membership through our website at any time during the year. After the Directors approve the membership, members are then invited to register for classes.

Priorities for enrollment are given as followed:

1) Families who attend the church that is currently hosting FHC.
2) Returning past members - who left while in good standing with FHC.
3) Referrals from current members.
4) All other requests.

Families must become members of Faith Co-op first, in order to enroll their children in classes. Faith Co-op is a parental, cooperative group. Membership demonstrates a willing heart to serve the group.

Members commit to a full 12-week semester, and are required to sign the Letter of Commitment, and remit membership dues and class fees. Members teaching or enrolling a child in a 2-semester class, commit to participate in both 12 week semesters (Fall and Spring).

Students depend on teachers to follow through with their commitment to teach the classes for which they have volunteered. It is extremely important that members join with the understanding that they are expected to continue through the entire semester(s). If at any time during the term of membership unforeseen circumstances force a family to break their commitment with the co-op and thereby withdraw, they must inform the Directors in writing as soon as possible. If a family withdraws in this manner, the Directors will have discretion to grant or withhold future membership.

Background Checks

When a new member applies for membership in the co-op, the participating member will agree to sign for a criminal background check. This background check is good as long as they are a member in good standing with the co-op. It is strictly a criminal background, and does not affect your credit in any way.

Parent Participation

Each participating parent will be assigned a position at the co-op and asked to sign a release for a background check. If the parent is not a teacher, then he/she will be

assigned to be an assistant either in a classroom or wherever is deemed necessary by the leadership team. Parents are required to serve during both blocks.

"No Drop Off" Rule

Because Faith Co-op is organized as a cooperative effort by the parents, it is necessary to enforce the "no drop off" rule. Faith Co-op is not a drop off co-op, meaning that every child enrolled must have a participating parent who is at the co-op the entire time the child is there. If the participating parent is not abiding by this rule, the Directors will contact the parent by phone or email. If that parent offends again, that family's participation at the co-op may be jeopardized.

Guardianship

In limited situations, Faith Co-op does allow a transfer of guardianship to another registered parent. The Guardianship form is available on our website and needs to be approved by the Directors before it can take effect. The form can be used in one of two ways: 1. When a family has a "One-time circumstance" (i.e., sick on co-op day) **or**, 2. When a family has "extenuating circumstances" and anticipates needing a guardianship transfer (such as a mother on maternity leave, who's children still want to participate in co-op). If extenuating circumstances exist, the guardianship form must be **pre-approved** by the Directors before it goes into effect.

Financial Responsibilities

Membership dues to participate in Faith Co-op are $125.00 a year per family. Our membership year runs from July of the current year through June of the following year. All fees, including membership dues and class fees must be submitted by the specific due date given each semester, which is exactly one week prior to the semester start date. If payment is not submitted on time, a $10.00 late fee will be added. If a member refuses to pay all dues, class fees, and any late fees they may have incurred by the morning of week 2 of the semester, their membership may be revoked by the Directors.

Current paid members may be involved, but are not required to participate, in any Faith Co-op extra curricular activities, such as Park Day, Mom's Night Out, field trips, etc.

Scholarship Fund

It is our desire that finances never keep a family from participating in Faith Co-op. For this reason, limited discounts are available on a case to case basis. In lieu of financial contribution - opportunities to contribute time/effort are available, and may be requested of you. You may obtain a membership discount application by downloading the form from our website, www.FaithHC.org. Please return the completed application to the Treasurer at least 1 week prior to the start of the semester. All discount forms need to be approved and signed by the Directors before the first day of classes in any given semester.

Refund Policy

In the event of a family's withdrawal or termination of membership, no member shall have any claim for refund of any monies paid. *In case of unforeseen hardships, some exceptions may be made. The Co-Directors will evaluate each case individually.*

Arizona Empowerment Scholarship Account (ESA)

Membership is open to all families in which the parents/guardians assume the primary responsibility for directing the student's learning and implementing the student's educational plan. FHC does not accept ESA funds, however, we do not discriminate against homeschool families who have ESA contracts. Invoices for fees paid are provided to families so they can utilize them for reimbursement through ESA / ClassWallet if desired.

Section 3 – SCHEDULE

A Typical Co-op Day

9:00-9:15	**Arrival**
9:15-9:30	**Worship and Chapel**
9:30-9:40	**Activity Set-up**
9:40-10:20*	**Activity Block**
10:20-10:40	**Closing Activity**
10:40-11:00	**Clean-up**

*please note that the activity block during the Fall 2026 semester may vary depending on the activity for that week. Co-op will still end at or before 12:00 PM each meeting day

Morning Chapel

Faith Co-op offers families the opportunity to study God's Word together during Chapel and also at home throughout the week. All Faith Co-op families are required to attend morning Chapel and sit together as a family. Important announcements, a Bible lesson, prayer, and worship will occur during this time. Every effort will be made to ensure this is a time when all members can be unified in praising the Lord according to our Statement of Faith.

