C H A M P I O N S

For

C h r i s t



Family Manual

2026 – 2027

Revised 08.18.2026

Table of Contents

Welcome Letter ……..……..... 3
Mission Statement, Membership in CHAMPIONS …… 4
Statement of Faith ……..…..... 5
Mentor, Student, Parent Roles – Academic Policies ……..... 6
Standards of Conduct ……..... 7
Dress Code…….. ……..…….... 8
Grounds for Dismissal ……..…….. 8
Facility Policies ……..……..... 9-10
- Arrival Time, Door Use, Parking, Traffic Pattern
- Parent and Student Responsibilities
- Classrooms, Food/Lunch, Kitchen Area
- Hallways, Signing in and out
- Inclement Weather
- Outside Activities
- Stewardship of Property
- Study Hall

General Policies ……..……. 11
- Absenteeism
- Sickness
- Medication & Medical Emergencies
- Age Requirements
- Class Cancellations
- Electronic Devices
- Firearms and Weapons, Orientation
- Emergency Contact Information
- Tardiness
- Visitor Policy

Membership Fee, Class Registration, Tuition and Supply Fee Policies……12-13
Service Hour Policies ……..…….……..…14
Information and Expectations for Cooperative Participation ……....14-16
- Communication
- Ordering Special Lunches
- Graduation
- HSLDA
- Tools for Equipping
- Clarification of Stated Policies
- Cooperative Participation Agreement
- Cellphone Use at CHAMPIONS

CHAMPIONS For Christ, Inc.

"We press toward the goal for the prize of the upward call of God in Christ Jesus."
Philippians 3:14

Dear Homeschooling Family,

Welcome to CHAMPIONS (Culpeper Homeschoolers And Mentors Partnering, Instructing, Offering iN Service) for Christ. Founded in 2010, "CHAMPIONS" is a Christian, homeschool co-op, which exists to offer support and encouragement for like-minded families who are committed to the journey of home education through the high school years. By God's enabling, we desire to provide teens with high school experience that will challenge them academically, draw them closer to God, and better prepare them to engage their culture with skillful confidence.

CHAMPIONS for Christ is a cooperative learning organization. It is NOT a "school". Classes are held one day each week for thirty-two weeks, late August through mid-May. Each course offered is an independent study program, in which parents supervise the students' education, guided and facilitated by a course mentor, who is paid directly by the parents. The mentors and volunteer staff who serve within CHAMPIONS for Christ are members of the organization, committed to fostering an atmosphere of learning that is grace-filled, promotes self-control and responsibility, and is sensitive to the background and homeschooling practices of others.

CHAMPIONS for Christ operates as a nonprofit ministry and functions as a partnership between mentors (teachers), volunteer staff (officers/hostesses), parents, and students. As CHAMPIONS members, the mentors and officers agree with and uphold the purpose, mission, statement of faith, and stated policies of CHAMPIONS for Christ and operate from such basis. It is expected that all participating parents and students fully respect and operate within the framework of the purpose, mission, statement of Christian faith and stated policies while participating in CHAMPIONS for Christ. All new families must attend a "family interview" with the CHAMPIONS for Christ Officers before their membership is considered. Please take some time to read this CHAMPIONS for Christ Family Manual in its entirety as you consider if CHAMPIONS is where the Lord would have you serve and be served. All policies have been prayerfully adopted and are not meant to be burdensome. Our guidelines have been created to help ensure the safety and success of all participants.

In His Service,

The CHAMPIONS for Christ Board of Officers

Lori Payne	*Director*
Susan Hitt	*Co-Director/Facilities Coordinator*
Kristin Lopez	*Secretary*
Candice Dudley	*Treasurer*
Tricia Coomer	*Registrar*
Amy Meisberger	*Mentor Support & Liaison*
Heather Fiore	*Website Manager*

C H A M P I O N S for Christ, Inc.

Mission Statement

It is the goal of CHAMPIONS for Christ (or Culpeper Homeschoolers And Mentors Partnering, Instructing, Offering iN Service for Christ) to partner with parents of Culpeper and surrounding counties by offering educational and enrichment classes one day each week, for students who are 9th through 12th grade level. The CHAMPIONS for Christ leadership is committed to a standard of excellence and desires to provide fellowship, challenge, structure, accountability, and support for parents and students. All classes are designed to nurture characteristics of faith, leadership, communication, and service for Christ.

CHAMPIONS for Christ is a Christian organization, and all of our curriculum supports a biblical worldview. All classes are taught by loving, committed mentors (teachers) who profess to have a personal and on-growing relationship with Jesus Christ and have been prayerfully considered by the ministry's leadership. CHAMPIONS for Christ mentors consist of parents and professionals who value your child's success. Most of our mentors are homeschool parents with children in CHAMPIONS classes; so we are supporting each other's efforts by sharing the gifts, knowledge, passion, experience, and creativity God has given to us.

