Master's Hand Christian School
A Ministry of Faith Baptist Church
3979 County Road 434
Moulton, AL 35650
MHCS Phone:
(256) 974-4908
MHCS Email:
mhcs@fbcma.com
Web Site:
www.mastershandchristianschool.org

Master's Hand Christian School Staff

Aleisha McLemore	Co-Administrator
Kelly Clark	Co-Administrator
Anna Lanier	High School Advisor
Shena Kelly	Administrative Assistant
Seth Keenum	Athletic Director
Amanda Parrish	Basketball Coordinator

Master's Hand Christian Board Members

Jeff Griffis, Pastor of Faith Baptist Church
Kelly Clark
Cheri Dockery
Seth Keenum
Shena Kelley
Aleisha McLemore
Susie Rencher

Table of Contents

Introduction 7

Mission Statement 7

Statement of Faith 7

Alabama State Law 8

Information 8
- Registration and Enrollment Fees 8
- Types of Membership 8
- Membership Disclaimer 9
- Home School Legal Defense Association 10
- Registration and Enrollment Fees Summary 10
- Attendance/Progress Reports 10
- Dress Code 11
- Illness 11
- Liability Disclaimer 11

High School Information 12
- Diplomas and minimum requirements 12
- List of Electives 12

Dual Enrollment 13

College Entrance 13

Transcripts 13

Learner's Permits/Driver's Licenses 14

Opportunities at MHCS 14
- Co-op Classes 14
- Standardized Testing 14
- Special Events 15
- School Pictures and Yearbook 15
- Field Trips 15
  - General Guidelines 15
  - Parents 15
  - Students 16
- MHCS Fairs 16

Curriculum Selection 17

Teaching Methods 17
- Textbooks 17
- Workbooks 17
- Correspondence Schools 17
- Unit Studies 17
- Computer Aided Instruction: 17
- Un-schooling 18
- Charlotte Mason 18

Curriculum Sources 18

Organizations 18

Publications 19

Special Needs Resources 19

Other Resources 20

Forms 23

Church School Enrollment Form 25

Family Information Form 27

Curriculum Selection Form 29

Table of Contents, Continued

Attendance/Progress Report 31

Request for Records Form 33

Associate Member—Family Information Form 35

Worksheet for High School Courses 37

MHCS Co-op Handbook 39

- Table of Contents 41
- General Information 43
- Parental Supervision 43
- Class Supervision/Teachers 43
- Co-op Class Enrollment 43
- Parental Responsibility 44
- Attendance 44
- Dress Code 44
- Behavior 45
- Grading 46
- Driving Students 46
- Weather 47
- Summary of Requirements to Participate in Co-op Classes 47
- Teacher/Co-Teacher Statement of Faith/Commitment Form 48
- Co-op Teacher Reference Letter 51

Introduction

Master's Hand Christian School (MHCS) is a ministry of Faith Baptist Church in Moulton, Alabama.
As a ministry of Faith Baptist Church, MHCS' goal is to provide an opportunity for home educators to fulfill their mission as parents to carry out God's direction stated in Deuteronomy 6:5-9. 24-25 (NIV Translation):

> "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates...The Lord commanded us to obey all these decrees and to fear the Lord our God, so that we might always prosper and be kept alive, as is the case today. And if we are careful to obey all this law before the Lord our God, as he has commanded us, that will be our righteousness."

MHCS began when 6 home schooling mothers, all members of Westmeade Baptist Church, began meeting in early 2004 to discuss the possibility of beginning a support group that would not only provide legal covering for home school families in the area, but also offer co-op classes, field trips, and other extracurricular activities. After several months of meetings and planning, this new ministry was presented to the church by Dr. Scotty Hogan, pastor, in April 2004. It was approved and MHCS officially began.

MHCS opened its membership to the local home schooling community for the 2004-2005 school year and has continued to grow through God's immense blessing to its current enrollment of over 200 families. MHCS offers legal covering to home school families in accordance to the Church School Option under Alabama State Law. MHCS also offers its members weekly co-op classes for all ages, field trips, annual SAT testing, school pictures and yearbook, information on all aspects of home schooling, a kindergarten graduation ceremony, annual art, history, and science fairs, and many other opportunities for local home school families. MHCS offers high school students a banquet for 9th—12th grades, high school diplomas and transcripts, and a high school graduation ceremony.

Mission Statement

Master's Hand Christian School is a ministry of Faith Baptist Church for families who feel led by God to educate their children at home. We are committed to provide support, encouragement and fellowship to home educators so that they can reach and disciple their children for Christ. We are here as a resource for families to educate their children in accordance with Alabama State Law.

Statement of Faith

MHCS is a Christian organization. We believe the Bible is God's holy, inerrant Word and follow the doctrines outlined in the *Baptist Faith and Message* (www.sbc.net/bfm/bfm2000.asp). All classes and activities offered through MHCS will be in accordance with these beliefs.

Alabama State Law

The state of Alabama does not presently have a statute specifically recognizing home schooling without using a church school.

Church School Option for Home Schooling - Home schools qualify as church "schools...operated as a ministry of a local church, group of churches, denomination, and/or association of churches on a nonprofit basis which do not receive any state or federal funding. Ala. Code § 16-28-1(2).

The state of Alabama Code § 16-28-3 was amended in May 2012 to read as follows: "Except as otherwise provided in subsection (b), every child between the ages of **six and 17 years** shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7. "

Ala. Code § 16-28-7 states that, "The enrollment and attendance of a child in a church school must be filed with the local public school superintendent by the parent...on a form provided by the superintendent...which shall be countersigned by the administrator of the church school."

The principal teacher of the church school must keep an attendance register for each day of the school year. Ala. Code § 16-28-8

Ala. Code § 16-28-7 provides the power of a truant officer to take into custody any school age child who is unattended by a parent or guardian and who is not at home or at school during public school hours.

According to an Alabama Attorney General's opinion dated January 3, 1997, "[o]ther than the state laws requiring parents to report attendance and for church schools to report if a student is no longer in attendance at such a church school, there is no provision of Alabama law that permits or requires any state or local authority to regulate a church school."

Information

Registration and Enrollment Fees - Each family will pay a one-time registration fee of $10 and a **non-refundable** $150 per school year during registration. These fees will help with the expenses of our ministry. Additional fees may be required for field trips, classes, speakers, or other special events. MHCS will offer an associate membership for a fee of $125 per family.

Types of Membership

Full Membership – Full membership includes legal covering to home school under the Alabama state law for the Church School Option as discussed on page 8 of this

handbook. Full members are **required** to submit all forms and fees on time and with forms completed in full. **Late paperwork may compromise your enrollment in our church school. Membership forms and fees for returning members is due May 15th.**
The following forms are to be completed annually:
Church School Enrollment Form (1 per school age child)
Family Information Form – Full Member (1 per family)
Curriculum Selection Form (1 per school age child)
Attendance/Progress Report (1 per school age child to be submitted twice annually – Fall, **no later** than January 15th, and Spring, **no later** than June 15th, of each year)
All forms can be found in the back of this handbook and may be copied as needed. Forms may also be picked up in the MHCS office or printed for the MHCS website.

