



Trinity Homeschool Guidelines

We are a homeschool co-op, not a school. Therefore, every family who joins Trinity Homeschool Group accepts equal responsibility for implementing and maintaining whatever is necessary for the health of the group, the safety of the children, and the educational needs of our co-op.

Statement of Faith

As a Christian co-op, we operate and educate with a Christ-centered worldview. We ascribe to the ¹National Association of Evangelicals Statement of Faith:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

I. School Schedule/Basics

- Students are divided by grade, based on need & availability. They are taught with a private instructor on Tuesdays and Thursdays.
- Parents are to instruct & oversee homework on the off-days (M, W, F). Parents are responsible for maintaining grades and attendance. Additional parental/instructor responsibilities will be listed in the future. In the meantime, please contact Joan Goff with questions pertaining to this matter.
- For the 2020-2021 School Year, the first day of group instruction will begin on September 8th.

¹ <http://nae.net/statement-of-faith/>

- Group instruction begins promptly at 8:30 AM & ends at 3:00 PM. *Please be punctual*

Trinity Homeschool Group Schedule

(Tuesday/Thursday)

Please walk your child(ren) to class.

*Remember, we are a homeschool group and not a school. This takes everyone participating with setup and teardown (Please refer to the rotation schedule). Thank you!

8:00 AM-8:30 AM Setup/Arrival

8:30 AM Group Instruction Begins

11:15 AM Chapel

11:45 AM Recess

12:15 PM Lunch

12:45 PM Group Instruction Resumes

3:00 PM Dismissal

3:00 PM-4:00 PM Optional Club (when offered)

at picking up your child. It is not the responsibility of the instructor to watch your child outside of his/her hired hours. Please call your child's instructor directly should you have an extenuating circumstance and will be late.

- For safety purposes, children will remain in their classrooms until picked up by his/her parent/legal guardian. Please text, call, or send a signed note if someone other than this will be picking up your child(ren).
- *Please refer to Section VI regarding the optional club hour.*

II. Tutors/Instructors

-Tutors (may also be referred to as *Instructors*) will privately instruct a group of children in the same grade. In some instances, there may be two grades taught simultaneously by that tutor. This will be determined by the number of students, as well as by the qualifications of the instructor.

-A *Lead Instructor* will be the point person for the other instructors. He/she will provide assistance for their needs as they lead the children. He/she will also help maintain structure for the group's education.

Instructor Responsibilities

1. Will follow the COOP Schedule/Calendar
2. Lesson Plans-

Updated 04/14/2019

- a. Please have them in Dropbox, 2 weeks out
- b. There needs to be one lesson per day
- c. Lesson plans sent out the Thursday before
3. Only pre-approved field trips may be put in the lesson plans
4. Classrooms cleaned every Tuesday & Thursday (especially after snacks)
5. Give parents one-week heads up of extra materials needed for experiments, book reports, etc.
6. Will follow the COOP wide Discipline Protocol
7. Administer tests, grade and record tests in all subjects, and please send graded work home to parents ASAP
8. Please do not post pictures of your students on any type of social media. This may be done only on Trinity's private FaceBook page
9. Please be mindful of personal social media posts and photos. The way we present ourselves influences others and reflects on our group. Be cautious of "friending" students.
10. Please stay with your students until they are all picked up
11. Dress should be professional and modest (see section XIII)
12. All instructors will rotate recess and lunch duty
13. Please notify Ms. Joan if a substitute is needed. You may contact the following couple substitute for you: Michelle Lawrence & Kevin Carney: 843-283-2457

Lead Instructor Expectations

1. Overseer/Liaison
2. Lesson Plan/Progress Monitor
3. Alert to calendar change/COOP wide field trips
4. Distribute Curriculum
5. Discipline administrator
6. Instructors guide

III. Parents

-As a home educator, please note that you have educational freedom to supplement what the co-op is designed to provide. You get to decide what additional skills and talents you want to implement into your child's education. The possibilities are endless! We encourage you to explore your options and take advantage of them.

-As a parent-led co-op, each parent/legal guardian has ownership in the group. Each of us can make suggestions; provide insights; volunteer our skills & talents; donate time, supplies, or anything that will strengthen the group overall. We view our group as a family, and therefore, encourage a team mentality in all of our planning.

-Parents are allowed to stay on the premises during the co-op hours. Your presence can be a valuable resource for the instructors, allowing for bathroom breaks and/or

help with classroom needs. However, your presence may also be a distraction. Please consult your child's instructor to determine what will be best for everyone involved.

-Please *do not* complete your child's assignments for them. It is important for their educational development that they complete their own work. It would be better for them to attend class with incomplete lessons than to have had their work done by the parents.

