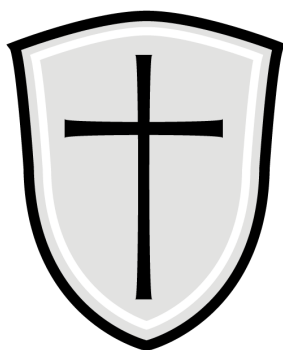


# Fai**t**h

## Christian Home Educators

### Handbook 2023-2024



**FAITH**  
CHRISTIAN HOME EDUCATORS

Ephesians 6:11 – Put on the armor of God

# Faith Christian Home Educators

## School Year 2023 - 2024

### First Semester (14 weeks)

September 7, 2023 – December 14, 2023

No classes on November 23, 2023

### Second Semester (16 weeks)

January 11, 2024 – May 2, 2024

(Semester ends May 9, 2024 if a snow day is needed)

No classes for Easter break on March 28, 2024

FCHE Classes meet on Thursdays.

Most classes are year-long, but semester classes are offered occasionally.

For more class detail, please see the class schedule on our website.

[www.faithchristianhome.net](http://www.faithchristianhome.net)

### Location of Classes

North Presbyterian Church

2675 East Hwy 36

North St. Paul, MN 55109

### Leadership

Administrators – Wendy Markham, Cathy Van Rossum

Board of Directors – Lynn Kern (Board President), Michelle Hansen (Board Vice-President), Julie Harms (Board Treasurer), Keri Stage (Board Secretary), Crystal Hamilton, Jennifer Ranalla (Registrar), Emily Mapes

### Contact Information

[faithchristianhome@yahoo.com](mailto:faithchristianhome@yahoo.com)

Please use the Yahoo email above and your message will be responded to within 24 hours.

# Faith Christian Home Educators

## Member Handbook

Faith Christian Home Educators provides weekly learning activities and classes for home schooled students. We are not the primary source of education, but are an enhancement to home education. We believe strongly in the word of God when it says that we are to share the love of Christ with all, and this ministry runs as an educational program with the purpose of training Christian children “in the way they should go” according to Biblical principles. Since this is not an evangelistic program, we focus on and reach out to those home educating families who have already accepted Jesus Christ as their Lord and Savior. Therefore, all classes and worship time will be taught with Christian beliefs woven into them.

### **Mission Statement**

Our mission is to partner with Christian families who choose to home school their children. We exist to provide an extension of the Christian home as we train our student members in various school subjects. We strive to be an example of Godly living by helping to prepare the next generation of Christian leaders, and equip them for a life devoted to their Savior Jesus Christ and serving on His behalf in their homes, churches, vocations, and communities. We believe Christian values according to the Holy Bible should be woven into every aspect of education and life, and work to ensure we operate FCHE accordingly. We live and teach these values as we search for opportunities for our students and their families to share Christ's love with others.

### **Statement of Faith**

1. We believe that the Bible is the inspired, inerrant and infallible Word of God. It is written without error under the inspiration of the Holy Spirit, and has the final authority in all matters of faith and conduct according to 2 Timothy 3:16-17, which states, “All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”
2. We believe in the Trinity (John 1:1, John 1:14, 1John 5:7) – there is one living and true God, eternally existing in three persons of spirit: Father, Son, and Holy Spirit, and our worship will consist in worshipping the one true God only as Matthew 4:10 states, “Worship the Lord your God and serve Him only.”
3. We believe that Jesus is the express image of the invisible God, which is to say He is God; that He became man, yet without sin, being conceived by the Holy Spirit and born of the Virgin Mary; that He died on the cross as a substitutionary sacrifice for sin; that He arose from the dead in the body in which He was crucified; that He ascended into heaven in that body glorified, where He is now, our interceding High Priest; and that He will return again personally, visibly, and gloriously.

