



“Guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long.”
Psalm 25:5

Parent and Student Handbook

Update 6/24

CHC email address:

Conroecompass@hotmail.com

CHC on Facebook:

www.facebook.com/conroecompass

CHC on the web:

www.conroecompass.com

Currently meeting at:

[First Christian Church in Conroe](#)

Compass Homeschool Co-op

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MISSION AND STATEMENT OF BELIEF

Our Mission

We exist to glorify God by training our children to walk with Him in everything we do as homeschooling families. Our vision is to see our children grow into the likeness of Jesus through their education, service, relationships, and fun! We offer a unique opportunity for homeschooling families to journey together in both academic and enrichment endeavors, service to others, character building and fellowship.

We Believe

.... that the Bible is the Word of God and without error in the original writings and is to be the only rule and authority for faith and practice. (2 Timothy 3:16-17; 2 Peter 1:21)

....in the one true God who is eternally and equally existent in three persons: God the Father; God the Son; and God the Holy Spirit. (John 10:30; 2 Corinthians 13:14; 1 Peter 1:2)

.... that man came by direct creation of God and not by evolution. (Genesis 1-2; John 1:3; Colossians 1:16-17)

.... that man was created in the image of God. Through man's sin (by nature a sinner from birth), he was separated from God, becoming spiritually lost and needing to be born again. (Genesis 1:26-27; John 3:3; Romans 5:15)

.... salvation is offered as a gift, free to the sinner by grace alone, by believing in and accepting Christ as personal Savior. Salvation is only through the shed blood of our Lord Jesus Christ. (John 1:12; Ephesians 1:7; 2:8-9)

....in the deity of Jesus Christ and that He was virgin-born, sinless, died on the cross, atoned for the sins of the world, was physically raised from the dead on the third day, which insures the resurrection of all believers who have personally received Him, and He is coming again. (Matt 1:23, 2 Corinthians 5:21, Acts 16:31, 1 Corinthians 3-4, 1 Thessalonians 4:16-17)

.... that marriage is the foundation of family life, and that God's design for marriage is between one man and one woman (male and female) and anything outside that is contrary to the Word of God (Romans 1:18-32, Matt 19:4-5).

.... that God is the giver of life, and all human life is sacred from conception to its natural end and to be protected. (Genesis 1:27; Job 12:9-10; Psalm 139:13-16; Exodus 20:13; Psalm 82:3-4; Psalm 139:13; Isaiah 49:1; Jeremiah 1:5)

....that God wonderfully and immutably creates a person exclusively male or female. These two distinct genders together reflect the image and nature of God. Rejection of one's biological gender and God-given identity is a rejection of the image of God within the person. (Gen 1:26-27, Matt 19:4)

These are statements we believe, act upon, and seek to follow in our co-op out of commitment and gratitude to the Lord.

**If questions arise that are not covered in the statement of faith, we encourage discussion, study of the Word of God, and prayer for God's direction for your personal life with respect for others. It is never appropriate to tear down other people or organizations. We set aside our differences in order to serve and love people.

Who We Are

Co-op Information

Our desire is that classes at Compass will honor God and be a blessing to homeschooling families. We want to be a place of nurturing support and love, while also helping children to develop good habits and virtues.

- We are a Christian co-op with a missions focus and require everyone to agree with our statement of faith.
- Compass offers both academic/core and elective classes for families with children in Kindergarten or older.
- All of our class offerings will be from a biblical worldview when applicable.
- Families must have at least one child in Kindergarten thru high school to be eligible to attend Compass (nursery and prek are available for younger siblings only).
- We are NOT a drop off or a la carte co-op.
- We don't keep grades or maintain student transcripts.
- It is important that you read this entire handbook to understand the program and determine if Compass is a good addition to your personal homeschool.

Commitment

- As a Co-op, we rely 100% on every parent to help so it requires **extensive parental involvement**. Everyone will have jobs to do throughout the day.
- We do not allow families to only attend 1 or 2 classes and then leave, they must stay for the full session (whether it is full day or half day). **Exceptions may be made for high school students.*
 - We are NOT an a la carte co-op.
- A parent/guardian must stay on-site with their child/children.
 - We are NOT a drop off co-op.
- Once you pay the registration fee, you make a commitment to teach, help, clean, and/or other roles throughout the semester.
- Lack of commitment results in a heavier workload and possible burden for others.

Where and When we meet

- We currently meet at First Christian Church.
- We meet on Mondays, August – May from 9:30 a.m. to 2:30 p.m. Families have 2 session options to choose from.
 - Full Day – Goes from 9:30-2:30 and includes
 - Academic classes in the morning for all ages
 - Elective classes in the afternoon for all ages.
 - Core classes in the afternoon for highschool.
 - Half Day – Goes from 11:55 – 2:30 and includes
 - Elective classes in the afternoon for all ages.
 - Core classes in the afternoon for highschool.
 - On ALL Compass lunch days, half day families will need to be there at 11:20.

Co-op Schedule

09:15 – 09:30am	Teacher set up
09:30 - 09:35 am	FAMILY ASSEMBLY
09:40 - 10:25 am	CORE 1
10:30 - 11:15 am	CORE 2
11:20 - 12:05 pm	Lunch/Recess/Elective Teacher Set-Up
11:55 pm	LIT
12:10 - 12:45 pm	Chapel
12:50 - 01:35 pm	ELECTIVE 3
01:40 - 02:25 pm	ELECTIVE 4
02:25 - 02:30 pm	Cleaning Jobs

Modified Schedule

Morning classes stay the same.

11:20 – 11:55 pm LUNCH (*Elective Teacher Set-Up*)

NO Recess

12:00 - 12:45pm ELECTIVE 3

12:50 - 01:35 pm ELECTIVE 4

01:40 – 02:25 pm SPECIAL EVENT

02:25 - 02:30 pm CLEANING JOBS

**Please expect to stay longer these days since the event may go longer than 2:30

Board of Directors/Leadership Team

The Leadership Team and board members are a group of likeminded homeschooling parents who are responsible for organizing Compass Homeschool Co-op, as well as making decisions that pertain to Compass.

- Compass is a 501c3 organization with no voting members.
- The governing body of Compass is the board of directors. They oversee the overall mission, policy, legal items, and accountability of Compass.
 - If you need to reach the board, you can email ConroeCompassBoard@hotmail.com
- The Leadership Team is the group of individuals who are responsible for all day-to-day decisions, procedures, and operations.
- Both the board and the Leadership team are all volunteering their time, like everyone else, so they are not paid.
- Please feel free to contact them with any questions you may have.
- The Board and Leadership Team is self-perpetuating, meaning the BOD/leaders serve until they step down and the existing directors/team determines the replacement for the BOD/leaders.

Our Programs

Full Day Membership

Our Full Day program runs from 9:30 am - 2:30 pm. This includes morning assembly, academic classes in the morning, lunch/recess, chapel, and two elective classes in the afternoon (academic/core classes for highschool).

Half Day Membership

Our Half Day program is for those who only wish to participate in the afternoon. It runs from 11:55 am - 2:30 pm. Half day programs consists of chapel and two elective classes in the afternoon (academic/core classes for highschool).

- While lunch/recess is not included in this time, it is STRONGLY ENCOURAGED as a way of connecting with other families and starts at 11:20 am.
- Half day families are required to attend lunch/recess when we have ALL COMPASS LUNCH DAYS.

Because the academic/core classes run the full year, a full year commitment is highly recommended if your child is taking any of these classes in order to have continuity in the classes.

Social Membership

This program is only offered to existing members who may no longer be able to attend full or half day, but would like to stay informed of our socials. This will allow families to participate in MOMS Time, socials, field trips, service projects, Showcase Night, and Splash Day without the semester commitment. **only available upon request**

Financial information

Non-refundable Registration Fee

The registration fee is \$50 per semester per family and is due from all members before their child can be registered for classes.

Tuition Fee

Half Day

- 1-3 kids - \$75 in addition to the registration fee (making it \$125 per semester) for a family with up to 3 children.
- 4 kids - \$90 in addition to the registration fee (making it \$140 per semester) for a family with up to 3 children.
- 5+ kids - \$105 in addition to the registration fee (making it \$155 per semester) for a family with up to 3 children.

Full Day

- 1-3 kids - \$125 in addition to the registration fee (making it \$175 per semester) for a family with up to 3 children.
- 4 kids - \$140 in addition to the registration fee (making it \$190 per semester) for a family with up to 3 children.
- 5+ kids - \$155 in addition to the registration fee (making it \$205 per semester) for a family with up to 3 children.

Other fees

Uniform

- Every family on campus must purchase and wear a Compass t-shirt (with the exception of babies and toddlers). Please see "Dress Code" portion of the Compass Handbook for more information.

Class fees

- While most classroom supplies are included in the tuition, we realize that some classes will use or need more than what is available. If there is a class fee, it will be listed by the class description on the website. Please check for a fee before registering to avoid surprises later.