CHAMPIONS for Christ is NOT a private or formal school. It is a nonprofit ministry dedicated to the support of parents who have accepted the call of God to educate their children through homeschooling.

Membership In Champions for Christ:

Membership in CHAMPIONS for Christ is determined by a volunteer Board of Directors. Any membership decision made by the board, whether to accept, deny, or expel, is final and not open for negotiation or appeal.

NOTE: *You are reading the Family Manual for 2026-2027. Updates may be made any time the Board of Directors deems necessary. You will be notified of any changes. In August, before Orientation each year, every parent and student is expected to read the Family Manual again and sign a contract confirming your agreement with its policies and procedures.*

C H A M P I O N S for Christ, Inc.

Statement of Faith

We believe:

- There is one eternally existing God in three persons – God the Father, God the Son (who is the Lord Jesus Christ), and God the Holy Spirit. (John 17; Acts 1; I John; Matthew 28:19; 1 John 5:7; Matthew 3:16; John 1: 14, 18)

- The Holy Bible is the living, inspired, and infallible Word of God and is profitable for doctrine, correction, and instruction in righteousness. (II Timothy 3:16) All 66 books are without error, in whole or in part; and constitute God the Father's completed and final revelation, which will not change or fade away. (Psalm 119:152; Luke 16:17; Isaiah 40:8; Matthew 24:35)

- Mankind was created by God in the process of a literal seven-day creation period; and that the first man, Adam, chose to willfully turn his back on God through disobedience (sin), which resulted in him being relationally separated from God. That sinfulness has been passed down to each following generation of mankind, [except for Jesus Christ,] separating them from God, as well. As a result, mankind has a bent toward evil and not good. This bent is called sin. (Gen. 1-3; Rom. 3:23)

- Because of His love for mankind, God provided through His Son, the Lord Jesus Christ, the sacrifice that satisfies the demands of His justice (John 3:16; I John 2:2). Those who trust in Him experience forgiveness for all their sins (I John 1:9; Colossians 2:13-14) and a new, restored relationship with God. (I Peter 2:9). Jesus Christ was born of a virgin (Luke 1:26-35), lived a sinless life, sacrificed death for our sins (I Peter 2:24), was resurrected from the dead (John 20:26-27), ascended into heaven (Acts 1:9), and will return again to judge the living and the dead (Acts 17:30-31; I Thessalonians 4:16; Revelation 19:19-21) Jesus is the way to God, the Truth, and the Life. (John 14:6) There is salvation in none other, for there is no other name under heaven, given among men, by which we must be saved. (Acts 4:12)

- Man is saved by grace, through faith, and not of his own efforts, regardless of how good or well-intended. It is a free gift of God. Salvation is only by the finished work of Jesus Christ. (Eph.2:8-9)

- The greatest commandment given to man is to love the Lord God with all of his heart, soul, and strength. We are commanded to teach this truth to our children. (Deuteronomy 6:5-7) The second is like it: "You shall love your neighbor as yourself." (Matthew 22:37-39)

- Obedience to God is better than sacrifice (Proverbs 21:3); and true greatness is demonstrated in the life of those who serve others. (Matthew 20:25-28)

The Christian life lived out:

- The CHAMPIONS for Christ Officers believe that marriage was ordained by God at Creation as the sacred union of one man and one woman. Sexual intimacy is divinely commanded to be reserved for that union. (Gen. 1:26-28, Matt. 19:1-10, I Cor. 6:9-10, Heb. 13:4)

- The CHAMPIONS for Christ Officers believe that each person is "fearfully and wonderfully made in the image of God as either a male or a female (Ps. 139:14; Gen. 1:26-27) and that one's gender is determined by God prior to his or her birth and is immutable.

The Mentor's Role

- first and foremost, models Christian character by pursuing a daily walk with God and a personal relationship with Him
- creates and publishes a course description for the class (outlining details for curriculum) and sets the academic standards, grading criteria, general syllabus, and deadlines for the course
- fosters an atmosphere of learning and passionate enthusiasm that is grace-filled and promotes self-control, responsibility, and accountability
- directs the content and pace of the course being taught
- provides brief, weekly class forum updates regarding content covered in class and homework expectations
- as a direct employee of the parents, communicates with and works with parents when there are concerns related to academic progress, conduct, or missing tuition payments
- keeps up-to-date grades on the CHAMPIONS website
- endeavors to "get to know" all students in the class - and their families, while remaining positive and supportive of the homeschooling journey of individual families

