

# FAITH of Northwest Houston

## Handbook

2015-2016

**“You shall love the Lord your God with all of your heart, with all of your soul and with all of your strength... His word shall be written on your heart... and you shall teach them to your children...”**

**Deuteronomy 6:5-8**

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## **A. Mission Statement**

We are a Christian parent-led organization that offers a variety of academic and enrichment classes with a primary focus on Junior High and High School courses. We provide Christian, home school families with a cooperative, economical learning environment to supplement their home school experience. Above all, we strive to glorify God.

## **B. Statement of Faith -- We believe**

- The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- That there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons: Father, Son and Holy Spirit.
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- That man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.
- That salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.
- That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct, and empower the believer for godly living and service.

## C. 2015-16 FAITH Calendar and Daily Schedule

2015-2016 FAITH Calendar	
Date	Event
<i>April 2015</i>	<i>Registration</i> <i>Fall Family Fee Due (\$125)</i>
<i>May 07, 2015</i>	<i>New Member/New Teacher Orientation</i>
<i>May 15, 2015</i>	<i>Deadline for <u>Treasurer receipt</u> of all Advanced Material Fees</i>
<i>August 17, 2015</i>	<i>MANDATORY All Member Orientation</i> <i>Fall Class Fees Due (Amount Varies)</i>
<i>August 24, 2015</i>	<i>Fall Classes Begin</i>
<i>September 7, 2015</i>	<i>Off for Labor Day</i>
<i>November 16, 2015</i>	<i>Last Fall <b>Regular</b> Class Day</i> <i>Teachers: Spring Class Fee Requests Due;</i> <i>Fall Receipts Due</i>
<i>November 23, 2015</i>	<i>Off for Thanksgiving</i>
<i>November 30, December 7 and 14, 2015</i>	<i>Extended Fall Class Dates (See Teacher Communications)</i>
<i>January 11, 2015</i>	<i>Spring Classes Begin</i> <i>Spring Fees Due (\$125 + Class Fees)</i>
<i>March 7 &amp; 14, 2016</i>	<i>Spring Break</i>
<i>April 11, 2016</i>	<i>Last Spring Regular Class Day</i> <i>Spring Receipts Due</i>
<i>April 18 and 25 and May 2, 2016</i>	<i>Extended Spring Class Dates (See Teacher Communications)</i>
<i>May 2, 2016</i>	<i>Pre-requisite Testing</i>
<i>May 10-12, 2016</i>	<i>Iowa Testing</i>

### FAITH Daily Schedule

**Our Co-op offers a schedule for students to participate in 4 class periods**

## **D. Operating Policies and Procedures**

### **1. Application**

- a. Inquiries regarding membership are to be directed to the Registrar.
- b. To be considered for membership, applicant families must complete and submit a FAITH Pre-Registration Application, which includes the Statement of Faith. Applications are accepted year round and are placed on a waitlist to be considered for membership by the Board of Directors (Board).
- c. Background checks will be completed on all adults living in the applicant's household and on existing members at the Board's discretion. The results may prohibit a family from participating in FAITH.
- d. The Registrar may extend an invitation to attend an Open House.
- e. Personal interviews may be required before the Board considers a family for membership.
- f. The family's oldest child must be 9 years old on or before Sept 1st.
- g. There is an annual non-refundable FAITH Family Fee. The amount of this fee is set by the Board each year. Some classes may have additional Advance Material Fees and semester Class Fees, which must be paid prior to the student participating in class. Please read the Treasury Guidelines for complete details.
- h. Applicants must be aware of the following parent commitments that are expected with FAITH membership:
  1. One parent must commit to work during periods that children are in class. Drop offs are not allowed. Parent positions will include, but will not be limited to: teaching, administrative, and janitorial duties. Parent assignments will be given at FAITH Orientation.
  2. All families not teaching a class will be assigned to the Set-up or Reset Crew as part of parent duties. Other families may be assigned to set-up or reset as well.
  3. All families with a child in nursery or preschool will be assigned to work in Early Childhood (EC) at least one period while families with children under the age of 4 will work at least two periods in EC
  4. Although preference for membership is given to families who come for all four periods, special accommodation might be made for families needing to participate in only three periods each FAITH day. These families will need prior Board approval and will be required to help with set-up or reset.