4. We believe those who choose to receive Jesus Christ as their Lord and Savior are saved by grace and destined to an eternal life with God Almighty in Heaven. Salvation is wholly of God; by grace; that God in love, gave His only son to die on the cross for sin, thus procuring the redemption of those who come to Him; that this salvation is not merited in any way by man; that God commands men everywhere to repent of sin and believe in Christ; and that this salvation is eternal in its duration. Ephesians 2:8-9 states, "For it is by grace you have been saved, through faith- and this not from yourselves, it is the gift of God- not by works, so that no one can boast."
5. We believe the Lord Jesus died as a sacrifice for our sins; He rose victorious from the grave on the third day; He ascended to the right hand of the Father; He makes continual intercession for believers, and all who believe in Him are justified by His shed blood. Ephesians 1:7 states, "In Him we have redemption through His blood, the forgiveness of sins, in accordance with the riches of God's grace." And Hebrews 7:25 states, "Therefore, He is able to save completely those who come to God through Him because He always lives to intercede for them."
6. We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man fell into a sinful and spiritually impotent state, totally unable to justify himself before God.
7. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)
8. We believe that in order to preserve the function and integrity of Faith Christian Home Educators (FCHE), and to provide a biblical role model to the FCHE members and the community, it is imperative that all members of FCHE agree to and abide by the following *Statement on Marriage, Gender, and Sexuality*. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
  - We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God as is stated in Genesis 1:26-27. Rejection of one's biological sex is a rejection of the image of God within that person.
  - We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Gen 2:18-24 and Matt 19:4-5. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
  - We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, sexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-19; 1 Cor 6:9-10.)

9. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Faith Christian Home Educators.
11. We fully adhere to Hebrews 13:8 which states, "Jesus Christ is the same yesterday and today and forever."

### **Final Authority for Matters of Belief and Conduct**

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCHE's faith, doctrine, practice, policy, and discipline, our Board of Directors is FCHE's final interpretive authority on the Bible's meaning and application.

### **Appearance and Conduct Code**

Why is an Appearance and Conduct Code necessary?

Educational research shows that students who wear school uniforms or who follow a dress code do better academically and socially. It is assumed that this is due to the fact that when distractions of clothing are removed or minimized, the focus is then placed on academics. While allowing for personal expression, the goal of our Appearance and Conduct Code is to help our children dress and behave in a manner that will glorify God and will help them to be successful academically.

### **Appearance Code**

1. All dress must be modest.
  - a. Tops and bottoms must overlap so midriff skin is not exposed.
  - b. Necklines should not be revealing.
  - c. All shoulder straps should be at least 1 ½ inches wide.
  - d. All shorts should have inseams of no less than 4 inches.
  - e. Undergarments should not be seen.
  - f. T-shirts advertising tobacco, alcohol, or containing inappropriate sayings are not allowed.
  - g. Hats are not permitted in the sanctuary or in classrooms.
  - h. No perfumes should be worn at Faith due to allergies and sensitivities.
  - i. No yoga pants or leggings can be worn without a long top, dress, or skirt that covers the backside.

- j. Skirt lengths should extend past the fingertips when arms are at the side.
2. Students must dress in conformance with their biological sex.
3. Other distracting or disruptive apparel will be handled on a case by case basis

## **Conduct Code**

There are three Bible verses that summarize our expectations of staff and student behavior while participating in FCHE classes and extracurricular activities or while attending special events:

- **Matthew 6:33** “...Seek first the kingdom of God and His righteousness, and all these things will be added to you.”
- **Luke 10:27** “...Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and your neighbor as yourself.”
- **1 Corinthians 10:31** “...Whether you eat or drink, or whatever you do, do it all for the glory of God.”

If we make our decisions with the above verses in mind, the following conduct expectations should be automatically achieved.

## **Conduct Expectations**

1. We will abide by Biblical Christian standards of expectation in our speech and in our actions – showing kindness, responsibility, and honesty toward adults and fellow students. We will be attentive and cooperative with tutors, helpers, and fellow students at all times. We will refrain from disruptive/distracting behavior during class.
2. No swearing or cussing will be tolerated.
3. We will watch out for and take care of younger siblings and children in our proximity – being thoughtful of their safety.
4. We will be godly role models to younger children, to each other, and to those who are not Christians.
5. No weapons of any kind (including, but not limited to guns, knives, pocketknives, or lasers) are allowed on site at any time. Any of these items found in the possession of a student will be confiscated and returned only to the parent.
6. No stealing or cheating will be tolerated.
7. **No electronic devices** (including, but not limited to cell phones\*, electronic games, Ipods, and MP3 players) are allowed in the building except in the possession of a parent or tutor. Any electronic items in the possession of a student will be confiscated and put in the cell phone basket until the end of the

day. **EXCEPTIONS: Cell phone use is permitted at the Welcome Desk for students to contact their parents. \*If it is necessary for a child to carry a cell phone at FCHE, it needs to be out of sight at all times, except when at the Welcome Desk lobby area. Having a phone is a privilege. If rules are not adhered to, further action will be taken. Students may use computers and tablets by themselves (for homework purposes only) in the designated study areas. If the computer/tablet is used for anything other than homework, the privilege will be taken away for the semester.**

