



Community Handbook
2023 - 2024

www.cschomeschool.com

Statement of Faith

Nicene Creed

*We believe in one God,
the Father almighty,
maker of heaven and earth,
of all things visible and invisible.*

*And in one Lord Jesus Christ,
the only Son of God,
begotten from the Father before all ages,
God from God,
Light from Light,
true God from true God,
begotten, not made;
of the same essence as the Father.
Through him all things were made.
For us and for our salvation
he came down from heaven;
he became incarnate by the Holy Spirit and the virgin Mary,
and was made human.
He was crucified for us under Pontius Pilate;
he suffered and was buried.
The third day he rose again, according to the Scriptures.
He ascended to heaven
and is seated at the right hand of the Father.
He will come again with glory
to judge the living and the dead.
His kingdom will never end.*

*And we believe in the Holy Spirit,
the Lord, the giver of life.
He proceeds from the Father and the Son,
and with the Father and the Son is worshiped and glorified.
He spoke through the prophets.
We believe in one holy catholic and apostolic church.
We affirm one baptism for the forgiveness of sins.
We look forward to the resurrection of the dead,
and to life in the world to come. Amen.*

Life and Conduct

As a Christian, classical community, we are setting forth the following principles and guidelines to help uphold an environment most conducive to promoting the growth and learning of the children in this co-op while setting the expectations of responsibility of all families involved in their personal conduct and interactions with all other members of the community.

Biblical Principles

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. 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 Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).
10. 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. (Psalm 139)

Code of Conduct for Students

1. Abide by Christian standards in your actions and in your speech, showing kindness, responsibility, and integrity.
2. Always demonstrate respect toward adults, fellow students, and property.
3. Refrain from disruptive and distracting behavior during class. This includes the use of cell phones, electronic devices, toys or other personal items that are not needed for class.
4. Use of electronic devices by children is prohibited on campus and during CSC events.
5. Knives (including pocket knives), guns, or other items that could be perceived as weapons are not allowed to be in possession of students on campus or during CSC events.
6. Cooperate with teachers and helpers during class and take responsibility in helping clean up.
7. Give your best effort to learning the material presented and in discussing or participating in group activities.
8. Abide by the policies outlined in the remainder of the family handbook.

Handling Conflict

Because conflict is inevitable, these guidelines for resolving conflict are based on Biblical principles. All families in this community must agree to them.

- We should teach our children both compassion and forgiveness (Matthew 18:21-22). We need to view our cooperative as a place where our children can learn to resolve minor conflicts largely by themselves, and where they can learn to practice both compassion and forgiveness. We must also recognize our responsibility as parents to model this same compassion and forgiveness in our relationships with each other and with the students.
- In cases that cannot be resolved by the children themselves, the conflict should be resolved primarily by the parents of the children involved whenever feasible (Matthew 18:15). Conflict should be resolved in a non-confrontational way and in private being careful to use only first-hand information rather than relying on third-party accounts.
- Adults in the community are encouraged to aid in the resolution of the conflict by seeking peaceful outcomes and guiding the children through the process, particularly if the parents aren't present.
- If these steps do not work, then one of the co-directors need to be informed and need to step in (Matthew 18:16-17).
- The issue should be dealt with quickly. Let's not let the sun go down on our anger (Ephesians 4:26).
- The goal of resolving conflict should be reconciliation rather than vindication or punishment.
- Parents and teachers should regularly remind children of the statement of cooperation that they signed.
- If there is an issue that affects the whole community, we encourage you to come directly to the co-directors with the concern to address the problem.

- As a community, we seek to avoid all gossip. To that end, we ask that all conflict is dealt with directly rather than talked about amongst community members who were not involved.

Discipline Policy

As a community, we are joining together to help in raising all of the community children including the correction of misbehavior and guidance in seeking resolution to conflicts as they arise.

- If a child is being disruptive or disobedient in class, the teacher, assistant or parent, if present, will verbally correct the behavior.
- If the child does not respond to verbal correction, the assistant will pull the child aside for a private conversation explaining why the behavior is disruptive or disrespectful and what is expected moving forward. The child may need to sit with an assistant for a few minutes before returning to the group.
- If the behavior is still not corrected, the assistant will bring the child to his or her parent, explain the situation, and ask to handle the correction more firmly.
- If the child still is still having difficulty following expectations, the assistant will seek one of the co-directors to step in and the director, child, parent and teacher or assistant will meet together to discuss further action (Matthew 18:16-17).

Educational Philosophy

Classical

Our groups will pursue a classical course of study. Classical education is rooted in the pursuit of truth, goodness, and beauty. We value the study of the liberal arts and great books for the purpose of developing in our students wisdom, discipline and the seven virtues (faith, hope, love, temperance, fortitude, justice and prudence). We agree with the medieval principle that all knowledge is interrelated and is only understood in the context of God and His nature. We encourage students to view their education within the context of The Great Conversation that has been ongoing for centuries.

Restful

We value time for contemplation, conversation, and reflection, which promotes a restful learning environment. We seek deep engagement with the material presented and flexibility to pursue questions as they arise. We seek to support the parents as the student's primary educator. Restful learning is rigorous with the goal of a holistic education driven by curiosity and a love of learning rather than completion of a checklist.

Christian

Ultimately our educational goals are rooted in the desire to know Christ and make His kingdom known to others. Theology is the queen of knowledge and the unifying theme in all our studies. Our ultimate goal is to cultivate students as worshippers who seek to better understand their Creator and His creation. We pursue all courses of study to the glory of our Lord Jesus Christ.

Community Culture and Values

These are traits that we seek to embrace in our character and community:

- *Reading.* We prioritize making space for reading and enjoying great books.
- *Communication.* We want to articulate our thoughts well through speech and writing.
- *Diligence.* We want our kids to explore their creative interests and to be willing to work hard, whatever that looks like.
- *Father leadership.* We see the power of a dad in the life of a family, and we want to champion this role in our community. We recognize that not all families have this benefit at home, but we want our community to be a place where dads are visible and active.
- *Nature.* We value enjoying and learning about the beauty in God's created world.
- *Humility.* We are willing to listen, to invite experts in, to learn from each other, and to be corrected.
- *Kindness.* We do not tolerate meanness and unkindness. We strive to be inclusive, respectful, and inviting.

Governance

For the 2023-2024 school year, our co-op will operate with three co-directors (Jessica, Katie, and Elizabeth) making most of the decisions about the daily running of the co-op.

The co-directors will split their duties into several categories so that every family that attends will hopefully know who to approach with questions. If any decisions need to be made, the co-directors will inform one another and vote on a decision. These decisions would include things like curriculum choice, teacher assignments, yearly and daily schedules, disciplinary action, group communication, etc.

As this co-op is volunteer run and the intention of the group is to foster community between the families, every family will be expected to participate as a teacher or assistant, as well as take on additional needed tasks such as planning special events, helping with set-up, tear down, and clean-up, assisting with childcare for the nursery from time to time, and other needs that may arise. We expect that at least one parent will be present on community days and will help out as needed. This co-op is not intended to be a drop-off program. While we are hopeful that each parent will have a portion of the day to spend some time on their own or with other co-op parents, we know that running this group well will take an "all hands on deck" approach to be successful. We are looking for parents and families that are willing to pitch in and be flexible.

Admissions

The admissions process exists to help ensure that we are able to properly service and care for all families in our co-op and that everyone is contributing to the positive atmosphere of the co-op. We recognize that like the body of Christ, many members with different gifts and talents contribute to a healthy community, and we want to find families that are working toward similar goals.

If a family is interested in applying to be part of our community, the first step is to contact the current admissions liaison. After an initial conversation, families will receive the Community Handbook and be asked to complete the application process, if they are still interested in applying. The application process consists of two parts: the application (including a pastoral reference) and an interview. After completing the application, someone from the admissions committee will conduct an interview and be available to answer any remaining questions. When the application and interview are complete, the file will be brought to the admissions committee for review. While we desire for prospective families to understand and value the purpose of our co-op and be in agreement about the goals of our community, logistical factors such as class size, ages of students, availability to teach, and facility size will also be taken into consideration during the admissions decision.

During second semester, we request that each family complete a renewal process. Although this will not be as extensive as the initial application process, it will provide an opportunity for feedback, addressing any concerns from either side, and teaching plans for the upcoming school year. We hope that our community can be a place where people feel they can be open and honest. We understand that family needs and circumstances change sometimes. As we are hoping to develop long-lasting community and avoid divisiveness, we would ask that if a family believes the co-op is no longer a good fit for them, they would bring this to the directors and complete an exit interview. Our co-op desires to be a blessing to the families who are in it, and we want to serve one another well.

Policies

Dress Code

CSC recognizes there may be diversity of opinion within our membership of proper attire, and out of our desire to be considerate of all as well as our host church facility, we have developed some core principles for choosing attire for community day. We encourage families to consider that our dress and appearance do affect our conduct and attitude towards our learning and work, and thus to make an effort to present ourselves well.

- *Respect for yourself, your community, and your God* - "So whether you eat or drink or whatever you do, do it all for the glory of God." (1 Corinthians 10:31)
- *Modesty and decency* - "...dress modestly, which decency and propriety." (1 Timothy 2:9)
- *Neatness and Cleanliness* – "Since we have these promises, beloved, let us cleanse ourselves from every defilement of body and spirit, bringing holiness to completion in the fear of God." (1 Corinthians 7:1)
- *Moderation and Tastefulness* – "For your beauty should not come from outward adornment, such as braiding hair or the wearing of gold jewelry and fine clothes. Instead, it should be that your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." (1 Peter 3: 3-4)

In addition to the principles above, we ask that the following specific guidelines are observed.

- Hats should not be worn in the church buildings, except for special event days.
- Shirts should cover the entire torso. Shorts and skirts should be modest in length. Please avoid extremely tight-fitting clothing.
- Undergarments should not be visible.
- Please carefully select t-shirts appropriate to our group's Christ-centered beliefs.

Technology – Elementary and Middle School

Carolina Scholé Community does not allow technology use on campus by Elementary and Middle school students except for academic purposes, supervised by a teacher. This Acceptable Use Policy outlines the guidelines and behavior that students are expected to follow when using technology on campus.

- All activity over the church's network may be monitored.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Elementary and Middle School student technology will only be used with direct adult supervision. If a student is bringing a laptop or tablet to school, it should be held by the parent or teacher whose class it will be used in until the appropriate time.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- A teacher should be alerted immediately if any concerns of safety or security arise while using technology on campus.
- We request that devices used on campus have filtering software.
- Technology will not be used outside of class and during class should only be used when instructed by a teacher. If students are found to be using technology at any other time, they will be asked to hand their device back to their parent. Repeated reminders may result in further disciplinary action.

Technology – High School

Carolina Scholé Community strives to be a low-technology campus. While we recognize phones and computers can be useful tools, we strive to focus on in-person connection while on campus and at community events. However, we recognize that older students may have phones with them if not with a parent or may need to use a computer during a study hall period. High School students must abide by the following guidelines.

- All activity over the church's network may be monitored.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- High school students who have technology on campus will be requested to keep it in a designated location or with their parent when not in use during class time (technology use in our classes is limited and by request of the teacher only). If a student does not have a parent on campus and needs to use their phone for communication purposes, they may come to the designated location to call or text as needed. This includes lunch or break periods.
- Community events may have a similar phone drop spot location so students can focus on connection rather than technology.
- Social media usage by students is not allowed on campus or during community events.

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- A teacher should be alerted immediately if any concerns of safety or security arise while using technology on campus.
- We request that devices used on campus have filtering software.

Drop-off Policy

- In general, drop off is not available for elementary and middle school students. If your student is on campus, a parent needs to be on campus and available to help as needed.
- If an emergency or extenuating circumstances arise, please contact the directors if you would like for your students to attend a day without you. This option should not be utilized more than twice a year. If you are not on campus, another parent needs to be designated as the guardian for your student during free time or should an emergency arise.
- We do allow drop-off for high school students. If a student is on campus, they should plan to be in class as we do not have study hall available. If a student is not taking a class and you would like for them to remain on campus, please speak to the directors during the admission process to discuss possible options such as nursery supervision, elementary class assistance, or sharing study hall duties with other interested parents.

Reimbursement Policy

- If you need to make a purchase for your class, and want to be reimbursed, you must get pre-approval. Most often, one of the people in charge of supplies will make purchases to allow for bulk orders and account for overlapping class needs.
- If you are asked to make the purchase yourself, the receipt must be submitted prior to receiving reimbursement. If you do not have a receipt, we may not be able to provide a reimbursement. We recommend that you take a picture of the receipt at the time of purchase to prevent losing it.
- Curriculum will most often be purchased used and will belong to the community. If you would prefer to buy your own copy, you're more than welcome to do so.
- If a last-minute purchase needs to be made, please text Elizabeth, but small purchases are usually not an issue.

Allergies

All parents are required on enrollment or re-enrollment to indicate any allergy a student may have. Teachers will receive a list of students with food allergies. **Carolina Scholé Community does not assume any risk with regard to food allergies and does not make any guarantee of exposure to allergens on campus or at any CSC event.** If a student has a tactile allergy to food or other substances, their parent should make the child's teachers aware of this before the start of the school year so the teacher can inform them of any materials that will be used in class projects. If a student cannot participate, the parent can provide an appropriate alternative that will work for the teacher or choose for the child to observe during that portion of class. In an effort to respect and contribute to the safety of all students, we do request that the following guidelines are observed.