MHCS limits how many times a family can flip-flop between enrolling their students in our school and public/private school. Any student that has left MHCS three times will be barred from re-enrolling in MHCS.

Associate Membership – This membership will be for those families who wish to participate in the activities and classes provided by MHCS, but whose children are not of the required age to be enrolled with a church school. It also allows families enrolled under other church schools the opportunity to participate in all of the MHCS activities. Associate membership **does not include legal covering.** Associate members with school age children **must have an active membership with another covering organization.** Associate members enjoy the opportunities offered to full members but are not required to complete most of the paperwork since MHCS does not maintain attendance or progress records for the associate member family. The only form to be completed annually is the *Student Information Form – Associate Member*, which can be found at the back of this handbook and copied as needed, picked up from the MHCS office, or downloaded from the MHCS area of the church website.

Please make school enrollment decisions wisely. Students may only withdraw from MHCS three times. They will not be allowed to enroll a fourth time.

Membership Disclaimer

*All new families will enter a probationary period of one year. After the year is up, your membership will be evaluated.
*MHCS reserves the **right** to refuse or remove enrollment to a child or family at the discretion of the MHCS Board. Possible reasons for refusing enrollment or removal of enrollment may include, but not limited to:
*suspension or expulsion of student from previous school
*parents or students involved in a same-sex relationship
*students with a criminal history or on probation
***students who have left MHCS to go elsewhere three times**
***member families who are not current with all fees**
***member families who have a progress report more than 60 days past due.**
***member families who openly practice, encourage, or promote lifestyles or social or ethical issues that are contrary to classic and orthodox Christian beliefs.**

Home School Legal Defense Association - Each family is **required** to complete the HSLDA application and return it at registration along with an $115 check made payable to HSLDA. This fee is to be paid yearly and is a discounted rate from the normal fee of $130. MHCS' discount group number for **HSLDA is 299815**. This is not required for Associate members.

The Home School Legal Defense Association (HSLDA) was founded as a means to protect our rights to home school our children, and to defend home school families who are unjustly accused to truancy or failure to comply with the law. Membership in HSLDA will insure legal counsel and fees is you are taken to court for an education-related issue.

Registration and Enrollment Fees Summary

	Full Membership	Associate Membership	Active Pastors, Missionaries, Faith Members
Enrollment fee (one-time, new members only)	$10	$10	$10
Registration fee (annual, all members)	$150	$125	$100
***Total Fees** (Payable to MHCS when registering)			
New members	$160	$130	$120
Returning members	$150	$125	$100
Other FEES Associated with MHCS Registration:			
HSLDA	** $115	n/a	**$115

*These fees help to meet the expenses of our ministry. Additional fees may be required for late attendance/progress reports, field trips, co-op classes, or other special events and activities. **There will be a $75 *re-enrollment* fee for each student who enrolls at MHCS at any time other than normal registration time**.

****$115 payable to HSLDA, must be turned in with MHCS registration paperwork for new members or paid directly to HSLDA for returning members. This fee is using our discount group number 299815.**

PLEASE NOTE: Your registration is not final until ALL paperwork has been completed and turned in and ALL fees paid. Co-op class registration times will be assigned according to the order in which families registered for the current year with MHCS.

Attendance/Progress Reports

An Attendance/Progress report is required for each child per semester (2 per child/per year). This report will be given to you at registration and will be due on January 15th (1st semester) and June 15th (2nd semester) every year. A **$20 late fee** will be charged if reports are not turned in by the due date. **Late fee increases by $10 each month until the report is turned in. Parents' of high school seniors need to have their students' spring progress report turned in by May 1st. Failure to submit reports within 60 days after due date and full payment of all late fees may result in termination of enrollment.**

Alabama state law does not have a required attendance for church schools. Public schools are required to attend 180 with 20 absences. Private tutors are required to teach

140 days per year. **MHCS will require 160 days of educational instruction**. Each family is responsible for keeping a daily record of each child's attendance.
A progress report will include the subjects, grades, comments on progress, and number of days attended. Each report will be placed in your child's file. You are required to keep a copy as well. **You, the parent/teacher, are ultimately responsible for the teaching, record keeping, and all other aspects that are required for the education of your child. MHCS is here as a ministry for guidance and so that you are in compliance with Alabama law.**

Dress Code

Anyone (Students, teachers/parents) attending an MHCS event – <u>including Co-op</u> – is required to observe the following Dress Code guidelines:

- Shorts, dresses, and skirts must measure no more than 2 inches above the knee
- No exposed midriffs
- No inappropriate logos on clothing
- Tennis shoes required for gym time and outdoor activities
- Jeans MUST be appropriate; be careful with the low ride style and short shirts
- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches wide
- **No underwear should be visible on anyone. Sheer tops must have a top underneath that meets all other shirt requirements (for example, no spaghetti straps or plunging necklines covered by a sheer top)**
- No exposed cleavage when standing, sitting, or bending over
- **Neither leggings nor yoga pants can be worn as pants unless they are worn under a dress, skirt, or tunic style top. The top must be long enough to reach 1" below fingertips when arms are extended downward.**
- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches
- One piece swim suits for girls and swim trunks for boys at water events

Illness

Please keep your child home from MHCS classes, field trips, or other functions if he/she has had **fever over 101 degrees Fahrenheit**, and/or **vomiting**, and/or **diarrhea** in the **24 hours before the scheduled event**. If a child becomes ill during a class or planned event, please take the child home for care. Please be considerate of the other families and follow these guidelines for the health of all participants. If your child has lice or a highly contagious illness such as chicken pox, pleases inform the school if they attend co-op classes. We may need to notify classmates families and disinfect the school rooms.

Liability Disclaimer

Faith Baptist Church and MHCS are **not responsible** for any accidents or injuries occurring on the property of Faith Baptist Church or traveling to and from Faith Baptist Church or any MHCS functions.

Weather

If Lawrence County Schools are closed **due to inclement weather**, any classes, field trips, or other MHCS planned events will be cancelled. MHCS will **NOT** follow Lawrence County school delays due to inclement weather.

High School Information

MHCS strives to stay up-to-date on Alabama's graduation requirements. However, we can not be up-to-date on individual college entrance requirements. **Ultimately, it is each parents' responsibility to monitor their student's credits as they work towards their high school diploma and meeting the requirements of their college choice.**

High School students working towards a diploma from MHCS have several ways to earn credits:

1. Traditional textbook
2. Portfolio credits
3. Essay credits or research
4. Life experiences and work/apprentice opportunities

Diplomas and minimum requirements:

Standard Diploma - 22 credits **(This is for Non-college bound students)**

3 credits each:	English, History, Math, Science
10 credits:	Electives, Technical/Work/Life Skills

Academic Diploma - 24 credits

4 credits each:	English, History, Math, Science
	Math must include one credit each of Algebra I and Geometry
	History must include one credit each of U.S. and World History and a half credit each of Government and Economics
	Science must include at least one credit of Biology
8 credits:	Electives (At least one credit of a Foreign Language is recommended)

Advanced College Prep - 26 credits

4 credits each:	English, History, Math, Science
	Math must include one credit each of Algebra I, Geometry, and Algebra II
	History must include one credit each of US and World History and a half a credit each of Government and Economics
	Science must include at least one credit of Biology
10 credits:	Electives
	(highly recommended - Foreign Language, Chemistry, Basic Computer Skills, Literature)

