



## 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 <sup>1</sup>National 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 Stack with any questions pertaining to this matter.

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<sup>1</sup> <http://nae.net/statement-of-faith/>  
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## Trinity Homeschool Group Schedule (Tuesday/Thursday)

\*Please walk your child(ren) to class and pick them up from class.

\*Remember, we are a parent led homeschool group and not a school.

**8:15 AM-8:25AM** Arrival

**8:30 AM** Group Instruction Begins

**11:15 AM** Chapel

**11:45 AM** Recess

**12:15 PM** Lunch

**1:00 PM** Group Instruction Resumes

**3:00 PM** Dismissal

**3:00 PM-4:15 PM** Optional Club (when offered)

- Group instruction begins promptly at 8:30 AM & ends at 3:00 PM. *Please be punctual 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 or three grades taught simultaneously by that tutor (ie. Middle school). 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 the instructor's needs as they lead the children. He/she will also help maintain structure for the group's education.

### **Instructor Responsibilities**

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

1. Please have them in Dropbox, 2 weeks out
2. There needs to be one lesson per day
3. Lesson plans sent out via email to parents & lead instructor 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 co-op 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 Mrs. Joan Stack if a substitute is needed.

### **Lead Instructor Expectations**

1. Overseer/Liaison
2. Lesson Plan/Progress Monitor
3. Alert to calendar change/co-op wide field trips
4. Distribute Curriculum
5. Discipline administrator
6. Instructor's 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. 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 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*. *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 approximately \$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.** 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). *Kindergarten, 1st, & 2nd grades need to contact Wendy Puthuff to purchase books to insure the correct edition is bought.* Wendy Puthuff represents BJU and can assist with ordering books and always offers a discount. She is aware of the correct curricula editions each grade needs. Her information is: 843-697-2360, [wendyputhuff@gmail.com](mailto:wendyputhuff@gmail.com)
  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. 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. **Application Fee:** In order to facilitate the best education for our children, a **\$75** (through May 31st) **non-refundable** application fee will be paid during registration (**\$100 June 1st/\$150 July 1st**).
6. **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. 6th and Jan 3rd. You may pay with a check to our treasurer or via Venmo. If paid on our website, there is a convenience fee as well. **If payment is late, you will not have access to the instructor's lesson plans until payment is made. After 1 week, 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.** \*Please let our board director know if there is a hardship in your family that would prevent payment so it can be discussed.
7. **Science Lab Fees:** Grades 6th-8th = no additional fees at this time.
8. **Additional fees:** May be required for the overall needs & benefit of the co-op, as determined by the parents.
9. **Accountability Fee under Vine and Branches:** discounted *renewal* enrollment of \$75 beginning July 1st or \$90 for *all new members* or anyone registering after August 1st . This fee is NOT payable to THG. It is separate from your application and facility fees and must be paid direct to VBHE. (see below for more information)

## ***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 Group.**

Here is some information regarding Vine & Branches:

- [-https://www.homeschool-life.com/268/](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.
  - They open renewal membership enrollment July 1st with a discounted renewal fee of \$75. The fee increases to \$90 on August 1st.

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-All new members will pay the \$90 registration fee initially regardless of when registering.

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](http://www.hslda.org/laws/analysis/south_carolina.pdf)

## ***VI. Facility***

We have been privileged with a wonderful facility with minimal financial cost to us. Timberlake Baptist Church 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 & Thursday Morning Set-up**

-For the 2022-2023 school year, we are blessed to be able to keep our classrooms set-up from week to week. No additional set-up is needed day to day.

**\*There is a \$175.00 facility fee for the year. (see section IV. Payment/Fees)**

### **3. Providing our own supplies**

Timberlake Baptist Church 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

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donations throughout the year, especially for printer toner or recess activities, is greatly appreciated.

#### 4. Doors

-The door to the children's wing will be shut and always locked. 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.

#### 5. 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-4:15 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 Stack* 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 4:15 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 & water bottles 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.

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## ***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 (phone, iPad, etc.) need to remain on silent and *in book bags* during group instruction, including lunch and recess.
- If needed for schoolwork 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 an 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.
- Our approved calendar provides 4 co-op wide field trips. These are planned by parent volunteer(s) and count as a school day if you participate. If you are unable to participate, parents are responsible for that day's assignments.
- 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 Stack. She will then coordinate with the other instructors.
- Parents are encouraged to share trips/events 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***

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 tightpants, such as skinny jeans and yoga pants, that sheer/revealing clothes and short skirts/dresses/shorts be avoided.

<sup>2</sup>Our 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.

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

#### ***XV. Social Media***

1. Our website is [www.trinityhomeschoolgroup.com](http://www.trinityhomeschoolgroup.com)
2. Our closed Facebook group name: Trinity Homeschool Group
  - We keep this private for the safety of our families and only accept members who are directly involved in the education of the enrolled child(ren).
  - It is used as a communication portal for our group and as a way to share photos of our co-op experiences.

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<sup>2</sup> Adapted & adopted from [HarvestChristianAcademy.com](http://HarvestChristianAcademy.com)  
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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 here without permission from parents.
4. Individual instructors may choose to communicate through a private Facebook page specific to their classroom, so information does not get lost on our group page.

### ***XVI. Discipline***

1. Please speak with your child(ren)'s instructor pertaining to 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.<sup>3</sup>

#### **Here are the consequences at THG:**

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.<sup>4</sup>

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

<sup>4</sup> [http://stvincents-school.org/wp-content/uploads/bsk-pdf-manager/Discipline-Policy\\_101.pdf](http://stvincents-school.org/wp-content/uploads/bsk-pdf-manager/Discipline-Policy_101.pdf)  
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## **XVIII. Contacts**

### **Vine and Branches Home Educators:**

Stephanie Parker, Director of Accountability, New Members

[accountability@vbhe.org](mailto:accountability@vbhe.org)

843-504-8194

Jennifer Weatherford, VBHE

President [president@vbhe.org](mailto:president@vbhe.org)

843-495-2649

### ***THG Board Members - [trinityhomeschoolgroup@gmail.com](mailto:trinityhomeschoolgroup@gmail.com)***

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

#### **Program Director/New Members**

Christy Brown

#### **Assistant Program Director/Admin/Website**

Tangie Laws

#### **Treasurer/Supply Coordinator**

Dawn Alexander

#### **Lead Instructor**

Joan Stack

[dsiple@sccoast.net](mailto:dsiple@sccoast.net)

#### **Secretary**

Candace Klixbull

#### **Member**

Andrea Steadman

#### **Member**

Caleb Coblentz