Payment

- The balance of your tuition fee will need to be paid in full by Orientation each semester unless other arrangements have been made with the Leadership Team.
- Payments are paid
 - through the website,
 - given directly to a Leadership Team Member at Orientation, or
 - a check mailed to the mailing address (please email Compass for this address.)
- Please do not give checks or cash to the teacher or another parent unless the Leadership Team tells you otherwise.
- Make checks payable to Conroe Compass Homeschool Org and mail them in or bring to Orientation.
- Cash is only accepted at Orientation.

Late fee

- A late fee of \$10 will be applied to hold your child's place in class.
- If the balance is not paid by the first day of Co-op (including your late fee), then your child(ren) may lose their place in the classes they signed up for.

Refunds

- The registration fee is nonrefundable once paid.
- A week before Compass begins, NO refunds will be given.
 - There are a few exceptions to this, such as unforeseen illness or an unexpected move that will require your family to drive over an hour to Compass. This will be decided by the Leadership Team.
- If your reason for leaving is approved for a refund, the refund will be prorated based on the date you notify Compass.
 - If you notify them before your last day at co-op, then it will be pro-rated based on the last day of attendance. The non-refundable fee as well as any extra class fees are NOT included in the refund.
- Absolutely no refunds will be approved after the 5th Co – op meeting.
- If you need to request a refund, please submit your details for the Leadership Team to review and approve.

Scholarships

- While we would love to help every family that applies for assistance, we are limited on the amount of money we can give as well as the number of scholarships that we are able to offer.

- CHC requires a completed scholarship form from each applicant. Upon prayerful review of those applications, a limited number of full and partial scholarships are awarded at their discretion. All applications are held in the strictest confidence.
- You must first fill out an application to join Compass. If we have room for your family, you will be accepted and will have access to the scholarship form. Upon submission of the form, you will be notified when a decision has been reached. Please note we may limit the amount of scholarships a family receives from Compass. Priority consideration is given to returning member families.

If you feel led to give money for the scholarship fund, please let the Leadership Team know!

Membership information

Memberships are for only one semester (Fall from June – December or Spring from January – July) and will need to be renewed each semester.

6 Steps of Admission for New Members

Our admissions process is designed to help you ascertain if Compass would be a good fit for your family's needs and goals.

- **Step 1**
 - Look over our website to see what Compass is about. Prayerfully consider Compass as a fit for your family. Consider your family's needs and goals and whether Compass could help you meet them.
- **Step 2**
 - Be willing to meet the eligibility requirements as described here:
 1. Must be homeschooling by the time Compass starts.
 2. Must have a student in Kindergarten or higher (must be 5 by Compass cut off date by October 15)
 3. Must be willing to fill out a background check and pass it.
 4. Must agree with, sign, and uphold the statement of belief (found below)
 5. Must agree to add their talents, gifts, and expertise to the co-op by fulfilling the parent/guardian responsibilities given by Compass found in this handbook and on the parent contract. We have different areas to serve in while at Compass and all families will be required to sign up for their specified required number of jobs that semester.
 6. The family/child must agree to attending either the full day session or the afternoon only session and all classes associated with the session they chose, including chapel and assembly. (We are not an a la carte program.) ***Exceptions may be made for high school students.*
 7. A parent/guardian must agree to be on-site with their child/children. We are not a drop off co-op. ***Exceptions may be made for high school students and morning middle school students.*
 8. Must agree to pay the required dues each semester.
 9. The family must read the parent/student handbook and willingly submit to all policies/rules included in the handbook. (found below)
 10. Must agree to sign all required forms for that semester.
 11. Must agree to interview with the leadership team or board member. All family members who want to attend on Mondays must be present.
- **Step 3**
 - Look over the calendar and schedule and make sure that you and your family are able to fully commit to Compass. Our success is VITAL to each family being fully committed.
 - We have an absence policy. **If you know in advance that you will be missing 3 or more co-op days, then we recommend that you hold off on registering your family this semester.**
- **Step 4**
 - If you feel that Compass will be a good fit for your family then fill out the member application to be put on the waitlist. The member application can be found on our website under the "Join" link at the top.
 - Applications can be filled out at any time throughout the year.
 - Every member of your family that will be attending on Mondays must be added on the application.
 - Membership application includes reading, signing, and agreeing with the financial commitment, Compass Handbook, and the statement of belief.
 - Members must agree to uphold the statement of belief in all areas of their life.

- ****Filling out the application does not guarantee availability or acceptance to Compass. Everyone is put on a waitlist****
- **Step 5**
 - Must interview with the leadership team or board members to see if they meet all the above requirements as well as to see if Compass will be a good fit for them. This will be done either in person or zoom. All family members who want to attend on Mondays must be present at the interview.
 - Interviews will only be given to those who have an application on file.
 - They are REQUIRED for all families BEFORE you can be accepted to Compass.
 - ****Attending an interview does NOT guarantee availability or acceptance to Compass.****
- **Step 6**
 - Wait to see if a spot opens up. Our current members register first. After they register, we will see how many spots we have available for the new semester.
 - If a spot opens for your family (we must have room at Compass for EVERY member of your family that will be attending on Monday so please make they are included on the application), Compass will contact you through email AND text.
 - Offering to teach a class may give your family higher priority if we are in need of a teacher at that time.
 - If you do not respond in the time specified in the email/text (a minimum of 24 hours), you will lose your spot on the waiting list and Compass will move to the next family.

Once all the spots are filled, we will close registration and send emails to those that didn't get in letting them know their status. Those families will remain on the waitlist for the future until either

- a spot opens up
- you contact us saying you want off, or
- you are contacted by Compass with an available spot but you do not respond in a timely manner.

Membership in Compass is a privilege, not a right. Membership may be denied to any applicant if the Board or Leadership Team feels an applicant would compromise the mission, purpose or cohesion of Compass.

Acceptance into Compass

Once accepted and you receive the acceptance email, you will need to:

- Complete the following forms.
 - Signed Statement of Belief
 - Signed Background Check Form
 - Signed Medical Release and Waiver of Liability
 - Signed Student Contract
 - Signed Parent Contract
 - signed Teacher Contract (only if teaching)
- Pay the non-refundable registration fee of \$50 for the semester. **This deposit will be applied toward your tuition fee.**
- Sign up for the required number of jobs including teaching and/or helping positions.
- Order Compass shirts (there is a dress code in the handbook that every member will have to follow)
- Join the Facebook members only group (if you do not have Facebook, please let leadership team know.)
- Register your children in classes when it opens to you.
 - You will be able to register your children in classes until all the required steps above are completed.

Families that are not fully registered by the deadline will be dropped from all class rosters unless previous arrangements have been made with the Leadership Team. The next family on the waiting list will be invited to fill the empty spot.

Renewals

Memberships will need to be renewed each semester.

Prior to renewing, Compass membership requirements are:

- Sign up for the required helping/teaching jobs.
- Sign all the required forms for that semester.
- Update website profile and medical release/waiver if any changes have been made.
- Payment of nonrefundable registration fee
- Payment of any outstanding balances for the current semester

- Must be in good standing with Compass.

Withdrawing from Compass

If you are withdrawing from Compass, please notify the leadership team by emailing conroecompass@hotmail.com. Please see our refund policy in this handbook regarding this matter.

If after withdrawing, you decide you would like to join Compass again, your family will be placed at the top of the wait list ***If you AND your children were in good standing with Compass.*** If not, then you will be placed on the waitlist in the order your new application was received.

***** Membership of any member may be refused or terminated if the best interests of the organization will be served thereby. *****

Our Classes

Overview of classes

- Classes offered at Compass are taught by the parents
- Compass is not a school; therefore, we do not keep a record of grades and we do not maintain student transcripts.
- It is the parents' sole responsibility to maintain grades/transcripts for their own child(ren).
- If the teacher assigns something, she may choose to grade it but then give it back to the student for the parent to keep in their records. (Please see our homework section below)
- Only the children added to the application and registered for Compass may be allowed to sign up for and attend classes at Compass.
 - Exceptions may be made for families who have kids in public school, and they have a holiday when Compass does not. This must be approved by leadership in advance.
- ALL classes are grouped by age so your child will only be able to choose classes offered for his/her age group. We have an age cut off date of October 15 for the school year. (August - July)
- Teachers have the ability to move a child from their class if they do not feel that he/she is ready for academic/core classes. A meeting with the parent and someone from the Leadership Team will occur before this takes place.

Pre-K and under

- Available for use by families who have an older sibling (kindergarten and up) in the co-op.
- All classes are together down one hall with a class bathroom.
 - Older children will not be allowed into these areas unless they are a LIT helping in one of these classes or with their parent.
- Children must be registered in a Pre-K and under class to be able to attend that class.
- PreK children must be potty trained.
 - If they are not potty trained yet, they will need to stay in the toddler class until they are fully trained.
 - Our Pre-K and older teachers are not responsible for changing diapers, helping with potty training, or changing clothes in the case of an accident. If they have an accident, we will get the child's parent to come change them.
- Children will be released only to parents of that child or to LIT **siblings** if PRE-APPROVED by the teacher.
 - They will NOT be released to JR LIT.
 - Please do not send an LIT sibling for a child unless you have spoken to the teacher in advance.
- If nursing, we ask that you respect the adults and children around you and please try to not let any "private parts" be seen.
 - We do have a nursery room you can use, or you are welcome to use another room that is available during that time if needed.
- Toddler and nursery kids can stay with mom ONLY IF NEEDED and as long as the child doesn't become a distraction and you are still able to be an effective teacher/helper.
- Pre-K and up should try to go to their class.

