

## **General Policy**

Christian Homeschoolers Assembling Together, hereafter referred to as CHAT, is a Christian homeschool co-op designed to reinforce and enhance homeschooling in Bartow County and surrounding areas. Through fellowship in fun, educational activities, we hope to provide community and encouragement for homeschooling families.

The items contained within the General Policy are important to the overall way that CHAT functions as a whole. It is very important that you read this document and know exactly what is expected/offered at CHAT. CHAT strives to create a fun learning environment for homeschool students and their families, and this can only be achieved when we are all working together.

## **2024-2025 Leadership List**

For classroom issues, please contact:

- Classroom Coordinator – Brook Shields 678-899-7318 (text anytime)
  - Nursery & Early Childhood – Vanessa Cruz 773-575-2702
  - Preschool – Breanna Warren 470-334-4422
  - Primary – Jenny Jordan 678-516-5284
  - Beginner – Jessica Ambrose 470-331-9085
  - Intermediate – Julie Harp 770-633-0560
  - Middle School – Brittany Fike 317-409-9543
  - High School – Jen Asay 404-918-3651

If you need help outside of classroom issues, contact:

- Director – Kimbell Hughes 706-767-0510
- Administrative Assistant – Miranda Nolen 251-656-2882
- Financial Coordinator – Stephanie Campbell 478-697-1104

## Attendance Policy

CHAT will begin promptly at 10:15 AM with Assembly in the gym. Assembly is a **MANDATORY**, weekly event for all CHAT members (parents and children). Please have your children quietly seated prior to the beginning of Assembly. **Please hold all conversations until after Assembly is over.** This is a special time for CHAT to gather as a group for reflection and prayer before we begin our school day. This is also a time when important information about the current day, and fun, upcoming CHAT events will be disseminated to everyone.

Each Monday will start with a worship song to signal the beginning of Assembly. Following this will be a time of prayer, announcements, and the Pledge of Allegiance. Students will then be dismissed by grade level to go to their classes.

**\*\*It is imperative that both students and parents pay attention during Assembly. There is important information that CHAT leadership needs to impart to the group, and this cannot be done if there are multiple disruptions and talking. It is the responsibility of each parent to maintain control of his/her children during Assembly. This is also a time of prayer, devotion, and saying a pledge to our country, and this time should be treated with reverence and respect. Any signs of disrespect during this time will not be tolerated.\*\***

The CHAT co-op is designed to consist of three classes. So that we may function in an orderly manner, children are expected to be enrolled in a full CHAT day. If your child does not wish to enroll in the full program, we ask that you please make other arrangements for him/her away from co-op and contact the appropriate Grade Level Coordinator as to your decision. (See Grade Level Coordinator list above). Children are not allowed to be at CHAT without being enrolled in CHAT classes.

One parent/guardian must be present during co-op hours. That parent/guardian will be asked to teach and/or assist in two classes and must remain on campus. A parent/guardian is required to teach at least one semester per year while attending CHAT. We understand that there are times when a parent/guardian cannot attend. In such cases, you must communicate your intentions to your Grade Level Coordinator. We all depend on one another to make CHAT function smoothly. When people fail to fulfill their commitment and are absent, gaps are left in the program. If an emergency arises or you need to leave CHAT campus during class times, please notify a member of leadership.

**If you have a planned absence, please follow this procedure:**

### **Teachers**

1. Contact your assistant and arrange for him/her to teach your class.

2. **Text Brook Shields (678) 899-7318** to let her know of your arrangements or need for help. Please make sure you contact ALL assistants and Brook if you teach in more than one age group.

3. Attempt to find a substitute assistant for your class. Do not create a group text to find a substitute.

Brook Shields should be contacted whether or not you are able to find a substitute on your own. As Classroom Coordinator, she should always be aware of any absences.

### **Assistants**

1. Contact each teacher you assist and inform them of your intended absence.

2. **Contact Brook Shields at (678) 899-7318** to let her know of your arrangements or need for help.

3. Attempt to find substitute assistants for each class.

Last minute absences, please notify Brook Shields as quickly as possible by text.

❖ Please do not use our Facebook page to find substitutes. We ask that you text or message privately, so it does not get lost or clog up the Facebook page. Please use the “Off-Hour Sub List” to find your substitute. Phone numbers can be found in the directory.