8. No skateboards, heeies, or similar recreational toys will be allowed on church property.
9. No illegal drugs, tobacco, alcohol, or drug paraphernalia are allowed on church property at any time including in vehicles.
- 10. No food or drink (except water) is allowed anywhere except in the designated lunch area. No food or drink allowed in the Narthex area.**
11. Inappropriate touch is not allowed at any time. The FCHE Board has full authority to determine what defines inappropriate touch.
12. Students will only use restrooms of their biological sex.
13. Gambling, with or without the use of money, is not allowed on the premises.
14. Please pick up after yourself at lunch and throughout the day.
15. Be respectful of our neighbors and church building. No screaming or running around the church building, on the landscaping, or in the parking lot and the street. No climbing trees or signs.
16. Stay in the designated areas in between classes. This includes the quiet study areas, or the lunch room where respectful talking is permitted.
17. Absolutely no roaming around the church building, and no entering undesignated areas or rooms.
18. No playing in the church parking lot.
19. Teenagers (13+) may receive prior permission from FCHE Leadership to be in other areas. This privilege will be handled on a case by case basis, and all set rules must be respected and adhered to.
20. It is imperative that respect is shown towards any adult at all times.
21. Other distracting/disruptive behavior will be handled on a case by case basis.

## **Student Searches**

As part of its commitment to fostering a safe and healthy learning environment at FCHE, students are prohibited from possessing weapons or contraband (such as but not limited to alcohol, illegal drugs, and smoking materials) on FCHE premises. All of the facilities, furniture, fixtures, computers, technology or other resources provided by FCHE for use by students while at FCHE, are not private, and may be searched by FCHE officials at any time without advance notice to a student. In addition, when FCHE has reasonable suspicion that a search may uncover a violation of law or of FCHE's rules, FCHE reserves the right to search a student's person or personal possessions, including but not limited to a student's clothing, purse, backpack, book bags, electronic devices, packages, and vehicles

on FCHE property. FCHE will strive to ensure that any search is reasonable in scope and intrusiveness. In addition, where it is necessary to search a student's person, FCHE will consider the anatomical sex of the student when determining who will conduct the search and will arrange to have an observer present during the search. In some circumstances, FCHE may decide to contact law enforcement to conduct or assist in a search. If a search yields evidence that a student has violated a law or a FCHE rule, the student may be subject to discipline, up to and including dismissal from FCHE, and the evidence may be seized and, if appropriate, turned over to the police.

## **Parent Expectations**

1. All parents must sign a waiver and release of liability form for Faith Christian Home Educators, Inc. and North Presbyterian Church.
2. Families are expected to arrive promptly so classes may start on time.
3. All outside playtime must be supervised by the child's parent(s) if there is not a volunteer supervisor scheduled for the outside play area.
4. We do not have a "no drop-off" policy at Faith. However, your child must be scheduled in classes if they are at Faith. A 90 minute "independent study" time, in the designated study area is allowed if your child has a wait time in between classes. All students will agree not to leave the church grounds during this study time. Unscheduled time longer than 90 minutes, must be supervised by the parent as we do not have someone to specifically watch children when they are not in class.
5. For security purposes all children must be signed in with a parent contact phone number and will only be released to a parent, unless other arrangements have been made with administration. Children age 13 and older may sign themselves in and out, but they must include a parent contact number.
6. Parents must pay tuition on time as designated on the website.
7. All families must affirm the Statement of Faith, Waiver & Release of Liability, and Background Check Consent upon Membership Registration.
- 8. It is the parent's responsibility to ensure students complete and turn in the required homework assignments.**

## **Process for Resolving Issues and Conduct Violations**

First, an attempt to resolve an issue or code violation should be made between families before consulting the administrator. Email or text is not recommended. FCHE administration will ask if you first attempted to resolve the issue with the family and what steps were taken before intervening. If the administrator decides there is a code violation, the following steps will ordinarily be taken:

**1st Offense** - Administrator will talk with families to see if the issue is resolved and mediate if necessary. If the 1st offense is violent in nature (either verbally or physically), it will be treated as a 2nd offense.



**2nd Offense** - Offending student and student's family will meet with administrator - may include a suspension from FCHE for a period of time.

**3rd Offense** - Student will be expelled from FCHE. The offending student may be readmitted after a period of time at the discretion of the FCHE Board.