The Student's Role

- demonstrates the character of a champion for Christ by living out a biblical standard of conduct and speech
- dresses in accordance with the CHAMPIONS dress code
- respects and appreciates parents, mentors, and peers
- shows enthusiasm for learning and demonstrates "best of my ability" effort
- completes homework on time, and maintains integrity and honesty by submitting work that is self-produced – not produced by AI or copied from an answer key, from the Internet, or from another student
- is on time for class and attends all classes
- follows the mentor's syllabus guidelines and meets assignment deadlines
- arrives prepared for class (which includes bringing texts, supplies, and completed class assignments)
- participates respectfully in class discussions
- takes great care to respect all church property and follow expected guidelines
- maintains acceptable academic progress in the class*

***Acceptable academic progress** is defined by each class mentor in all CHAMPIONS classes. If a student fails to complete homework assignments and falls significantly behind the rest of the class (and has not been ill or faced other extenuating circumstances beyond his/her control) the mentor will determine, with parent input, remediation strategies or the need to drop the student from the class.

The Parent's Role

- assists student in obtaining all curriculum and supplies needed for each class
- supervises the student's education at home, between classes
- makes timely tuition payments to each mentor for each of the student's classes
- contributes required service hours
- sees that their student arrives on time for class
- reads weekly CHAMPIONS Announcements to stay on top of upcoming events and deadlines, tuition due and lunch order reminders, lost and found, and other important information
- reads weekly class forum messages from the mentor in order to monitor homework assignments
- signs and returns any grade reports/tests/homework/quizzes as defined by the mentor
- communicates any concerns directly with mentors and volunteer staff (maintaining a healthy loyalty to their reputation and service before student and peers – even in difficult situations)
- regularly checks grades posted online, records and documents grades at home on the student's transcript, monitors home study hours, and makes the final judgment of performance of their student in each class. **Mentors are NOT responsible for keeping grade records after July 1st – following the end of a school year.** This is the parent's responsibility.

Standards of Conduct

We greatly appreciate the cooperation of all our members, whether parents, students, mentors, or staff in glorifying the Lord in everything we do. The following Standards of Conduct are agreed upon and honored by all participating in CHAMPIONS.

"Whether then, you eat or drink or whatever you do, do all to the Glory of God." I Cor. 10:31

SPEECH

- I will not use any dirty language, crude gestures, gossip, sexual speech, or any speech that is offensive or unwholesome, while at any CHAMPIONS activities or classes.
- I will not use the Lord's name in vain (for example, "Oh my God," or "Jesus Christ!"), for I believe the Lord's name to be holy.
- I will demonstrate integrity and truthfulness in all that I do and say.

"You shall not take the name of the Lord your God in vain." (Exodus 20:7)
"Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear." (Eph. 4:29)
"And there must be no filthiness and silly talk or coarse jesting, which is not fitting, but rather giving of thanks." (Eph. 5:4)

BODY

- I will not use or have in my possession alcohol/illegal substance/tobacco/vaping devices or weapons/blades of any kind at CHAMPIONS activities or classes.
- I will not participate in boyfriend/girlfriend dating relationship behavior at CHAMPIONS or display any type of public affection (such as romantic hugging, hand-holding, or excessive touching) that may be considered flirtatious or immodest.

"I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect." (Romans 12:1-2)

AUTHORITY

- I will maintain a cheerful, respectful, and thankful attitude toward all CHAMPIONS mentors, volunteer staff, parents, and hosting church leaders.
- I will address adults by their title and surname (for example: Mrs. Jones), unless special permission is given to do otherwise.

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." (Hebrews 13:17)

Discipline/Grounds for Dismissal

CHAMPIONS strives to handle student violations of any policy set forth in the Family Manual with grace and with prayer. We understand students are still learning and growing in the Lord. They will be treated with respect, and we expect respect in return. Steps taken to address discipline issues *may* include

mentors and/or staff taking a student aside and speaking with them privately, contacting parents should the situation not resolve with student repentance and change, and/or bringing in the Board of Directors to mediate between mentor, parents and students and determine appropriate consequences. Serious offenses such as those listed below are treated on a case-by-case basis and may result in immediate dismissal from a class or from the entire coop. If the student has siblings, it will be up to the Board of Directors to decide if only the student in violation will be dismissed or the entire family. Often, but not always, this will depend on the support the board and mentors receive from the parents in trying to remedy the situation.

