

**Forerunner Christian Academy**

**Homeschool Co-op**

**2011 – 2012**

**FAMILY HANDBOOK**



**1601 Kennedy St.**

**P.O. Box 66**

**Bonham, TX**

**903-227-9094**

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# FCA CO-OP FAMILY HANDBOOK

This document represents FCA Co-Op's core objectives. Both parents and students are responsible for knowing and abiding by these guidelines, which may be summed up as follows: show thoughtfulness and respect toward teachers, parents, other students, as well as our facility we have so graciously been provided. At all times our actions and attitudes should honor our Lord Jesus Christ.

## Participation Requirements

1. You **MUST** turn in an FCA family registration form to be approved by the board.
2. A Co-op Handbook will be issued to the family. The handbook should be read and discussed by the family.
3. In addition to the the registration form, the Family Ways form, Jr./Sr. High Credit Course form (if applicable), Parent Consent/Medical Release form, Bank Draft form (if applicable), Background Check & the Statement of Faith form, and Intent to Teach form (if applicable) must also be read, signed, and turned in.  
Other forms may be required as decided by the FCA Co-op board.
4. You **MUST** pay the facility fee of \$50 per month for each semester you participate (Aug-December)(Jan-May). For families with preschoolers, the fee is \$75 per month. (See Financial Policies below for specifics)

## Financial Policies

1. FCA facility fee in the amount of \$50 due by the 5<sup>th</sup> of each month. For families with preschoolers, the monthly fee is \$75. There are **2 options** for paying your semester facility fee:
  - A. Pay in full by check beginning of each semester (\$250 or \$375 for families with preschoolers)
  - B. Pay monthly by bank draft on 5<sup>th</sup> of month (\$50 or \$75 for families with preschoolers)

**\*\*Please note that we will **not** be accepting monthly payments by check or cash, only bank draft.**

2. A \$25 late fee will be assessed for late payments or insufficient funds related to the bank draft. If payment (plus late fee) are not received by the 15<sup>th</sup> of that month, students will no longer be allowed to attend classes until the account is paid in full.
3. Some classes require an extra supply fee to cover class materials. Supply fees are due by the first day of class for each semester. Students will not be allowed to attend after the first day until the supply fee is paid.
4. Some secondary credit classes require a Teacher Fee set by the teacher. These payments will be made directly to the teacher of the class.
5. Please note that the Co-op members fee of \$75 (for families with preschoolers) covers Tuesday and Thursday preschool classes. The Co-op members may choose to make use of both preschool days, or only the Tuesday Co-op day.

6. In the event of long-term absence or bad weather, FCA is unable to pro-rate costs for Co-op members. We appreciate your understanding in this, because we continue to have facility costs that must be paid for each month.
7. Please note that **your commitment to the Co-op is by semester**. We organize and make plans according to the number enrolled for the semester. In the event that you leave the semester early, **you will still be financially responsible to pay the rest of the semester fees**.
8. It is the Co-op member's responsibility to communicate with the financial director regarding late payments or other financial questions.

## Supervision

FCA is a true co-op, not a drop-off school. Parents are required to serve for every hour that their child is registered for the co-op. In the event of an emergency or illness, the guidelines below must be followed.

1. If you are sick or will be out of town, you may send your children if they are school aged (K-12) **AND**
  - a. You have another adult attending the co-op who will be the responsible guardian for your child/children.
  - b. You let your Lead Teachers know of your absence AND have teacher/helper/Set Up/Clean Up substitutes lined up for each hour, with the FCA Director also notified. (see Absences section)
  - c. You sign out at the front desk and indicate who is responsible for your children.

## Sign-Out

If an emergency situation comes up where you, the parent, need to leave the facility, you must sign-out at the front desk. It is on this sheet that you will record your designated on-campus responsible adult in charge of your child/children.

## Visitors

1. Immediate family members are welcome anytime. Please notify the FCA Director in advance of any other visitors that will be visiting the Co-op.
2. Prospective new members are invited to visit. Please contact the FCA Enrollment director to schedule a visit.
3. Visitors must sign in at the front desk, make and wear a nametag.
4. Please contact your child/children's teacher about visitors so they may prepare accordingly.

## Communication

Staying informed at FCA is absolutely crucial to the success of our program. It is your responsibility to know current information (deadlines, changes, etc.). Information is distributed primarily through:

### 1. Email

Checking your email frequently is crucial! If you do not have email access you must ask a friend to alert you to important FCA news as it is emailed.

### 2. Newsletter

The newsletter will be distributed. Please refer to it for important dates and information.

### 3. Mailboxes

You will have a file with your name alphabetically listed in a portable filing system  
*\*\*Be sure to check your file mailbox folder before your first class and after your last class at the end of each Co-op day.*

### 4. White Board

The white board includes last minute changes and announcements and should be read upon entering the building.

### 5. Lunch Announcements

Co-op announcements may be made during lunch. Please be courteous and require your family to listen and not talk or play.

## Responsibilities for Absences

If you know you are going to be absent you must:

1. Contact your Lead Teacher AND the FCA Director as soon as possible.
2. Find a replacement for yourself for each hour you are scheduled by calling those who are "available"\* for that hour on the Service Schedule (including any duty you are responsible for: teaching, helping, Set Up, Clean Up, lunch, etc.)

**Note: You must find replacements for Set Up, Clean Up, and/or lunch duty.**

3. Email the FCA Director and indicate whom you have called and who is filling in for you for each hour or duty.
4. It is the teacher's responsibility to have all the materials ready for a substitute.

