

Gallatin Christian Homeschool Co-op
(GCHC)

Handbook



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Vision Statement

Gallatin Christian Homeschool Co-op is a cooperative of Christian families with the goal of building a Christian worldview through education. We will build on our strengths and modify our teaching and curricula to meet the needs of our core of families as they "grow up." Our focus will be on God's sovereign hand in a variety of subjects.

It is our goal to enhance our children's educational and social experience by providing learning opportunities with individual parents in the role of teacher, using the classroom dynamic to create oral discussion, preparation of weekly assignments reviewed by the teacher, limited grading and testing of skills and knowledge and the challenge of seeing other peers present their best efforts. GCHC will provide age-appropriate assignments, support, accountability, fellowship and encouragement.

Each family will be free to decide the level of execution, extra reading and projects outside the context of co-op time, but each family will agree to give its very best in terms of attendance, preparation and execution at the weekly meeting.

Our ultimate goal is to bring glory to God, to use our covenant relationship to honor the Lord Jesus Christ and to be sanctified, one to another, as we carry out a semester binding commitment.

Statement of Faith

It is our intent to provide our children with a distinctly Christian worldview. While we may hold to denominational differences, we agree on a common statement of faith.

1. We believe the Bible is the infallible, inerrant word of God, and it is the supreme and final authority for all matters of faith and life. Reference: 2 Tim. 3:16-17, 2 Pet. 1:20-21, Matt. 5:18, John 5:39, Luke 24:24
2. We believe in one God, the Creator of all, eternally existing in three persons: Father, Son, and Holy Spirit. Reference: Gen. 1:1, Deut. 4:39, John 10:30, Col. 1:16, Matt. 28:19
3. We believe that the ministry of God's Holy Spirit is to convict men of their sin, indwell, guide, instruct and empower the believer for godly living and service. Reference: Gen. 1:1, Deut. 4:39, John 10:30, Col. 1:16, Matt. 28:19
4. We believe in the perfect deity and perfect humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His sacrificial death, His bodily resurrection, His ascension and His bodily return in power and glory. Reference: John 1:1, Phil. 2:6, Matt. 1:23-25, 1 John 3:5, Heb. 4:15
5. We believe that man was created in the image of God, but chose to sin and is therefore lost and only those who put their faith in Jesus Christ alone are saved. Reference: Gen 1:27, Rom 3:23-25
6. We believe that salvation is the gift of God brought to man by grace and is received by personal faith in the Lord Jesus Christ, whose substitutionary death on the Cross, paid the penalty for man's sin, through His shed blood. Reference: 1 Cor. 1:30, 1 John 1:9, Rom. 10:9,10, John 10:27-28
7. That all who by faith receive the Lord Jesus Christ as Savior are born again of the Holy Spirit, indwelt by the Holy Spirit and by the Holy Spirit baptized into the Body of Christ, the Church, of which He is the risen and ascended Head. Reference: 1 Cor. 12:12-14, Eph. 1:22-23, Col. 1:18
8. The early Church met together and "continued steadfastly in the apostles' doctrine and fellowship and in breaking of bread, and in prayers" --God's pattern for the Church today. Reference: Acts 2:42, 1 Cor. 12:12, Heb. 10:25, Eph. 4:11-32
9. We believe that any form of sexual immorality, such as adultery, fornication, homosexual conduct, bisexual conduct, bestiality, incest, any use of pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. References: Gen. 1:27-28, Rom. 1:26-27, 1 Cor. 6:9-20.

Membership Consideration

We are a covenant community. We enter into a covenant (a binding agreement) to maintain our group's faith, integrity and discipline.

An application and two references are required, along with an interview with all participating adults. In the event that a Grandparent is participating with their students we ask that the parent also participate in the interview process.

GCHC is a service ministry in education providing support for homeschooling families. Because of limitations inherent in scheduling, teaching manpower and weekly demands upon all participants, all members must carefully weigh the potential for absences (due to illness, family travel, extended family commitments and any unknowns.)

Membership Requirements

1. Parent(s) must have a personal relationship with Jesus Christ, profess Christian faith, agree with our Statement of Faith and agree to uphold GCHC in prayer.
2. Co-op participants are expected to be in fellowship with a body of believers regularly.
3. Parent(s) and children must agree with and abide by the co-op's Honor Code (pg 10).
4. Parent(s) and children agree to follow Peacemaker Ministry conflict resolution (pg 8).
5. Arrive by 8:15 and be seated by 8:25 when morning worship begins. West entrance of E-Free will open at 8:00.
6. Fees:
 - a. \$40 "family membership" per semester to cover the cost of admin supplies/needs, website maintenance and all remaining monies are tithed to E-Free (Note: E-free does not charge GCHC rent).
 - b. \$50 check which will be deposited immediately if:
 1. you unexpectedly withdraw from teaching commitments
 2. you are unable to attend/teach your class 9 or more timesIf able to fulfill teaching commitments the \$50 check will be returned on the last teaching day of co-op (week 14).
 - c. Cost of each course enrolled. Approximately \$5 - \$30 per course.
7. Must have school age children (K-12). 0-5 year old participation is for siblings only.
8. Parent(s) and children must commit to one semester.
8. Each semester one parent per family must:
 - a. Lead teach one class AND
 - b. Lead teach or assist in a second class.