Faith's goal is to lead, guide, and direct our students to live out godly lives (ie. advocate modesty vs. just following the dress code). We believe in giving grace for an error, but taking disciplinary action for repeated offenses.

This process is based on the Bible, and it is found to be the most charitable way to deal with difficult relational conflicts. **Please refer to Matthew 18:15-20 in which Jesus says,** "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them."

**Faith reserves the right to suspend or expel a student for serious or violent misconduct without proceeding through the progression identified above when circumstances and the good of FCHE so require.**

## **FCHE Forum Guidelines**

As a member family of FCHE you will be added to our Forums through the website. This is the main way we communicate with each other about upcoming events, Faith Notes, etc. You will also be able to use the Forum to send messages to all other FCHE families. There are some guidelines that need to be followed in order to use the Forum.

- ❖ Please use the subject line of your email to give a clear, concise description of your email.
- ❖ DO share information about homeschooling.
- ❖ Do use this group to coordinate activities, ask homeschooling advice, ask homeschooling questions, ask co-op questions, etc.
- ❖ Please DO NOT use this group to sell items for a business. You may request to have your business added to the business portion of our website.
- ❖ Please DO NOT pass along anything of a political nature (endorsing a candidate, ANY political emails). Please use your personal contacts for this.
- ❖ If you have any questions about whether or not something is appropriate to post, please first email [faithchristianhome@yahoo.com](mailto:faithchristianhome@yahoo.com).
- ❖ If you have homeschooling related items to sell, gift, or bless other FCHE families with, please use the Classified Section of the website (not the Forums)

## **Faith Safety Plan & Procedures:**

### **Daily Safety Plan:**

- A. Doors will remain locked except for the following times: 8:30-9:00 a.m. - Arrival Time
- B. Welcome Desk Attendant will be present to open doors throughout the school day. Membership card must be shown for admittance.
- C. If there is an unknown person at the door, the attendant will bring the directory with them to the door and ask who the individual is there to see, or the attendant will summon the Administrator for assistance.
- D. There will be one safety drill in the first semester, and Board and Administration will work with Tutors at the beginning of the year to ensure they understand their roles in keeping students safe.
- E. All Faith Tutors, the Administrator, Outdoor Supervisor, and the Welcome Desk Attendant will carry hand held alarms, or have them readily accessible to be used in case of an emergency.
- F. Planned safety precautions will be taken and procedures followed by Teachers, FCHE Board, and Administrator to ensure children are safe in the event of an emergency.
- G. Classroom doors (with the ability to lock) will be locked from the inside while classes are in session.

### **Fire Procedures:**

If a fire is discovered, which cannot be safely and quickly extinguished, Administrator and Welcome Desk Attendant or any other responsible adult should be notified. The Administrator will sound hand held alarm or give three loud, short blasts on a whistle in the lower level hallway repeating at intervals to be sure all have heard the alarm. Teachers should verbally sound the alarm once they have heard the whistle. The administrator will calmly, but loudly say, "Teachers, there is a fire in \_\_\_\_." The administrator will repeat the whistle blasts and blow horn announcement in the hallways. Welcome Desk Attendant will gather the Sign-in Sheets and direct children and adults from the foyer area to a safe exit. Students and adults in Fellowship Hall vacate the building via a safe exit. If a Floater is on duty, their role is to check the bathrooms, and help the Kindergarten Teacher with the little ones if possible, exiting in the safest manner. Teachers will escort children to the nearest exit away from the fire. All teachers and adults will escort students around them and check close bathrooms as they exit. In case of a fire occurring during lunch time, teachers and working adults have a specific role for action. All will meet in the parking lot, and all, who have access to phones, will call 911 at the earliest opportunity. The main objective for all concerned is to vacate the building as quickly as possible.

### **Tornado Procedures:**

Upon hearing civil defense sirens or upon learning of an approaching tornado, the Administrator or another responsible adult will direct children to the walls along the hallways, or the designated tornado shelter area. The administrator will sweep the building to ensure all adults and students seek shelter. Using the alarms, the administrator will calmly and loudly say, "Teachers, there is a tornado warning, please usher students to the designated hallways and shelter area" as she walks the building. Teachers will help usher students. The administrator and other adults on duty, will sweep the building (checking bathrooms, etc.) to ensure all adults and students seek shelter.