-*Additional Parent Responsibilities*

(Please consult your child's instructor for information.)

IV. Fees/Payment

1. Families are to pay their **instructor \$225** *on or before the 1st day of each month*. Grades **6th-9th** will divide the costs between each instructor as advised by the co-op. *If payment is late (not received on or before the 1st day of the month), you will not have access to the following week's lesson plans until payment is received and a \$15 late fee will be assessed. On the 6th day of the month, if payment still has not been made, sadly, your child will not be able to participate in any of the co-op activities or instruction.*

Exceptions:

- September's payment will be made on the first day of group instruction.
 - January's payment will be made prior to the start of Christmas Break. Instructors will hold payment until January 1st.
2. In order for each grade to have its own instructor, enough students will need to participate. This averages out to **only \$28 for a full day** of instruction per student. This is a huge financial, relational, & educational benefit for our families to have our children tutored in a group. Private tutors typically cost at least that or more *per hour*.
 3. **Cost of books is the responsibility of each family.** The lead instructor will help facilitate the list of books/supplies needed for each grade. You may go to <http://www.bjupresshomeschool.com>, and click on "shop," "textbooks," and choose the appropriate grade to obtain pricing for the *student kit* (unless otherwise instructed).
 4. **Classroom Supplies:** Instructors will need supplies to teach our students. The costs of these supplies are not the financial burden of the instructors, but the parents. One of the many benefits of the co-op is the combined resources and shared expense of materials. In order to facilitate the best education for our children, a **\$75 non-refundable application fee will be paid during registration (\$100 after May/\$150 after June)**. Any additional fees can be discussed on an

as-needed basis, & is a discussion between you, the other parents in your child's class, & the tutor. Some examples may be educational projects or field trips.

5. **Facility Fee:** To cover our costs associated with utilities and janitorial service, there is a \$175 facility fee per family. This can be made in one lump sum or in two \$87.50 installments on Sept. 1st and Dec. 1st.
6. **Science Lab Fees:** Grades 6th-8th = \$20/High School = \$40 per year
7. **Additional fees:** May be required for the overall needs & benefit of the co-op, as determined by the parents.

V. Legal Covering

In order to be part of the Trinity Homeschool Group Co-op, each family **must** be a member of Vine & Branches Home Educators. They provide legal accountability, as well as additional support for the homeschooling process. Affiliation with them also provides our co-op with insurance liability during our group instruction time. Due to these legal ramifications for our group, **proof of membership with Vine & Branches will be required for your student to attend Trinity Homeschool Co-op.**

Here is some information regarding Vine & Branches:

- -<https://www.homeschool-life.com/268/>-
Vine & Branches is a well-known and established co-op.
-They provide assistance with record-keeping, homeschool resources, clubs, field trips, dances, testing, etc.
- There are three levels of fees (subject to change):

Additionally, if you have a High School Student(s), VBHE has a REQUIRED program.

\$20 High School Fee (per student) Base
\$20 (additional) High School Fee (per student) Premium
(Premium includes transcript, etc.)

In addition, you have the freedom also to connect with:

- the public school system
You will need to contact your local school district for registration.
<https://ed.sc.gov/agency/programs-services/125/>
- South Carolina Association of Independent Home Schools (SCAIHS).
- Please visit the website for more information at <http://schomeschooling.com/>

- Bob Jones University is a great option for upper grades, especially starting in your freshman year of High School. Their resources aren't really necessary during the elementary years.

-<http://www.bjupresshomeschool.com/content/ahe-elementary-jr-high>

-<http://www.bjupresshomeschool.com/content/ahe-high-school>

FYI: The website for homeschooling laws in S.C. is

http://www.hslda.org/laws/analysis/south_carolina.pdf

VI. Facility

We have been privileged with a wonderful facility at no financial cost to us. Calvary Chapel has been gracious to open their doors wide to us. In response to our tremendous gratitude, the families of our co-op have a responsibility to:

1. *Respect the facility.*

-We want to be a group that is respectful of not only each other, but of the building (and everything in it: tables, chairs, equipment, bathrooms, curtains, etc.). Please communicate to your child the importance of taking care of anything he/she uses in the church. Please encourage him/her to have the heart of Christ's servant, clean up after himself/herself, and to help others to do the same.

2. *Tuesday Morning Set-up (Begins 8:00 AM-8:15 AM)*

-**Every** family has a responsibility to set up the classrooms and lunchroom for the week. Therefore, there is a calendar rotation where every family will be assigned dates. If you are not able to fulfill that date's commitment, it is your responsibility to switch with someone else. Please contact *Dawn Alexander* for more information.