List of Electives (not a complete list) -

Consumer Math, Business Math, Drafting, CAD, Elementary Statistics, Accounting, General Math, Basic Math, Business English, Creative Writing, Literature, Ancient Civilizations, Religion, Bible, Geography, Social Studies, Sociology, Military History, European History, Aviation History, Earth Science, Nutrition, Child Care, Parenting Skills, Home Economics, Sewing, Culinary Studies, Maternal Studies, Human Behavior, Criminal Justice, Ecology, Psychology, Word Processing, Computer Programming, ACT/SAT Preparation, Wilderness Survival, Environmental Studies, Photography, Na-

tive American Studies, Fine Arts, Music Theory, Music Classes, Theater, Speech, Financial Management, CPR/First Aid, PE, Sign Language, Woodworking, Automotive, Driver's Ed, Apologetics, Logic, Foreign Language, Yearbook, Shop, and participation in choirs, bands, sports (individual and/or team), clubs and organizations.
A worksheet is provided in the back of this handbook to help you keep up with your student's course work. Fill in the blanks under the appropriate headings. ***Please*** be specific in the name of each course. Language may be listed as Language 9, Language 10, etc. This is the only course that may be listed this way. Other courses need to have a specific name. (Example: Do not list "Science", but list specifically as "Biology", "Chemistry", etc. List History as "US History since 1500", "World History to 1800", etc. List Math as "Algebra IA", "Consumer Math", etc.) Do not list the same course twice. Only one credit will be issued per course title.
If you have questions or need assistance, you may call the MHCS office to set up an appointment.

Dual Enrollment – Most community colleges offer dual enrollment to high school students. Please contact the college of your choice for further information at least 6 weeks prior to enrolling. Most require forms from MHCS *each semester* as well as a current transcript. **MHCS will be glad to assist your student with the necessary paperwork that may be needed from us by the college chosen, but we may not be able to provide them last minute. This is especially true during school breaks when the school office is closed.**

College Entrance

In order for a student to enroll in a college from a non-accredited school, as is MHCS, colleges generally require either:

1. A diploma and a minimum ACT score or comparable SAT score. Student needs to check with desired college for the required minimum scores; **or**
2. A GED score and a minimum ACT/SAT score.

MHCS ACT/SAT school code: 010-869

Certain colleges may have other requirements. Ultimately, it is each student's/ parents' responsibility to check with the college of choice concerning the requirements of that college.

Transcripts

A transcript is a form that lists all the subjects and grades a student has completed. This form follows a student to a new school or to a college. Since we encourage home education through high school, a transcript will be prepared for a graduating senior who needs one for college for no additional charge.

A student going back into public school or transferring to a private/church school, either in state or out, will need a transcript of all work accomplished during their enrollment with MHCS. The work must be for a full 6 weeks of school, minimum. Anything less than 6 weeks will result in a non-validation letter to the new school.

We will create a transcript using the grades the parents send to us and will send the transcript to the parent or to the new school. **There will be a charge of $20 if the transcript is ordered at the end of the school year from May 1st to July 1st.** After that, the transcript fee will be $30. The additional fee is due to the processing of new enrollees during the months of May, June and July. We would like all students who are transferring out of MHCS to have their paperwork completed by June 1st. If you do not pay the fees and give the MHCS administrator at least 2 weeks notice, the transcript will not be sent; instead, only previous schools' paperwork and a letter from MHCS stating that no work has been validated or recorded will be sent. Please help the transition go smoothly by following these guidelines. **IF you do not give 2 weeks notice and need a transcript immediately, the fee will be doubled. If a child is un-enrolled and then a parent wants to re-enroll the child during the same school year, there will be a $75 fee for re-enrollment for that child, even if the family is still enrolled.**

To get a transcript for a graduating senior, MHCS needs to have on file copies of each high school year with grades, subjects, and credits. ***Please*** be specific in the name of each course listed. Please keep excellent copies of all work. MHCS provides a copy of the graduating student's transcript at the time of graduation. If you need a copy of your student's transcript before graduation, please give us a two week notice. **A $20 fee will be charged for transcripts needed sooner than the two week notice.**

Learner's Permits and Driver's Licenses

Students wanting to get their learner's permit must have a form from MHCS confirming that they are enrolled in a school. Please plan ahead for this as last minute requests are sometimes hard to fulfill. Requests that are made during school breaks (such as Christmas break) may not be honored until school starts back. Sometimes the licensing division will allow students to get a form from them notarized in lieu of the school form but this allowance has been inconsistent. Again, please plan ahead.

Opportunities at MHCS

Co-op Classes

MHCS will offer co-op classes during the school year on Fridays from 9am – 12pm at Faith Baptist Church located at 3979 Co. Rd. 434 in Moulton, Alabama.
These classes are optional, but if you choose to participate, you are expected to be on time and consistent in your attendance. Parents are expected to stay on campus for the duration of the scheduled class time and participate by helping in various areas. Parental participation and help is vital to the success of our co-op.
For further information regarding co-op classes, including policies and guidelines, please refer to the *MHCS Co-op Class Handbook* located at the end of this handbook.

Standardized Testing

MHCS does not offer and does not require standardized testing.

Special Events

Some of the other opportunities offered to our member families include used book sales, special speakers, performances by our band, choir and other classes, demonstrations and exhibits of various homes school-related products and services, annual 9th-12th grade banquet, and Kindergarten and High School graduations.

School Pictures and Yearbook

MHCS schedules school pictures at least once a year for students. These pictures will be included in our yearbook. It is our goal to have as many students represented as possible. Students of all ages, birth through 12th grade, are included in the yearbook. Yearbooks for the current school year may be pre-ordered beginning in the spring of the current year for delivery in the fall of the next school year. This allows for all the events of the school year to be included in the yearbook, such as the 9th-12th grade banquet and the kindergarten and high school graduations.

Older students who would like to work on the yearbook staff may register for this class which is held during weekly co-op classes on Fridays during the school year. Yearbook ads are also available for purchase. These help us to keep the cost of the yearbook at a reasonable rate.

Field Trips

MHCS plans several field trips each school year. We also pass along information regarding field trips planned by other individuals and groups that are open to all home school families in the area. If you have a suggestion for a possible field trip or would like to plan and lead a field trip, please contact the MHCS office. Please remember that wherever you and your children go, you are not only representing MHCS, but all home school families. Please act accordingly. Make sure to review the following guidelines with your family/group before each field trip and emphasize the behaviors and responsibilities that are expected of each person.

General guidelines:

- MHCS –sponsored field trips are for MHCS members only unless otherwise announced.
- Please sign up and pay related fees by the stated deadline.
- If you are not able to attend, please contact the MHCS office or field trip leader as soon as possible. **Note that fees are not refundable.**
- Only bring children who are within the recommended age group as detailed in the field trip information.