Kindergarten to Middle School

- **Academic/Core Classes**
 - Our academic classes (also known as our "core classes") are offered in the morning for all ages and in the afternoon for highschool.
 - **My Father's World**
 - Compass uses My Father's World curriculum for the majority of our core classes for 8th grade and under and follows along with the Teacher's Manual for the whole school year.

- This gives your child a unique opportunity to do some of their weekly lessons in a classroom setting, which in turn lightens the load at home.
 - No homework is assigned for the younger classes.
 - A syllabus will be handed out or posted so that you are able to follow along and know what has been taught from the Teacher's Manual each week.
 - Those not using My Father's World at home may still choose to participate in these classes as a way of supplementing their child's learning.
 - Please click [here](#) to see more info about MFW.
 - **Physical Science/General Science**
 - Compass offers these 2 sciences on a rotation to 7th and 8th graders.
 - There are some prerequisites that must be met in order to sign up for these classes.
 - Prerequisites will be listed on the class registration page under the class.
- **Elective Classes**
 - Our elective classes are offered in the afternoon for all ages and will vary each semester.
 - The classes taught are largely dependent on what YOU, the parent, want to teach!
 - Some classes that have been offered in the past are: Legos, Sew Fun, Detective Science, Painting With A Twist, Minecraft, and Science Fair.
 - There are many different options for your child to choose from each semester, and we can't wait for you to see the new classes that have been proposed!
- **Chapel**
 - Chapel is a required time for our 1st grade to 6th grade students to come together in worship through song and study of the word of God.
 - We have playtime available for Kinder and under in classrooms or on the playground.
 - We have a separate chapel (Jr. LIT) for 7th and 8th grade students
 - Sometimes we will have ALL family chapel days or announcements at the beginning of chapel.
 - When that happens, the whole family will be required to attend.
 - Please see chapel rules below.
- **JR LIT**
 - JR LIT is required for all 7th and 8th grade to take.
 - LIT stands for Leadership in Training.
 - This takes the place of recess and chapel. It is a time where they have devotions, small group, team building activities, and more.
 - JR LIT has teen only events throughout the semester.
 - JR LIT has jobs to do throughout the semester such as helping with end of day cleaning, selling snacks at lunch, helping in classes, etc...
 - JR LIT do not need to have adult supervision when not in class.
 - If they are caught not following rules or in an area on Campus they should not be then that person will lose this privilege.

High School Classes

Compass offers all highschoolers a choice among 2 core classes, 1 elective class, and study hall for both the morning and afternoon sessions.

- Elective classes can change each semester depending on what the parents propose.
- We run core classes on a 2 year rotation
- Here are the core classes we offer:
 - **Year 1**
 - 9th and 10th graders - Chemistry and Grammar/writing
 - 11th and 12th graders - American Lit/Essay writing and World geography
 - **Year 2**
 - 9th and 10th graders - Biology and American History
 - 11th and 12th graders - Govt/economics and a science
- **LIT**
 - LIT (Leadership in Training) is required for all highschoolers to take.
 - This takes the place of recess and chapel. It is a time where they have devotions, small group, team building activities, and more.
 - LIT have teen only events throughout the semester.
 - LIT has jobs to do throughout the semester such as helping with end of day cleaning, selling snacks at lunch, helping in classes, etc...
 - LIT do not need to have adult supervision when not in class.

- If they are caught not following rules or in an area on Campus they should not be then that person will lose this privilege.
 - LIT can pick up siblings from classes if preapproved in advance with teacher and the mom.
- **Study Hall**
 - Offered every period for LIT students. (NOT JR LIT)
 - Students in study hall are expected to work independently and quietly.
 - They need to be stationed in the gym and will not be allowed to roam the buildings.
 - The student will need to use headphones if what they are working on has sound.

Homework

Compass has three levels of homework expectations, which is up to the teacher and are indicated in the description for each class.

- None or optional applies to all elective classes and some core classes.
- Required: In core classes only. Completion of homework is required and vital for class.
 - Parents will be contacted if homework is not complete.
 - If this is an ongoing problem, the student may be moved to study hall for the remainder of the semester.
 - No refunds will be given.
 - Teachers will not be required to grade the assignments or keep the grade of any child in the class unless they choose to.

Class Supplies

- All students are required to bring the supplies listed on the supply list found on the website.
- Make sure all supplies are clearly labeled.

Students with Special Needs

If your child has a special need that teachers should be aware of, please be sure to let your teachers know. We may request that you serve as a shadow/helper in each session to assist your child and make sure he/she receives the full benefit from the co-op. In addition, if you feel your child will struggle with the curriculum or some activity in any specific class, please talk to the teacher and work out an agreement to have them opt out of that part.

Class registration

Class enrollment will take place twice per year prior to each semester. The class schedule and descriptions will be posted on the Compass website.

Registration Requirements

- Children must be enrolled for classes during each period the family is on site.
- Must meet the age requirement both semesters to enroll in the class they want.
 - Classes are set by age. The cutoff date for both semesters is October 15 of the current school year which is from August to May.
 - You must stay with that same age group for every class chosen.
- Upon enrollment, members are responsible for all class/material fees regardless of class placement or if attendance plans change.

Priority Registration

- Families will be able to register in this order:
 - Leadership/Board members
 - Teachers' kids (according to the number of classes taught)
 - Returning members
 - New members

**If a class minimum is not met, the class may be cancelled, and your child will need to register for a different class. You will not lose your spot in Compass if a class is cancelled.

Year-long classes

- Some classes are year-long, which means new students may not be able to join in the middle of the year. That will be up to each teacher.
- Students who enroll for the first semester of a year-long class will be automatically placed in the second semester if returning.

- To get the most from that class, we ask that you consider enrolling for both semesters.
- If the parent does not want the student to continue in that class, the parent will be responsible for the second semester fees for that class (if any). They may take that student out of that class and may enroll them in another class.

Class waitlists

During class enrollment, parents will have the option to place their student on a waitlist for classes that are full.

- Please sign them up for the second-choice class.
- Email leadership letting them know the child's name and what class/period they wanted.
- If space becomes available, the parent will be contacted, and the student will be moved to the new class if desired.
- No refunds will be given for a dropped class.
- Class/material fees will be due for the new class.
 - If you are not willing to pay for a new class, please do not add your student to a waitlist.

Class changes

Within the first two weeks of a semester, students may transfer to another class if there is space and if they are the right age/grade for that class. Contact Leadership for full details.

- Teachers may refuse a new student once classes have begun.
- No refunds on class fees will be given for dropped classes.
- Class/material fees will be due for the new class.
- After the 2nd week of coop, classes become final.

Participation Expectations

Opportunities to Serve

This is truly a cooperative effort in that every family will play an important role in the success of this learning venture.

- We expect families (and JR LIT/LIT) to sign up for jobs to be done throughout the semester.
- We expect families to fulfill their job responsibilities.
- We expect families to be available to provide additional assistance if needed.
- If you are unable to fulfill your assigned jobs due to absence, it is YOUR responsibility to find a replacement.

Job assignments

- Returning members will be able to choose the positions they want (from the positions still available at that time)
- Positions are filled on a first-come basis.
- Members who have not signed up for positions when registration opens will not be allowed to register their kids in classes until they do so.
- New families may not have the chance to choose their positions their first semester. If so, leadership will assign their jobs to them from what is leftover/needed.
- Families will be contacted concerning their job assignments prior to the start of classes.
- Example of jobs (This list may change each semester)
 - Teaching
 - Helping
 - Hall monitor
 - Committees
 - Permanent Sub
 - After Lunch Cleanup
 - Compass set up/tear down
 - And more

Job requirement minimums

These minimums are dependent on how many families join Compass. If we are short helpers, parents may have to step up that semester and take on another job.

- Half day families
 - Teachers – get a planning/off period so only needs to sign up for 2 jobs (including the class you teach)
 - Non-Teachers - you need to sign up for 3 jobs.
- Full day families
 - Teachers – get a planning/off period so only needs to sign up for 4 jobs (including the class you teach)
 - Non-Teachers - you need to sign up for 5 jobs.