- **FAILING A CLASS.** Failing grades must be addressed by an *active* process of remediation by the student, parents and mentor for a student/family to continue in coop.
- **PERSISTENT DRESS CODE VIOLATIONS.** A student must not be pulled aside for dress code infractions more than three times during the year.
- **CHEATING,** either by using AI or by copying Internet sources, answer keys, or other students' work.
- **REPEATED ABSENCES FROM COOP**. Missing more than 8 days of co-op per year.
- **FREQUENT TARDINESS.** Persistently arriving late for class (more than 8 times in the year).
- **DISREGARDING CELLPHONE RULES.** Continued unauthorized use of cellphones, after being addressed by mentors and/or staff.
- **BULLYING.** Bullying of any kind is not tolerated at CHAMPIONS for Christ

Dress Code

It is our desire to maintain a conservative and professional environment for learning. Students are encouraged to "dress for success." The dress code is as follows:

ALL Students (both ladies AND gentlemen):

- **CHAMPIONS for Christ t-shirts and/or sweatshirts are REQUIRED. These may be purchased from** https://www.etsy.com/shop/Printshop37?ref=shop-header-name&listing_id=1874665719&from_page=listing&section_id=52956934
- **Only button-up shirts, button-up sweaters, or zip-up jackets and zip-up sweatshirts may be worn over CHAMPIONS t-shirts and the CHAMPIONS logo on the shirt must be visible at all times. NO pullover sweaters or sweatshirts are allowed other than CHAMPIONS logo sweatshirts.**
- **Shirts must cover shoulders, chest, navel and below**
- **Only jeans, khaki pants, cargo pants or dress pants -- with clean, unfrayed hems and no holes or distressing – may be worn at CHAMPIONS.**
- **Shoes are always required**
- **NO HOLES, RIPS OR DISTRESSING IN CLOTHING (no matter how small)**
- **Skirts for girls should be knee-length or below**
- **No pajamas**

*****Students arriving at CHAMPIONS out of dress code will NOT be allowed to go to class but will wait by the door for appropriate clothing to be given to them by a parent. A Study Hall fee will be charged to the parents for that day.***

NOTE: ANY **PARENT** performing service hour shifts, helping at CHAMPIONS luncheons, or coming into the building for any reason, as well as any accompanying siblings, must attend in dress code attire. While CHAMPIONS logo apparel is not necessary, all other requirements apply.

Facility Policies

Arrival Time

- The doors will be opened at 8:50 A.M. to receive students.

Doors to Use

- ALL CHAMPIONS participants are required to enter and exit using the Foyer entrance at the far left when facing the building. **The front Narthex door and side portico are reserved for church staff and their guests.**
- All facility doors must remain locked. Please knock for assistance.

Parking

- The first row of parking spaces in front of the building is reserved for use by mentors and officers.

Traffic Pattern

- Please keep to a counterclockwise traffic pattern of driving to the drop-off/pick-up area, then around the parking lot to the exit. **Please do not park your vehicle parallel to the building (the entrance) and leave it.**

Parental Responsibilities

- For safety reasons, any student who plans to leave CHAMPIONS with someone other than those listed on their Student Pick-Up Permissions form needs a handwritten, signed, and dated note from that parent/guardian on any day this occurs.
- Please make us aware in writing if any individual is **NOT** allowed to pick up your student
- Parents of students driving themselves to CHAMPIONS should fill out a Student Driver Permission Slip to be kept on file. Students driving themselves cannot leave until class is over and **may not leave for lunch or other free time** if they still have other CHAMPIONS classes for the day, unless given special written permission by a parent/guardian.

Student Responsibilities

- Each student is responsible to sign in promptly upon arrival. In addition, at pick-up time, students must remain inside the facility until their parents arrive, and all students must sign out.
- If a student arrives more than 8-10 minutes before his/her class is ready to start (and another class is in session), the student should report to study hall to wait, and the parent will be expected to pay the study hall fee for that day.
- Students arriving less than 8-10 minutes before the start of their class should wait quietly near the hostess desk, in the lunchroom area, until the bell rings to change classes.
- Students must NOT leave or go outside of the CHAMPIONS facility for any reason other than adult-supervised activities, or normal dismissal at the end of his/her last class for the day.

Classrooms

- **Students should NEVER be in a classroom that does not have an adult or mentor present.**

Food/Lunch

- **To facilitate safety, alleviate confusion, and build camaraderie, students must remain *inside* the building and in the gymnasium during CHAMPIONS lunch to eat with other students.**
- Students who will be at CHAMPIONS during the lunch break should plan to bring a packed lunch, unless lunch has been purchased for special lunch days or there is a potluck event.
- Students will not have use of a refrigerator; so, if necessary, please pack lunches to stay cool.
- Small microwaves will be available for warming; however, those who find it hard to wait in line should bring a ready-to-eat lunch.
- Cellphone use is NOT ALLOWED during lunch *(see CELLPHONE USE AT CHAMPIONS p16)*
- Only water bottles are allowed outside the lunch area, including classrooms and study hall.
- **LUNCH at CHAMPIONS is a privilege** that may be taken away for persistent misbehavior such as throwing food. Should a student be expelled from lunch, parents must make other arrangements for their time between 2nd and 3rd periods.