Parents:

- Discuss and rehearse appropriate behavior with your children for the field trip. Do not assume that they will know to whisper quietly if needed during a performance or know not to touch priceless artwork or other exhibits.
- Explain any rules applicable to the place being visited and enforce them appropriately during the field trip.
- Make sure everyone is neatly and appropriately dressed and is properly groomed.
- Please refrain from chewing gum, eating, or drinking while on the field trip except during specified breaks for snacks or meals.
- Be prompt. Arrive at least 10-15 minutes early.
- Watch your children closely at all times. If you must tend to one child's needs, ask another parent to help watch your other children.

- Respond appropriately and without anger should your child misbehave or act inappropriately.

Students:

- Be courteous and polite at all times.
- Respect others who are on the trip with you.
- Stay with your parent or designated adult – no running ahead.
- Obey your parent/teacher at all times and follow all rules at the location of the trip.
- Listen carefully to any instructors and instructions on the trip.
- Raise your hand before asking a question.
- Touch display items and exhibits only when permitted.
- Be helpful as you observe areas where you could help other students.
- Be patient as you wait your turn.
- Be cheerful without complaining.
- Be thankful to those who helped on the field trip. Thank the person who conducted the class or tour.

(Copyright 1999 *The Teaching Home*)

Remember: **Please be on time to all field trips. If you sign up for a field trip then BE THERE.** If there is a reason that you can not attend the field trip then let the field trip contact know with as much advance notice as possible. There will be NO REFUNDS for cancellations made after payment has been made for the event.

MHCS Fairs

Throughout the year MHCS will host several fairs that any of our students may participate in. In the past we have had a History fair, an Art fair, and a Science fair. This gives our students a chance to show case their work, and it allows them to experience some friendly competition. We will operate under the following guidelines. This is not a complete list of guidelines due to unforeseen issues that may come up.

- A sign-up sheet will be available the month before the fair. You may call, email, or sign up during co-op classes.
- The deadline set will be **final**. We have to plan for these special events. There is a fair amount of work involved and we need to make it as organized as possible for our volunteers. You may also call ahead to be taken off the list. Please do not call the night before a fair to sign up.
- Guidelines or rules that apply to the fair will be available in the MHCS office. A list of categories the project will be judged on will also be made available when applicable.
- You must be available to set your project up during the assigned set up time.
- Winners will be announced on the date set for the fair.
- Respect other student's projects. Do not touch them. Our students take a lot of time to prepare and share their work with us.
- MHCS will pay the entry fee for 1st place winners in the Science fair who go on to Regional competition. These winners must have all their entry forms and accompanying documents in order before MHCS extends the funds to Regional.
- Families should show respect to whoever is in charge of the fairs. They have been given full authority to conduct the fairs and their decisions are final.

Curriculum Selection

Choosing the right curriculum is extremely important. You must choose a curriculum that meets the needs of your child and reflects your desired goals for that child academically, spiritually, physically and emotionally. MHCS suggests that you carefully research the curricula that are available. We will assist you in any way we can in helping you make the decision that best suits the needs of your child.
After choosing your curriculum, please make sure you complete and submit the *Curriculum Selection Form* (1 per school age child) so that we may include it in your file. Should you make any curriculum changes through the school year, please submit an updated *Curriculum Selection Form* so we can keep our files current as well.

Teaching Methods

Below is a brief overview of different homeschool methods. More extensive information about methods and resources can be found at www.hslda.org

Textbooks - Most textbook publishers use the traditional approach to education, with curriculum adapted to each grade level. Most companies have teachers' guides or texts also available. Some textbooks have much repetition for the slower students in a traditional class room. Year after year the same concepts are reviewed. If your student has accomplished these goals, you may skip sections, pages, or chapters. Make the curriculum fit the child.

Workbooks - The "work text" format includes both the text, or instruction, and questions on a subject in consumable books. Workbooks are a part of the most traditional publisher's curricula. If you use workbooks or work texts, you may want to avoid using this method in all subjects.

Correspondence Schools - Correspondence schools and independent study programs usually provide and require that you use the materials that come with the course. Most of these courses use the traditional "school in your home" approach. Examples: Christian Liberty Academy, Calvert, A Beka.

Unit Studies - Many home educators use some form of integrated study to do multi-level teaching (unit studies). Typically, one theme is studied at a time (for example- famous explorers or simple machines.) All applicable subjects such as history/ geography, science/health, music, art, handwriting, literature will focus on that one subject. Math and often language arts use separate curriculum. Examples of curriculum using this approach: Fine in a Row, Tapestry of Grace, Weaver, and KONOS. Free unit studies can often be found online.

Computer Aided Instruction—Switched-On Schoolhouse, Teaching Textbooks math, and Saxon math are examples of computer programs that teach subjects. Bob Jones and A Beka have classes on dvd. There are many online schools and classes. Just a few of the better known providers of online classes are: Alpha Omega Academy, A

Beka, Liberty University, Bob Jones, Monarch, and www.currclick.com. Many colleges offer online classes that high school aged students can take online as dual enrollment students.

Un-schooling - The un-schooling approach is child-centered. Learning is directed by the student's natural curiosity to learn. Students are placed in an environment of books and learning resources. The focus is learning from real-life experiences. Read John Holt's *Teach Your Own* and *Learning All the Time* for more information on this approach.

Charlotte Mason - The Charlotte Mason approach involves a broad spectrum of real -life situation and activities that enable students to handle normal frustrations and to comprehend the need for cooperation and self-discipline. Living books and narration are used to help students understand the principles and ideas behind the knowledge they gain. The concept of freedom is balanced with emphasis on respect and the value of habits and routine. There is a special emphasis on the humanities with this approach. Read: *For the Children's Sake* by Susan Schaeffer Macaulay.

Curriculum Sources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **A Beka—** www.abeka.org—A major publisher of curriculum, complete programs for all grades. Books and DVDs.
- **Amazon** www.amazon.com
- **Apologia Science—** www.apologia.com
- **Beautiful Feet—** www.bfbooks.com
- **Bob Jones University Press—** www.bjupress.com—A major publisher of curriculum, complete programs for all grades. Books and DVDs.
- **Christian Book Distributors—** www.christianbook.com—Offers many curricula at discount prices.
- **Christian Liberty Press** www.shopchristianpress.com
- **Creative Learning Connection—** www.creativelearningconnection.com
- **CurriClick**—http://www.currclick.com—Your one-stop for homeschool downloads, eBooks, lap books, live online classes, unit studies and more
- **Green Leaf Press—** www.greenleafpress.com—Many world and American history resources.
- **Math-U-See—** www.mathusee.com—Math-U-See is a hands on math program that uses manipulatives to teach concepts before math facts are memorized. DVDs are included for parents to use so they can understand how to present new concepts.
- **New Leaf Publishing Group**—http://www.nlpg.com/imprint/master-books—Distributor of Master Books
- **Rainbow Resource—** www.rainbowresource.com
- **Rock Solid—** www.rocksolidinc.com
- **Saxon Math, Phonics—** www.saxonpublishers.harcourtachieve.com
- **The Timberdoodle—** www.timberdoodle.com—Curriculum, supplemental materials, unusual items.