Teachers

- Must teach from a biblical worldview if applicable.
- Responsible for creating the syllabus and sub plan for your class.
 - Must be turned in no later than Orientation.
- Must create rules/discipline procedure or use ours
 - Cover rules and procedures during orientation.
- Please follow the Discipline Procedure
 - Deal with problems early.
 - Communicate concerns to parents and the Leadership Team
- Must try to be in your class a few minutes before class starts if you can.
- Begin class on time.
- Take attendance.
 - Taking attendance and keeping it with your class at all times is essential to providing for the security of our students, especially for the younger kids when going to and from the playground.
- Must NOT leave your class unattended.
- Please do not use your cell phone for anything during class time unless it is needed for class or for taking pictures.
- Please do not allow kids to leave the room by themselves for any reason except for the bathroom.
 - Kinder and under classes have a bathroom in the room.
- Kids will NOT go to their next class by themselves. The class helper needs to walk them to their next class.
 - Please do NOT send children to their next class early.
- Come prepared.
 - Lesson plan ready
 - Responsible for making sure you have all needed supplies for your class.
 - Do not use any of the church's consumable items. We will have basic supplies in the office for teachers to use. If there is something specific you need, please let us know before the semester begins.
- Any copyrighted material that you use must be duly licensed or authorized by the copyright owners or their representatives.
- Try to end classes a few minutes early to leave classrooms clean and ready for the next class.
- Only core classes or highschool classes can assign required homework.
 - They don't need to grade it or keep track of students' grades. They can allow the parents to do that.
 - Elective teachers cannot assign required homework (if homework is assigned, must be optional)
- Please be aware of any students in your class who have allergies and take cautions or make accommodations for them if applicable.
 - This can be found on the Class Roster and on the website.
- In case of a minor injury, basic supplies are in the office. (each teacher should have Band-Aids in their teacher's tub)
- If there is a serious injury or life-threatening situation, call 9-1-1 and notify the Leadership Team.
- In all cases of emergency or injury, notify the parent as soon as possible.
 - Fill out an incident report within 24 hours of the incident.
 - Have anyone who witnessed the accident also fill one out.
- No glitter or gum
- Responsible for making your own copies for class.
 - We have a copier for you to use.
 - May be able to have the office worker make copies if in advance.
- Responsible for returning any borrowed/used items to their CORRECT spot in the office or in the cabinet (including paper towels, tissues, and hand soap) as well as cleaning my room when I am finished teaching.
- Maintain clear communication with the parents of your students by website and/or email.
 - Give class announcements/reminders through the website in a timely manner, preferably before the weekend.
 - Facebook can be used for reminders only AFTER I have communicated with them another way.

Helpers

- Helpers will be in the classroom helping the teacher wherever needed.
- Helpers must actively be watching kids and actively helping in the class.
- The helpers are the ones responsible for maintaining discipline while the teacher teaches.
- The helpers are responsible for getting the kids to where they need to be. Either
 - Their next class when the period ends or
 - To another adult (whether it is their mom or LT)
- When the teacher is absent, the helper becomes the teacher for that day.

Other Positions

Hall Monitors

- Stationed in the hall or gym
- Making sure kids are not in a class without an adult.
- Making sure kids are where they need be
- Being available to help with classrooms when needed
- Ring 5 minute bell

Permanent Subs

- When someone is absent for that period, you will be the first one to sub for them so you may be in a different classroom each week.
- You will become the helper in that class and will need to follow the helper requirements.
- It is your responsibility to remember to help, to be there on time, as well as to know which room to go to. (please refer to the overview for the map)
- If no one is absent that day, then you will check in with Leadership team to see what needs to be done.
 - It may be helping clean, helping with events, making copies, laminating, sitting at the welcome desk, help keeping the office organized, help add things to website, help set up for lunch, or anything else that needs to be done that day.
- THIS IS NOT AN OFF PERIOD

Committees

One of the jobs you can sign up for is to be on a committee team. The committee team works with the committee lead throughout the semester.

Some of the committees we have or have had are:

- Events team - Help plan MOMS Time, Mom's night out, service projects, Field Trips and Fundraisers, holiday parties/socials and showcase
- Hospitality team - help plan events and activities that build community and show hospitality; mentor new families
- Teen team - help plan LIT/JR LIT events and activities; help with LIT/JR LIT end of day cleaning
- Yearbook - Help with the annual yearbook
- Hotlunch - helps set up hot lunch each week, takes orders, places orders, etc
- Office - Help keep office and storage room organized, help with inventory and website, help make copies and laminate.

Even though you are on a committee, you:

- will still be used as a sub or 2nd helper when needed.
- will still be used as a children's wing monitor when needed.
- will still be used to help in other areas as needed.
- If you are not needed at that time, you will need to stay in the parent's lounge or near it in the gym so we can easily find you if something comes up and we need you.

THIS IS NOT AN OFF PERIOD!

Set up/Clean up/tear down

Along with the jobs above, every family will help with set up, cleaning throughout the day and tear down/clean up at the end of the day.

- Families may have to come early to help move tables and chairs or rearrange/disinfect rooms.
- Families may need to stay after to help clean rooms and make sure we leave the church like we found it.
- Families will need to clean up after themselves and their kids after lunch/recess.

- Each teacher and parent will be responsible for putting Compass items they used back where they belong as soon as they are finished using them.
- Each teacher will be responsible for cleaning their room after class.
- Bathrooms will need to be cleaned, halls will need to be swept, etc...
 - Leadership team will assign these, and it will be given to you at Orientation but can also be found on the website.

Off Period

- ONLY teachers will receive an off period to plan for the following week, grade papers, etc...
- You must stay on campus and leave your phone on just in case leadership needs to find you.
- If you choose to hang out in your car or an empty Compass room, please notify leadership team so they know where you are in case of emergency.
- In the rare event that we are short subs and have no extra floaters, you may be asked to help in a class.

Communication

For all Compass related items, only contact leadership using the following forms. Do not use their personal emails or messenger unless it is non-Compass related.

- Website: www.conroecompass.com This is our primary means of communication. Please check REGULARLY so you don't miss any important info or messages from teachers.
 - Events and Sign-Ups: You will find this on the website calendar.
 - Forums: A way for parents to communicate with each other, reminders, items for sale, prayer requests.
 - Directory: You will find emails and phone numbers for every member at Compass to be able to communicate with them
 - Class Dashboard: To be able to communicate with your class, add assignments, etc...
- Weekly Newsletter: This will be emailed every Wednesday.
 - If you have a prayer request or know of any information or announcement that may need to be added to the newsletter, please email it to leadership no later than Tuesday afternoon by 4pm.
 - Please word it exactly how you want it to appear in the newsletter.
- E-mail conroecompass@hotmail.com.
 - Please keep in mind that everyone at Compass (including the Leadership Team and Board) are volunteers and also homeschooling parents so may not check or respond right away.
 - Leadership will try to respond in a timely manner, but it may take a few days to get a response.
 - If it requires an LT discussion, we have our LT meetings on Mondays, so we may not have an answer for you until after that.
 - If it requires a board discussion, it may take a few weeks or even a few months (in a non-urgent situation) to get a full response.
- Compass Texts
 - Generated through the website.
 - Used for Important reminders or last-minute changes/needs.
 - Must OPT IN TO RECEIVE COMPASS TEXTS
 - Log onto the website.
 - Go to profile at the top (may look like a pic of 1 person if on a cellphone)
 - Directly under your phone number, click next to "enable text messages" (make sure that is the number you want to receive them at.)
 - SCROLL DOWN TO THE BOTTOM AND CLICK "UPDATE"

Compass is independent of the church's operation, so we ask that you do *not* contact the host church regarding any co-op matter. Please direct inquiries to a member of the Leadership Team.

Facebook

- Not a main form of communication
 - We have a few families that do NOT have Facebook so anything that gets put on Facebook, they will not see.
- Not allowed
 - Divisive or controversial subjects
 - Advertising/soliciting/selling posts (including personal fundraisers) unless approved by leadership before posting.
 - Homeschool curriculum and materials are ok.
- Allowed
 - Compass pics
 - Tagging people to let them know you sent them an email.

- last minute unofficial playdates
- Last minute reminders ONLY if you have posted it on the website first.
- Homeschool curriculum and materials either for sale or for free.
- NON-Compass community reminders/ info/ events outside of Compass that may be beneficial for homeschooling families.
- A link to your personal homeschool Facebook page (if you have one)
 - please do not share your personal posts to Compass page.
- If you have any questions about what is and is not allowed, please contact leadership.

Parents

- Parents must enforce all policies and procedures while at the co-op or a co-op event.
 - If the parent is not aware of their child's behavior, it is expected that the other parents in close proximity to the child will notify the parent so that the situation can be dealt with.
- Respect
 - Read all materials and communications sent by Compass. (Please see the communications policy in this handbook)
 - Must attend the mandatory Orientation with your children held at the beginning of each semester.
 - Treat other parents, teachers, students, and our host facility/staff with courtesy and respect at all times that reflects Christian character at ALL Compass events both on and off campus.
 - Class rosters, Compass family information, and Compass pictures are NOT to be used for anything outside of Compass.
 - Please do not post pics of other kids anywhere except for the closed Facebook group unless you get approval from those parents.
 - Please do not use your cell phone or check your e-mail during a class, chapel time, or assembly time.
 - Show up, be on time and be prepared to assume your assigned responsibilities.
 - The building will be open at 9:15 for parents to set up and perform their before co-op job if they have one.
- Safety
 - Parents are expected to supervise their children and must be responsible for their children's safety and behavior at each off-campus activity, and at co-op while they are not in their class unless previous arrangements have been made with another responsible parent or guardian (and the host, if applicable). *We do limit the number of non-family kids a parent can supervise during this time.
 - In case of an emergency or if you do need to leave the church grounds, ask another parent to be directly responsible for your children. You must fill out and sign a temporary guardianship form.
 - If you are taking a class outside on the playground, it is not social time,
 - Please make sure you are actively monitoring the kids.
 - make sure they are abiding by the playground rules listed in this handbook.
 - You must be monitoring the door and gate to make sure no kids leave the fenced in area.
 - Since there are at least 2 adults per class, one adult can be stationed close to the gate and the other one can be stationed close to the building.
 - No adult will be in a room by themselves with just 1 other child unless they are the parent of that child.