Each week, resources may be provided that follow the Chapel theme and will include age appropriate follow-up questions, and memory verses.

Staying on Time

Every effort will be made to start co-op on time, beginning with Chapel, and while switching classes. Teachers and students are given 5 minutes between Blocks to change classes – please be on time!

Note to Teachers: Please DO NOT excuse or allow students to be dismissed from your classroom before the designated time.

Section 4 – CLASSES

Teacher Qualifications & Expectations

If you are currently homeschooling, then you have discovered something wonderful about your calling: You are a teacher! Faith Co-op is a great opportunity for you to bless your children and other children by doing just that. Twice each year you will have the chance to share in an area that you enjoy. While parents who enroll their children are not required to teach, we are dependent on their willingness to do so in order to offer a variety of classes for students.

Teachers will inform parents in the event a child is not completing class assignments or does not appear to comprehend the subject matter. In the event that a student fails to submit homework, the teacher is to notify the parent.

Student Teachers

On some occasions, we have allowed students to teach a class in which they feel they have an expertise. Our Class Coordinators will consider an application from a student if he/she meets the following requirements:

- The student is at least 15 years old. (exceptions will be considered)
- The parent is willing to actively supervise the teacher and the class.
- The student is a member in good standing.

Class Suggestions

An opportunity is given to submit class ideas for the following semester approximately midway through the current semester. Children are encouraged to submit ideas for subjects of interest to them. The teacher of a class determines the contents of the class, and writes the class description. The Directors have the authority to determine the suitability of class offerings; not all proposed class ideas are necessarily approved. Once the class description is published, the teacher must stay within the framework of that description.

Faith Co-op classes will be taught from a Christ-centered, Biblical worldview with an emphasis on apologetics whenever possible.

Class Fees/Budget

It is expected that teachers will keep class fees as low as possible. The Directors may question the budget amount or ask the teacher to adjust the amount as deemed necessary.

Teachers are required to submit their Class Fees budget upon submitting their class description each semester. Teachers must keep their actual class costs at or below their budget. Teachers are responsible for keeping a running tally of their expenses to insure that their class does not run over budget. The co-op is not responsible for expenses beyond the Class Fees budget.

Submitting Expense Receipts

Teachers should submit expense receipts for their budgeted Class Fees to the Treasurer on or **before the last co-op day** of the semester, by completing a Faith Co-op Reimbursement Form, with receipts attached. Receipts **must** be attached, in order to receive your reimbursement. If your child is a student teacher, please help them to make sure they follow these guidelines so that they can be reimbursed. The Reimbursement Form is available to print from our website.

Teacher Assistants

If you are assigned to assist in a classroom, it is essential that you get involved, whether you know the material or not. The teacher will need you to help maintain discipline, encourage student participation, assist in dispersing materials, and monitor the clock. If you are helping with the younger children, please get on the floor and interact with them whenever possible.

Teacher and assistant positions may be reassigned by the Directors, and will be finalized after class size and availability considerations are taken into account.

The Directors must remain available to assist all teachers and assistants during the working hours of the co-op and therefore will be relieved of all teaching or assisting obligations of membership when possible.

Substitute Teachers

During times of illness, it may become necessary to pull parents from their assigned position to cover for missing teachers. We do make every effort to limit this sacrifice to once per semester.

Class Registration

The Directors, along with the Class Coordinator(s), will determine a schedule of classes for each semester. The schedule and class catalog will be posted on the co-op website prior to Class Registration day. Every attempt is made to ensure that children are scheduled for the classes they request. However, please note that class registration occurs in the following order:

- Children of Directors and Leadership Team
- Children of Coordinators
- Children of parents teaching
- All others

When a class is full, it will be closed. In addition, if a class minimum is not met, the class may be canceled. Please note the class registration dates and times of each semester, as registration deadlines are firm.

Ordinarily, children will be assigned to the grade level to which they would be assigned in a typical school. This is based on age, not ability. Children may be designated in a lower or higher grade as assessed by the parent. However, any teacher after the first class, and by the third class, has the right to say the placement of the child isn't working for the good of the class, and the child will be reassigned.

Guests

No unregistered children may attend Faith Co-op classes. However, occasional visitors are allowed but must be approved by the Directors prior to the co-op day. A visitor name badge for your guest will be provided at the check-in table. Your guest must wear it for the duration of the co-op day. Directors approved unregistered children will need to stay with the member who brought them, unless Directors pre-approves that the child can attend classes within their grade.