Organizations

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **Home School Legal Defense Association (HSLDA)—** www.hslda.org
  HSLDA is the cutting edge of home education in the United States. It provides legal services for members, keeps abreast of legislative developments in Congress and the states, and provides leadership training workshops and resources for state home school leaders.
- **National Home Education Research Institute (NHERI)—** www.nheri.org
  Need statistics on the performance of home schooled students across the United States? NHERI provides the results of research from a number of studies.
- **Christian Home Education Fellowship of Alabama (CHEF)—**
  www.chefofalabama.org
- **North Alabama Christian Home school Organization (NACHO)—**
  www.groups.yahoo.com/group/NACHOofAlabama/
  NACHO is a home school support organization in the North Alabama area. NACHO members receive the NACHO Illustrated monthly newsletter which provides information about field trips, workshops, roller skating days, ice skating days, swimming days, home school helps, conference information and much more.
- **TeenPact—** www.teenpact.com
  TeenPact is a comprehensive leadership experience that challenges students to grow both personally and spiritually. During TeenPact, students will enjoy meeting and interacting with other Christian young people and leaders from across their state. Students will come away from TeenPact with a realization of their spiritual capacity as young people and a desire to change America for Christ.
- **Generation Joshua—** www.generationjoshua.org
  Generation Joshua is a youth movement for ages 11-19. The goal of the program is to help educate and train the leaders of tomorrow. Students are educated through their online civics curriculum that covers topics in history, government, and world view and their annual summer camp. The training comes as the result of participation in hands-on activities like HSLDA-PAC Student Action Teams, GenJ Clubs, and Voter Registration.

Publications

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **Practical Homeschooling—** www.home-school.com
  The latest home schooling news, articles, organizations, events, Home school Mall, and much, much more!
- **Homeschooling Today—** www.homeschoolingtoday.com is an online magazine that features ready-to-use curriculum, teaching tips, book reviews, and more.
- **Home School Digest—** www.homeschooldigest.com
  A national quarterly publication for serious home schooling families, focusing on Lifestyle issues from the Christian perspective.

Special Needs Resources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

HSLDA families who are members of HSLDA have phone and email access to trained special needs consultants. www.hslda.org
The Alabama Scottish Rite Foundation www.alsrlcenter.org offers free help and testing for struggling readers. The often have a very long waiting list.
Snyder Therapy Centers specializes in neuro-visual rehabilitation. According to their website, they have successfully treated patients diagnosed with ADHD, autism, dyslexia, and other learning disabilities. They have an office in Huntsville.

The book "The Out of Sync Child" has been highly recommended as a good resource for families whose children have educational and behavior challenges.

Other Resources

MHCS Disclaimer: These resources have been gathered from many sources. MHCS has not previewed each website, so please use parental discretion and common sense when using these sites.

- **www.freehomeschooldeals.com** is a huge site with links to many, many free homeschool resources. The resources can be searched by age and subject, there are articles on homeschooling for less, ideas and instructions for lap books and unit studies, daily listings of free Kindle books that might be of interest to homeschoolers, free printables, alerts for free apps, and news of great deals on home school materials.
- **AnswersInGenesis.com**
- **HartselleArtStudio.com**
- **Used curriculum** can be found at www.homeschoolclassifieds.com, eBay, and www.hslda.org.
- **Creative Learning Connection** www.creativelearningconnection.com is a homeschool store in Madison that has new and used homeschool materials. They also host some classes and clubs.
- **Educents** www.educents.com offers a variety of homeschool resources. Many are low cost or free.
- **Homeschool Legal Defense resources** www.hslda.org is a valuable resource with how-to articles and solid, common sense homeschooling advice. The section on homeschooling for high school is especially helpful. Members of HSLDA not only have access to expert legal advice but the also have access to consultants in specialized areas such as different stages of home schooling as well as special needs students.
- **Donna Young** www.donnayoung.org is very useful site that has free printable homeschool and household planners, assorted types of graph paper and handwriting paper, calendars, play money, blank comic strip templates, and much more.
- **Jan Brett** www.janbrett.com is the official site of author Jan Brett. The site has beautiful, full color printables and activities to go along with her books but that can also stand alone. The site includes how-to-draw videos.
- **Online learning games** free online games in a variety of subjects and grade levels can be found at: www.shepperdsoftware.com, www.mathplayground.com, and-www.spellingcity.com.

- **Cathy Duffy** www.cathyduffyreviews.com has detailed reviews of what seems to be nearly every curriculum or program ever published!
- **Khan Academy** www.khanacademy.org has hundreds of videos explain high school and some college level courses in math, science, economics and finance, arts and humanities, computer science, and SAT test prep. Signing up on their website gives you the videos in an organized, sequential format, but most of the videos also seem to be available on YouTube in a less organized manner.
- **IXL** at www.ixl.com is a subscription website that offers elementary through high school math and language arts review exercises for a monthly fee. It doesn't necessarily teach the subjects but student work is graded and explanations are given when corrections are needed. Parents can view progress. This is good for a student who needs review and can be helpful to students studying for the ACT or SAT.
- **Pinterest** can direct parents to websites that other users have found useful. If you are looking for science project ideas, free keyboarding tutorials, free piano lessons, lesson plans or ideas for a specific book, good educational YouTube channel recommendations, or many other homeschool needs, Pinterst should give you links to many potential sources.
- **YouTube** www.youtube.com can be a great resource for homeschoolers with proper parental supervision. If your child is having trouble understanding a particular science concept, chances are that someone has made a video about it and possibly done experiments to illustrate the concept as well. There are videos on everything from how to tell time to how to blend watercolors to foreign language vocabulary.
- **www.gotquestions.org** is a very useful Bible teaching resource. Hundreds, if not thousands, of Bible questions are answered in a concise way and from a conservative Christian standpoint. Just a few of the many topics include how we know God exists, what different world religions believe, and current tough issues facing Christians today.

FORMS

CHURCH SCHOOL ENROLLMENT FORM

School Year	**Public School District**
20____ - 20____	_____

Part 1 - To be completed by Parent or Guardian

Student's Name		**Date of Birth**	**Grade**
Parent or Guardian's Name		**Home Phone**	
Address	**City**	**State**	**Zip**
Church School of Enrollment Master's Hand Christian School (MHCS)		**School Phone** (256) 974—4908	

_____ _____

Date **Signature of Parent or Guardian**

Part 2 - To be completed by Church School Administrator

Church School Name Master's Hand Christian School (MHCS)		**School Phone** (256) 974—4908	
Address 3979 County Road 434	**City** Moulton	**State** Alabama	**Zip** 35650
Date of Student Enrollment		**School Year** 20____ - 20____	

_____ _____

Date **Signature of Church School Administrator**

Part 3 - Consent for Notification of Student Withdrawal

I hereby give prior consent to the Administrator of **Master's Hand Christian School (MHCS)** to notify the Public School Superintendent should the above named Student cease attendance at said School.

_____ _____

Date **Signature of Parent or Guardian**

Original to County School Superintendent Copy 1 to school file Copy 2 to Parents

FAMILY INFORMATION FORM

20___-20___ School Year

Please include all children in Master's Hand Christian School

Student's Name	Allergies	Date of Birth	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father's Name _____ Father's Cell Phone_____

Mother's Name _____Mother's Cell Phone _____

Address _____ Home Phone _____

_____

E-mail _____

**** Please note that MHCS communicates via email. It is your responsibility to check your email regularly for important information Newsletters are sent out via email as well. ****

I have read and understand the MHCS Handbook (please initial) _____

Are you planning on attending co-op classes at MHCS: Yes _____ No _____

Church Home _____

Emergency contact name and number other than parent

_____

Home School Legal Defense Association

HSLDA Membership # _____

HSLDA Group # _____

If not part of MHCS discount group, may we change you to our group?