Students

Disrespectful or destructive behavior hurts the entire group and will not be tolerated. We ask that parents explain to their children the proper behavior outlined below prior to attending Compass and review before any field trips, events or socials.

- Safety
 - Students may not leave campus without permission.
 - Children are not to open any outside doors to allow someone in. Only adults or LIT can.
 - Children should not be outside except when directly under the supervision of an adult.
 - No horseplaying/play fighting/wrestling
 - Students (except for LIT/JR LIT) must never be left unsupervised. They need to be either with their parent, teacher or volunteer on duty.
 - Children in the upper elementary classes may walk to their classes by themselves or walk in the hall to the restroom. But need to be supervised at other times.
- Respect
 - obey those in authority and follow directions in the classroom.

- No student should bring anything from home to a class except that which is required for class. This would include toys, trading cards, scooters, laser pointers, weapons (real or play), illegal drugs, etc... Items that are brought to class will be confiscated and returned at the end of the day.
 - They may, however, bring toys, trading cards, etc... to recess only but Compass is not responsible for anything that is lost, stolen or broken.
- No gum
- Honor the Lord Jesus Christ with your speech, behavior and actions.
 - Speak to one another (both children and adults) with courtesy and respect and be conscious of how your actions affect those around you.
 - Be respectful of others and their property. Keep hands and feet to yourself.
 - Be respectful of the church property as well as public property and homes.
 - Do no harm! Aggressive behavior, physical and verbal abuse will not be tolerated. (e.g. No yelling, spitting, hitting, biting, swearing, name-calling, teasing, taunting, or offensive gestures)
 - Inappropriate physical affection is not acceptable. This includes pairing off with the opposite sex, hand holding, kissing, or other affectionate gestures that sometimes accompany those who "pair off".

Electronic devices/cellphones

- Parents should keep cell phone use to a minimum during Compass hours. Cell phones should not be used while teaching or helping in a class except for taking photos, showing class-related videos, etc.
- Cell phone use is NOT allowed by students during Compass hours for any reason including class, chapel, lunch, assembly, etc... this includes text messaging.
 - The only exceptions would be if it is being used for a class such as filmmaking or photography, or used by LIT during study hall, or to take pictures/videos.
 - If for a class, it can only be out during the time the teacher allows and it can be only used for what the teacher has assigned.
 - If during study hall or for pictures/videos,
 - Students are not permitted to use another person's cell phone or electronic device or to look over someone's shoulder while they are using their device without permission from their parent.
 - All sound must be turned down or the student must wear headphones.
- If you allow your child to bring a cell phone to Compass, please remind them to silence their cell phone during class and keep it in their pocket, purse or backpack the whole time they are at Compass.
- Cameras, laptop computers, tablets, or other electronic learning devices, such as iPads, Kindles, Asus, etc are NOT permitted to be used during Compass hours except with teacher's permission during class time only if it is needed for the class or during study hall for class work.

If any of the above is not followed:

- 1st time – warning
- 2nd time - will have their phone confiscated by the teacher or helper and given to Leadership Team until the end of that day. The parent can pick it up from Leadership Team after co-op.
- If this is an ongoing problem then a meeting will be set up with Leadership team, the mom, and child to discuss further action steps.

Compass is not responsible for damage to or loss of any device.

Expectations for off campus Compass events

- Whether at another member's home or a public venue, all attendees are expected to follow the Compass policies and procedures (including dress code) as well as any additional rules and guidelines of any facility being used for a Compass event. They also need to demonstrate cooperation, courtesy, and respect for all other participants including their peers, other parents, the host, and any guest instructors. We are representing God and Compass.
- No dropping children off at any Compass event without previously arranged supervision. If dropped off, the attending adult assumes all responsibility for the child(ren).
- Parents must recognize that members of our group vary in other beliefs but since, as parents and co-op teachers, we are role models for our children, we ask that each parent refrain from certain activities such as smoking, drinking alcoholic beverages, using profanity or crude language, and listening to inappropriate music at group functions when children are present.

Building Use Expectations

The building we are using for co-op is our host. We are the guests.

- Safety
 - No pets in the building except service animals. (Unless needed for a class. In that case, the leadership team must preapprove of it.)
 - No climbing trees, fences, walls, etc.
 - No running in the halls or rooms
 - No rock throwing or moving the rocks on lawn.
- Respect
 - Proper use of rooms, furniture, and equipment, including doors and windows.
 - No playing in flower beds.
 - Children may not go into any office, kitchen, or work areas.
 - Maintain reasonable noise level in building. (remember that the church staff will still be on campus)
 - Do not walk around the building eating food. Please eat only during designated eating times in the designated areas.
 - All church sound equipment, electronics, instruments, overheads, computers, etc. are off limits to students at all times.
 - Do not use any of the church's consumable items. We will have basic supplies at the check-in table for teachers to use. If there is something specific you need, please let us know before coop starts that semester.

Property and/or equipment are damaged intentionally or as a result of disregarding the rules of conduct set forth in this handbook, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.

Chapel Rules

- Leave everything in the foyer before you come into the sanctuary.
- Sit only in designated/assigned areas
- Once seated and chapel has started, there will be no switching seats.
- No lying down
- Please do not touch anything that does not belong to you.
 - Items in pew such as bibles, pens, blankets, etc.
- Please be respectful of the teachers by listening and not talking/playing.
- No eating or drinking during chapel.
- If you need to go to the bathroom, get permission from the chapel helper.
- After chapel stay seated until dismissed

Playground Rules

The playground belongs to the church, and we need to respect their equipment and take care of it. We also want to try to prevent any injuries.

- Adult supervision is required at all times! Either by a teacher/helper during class time or by the parent or designated adult during recess. We may limit the number of non-family kids a parent can supervise during this time. Please do not agree to supervise more children than you can monitor.
 - There are NO recess monitors, so you are responsible for your own children during that time.
- The back gate must be shut and latched at all times.
- The playground has designated areas for the different age groups. Please make sure kids stay in their correct areas.
 - No one 1st and older is allowed in the Pre-K and under area (small swing set, small plastic playhouses, the enclosed deck.)
 - Kinder and younger can play in the older kids' section at their own risk.
 - Lower Elementary (1st – 3rd) are allowed in the fenced area of the playground with supervision.
 - Lower Elementary may also play in the grassy area between buildings IF DIRECTLY SUPERVISED by a parent (since no boundary between play area and parking lot and busy road)
 - Upper Elementary (4th – 6th) may play in fenced area (no running in this area because of small kids) or outside the fenced in area with parental supervision.
 - LIT and JR LIT may play outside of the fenced area without parental supervision. LIT/JR LIT are not allowed to play on playground but can hang out in there.
- No throwing rocks, pinecones, sticks, sand, etc... No running with sticks.
 - Please keep the rocks in the rock area.
- No playing rough with each other (this includes play fighting/wrestling)
- No bare feet.
- Play on the equipment the way it was meant to be played on. This includes:

- Please do not climb on top of the play structures, monkey bars, tables, etc...
- Please do not sit on the railings of the play structure or tables.
- Only 2 people on the glider at a time and no standing/jumping on the glider.
- No throwing swings.
- Slide down the slide and only feet first.... please do not go up.

Compass and FCC will NOT be held responsible for injuries or accidents!

Designated Compass Boundaries

All parents and child(ren) are required to remain inside of Compass boundaries at all times. DO NOT use areas of the church that we have not been invited to use. No loitering in the restrooms.

General Compass Discipline

If a student or adult is not following Compass rules/guidelines, the following process will take place:

- 1st Offense – Give them a warning letting them know what they did. Remind them of the rules.
- 2nd Offense – Remind them again and fill out a disciplinary form.
 - If it is a child, move the child if necessary. Inform the parents and Leadership Team.
 - In class: seat the student next to an adult or have them sit out of an activity. Inform parents of issue after class.
 - Under parental supervision: Bring the child to their parent at that moment and inform them of what happened.
- 3rd Offense – Remind them again, a discipline form is filled out and a meeting with leadership is set up.
 - If it is a child, the student is removed from the class and brought to leadership.
 - The student's parents will be located and informed of the nature of the disruptive behavior.
 - Depending on the offense, a plan of action may be filled out during this step.
- 4th or more offense – same as steps taken in the 3rd offense but the child or adult will be placed on probation and a parent/leadership meeting will be set up to discuss a plan of action.
- If, after implemented, the plan of action doesn't work and the undesired behavior continues, the child/family may lose the privilege of attending Compass.
- In the event that you or your student is asked to leave Compass due to repeated or serious behavior issues, there will be no refunds issued.