Kitchen Area

- The kitchen area of our campus is reserved as a teacher lounge. No student should be in the kitchen without special permission.

Hallways and Sign-in Area

- Remain quiet in the hallways and sign-in area when classes are in progress.

Inclement Weather

- An emailed **CHAMPIONS forum announcement will be sent to all members** no later than **7:00 A.M.** on a given CHAMPIONS class day, when there is a class cancellation due to inclement weather. The announcement will also be posted on the home page of the CHAMPIONS website.

Outside Activities

- Students, and all siblings of students, will NOT be allowed to play in the parking area, or on church grounds *except* for pre-planned and adult-supervised CHAMPIONS activities.
- CHAMPIONS participants should be aware that there are security cameras strategically located around the property.
- PLEASE DO NOT climb on any fences or on any part of the building.

Stewardship of Property

- Because it is a privilege to utilize space belonging to our host facility, we will care for every inch of it with a grateful and considerate heart attitude. Damaged property becomes the responsibility of the one who damaged it. For example, if a student damages a cloth chair by writing on it, that student will be expected to buy a new chair for the facility. Please know that we are not expecting any student to damage property and we, the Officers of CHAMPIONS for Christ, believe we are blessed with a wonderful group of students. However, this was a requirement in our contract, and we felt it only fair to share the expectations and terms of agreement with you, our partnering families.
- Our written contract with the facility also states that CHAMPIONS for Christ will not use any staples, thumbtacks, pushpins, or tape to attach items to the wall. Sticky-tac is allowed.
- All CHAMPIONS participants will be expected to leave any area of space that they utilize at the facility as clean as or cleaner than how they found it, and in the exact arranged order that it was found.
- Only the restrooms across from the gymnasium should be used. Please flush after every use. ONLY toilet paper goes in the toilet – no paper towels, wipes, feminine products, etc. If a student finds water running that cannot be turned off, a stopped-up toilet or sink, or an unusual "mess" of any sort, *an adult should be notified immediately.*

Study Hall

- A study hall is provided at CHAMPIONS as a convenient privilege for parents of those students needing to fill a gap between classes. Students must be **registered in at least 2 classes** to participate in a study hall, and there is a **limit of 2** study halls per day per student during each school year.
- Students are expected to study, read a book, or rest QUIETLY. Talking is not permitted.
- If a student consistently talks, disrupts others from studying, or does not bring work to do, they will be asked to drop study hall and parents will be notified to make other arrangements.
- Students may not eat in Study Hall; only water bottles are allowed.
- The only electronics students may use in Study Hall are headphones to quietly listen to music, if they wish, while they study. It is recommended students listening to music create a Wednesday playlist so they can let their phones play automatically. Computers and other electronic devices may not be used unless written permission has been granted by the parent ONLY for the purpose of schoolwork. Screens of those devices must face the study hall adult at all times and the screen brightened enough to be visible.
- Students may not text during study hall. Cell phones should be out of sight and silenced (unless used for headphones for music). Special permission may be granted by the study hall monitor for the

student to send an "emergency" text to parents *(see CELLPHONE USE AT CHAMPIONS p16)*

- If the student needs a bathroom break, the student is to leave their cell phone on the table at their seat and let an adult Study Hall Monitor know where they are going.
- A student must have written permission from both a mentor and a parent before being excused from Study Hall to visit another classroom.
- Study hall tuition is due when mentor tuition is due each month. **Make checks payable to: CHAMPIONS for Christ** and deposit in the Study Hall folder in Tuition Box at the hostess desk.

General Policies

Absenteeism

- All students are expected to attend all thirty-two classes, unless they are sick, on family vacation, or have a genuine family emergency *(see Grounds for Dismissal p 8)*.
- Parents should notify the student's mentor as soon as possible in the event of a student absence.
- Students who are absent from class are responsible to contact the mentor (or check forum messages) for any assignments given during the time they missed.

Sickness

- If your student has a fever, is vomiting, or has diarrhea, please do not send them to class. Students should be fever-free, tummy bug-free, and illness-free for a period of **at least** 24 hours before attending CHAMPIONS classes.

Medication & Medical Emergencies

- CHAMPIONS' staff are not medically trained beyond basic first aid and CPR; thus, CHAMPIONS will NOT dispense medications of any kind, including pain relievers to students.
- Parents should report any student medical conditions or allergies on our Medical Consent form each year and list any medications or equipment, such as an EpiPen, Benadryl, pancreatic enzymes for the management of cystic fibrosis, and/or diabetes medications that the student will be allowed to carry and self-administer should an emergency occur. Self-administration of any prescription or non-prescription medication is prohibited for students unless parental permission is given on the Medical Consent form. Sharing prescription or non-prescription medications by students is strictly prohibited at coop.
- It is the parents' responsibility to update the Medical Consent form IF their student/s' medical needs change during the academic year. If your student has a life-threatening medical condition, you may not leave campus at any time unless you are 100% certain that your student is fully capable of independently managing their condition.
- Should a student experience a medical emergency at CHAMPIONS and be physically unable to self-administer any rescue medications such as an EpiPen, CHAMPIONS staff will call 911 and will follow their instructions. Parents will be notified as soon as possible.