- CSC will be a nut-free campus on community days and we request that people do not bring nut products to community events.
- Students should not share food with one another.

- Parents should not offer food to any child but their own.
- Students should only eat in designated areas during snack and meal times.
- Students should wash their hands before and after eating.
- Tables will be wiped by the teacher or helper before and after snack time to reduce germs and allergens.
- All families are responsible for cleaning up their own lunch space and wiping down tables after lunch.
- Requests for certain foods to be avoided in a classroom because of an airborne anaphylactic allergy can be made to the directors and will be considered on a class by class basis.
- Please keep in mind that if your family has a severe food allergy, while community members are making an effort to be respectful and safe, many non-allergen families are not aware of some of the dangers different food products may pose to your student or how to properly read food labeling. We encourage individual conversations between parents if repeated concerns arise and would ask that parents follow the guidelines for handling conflict.

Well-Child

Please be considerate of others when making decisions about a child with any symptoms of illness. Only well children should attend community days.

Children should be free from the following symptoms for 24 hours or more:

- fever (without fever reducing medicine)
- cold/flu
- green or yellow runny nose
- persistent cough or sore throat
- diarrhea, vomiting (please allow at least 48 hours)
- discharge in or around the eyes
- any hair or skin infestation such as lice
- unexplained rashes and skin eruptions
- any contagious disease

If a significant illness is going through your family (flu, strep, stomach bug, chicken pox, etc.), we ask that you whole family remains at home until you all are healthy. If you have questions about whether or not your child/family is well enough to come to co-op, please speak with your healthcare provider.

Child Protection Policies

Carolina Scholé Community is committed to the safety and well-being of all students who attend our group. In accordance with this and facility policies, the following guidelines should be adhered to:

- Supervising adults will be a member of the group or paid workers (such as child care worker or specific subject teacher).
- If there is a paid adult worker on campus, they will complete a background check before being employed.
- Adults visiting campus that are not a group member should remain with another adult at all times. These adults will be limited to those providing instruction, adults related to members of the group, or parents of potential families.

- If an adult needs to have one-on-one interaction with a child (such as to handle a disciplinary issue), the adult should remain in view of other people.
- All rooms should have a window in the door, or the door should remain open. Windows should not be covered for any reason.
- The main bathroom doors will remain open when children are on campus
- For off-campus activities, two adults should be present, at least one adult must be a female if female students are present.
- Adults should not communicate with students privately. If an email or text needs to be sent, a parent should be copied on the email.
- Students should not be left unsupervised.
- Students will not be released to adults that are not the parents/guardians unless written communication is given to one of the directors (this can be a text message or email).
- If a parent is off campus, they will designate an on-campus parent to be in charge of their children should an emergency arise.
- Classes are open to parents at any time and a floater will be on campus to check in on classes periodically.
- If a suspected incident of child abuse or neglect occurs or is revealed to an adult, the adult in charge of the activity will: ensure the safety of the child, inform at least one of the three directors, and call the appropriate county/state hotline.

Emergency Procedures

Severe Weather Plan

- In the event of lightning, thunder, or high winds, all students will move indoors.
- In the event of a tornado warning, students will be moved to the interior hallway away from windows and doors. Classroom doors should be shut.
- In the event of predicted severe weather, the directors will make a decision about the need to cancel co-op and communicate to all parents by text as quickly as possible.

Lockdown plan

- In the event of an external lockdown, all students will be moved indoors but classes can continue as normal. The directors will ensure all exterior doors are securely locked.
- Parents will be alerted by text, whistle, or verbally and will be asked to help gather their class. During lunch or recess, students should go with their teacher from the previous period.
- In the event of an internal lockdown, teachers should assume responsibility for the students and follow local law enforcement advice of run, hide, fight (in that order).

Emergencies and Evacuations

- In the event that we need to evacuate campus for any emergency, students should go with their parents if possible, with their on-campus guardian, or with their classroom teacher.
- All parents on campus will be asked to keep a copy of the emergency contact list accessible on their phone.
- If students can not go directly home, our gathering spot will be the parking lot of Trinity Reformed Church.

Fire Safety

- Please be aware of the two closest exits anytime you are teaching or assisting.
- In the event of a fire, students should calmly and quietly exit the building using the closest exit (usually the exterior classroom door). Students should remain with their class.

- Any teachers not currently with a class should check the bathrooms and hallway to see if assistance is needed.
- Teachers will escort students to the wooden crosses behind the pavilion. After reaching the crosses, teachers should take attendance and alert Jessica immediately if any student is missing.
- Directors will take attendance of all adults present.
- Fire drills will take place at least once per year.