### **Intruder Procedures:**

If an intruder (a person intent on doing harm) enters FCHE, the welcome desk attendant or another responsible adult will work to distract intruder and all adults present will work to subdue/injure intruder with whatever tool or item is handy. Use utmost force and shouts to surprise and disarm intruder . Upon hearing the alarm, teachers will do their best to lock doors that can be locked, block doors, and help children hide out of sight or lead them to safety by vacating the building if possible (possibly via windows, if in rooms with exit doors they should exit the building, or move to a place out of sight). In addition to locking and blocking the door, tutors will secure children in the classroom and calmly instruct them to hide behind tables and/or out of sight - not in one large group. The Administrator or other adults present will quietly usher/instruct children from the lunchroom/study area toward the back of the sanctuary and exit the building, or hide out of sight. All, who have access to phones, will call 911 at the earliest opportunity.

## **Payment Schedule**

Most FCHE classes require a year-long commitment. Please speak with the tutor if you are interested in a ONE semester option.

☛ Annual Tuition and Supply Fees are to be made payable directly to the tutors. You will be notified of the tutor's preferred payment method after you register for classes. If possible, total payment may be made in One installment. However, a Two Installment Plan is detailed below:

### **TWO Installment Plan:**

1<sup>st</sup> Installment (1/2 Combined Total of Annual Tuition + Supply Fee) due by April 28, 2023 (or at the time of registration).

2<sup>nd</sup> Installment (1/2 Combined Total of Annual Tuition + Supply Fee) due by August 24, 2023.

☛ The Annual Membership Fee of \$50 per student is due at time of initial Membership Registration.

☛ Tutors are paid directly with the payment method chosen by the tutor.

☛ Failure to make payments on time could result in a loss of the student's space in the class. It is the family's responsibility to discuss with the tutor any changes they may need to the payment schedule.

☛ FCHE does offer partial scholarships to member families. Please inquire with FCHE Administration.

**Tuition, Supply Fees, and Membership Fees are non-refundable after registration unless a class is cancelled.**

### **Service Responsibility**

Due to the fact that Faith is run entirely by volunteers, each family's participation is vital. **Two hours of service time is required for each 1 hour class with a maximum of 16 hours per family Per Semester.** Two hours of this time must be performed in a morning or afternoon set-up/clean-up slot each semester. Each family is responsible for having their hours fulfilled by someone 18+ years old (students aged 14+ can complete service hours in certain areas at the discretion of the FCHE Board). **Failure to fulfill service hours will result in a charge of \$20 for each unfulfilled hour.** Positions and times for volunteering can be found online using Sign-up Genius. Deadlines for service sign-up or buyout are: October 12, 2023 for 1<sup>st</sup> Semester, and February 22, 2024 for 2<sup>nd</sup> Semester. Upon completion of each volunteering session, please sign the daily volunteer sheet at the Welcome Desk and document your hours in the Volunteer Sign-out Book with initials from a FCHE Board Member/FCHE adult in order to receive credit for your hours. A Background Check will be required of every adult who is volunteering per safety requirements (Required every 3 years).

**A BUY-OUT option for volunteer hours is available at the cost of \$20 per volunteer hour with a maximum of \$320 per family per semester.** A combination of buy-out and volunteering is also acceptable.

### **Role of the Tutor**

The belief that parents are the main educators of their children is fundamental to FCHE. The role of our tutors is to aid in the child's learning experience by adding instruction in the tutor's area of expertise. The tutors will provide a syllabus for each class that will show homework assignments as well as the specific content to be covered. Tutors will also provide suggestions for what parents may do at home to enhance and compliment the class instruction. The amount of homework is dependent on the grade level of the class and on the subject. Evaluations will be given to parents toward the end of each semester, or more frequently depending on the class. Elementary level classes will provide, at a minimum, semester evaluations. Upper level tutors will utilize the website grading system so that parents have access to information in a timely manner. Grade suggestions may be made by tutors, but parents have the final say in grades for their children.

## **Attendance**

If you know in advance that your child will be absent from any given class, please let the tutor(s) know as soon as possible. This will give the tutor(s) ample time to prepare and gather work which your child may miss, and it is very helpful in planning for needed supplies

*Our goal at Faith is to share the love of Christ with all Faith attendees and their families, while providing a Christ-like atmosphere of support and learning. Please feel free to let us know how we may pray for you or how we can support you and your family. We also welcome any suggestions you may have which will make Faith more pleasing to God and more helpful to home schooling families. Thank you for giving Faith the opportunity to come alongside you on your home schooling journey!*

*Many Blessings!*  
*FCHE Board & Administration*