5. All members are required to check and read emails from FAITHCom daily.

## 2. Registration

- a. Spring Registration: All members will register for classes at FAITH in the spring for the following FAITH year. Registering for classes involves a yearlong commitment. Each family is responsible for payment of all fees associated with the full year of FAITH participation including Class Fees. Detailed registration instructions will be posted on FAITHCom prior to registration.
  1. One half of annual Family Fees must be submitted at registration for the next school year as per instructions in eCoops registration.
  2. The Signature Page must be signed and turned in at Orientation.
  3. Classes are selected from the Class Schedule posted a few weeks prior to registration.
  4. All children are to be registered for a FAITH class while on campus.
  5. Grade/Class level is based on student's age on or before September 1<sup>st</sup>. Any deviations from listed class age parameters must have prior approval from the appropriate Academic Director BEFORE registration. Do NOT contact teachers directly.
  6. If a child is consistently performing at a grade level other than where their birthday places him/her, parents may consider either speaking to the appropriate Academic Director to consider placing the child
  7. Teachers may register their own child in classes they are teaching even if the class is full. Please contact the appropriate Academic Director.
  8. If a student has been placed on a class waitlist, email notification will be sent if/when the student is moved off the waitlist and in to the class.
  9. Once registration closes for the summer, members will need to follow the Class Change Procedures below.
- b. Class Placement: If a child is consistently performing at a grade level other than where their birthday places him/her, parents may ask the appropriate Academic Director to consider placing the child one academic grade level above or below his/her age on or before September 1<sup>st</sup>. Other factors, like maturity and proposed graduation, will be taken into account. The Academic Director will then take the request to the Board for final approval
  1. Advanced Academic Placement: If a child is consistently performing at a grade level above where their birthday places him/her on September 1st, parents should:
    - a. Consider:

- If standardized test scores are high enough to consider permanent advanced placement
- What the revised 4-year high school plan would be
- If advancement would be advantageous enough to outweigh other possibilities including more in-depth studies and possible leveling off of intellectual advancement pace
- If work independence and responsibility is consistent in completing work timely
- If workload increase would be manageable
- Is the maturity level well matched for advancement

b. Once these points have been considered, then:

- Determine if the student meets the prerequisites and pretesting required for the advanced placement of classes
- Meet with the Academic Director to present test documentation and teacher recommendations and articulate requested future academic plan

2. Other Academic Placement: If a child is consistently struggling in academic classes, the parent is encouraged to speak with the appropriate Academic Director to consider moving the child or placing the child one academic grade level below his/her age on or before September 1<sup>st</sup>. Other factors, like maturity and proposed graduation, will be taken into account. The Academic Director will then take the request to the Board for final approval

c. Class Changes: Registration will reopen for one week in early August to allow families to make necessary changes.

1. There will be a total of \$10 add/drop fee assessed for each class change.
2. No Advanced Material Fees will be reimbursed for dropped classes.
3. Any changes resulting from class cancellations or waitlist changes will not incur the \$10 change fee.
4. Any other changes after this time will be assessed the full fees as listed below under Class Change procedures.

d. Class changes after final registration:

1. Speak to the respective Primary or Secondary Director about the desired class changes. Do not talk to the Teacher directly. The Director will discuss the request with teachers involved to determine feasibility. The Director will communicate options, if any, with the parent.
2. If permitted to change classes, email the Registrar with the following information (See eCoops Parent page under Family Reports within Family Schedule):

- Name of student and student ID
  - Name of class being dropped with Class Code and Teacher name
  - Name of class adding with class code and Teacher name
3. All fees associated with the changes are to be paid to the Treasurer including fees for changes (\$10 per class), for dropped classes, and for any new classes as applicable. Fees already paid in relation to the class being dropped will Not be reimbursed. (See TREASURY GUIDELINES/Class Change Fees).
  4. Students are not allowed to attend the new class until email confirmation has been received from the Registrar and fees have been paid.
  5. Be aware that most classes cannot be entered by the third class day.