If there is excessively rude or aggressive behavior, or if this is a consistent problem throughout the day in more than one class, steps one and two can be skipped.

Leadership will make every effort to resolve the situation in a way that will benefit the teacher, the parent, the student, and other students. If it is not resolved, the final decision regarding a student's/family's continued attendance resides with the Board of Directors.

Please note that if a parent feels the need to discipline THEIR OWN CHILD other than talking to them, they should not do so in front of other children, but rather do this in private or at home.

Class Rules/Discipline

- Teachers may set their own class rules/discipline procedures as long as they are in line with general Compass rules.
- Helpers will need to implement the class rules/discipline so that the teacher can continue teaching.
- Children will be expected to follow all class rules.

Incidents/accidents/altercations

All incidents, accidents and altercations should be reported as soon as possible but no later than a week of it happening or as soon as you are made aware of it.

We have forms available for documentation. They must be filled out and signed by the involved adult(s)

You should always err on the side of completing a form even if you are unsure if the incident/accident was significant enough to document.

Day of Co-op Information

Illness Policy

- Please do not send your children to class when they are ill. Please show consideration for the well-being of all our Compass members by preventing the spread of illnesses. Any member (child or parent) who has any of the below symptoms or has exhibited them within 24 hours preceding an event should refrain from attending Compass Co-op or a group event:
 - Diarrhea, vomiting or nausea (within last 24 hours)
 - Eye drainage or crusty eyelids
 - Nonstop discharge coming from the nose (especially for younger children who can't wipe their own noses)
 - Virus or infection (known to be contagious)
 - Rashes (contagious)
 - Head lice
 - Fever of greater than 100. (within last 24 hours - unmedicated)
- Should there be any questions, the teacher of the class will determine if any student fails to meet the health guidelines.
- Children who become sick after Compass starts
 - You must leave the Campus with them,
 - you may choose to remove all of your children for the remainder of the day or
 - find another parent who agrees to be responsible for your other child(ren) (kindergarten and up) while they are on the premises. With that parent's consent, you must complete and sign the temporary guardianship form.
 - You must find someone to cover the rest of your responsibilities for that day.
- Children who are sick before Compass starts
 - They will not be able to be to attend Compass that day.
 - If you will not be able to come that day, you must follow the absent procedures found online.
 - Your other children (kindergarten and up) may attend co-op under the direct supervision of another adult.
 - If this adult is not a co-op member, he or she must be pre-approved and listed on your registration form.
 - You must complete and sign the temporary guardianship form found on the website or at the Check in Table

Allergies

- Please let us know on the registration form if your student has allergies.
- If it is a severe allergy to a food, we will let families know not to bring that certain item on campus.
- Younger students who have severe allergies may be given an orange name tag if you prefer.
 - Please let leadership know if you want this.
- While Compass Homeschool Co-op makes every attempt to decrease allergen exposure for participants, ultimately, it is the responsibility of the parents with a child who has allergies to bear the responsibility for their child's wellbeing.

Cleanliness

- All classrooms have access to disinfectant wipes, hand sanitizer, and sanitizer sprays.
- Wash hands or use hand sanitizer when they enter the building.
- Teachers will need to sanitize their classrooms, toys, etc... before kids come in.
- Teachers will need to remind kids in their class to wash their hands before snack time or lunch.
- If parents and kids want to wear masks and/or gloves, they are more than welcome to wear them. Compass does not provide masks or gloves.

Absenteeism

- Parent/guardian cannot be absent more than 3 times a semester.
 - A spouse may be the substitute if he/she has passed the background check. In this case, it will not count towards the 3 absences.
- You must notify leadership any time you are absent.
 - For planned absences, notify Leadership as early as possible.

- If a teacher, please also notify your helper in advance because they will be the ones to teach for you that day.
 - If a helper, please notify your teacher so they can plan accordingly.
 - If you are a permanent sub or floater and know you will be absent, please type in absent under the date next to your name on the Absent Sub List.
- For unplanned last-minute absences, please try to notify leadership no later than 9am the day of. This includes half day families too.
- You will be responsible for finding a sub to cover your teacher/helper areas AND all other jobs you are required to fulfill that day including cleaning jobs.
 - Use the “Absent Sub List” and procedures found on the website to fill your spots.
 - You can get someone not from compass to sub.
 - They must do background check before they come
 - They must follow guest rules (found in this handbook)
- If you ordered food but will be absent now, please let the Hot Lunch person know so they can try to cancel your food.
 - If they can’t cancel it, you will still be responsible for paying for it or finding someone to buy it from you.
- There will not be make-up classes for missed days. If you missed a core class, please see your teacher to see if there were any assignments given that day.

If you know in advance that you will be missing 3 or more co-op days, then we recommend that you hold off on registering your family this semester.

- After the 2nd absence, you will receive an email reminding you that you have 1 absence left for the semester.
- Any absences after the 3rd absence, you will be placed on probation and will need to meet with leadership to discuss the reasons for your absences and fill out a plan of action form.

Tardiness

- If you are on time, you are late.
- When you are tardy it is a sign of disrespect to leadership and the teachers.
- Adults and children who are late to class disrupt the students’ class time and the teacher teaching.
- Adults being late to teach or help in a class compromise our two-adult policy or our no unsupervised children policy.
- If a family member is constantly tardy, Leadership Team will set up a meeting with them to discuss the reasons for the tardies and fill out a plan of action form.

Temporary Guardianship

- Must be filled out if you have to leave the campus while your kids are still there.
- You MUST let Leadership Team know you are leaving and what time you are leaving.
- You can use someone who is not a Compass member up to 2 times.
 - They will have to be pre-approved and fill out a visitor form.
 - If you use that person more than 2 times, they will need a background check.
- This can be used for things such as leaving to go pick up lunch, leaving for a dr. appt (please try to schedule them on a day other than Monday though), dropping your kids off for the day and going home because you or another child is ill, having to leave early because of a sickness and the other children are staying, etc.
- Please only do this during lunch or your off period.
 - If you do this during any other time, you will still be responsible for finding people to cover your jobs while you are gone (including any cleaning).
 - If you are gone for more than 1 period, it will count as an absence.
- There is a limit of 3 times per semester.
- We are NOT a drop-off program, so please don’t abuse this privilege.

Safety/Emergency procedures

For the safety of our members, we take the following measures:

- All adults on site must wear a Compass shirt or a visitor’s badge.
- Every building has a hall monitor with a walkie talkie to communicate between buildings.
- All Children’s wing doors will be locked at 9:40.
- Children are not to open any outside doors to allow someone in. Only adults or LIT can.
- All adults that help with Compass have completed a background check.
- No adult will be in a room by themselves with just 1 other child unless they are the parent of that child.

- Hall monitors check each classroom 5 minutes after class begins to ensure all students are safely in class.
- Emergency procedures including fire, hurricane, tornado, etc... are included in each class folder.
- Students or parents with medical conditions will be identified on the class roster.
- We will have a basic first aid kit in the office for any medical need that might arise unexpectedly.
 - Compass will not be responsible for administering or holding on to medicine.
- We will send out text messages and emails in the event of emergencies, school closings, weather related circumstances, urgent notices and important reminders. Please make sure that the phone number you gave us has texting capabilities. Closure information will also be posted on the Facebook page and website before 8:30am.

Make-up classes for classes missed due to emergencies will be left up to the teacher and will be at an off-campus location.

Dress Code for Kinder and above

We realize that people have different styles and definitions of what is modest or not. We are not saying that this is how everyone should dress while they are at home, but to help minimize distractions while at Compass and to find a balance among the different clothing viewpoints, we think this is reasonable for the one day you are at Compass and at any off campus Compass events.

Parents, please check your children's clothing before walking out the door.

On campus:

- Everyone that is not a guest (students, mom, dad, volunteers, etc...):
 - are to wear their Compass t-shirts on Compass days. Exceptions will be made for nursing moms.
 - Shorts/skirts/dresses must be fingertip length.
 - Undergarments and midriffs must not be seen at any time.
- Shorts/pants and tennis shoes are preferred because of activities performed during recess or certain classes offered such as PE.

If an adult or child is in violation of any part of the dress code:

- 1st time – warning
 - If not wearing a Compass shirt but wearing an otherwise appropriate shirt, they can continue to wear that shirt the remainder of the day.
 - If not wearing a Compass shirt and wearing an inappropriate shirt (low cut, midriff showing, inappropriate graphics or words), they will be asked to wear a borrowed Compass shirt for the day. It must be returned at the end of the day.
 - There is no warning If they are in violation of any other part of the dress code. Students and adults will be given 2 choices.
 - They can borrow one of Compass' extra shorts or pants that we have
 - These are washed and clean
 - They must be returned for future use.
 - If nothing fits or they choose not to borrow any from Compass, they will need to go home and change.
 - Parents must find someone to cover any classes or jobs while they take their student home.
 - If parents have other kids at Compass, they must fill out the temporary guardianship form or take them during this time.
 - They will not be allowed back in class until they have the correct attire.
- 2nd/3rd time – Brought to the leadership team and a disciplinary form filled out.
 - If no Compass shirt is worn, they either must buy a shirt that day (even if it is too big) or go home and get their shirt.
 - If in violation of any other part of the dress code, Students and adults will be given 2 choices.
 - They can borrow one of Compass' extra shorts or pants that we have
 - These are washed and clean
 - They must be returned for future use.
 - If nothing fits or they choose not to borrow any from Compass, they will need to go home and change.
 - Parents must find someone to cover any classes or jobs while they take their student home.
 - If parents have other kids at Compass, they must fill out the temporary guardianship form or take them during this time.
 - They will not be allowed back in class until they have the correct attire.
- More than 3 warnings - same as 2nd/3rd but must set up a meeting with the leadership team to come up with a plan of action.