*Cleaning the facility weekly fulfills requirement of "8 a" OR "8 b"

- c. Teaching commitment forms relating to your choices for 8a and 8b must be submitted by stated deadline (to be determined).
- d. In the event that you have to unexpectedly withdraw from GCHC, you will be required to provide to the administrative team a detailed outline of any class you have committed to teach and meet with the replacement teacher to assist in class planning.

Additional Co-op Needs

Besides teaching, additional areas to serve in the co-op are as follows: Photographer, Fundraiser coordinator, Back to School Potluck coordinator, Celebration coordinator, Field trip coordinator.

General Means of Communication

The main form of communication is **email**. It is your responsibility to stay informed. Be sure to check your email on Wednesday nights prior to class day for any last minute announcements. You can send an email to the entire co-op by logging onto www.families.mygchc.com and clicking the "E-mail All Parents" link near the bottom right of your account page.

Teacher/Parent Means of Communication

Teachers/Assistants: **Whenever you need to communicate to the parents/students of your class(es), please email them directly rather than sending a message to the entire co-op.** You can email the entire class by pulling up your class roster on www.families.mygchc.com and using the "Click Here to E-Mail Entire Class" button. Note that emails go to all parents listed on the roster and any students who have provided a separate email addresses. Individual email addresses are listed in your class roster as well as in the GCHC directory at www.families.mygchc.com. Again, be sure to check your email by Wednesday night prior to class day because you may see last minute reminders for class supplies.

Absence Protocol

Because of the covenantal nature of our co-op, it is absolutely necessary for at least one parent from your family to be present each week. This is, perhaps, the most important factor in achieving a fair, smooth-running and successful co-op experience for each family. We realize occasional absences are unavoidable therefore, if you are **unable** to attend but have one or more children that are able to attend, please arrange for another adult to assume responsibility for them. Once these arrangements have been made, please call, text, or email one of the administrators with your plans. (Jenny Larson, Sarah Capp, or Loretta Pena)

The following list constitutes **excused** absences:

- Funeral/death
- Illness
- Vacation

- Child birth/adoption
- Unavoidable special circumstances

Please notify your children's teachers as far in advance of an excused absence as possible. Please arrange for a substitute for your teaching commitments as soon as possible.

Substitute Teachers

If you are going to be absent from the class that you lead teach or assist, please arrange for a substitute as early as possible using the following procedure:

- www.families.mygchc.com has the list of subs available for each class hour. Dates of substitute service are listed in parenthesis following the teacher's name. To share the workload, **please first call teachers that have not yet subbed**. See directory for phone numbers.
- Please contact potential subs in person or by phone rather than an email to the entire co-op
- Once you have successfully covered each of your teaching positions, please send an email to the admin team (gchcbozeman@gmail.com), or text Sarah Capp, as well as the other teacher(s) in your class notifying them that your teaching position has been covered and by whom.

Illness Policy

- If a child/parent has a fever, vomiting, diarrhea or greenish/yellowish nasal discharge (within the last 24 hours), please do not bring him/her to co-op.
- Parents should call the teachers as soon as possible if their family will not be attending co-op.

If there is illness in the family, but one or more children are well, parents may send their well children to co-op as long as another adult assumes responsibility for the child(ren). Once arrangements are made, please notify an administrator. However, if the majority of the family is ill, please keep the entire family home.

Snack Policy

- Infant/Toddler and Pre-K children will enjoy snack time in their respective classrooms.
- Students age 5 and up will enjoy their snacks in the designated area during the 15 minute breaks between classes.

- To minimize wear and tear on the carpet, please provide simple snacks (creating minimal mess) and water for a beverage.
- Ages 13+ may consume beverages outside of the snack area.

Administration Team

Three members undertake the practical administration of GCHC each year. These administrators secure facility/site, schedule classes, assign rooms, form handbook (policies and procedures), conduct interviews, oversee disciplinary issues, and perform basic administrative duties.

Electronics Policy for Students

- Laptops are allowed in classroom.
- No handheld electronic devices (i.e. ipod, cell phone, Nintendo or other gaming systems) in E-Free building.