Example below:

**Set up** – Lucy Green

**1st Hour** – Science- room 112- Mary Jane White

**2nd Hour**- Writing- room 205- Karen Black

**3rd Hour** – AVAILABLE

**4th Hour**- PE- gymnasium- Ann Yellow

**Email or call the FCA Director regarding absences until Monday at 9:00p.m.**

\*If you are going to be absent unexpectedly make sure to call the FCA Director on their cell phones Tuesday morning as soon as possible. Do not e-mail.

## Attendance/Tardiness

Consistent attendance is vital for FCA to run effectively. Please make it a priority to attend each Co-op day.

Tardy notices will be issued by the teacher or assistant for each child or adult that is not in the classroom. With this policy, we are encouraging proper stewardship habits and a respect for our teachers and student body. One late arrival to a classroom can waste precious time and can disrupt the flow of the teacher's lecture. Please be considerate of others and arrive on time to class.

## Parental Guidelines

1. Attend the training meetings. So much information is distributed.
2. Be on time to your required positions.
3. Fulfill your commitments.
4. Follow Responsibilities for Absences guidelines.
5. No one may leave the premises/campus for any reason until they have signed out at the front desk.

6. Ensure that your child completes any required homework and brings all necessary supplies.
7. During any available time, please check in at the front desk and be ready to fill any vacancies or special needs that arise hourly.
8. Educated members/participants make for a smooth semester. Be educated in every aspect of the Co-op. Read and check ALL correspondence from FCA. Read all content and follow instructions listed in the Handbook.
9. Bring any concerns to the FCA Director or a Board member **AS SOON AS POSSIBLE**.
10. Pick up any craft item/project that your child worked on that day from the designated craft area.
11. Clean up after yourself and your family, especially after lunch. Leave things better than you found them.
12. Return phone calls and/or emails promptly.
13. Turn in paperwork/ fees on time; pay attention to deadlines. Other people's responsibilities depend on you fulfilling your responsibilities!
14. Please do not allow your children to roam the halls when they are not in class.
15. Please do not allow your K-12 children in the Preschool Area. The double doors entering the Preschool area is An **ADULTS ONLY** area. Students whose parents are helping in the Preschool area should ask an adult to assist them if they are in need of a parent in the Preschool area. We want to be respectful of the Preschool teachers trying to run an organized and safe preschool environment!
16. Please turn off cell phones during class, even if you are only helping with the class. This includes texting and facebooking. We want to model this type of respectful behavior for our students, so if you **must** make a call, please leave the room so you do not disturb the class.
17. Parents should address individual concerns or questions regarding evaluations/grades with each teacher personally. Also, parents are responsible for recording and keeping their student's transcript.
18. A Background Check Form must be turned in for **every person** who helps in any capacity at the school. (See Appendix G)
19. The FCA Co-op is for K-12 children only. Parents should make other arrangements for their preschool-aged children, if not making use of the FCA Preschool during Co-op hours.

## **Areas of Responsibility**

You must plan to serve in at least one of the following roles/areas:

1. Teacher/Co-Teacher\*
2. Classroom Helper\*
3. Set Up \*
4. Clean Up \*
5. Misc/Other Areas

\*Refer to these areas of responsibility in the appropriate section of the Handbook

## **Dress Code**

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." I Corinthians 6:19-20*

Everyone on campus must display modesty in their dress and be mindful of God's Word, which says, "Do not cause anyone to stumble... For I am not seeking my own good but the good of many..." (I Cor. 10:32-33). The following is a list of guidelines that is only partial and left up to the discretion of the FCA Director and/or FCA Board.

**Students with unsuitable clothing will be asked to return home to change.**

1. **All family members should wear an FCA t-shirt on Co-op days.** T-shirt orders will be made at the beginning of the semester.
2. Shorts and skirts must be at least fingertip length.
3. No offensive T-shirts.
4. No clothing that shows the tummy.
5. No strapless shirts, and straps must be at least three finger widths wide.
6. No halter tops.
7. No loose or low cut tops on students or moms (Be aware. We bend over often.)
8. Appropriate clothing for PE classes (shorts under dresses, tennis shoes, etc.)
9. No "Heelies" or wheeled shoes. Wheels will be taken if they are being used.
10. No piercings other than earrings.
11. Hats and caps should be removed before entering the building.
12. Clothing should not be excessively ripped or baggy.
13. Shoes must be worn at all times.

## **Student Guidelines**

*And we pray this in order that you may live a life worthy of the Lord and may please Him in every way, bearing fruit in every good work, growing in the knowledge of God...*

*Colossians 1:10*

1. Be on time.
2. No roaming halls during class time or lunch.
3. Participate.
4. Do whatever the teacher requests of you.
5. Listen carefully to instructions.
6. Do assigned homework. This is expected for classes with homework requirements. (See Homework section)
7. Bring all required supplies to class every week.
8. Address the teacher properly (Mr., Mrs.)
9. Use your best manners at all times ("yes, Ma'am", "no, thank you", "please", etc.).
10. No loud talking during class or in the hallways.
11. Do not talk while anyone else is talking, especially the teacher.
12. Raise your hand before speaking.
13. Remain seated in your chair unless you are requested to do otherwise.
14. Older children should set the example of exemplary behavior.
15. No personal toys or trading cards in the classroom.

16. No drinks or snacks/candy of any kind may be eaten, shared, or traded in a classroom, unless it is provided for a particular class.
17. No running in the hallways. Walk at all times, especially down the stairs.
18. K-12 children, please stay out of the preschool area. Please do not enter through the double doors during Co-op hours.
19. If you make a mess, clean it up, or let an adult know as soon as possible.
20. The behavior in Study Hall is expected to be the same as in any other class.
21. No PDA. No public or private displays of affection of any kind (hand-holding, kissing, or otherwise) between members of the opposite sex.
22. No inappropriate conversation or gestures.
23. No weapons allowed on campus.
24. All cell phones are to be turned off during class.