Absences

Families joining the co-op are expected to attend every co-op week. We ask that families do not miss more than 2 weeks per semester. Illnesses and unexpected emergencies may make it impossible for one or more family members to attend co-op on a given day (see Wellness Policy). If you are a teacher and/or leading an activity or field trip and find yourself unable to attend co-op, please **send a message on the Signal chat as soon as you know you will be unable to attend co-op. A co-director must provide a reply to acknowledge the absence.**

If in the case of illness or emergency, a parent must be absent and the children are able to attend, children may come with the other parent, a grandparent, or another member parent. In this case fill out a guardianship form, found on our website, to send along with the adult who is bringing your child, and who has agreed to be responsible for them on that day. The parent must inform the Directors of this arrangement as soon as possible (see Guardianship under Section 2).

If there is a highly contagious illness in your family, however, please keep *everyone* home. As soon as you are aware that you will not be able to attend, again **please send a message on the Signal chat as soon as possible.**

Note: When children are absent from co-op, it is the parent's responsibility to be sure the activity leaders are contacted so new homework assignments can be done in time for the next class or activity.

Snacks

If desired, parents may pack a small, quick snack for your child to eat during a natural break time between activities (or activity stages/stations). Please be sure to mark all containers with your child's name. **Note: We are a **nut-free zone**. Please respect this important policy and DO NOT pack any snacks containing peanuts. ***Please pack clear liquids only for your children***.

Section 5 – OTHER POLICIES AND PROCEDURES

Wellness Policy

Please do not bring your child to co-op if he/she has any of the following:

- Temperature (fever) of 100°F or higher
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea within the last 24 hours
- Productive cough with fever or sore throat
- Head lice
- Loss of taste or smell

Evacuation Emergency Procedures

In the event of an evacuation emergency, please grab your purse and vacate the building via the nearest exit with your students. Teachers and assistants must stay with their class, making sure that all of their assigned students are accounted for, and safely

exit the building. Do NOT attempt to reunite with your children prior to exiting. Make your way out to the parking lot with your students quickly, and safely.

Set Up and Clean Up Policy

We want to be good stewards of the facilities that have been entrusted to our use. We also strive to leave the building cleaner than we found it. Every week, everyone will spend the last 10 minutes or so of co-op cleaning up the areas that have been assigned to them. This will include picking up any crumbs or trash on the floor, wiping down tables, putting chairs and/or tables away nicely, sweeping and/or vacuuming the floor, and taking out the trash. Clean-up is the responsibility of all parents and students alike. **Thoroughly cleaning the activity area you are assigned to is your first priority. Once your area is completely cleaned, then you must do your Family Clean-up Job.** Once both of those are finished - please assist in cleaning up wherever help is needed so that we may all vacate the building by 12:00. Please encourage your kids not to wait to be asked to do their share. Many hands make light work! During this time young kids should be in the designated area. There should be no kids running around. Older kids (12 and up) are expected to help as much as possible.

Pick Up Policy

To ensure safety and order, we ask that all Preschool and Nursery children wait with their designated chaperone for that co-op day until they are picked up only by their parent. The nursery and preschool teachers cannot finish cleaning their rooms until these children have been picked up. If you have children 4 and under, we ask that you pick up your children as soon as you are done cleaning your classroom, and leave quickly, so that other members can more easily clean up the remainder of our co-op.

Section 6 – EXPECTATIONS AND DISCIPLINE

Student Expectations

Respect others and the property of our host church. Walk quietly between classes.

Use time wisely. Come to class prepared to learn and participate, having completed assigned work.

Listen and follow directions.

Enjoy learning.

Set a good example. Any immodest clothing or public display of affection is not acceptable at the co-op.

No bullying of any kind will be tolerated. Students ages 7 and older are required to sign a Student Conduct Form agreement. All students are expected to treat each other with kindness and respect at all times, including during co-op functions outside of normal co-op hours. All bullying is subject to our discipline policy

Parent Expectations

In order to function as a cooperative, Faith Homeschool Co-op expects parents to:

- Read all material given to them. The website Forum and our private Facebook group are the primary forms of communication in our co-op. Be sure to check and read all announcements carefully.
- Adhere to the policies and plans of action in place, so that our co-op may flow smoothly and with harmony between its members.
- Come prepared to help where needed. “Many hands make light work.”

Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful to their peers. At the beginning of each session, teachers will explain class rules to the students so that they understand what is expected of them during the co-op.

If a student is disruptive, the following process will take place:

- First offense: the student receives a clear warning from the teacher or other adult.
- Second offense: the student is removed from the class and the student's parent will be located.
- Third offense: the student and parent will meet with the Director(s) to see if the student should continue to participate in the co-op. If the student continues to have disciplinary issues, the parent will be asked to remove the student for the remainder of the semester, without a refund of fees or dues.