### **3. Orientation**

- a. New Member Orientation is held in early May.
- b. Mandatory All Member Orientation is held the week prior to the first full class day.

### **4. Participation**

- a. Upon arrival, families must sign in at the Family Mailboxes area, mark all absent children with an "A", and put on nametags. All children in the facility must be signed in and in their assigned classes. No loitering.
- b. High School students registered for early classes may be dropped off for the early class, sign in and get nametags, then head directly to class. No sibling accompaniment is allowed.
- c. Parents are responsible for direct supervision of family members when not in registered classes, including parents on Set-up or Reset.
- d. Opening Assembly is mandatory for both students and parents. This is a time to worship together, say the Pledge of Allegiance, and hear announcements.
- e. Extended Classes are utilized by some teachers and are noted on Course Schedule and on Course Descriptions on eCoops, as well as reported to Directors for scheduling. Parents are responsible for ensuring student attendance, which is mandatory during extended classes
- f. FAITH is a closed campus with both parents and students restricted from leaving during co-op hours. Exceptions to this are:
  1. Board-approved Special Accommodation

2. Emergency situation which requires a parent to leave campus, therefore requiring:

- Arrangement for a sub-parent to be responsible for family members remaining on campus
- Notification and sign in/out at the Administration (Admin) area, and
- Arrangement for coverage of all parent assignments as needed

g. We strive to have two adults present in a classroom at all times when student(s) are present. When situations do not allow for two adults, a second person will be monitoring.

h. Parents of students with special needs, learning disabilities or medical conditions, including allergies, must notify his/her teachers.

i. Peanut butter, nuts, nut products, and foods prepared with nut oils are only allowed in lunchrooms during lunch periods. Out of consideration for members with nut allergies, however, FAITH leadership asks that members not bring nut products to FAITH at all. Teachers should not include or serve any foods that contain nuts, nut products, or foods prepared with nut oils including the EC rooms.

j. Parents are responsible for any damages to the church facility or equipment caused by family members.

k. Parents are to limit cell phone use during class periods to emergency calls only.

## **5. Treasury Guidelines**

### **a. Collection of Fees**

1. All FAITH fees are non-refundable.
2. Family Fees - FAITH collects an annual Family Fee from each family, payable in two installments, one each semester. This fee covers the cost of liability insurance, building usage fees, website fees, administrative supplies, cleaning supplies and any other cost associated with the functioning of FAITH. The Family Fee is set by the Board each year.
3. Advance Material Fees (AMF) - Due May 15, 2015, Advance Material Fees provide the Teacher with the means to purchase items needed during lesson preparation. Checks or electronic funds must be received by the Treasurer no later than May 15<sup>th</sup>, 2015. (If by check, may be postdated to June 1st.) All AMFs are non-refundable after June 1st. If the Treasurer does not receive payment of AMF by the deadline, the student will be dropped from the class.
4. Semester Class Fees (SCF) – These fees provide the Teacher with the means to make copies and purchase supplies as needed for class. Fall Class Fees will be

collected on Orientation Day; Spring Class Fees will be collected the first day of the spring semester.

5. Class Change Fees – These fees are incurred for changes made after registration closes in August (including a drop to Study Hall):
  - \$10.00 per class change
  - Original Class Fee
  - New Class Fee
6. Fee Collection - Fees will be collected by the FAITH Treasurer. Fees may be paid electronically, with cash, money order, or check payable to FAITH. Fall Family Fees must be paid prior to registering for classes. Advance Material Fees paid by check or money order **MUST** be received by the Treasurer by May 15, 2015.
7. Check Returns - If a check comes back “insufficient funds,” all fees charged to FAITH will be the responsibility of the member. Additionally, any further fees from that family for the year may be requested in the form of a money order.
8. Financial Hardships - Families with financial hardships **MUST** contact the Treasurer to make payment arrangements **BEFORE** payments are due. A payment plan can be set up, which will allow the family to avoid the consequences of late payments. A limited scholarship fund exists and may be used with approval by the Board for families with special circumstances.
9. Late Fees Without Payment Arrangements – Any member whose payment is more than one week past due and who has not made previous arrangements with the Treasurer will be placed on probationary status:
  - a. The students of said member will not be allowed to attend classes until fees are paid
  - b. There will be a \$25 late fee assessed
  - c. Probationary status exceeding three weeks will necessitate further action from the Board and may prohibit the family from registering for the next year