## Homework Requirements

1. Homework requirements are noted in the class descriptions.
  - a. Classes that do not require homework give the option of completing work at home or doing extra practice at home, but it is not mandatory.
  - b. For classes that **DO** require homework as a basis for participation and for those who choose to register for these classes, requirements are expected to be met for the class. These are typically academic core classes for upper grades, but other classes may require homework as well.
2. Homework Notices may be given if:
  - a. Homework is not completed or submitted on time.
  - b. Other homework issues arise.

## Discipline Policy

*Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. Matthew 8:15*

**Step 1: Communicate with the Student:** If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken.

**Step 2: Behavior Notification/Parental Notification:** If a student is told of a problem by an adult and he/she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, a behavior notification form will be completed, and filed in the family's permanent record. The FCA director or department head will also inform the parent or on-campus responsible adult of the situation, and expect the adult to discipline the student accordingly.

**Step 3: Behavior Notification/Parental Supervision:** If a student requires further discipline, the student may be required to have a parent or on-campus responsible adult with him/her at all times. This will include having a parent walk the student to class, assist in the student's classes, sit beside the student during lunch, etc. The student and adult are both expected to accept this discipline measure with positive, cooperative attitudes.

**Step 4: Dismissal:** Failure to comply with the above, may result in dismissal.

\*Additionally, at the discretion of the FCA Board, a student or family can be dismissed from the Co-Op for any single violation that the Board's members determine to be extreme or immoral. Such violations include, but are not limited to, possession of firearms or drugs, violence, lewd obscene behavior, extreme bullying, etc. Dismissal for

behavior problems does not release the family from fee obligations. Families who fail to fulfill their contract with the FCA Co-Op will not receive a positive reference.

## Plagiarism

Plagiarism is a serious offense that the FCA Co-Op will not tolerate. The following consequences will be given for such actions:

1. First Offense- Behavior Notification in permanent file and meeting with parents.
2. Second Offense- permanent expulsion with no class credit

## Plagiarism Policy

What is plagiarism? Plagiarism is presenting another person's ideas or words as if they are your own. You are not giving the person or author credit for their work.

As stated in the handbook, plagiarism of any kind will not be tolerated. Students who plagiarize will receive the following consequences: The student will receive a demerit for the first offense and will be asked to leave the class for a second offense. This policy will be per class/per school year.

Students who plagiarize in college will be asked to leave the university. Plagiarism is a serious offense. It is theft – when you plagiarize, you are stealing. With the advent of the internet, plagiarism is easier than ever. But, it is also easier to check for. Colleges may scan your papers and use computer programs to check for plagiarism. Don't even attempt to plagiarize! You do not want to ruin your academic career.

The following is taken from *Write for College* by Writer's Inc.

Guidelines for Avoiding Plagiarism

What to do:

- Indicate clearly when you use anything from another writer's work, even if only a phrase or single key word, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using a writer's idea, credit the author by name and also cite their work in which you found the idea.
- Provide a new citation when using additional information from a previously cited work.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

What not to do:

- Do not use facts, details, or ideas from a source without indicating in some way that you are doing so.
- Do not confuse your own ideas with others' ideas discovered during your research.

Even if your idea resembles another writer's, you must credit that writer and the work in which the idea is shared.

## Teacher/Co-Teacher Responsibilities

1. Students are our number one priority. Ensure a positive, loving, and equal educational experience for each child.

2. Be on time.
3. Communicate to the students and their parents any required homework in writing.
4. Follow Copyright Guidelines (see Appendix B)
5. Use your class helpers as class control monitors, helpers in passing out materials or helping students with craft projects, errand personnel, or restroom monitors. *Your focus should be strictly on instructing the students and teaching the subject materials.*
6. Report any disciplinary concerns to the FCA Director AS SOON AS POSSIBLE.
7. Determine if your helper could become an apprentice to lead teach, and then mentor them.
8. Be thinking about how your class can participate in the Celebration Program.
9. Teachers **MUST** make contact with their helpers before the first day of class to enlist their support, assign duties as needed, and let them know what you are expecting of them.
10. Teachers **MUST** provide the parents of students and either the FCA Director or the Elementary/Secondary Level Coordinator with a formal class outline BEFORE the first day of class (preferably by email). A template will be provided.
11. You are in charge of leaving your room/area in **better** shape than you found it. Please clean any messes that were made during your class time.
12. If any crafts or take-home projects are done in class, please put the students' names on them and place them in the designated craft area to be picked up by the students at the end of the day.
13. More specific information related to teaching guidelines, will be given at Training.
14. Teachers must fill out a teacher application and be approved as a teacher. They must also turn in an Intent to teach form by the given deadline for each semester. (**See Intent to Teach Form Appendix E**)

At the end of your class time:

- a. Clean all tabletops.
- b. Vacuum the floor of any craft items, food, or paper pieces that spill to the floor.
- c. Wipe out the sinks.
- d. Erase any printed materials from the dry erase boards.
- e. Return any borrowed materials to the exact place from which you retrieved them.
- f. Remove the trash and place the liner in the trash can during the last class hour or if you are the last class to use that room for the day. Place the trash in the large trash bin.

*You may, of course, delegate any of these responsibilities to the other adults or older children in your classroom. There is a final building walk-through at the end of the Co-Op day. Any concerns in your room will be directed to you.*

## **Classroom Helper Responsibilities**

Assistants who serve diligently and wholeheartedly each week truly allow FCA to function at its best!