Age Requirements

- A**ll students must be** ready to enter 9th grade upon enrollment (late August) and turning at least **14 years of age by January 1st** (mid-way through the school year) to be eligible for CHAMPIONS classes.

Class Cancellations

- In the rare event that a select class is canceled due to an emergency, you will be notified by phone, text, or email.

Electronic Devices

- Students will keep all cell phones silenced and unseen while at CHAMPIONS, unless listening to music via headphones in Study Hall ONLY (*see CELLPHONE USE AT CHAMPIONS p16*).
- When required by mentors, students are allowed to use personal electronics such as cellphones, laptops, and iPads during class for purposes of assigned work only.

Firearms and Weapons

- Students will not bring a firearm or weapon of any sort to coop, seen or unseen, such as: butterfly knife, switchblade knife, dagger, sword, martial arts weapon – including nun-chu-ka sticks and throwing stars, metal knuckles, air gun, BB gun, stun gun or Taser device, slingshot, any knife. Knives, axes or other sharp implements required for class will be collected at the door for later use.

Orientation

- At least one parent and every enrolled CHAMPIONS student (whether new or returning members) are REQUIRED to attend Orientation which is held the Monday evening before the first Wednesday class.

Emergency Contact Information

- Parents needing to contact their student at CHAMPIONS during Wednesday class hours SHOULD ONLY call or text the CHAMPIONS Emergency number (which is located on the Members-Only Homepage of the CHAMPIONS website). Parents should NEVER call or text their student during coop. The facility coordinator and/or the director will respond to the CHAMPIONS number and will locate your student to relay your message to them, or, if necessary, will instruct them to call or text you *(see CELLPHONE USE AT CHAMPIONS page 16)*.
- Students may receive permission to call or text their parents at any time during coop by asking mentors and/or volunteer staff.
- Parents should **never contact** the **host facility** office for information or arrangements about CHAMPIONS for Christ coop. Please use the CHAMPIONS Emergency number.

Tardiness

- In consideration of others, please be sure your student arrives to class on time *(see Grounds for Dismissal from CHAMPIONS p 8)*.

Visitor Policy

- Because we are responsible in terms of liability, insurance, and emergency safety, we ask that visitors not come to classes without prior approval from the CHAMPIONS officers. Visitors must always wear a name tag.

Membership Fee Policies

- A membership fee per family, per year, is paid to **CHAMPIONS for Christ** and mailed to the CHAMPIONS Treasurer (or dropped off at the CHAMPIONS hostess desk) as part of the application (or re-application) for membership process.
- Membership fees are **due no later than midnight July 1st**, for all NEW and RETURNING families. Membership eligibility is officially closed after July 1st.
- Members may change class choices through the third week of the school year, without penalty.
- Please refer to the Tuition Payment Schedule (located on the CHAMPIONS website) in order to make timely payments and avoid missed-deadline charges.
- Membership dues are used for rent, insurance, website fees, special events, cleaning supplies, etc.
- Complete Withdrawal / **Complete Refund** of a family membership fee will be honored through midnight of **August 1st.** The family membership fee is forfeited after August 1st.
- ***The CHAMPIONS for Christ Board of Directors reserves the right to approve or deny membership. Decisions are final and not open for negotiation or appeal.***

Class Registration Policies

- Class registration is completed online through the CHAMPIONS website (after the membership process has been renewed for a current family or completed for the first time for a new family).

- Classes will be filled on a first-come, first-served basis; therefore, completing the steps in the member application and class registration process in a timely manner is very important. *
- Members may continue to add or drop classes after August 1st.
- If a student drops a class ***after*** the first three weeks of the school year, however, tuition is expected to be paid to the mentor for the remainder of the year.

** Classes which do not meet minimum enrollment by August 1st may be cancelled.*

Tuition Policies

- Class tuition fees are established by individual mentors who have given careful consideration to the out-of-class prep time, grading of homework, etc. required of them. Therefore, the cost of each class may vary slightly.
- **Checks should be written to the individual mentors.** Some mentors also accept electronic payments via PayPal, Venmo, or Zelle. Please contact the mentor for their preference.
- Tuition checks may be deposited in the tuition folders at the Sign-in Desk / Welcome Table. *If you pay by cash, it should be sealed in an envelope and clearly labeled with your family name and the amount enclosed.*
- There are two main **tuition payment options** available:
  #1 - The total class tuition may be paid in full on or before the first class of September.
  #2 - The total class tuition may be paid in no more than 9 monthly installments, due at Orientation and then on the first class day of each month, October through May.
- Click on the **"Fees"** tab and then **"Class Fees"** at the CHAMPIONS website for helpful information on tuition costs and supply fees for each class.
- **Reminder:** If a student drops a class *during* the first 3 weeks, only the first month's payment is due for that class – you are not responsible for any remaining payments. If a student drops *after* the first 3-week deadline, tuition payments must be paid for the remainder of the year.

Late Tuition Policy

- Tuition payment should be considered an "accounts payable" equivalent to any other household bill and should be paid ON TIME. Should you be absent on a day tuition is due, please mail your payment so it will not be late. Mentor addresses may be found in the Mentor Directory at the CHAMPIONS website.
- **Non-payment of tuition will result in the TERMINATION of your family's membership in CHAMPIONS.** If a sudden hardship prevents you from paying on time, please communicate this with the mentor so that an alternative payment schedule can be agreed upon.

Insufficient Funds:

- In the event your tuition check is returned for insufficient funds, understand that you are responsible not only to pay the tuition due but also to pay for any check fees incurred because of the defaulted payment.

Supply Fee Policies

- Class supply fees are one-time payments due no later than August 1st and made payable to the individual mentors.
- Paying the supply fee will reserve your student's seat in the class.
- On August 2nd, students with outstanding supply fees will be dropped and they may lose their spot in the class. If their spot is still available, supply fees may be paid, and the student may re-register for the class.
- Refund of a class supply fee for withdrawal after August 1st is at the mentor's discretion.

- Supply fees cover many of the out-of-pocket expenses that mentors have such as:
  -paper and printing costs -office supplies -food for extra activities
  -materials for experiments, art projects, etc. -any texts provided
- If a supply fee payment is received by the mentor after a class is full, you will be notified promptly, and your fee refunded.

Service Hours Policies

As a cooperative learning organization, CHAMPIONS for Christ cannot function without the involvement of our member families.

- CHAMPIONS members are required to fulfill an annually determined number of hostess shifts, or one alternate service task during the course of the school year. **Your application for membership will not be completed until you have signed up for these service hours.**
- Duties include hostess shifts, special lunch coordinators, and other positions.
- There is an online sign-up accessible through the website.
- The hostess shift times are as follows, for each Wednesday that CHAMPIONS meets:
  Shift 1: 8:30 A.M. – 11:00 A.M.
  Shift 2: 11:00 A.M. – 1:30 P.M.
  Shift 3: 1:30 P.M. – 4:15 P.M.
- For a more detailed explanation of the duties involved in each volunteer role, please refer to the **"Service Hours"** tab on the website under **"Registration."**
- Service shift reminders are sent by email each Monday before the Wednesday of CHAMPIONS. You are responsible for arranging and compensating your own substitute if you are unable to fulfill your shift of duty.
- In case of emergency or inability to fulfill your service hour shift(s), complete these steps:

  (#1) YOU are responsible to contact someone else on the schedule and ask if that person can possibly swap shifts with you, **or** find a **replacement**, from the names listed on the schedule, and **pay your replacement $20 / shift.**

  (#2) Immediately, contact the Facility Coordinator and make her aware of the changes that have been made.

Information and Expectations for Cooperative Participation

Communication

- It is vitally important that parents **read** the weekly **CHAMPIONS Important Announcement emails** to stay informed of tuition deadlines, special lunches, sign up deadlines, service hours, etc.
- It is also vitally important to your student's success that parents read **class forum** updates sent from mentors.
- The CHAMPIONS for Christ Officers strive to create a loving, family atmosphere within our organization. Therefore, we work very hard to protect against complaining, gossip, or roots of bitterness. Any parent (or student) who has a grievance is expected to go directly to the party involved, and none other, to seek a resolution with that person or persons. We believe this to be the biblical way to resolve conflict and remain healthy. The CHAMPIONS Director should be informed

if the conflict cannot be resolved with these steps, or if the offense is one of such a serious nature that it could potentially bring harm to other participating members of the CHAMPIONS family.
- The CHAMPIONS for Christ Officers, as God enables, do not permit attitudes or displays of personal favoritism (cliques) amongst its student body. It is our desire that every student experience genuine friendship and acceptance in all settings, while participating in CHAMPIONS classes or activities (James 2:1-9). Bullying will not be tolerated and is ground for dismissal.