### **Tardiness Policy**

It is the responsibility of the parent to contact Brook Shields as early as possible if you are not able to be at CHAT by 10:15AM.

**\* If a first time, non-communicated absence occurs, the parent will be issued a verbal or written warning from the Grade Level Coordinator. If a second non-communicated absence occurs the family will be suspended from CHAT for the remainder of the semester with no refund.\***

## **Behavior Policy**

All members are expected to be on their best behavior while at co-op. Member expectations are as follows:

- There will not be one-on-one adult/child interaction behind closed doors
- Be on time or early
- Use correct and polite language. Absolutely no profanity will be tolerated. CHAT maintains a zero tolerance for profanity.
- Follow the teacher's rules and directions the first time, without argument
- Be in the appropriate areas at all times. There is to be no roaming around the church's buildings outside of where CHAT classes are being held. We are to respect the church's space and understand that we are visitors in this place. Even if you are a member of the church where CHAT is held, while you are at CHAT you are to leave the church's property alone.
- Treat others with Christ-like kindness
- Clean up after themselves
- Refrain from physical harassment of any kind
- No electronic devices in the classrooms (i.e. cell phones, tablets, music pods, or handheld games of any kind) If an electronic device is brought out during classes or assembly, the child will be asked to give it to their parent/guardian for the remainder of the day. The only electronics that are allowed will be those deemed by the teacher for educational use only.
- There will not be any inappropriate displays of affection between anyone on the CHAT campus or during a CHAT activity. At no time should two students be alone together in a closed room. Your behavior with one another should always be wholesome, pure, and above reproach. There is to be no heterosexual nor homosexual physical contact. "Even a child is known by his doings, whether his work be pure, and whether it be right." Prov. 20:11.

### **If there is a problem:**

1. The teacher or another authority will speak to the child. The problem will be explained, and a request made for the behavior not to be repeated.
2. If the problem continues, the coordinator will be notified, and the parent/guardian will be spoken to by the teacher/assistant.
3. If the problem persists, the parent/guardian will be asked by the director to take the child out of co-op for the day.

## Dress Code

Please remember we are in a church/school environment. Please dress conservatively.

- No excessive baggy pants,
- No tank tops, or cleavage
- No offensive t-shirts.
- No short shorts, short skirts, short dresses. Shorts and skirts should come below fingertips.
- Please do not wear clothes that show your undergarments or their straps.
- No hats or costume wear will be allowed inside the building except on special occasions, which will be announced.

All students must wear athletic shoes for PE activities. Students may bring their shoes and change before gym.

**This dress code applies to parents as well; we need to set an example for our children.** Thank you for helping us set a higher standard for CHAT.

This dress code will be strictly enforced. Anyone violating the dress code policy will be asked to go home and change. If the parent is unable to take their child home to change, CHAT will provide some type of cover-up for the child.

The guidelines for high school formal are detailed later in this document.

## Peacemaker Plumb Line

### **Matthew 18:15-17**

Because we work closely with one another throughout the year, there is always the possibility of disagreements, misunderstandings, or conflicts arising. We desire to have an impartial plumb line and therefore stand on God's word for the best way to resolve issues within the body.

*If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother (Matt. 18:15)*

Pray about the situation; and then go to the person regarding the offense. Keep the offense confined to your spouse.

*But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (Matt.18:16)*

If not settled, guard your lips, and contact the director for help. If you are the accused, pray for the truth to be revealed. Ask for forgiveness, or forgive freely, and do what you can to rectify the situation.

*And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be as an heathen man and a publican. (Matt. 18:17)*

If further steps are needed, the directors will counsel, if necessary, to resolve the problem. Steps will be taken accordingly, including, but not limited to, verbal discussion, face to face reconciliation, or expulsion from CHAT. After the situation has been dealt with, there must be no derogatory comments or accusations made to others in the co-op.

As we pursue God's Way, which is higher than our own, we can be assured that peace will reign in our body and the love of Christ Jesus will shine forth to all

### **Disclaimer**

Parents are responsible for the safety of their children while at CHAT functions. Neither CHAT nor Oakland Heights Baptist Church will accept any liabilities for any injuries sustained while attending a CHAT function. All members must sign a liability form for the church and CHAT at Orientation.