1. Helpers are responsible for maintaining control in the classroom so the teacher can teach.
2. If there are unruly/noisy students, the helpers are to quiet the disruption. The teacher should not have to stop teaching to discipline students. If the child consistently becomes a distraction, sit with or stand over the student. If needed he/she may be taken into the

hall for a time out. If a student does not respond appropriately, please refer to the Discipline Policy detailed in this handbook.

3. Helpers must be willing to do whatever tasks the teachers ask unless they are physically unable.
4. Helpers should look for ways to help and not wait to be asked.
5. Helpers must always provide a substitute and fulfill all responsibilities for absences.
6. Please do not use your cell phones during class time, and refrain from making calls, texts, or facebooking during class.
7. Please refrain from visiting during class time.
8. Sit with the students at their tables or with them on the floor.
9. Initiate clean up the last few minutes of class.
10. Watch the time so the teacher can teach.

## **Set Up/Clean Up**

If you have Set Up or Clean Up as one of your duties, you will be contacted before the first Co-op day so you will know what your specific job is. This is separate from cleaning rooms at the end of the day. You have the responsibility of checking in with the Set Up/Clean Up Coordinators every week to make sure your job has not changed and checking back in at the time of completion.

Clean Up duties for each room are the same as procedures listed under Teacher Responsibilities.

\*As with other duties, someone with a set up/clean up duty must provide a substitute and fulfill all responsibilities for absences.

## **Age Groupings**

For the purpose of providing age appropriate teaching, FCA's age groupings are K-2, 3-5, 6-8, and 9-12<sup>th</sup> grades. This does not mean all classes must adhere to one grade level grouping.

1. Some classes may be open to more or less grade levels, as decided by the teacher.
2. Students are to be enrolled in classes/grades according to where they would fall in public school during the elementary ages or as approved by the FCA Director.

## **Facility Use and Maintenance**

1. All Co-Op members must enter/exit using the East Cafeteria doors.
2. Parents with Preschool students should drop their kids off at the Preschool East Entrance.
3. Unauthorized adults or students should not enter the preschool area.
4. Please immediately notify the FCA Director, Department Head or Board Member of any damage to the property.
5. Please throw away your trash, and make all efforts to keep our building clean.

## **Lunch**

Lunchtime at FCA is a time for fellowship and friendship! During the lunch hour, the parent is responsible for the child.

1. Lunchtime will begin at 11:00 with Pledges, Quick Announcements, and Prayer. All students and parents should be in attendance. Please make sure you are being respectful by listening and participating in this time.
2. Please clean up any mess/spills your children may make before leaving lunch.
3. Please keep your children in the cafeteria during lunch, as they are not permitted to walk around the hallways during lunch.
4. You may purchase items for lunch from Concessions during lunch. Parents, please make sure your students are paying for all food/snacks from the Concessions.
5. Any food, candy, and/or drinks must be eaten, thrown out, or **PACKED AWAY** before returning to class.
6. Out of consideration for others, please make sure you are using an “inside voice” while eating in the cafeteria. Save your loud voice for recess time!
7. Please stay seated and eat while in the cafeteria. We want to maintain a safe, and orderly environment for everyone.
8. **Please remember that we are a PEANUT FREE Co-Op.** For the safety of students with severe allergies, please refrain from bringing ANY items that are peanut or peanut butter products.
9. Recess will follow lunch time at 11:30. Students should not be on the playground unless under the supervision of a Recess Monitor or parent.
10. In the case of bad weather, an indoor recess area will be set up with games, puzzles, etc.

## Celebration Night

Our end-of-semester Celebration Night is a great chance for students to display the talents they have learned and improved upon over the semester. The following guidelines will help ensure that our performances run smoothly and efficiently:

1. Each class is allowed up to three minutes performance time total.
2. Set-up/take-down of stage should be minimal for your performance.
3. Celebration Night Form, along with any required music, is due to the Committee by the week communicated throughout the semester (watch correspondence). Any music should be in mp3 format or on a separate CD that can be discarded following the performance.
4. Costumes for performances should follow the dress code as outlined in the FCA Handbook. If students will be wearing costumes, they must be approved by a committee member.
5. Your class may display items they have made throughout the semester on tables at Celebration Night. Each class is allowed **one** display table unless special arrangements are made.

## Curriculum Check-Out Procedure

Co-op members have the privilege of checking out curriculum in the Curriculum Library, as well as contribute any curriculum to the Curriculum Library for use by other families.

**\*For more information please see Curriculum Check Out Procedure Appendix D**

## Safety Issues

1. Please walk only. Do not run in the building.
2. Drive slowly and carefully through the parking areas. Do not allow your children to play in the parking areas.

3. No climbing in the trees.
4. No tobacco products or illegal substances are allowed on campus.
5. No weapons are allowed on campus.
6. If the building needs to be evacuated, go to the nearest exit and gather on the east side of the building. Please stay with your class as you leave the building and as you return.
7. If emergency shelter needs to be taken inside the building, everyone should assemble in the marked Emergency Shelter Areas (Preschool Bathrooms, Closet by the Smoke Doors)
8. In Case of an Emergency, call 9-1-1 and notify the FCA Director as soon as possible.

## **Illness Policy**

Please do not bring children to FCA Co-op who have had fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours. If your child requires medication, please keep it with you and administer it yourself. If a child presents with any of the above mentioned symptoms while at the Co-op, arrangements need to be made to send the child home.

## **Library Policies**

FCA Co-op members and students may check out books from the FCA library.