Ordering Special Lunches

- CHAMPIONS for Christ offers special lunch options for students three times each month.
- Orders are received at the CHAMPIONS Hostess Desk no later than Tuition Payment Day each month. Watch the CHAMPIONS Announcements for more details.
- All orders must be prepaid at the time the order is placed, **with exact cash**. *Any overpayment received will not be refunded* and will be considered a CHAMPIONS donation.

Graduation

- CHAMPIONS for Christ hosts a graduation ceremony in the spring for all seniors who desire to participate. Participation is voluntary. The cost and work to create, prepare for, and host the ceremony, including ordering gowns, designing programs and tickets, creating a slideshow, decorating, setting up and tearing down, is shared among all participating families.
- Students must be enrolled in at least one class at CHAMPIONS for Christ their senior year, attend this class, and maintain a passing grade in the class to participate as a CHAMPIONS graduate.
- All families who participate are expected to submit a deposit to CHAMPIONS for Christ in the fall, sign up for various service tasks to help with the event, and attend all three mandatory graduation meetings as well as the graduation rehearsal.

HSLDA Recommendation

- We recommend to all families that they join HSLDA (Home School Legal Defense Association). This is not required but encouraged. HSLDA offers a wealth of helpful information for homeschoolers. Besides their efforts to protect and advance homeschooling freedoms in the U.S. and around the world, HSLDA offers their legal services in the event a member family is challenged by local officials and their rights to home educate become threatened. (www.hslda.org) CHAMPIONS for Christ maintains a "group" status with HSLDA which offers participating members a discount. CHAMPIONS members may refer to the Members-Only Homepage of the CHAMPIONS website for this discount code.

Tools for Equipping

- You are welcome to stop by the CHAMPIONS Hostess Desk often for the opportunity to share prayer requests and find other helpful information.
- Participation in the annual Scripture Challenge is encouraged to help strengthen students' (and parents!) walk with Christ. The Challenge presents weekly Scripture verses to read, meditate on, and journal in keeping with the year's theme.

Clarification of Stated Policies

- *We acknowledge the right of every individual and family to have their own rules and standards. However, one of the primary principles of the Bible is that we honor one another above ourselves. We are also to look out for "weaker" brothers. These principles require us to voluntarily limit our*

freedoms at certain times, for the sake of building group unity and cohesiveness. Therefore, while we respect your personal family freedoms and rules and do not intend to regulate your personal morality, there are certain standards that are agreed to when you join as a member of CHAMPIONS for Christ.

Cooperative Participation Agreement

- Participation in the CHAMPIONS for Christ homeschool coop is a privilege.
- Any family who does not agree with and/or adhere to CHAMPIONS policies set forth in the Family Manual may have their membership revoked at any time during the school year.
- Member families commit to resolving differences in a private and biblical manner, which means that offenses will **not be shared on social media or with anyone who is not directly involved in the issue of conflict**. Any member with a complaint concerning CHAMPIONS policies who does not first present the issue to a CHAMPIONS mentor or board member for resolution, but instead spreads discontent among the membership and in the community, may have their membership revoked at any time during the school year.
- Member families agree, as a condition of membership, to submit any dispute or claim against CHAMPIONS for Christ, its members, its officers, its mentors, or its hosting facility to Christian arbitration and give up any right to sue in a civil court.
- The CHAMPIONS for Christ officers reserve the right to change policies in the Family Manual at any time as situations arise.
- The CHAMPIONS for Christ leadership reserve the right to have contents of student backpacks exposed during random backpack checks.

CELLPHONE USE AT CHAMPIONS:

CHAMPIONS members hold various stances on what age and to what extent their children have ownership of or access to a cellphone. Many families have restrictions on the content their children are allowed to see on their phones. Aside from the fact that coop hours are NOT the time or place to be texting friends, playing games, or surfing the Internet on phones, the CHAMPIONS board desires to also protect member families who hold stronger convictions. If a student can't leave their phone home or turn it off and keep it out of sight for the duration of coop, to be honest, it has become an addiction. Instead of burying themselves in their phones, we want students to talk to each other during lunch! We want students to pay attention and interact in class! Texts, calls, and surfing can wait until you get home from coop.

STUDENTS CAUGHT USING THEIR CELLPHONES WITHOUT PERMISSION WILL HAVE THEIR PHONES TAKEN FROM THEM FOR THE REMAINDER OF THE COOP DAY.

Continued misuse of cellphones is grounds for dismissal from coop (*see page 8*).

****But how will I be able to get in touch with my student while at CHAMPIONS???** –If you need to reach your child, call or text the CHAMPIONS Emergency Contact number! We'll locate your student, excuse them from class, and have them text or call you back from their phone (or one of ours if they don't have one with them)!

****What if my student needs to contact ME???** –Students may ASK mentors or staff for permission to contact you via their cellphones at any time.