b. See the Calendar for Schedule of Fees.

c. Disbursement of Fees to Teachers

1. Teachers submit requests for Advanced Material Fees and Class Fees to the Academic Directors for approval prior to Registration. The Board reserves the right to review amounts requested and make suggestions regarding those amounts.
2. Payment for Advanced Material Fees will be based on the number of students registered for the Teacher’s class at the close of Registration.
3. Any additions to the class roster after the final registration deadline will increase the amount received by the Teacher, and any removals from the class roster after the registration deadline will **NOT** decrease the amount received. Teachers who need

funds sooner may contact the Director.

4. Teachers are to submit receipts and records of expenditures by the end of each semester. If properly completed receipts and records are not received by the FAITH Treasurer by the assigned due date, the students in the Teacher's family will be denied access to classes until this responsibility is fulfilled.
5. Teachers may retain any consumable materials purchased. Non-consumable materials and equipment over \$50 will remain the property of FAITH if purchased with Advance Material Fees or Semester Class Fees.

d. FAITH is a 501-c-3 non-profit organization and can accept corporate and private donations through the Treasurer.

## 6. Student Responsibilities

a. In order to maximize the benefit of classes for all students, the following is expected of each student:

1. Overall Behavior
  - a. Be under the supervision of an adult at all times including in classrooms and lunch areas. This pertains to before, during and after the FAITH day.
  - b. Be respectful of all adults and fellow students.
  - c. Refer to all adults as either Mr. or Mrs. \_\_\_\_\_.
  - d. Use best manners at all times (i.e. yes ma'am, no thank you, please, etc.).
  - e. Have an exemplary attitude of cooperation.
  - f. Refrain from using wheel riding toys or shoes with wheels inside/outside at FAITH.
  - g. Drink only water in the facility outside of lunch areas. No gum or beverages that can stain are allowed in the facility.
  - h. Refrain from physical contact between students unless appropriate and God-honoring.
  - i. No loitering in the general areas at Memorial Baptist Church.
  - j. ALL facility-owned games and equipment are OFF LIMITS in all areas.
  - k. Do Not Enter any "No FAITH Access" marked areas.
2. Class Performance:
  - a. Participate.
  - b. Listen carefully to directions.

- c. Raise hand if you want to say something.
- d. Do not talk when anyone else is talking, especially the teacher.
- e. Stay seated in chair unless teacher requests to do otherwise.
- f. Complete class and homework assignments as given.
- g. Always come to class prepared with required supplies and completed homework.
- h. Assist with set-up and reset of rooms as directed by Teachers and Teacher Assistants.
- i. Understand and adhere to individual Teacher's homework and grading policies utilizing online grading.
- j. Use approved electronic equipment in class only at the Teacher's discretion. All other electronic devices, including cell phones, used without permission will be confiscated and taken to the Admin area and can be retrieved at the end of the day.

**Failure to adhere to the above will be grounds for the student's early dismissal from class and parent notification. If the problem persists, it will be taken to the Board to review the family's participation in FAITH.**

- b. Any adult member of FAITH is authorized to correct unruly, disrespectful, or otherwise inappropriate behavior.
- c. Study Hall is for studying. To maintain an environment conducive to studying, students will abide by the following policies:
  - 1. Remain quiet.
  - 2. Keep electronic devices inaudible and visible to the Study Hall Monitor. Ear buds may be used.
  - 3. Use approved laptops for academics only, and do not share with other students.
  - 4. Converse quietly Only during the last 15 minutes of class.
- d. Cell phone use by students is only permitted during lunch, including phone calls and texting. If students cannot follow these guidelines, phones will be taken and held at the Admin area until the end of the day.
- e. The bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.
- f. All toys, personal items, phones, and accessories that are not required for class must be left in the student's backpack or in their vehicle. Any item out

that does not pertain to class will be taken and held until the end of the day at the Admin area.