These guidelines should be followed:

1. Books may be checked out by students ONLY if there is a librarian or parent to help with the process.
2. Books may be checked out by patrons for a period of 2 weeks.
3. Library patrons may not check out new books/material if they have currently overdue items.
4. Patrons should report damage to library materials upon checkout or as soon as they notice the damage. This will allow the library assistant the chance to get the book repaired and prevent the patron from being charged for the damage upon the return of the book.
5. Patrons will be charged for replacement cost for books damaged beyond repair. If the patron still wishes to check out material identified as damaged, a note indicating that the item was damaged and needs to be repaired upon its return will be entered and the patron will be asked to remind the library staff that the book needs repair when they return the book.
6. The total cost for each lost or damaged item will be the replacement cost of the item. Upon payment a receipt will be given to the patron. If a book is found and returned, the patron will be refunded the price of the book. Payments will be made to a member of the library staff by cash, check, or money order. Once the item is paid for, the patron's record will be cleared.
7. Overdue notices will be placed in each family's FCA communication box.
8. The library is open anytime the building is open for Co-op use, provided an adult is available to help the students check out the books.
9. A check-out procedure will be posted at the library check-out desk.

## **Computer Lab Policies**

FCA Computer Lab will be open to **Co-op members only** during the facility open hours.

1. Adults may check out a laptop for use during the Co-op hours.
2. Adults should sign out the laptop on the form located on the laptop cart.
3. Laptops should be signed back in and returned before the end of the Co-op day.
4. Please do not eat or drink near the laptops.
5. The adult who signed out the computer is responsible for the laptop while it is signed out. If damage is accrued to the laptop, or it is lost or stolen the person who the computer is signed out to will be responsible for damages.
6. Students should use the computers ONLY when part of a Co-op class or under the Supervision of a parent.
7. Please report any damage or reports of misuse of the computers to the FCA Director immediately.
8. If computers are needed for a Co-op class a sign will be posted designating an exact time that the computers must be returned.

## Work Room/Copier/Supply Room Guidelines

### Workroom Guidelines:

1. **General Guidelines:** Adult co-op members are welcome to use the Workroom for the preparation of teacher materials. Please return all Workroom supplies to the proper place and clean up all work areas upon completion of work.
2. **Children in the Workroom:** Children are **not** allowed in the Workroom. For the safety of your child, please refrain from bringing your child into this space. **Please contact a front office staff person if you have a question regarding this school policy.**
3. **Use of Photocopier:** Please review the **Copier Instructions** posted near the copier. If the copier malfunctions or needs service, report the problem to the secretary in the office as soon as possible. Do **not** try to trouble-shoot them yourself.
4. **Care of Equipment:** Each family is responsible for the care of all FCA tools and equipment that they use. Please remember to be a good steward and responsible co-op member. If you or any of your family members lose or break any workroom tools that are FCA property, you will be responsible for the replacement of that tool.
5. **Check Family Boxes.** Check your co-op family in-box located in the Workroom.

### Photocopier Guidelines:

1. Each co-op member family has its own **code** for the copy machine. This code will need to be used every time you use the machine.
2. Every co-op member family will be given a monthly copy allowance (issued the first day of school) and will be responsible for keeping track of their family's usage. A per copy fee will be charged for every copy that exceeds the families monthly copy allowance. Please note that double-sided copies still count as two copies but are encouraged in order to conserve paper.
3. Please follow the **Copier Instructions** posted near the copier.
4. In the event that the paper budget is exhausted, then each member will be responsible to provide their own paper.

### Supply Room Guidelines:

1. Any consumable supplies (art, office, etc.) are available for on-site Co-op classes only. Please do not take consumable supplies for personal or home use.

2. Some non-consumable supplies may be available to check-out. Please check-out any non-consumable supplies and return to the Co-op promptly.
3. Please remember to be good stewards with the supplies. Please clean up any supplies and return them in proper order in the supply room.

## Conflicts/Problems

*How good and pleasant it is when brothers live together in unity. Psalm 133:1*

In accordance with Proverbs 6:16-19, "sowing discord" among FCA Co-op members and students will not be tolerated. Doing so is grounds for immediate expulsion. Please help us make FCA a safe, enjoyable place for all of the families.

### **Suggestions on dealing with conflicts/problems:**

1. Remember, we are all in this together.
2. Discuss your concern with the person involved, and offer a solution.
3. Go to the teacher or coordinator who could best deal with the concern in order to implement a change.
4. Do not discuss the problem with anyone not directly involved, for rumors and rumblings can be extremely detrimental.
5. Be sensitive to the fact that we have several different personalities involved and that we are not all going to think and respond in the same way.

**Teacher Evaluations/Co-Op Evaluations:** Parents have the opportunity each November and May to help the teachers and FCA know of possible improvements by filling out and returning both teacher and Co-Op evaluations

## Holiday Celebrations

An emphasis on Christ should be promoted during our Holiday Celebrations. Please take note of these guidelines when planning and participating in celebrations at FCA.

1. Halloween will not be celebrated – the focus will be the Fall Harvest.
2. Thanksgiving will focus on giving thanks to God – with the emphasis on accurate American History.
3. Christmas will focus on the birth of Jesus Christ, not Santa Claus.
4. Valentine's Day will focus on Christ-like love of one another and family – not on boy and girl relationships.
5. Easter will focus on the death and resurrection of Jesus Christ – not the Easter bunny.
6. Earth Day will not be celebrated. The focus will be just that God has blessed us and we must wisely take care of what has been given to us.

## Copyright Guidelines for FCA Teachers

It is each teacher's responsibility to act in accordance with the copyright and trademark laws of the United States. We are Christians. We observe our U.S. copyright laws. Even if we do not agree with the current laws, we do not break them, try to worm around them, or try to justify ignoring them (e.g., illegally duplicating Christian music and distributing it to save souls). The intellectual property laws (e.g., copyright, trademark and patent laws) protect the investment of individuals and companies and encourage people to share their knowledge and gifts. Copyright laws, and especially the meaning of **Fair Use in Education**, can be found at several internet sites. We strongly advise teachers to read through the following material and to visit an internet site.