### **Allergy Policy**

CHAT will provide allergy bands for parents to list any allergies that could impede the health of a child. It is the parent's responsibility to put the allergy band on their child each week.

## **Illness Policy**

It is our desire to provide the best possible environment for your children. Please help us to make all CHAT functions healthy environments by not bringing your child if he/she has had any of the following symptoms within the last 24 hours:

- Fever (with or without the use of an anti-fever product)
- Diarrhea
- Severe runny nose
- Persistent Cough
- Any symptom which can be communicable

If the teacher or Grade Level Coordinator notices any of the symptoms mentioned above, they may ask the parent/guardian to remove the child from the premises. **Please do not bring any students to CHAT if they are sick.** If your child has a chronic condition that mimics one of these symptoms, please explain the situation to the appropriate coordinator. In some extreme cases, we may request a note from a physician stating they are safe to be in a group environment.

## **Class Offering**

High school classes that are available for credit may be opened to 8<sup>th</sup> graders who are doing advanced schoolwork at home and are willing to perform at high school level. This will be determined by an individual screening involving the parent of the student before they are accepted into a high school class and with permission from the instructor.

## **Field Trip/Special Event Guidelines**

Because we represent homeschooling to the public, it is important that we portray a responsible, moral, and positive group. It is our responsibility, not that of others, to guide our children in respect for the property and feelings of others. Guidelines for CHAT field trips and events are:

- Be on time, 10-15 minutes early
- In order to attend a field trip/special event, you must make a reservation with the person in charge unless otherwise specified.
- If you cannot attend a field trip/special event after you have made a reservation, contact the person in charge and cancel.
- Show respect for speakers, tour guides, etc. Use correct and polite language at all times. Keep your children under control and within sight at all times. Be positive and pleasant when disciplining your children.

- Respect restrictions placed on the group by the sponsoring facility concerning the age of children, handling of objects/equipment, staying in designated areas, and eating and drinking.
- Express appreciation for the activity in an appropriate manner. Thank you notes from children are a good teaching opportunity.
- Parents are solely responsible for their own safety and that of their children while attending CHAT functions.
- Deposits made for field trips are usually non-refundable after the deadline date



## **Spring Formal** **(9<sup>th</sup> – 12th grade)**

### **Chaperones:**

Coordinators and senior parents are given first options for chaperones, then others can fill in the gaps. The number of chaperones will be determined by the formal committee based on how many students are signed up to attend formal. All chaperones must have a background check with CHAT on file.

### **Dress Code:**

#### **Ladies**

1. Dresses must have two straps.
2. If you choose a short dress, it must be no more than two inches above the middle of the knee while standing, and no more than six inches while sitting.
3. If you choose a long dress and it has a split, it must be split NO further than two inches above the middle of the knee while standing, and six inches while sitting.
4. Undergarments should not be visible.
5. If your dress is cut low on the back, be sure it is no lower than three inches below your natural bra line.
6. If your dress is cut low in the front, be sure NO CLEAVAGE IS SHOWING.

All dresses must be approved by turning in pictures of the student in the dress:

- 1) full length head to toe at a distance on the front view after alterations have been done,
- 2) full length head to toe at a distance on the back view after alterations have been done,
- 3) on your knees if dress is short or has a split,
- 4) two pieced dresses must also include a view with arms raised.

**We strongly recommend approval prior to purchase.** We do understand that alterations cannot be completed on unpurchased dresses. We are happy to assist you with ideas for alterations for dresses that are close to meeting dress code standards.

#### **Gentlemen**

1. Coat and tie or tuxedo is mandatory
2. Dress pants and dress shirts are mandatory

\*If you have a date from another school, it is **YOUR RESPONSIBILITY** to make her/him aware of our dress code policy. Pictures of a female date's dress must be approved.

\*Formal is a special night for CHAT students. The coordinators of this event and your director want you to make good choices on this evening. With modesty in mind, this dress code will be enforced at our Formal each spring. You can and will be turned away at the door if you or your date have not followed this policy. Deadlines will be enforced, or you may lose your slot for formal evening.

Director/Coordinators have the right to change the rules if necessary. Dates or companions to formal are subject to approval by formal committee.

**\*\*A Formal Agreement will be signed by the student and the parent prior to the student's reservation acceptance.\*\***