- g. Games and musical instruments may be allowed at fellowship times at the discretion of the adult in charge.
- h. Students are allowed to teach or assist in classes at FAITH; however, emphasis is placed on the student receiving instruction primarily and earning service hours secondarily:
  - 1. Students can request to teach or assist and must have approval from the Board
  - 2. Teachers can recruit student helpers from students enrolled in Study Hall with Board and parent approval
  - 3. Family membership history, maturity of the student, student schedule, and staffing needs will be considered by the Board
  - 4. Temporary assignments of students to assistant positions could be made with student enrolled in Study Hall

## **7. Personal Item Management**

- a. Clearly label all personal items, including art boards and supplies, books and notebooks, backpacks, lunch kits, jackets and coats, tote bags and teacher crates with at least the family name
- b. Lost and Found will be located at the Family Mailbox area. Unclaimed items will be disposed of or donated after two weeks.

## **8. Dress Code**

- a. We desire for FAITH to be a place where we honor the Lord and each other. Both parents and students will need to adhere to the following dress code:
  - 1. Nametags must be worn by every participant. They must be displayed on the upper right side of the chest or worn on a lanyard. Return nametags to your family mailbox at the end of the day. Replacement cost of nametags is \$2.00.
  - 2. Shorts and skirts must be no shorter than 4 inches above kneecap. Athletic shorts, such as basketball shorts, are to be knee length.
  - 3. All shirts/tops must be of opaque material (not see-through) with sleeves covering the shoulders.
  - 4. Shirt necklines must not show cleavage at any time.
  - 5. Clothing that advertises offensive things may not be worn.

6. The waist area must be covered at all times. Bare skin and/or undergarments must not show when in any position including sitting or during physical activities.
7. Hats are allowed except during prayers, the Pledge of Allegiance or when removal is requested by classroom teacher.
8. Tight, form-fitting clothing, such as leggings, should not be considered appropriate unless worn with a tunic long enough to reach fingertip length.
9. The Board reserves the right to deem any restrictions that are not school appropriate.

#### b. Dress Code Violations

1. If a FAITH member is wearing inappropriate clothing, one of two actions will be taken:
  - The member will be asked to go home and change clothes.
  - The member will be given a VERY large shirt or very large sweat pants to wear for the rest of the day. These are kept in the FAITH storage area.
2. The FAITH Administrator and/or Coordinator will make the final decision on whether the clothing in question is/is not appropriate. This decision will be non-negotiable.

### 9. Family Attendance Requirements

Consistent, punctual attendance is vital for FAITH to run efficiently.  
Therefore:

- a. Arrival time for member families is 8:40 except those that participate in early classes or serve on Set-up teams or have other responsibilities prior to start of co-op.
- b. Attendance at Opening Assembly is mandatory for all members. Students and teachers in early start classes are exempt except for specially called meetings or announcements.
- c. Extended Classes are utilized by some teachers and are noted on the Course Schedule and on Course Descriptions on eCoops, as well as reported to Directors for scheduling. Parents are responsible for ensuring student attendance, which is mandatory during extended classes.
- d. Absences:
  1. More than three parent absences result in membership review with the Board. Mitigating circumstances will always be taken into consideration.
  2. While planned absences on co-op days are highly discouraged, advance notice of planned absences for vacations, conferences, etc. is mandatory and will be counted

as absences

3. Reminders will be sent to families after two absences and/or tardy arrivals.
4. Absentee procedures must be followed (See Absentee Procedures-#11).

e. Tardiness:

1. A member is tardy when arriving after 8:55 on class day.
2. Students arriving more than 5 minutes late for a class will have to remain with their parent or sit in the Admin area until the next class period.
3. More than three tardy arrivals may result in membership review with the Board.
4. Family tardiness will be tracked, like absences, and families will receive a notification when two tardy marks are accrued.