<http://home.earthlink.net/~cnew/research.htm#Copyright%20and%20Fair%20Use%20Defined>

Duplicating and Distributing Textual Materials You may not copy a whole book, test booklet, or a workbook. You need to purchase individual test booklets or workbooks. You should not copy the same chapter of a book each year. You may copy a 'reproducible' workbook, such as from Instructional Fair or the TOPS! (tm) unit studies, which specifically gives you the right to copy for your class. If you create your own story or book, you may make copies. However, do not embed copyrighted material into your book (e.g., an anthology of other poets' poems) unless you have written authorization to do so, and it is clear where the material is from and who wrote it. Creating, Duplicating, and Distributing Electronic Media (DVD/VHS tape/CD/MP3) You can not use individual license media in the classroom, such as Bob Jones or A Beka videos, or clips from them, unless you have written authorization. You can not make multiple copies of copyrighted media for each student to take home unless you have written authorization. Again, even if it is not for profit, without permission you can not make multiple copies to pass out to your students. PBS in Dallas, when contacted by phone, was OK with teachers showing one of their free video clips/movies to their class using the internet. They were OK with the teacher making one copy to then show in class provided it was clear it was a free clip/movie from PBS. However, they do not want teachers making multiple copies for their students-- even if it is not for profit and the program is free. They said to direct your students to go to the internet themselves. You can not cut and paste material from several copyrighted materials (e.g., DVDs, songs, images, poems, etc.) together to make a special DVD/CD and then make multiple copies for your students --- unless you have written authorization from each provider. You can make your own lecture/demo DVDs and hand them out. However, do not embed copyrighted material in your DVD unless you have written authorization to do so and it is clear in the DVD where the material is from and that you have permission to include it (in the credits or announced). This includes fun cartoons! Question: Who owns the copyright if I submit original material to an internet site? If you submit your own material to an internet site be careful to read their terms and conditions. With many places the internet site now owns the copyright-- not you! To use the same material in a different manner would require you, the original author, to obtain the internet site owner's permission first! Remember: When in doubt, check it out!

## **FCA Co-op Mission Statement:**

Our mission is to encourage homeschool families in educating and raising passionate followers of Christ by:

- Providing resources
- Sharing wisdom and direction
- Being a community of fellowship and encouragement
- Offering interactive learning opportunities that will enhance the education and growth of our children.

## **Statement of Faith**

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and

love of Christ, avoiding the dissension that may be caused by denominational distinctives. It is necessary; therefore, that parents, students, staff and administration recognize that the following areas are to be left to the teaching of home and church: FCA exists for the Christian Discipleship and Education of Children. In order to excel in this endeavor, Christian unity within the body "School" is a requirement. Therefore, families and teachers must be "likeminded" in regards to the practice and acceptance of FCA Statement of Faith. Please read the Statement of Faith (**APPENDIX D**) closely to determine if it is in accordance to your personal family's beliefs.

## **Code of Organization**

Although the structure and organization of the FCA Co-op is well-defined in its By-Laws, it is required that members clearly understand this code of organization .All leaders in FCA must read, agree with, and sign the FCA Statement of Faith. This ensures that the leaders of FCA are those who believe in the Bible and follow Jesus Christ. It is also expected that such leaders will make decisions and plan activities that will be pleasing to God and in accordance with His Word, the Bible.

Membership in FCA Co-op and participation in its associated activities is a privilege, not a right. The FCA Board, based on continuing, unacceptable conduct by a member can revoke this privilege and terminate their membership in FCA Co-op.

FCA exists to bring together homeschooling families for common support and encouragement. FCA is not an organization focused on growing in numbers or on seeking approval of its activities by outsiders (or those within FCA) that disagree with its philosophy, decisions, or activities.

FCA is led by the FCA board. This Board is self-perpetuating; it elects and replaces its own members without approval or vote from FCA membership as a whole. The Board has the right and obligation to oversee all activities and where needed, involve itself in the decision making process of FCA sponsored committees, functions, and activities. In rare and compelling circumstances, the Board may exercise its right to sustain, rescind, or change decisions made by such FCA committees, functions, or activities. The Board's decisions cannot be rescinded or changed by any type of vote or common agreement of FCA members. It is for this reason that the Board members take their responsibilities with humble, serious hearts, seeking to glorify God in all decisions

If you would like to request a copy of FCA Co-op Bylaws, please contact the FCA Secretary.

# Appendix A

## FCA Family Ways/Signature Page

**In signing this form, our family agrees to follow the FCA Co-op Family ways:**

1. Our family will honor and submit to the authorities that God has placed over us with a respectful attitude. (Eph. 6:1-9)
2. Our family will receive correction and accept discipline with a teachable and submissive heart. (Heb. 12:11)
3. Our family will love, serve, respect, and encourage one another using actions and words that build up and bless. (1 John 4:11-12)
4. Our family will be quick to forgive others and cover an offense with love, grace, and mercy when wronged or hurt. (Colossians 3:13)
5. Our family will exercise good stewardship over what God has entrusted to us, taking care of personal property and the property of others, using it wisely and responsibly. (Luke 16:10)
6. Our family will take personal responsibility to keep the facilities orderly and clean at all times. (Proverbs 12:24)
7. Our family will work with a cooperative spirit, freely giving and receiving help. (Ecc. 4:9-10)
8. Our family will choose to be cheerful, enthusiastic and gracious even when we feel like complaining. (Phil. 4:4-5)
9. Our family will choose to be peacemakers and resolve conflict the way Jesus would even when we would rather stay angry or argue. (James 3:17-18)
10. Our family will be on time to classes.
11. Our family will fulfill its commitments and strive to fulfill service hours if we are unable to attend.
12. As the parent, I agree to read these rules to my children and make sure they understand them. I understand that I, the parent, am responsible for the actions of my children.