Yes_____ No _____

CURRICULUM SELECTION

20___ - 20___School Year

Please list any curriculum/textbooks you will be using this year. Copy this sheet as needed. Only put one student per sheet.

Student's Name: _____

Subject	Textbook
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTENDANCE/PROGRESS REPORT

20___-20___ School Year

Fall Semester _____ Spring Semester _____

Fill Out ONE per Student

Student Name: _____

Grade: _____

Name of Teacher: _____

Number of days for 1st semester: _____ ***Number of days for 2nd semester:*** _____

Subject	1St Semester Grade	2nd Semester Grade	Final Grade	***For 9th – 12th Grade*** Credit Earned For Class

Comments:

Master's Hand Christian School
A Ministry of Faith Baptist Church
3979 County Road 434
Moulton, Alabama 35650
256-974-4908
mhcs@fbcma.com
www.mastershandchrisatianschool.org

REQUEST FOR RECORDS

Name of School _____

School Address _____

City, State, Zip Code _____

Please send all available school records for the following former student/students who are currently enrolled in Master's Hand Christian School:

Full Name	Current Grade
_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize Master's Hand Christian School to receive all school records on my child/children listed above. **This will also serve as a notice of withdrawal for these students from your school.**

Parent/Guardian's Signature _____

Date _____

Date of enrollment at Master's Hand Christian School _____

Date records were requested _____

Signature of Administrator _____
Aleisha McLemore or Kelly Clark

ASSOCIATE MEMBER
FAMILY INFORMATION FORM

20___-20___ School Year

Please include all children in Master's Hand Christian School

Student's Name	Allergies	Date of Birth	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father's Name _____ Father's Cell _____

Mother's Name _____ Mother's Cell _____

Address _____ Home Phone _____

_____

E-mail _____

** **Please note that MHCS communicates via email. It is your responsibility to check your email regularly for important information Newsletters are sent out via email as well.** **

I have read and understand the MHCS Handbook (please initial) _____

~~Are you planning on attending co-op classes at MHCS: Yes _____No _____~~

~~Church Home _____~~

Emergency contact name and number other than parent:

_____

Cover School: _____

Verified by: _____

Home School Legal Defense Association Member Yes _____ No _____

Worksheet for High School Courses

Name: _____

Diploma: Standard _____ Academic _____ Advanced _____

COURSE	YEAR	GRADE	CREDIT
LANGUAGE			
SCIENCE			
MATH			
HISTORY			
FOREIGN LANGUAGE			
ELECTIVES			

MHCS
Co-op Class Handbook

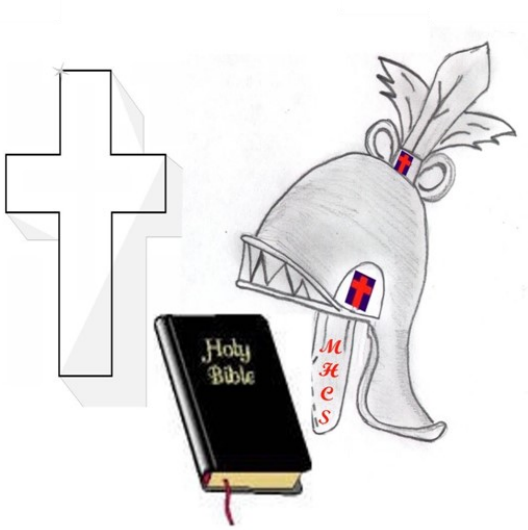


Table of Contents

General Information ····· 43
Parental Supervision ····· 43
Class Supervision/Teachers ····· 43
Co-op Class Enrollment ····· 43
Parental Responsibility ····· 44
Attendance ····· 44
Dress Code ····· 44
Behavior ····· 45
Grading ····· 46
Driving Students ····· 46
Weather ····· 47
Summary of Requirements to Participate in Co-op Classes ····· 47
Teacher Commitment/Statement of Faith Form ····· 48
Co-op Teacher Reference Letter ····· 51

Classes

General Information—MHCS will offer supplemental classes on Friday from 9:00 am - 12:00 pm during the school year at Faith Baptist Church. These classes are offered as a service to our member families and are optional, but if you choose to participate we expect you to be on time, follow all rules outlined in the MHCS handbook, and be consistent in your attendance. All property at Faith Baptist Church must be treated with respect. Damages incurred by a student/parent will the responsibility of the parent. Faith Baptist Church and MHCS are **not responsible** for any accidents or injuries occurring on the property of Faith Baptist Church or traveling to and from Faith Baptist Church or any MHCS functions.

The teachers are MHCS members or community members with expertise or experience in a particular area and have a desire to teach. On some occasions, the MHCS board may allow an older high school student with exceptional skills to teach a non-academic class. None of our MHCS classes are required, but once a student is enrolled, he/she is expected to complete the requirements as outlined by the teacher.

Each family that attends co-op is required to have a parent or responsible adult on campus for the duration of the day's activities. Each adult is expected to actively participate by helping with classes, watching the halls, etc**. If you don't have an assigned task for each class period, you must go to the fellowship hall at the beginning of each class period that you are free. You will then be directed to areas that need adult help.** The success of our co-op depends on the willingness of our parents to volunteer and serve.

Parental Supervision - Parents are **required** to attend all activities with their children. If a child is dropped off without a parent's supervision, the parent will be called to come pick up the child. You may ask another parent attending classes to be responsible for your child. You must complete a form signed by you and the other parent and placed on file in the MHCS office..

Class Supervision/Teachers – Each class must be supervised by at least two adults. We require teachers and co-teachers to sign a Commitment/Statement of Faith form at the beginning of each school year. This form is at the end of the handbook. **All teachers and co-teachers must also have a form signed by their pastor or other minister in their church stating that they attend church regularly and are members in good standing**.

Teachers are required to use due diligence in selecting publications, websites, and movies in their classes to insure that they uphold conservative Christian standards. If students are required to give speeches in class, those speeches must be pre-approved by the teacher for appropriateness.

MHCS welcomes ideas and suggestions for classes that may be offered. Anyone who is interested in teaching a class should contact the MHCS office and be prepared to describe their class idea - including subject, curriculum, supplies needed, maximum and/or minimum number of students, grade level preferred, time period preferred, and co-teacher/helper. Anyone who would like to help with a class should also contact the MHCS office and provide the time they are available and grade level preferred.

Co-op Class Enrollment – Once the MHCS annual membership registration is complete, an appointment schedule for co-op class sign-ups will be created based on the order in which members registered for the school year. The order in which families sign-up is as follows: MHCS board members, last year's head teachers, last year's co-

teachers, returning members, and new members.

In some special circumstances, such as when a family is out of town during the enrollment period, the administrator will allow them to enroll by mail. This has to be pre-approved. However, all fees involved *must* be paid within two weeks of registration or those students will lose their places in their classes.