Cleaning Guidelines

One to two adults will be scheduled for cleaning common areas at the end of each co-op day using the cleaning protocol on page 13. Teachers are responsible for cleaning their own classrooms. The last teacher to use a classroom for the day is responsible for vacuuming, cleaning the sidelight window beside the door, and emptying the trash can. We encourage the children to be integral parts of clean up as many hands make light work.

Nursery Guidelines

- Please label cups, bottles, and bag/backpack with child's name.
- Please provide diapers & wipes for your child.

Discipline and Classroom Management

- **First disruption:** A Verbal Warning from the teacher.
- **Second disruption:** Time Out - the student will sit alone for five minutes under the supervision of an adult, preferably the parent, if available.
- **Third disruption:** Removal from the class. The parent will be notified and the student will be sent to a designated disciplinarian for discussion. The student must sit out until the next class period. The student may return to the class the following week with an apology in the parent's presence.
- **Final disruption:** At the teachers discretion the child may attend class with parent. Otherwise parent will be asked to take child home, he/she will not be allowed back into the classroom and no monies will be refunded.

Class Enrollment Policy

- Class enrollment closes one month prior to the first day of the semester unless otherwise determined by Administration Team.
- Drop/Add classes: Students may drop from classes at any time during the semester. However, refunds are at the discretion of the teacher. A student may switch classes by the second week of co-op, with teacher approval.
- Class size: Classes with less than four students enrolled may be canceled (this policy does not apply to the nursery).

Dress Code

Our goal is to draw attention to the Lord. Clean, appropriate and modest dress is required at all times.

- No low necklines.
- Shirts/blouses must cover the stomach completely (even when raising hands).
- Dresses and skirts must cover the knee when sitting (unless legs are covered by tights or leggings).
- No mini-skirts or "short" shorts, please. Walking shorts permitted.
- Shoes are required at all times.
- Avoid being extreme in dress, hair, make-up and jewelry.

Safety Guidelines

- No pocketknives or any other item that can be considered a weapon are permitted.
- Refrain from rough play (i.e. wrestling) and running in the facility.
- When outdoors, children must stay on the west side of the playground fence.

Facility Location/Contact Information

Evangelical Free Church (E-Free) (Church has big wooden cross in front.)
1701 S 19th Ave
Bozeman, MT 59718

Directions: 1 block North of Kagy on the west side of 19th is Remington Way. Travel west on Remington Way and enter second driveway on the right. Enter facility through west doors.

Please contact one of the administration team with any questions regarding the facility or co-op rather than the church staff at gchcbozeman@gmail.com.

The Peacemaker's Pledge:

A Commitment to Biblical Conflict Resolution

If there is a conflict we cannot resolve with our own internal efforts, instead of going to court or pursuing legal action, all parties to this document agree to resolve the issue according to the following conciliation clause:

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

Glorify God - Instead of focusing on our own desire or dwelling on what others may do, we will seek to please and honor God - by depending on His wisdom, power, and love: by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.

Get the log out of your own eye - Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts - confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.

Go and show your brother his fault - Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner.

Go and be reconciled - Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation - forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. By God's grace, we will apply those principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love.

As a Christian organization, we are committed to the Biblical principles as summarized in the Peacemaker's Pledge. As a matter of GCHC policy, it is mandatory that all parties subscribe to the Peacemaker's Pledge. *NOTE: Should the need for professional mediation arise, GCHC will contact Peacemaker Ministries in Billings, MT.

Etiquette Code

I respect the building and its occupants by my quiet and clean manner with humility and discipline.

My Quiet Manner:

- I will enter the building through the west entrance and not wander or run in the building
- I will get to class on time and be prepared to learn
- I will talk inside in low tones or whispering, being considerate of others
- When I do not know what to do, I will ask my teacher or parent - not the church staff
- I will remain in designated areas: fellowship, snack, classroom, playground

My Clean Manner:

- My appearance will be dressed neat, clean, appropriate and modest
- I will push chairs in - if I take it out, I will put it back
- I will pick things up - if I drop it, I will pick it up
- I will clean up messes
- I will throw away garbage
- I will de-clutter when done - no belongings left behind
- I will not create unnecessary work for others

With Humility and Discipline:

- When I have work to do, I will do it without complaining
- I will look out for the interests of others and serve with joy
- I will take good care of everything that God has given to me
- I will accept correction and instruction from the Lord through my mother and teachers
- I will be punctual for my classes

Honor Code* Adapted from Franklin Classical School

Like all privileges, they come with certain responsibilities. My family will uphold these responsibilities by the bounteous grace according to the merciful providence of God the Father, Jesus His Son and His Holy Spirit.