Off Campus at an official Compass event, social, or field trip:

- Everyone (students, parents, volunteers, etc...) are to wear their Compass t-shirts unless it's a playdate, social, or otherwise specified. If Compass shirts do not need to be worn,
 - tops are expected to be modest and appropriate.
 - no low-cut shirts or midriffs showing.
 - Clothing with inappropriate slogans, words, or pictures is not allowed.
- Shorts/skirts/dresses must be fingertip length.
- Shorts must be worn under dresses/skirts if the child is participating in any activity that might show their undergarments such as PE or sports.
- Undergarments must not be seen at any time.

Not abiding by the dress code off campus at an official Compass event:

- 1st time, warning if it is still appropriate. If inappropriate then will be sent home to change.
- 2nd time – sent home to change and disciplinary form filled out at the next Compass day.
- 3rd time – sent home to change, disciplinary form filled out at the next Compass day, and not allowed to attend the next Compass event, social, or field trip.
- 4th time or more same as 3rd but must set up a meeting with the leadership team to come up with a plan of action.

Dress up/spirit days:

Some days Compass will allow kids to dress up for themed days or spirit days. On these days, if kids choose to participate, they won't need to wear their Compass shirts but will need to follow the off-campus rules above. If they are not participating in this, then they will still need to follow the on-campus rules and wear their Compass shirts.

Arrival/Dismissal/Leaving early

Parents must be with their children and will be responsible for them before and after Compass.

Arrival

Full Day

- All full-day families need to come straight to sanctuary in the morning unless they are on leadership or a teacher preparing.
 - No going to classrooms, the gym, or the playground to play.
 - If it is before 9:30, children will need to stay with their parents in the sanctuary until assembly starts.
 - No roaming halls, playing in gym, playing on playground, playing in sanctuary.
- Teachers can come earlier to prepare for class if needed.
 - no earlier than 9am.
 - Must keep children in the class with you or have another family watch them in the sanctuary while you prepare. They cannot roam the halls, be on the playground, or running around in the gym.
- All parents are required to sign in and check the whiteboard for any announcements and sub placements.
 - If you have children that did not come with you that day, please list them when you sign in, so we know not to expect them.
 - ALL families must sign in even if you are late.
- All family members (including all adults and teachers) must attend assembly in the morning.
 - Assembly starts right at 9:30. Please be seated in the sanctuary by that time.
 - If you are on time, you are late.

Half Day

- All half day families need to come straight to the gym.
- All parents are required to sign in and check the whiteboard for any announcements and sub placements.
 - No later than 11:55 on normal days and no later than 11:20 on all compass lunch days.
 - If you have children that did not come with you that day, please list them when you sign in, so we know not to expect them.

Leaving Early

- If you are leaving early
 - Please let the Leadership Team know in advance and find someone to cover your remaining jobs (including end of day cleaning).
 - You will need to let your children's teachers know if you are leaving during class time.

Dismissal

- At the end of the co-op day,
 - LIT and JR LIT will be released to do cleaning jobs or to wait for their parents
 - 1st and up will be brought to the sanctuary to wait for parents.
 - During this time, parents will finish all of their jobs required for the day.
 - Children will be released only to parents of that child.
 - If you want an older LIT **sibling** or other adult to pick them up, please preapprove it with the teacher.
 - JR LIT can NOT pick up siblings.
 - Kinder and under children will be picked up first.
 - Kinder and under will need to be checked out of their rooms.
 - You will pick them up at the door, not in the rooms and not on the playground.
 - You will need to sign out kinder and under!
 - Older students (1st grade and up) will be picked up in the sanctuary starting at 2:30
 - All kids should be picked up by 2:35 and everyone should be out of the building by 2:45 unless Compass has an event or Social that goes longer.
 - You do not need to sign out your family.

Restroom/Diaper changing Protocol

- Students 1st grade and older will be allowed to go to the bathroom unattended while kinder and younger will be escorted through the hall by the classroom helper or parent.
 - Kinder and under classes have bathrooms in the room.
- In the event that a classroom helper does accompany a student to the bathroom, that helper is to make sure that there is no other adult or non-Compass persons already in the bathroom before students enter.
- No adult can go into a private restroom alone with a child that is not their own.
 - They will stand at the door with voice contact. If a student needs help in the restroom, the attending parent will be notified.
- Diaper changing should be done only in the nursery room by the nursery/toddler TEACHERS or the parent.
 - If you do not want a teacher changing your child's diaper, indicate it on the Nursery/Toddler info sheet given at Orientation.
 - Helpers can not change diapers.
 - Please check your child's diaper before drop off, during lunch/recess, your off period, etc...
 - Please do NOT drop your child off in a dirty diaper.

Lunch/Recess

Lunchtime is a great way to build community and connect with other families that you may not see during the rest of the day.

There are NO monitors during this time, so you are responsible for your own children! Nursery is NOT provided during lunch/recess.

- You can designate another parent to watch some of your kids if some of them want to stay in the gym and some want to go outside.
- LIT and JR LIT can NOT watch kids during this time
- All full day students will be required to stay for lunch/recess.
 - Parents may leave to go pick up food for their family if they forgot to bring theirs.
 - Limit 3x
 - If during lunch/recess time, their kids must go with them, or they will have to fill out a temporary guardianship form (please see the temporary guardianship section for more info.)
 - THEY MUST LET LEADERSHIP TEAM KNOW THEY ARE LEAVING.
- Half day families are not required to come for lunch except for our all-Compass lunch days; however, we highly encourage it since this is a time for the kids and parents to build community.
 - Half day arrival time is 11:55.
- Students should bring lunches from home or can purchase the Hot Lunch we have at Compass that day.
 - We will have a hot lunch option, so you don't have to worry about packing lunches every Monday.
 - Hot lunch MUST be ordered in ADVANCE. We do not have same day signups.
 - Please see Event Calendar for Hot Lunch Sign Ups.
- Snacks and drinks will be available for purchase at the beginning of lunch
 - Cash only
 - They will not be available on special event days.
 - They are also available throughout the day in the parents lounge

- ONLY parents are allowed to make snack/drink purchases outside of lunchtime
- A small fridge will be available for use in the parents lounge but due to size, please try to bring items that do not need to be heated or refrigerated.
 - Students are NOT allowed to have access to the fridge.
- We have 1 Compass microwave to use and a few church microwaves.
 - Students can ONLY use Compass Microwave.
 - ONLY parents can use the church's Microwaves.
- All students should remain in the designated lunch/recess area for the duration of the lunch period.
 - Students may not leave campus by themselves to go purchase food somewhere else.
 - Students should NOT go to cars to get things from them unless LIT, JR LIT, or with an adult.
 - There is a small gated area in the gym. Kids can NOT be in this area. Adults, JR LIT, and LIT only.
 - No one should be in classrooms, hanging out in bathrooms, or inside the children's wing during this time.
 - NO eating on the side of the gym without lunch tables.
- Families do not have to sit together during this time but will still need to monitor and be responsible for their children.
- Families may choose to sit outside for lunch.
 - You must be outside with your child or have someone watching them! We do limit the number of non-family kids a parent can supervise during this time.
 - We have a few picnic tables, but you might want to bring a blanket to sit on if there aren't any available
- If your children want to go outside to play or to get something from the car, they must leave the building with an adult, whether with the parent or the adult watching that child.
- LIT and JR LIT Children may stay in the gym or on the playground without adult supervision, however, if they are not able to follow Compass rules, they will lose this privilege.
- NO running in the gym during lunch/recess.
 - Kids can play organized games led by parents, board games, jump rope, not running games
 - Parents can take turns planning activities for the children during recess if they would like.
- Each child/parent is responsible for cleaning up after themselves in the lunch area and in the kitchen. There will be cleaning supplies available to use.
- Please see Playground/Recess Rules below
- If a child is found unsupervised, in a non designated lunch/recess area, or not following lunch/playground rules
 - They will be given a warning and their parent will be reminded that they are to be watching their kids.
 - If this happens a 2nd time, they will have to sit with their parent for the rest of lunch/recess
 - 3rd time will result in a leadership team meeting with the family.

All Compass Lunch Days

This happens a few times a semester including the first day of Co-op.

- All members of Compass will be required to attend lunch/recess.
- Half day only members must come early for this
- Full day members will not be able to leave to go get lunch. These dates can be found on our calendar.

Parent Lounge

- ONLY adults will be allowed in the lounge.
 - Kids can come in with their parent IF NEEDED if they aren't in the way of other adults and aren't messing with anything.
- Coffee and tea is available in the lounge and is free for Compass PARENTS only.
 - There is a donation jar to help with the costs.
- Snacks and drinks can be purchased in the lounge ONLY by adults.
- Feel free to bring snacks to share.

Office/Storage Room

- Compass has an office and storage room where we keep different supplies for the teachers to use.
- We have multiple printers and a laminator for use in these rooms.
- ONLY adults will be allowed in these areas.
 - Kids can come in with their parent IF NEEDED if they aren't in the way of other adults and aren't messing with anything

Lost and Found

- The lost and found will be set out in the gym Every Monday. If you lost anything, please check here. If you found something, please bring it here.
- If the lost and found is not put out, it is stored in the Storage room in the parents lounge.
 - Kids are not allowed in the storage room.
- To cut down on lost and found, please label all of your families items.
- Any items left in the lost and found at the end of the year will be thrown away or donated.

Guest Policy

- Compass co-op days and official Compass events are for Compass member families only unless otherwise stated.
 - An official Compass event is one that was planned by a Compass committee or teacher and was approved by Leadership.
- Any adult (including spouse or grandparent) who is not signed up to help in Compass and has not had a background check is considered a guest.
- Any child (including children of members) who is not registered for Compass and does not attend Compass classes is considered a guest.
- If in the event that a non-member needs to come to a co-op day or an official Compass event, they must have approval by the leadership team in **advance**. The only exception is if they come to eat lunch with your family. If that is the case, they can only stay during the lunch/recess time and will not be allowed to go into any classrooms.
- All non-members must sign in at the welcome table and receive a name tag, even if they are coming only for lunch.
- Any guests invited are the responsibility of the Compass member, not Compass, and are required to follow all Compass policies. Although Compass will not expect such guests to know and abide by the Compass Code of Conduct, any gross violation of the Compass Code of Conduct may require Compass event leaders to ask that member to intervene in their guests' behavior.
- Child visitors must stay with their parent/guardian the whole time.
- If an adult guest (18yo or older) will be working with kids for more than 2x within the semester on a co-op day or an official Compass event whether on or off Campus, they will need to fill out and pass a background check.
 - Adult guests (18yo or older) may never be alone with any child unless he/she is their own.

Extras

Service Project Days

- There will be 2-3 a semester.
 - 2 on a Compass day and 1 on a non-Compass day.
- On these days, only morning classes meet (no elective classes, chapel, or hot lunch happen).
- After lunch, we will either stay at Compass for a service project or all meet at a different location.
- All families (whether full or half day) are required to attend at least 1 Monday service project per semester.
 - Attending all of them is strongly encouraged since they are part of our overall Compass mission and values.
- Not attending any of them results as an absence. Please see our absence policy.

Showcase

This is an opportunity for classes to display items they have made, pictures of the classes as they work, or perform for parents, grandparents, friends.

- Held once each semester on the last day of Compass
 - Fall
 - held at the end of Compass on the last day before Christmas Break
 - Will use the modified schedule
 - Spring
 - more formal
 - will be at night
 - will include an end of the year slideshow as well as a small Kinder graduation

Parties /Socials/field trips

Parties

- will be held on campus at the end of the co-op day.
 - There will be a modified schedule that day
- May be asked to help or provide a needed item
- These will be family parties
 - You will be responsible for your kids during this time and will need to help them with crafts or games if needed
- Some parties we may have
 - Fall party
 - Thanksgiving
 - Valentines
 - Easter

Socials

- We try to have a few of these throughout the semester.
- Will be held off campus
- Will be posted on the events calendar on the website
- May be asked to bring something or there may be a cost involved
- Some examples
 - Moms night out
 - LIT meet up
 - Park playdate
- Members are required to follow the Compass rules as well as off campus dress code unless otherwise specified

Field trips

- 1-2 times each semester.
- Will be required to pay in advance if there is a cost
- Will not be refunded if you paid but can no longer make it
- Members are required to follow the Compass rules as well as off campus dress code unless otherwise specified

Child Entrepreneur Day

A time for the kids to sell homemade food/treats and other items.

- 2-3 per semester
- More info and the guidelines will be found on the members only website

MOMS Time (Moms Offering Moms Support)

It is a time where the moms meet to be encouraged, discuss difficulties/solutions in classrooms, teacher training, etc...

- 2-3 times a semester during Chapel time while the kids are in chapel or playtime.
- You will attend 2 of them and the 3rd will help with the children in chapel or playtime.
 - You will know ahead of time what the topic will be over and will be able to sign up in advance.

Christlike Character

We all have different personalities and opinions, but as a group of people committed to Christ, please use wise judgment in your speech and actions at Compass, Compass outings, and towards other members. We are all homeschooling moms, volunteering our time to make Compass a great place to be, learn, and to have fun. We pray that Compass will be a place of grace extended to each other, where both we and our children can experience the love of Christ in word and deed.

Here are the peacemaking guidelines we will follow at Compass.

Personal Peacemaking - Adapted from *The Peacemaker: A Biblical Guide to Resolving Personal conflict*, by Ken Sande (Baker Books, 3rd Ed. 2004).

- Whenever we are faced with conflict, our primary goal will be to glorify God with our thoughts, words, and actions. (1 Cor. 10:31)
- We will work to get the logs out of our own eyes before focusing on what others may have done wrong. (Matt. 7:3-5)
- We will seek to overlook minor offenses. (Prov. 19:11)
- We will refrain from all gossip, back-biting, and slander. (Eph. 4:29) If we have a problem with others, we will talk to them, not about them.

- We will make “charitable judgments” toward one another by believing the best about each other until we have facts that prove otherwise. (1 Cor. 13:7)
- If we think someone may have something against us or if anyone has a concern about the behavior of any adult or child involved in the Co-op too serious to overlook, he or she should first approach that adult (or parent if regarding a child) privately, one-on-one, in a Christ like manner to seek reconciliation.
- When we offer a work of correction to others, we will do so graciously and gently, with the goal of serving and restoring them, rather than beating them down. (Prov. 12:18; Eph. 4:29; Gal. 6:1)
- When someone tries to correct us, we will ask God to help us resist prideful defensiveness and to welcome correction with humility. (Ps. 141:5; Prov. 15:32)
- When others repent, we will ask God to give us the grace to forgive them, as He has forgiven us. (Eph. 4:32)
- When we discuss or negotiate substantive issues, we will look out for others’ interests as well as our own. (Phil. 2:3-4)

Assisted Peacemaking

- When two of us cannot resolve a conflict privately (the adult or child denies the behavior or the behavior continues), we will seek the mediation of wise people in our co-op and listen humbly to their counsel. (Matt. 18:16; Phil. 4:2-3) If our dispute is with a co-op leader, we will look to other leaders for assistance.
- When informal mediation does not resolve a dispute, we will seek formal assistance from our co-op leaders or people they appoint. That member must then take the issue to the other members in written or verbal form. They will then meet with the two conflicting parties in an attempt to reach a resolution.
- If the matter still cannot be resolved, the conflict will be taken to the Leadership Team and Board, and they will prayerfully make a final decision as a last resort and we will submit to their counsel and correction. (Matt. 18:17-20).
- When we have a business or legal dispute with another Christian in the group, we will make every reasonable effort to resolve the conflict within the body of Christ through biblical mediation or arbitration, rather than going to civil court. (1 Cor. 6:1-8) If the other party attends another church, our leaders will offer to cooperate with the leaders of that church to resolve the matter.
- If a person coming to our co-op has an unresolved conflict with someone in their former co-op, we will require and assist them to make every reasonable effort to be reconciled to the other person before joining our co-op. (Matt. 5:23-24; Rom. 12:18)
- When a conflict involves matter of policy or co-op discipline, we will submit to the Discipline Procedures outlined in this document and the direction of the Board of Directors for any issues not specifically listed.
- If we have a legal dispute within our co-op and cannot resolve it internally through the steps given above, we will obey God’s command not to go into the civil court. (1 Cor. 6:1-8) Instead, we will submit the matter to mediation and, if necessary, legally binding arbitration, in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (www.peacemaker.net).
- Above all, we pray that the ministry of peacemaking will bring praise to our Lord Jesus Christ and lead others to know His infinite love and peace.
- As you read these Relational Commitments, we encourage you to study the Bible passages that are cited next to particular provisions. We want you to be confident that these Commitments are based solidly on the Word of God. If your study does not answer all of your questions and concerns, please do not hesitate to approach our leaders, who will be happy to talk with you about these principles.
- We encourage you to expressly embrace these Commitments with us as we strive to honor Christ in co-op.

***We request that no grievance EVER be handled in front of students. We also request that everyone involved keep the matter confidential.

For any exceptions mentioned in this handbook, please see the Leadership Team for more info.

Most but not all Compass information is included in this handbook. This gives you the general information needed. More in-depth/specific info will be given at the orientation or can be found on the members only website.