## 10. Illness

a. FAITH members that exhibit the following symptoms shall refrain from attending FAITH that day:

- Fever, vomiting, or diarrhea within the last 24 hours
- Cloudy, runny nose or a consistent cough

b. While at co-op, parents are to keep and administer all medication to family members.

c. If student develops fever, vomiting or diarrhea while at FAITH, notify Admin. Then:

1. Parent is to take said student home and arrange for another parent to be responsible for any remaining children of the family.
2. If it is not possible for parent to leave with ill student, the student must be quarantined from other children in an area designated by Admin, with parent staying with student at all times.

d. Students 3rd grade and up may attend FAITH without a parent in the case of an illness or an emergency if:

1. The parent's responsibilities have been covered for the remainder of the day, and a sub-parent agrees to be responsible for said children which is noted on the Sign in/out form.
2. The parent's responsibilities have been covered for the day, and a sub-parent agrees to be responsible for said children which is noted on the Family Sign-in sheet.

## 11. Absentee Procedures

- a. Members are to notify the Substitute Coordinator when they will be absent on a FAITH class day and include the reason, the student/family daily schedule and parental responsibilities. Additional responsibilities in relation to your assigned duties are
  1. Teachers:
    - a. Notify Teacher Assistant(s) that they will be teaching the class, and arrange for the transfer of any needed materials. \*
    - b. Notify the Substitute Coordinator that you have made arrangements with the Teacher Assistant(s).
  2. Teacher Assistants: If you are unable to help in your scheduled class, notify the Substitute Coordinator and also inform the class teacher.

## **12. Early Childhood (EC)**

- a. Early Childhood (Nursery – Kindergarten) will be supportive of FAITH, allowing the mothers of young children teaching opportunities.
  1. All families with a child in nursery or preschool will be assigned to work in EC at least one period. Families with a child under the age of four in EC will be assigned to work two periods in EC.
  2. Only the parent or a high school age sibling may pick up a child from EC classes. Siblings under high school age should not come into EC rooms.
  3. Preferred Child/adult ratio: 3 to 1. Space limitations will apply.
  4. Infants six weeks of age or younger must stay with their mom at all times and may not be left in the nursery. Nursing mothers are to nurse only in the nursery areas.
  5. Babies are welcome to stay in the nursery or can be with mom if sleeping or in a sling, etc. Active, awake babies should not be in classrooms as this can be disruptive and dangerous.
  6. All supplies needed for the day are to be brought with child to EC, labeled and in a labeled diaper bag/tote. Additional supplies and snacks may be requested from parents of EC age children.
  7. Follow Illness guidelines. (See Section 10 of Family Attendance Requirements)

## **13. Lunch Time**

- a. Parents are responsible for monitoring their children (knowing where their children are and who is supervising them) during the ENTIRE lunch period.
- b. Designated areas for eating: Family Lunchroom-Gym B, Junior High (6-8) Lunchroom and High School (9-12) Lunchroom-Gym A.

1. Students may eat in lunchrooms below their grade but not above.
  2. Students must remain in the same lunchroom throughout the lunch period. No changing lunchrooms.
  3. Lunch Supervisors will be in attendance in each room.
  4. Designated outside areas are also available during lunch time and can be used with adult supervision.
- c. FAITH is a closed campus with both parents and students restricted from leaving during co-op hours unless for a family emergency. (See Section 9 of Family Attendance Requirements)
- d. Food and drink are to be kept and consumed in approved lunch areas. No gum or beverages that can stain are allowed in the facility.
- e. Host facility equipment and supplies are not to be used including microwaves, paper products, foods and snacks. Special permission for microwave use due to medical or health reasons may be given by the Lunch Coordinator.
- f. Each family is responsible for cleaning up personal eating area including tables, chairs, bleachers, floor and outside area. A tablecloth is required for each family in inside lunch areas. This may be purchased for \$1.00 from the Lunch Coordinator if needed.
- g. A signal will be given to indicate when to begin cleaning up and for dismissal. All students are to remain in the lunch areas until released to class or accompanied by a parent.
- h. In the interest of general good health and for the benefit of those with nut allergies:
1. Wash hands thoroughly with soap and water after the meal which also removes any nut protein residue.
  2. Use hand sanitizer to kill bacteria and viruses.