**I, \_\_\_\_\_, on behalf of my family, acknowledge that we have read, understood, and agreed to abide by, the FCA Co-Op Handbook.  
Names of family members participating in the Co-Op:**

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**SIGNED:** \_\_\_\_\_  
**(Parent)**  
**Dated:** \_\_\_\_\_

## **Appendix B**

### **FCA Co-Op Family**

#### **Junior and Senior High School Credit Course Ways**

In signing this form, our family agrees to follow these Junior and Senior High School ways in addition to the regular FCA Co-op Family Ways:

During the summer our family will:

- Read and print off each course description
- Order textbooks before August
- Accumulate supplies in a designated area
- Communicate to the teacher any learning style differences or other situations which may impact the student in the class (e.g., allergies, medications, stressful situations at home, etc.)
- Communicate to the teacher any dates the student will be absent
- Complete any summer pre-work as required in the course description or e-mail sent to the students.

During the school period our family will:

- Provide time, space, and quiet for the student to study
- Continue to provide materials and internet access as is necessary
- Plan out an appropriate weekly schedule to include adequate student study time and parent oversight for each course
- Keep up with assignments, especially for planned absences
- Do, grade, and track homework, quizzes, and tests as required by the course
- Contact the teacher with questions and concerns as issues arise
- A parent is to contact the teacher when the student misses a class and obtain class and homework assignments.

I, (student) \_\_\_\_\_ and I, (parent) \_\_\_\_\_,  
on behalf of our family, acknowledge that we have read, understood, and agree to abide  
by, these FCA Co-op Jr. High/High School ways.

Signed: (student) \_\_\_\_\_

Signed: (parent) \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix C

# FORERUNNER CHRISTIAN ACADEMY CURRICULUM CHECK-OUT PROCEDURES

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### **Curriculum Inventories:**

FCA will maintain an accurate curriculum and textbook inventory. To obtain an accurate inventory:

- Count the number of new curriculum resources & textbooks received at the beginning of school
- Maintain a curriculum notebook with copies of all issuance forms and master log-sheet and this will enable you to keep your inventory up to date. Resolve any lost textbook or curriculum issues with **families BEFORE** they transfer or get out for summer.

### **Issuing Curriculum:**

Curriculum resources & textbooks are to be issued to FCA Co-op members **ONLY**. They will complete a curriculum issuance form and fill out the master curriculum log-sheet. NO member is to take a resource or textbook out of school without having a curriculum issuance form on file and signed by the parent. Curriculum can only be checked out by parents. Resources and Textbooks are to be checked upon return to ensure that members return the book they were issued. Failure to return the book issued will result in the co-op member (family) being charged for a lost resource or textbook. The Curriculum Librarian (or his/her designee) will maintain a list of issued textbooks.

### **Lost or Damaged Curriculum:**

Members are to be charged for lost or damaged curriculum resources or textbooks. Lost book or resource money is to be turned in to the central office. Replacements will be ordered using those funds.

### **New Textbook Orders:**

Orders for new textbooks will be placed in the spring, following board approval of recommended adoptions. It is important that all orders be turned in on time. It is the responsibility of the principal (or his/her designee) to ensure that orders are accurate and complete. New textbooks will be ordered as funds are available.

### **SIMPLE INSTRUCTIONS FOR CHECKING OUT:**

1. **FILL OUT CURRICULUM LOG-SHEET IN FRONT OF NOTEBOOK.**
2. **FILL OUT A CURRICULUM ISSUANCE FORM AND FILE IT UNDER THE CORRECT SUBJECT TAB IN THE NOTEBOOK.**

### **SIMPLE INSTRUCTIONS FOR CHECKING IN:**

1. **PUT THE DATE OF RETURN ON THE CURRICULUM LOG-SHEET.**
2. **COMPLETE YOUR ISSUANCE FORM PREVIOUSLY FILLED OUT WHEN CHECKING OUT (FILED BY SUBJECT).**
3. **PLACE THE CURRICULUM IN THE CORRECT AREA (BY GRADE AND SUBJECT) IN THE CURRICULUM LIBRARY.**

***\*When at all possible please return your books and resources in the presence of the Curriculum Librarian.***

## Appendix D

### STATEMENT OF FAITH

1. We believe that the 66 books of the Bible are the inspired Word of God and without mistakes as originally written. It is the complete revelation of His will for salvation and the only unailing rule of faith and practice for the Christian life. (*2 Timothy 3:15; 2 Peter 1:21*).

2. We believe in the deity of Christ (*John 10:33*) in that He was completely God and completely Human, He (Christ) was not a created being such as the angels are; His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His physical bodily resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).

3. We believe that man was created by and for God; that by man's disobeying God, every person incurred spiritual death, which is separation from God, and physical death as a consequence; and that all people are sinners by nature and practice. We believe the Lord Jesus Christ died for our sins and that all who believe in Him receiving His forgiveness are declared righteous because of His sacrificial death and are, therefore, in the right relationship with God. As such, we believe that human works has no merit in one's eternal destiny or entrance into Heaven. (*Romans 3:23, 5:8-9, John 3:16-19, 5:24, Ephesians 2:8-10, Titus 3:5*)

4. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

5. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9 1 Corinthians 12:12-13; Galatians 3:26-28*).