The MHCS staff strives to have at least a working model of the co-op class schedule available during the annual membership registration period (May 1st – August 1st). The schedule is finalized by the time appointment notification letters are sent out in July. If you have not received your appointment notification letter by the end of July, please notify the MHCS office as soon as possible. If you are unable to keep your appointment, please contact the MHCS office as soon as possible to make other arrangements.

It is very important to be at least 15 minutes early for your appointment to sign-up for co-op classes. Everyone is expected to have all paperwork (including 1st, 2nd, and 3rd choices for each time period for each child) completed before their appointment time. If your paperwork is not ready, you will be skipped until you have completed your paperwork and are ready to be assisted by a MHCS staff member for co-op class sign-up. Please check the list of closed classes when you arrive and make any necessary adjustments before you are called, including updating 1st/2nd/3rd choice selections for each time period for each child. Everyone's cooperation in this matter will help us to stay on schedule. Your child's co-op class registration is not complete until it has been processed by a MHCS staff member and all fees paid. Incomplete registrations that are not finalized by the drop/add deadline will be cancelled and the student will lose their place in their classes.

Parental Responsibility - When a student is enrolled in a MHCS co-op class, the parents are agreeing to give the instructor authority over their student for a designated period of time. Co-op classes are offered by MHCS as a resource tool to help parents better educate their children. Parents are responsible to see that their student is completing assignments for MHCS classes in a timely manner as well as those for the subjects being taught at home. Parents should communicate with the classroom teachers about their child's participation and progress in the classes.

Attendance – Students enrolled in MHCS co-op classes will be expected to attend every class unless they have a legitimate excuse. If a student is sick, the parent should call the office and inform the staff that the student will not be in class that day. If there is a death in the family, or other emergency, please call the school office. If a family vacation is coming up or the parent is aware that a student will be absent because of some other activity, please speak to the teacher before the class and arrange for work to be done ahead of time or made up when the student returns. This procedure will assure both the family and the school that the student has not met with an accident or has some problem on the way to the school. Parents should inform the school office in writing if their student is to leave with another student or adult.

MHCS Dress Code: Anyone (Students, teachers/parents) attending an MHCS event – <u>including Co-op</u> – is required to observe the following Dress Code guidelines:

- Shorts, dresses, and skirts must measure no more than 2 inches above the knee
- No exposed midriffs
- No inappropriate logos on clothing
- Tennis shoes required for gym time and outdoor activities

- Jeans MUST be appropriate; be careful with the low ride style and short shirts
- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches wide
- **No underwear should be visible on anyone. Sheer tops must have a top underneath that meets all other shirt requirements (for example, no spaghetti straps or plunging necklines covered by a sheer top)**
- No exposed cleavage when standing, sitting, or bending over
- **Neither leggings nor yoga pants can be worn as pants unless they are worn under a dress, skirt, or tunic style top. The top must be long enough to reach 1" below fingertips when arms are extended downward.**
- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches
- One piece swim suits for girls and swim trunks for boys at water events

Behavior – Students are expected to model Christian behavior and follow the guidelines given in the *MHCS Handbook*. All property at Faith Baptist Church must be treated with respect. **We are guests of FBC and must act accordingly. Parents: If you had students as guests in your homes, what behaviors would you find unacceptable? If you would not want visitors running around inside, abusing your furniture, carelessly wasting supplies, making messes in the bathroom, etc. at your home, do not let your children do these things at co-op.** Damages incurred by a student/parent will the responsibility of the parent.

Children are not to be outside of the church building at any time without an adult being in constant care of them. Playing in the parking lots (unless taking part in a teacher planned activity) and going onto neighboring properties are expressly forbidden.

Profanity is not ever allowed from students or parents.

Parents who do not control their children will receive three warnings. If there continues to be a problem, both parents will be required to meet with the board to discuss the matter. Problems that are not resolved will result in expulsion of that family.

If a student is disrespectful, disobedient, unruly or violent while at co-op classes, he/she will be removed immediately from the activity and his parents will be contacted. A parent will have to attend class with the student the following week or the student will not be able to attend the following week's class.

The student will be allowed to return to class without a parent two weeks after the incident. If the student misbehaves again, he/she will be permanently dismissed from the class with no refund.

If it becomes apparent that a student is involved in illegal or immoral behavior such as the use of drugs or alcohol or promiscuous behavior, they will not be allowed to attend classes and certain other functions and if the attitude of rebellion persists, they will be expelled from the school.

In order to assure the safety of our students and minimize damage to the facility, students will not be allowed to have in their possession while on the school property or at any off-campus school-sponsored activity any item deemed by the MHCS staff to be dangerous or destructive. If a student is found with any such item, the item will be immediately confiscated and retained until the end of the day's activities. Repeat offenses will lead to further action by the MHCS staff. If a student endangers the health or safety

of any other student, member, teacher, or staff member, the student will be subject to immediate expulsion.

"Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ."
Philippians 1:27a

Membership Disclaimer

*All new families will enter a probationary period of one year. After the year is up, your membership will be evaluated.
*MHCS reserves the right to refuse or remove enrollment to a child or family at the discretion of the MHCS Board.
*Possible reasons for refusing enrollment or removal of enrollment may include, but not limited to:

*suspension or expulsion of student from previous school
*parents or students involved in a same-sex relationship
*students with a criminal history or on probation
*students who have left MHCS to go elsewhere three times
*member families who are not current with all fees
*member families who have a progress report more than 60 days past due.
*member families who openly practice, encourage, or promote lifestyles or social or ethical issues that are contrary to classic and orthodox Christian beliefs

Grading – Certain co-op classes, especially high school level courses for credit, will be graded. These may include, but are not limited to, band, choral, drama, sciences, labs, and the like. Grading criteria will be determined by the individual teachers and semester grades will be submitted to the MHCS office for inclusion in each student's semester progress report. Parents should contact each teacher if they have questions about the grading for their student's class.
Grades will also include attendance, attitude, participation, and performance. The teachers of these courses take them seriously and devote many hours of personal time and effort to provide each student with a quality learning experience. The students are expected to take the classes seriously as well and do their best work possible. Students in the performance arts classes (band, drama, choir, etc.) are expected to attend class regularly, learn their parts, and participate in all performances and competitions. Sometimes extra practices will be scheduled before a performance and the students will be required to attend. Students must make required performances a priority.

Guideline: Be careful not to get involved in too many extra-curricular activities since you may run into conflicts for your time, especially around the end of each semester when most groups are presenting performances.

Driving Students—Students in the **twelfth** grades may attend co-op classes on their own on a case-by-case situation. There is a fee of $200 per semester.
This agreement must be reached between the parent and an administrator of MHCS. Parents must sign a written permission form at the beginning of the school year. Along with signing this form, you must have made an agreement with another adult who will be attending MHCS co-op to be responsible for your driving student in the event of an immediate emergency or problem. This adult will also be responsible for signing the driver's permission form. This form will be kept on file in the MHCS

office. These students will also need to sign in **and** out at the MHCS office on each Friday. The driving student will not be allowed to bring siblings. We do not consider driving students adequate supervision of their younger siblings and they will not be considered a substitute for a parent or guardian. We want the best possible care for our children's safety. Driving students are required to follow the same rules as other students. We expect our older students to be examples and leaders that our younger students can learn from and respect. Our driving students will lose their **privileges** if problems occur.