#### **14. Visitors**

- a. Guests of FAITH members, adults and children, are welcome to visit one time only, with Board approval obtained in advance:
1. Visitors must check in at Admin to receive a visitor nametag and sign the visitor log.
  2. Siblings that are not registered in FAITH and are school age may come to a FAITH class day but must remain with their parent unless otherwise approved by the

Board.

b. Families interested in joining FAITH should contact the Registrar.

## 15. Communications

The primary means of communication with the Membership is through eCoops website and Yahoo! Group email. Each member is required to maintain a reliable email address that should be checked daily, especially prior to leaving home on co-op days. Email addresses are to be used for dissemination of FAITH information only. Registration and membership questions should be directed to the Registrar. All other questions should be directed to the Communications Director.

a. Yahoo! Groups – FAITH uses two Yahoo! Group loops for communication:

1. FAITHCom is used as the primary form of communication for teachers, Leadership Team and the Board to members regarding classes, FAITH sponsored events, announcements, lesson plans.
  - All polls and databases require Board Member approval.
  - Please use the individual email setting on this Yahoo! Group.
  - All communications on FAITHCom are to be directly related to FAITH.
  - Prayer requests are posted by the Prayer and Share Coordinator.
2. FAITHChat is set up to allow current and past FAITH members to share information that does not directly relate to FAITH. It could include prayer requests, alerts from THSC and HSLDA, items for sale, outside events that members might be interested in, homeschooling advice. This Yahoo! Group can be set to individual emails or daily digest, however daily digest will not arrive until the following day.
3. These guidelines apply to both Yahoo! Groups:
  - a. Fill in the subject line clearly and completely, especially if the topic does not apply to the entire membership.
  - b. Sender should be clearly identified using first and last name.
  - c. Personal information such as phone numbers and addresses should not be sent through the loop unless it is necessary for a FAITH function. Use the member directory to communicate directly with individuals regarding private matters.
  - d. FAITHCom is set up so that only the sender receives the reply. Reply all only when the response applies to everyone on the loop.
  - e. Debates of any issues/topics/opinions/events will not be allowed at any time for any reason.

- f. Political opinions and other potentially divisive issues are not allowed on either loop.
  - g. If a member disagrees with something posted on the loop, respond to the sender privately, not to the whole group.
  - h. Member contact information may not be used on personal distribution lists without permission.
4. Guidelines for adding links to the FAITHCOM are:
- i. Needs approval of the Board via the Communications Director.
  - j. Must directly relate to FAITH of Northwest Houston.
  - k. Yahoo! Group links may be added if they are used for a class taught at FAITH.
5. Guidelines for adding links to the FAITHChat:
- a. Must directly relate to homeschooling in general and is subject to approval from the Communications Director. Examples of links for this group are:
    - Homeschool sports, music, drama
    - Outside classes
    - Support groups
    - Homeschool bookstores
- b. eCoops – The FAITH website provides information to the public about the organization, as well as manage member information, registration and finances for FAITH. All members have access to:
- 1. Parent Home
    - Family Schedule
    - Family Directory
  - 2. Teacher Home -Teachers have an additional Teacher Home which gives them the ability to print Class Rosters
- c. Online Grading Service - FAITH utilizes an online class management and grading resource:
- 1. Teachers of graded classes are required to use the online grading service approved by FAITH.
  - 2. Parents are required to access and keep track of grades and communications with teachers.
- d. Formal communication with the Board must be in writing and must include the date and name of author.

## 16. Electronic Interface

### Internet Access

- a. FAITH utilizes a password protected network. Access will be given to adults only when deemed necessary to complete FAITH work while at co-op. Student access will be only as needed for specific and approved classes.
- b. Before any computer can be used at FAITH during co-op, the owner must supply the following information for that computer:
  - Computer type and model
  - Wi-Fi adapter Media Access Control (MAC) address
  - Operation System (OS) with current security patches installed
  - Proof of current virus protection and firewall
  - Results of latest scan to show clean status
- c. Records of the above will be kept at Admin and the FAITH Communications Director will send updates to the facility staff.
- d. Computer use while at co-op without accessing the internet is as allowed under the existing electronics guidelines. (See Student Responsibilities).

## 17. Conflict Resolution

### a. Problems with Students

1. If a problem arises with a student's behavior or attitude, the parent in charge will confront the student.
2. If the student does not correct his/her attitude or behavior, then the parent in charge will go to the parent of the student.
3. If the problem behavior or attitude continues, the parent in charge will go to the age appropriate Director and the two of them will approach the student's parent. A conduct report will be filed (done in person, by email or hard copy).
4. If the problem persists, the Board members (some or all) will be included in a meeting between the student's teacher, parent, and the Academic Director.
5. Only after each of the preceding steps are taken and if the offending behavior or attitude continues, will the Board recommend appropriate action.

### b. Problems between Parents (Matthew 18:15-20)

1. If a problem arises between parents, the offended parent will first go to the parent she was offended by and not to anyone else.
2. If the problem is not resolved and involves a FAITH situation, the offended parent will take his/her concerns to the appropriate Academic Director, and the two of them

will approach the other parent to try and resolve differences.

3. If the problem remains, the Director and an additional Board member will be asked to listen as the parents try to work out their differences.
4. If the problem cannot be resolved, or if it involves the Board members themselves, a mediator will be brought in to assist in the resolution.
5. After following the above steps, if the problem is still not resolved, the Board will determine appropriate action.

## **18. FAITH Emergency Procedures**

General Information:

- a. FAITH will coordinate safety drills with Memorial at least once a year.
- b. It is the responsibility of ALL FAITH adults to understand their role in an emergency. This includes:
  - Reviewing all Emergency Procedures and being prepared to carry out their role,
  - Knowing the location and understanding the operation of fire alarm boxes and extinguishers
  - Knowing the location of all emergency and fire exits
  - Activate the closest fire alarm
- c. Add cell phone numbers of Facilities Coordinator and Board members to personal cell phone. Keep cell phone on, muted, and easily accessible while at FAITH.
- d. INCLEMENT WEATHER

**In the event of inclement weather and/or hazardous road conditions, the Board may:**

1. Begin the FAITH class day at a later time.
2. End classes early.
3. Cancel co-op for the day.
  - a. Announcements will be posted by 7:15 a.m. on FAITHCom.
  - b. Decisions to cancel a FAITH class day will be based on the Klein School District. If Klein I.S.D. closes, FAITH will be closed. Watch the local news or tune in to local radio stations for announcements for Klein School District school closings and check your email.

### **e. FIRE**

**If you discover a fire:**

- Pull the nearest fire alarm
- Notify closest Hall Monitor who will notify Admin
- Follow Fire Plan protocol for your position
- Unless trained, do not fight the fire

(DETAILS HAVE BEEN REMOVED FROM PUBLIC VIEW)

f. SEVERE STORM / TORNADO Procedure

The goal is to move all FAITH members from rooms with windows and exterior walls/roofs to safer interior areas within 3 minutes of notification.

(DETAILS HAVE BEEN REMOVED FROM PUBLIC VIEW)

g. SECURITY/ LOCK DOWN Procedure

The goal is to move all FAITH members and students to safety

(DETAILS HAVE BEEN REMOVED FROM PUBLIC VIEW)

h. SHELTER IN PLACE (exterior environment problem)

The goal is to move all FAITH members to safety

(DETAILS HAVE BEEN REMOVED FROM PUBLIC VIEW)