6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*)

7. We believe in one God, Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit, and that these three are co-eternal and of equal dignity and power. (*Ephesians 4:4-6, John 15:26, Genesis 1:26*)

I, \_\_\_\_\_, on behalf of my family, acknowledge that we have read, understood, and agree that this statement of faith is in accordance with my family's personal beliefs.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Appendix E

## Parental Consent and Medical/Liability Release Form

The undersigned is the parent and or legal guardian of listed minors, who are now under my control and custody (list all children in family on one form):

_____	_____
_____	_____
_____	_____
_____	_____

I hereby release, forever discharge and agree to hold harmless Forerunner Christian Academy and/or Forerunner Christian Academy's leaders, sponsors, and volunteers from any and all liability, claims, or demands and expenses of any nature whatsoever, which may be incurred by the undersigned and the participant, so long as prudent and reasonable care has been maintained and Forerunner Christian Academy is not solely negligent. We (I) hereby grant permission of Forerunner Christian Academy's leaders, sponsors, and/or volunteers to take said participant to a physician or hospital, and hereby authorize medical treatment including but not in limitation to any x-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care. The undersigned shall be liable and agrees to pay all costs and expenses incurred in connection with such medical services rendered to said participant pursuant to this authorization.

_____	_____
Print Name (Parent/Guardian)	Phone
_____	_____
Address, City, Zip	2 <sup>nd</sup> Phone
_____	_____
Signature of Parent/Guardian	3 <sup>rd</sup> Phone

List any drug allergies and/or current medications for each child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Health History that would be helpful:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Appendix F

## Forerunner Christian Academy

*Homeschool Cooperative*

### FAMILY REGISTRATION FORM

Directions: Complete the following Family Registration Form and submit it to **Roger Fortune**, Co-op Director or **Peggy Burt**, Financial Director, one week prior to the first day of classes. Please note that you will need to complete a new form each semester. Class sizes are limited and will fill up quickly, so turn in your forms early to guarantee a spot for your children in the classes. If a class becomes full, your child will be placed on a waiting list. Payment for each co-op family is \$50 per family per month. Enrolling children in the FCA Preschool Program is an additional \$25 per family per month. A \$25 late fee will be assessed for insufficient funds or late payments. Please see the Co-op Policy Handbook for a detailed description of financial policies. Payments by check should be made out to "FCA".

Parents/Guardians Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Semester: \_\_\_\_\_ Fall 2011    \_\_\_\_\_ Spring 2012

Enrolling in Preschool: \_\_\_\_\_ Yes\*    \_\_\_\_\_ No    \_\_\_\_\_ # of preschoolers

*\*See Preschool Director for Preschool Packet.*

Select a Payment Option:

- Pay for entire semester in full at the beginning of the semester (\$250 or \$375 if adding preschool). May be paid by check/cash or by automatic bank draft. Complete attached Bank Form if needed.
- Pay monthly by automatic bank draft (\$50 on the 5<sup>th</sup> of each month or \$75 if adding preschool). We will NOT accept checks/cash for monthly payments. You will need to complete the attached Bank Form. Registration will not be complete until both forms are completed and turned in.

By signing below, parents/guardians are agreeing to the payment terms selected above and to the financial policies stated in the Co-op Policy Handbook. If payment is rejected due to insufficient funds or if payment is late, parents/guardians understand that a \$25 fee will be assessed.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

## CLASS ENROLLMENT FORM

List each child's name below and the class in which he or she is enrolling. Classes offered will depend on teacher availability, scheduling and interest in class (minimum student requirement met). Please choose up to 4 classes for your child. If a class you registered for is dropped you will be notified so you can choose another class, if desired. A final schedule will be released one week before the semester start.

Name of Child	Period 1 9:00 – 9:55 a.m.	Period 2 10:00 – 10:55 a.m.	Period 3 12:00 – 12:55 p.m.	Period 4 1:00 – 1:55 p.m.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: Parents in the FCA co-op will be taking on roles on the co-op days to help support the co-op and are required to remain on campus during the times their children are in class. Please select how you are helping on co-op days:

- \_\_\_\_\_ Teaching a Class (see Roger Fortune for a Teacher Application)
- \_\_\_\_\_ Teacher's Aide (see Roger Fortune for class assignment)
- \_\_\_\_\_ Non-teaching Role (see Roger Fortune for a list of jobs)

Thank you for your participation in our Co-op! If you have any questions, please contact Roger Fortune at 903-227-9094.

# Appendix G



## Permission to Perform Background Check

I, \_\_\_\_\_, hereby allow Forerunner Christian Academy to perform a check on my background, including:

- Criminal Record
- Past Employment History
- Personal References
- Past Volunteer Experience

as appropriate for the employment or volunteer position in which I express an interest.

I understand that I do not have to agree to this background check, but that refusal will exclude me from consideration as a Forerunner Christian Academy employee or volunteer.

This information is of a confidential nature, and as such will not be shared with other personnel except for those involved in this specific employment or volunteer position. All information collected will be kept confidential. I have the right to obtain a copy of my background check.

---

*Please provide a copy of your driver's license and social security card.*

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Print Legal Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix H



## Forerunner Christian Academy

*Homeschool Cooperative*

### AUTHORIZATION AGREEMENT FOR COLLECTIONS

#### (ACH DEBITS)

I, \_\_\_\_\_, (Name) hereby authorize Forerunner Christian Academy hereinafter called FCA, to initiate debit entries to my checking or savings account indicated below at their depository financial institution and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Depository Account Name:

Depository Financial Institution:

Routing Number:

Account Number:

Checking

Savings

City / State:

Payment Amount: \$

(This is the amount debited from your account)

This authorization is to remain in full force and effect until FCA has received written notification from me of its termination in such time and in such manner as to afford FCA and their bank a reasonable opportunity to act on it.

Name:

Signature:

Date:



