

# C.H.O.I.C.E. HOMESCHOOL HANDBOOK

*“God saved you by His grace when you believed. And you can’t take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God’s masterpiece. He has created us anew in Christ Jesus, so we can do the good things He planned for us long ago.” Ephesians 2:8-10 (NLT)*

## Spring 2025 Session

### TOPICS INCLUDED:

- I. C.H.O.I.C.E. General Information
- II. Enrollment Information
- III. Class Drop Policy
- IV. Communication Between Families and Servant Leadership Team
- V. Communication Between Families and Mentors
- VI. Facility Reminders and Approved Spaces
- VII. Disciplinary Policy
- VIII. Arriving and Preparing for Class
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### I. C.H.O.I.C.E. GENERAL INFORMATION:

- a. C.H.O.I.C.E. is a homeschool co-op for ages 3 years old through 12<sup>th</sup> grade and meets on Mondays for a 12-week session in the Fall and the Spring at Christian Fellowship Church (4100 Millersburg Rd., Evansville, IN. 47725). C.H.O.I.C.E. is led by a coordinating team of volunteer parents that have a heart to encourage and equip children and their families along their unique homeschooling journeys.
- b. Classes are held from 9:00 a.m. to 3:50 p.m. Although we will do our best to hold all 12 meetings per session, one or more meetings could possibly be canceled due to inclement weather or other causes beyond our control.
- c. All meetings are for 12 weeks / 50 minutes per session, unless specified otherwise. Some classes may be canceled if there is not sufficient enrollment. Individual mentors set their class cost, supply fees (if any), and maximum enrollment numbers. You may register for as few or as many classes as you choose.
- d. While the word “homeschool” does not appear in Indiana law, the state classifies homeschools as a legal, non-public, non-accredited educational option in IC 20-33-2-12. Although homeschool parents and guardians may participate in co-ops or other options, the education is based in the home with the parent or guardian making the decisions about curriculum and instructional matters.
  - i. Compulsory school age is 7-18 years of age or when the student graduates.
  - ii. Children must attend school for the number of days that the local school corporation is in session, which is *generally* 180 days each year.
  - iii. Keep attendance records.
  - iv. Provide an **equivalent education**.
  - v. Instruction must be done in the English language.
  - vi. Indiana ESA students are NOT considered homeschool students, as participation in ESA requires government oversight, the use of government funds, and completion of state testing requirements.
  - vii. For additional information on homeschooling in Indiana, including how to get started, homeschooling special learners, homeschooling high school, and other resources, please visit IAHE.net or HSLDA.org.

## II. ENROLLMENT INFORMATION:

### a. **Registration Time and Location:**

- i. C.H.O.I.C.E. Co-op registrations will be held in person at Christian Fellowship Church (4100 Millersburg Rd., Evansville, IN 47725).
- ii. **DAY 1 (MONDAY) – FEBRUARY 3RD: CURRENT MEMBER REGISTRATION ONLY (Those who were enrolled in Fall 2024)** – For families registering during the Current Member Registration, the sign-in sheet will be made available beginning at 8:45 A.M. (no exceptions) with registration itself beginning at 9:00 A.M. Registration is from 9:00 A.M. – 2:00 P.M.
- iii. **Day 2 (TUESDAY) – FEBRUARY 4TH: OPEN REGISTRATION (Open to all families)** – For families registering during the Open Registration, the sign-in sheet will be made available beginning at 8:45 A.M. (no exceptions) with registration itself beginning at 9:00 A.M. Open Registration is from 9:00 A.M. – 2:00 P.M.
- iv. We ask that much respect be shown in the church. There is to be no running/loud play/etc. – including the gym area. If you need to step out of Room 213 while waiting for your turn to register, please let the C.H.O.I.C.E. sign-in volunteer know. No children are to be left unattended.
- v. Please be aware that CFC will be holding preschool classes, and the gym is not available to C.H.O.I.C.E. during registration. We want to be good neighbors for both them and the church staff. For mothers with strollers or those with disabilities, please see a volunteer to direct you to the elevator at entrance “F.” Otherwise, we ask that all others please use the stairs as directed by volunteers at the end of the gym.

### b. **Parking:**

- i. Please park in the **EAST parking lot** that faces Millersburg Road that is located to the right of the visitors parking, across from handicap parking and enter the building through the doors marked with a **blue letter “H.”** Be aware that the **Servant Leadership Team arrives to set up at 8:00am and will not be on the premises before that time.** There will be a C.H.O.I.C.E. sign and balloons at the entrance. Please follow the signs through the gym to Room 213 where you may sign-in and wait/fellowship while volunteers confirm your class choices and fees.

### c. **Registration Information:**

- i. Complete the online Family Information Form. This form is required for each family registering for the C.H.O.I.C.E. Spring 2025 Session.
  1. Filling out this form does NOT complete your registration. Official registration is complete when finalized, in person, on Registration Day.
  2. Filling out this form does NOT guarantee receiving the class(es) you desire as we uphold the class maximum listed within the Class Description document, nor does it guarantee a faster registration process.
- ii. The Spring 2025 Schedule and Class Descriptions (with fees) are available for download on the “How to Enroll” tab on our website.
- iii. No registrations will be taken by email or phone.
- iv. No registrations will be taken after 2:00 p.m. on Registration Day 2.
- v. While it is always best for parents/guardians to be present to register, if you are unable to be present on the day of registration, parents/guardians may send someone in their place. If you encounter extenuating circumstances that prevent you from sending someone in your stead to the registration, please let the C.H.O.I.C.E. Coordinators know immediately via our email: [choiceteam@choicehomeschoolcoop.com](mailto:choiceteam@choicehomeschoolcoop.com)
- vi. If you drop any class(es) for any reason after the registration day, full class tuition payment is still due to the mentor(s) on the first day of classes.
- vii. **ALL Class Supply Fees are due at registration** (see class description document for details)—cash only, exact change.
- viii. **Class Tuition payments** will be made directly **to the mentor before each class on the first day** and should be CASH ONLY/EXACT CHANGE (no checks accepted). Envelopes will be provided for the Class Tuition fees on Registration Day.
- ix. All **preschool classes** are 45 minutes long. All other classes are 50 minutes unless otherwise noted. See the Class Description document for details.
- x. Class maximum size will be followed and not extended. See the Class Description document for details.
- xi. All families and participants are required to read, agree, and sign the C.H.O.I.C.E. Statement of Responsibility found on the Family Information Form. A copy has been included in this handbook.

### d. **Fees:**

- i. **\$55.00 C.H.O.I.C.E. Registration Fee per family** (*non-refundable/exact change OR ONE check payable to: CHOICE Homeschool INC*) due at the time of registration. This fee includes \$20 Supply and Insurance Fee to help cover operational costs for the session as well as \$35 Facility Fee that will be given to CFC as a love gift to help offset expenses incurred by C.H.O.I.C.E. **If you choose to drop a class(es) after the registration deadline, this \$55.00 fee will be forfeited.**
  - ii. **Class Supply Fees per participant** – non-refundable (*cash only/exact change-no checks*) due at time of registration. See class description for details if requested by mentor. Envelopes provided on Registration Day (you will need 1 envelope per class).
  - iii. **Class Tuition Fees per participant** – non-refundable (*cash only/exact change-no checks*) not due until the first day of classes. Tuition Fee envelopes will be available on Registration Day for you to take with you. Please fill out the envelope (with cash only/exact change-no checks) and give directly to each mentor on the first day of classes.
- e. How to Enroll:**
- i. **Fill out the online Family Information Form** (located on the “How to Enroll” tab on our website).
  - ii. Locate and view/download the Spring 2025 Class Schedule and Description document (located on both the “How to Enroll” and “Class Schedule” tabs on our website) to see what classes are offered and the cost of each.
  - iii. **Bring the following to Registration Day:**
    - 1. **CLASS SIGN-UP SHEET for Spring 2025 per participant:** Print out (1) sheet for each child that will be registering for classes. Fill out the top with the information for each child and check the box or boxes next to each class for which your child is registering. **\*\*Please do not wait until you are in the registration room to fill this out. We will help you in a situation where a class is unavailable. Some families have their children make a list of secondary class choices if their first choice is unavailable.**
    - 2. **\$55.00 C.H.O.I.C.E. REGISTRATION FEE per family (non-refundable)** – EXACT CHANGE or ONE CHECK made payable to “CHOICE Homeschool, Inc”. Envelope provided on Registration Day.
    - 3. **CLASS SUPPLY FEES per participant (non-refundable) as listed in each class description within the Class Description document** – CASH ONLY/EXACT CHANGE (no checks). Envelopes provided on Registration Day (you will need 1 envelope per class).

### **III. CLASS DROP POLICY:**

- a. **If you drop any class(es) after the registration dates, full tuition payment is still due to the mentor(s)** on the first day of classes. For example, if you register for a Bible class at registration and decide to drop the class after registration ends, full payment is still due to the Bible mentor on the first day of classes even though you do not plan to take the class. *When registering, you take a spot from another participant and thus costs the mentor his/her fee. For this reason, please be certain when registering for classes that you will take the class(es).* **NO REFUNDS WILL BE GIVEN.**
- b. If, at any time, you fail to meet the classification of homeschooling in Indiana, you will forfeit the ability to participate in C.H.O.I.C.E. and immediately be removed as a member. **NO REFUNDS WILL BE GIVEN.**

### **IV. COMMUNICATION BETWEEN FAMILIES AND SERVANT LEADERSHIP TEAM:**

- a. C.H.O.I.C.E. is led by a team of volunteer parents with the heart to encourage and equip participants and their families along their unique homeschooling journeys. The team does not function as a “boss/employer” but instead serves as facilitators.
- b. While at C.H.O.I.C.E. on Mondays: For questions, concerns, or issues of ANY kind, please speak directly to a member of the C.H.O.I.C.E. Servant Leadership Team. **Do NOT go to CFC staff.**
  - i. Your C.H.O.I.C.E. Servant Leadership Team consists of the Coordinator Team and Support Team.
  - ii. **The Coordinating Team includes** Leanne Kelle, Jamie Frederick, Courtney Nalin, Randi Rice, Katie Welte and Erica Bridgewater. They will have a name tag titled “C.H.O.I.C.E. Coordinator” that will help you identify them.
  - iii. **The Support Team includes** Elisabeth Hallman and Ashley Merkel. They will have a name tag titled “C.H.O.I.C.E. Support Team” that will help you identify them.
  - iv. You may speak with anyone listed above as they can either address issues or direct you further.

- c. **E-mail is our primary form of communication, and we send weekly email updates during the session. We understand that you may not make checking email a priority, however, please **show respect for our time and yours by checking for and reading it weekly.** Make sure the C.H.O.I.C.E. email address ([choiceteam@choicetehomeschoolcoop.com](mailto:choiceteam@choicetehomeschoolcoop.com)) is going to the email address you prioritize.**

#### **V. COMMUNICATION BETWEEN FAMILIES AND MENTORS:**

- a. It is the mentor's responsibility to communicate with the parent/guardian of the participants they are teaching and will utilize the email or phone number submitted on the Family Information Form for registration.
- b. Please refer to the class description document for required supplies or expectations from the class mentor. Performance classes and those displaying items at our End of Session Program may have additional requirements listed.
- c. If a parent or guardian has a matter pertaining to his or her participant's class or class mentor, it is the parent/guardian's responsibility to take this matter **PRIVATELY** to the mentor. If after taking the matter (two separate times) to the mentor, the matter is not resolved, the parent/guardian is to **PRIVATELY** take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)
- d. The same process applies to a mentor who has a matter to address with a parent or guardian. **PRIVATELY** take the matter to the parent/guardian. If after taking the matter (two separate times) to the parent/guardian, the matter is not resolved, the mentor is to **PRIVATELY** take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)

#### **VI. FACILITY REMINDERS:**

C.H.O.I.C.E. is independent of CFC and they graciously allow us to utilize their facility while we hold classes on Mondays. Understandably, this can sometimes become confusing to some, thinking C.H.O.I.C.E. is "coordinated by" CFC staff or that C.H.O.I.C.E. families have full access to the building. It can also present a challenge if you attend CFC church as a family. Therefore, please be aware that:

- a. We have no storage space for lost and found items. We have a small pink cabinet that we use to hold the microwave and paperwork.
- b. CFC does not work for us nor are they responsible for participants, parents/guardians, mentors, or otherwise.
- c. **Any concerns or needs while at C.H.O.I.C.E. on Mondays should be brought to a Coordinator or Support Team Member. Do NOT go to CFC staff.**
- d. **APPROVED SPACES: We are given permission to use specific areas each session (approved before the start of each fall session for the year).** When a room is not on the schedule as being used during a specific hour, it is not available for use (parents/guardians, participants, or mentors) without authorization by the Coordinating Team. When not used for classes, these rooms are utilized by CFC staff, meetings, and other activities not always related to C.H.O.I.C.E. We ask that you take reasonable action to not be one-on-one with a participant, unless it is family, or you have been designated by a Parents/Guardians/guardian to be the responsible party for the individual. **\*\*If you need a different space, for any reason, please see a Coordinator. We also ask you to remind your participants of these guidelines and enforce the use of only C.H.O.I.C.E. approved areas. \*\***
  - i. C.H.O.I.C.E. has several **designated places** where parents/guardians (and other children when not in class) may wait. Parents/Guardians are responsible for their children not in class during this time.
    1. Room 215 – C.H.O.I.C.E. Fellowship Room-microwaves are in this room (**Nut-free environment**)
    2. CFC Café – This is a place where you can purchase hot/cold drinks and snacks as well as eat lunch/snacks. (**Nut-friendly environment**)
    3. CFC Playground – C.H.O.I.C.E. members are permitted to use the playground after 12 p.m.
    4. Room 110 – Toddler and baby playroom. Cheerios are only allowed in this room.
    5. Gym - Open gym will be from **12:00pm-12:50pm and 1:00pm-1:50pm ONLY**. All open gym activities will stop for 10 minutes (12:50-1:00) to allow for safe class passing. The playground will be available for ages 11 and under, starting at 12:00pm. **Please do NOT use the gymnasium outside of designated times.** Open gym time is an opportunity for participants to have free play. Gym monitors will be present, but parents/guardians should supervise and are responsible for their participants, including upholding the behavior agreement in the Statement of Responsibility Form.

#### **VII. DISCIPLINARY POLICY AND HANDLING CONCERNS WITH PARTICIPANTS:**

The following is the C.H.O.I.C.E. Disciplinary Policy and Procedure. C.H.O.I.C.E. Coordinators reserve the right to immediately dismiss a participant and/or family from the co-op without resorting to this disciplinary policy if the safety of others is threatened. Also, C.H.O.I.C.E. Coordinators reserve the right to override any steps in the Disciplinary Policy depending on the severity of the situation to protect the well-being of all parties involved.

- a. **First Offense** - An oral warning will be given by the mentor to the participant. The mentor will discuss the matter with the parent/guardian. The mentor will provide documentation to a coordinator.
- b. **Second Offense** - The participant will sit out the remainder of that class. A coordinator will be notified in writing by the mentor the same day of the offense. The participant's parent/guardian will be required to sit with the participant for the entirety of the class the following week.
- c. **Third Offense** - The participant will sit out the rest of the class and be sent to be with a parent/guardian on site. A coordinator will be notified in writing and will schedule a meeting with the participant, parent/guardian, mentor, and coordinator(s) to discuss the situation and establish a plan of action. If a meeting and action plan is not established prior to the next class, a decision will be made on a case-by-case scenario as to whether the participant may attend class if accompanied by a parent/guardian.
- d. Continued behavior issues or extraordinarily serious issues could result in the dismissal from C.H.O.I.C.E.
- e. If a parent/guardian has a matter pertaining to his or her participant's class or class mentor, it is the parent/guardian's responsibility to take this matter PRIVATELY to the mentor. If after taking the matter (two separate times) to the mentor, the matter is not resolved, the parent/guardian is to PRIVATELY take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)
- f. The same process applies to a mentor who has a matter to address with a parent or guardian. PRIVATELY take the matter to the parents/guardian. If after taking the matter (two separate times) to the parent/guardian, the matter is not resolved, the mentor is to PRIVATELY take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)

#### **VIII. ARRIVING AND PREPARING FOR CLASS:**

- a. **CFC Door Policy:** For security reasons, doors A and H will be the only doors unlocked. Please do not prop open exterior doors. C.H.O.I.C.E. members and mentors are to use the Door H entrance and check in at the Sign-In Table.
- b. **When to arrive and process for checking in:** Each week **you will be entering** through the door marked with a blue letter "H." Please note that CFC has increased their security and only doors H and A will be unlocked. C.H.O.I.C.E. mentors and members are only to enter through Door H. **There will be a Sign-In Table where you will sign in and pick up your child's name tags.** Volunteers will be there to help with navigating rooms, volunteer sign-ups, and handing out name tags. Each week, you will sign in, pick up your child's name tag, and check for any reminders you may have missed.
- c. **Classroom Location:** Prior to the first day of class, we will send out a welcome email and attach a Room Assignment Chart (block schedule) and a facility map so you may be prepared for the first day of class. Volunteers will also be available at the Sign-In Table to help navigate room locations.
- d. **Elevator use:** If you need the elevator to access rooms in the 200s and are unsure where it is, please see a Sign-In Table volunteer OR the facility map. For those needing an elevator to access the rooms in the 300s, please ask for assistance. These elevators are **only** to be used by those with strollers or unable to go up and down stairs for health reasons. Be advised that **participants are not allowed on the elevator** at any time unless accompanied by a Parents/Guardians that must use it due to the above-mentioned reasons. If you have any questions about this policy, please see the Coordinator Team for further guidance.
- e. **What to bring to class:** If applicable, make sure you bring supplies that are listed with each individual class description (available for download on the "Class Schedule" tab on our website).