Note: Students who have graduated high school are not allowed to "hang out" during co-op classes. They are allowed to sign up to help with classes but must be approved by the MHCS board and the teacher of the class.

Weather

If Lawrence County Schools are closed **due to inclement weather**, any classes, field trips, or other MHCS planned events will be cancelled. If Lawrence County school are delayed by 2 hours, MHCS will begin co-op classes as normal at 9 am.

Summary of Requirements to Participate in Co-op Classes

To make sure that our co-op students receive a quality educational experience, the following guidelines will be enforced. Failure to comply with any of these may result in the loss of coop privileges.

1) Faith Baptist Church and MHCS are **not responsible** for any accidents or injuries occurring on the property of Faith Baptist Church or traveling to and from Faith Baptist Church or any MHCS functions.
2) Consistent attendance – absenteeism of more than 4 days per semester will result in the loss of co-op privileges.
3) Completing assignments on time – participation is not limited to class time. Outside activities, including homework assignments given by the co-op teacher, are expected to be done by all students in a timely manner.
4) Be on time for all classes – our time on Fridays is limited and the teachers have prepared their lessons to cover the materials that need to be presented each class meeting to keep the class on schedule for the year.
5) Bring all materials needed for class each week, including paper, pens, pencils, etc. as outlined by each teacher at the beginning of the year and at other times as needed through the year.
6) Parent participation – this may be in many different forms depending on the needs of the class. Includes providing materials needed by the student for the class, helping in the classroom as needed by the teacher, making sure your child is on time for class each week and has all assignments completed on time, or other actions as may be suggested by the teacher.
7) MHCS Dress Code – Anyone (Students, teachers/parents) attending an MHCS event is required to observe the MHCS Dress Code guidelines.
8) Behavior – Students are expected to model Christian behavior and follow the guidelines given in the *MHCS Handbook*. All property at Faith Baptist Church must be treated with respect. Damages incurred by a student/parent will the responsibility of the parent.
9) Grading – Certain co-op classes, especially high school level courses for

Teacher and Co-Teacher Statement of Faith/ Commitment Form

MHCS is a Christian organization which operates in accord with classic and orthodox Christian beliefs. We believe the Bible is God's holy, inerrant Word and follow the doctrines outlined in the *Baptist Faith and Message* (www.sbc.net/bfm/bfm2000.asp). All classes and activities offered through MHCS will be in accordance with these beliefs.

Please initial (do not mark with an "x") at each blank/point.

I affirm that:

_____ **I believe that the Lord our God is the one and only living and true God.** We believe in accord with classic and orthodox Christian belief, in this divine and infinite Being there are three persons, the Father, the Son and the Holy Spirit. We believe that they are one in substance, power and eternity; each having the whole divine essence, yet this essence is undivided. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures.

_____ **I believe the Father is not derived from anyone or any spirit.** He is neither begotten nor proceeding; the Son is eternally begotten of the Father; the Holy Spirit proceeds from the Father and the Son. All three are infinite, without beginning, and therefore but one God, who is not to be divided in nature and being. Yet they are distinguished by several distinctive characteristics and personal relations.

_____ **I believe the only Son of God, Jesus Christ, the second person in the Holy Trinity, is truly and eternally God**. He is the brightness of the Father's glory, of the same substance and equal with Him who made the world, who upholds and governs all things He has made. When the fullness of time was come, God the Son took upon himself human nature, with all its essential properties and common infirmities, yet without sin. Jesus was conceived by the Holy Spirit in the womb of the Virgin Mary. The Holy Spirit came down upon her and the power of the Most High overshadowed her, so that he was born to a woman from the tribe of Judah, a descendant of Abraham and David, in accordance with the Scriptures.

_____ **I believe the Holy Bible is the ONLY sufficient, certain and infallible rule for saving knowledge, faith and obedience.** The Holy Bible , or the Word of God written,

consists of all the books of the Old and New Testament.

These are:
The Old Testament: Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, Judges, Ruth, 1Samuel, 2 Samuel, I Kings, 2 Kings, 1 Chronicles, 2 Chronicles, Ezra, Nehemiah, Esther, Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, Malachi

The New Testament: Matthew, Mark, Luke, John, Acts, Romans, 1 Corinthians, 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 Thessalonians, 2 Thessalonians, 1 Timothy, 2 Timothy, Titus, Philemon, Hebrews, James, 1 Peter, 2 Peter, 1 John, 2 John, 3 John, Jude, Revelation

_____ **I believe the whole revelation of God concerning all things essential for His own glory, human salvation, faith and life, is either explicitly set down or implicitly contained in the Holy Bible.** Nothing is ever to be added to these books of the Old and New Testaments, whether by a new revelation of the Spirit, or by human traditions.

_____I have read and understand the MHCS handbook.

_____ I have accepted Jesus Christ as my Lord and Savior and I do my best to live my life according to the Bible, God's Holy Word.

_____ I am a member in good standing of a local church and attend that church regularly. I understand that in order to teach at MHCS, I must have a MHCS reference form filled out and signed by my pastor attesting to this fact. (If a teacher is the wife of the pastor or if the teacher goes to such a large church that the pastor my not know the teacher, another minister of the church or a deacon may sign the reference form.)

_____ I agree to use due diligence in selecting materials, websites, and movies for use in my class to ensure that they do not violate classic and orthodox Christian standards. I also agree that any student-given speeches in my class will be pre-approved by me for appropriateness.

_____I agree to follow the rules and see that anyone under my authority at the MHCS campus is in accordance with the rules written in the MHCS Handbook. We need structure in the class room.

"Let all things be done decently and in order. "1 Corinthians 14:40

_____I agree to be:

1. Consistent in attendance
2. On time
3. Prepared to teach class
4. Communicate required absences to co-teachers/helpers ***and*** the office.

_____I will encourage quality co-op classes; I will encourage the following rules in my

class:

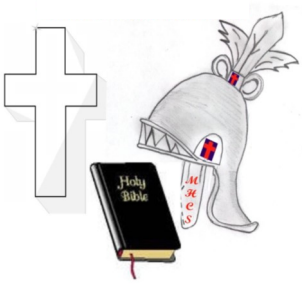
1. Consistent attendance
2. Class participation/completing assignments
3. Being on time
4. Consistently bringing required materials to class

____By signing below, I am affirming the above is true and that I believe in the doctrines outlined in this *Teacher Commitment/Statement of Faith Form*. Absenteeism of more than 20% or failing to comply with the other listed requirements will result in loss of co-op privileges.

Print Name: _____

Sign Name:_____

Date:_____



Date: _____

Master's Hand Christian School
Co-op Teacher Reference Letter

_____ is applying to become a volunteer teacher with the Co-op of Master's Hand Christian School, a ministry of Faith Baptist Church.
In caring for our students, we believe it is our responsibility to seek teachers that are able to provide healthy, safe and nurturing relationships and leadership, not just physically but spiritually.
Please initial the following statements if they apply to your church member.

Name of church: _____

_____Has faithfully attended our church for _____years/months.

_____ Is in good standing with our church.

Additional comments: _____

_____

_____

_____

Name (please print): _____

Signature: _____ Date: _____

Position: _____