-Enough tables and chairs need to be set up in the gym for 30 students plus teachers.

-On the morning of your scheduled rotation, please ask each instructor if they need assistance with their room or preparing supplies (i.e. copies, sharpening pencils).

3. *Thursday Afternoon Cleaning (Begins 2:30 PM-2:45 PM)*

-**Every** family has a responsibility to clean up the classrooms, lunchroom, and building for the week. There is a calendar rotation for this, as well. Ideally, **4 parents** each week is best for doing a quicker, but thorough job. Please emphasize excellence over time.

As a friendly reminder, the better care we show the facility, the greater appreciation we show Calvary Chapel for their generosity, & the better our opportunity of retaining use of their space. *If you notice any issues with the vacuum or other equipment, please let *Meggan Goff* know, and 1. try to resolve the problem on your own, if reasonable, or 2. let the group know via FB if there is a need.

***There is a \$150.00 facility fee for the year. (see section IV. Payment/Fees)**

Updated 04/14/2019

4. Providing our own supplies

Calvary Chapel charges a minimal fee to use their facility. We want to be good stewards by not utilizing all of their resources. From time-to-time, we will have a supply collection for paper towels, toilet paper, hand soap, cleaning wipes, copy paper, etc. The supply fee at the beginning of the year is to assist with additional teacher's manuals, printer toner, and miscellaneous supplies needed for the group. Any donations throughout the year, especially for printer toner or recess activities, is greatly appreciated.

5. Parking

-Please leave the parking space directly in front of the walkway open for students to safely get in and out of the building.

6. Doors

-The door to the children's wing will be shut and locked after the start of class. Please try to be early or on time to group, as it disrupts the rest of the class. If you will be late, be sure to text or call your instructor.

-If you are the last parent to leave the building, please let an instructor know so the doors can be locked behind you.

7. Gum

-Please do not provide gum for your children during the group hours. We want to prevent damage to the facility that we have been so blessed with.

VII. Optional Clubs (3:00 PM-4:00 PM)

Parents and/or instructors may volunteer to offer their talents and skills for optional clubs (i.e. drama, arts & crafts, sports). Fees may vary depending on the club offered to cover necessary supplies. Please contact *Joan Goff* if you are interested in leading a club.

1. In order to offer clubs, we need parental oversight to assist the club volunteer, as well as help monitor the safety of our children.

2. **Only students participating in club will be allowed on premises. It is imperative that you pick up your child by 3:00 PM if not participating in club. Pick-up after club is 4:00 PM.** We understand extenuating circumstances happen. Please contact your child's instructor if you are going to be late. **If your child is still on property after 3:00 PM, he/she will be required to go to club.** Please understand that this is for his/her safety.

VIII. Allergies

As a parent-led co-op, we cannot be responsible for the needs of every child. Ultimately, the responsibility of allergies is that of the child's parents. Please emphasize

any pertinent information to your child's instructor regarding the nature of his/her allergies, and instruct your child to not eat/touch anything that may be in question.

IX. Classroom Snacks/Treats

1. Personal snacks are allowed for the children during group instruction. The instructor will determine when it is allowed to be eaten.
2. From time-to-time, we all enjoy doing special things for the children. Due to allergy concerns, we ask that you consult with your child's instructor before providing snacks/treats for the classroom.

X. Lunches

Please provide a cold lunch for your child, as we do not have access to enough microwaves. Include any necessary utensils and paper goods. This will allow the lunch period to flow more efficiently. You are also free to bring a hot lunch for your child. You may enjoy lunch with them, or simply leave the meal in their classroom.

XI. Personal Electronic Devices (students)

- Electronics need to remain in book bags during group instruction, including lunch and recess.
- If needed for school work or to contact parents, permission may be granted by the instructor.
- Devices can be used at the end of group instruction or club, or on a as-needed basis per instructor or parental oversight.

XII. Field Trips

- Your family can enjoy field trips whenever you want. However, you are responsible for the assignments on that day. You have the option for the field-trip to be just for your family. Or, you can open it up class and/or co-op wide.
- Field trips for a *specific class* need to be discussed with the class instructor so the assignment schedule can be adjusted, if needed.
- Field trips for the *entire* co-op need to be discussed with Ms. Joan. She will then coordinate with the other instructors.
- Parents are encouraged to share trips/event with one another via Facebook - we can always invite one another along to trips we have planned personally.
- **Co-op or class-wide field trips need to be communicated with the instructor(s) a month in advance to clear the assignments for that day.**

XIII. Clothing

Updated 04/14/2019

We want to provide our children, instructors, and parents with the freedom of personal expression and comfort. However, *children, instructors, and parents* alike, please be mindful of any apparel that may be immodest and/or detract from the learning environment. We ask that long tunics be worn over leggings and tight pants, such as skinny jeans and yoga pants, that sheer/revealing clothes and short skirts/dresses/shorts be avoided.

²Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thessalonians 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as the primary educators of their children (Deuteronomy 6; Ephesians 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing.

Parents and instructors best lead by example. It is helpful to remember that different settings lend themselves to apparel acceptable for the occasion. Clothing for the beach/pool will vary from that of a formal occasion, such as a wedding or banquet. Fitness apparel, along with the ones just noted, will differ from the attire that is appropriate for an educational setting, such as ours. Casual clothing is acceptable, but please use discretion. Should you have any questions, feel free to ask.

XIV. Concerns pertaining to your student/child's instruction.

(Refer to Matthew 18:15-17, Ephesians 4:26-27, James 1:19 when dealing with any conflict or concern. And, remember to do so lovingly and graciously.)

-First contact your child's instructor or parent.

-Please do not *negatively* discuss your issue with other families. Let's aim to be constructive & Christ-centered in our words and actions, seeking reconciliation & resolve. Let us always remember that Christ values the people in the situation over the situation itself.

² adapted & adopted from HarvestChristianAcademy.com

-If there is something educationally that is not being resolved directly with the instructor or parent, please reach out to the Lead Instructor, *Joan Goff* (dsiple@sccoast.net).

XV. Social Media

1. Our website is www.trinityhomeschoolgroup.weebly.com
2. Our closed Facebook group name: Trinity Homeschool Group
 - We keep this private for the safety of our families.
 - It is used as a communication portal for our group and as a way to share photos of our co-op experiences.
3. Our public Facebook page name: Trinity Homeschool Group is to refer interested family and friends. It is a way to tell people about our group and to direct them to our website & contact information.
***No personal photos are shared on here without permission from parents.
4. Individual instructors may choose to communicate through a Facebook page specific to their classrooms so information does not get lost on our group page.

XVI. Discipline

1. Please speak with your child(ren)'s instructor pertaining their particular in-class policy.
2. We DO NOT use corporal punishment.
3. We believe, as a co-op, it is the parents' primary responsibility to discipline their child(ren). However, we must maintain a healthy, Christ-honoring, educational environment that minimizes distractions and does not tolerate particular behaviors.

XVII. Bullying will NOT be tolerated

We understand that children are not perfect; in fact, the Bible says that no one is. We are in need of a Savior. We need guidance, grace, and forgiveness. Every person is growing in loving communication and actions. Bullying, however, goes beyond the normal childhood disagreements and behavioral challenges and will not be tolerated. Bullying is NOT just “a part of life” or a “normal part of growing up.” Bullying usually involves three individuals or groups: the bully, the victim and the bystander. Bullying is repeated, aggressive behavior towards one person from another person or group of people—and it is hurtful. It might be shoving, name-calling, shunning, lunch stealing or even gossiping.³

Here are the consequences at THG:

³ <https://www.st-dennisschool.org/policies-procedures/>

1. If the bullying/harassment is unknown to the parents (of all students directly involved), they are notified by the lead instructor.
2. The lead instructor interviews the students involved individually.
3. The lead instructor interviews the main students involved together.
4. The lead instructor and possibly the Board of Directors discuss the appropriate actions and consequences.
5. The lead instructor informs the parents of the victim(s) and the parents of the person(s) doing the bullying/harassing of the events.
6. The lead instructor provides appropriate follow-up.
7. The lead instructor will complete an incident report.⁴

XVIII. Contacts

Vine and Branches Home Educators:

Kim Mitchell
kim.mitchell@vine-branches.org
Post Office Box 3533
North Myrtle Beach, SC 29582
(843) 504-8194

THG Board Members

(Simply represent & communicate the thoughts, ideas, input, and opinions of the entire group.)

Lead Instructor

Joan Goff
dsiple@sccoast.net

Program Representative/New Members/Website

⁴ http://stvincents-school.org/wp-content/uploads/bsk-pdf-manager/Discipline-Policy_101.pdf

Meggan Goff
trinityhomeschoolgroup@gmail.com

Program Representative Assistant/Admin

Open position-to be filled
trinityhomeschoolgroup@gmail.com

Treasurer/Supply Coordinator

Ketra Miller
ketratmiller@gmail.com

Social Events Representative

Molly Howard
mollybhoward@aol.com

Additional THG Contacts

Set-up Rotation

Dawn Alexander
da3682@sccoast.net

Cleaning Rotation/Building Concerns

TBD