To God Almighty:

- I will seek to honor the Lord in all that I think, say and do (Deuteronomy 26:17)
- I will submit myself to the authority of His grace and His commands (2 Timothy 3:16-17)
- I will recognize that my appearance and behavior reflects on Him as much as on me (1 Corinthians 10:31)

To my church:

- I will attend a local church regularly.
- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2)
- I will make worship, discipleship and spiritual growth a priority in my life (Galatians 2:20)
- I will attempt to be an ambassador of Christ and His church wherever I am (Matthew 28:19-20)

To my parents:

- I will attempt to honor my parents in everything that I think, say and do (Exodus 20:12)
- I will seek to learn all that I can from them (Ephesians 6:1-3)
- I acknowledge that I cannot receive what I need in life or godliness without them (Psalm 78:1-8)

To my teachers:

- I will demonstrate respect, attentiveness, gratitude and obedience to my teachers (Hebrews 13:1)
- I will seek to do all the work I have been assigned with diligence and integrity (Ephesians 5:8-17)
- I will do my utmost to learn as much and achieve as much as I possibly can (Philippians 4:8-9)

To my classmates:

- I will honor and respect the time, work and feelings of my fellow students (Romans 12:9-18)
- I will try to model honesty, integrity, kindness and modesty in my relationships (Philippians 2:3-7)
- I realize that disturbances affect everyone at co-op and will thus strive for peace (Ephesians 4:1-6)

Set-Up Protocol

Updated 8/18/17

- Unlock (get keys from Admin.)
 - West entrance door middle only,
 - East entrance door closest to the playground,
 - Classrooms 103, 104, 105 & 106 and 205, 206 & 202,
 - Nursery: infant & toddler rooms,
 - Custodial room.
- Move any coats left on hangers in the worship area into the chair closet (just left of the coat racks. Leave them on hangers because they will be returned to the rack at the end of co-op.
- Set up chairs in 4 sections of the fellowship area (floor marked with black tape indicates chair placement) on the south side of the pillars facing the screen.
- Set up tables:
 - Place 1 fold-up table at the west entrance of the fellowship room (found in east end of fellowship area). This is the name tag table.
 - Place 1 fold-up table in the hallway just outside the fellowship room. (Beside the coffee bar area.) This is the admin table.
 - Place 4 fold-up tables in the hallway between the library and room 104. These are the free tables.
- Retrieve the 2 clear plastic bins (name tag and admin boxes) and blue prize bucket from the upper right cabinets of room 104. Place the name tag box on the table in the fellowship area and place the admin box on the admin table in the hallway by the coffee area. Prize bucket should be put up front for chapel.
- Pull out First Aid Kit and ALL the documents in the hanging file labeled "Admin Table" from the clear admin box and place on admin table.
- Tape off the designated snack area (use blue painters tape) and place a trash can in this area if one is not already there. (Trash cans be found in fellowship area).
- Tape up signs for organizing free table items (in Admin file box "Set-up")
- Retrieve the cleaning cart and 2 vacuums from the custodial closet and place in the classroom hallway (one vacuum at each end, cart in the middle).
- Take GCHC lost and found box out from storage area under stairs and place next to name tag box.
- Take Flag from storage area and place in the front of chapel.

Clean-Up Protocol

Updated 8/18/17

FLOORS

- Vacuum snack area and into bathroom entrance
- Vacuum fellowship area (wherever it's needed)
- Check to be sure classrooms have been vacuumed (3rd hour teacher responsibility)
- Remove tape marking snack area from the floor

WINDOWS

- Wash windows in all doors leading into and out of the fellowship area
- Ensure windows beside classroom doors have been cleaned (3rd hour teacher's job)

BATHROOMS

3 near snack area and 1 just east of nursery on the right:

- Wipe down counters and faucets
- Use glass cleaner on mirrors where there are water spots
- NO need to clean floors or toilets

TRASH

Empty trash cans into large trash bag found on the cleaning cart. (Leave the original trash bag in each can and just dump the contents into the one big bag when possible). Trash cans include: snack area, fellowship, bathrooms and each classroom. Seal large trash bag and deposit in the dumpster outside the north entrance/north end of the parking lot.

PICK UP

- In fellowship area, return folding chairs to east vestibule (35 on each side of doors) and inside just left of the doors (30). Return all but 24 brown upholstered chairs to the closet under the stairs. The 24 chairs should be arranged in two rows of six on each side of the center aisle.
- Place family name tag bin and admin bin in room 104 (upper cabinet on far right).
- Place any items left behind (including coats) in the "Lost & Found" bin. Move lost and found box to storage area under stairs.
- Return coats from prior events to the coat rack (They are still on hangers in the closet just left of the coat rack.)
- Return admin, free, and name tag tables to storage room under stairs in fellowship area.
- Return two vacuums and cleaning cart to custodial room. (Past double doors, turn right in hallway.)

ROOM TEMPERATURES

No need to adjust class thermostats as they default to the pre-programmed setting at 1:00 pm.

LOCK UP

- Check to be sure all classroom windows are closed.
- Lock nursery doors and East & West entrance.