#### **IX. SAFETY PLAN AND CHAIN OF COMMUNICATION FOR EMERGENCIES:**

To be prepared for various emergencies, C.H.O.I.C.E. continues to evaluate and improve upon a safety plan. This includes active threats, weather, or other medical emergencies.

- a. **ACTIVE THREAT PROCEDURE:** The Coordinator Team has been working with professionals to create the following procedure with our Servant Leadership Team and mentors. This is shared for our families to be aware of and be a part of the process.

- i. Beginning the first day of class, the Coordinator Team will send out a group text to all mentors that will include the Support Team.
  - ii. **If a coordinator, support team member, or mentor identifies an active threat situation**, they will go to the group chat and give the following information:
    - 1. Name
    - 2. Room Number or Area
  - iii. **A.L.I.C.E. plan:** **A**lert (the group chat), **L**ockdown/Barricade (this includes pushing items in front of the entry door to your room to restrict access even more), **I**nform (call 911), **C**ounter (if necessary), and **E**vacuate (if you are able).
  - iv. **If they are NOT the one identifying the active threat**, they will also follow the A.L.I.C.E. plan based on where they are in relation to the room number/area shared in the group chat.
  - v. C.H.O.I.C.E. will periodically sponsor training opportunities for families.
- b. MEDICAL EMERGENCIES:**
- i. For simple needs, such as a Band-Aid, please see the Sign-In Table.
  - ii. For moderate needs, Ms. Jamie keeps a first-aid kit with her in Room 213.
  - iii. For life-threatening emergencies, dial 9-1-1 if needed (unresponsive, cardiac arrest, or respiratory distress, etc.). Please contact Courtney Nalin or another Coordinator/Support Team member ASAP. An AED (Automated External Defibrillator) is near the welcome center and multiple mentors, parents, and participants are trained in CPR.

**X. INCLEMENT WEATHER:**

C.H.O.I.C.E. will follow the EVSC snow-day policy. We will NOT make phone calls if the weather is questionable. If EVSC cancels school due to inclement weather for the entire day, C.H.O.I.C.E. will also be cancelled. If EVSC has a 2-hour delay due to inclement weather, C.H.O.I.C.E.'s 9 a.m. classes will be cancelled. Classes will resume at 10 a.m. and continue as scheduled. **Although C.H.O.I.C.E. strives to hold all 12 weeks per session, one or more weeks could be cancelled due to inclement weather or other causes beyond our control.**

**XI. SICK POLICY:** In order to create a safer atmosphere for all C.H.O.I.C.E. families, we kindly ask if any family member is sick with any flu, cold, virus, or fever of 100°F or above that person stay home. Please be symptom free for 48 hours before coming to C.H.O.I.C.E. It is C.H.O.I.C.E.'s desire to allow our families the personal freedom to make their own decisions regarding their own health and safety while still exercising personal responsibility.

**XII. PARENTS/GUARDIANS INFORMATION AND FAMILY EXPECTATIONS:**

- a. For liability purposes, **parents/guardians are required** to always stay on the church premises while their children are attending class. Parents/Guardians are solely responsible for getting their children to and from classes while they are not in class.
- b. Parents/Guardians and participants are expected to read, sign, and abide by the Statement of Responsibilities for Families.
- c. It is of the utmost importance that children and adults are always quiet and on their best behavior as we are guests of CFC. Please do not allow your children to run and play in the hallways.
- d. Parents/Guardians are not required to teach or volunteer with classes but are asked to participate in a few light duties (such as wiping down tables, sign-in table, hallway monitor, etc.). Parents/Guardians are encouraged to sign up for a weekly "chore(s)". If a parent/guardian is unable to help, families are encouraged to have older children take part in volunteer roles. A Volunteer Sign-Up sheet with descriptions and a Substitution Sign-Up sheet will be available during Registration and on the first day of classes.
- e. Weapons of any kind are not permitted at C.H.O.I.C.E. Please do not bring guns, knives, or other weapons (including play / toy weapons) to C.H.O.I.C.E.
- f. C.H.O.I.C.E. will not have a specified lunch time. You may eat at the tables (not labeled "reserved") in the CFC Café. Room 215 (Fellowship Room) will be NUT-FREE, while the Café is a NUT-FRIENDLY eating area. When making out the child's class schedule, please remember to leave a time for your child(ren) to eat lunch.
- g. If eating lunch at C.H.O.I.C.E., bring your own lunch with a CLEAR drink. It is up to parents/guardians to supervise their children. It is **ESPECIALLY** important that we leave our eating area clean. Several packages of wet wipes will be available. Please pick up your lunch trash (from the table, chair, floor) and wipe down your eating area when you

have finished eating lunch. We ask that if C.H.O.I.C.E. families choose to eat lunch in the café, you do so in a timely manner and, after picking up and cleaning your area, make the area available to other guests. Do NOT leave your items unattended. We do encourage C.H.O.I.C.E. families to support CFC's Café ministry by making a purchase when possible. There will be tables in the Café with "RESERVED" signs to be used by CFC staff only. There are several picnic tables located outside of the café that you are welcome to use as well.

### **XIII. C.H.O.I.C.E. STATEMENT OF RESPONSIBILITY FOR FAMILIES:**

In our desire to have clear expectations set out from the beginning, we have the **C.H.O.I.C.E. Statement of Responsibility Form that is required to be read, signed, and turned in by all families, including participants ages 7 and up. This is included in our online Family Information Form** and a copy is included in this handbook.

*As members of the C.H.O.I.C.E. Family, we understand that:*

- ✓ *Email is C.H.O.I.C.E.'s primary form of communication and agree to read the weekly C.H.O.I.C.E. Family Email thoroughly, replying in a timely manner when requested.*
- ✓ *Electronic devices are not allowed in class unless mentor approved.*
- ✓ *Participants are expected to dress modestly.*
- ✓ *Disrespect towards other participants, parents/guardians, or mentors will not be tolerated and may result in dismissal from C.H.O.I.C.E. following the Disciplinary Policy as set out in the C.H.O.I.C.E. Handbook.*
- ✓ *C.H.O.I.C.E. is a "no drop-off" co-op and parents/guardians agree to be on the premises or inform the coordinator team of another responsible party when parent/guardian will not be available (with required responsible party form on file).*
- ✓ *Name tags MUST BE WORN in an easily visible area (front of shirt is preferred) while on the premises.*
- ✓ *Participants are expected to be in class or in a C.H.O.I.C.E.-approved location when on break.*
- ✓ *Participants are expected to attend class consistently, be prepared, and on time. Failure to attend most of a session may result in not being considered a "returning member" for registration at the next session.*
- ✓ *Participants are expected to finish assigned classwork, learn music/scripts, or meet other expectations set out by the class mentor.*
- ✓ *Disciplinary Policy First Offense: An oral warning will be given by the mentor to the participant. The mentor will discuss the matter with the parent/guardian. The mentor will provide documentation to a coordinator.*
- ✓ *Disciplinary Policy Second Offense: The participant will sit out the remainder of that class. A coordinator will be notified in writing by the mentor the same day of the offense. The participant's parents/guardian will be required to sit with the participant for the entirety of the class the following week.*
- ✓ *Disciplinary Policy Third Offense: The participant will sit out the rest of the class and be sent to be with a parent/guardian on site. A coordinator will be notified in writing and will schedule a meeting with the participant, parent/guardian, mentor, and coordinator(s) to discuss the situation and establish a plan of action. If a meeting and action plan is not established prior to the next class, a decision will be made on a case-by-case scenario as to whether the participant may attend class if accompanied by a parents/guardian.*
- ✓ *Parents/Guardians are not required to teach or volunteer with classes but are asked to participate in a few light duties (such as wiping down tables, sign-in table, hallway monitor, etc.) as this is YOUR co-op! If a parent/guardian is unable to help, families are encouraged to have older children take part in volunteer roles.*
- ✓ *We understand that if, at any time, we fail to meet the definition of homeschooling in Indiana, we will forfeit the ability to participate in C.H.O.I.C.E. and immediately be removed as a member. NO REFUNDS WILL BE GIVEN.*

#### **C.H.O.I.C.E.'s Statement of Responsibility for Participants**

- *I have talked with my parent(s) or guardian about being a participant at C.H.O.I.C.E.*
- *I agree to be on time, present, and prepared for all my registered classes unless my mentor and parent/guardian(s) knows why I will be absent.*
- *I agree to show respect with my words and actions to each C.H.O.I.C.E. mentor as well as others in leadership.*
- *I agree to show respect with my words and actions to other C.H.O.I.C.E. participants, understanding that I have the privilege and opportunity of making a positive impact on others.*
- *I agree that if I have a problem with a class or mentor, I will talk to my parent/guardian and my mentor before going to anyone else with the problem.*

- *I agree that, if I participate in a class that includes an End of Session Program performance, I will work hard to learn any speaking parts, solos, instrumental music, or other performance roles on time and will take extra time to practice at home as instructed by my mentor.*
- *I have read and understand C.H.O.I.C.E.'s Disciplinary Policy listed in this Statement of Responsibilities and the C.H.O.I.C.E. 2024 Handbook*

### **Parent/Guardian and Participant Commitment**

*I/We have discussed being a part of the C.H.O.I.C.E. family for the Spring 2025 Session. I/We understand that this is a wonderful way to enrich our family's homeschool learning and fellowship with participating families and mentors. I/We agree to partner with C.H.O.I.C.E. in helping my/our child(ren) during the Spring 2025 Session. I/We understand that this includes making sure my/our child(ren) attends class each week, encouraging my/our child(ren) to be an active participant, contacting my/our child(ren)'s mentor(s) with concerns, and involving C.H.O.I.C.E. Coordinators when necessary. I/We will contact the mentor if my/our child(ren) is unable to come to class due to an illness, prearranged trip, or other unforeseen circumstance, making sure any home practicing or work is done.*

*C.H.O.I.C.E. (Christian Homes Organized in Cooperative Engagement) parents/guardians, of the children participating in C.H.O.I.C.E., agree to acknowledge and understand that Christian beliefs are what C.H.O.I.C.E. Homeschool is founded on and solely led by. C.H.O.I.C.E. will be proclaiming our Lord Jesus, praying, and following the teachings of the Bible.*

*C.H.O.I.C.E. parents/guardians of the children participating in C.H.O.I.C.E., are required to read, sign, and agree to uphold, even if not in full agreement with, C.H.O.I.C.E.'s Mission Statement and Statement of Faith.*

#### **XIV. MISSION STATEMENT:**

*C.H.O.I.C.E. (Christian Homes Organized in Cooperative Engagement) is a Christ-centered, faith-based homeschool cooperative among a group of parents which provides their children with enrichment meetings led by mentors. All enrichment meetings will reflect a Christian perspective that honor our Lord Jesus and support our Statement of Faith. C.H.O.I.C.E. offers opportunities for fellowship and growing in faith among the participating families and mentors. C.H.O.I.C.E. exists to bring honor and glory to our Heavenly Father and for the building and strengthening of His Kingdom.*

#### **XV. STATEMENT OF FAITH:**

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God revealing the love of God to the world. 1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16*
- *We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; John 10:30; Ephesians 4:4-6*
- *We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15*
- *We believe that all men everywhere are lost and face the judgment of God, Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore, we believe that God will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell. Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:89; Titus 3:4-7.*
- *We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10*
- *We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. 1 Corinthians 15:51-57; Revelation 20:11-15*
- *We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church. 1 Corinthians 12:12, 27; Ephesians 1:22-23 We believe that the ministry of evangelism (sharing and proclaiming the message of salvation only possible by grace through faith in Jesus Christ) and discipleship (helping followers of Christ grow up into maturity in Christ) is a responsibility of all followers of Jesus Christ. Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15*
- *We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between*



*male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:24; Matthew 19:5-6; Mark 10:69; Romans 1:26-27; 1 Corinthians 6:9*

- *We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. Matthew 9:35-38, 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15*
- *We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10*

For any questions, please email C.H.O.I.C.E. leadership team at: [choiceteam@choicehomeschoolcoop.com](mailto:choiceteam@choicehomeschoolcoop.com).