Section 7 – CODE OF CONDUCT AND DRESS CODE

General Dress & Conduct Guidelines

We believe that a Christian's appearance and conduct is a demonstrative part of his or her testimony, should reflect Biblical standards, and should at all times be pleasing to God and uncompromising of our Christian values. How an individual behaves and dresses also reflects the philosophy and standards of the group it represents. We wish to convey through our membership a message of obedience to God's Word. 1 Corinthians 10:31 states:

"So whether you eat or drink or whatever you do, do it all for the glory of God."

Therefore, it is in this spirit that we ask that all Faith Co-op member families and their guests at sponsored events abide by the following established guidelines. In all that we do, we desire to develop and maintain a reputation that encourages attendance at our events as well as an environment where everyone feels loved, accepted, and our Christian values are not compromised.

DRESS: Modest dress is expected (parents and children alike).

- Tops must cover the midriff. Sheer, low cut, or strapless dresses and tops are not acceptable, and neither are backless tops. Sleeveless tops must cover the bra straps.
- No inappropriately short shorts, skirts or dresses allowed.
- Undergarments must be covered at all times.
- Shirts may not have inappropriate slogans, words or pictures.
- It is by biblical standards, and our Co-op's beliefs, a woman must not wear men's clothing, nor a man wear women's clothing. Deuteronomy 22:5

If anyone is dressed inappropriately, he/she will be sent home to change clothing. During extenuating circumstances that the dress code may not be followed, such as a drama performance, the Directors will need to pre-approve any clothing that veers from our guidelines.

CONDUCT:

Respectful behavior is expected.

- Refrain from physical displays of affection indicative of romantic relationships during co-op hours, and co-op functions.
- Alcohol and/or drug abuse will not be tolerated at co-op and co-op functions. There will be no warnings issued and immediate suspension will occur.
- We should strive to build up and encourage one another in our conversations. Name calling, mocking, excessive teasing or making fun of another's opinion does not edify. No bullying allowed!
- We need to respect the facilities we are allowed to use, and leave them in better condition than when we arrived. Please ask what you can do to help clean up after an event is finished.
- Please honor and respect those in authority.

For any of the above offending behavior or actions the Discipline Policy will be followed.

Section 8 – COMMUNICATION

Website

There is a wealth of information found on our website, such as members and leadership contact information, important dates and reminders, vital downloads, a discussion forum, and much, much more.

Our web address is *www.faithhc.org* and is easy to navigate. The first page you'll see is the welcome page. Although you can access quite a few pages from here, you will need to login if you want to see any kind of member specific information. Click on "Login" in the upper right corner and enter your user name and password.

You should have created a user name and a password when you first registered with the co-op. After logging in, you'll find helpful links in the left-hand column. Be sure to check the website frequently as the Calendar is updated frequently, as well as active pages and new pages that are added periodically.

Please note the phone lists, directories, and other paperwork including private information found on the website **shall not** be distributed to anyone outside of Faith Co-op by any member or leader. Information on the membership website is for use by current co-op members only.

Discussion Forum / Signal Chat

Through the website's discussion/forum navigation link and/or our private Signal chat group, families are able to post questions, share experiences, request information, etc. to the group. The forum and our Signal group are provided in good faith; please use them in good faith. Signal is used as our primary means of quick, direct communication due to its use of end-to-end encryption and multiple collaborative features such as polls and file sharing.

Please download the Signal app on either the App Store (iPhone) or the Google Play Store (Android) (look for this icon:). Then sign up for an account and let one of the Directors know either your username or phone number that you signed up with so we can add you to our group.

It is through the forum and Signal chat group that the Directors & Leadership Team primarily shares information with member families, so please be sure to check emails and/or Signal frequently to stay up to date on important co-op information.

If a member family would like to send a private message to the Directors, please use:

faithhomeschoolcoop@gmail.com

Section 9 – LEADERSHIP TEAM

It is a blessing and joy to serve our co-op families. Please keep all leaders, teachers and families of Faith Homeschool Co-op in your prayers throughout the year!

If you have any questions or concerns, please feel free to contact us any time.

Co-op Leadership Team

Co-op Co-Director: Suzanne McCormick - (520) 591-6119 / suzanne_dirksen@hotmail.com

Co-op Co-Director: Ashley Campbell - (520) 390-0140 / ashmm18@msn.com

Co-op Co-Director: Grace Miller - (520) 331-1444 / grashi@gmail.com

Class Coordinator 1: *VACANT*

Class Coordinator 2: *VACANT*

Treasurer: Tanja James - (520) 576-4906 / billtanja@gmail.com

Secretary/Website coordinator: Ashley Campbell - (520) 390-0140 / ashmm18@msn.com

Membership Coordinator: *VACANT*

Building Coordinator: Cristina Gray - (520) 829-2403 / blue2427@hotmail.com

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Thank you to all of the Parents and Teachers for serving at the co-op. You are truly appreciated! Faith Homeschool Co-op could not exist without your care and support!!

Thank you for being a part of our co-op family!