



What You *Need* to Know About Us

Mission: To provide challenging academics and group interaction in an overtly Christian environment facilitated by mentors who love the subjects they teach, while maintaining the fundamental principle of Christian home education: parental authority and child-centered learning.

Purpose: Members of the Christian Fellowship Homeschool Co-op (the Co-op) are dedicated to serving home-schooling families. In the purely voluntary capacity, it is the Co-op's purpose to glorify the Lord Jesus Christ, to promote recognition of Him in all school subject matter, and to encourage parents in training their children "in the way they should go."

Our CFHC bylaws also outline the duties and responsibility of our members, as stated below:

Duties and Responsibilities: By submitting an application for membership in the corporation, members agree to abide by all standards, policies, and procedures of the corporation as established by the Board of Directors. Members shall refrain from engaging in any activity which may bring reproach on the corporation or parentally-directed education.

In keeping with our mission, purpose, and duties and responsibilities as members, both adults and students must be aware that these duties and responsibilities apply to every co-op member **whether on or off campus**. It is important to remember that we are representatives of Christ and of Christian Fellowship Homeschool Co-op not just on campus, but everywhere we go. As such, it is important that our conduct be consistent with Biblical principles and the standards established by CFHC.

Statement of Faith

- A. The Bible in its entirety is the inerrant, inspired, and only word of God. The Bible is the supreme and final authority in faith and life.
- B. There is but one living and true God (Deut. 6:4; Isaiah 45:5,7; 1 Cor. 8:4), an infinite, all knowing Spirit (John 4:24), perfect in all His attributes, one in essence, eternally existing in three Persons—Father, Son, and Holy Spirit (Matthew 28:19; 2 Cor. 13:14)—each equally deserving worship and obedience.
- C. Jesus Christ is God incarnate. He is fully God and fully man.

- D. Jesus Christ was born of a virgin and lived a sinless life. He accomplished our redemption through the shedding of His blood and sacrificial death on the cross. His death was voluntary, vicarious, substitutionary, propitiatory, and redemptive (John 10:15; Romans 3:34,25; 5:8; 1 Peter 2:24). He rose bodily from the grave on the third day, ascended to the right hand of God, and intercedes for us as our High Priest.
- E. The Holy Spirit convicts, converts, and regenerates sinners to become true believers of Jesus Christ. The Holy Spirit dwells in the believer, teaching and guiding for holy living.
- F. Salvation is wholly of God's sovereign grace through faith in Jesus Christ.

Dress and Conduct Policies

It is the responsibility of parents to adhere to the Dress and Conduct Policies and to enforce these policies with their own children. Any questions regarding interpretation of or compliance with the Dress Code and Code of Conduct or other policies will be resolved by the Board of Directors.

Dress Code

The policy's intent is to serve as a tool to accomplish these specific goals:

1. Create an environment which is conducive to learning
2. Encourage and train students in exercising individual responsibility and Christian self-government

CFHC members, volunteers, guests, students and adults should maintain a modest appearance. Modest appearance includes:

- Clothing should be modest and not distracting. Any holes should be located at or below the knee.
- Skirts and dresses must be at least knee length.
- Shorts must be at least fingertip length and no shorter than a 5" inseam. Shorts must be easily seen and not covered by long shirts.
- If leggings are worn, the top garment must at least be at least mid-thigh length.
- Halter tops, tank tops (where straps don't cover shoulders), spaghetti straps, and visible cleavage are not allowed.
 - As a guideline, the neckline of a person's shirt should not be lower than that person's hand width below the top of their sternum.
 - Tops with large armholes are also not allowed.
- Bare midriff, front or back, is unacceptable.
- Underclothing should not be visible at any time.
- Clothing, hats, and accessories may not have inappropriate messages or graphics.
- Shoes and shirts are required at all times.
- Students' eyes must be clearly seen at all times.

- No sensational, vulgar, inappropriate or otherwise distracting jewelry or accessories may be worn.
- Students shall have no visible tattoos (including non-permanent tattoos or marker writing/drawing, etc.)
- Students shall have no visible piercing, other than girls' ears.

Code of Conduct

General Conduct

- Treat teachers, parents, students, and our host facility/staff courteously and with respect at all times.
- Students must be in class, in the lunchroom, or in study hall at all times while at co-op.
 - No loitering in the hallways, the bathrooms, the host church foyer, or the parking lot.
 - Empty classrooms, the stairwells, or areas outside designated co-op areas are off limits to students, unless used while traveling to or from class, or exiting the building with parental consent, or in an emergency evacuation.
- Do not run or talk loudly in the halls.
- As described in the Digital Acceptable Use Policy (DAUP), students may not use electronic devices, including cell phones, during co-op hours. Refer to the DAUP for more details.
- No alcohol, illegal drugs, tobacco, or vaping devices are permitted on the premises.
- Students may not possess weapons of any kind on the premises.
- Inappropriate physical affection and/or aggression will not be tolerated.
- Students may not chew gum at any time during co-op hours.

Classroom Conduct

- Be in class on time, and be prepared to learn and participate.
- Follow the teacher's classroom policies.
- Students should have completed assignments, sharpened pencils or pens, notebooks and paper, and all required books and materials and maintain an attentive posture (NO slouching, feet on the furniture, head on the desk, etc.).
- Excessive tardies and/or unexcused absences, as defined in teacher's classroom policy, shall be viewed as a violation and are subject to co-op disciplinary procedures.
- Students must come to study hall prepared to study. When in study hall, be quiet and courteous of other students completing their work....NO CHATTING! Students must adhere to study hall policies; failure to do so will result in loss of this privilege.

Lunch and Dining Conduct

- Clean up after yourself at the end of the lunch period.
- Adults may eat in any lunchroom, however, if a parent has any children that eat in the family lunchroom (middle school and younger), that parent must eat in the family

lunchroom to supervise their children. In the case of a meeting or other responsibility, the parent must designate another mom to watch their students.

- Students must eat only in their designated lunch areas during the lunch period, unless a special event is scheduled by a teacher.
 - High school students may sit in either the high school or family lunchroom to eat.
 - Middle school students may sit in either the middle school or family lunchroom to eat.
 - TEC and younger student need to eat lunch in the family lunch room.
 - Any exceptions to this rule must be Board approved.
- Students up through 5th grade are allowed WATER ONLY while at co-op.
- Middle School and High School students may have pop or soda at lunch time only.
- All students may bring a re-closable water bottle to class.

Off Campus Conduct

CFHC members have willingly and purposefully agreed to cooperatively educate our children together through a specific mission and purpose. Our mission and purpose are part of our corporate bylaws and are reprinted below for your convenience.

- Mission: To provide challenging academics and group interaction in an overtly Christian environment facilitated by mentors who love the subjects they teach, while maintaining the fundamental principle of Christian home education: parental authority and child-centered learning.
- Purpose: Members of the Christian Fellowship Homeschool Co-op (the Co-op) are dedicated to serving home-schooling families. In the purely voluntary capacity, it is the Co-op's purpose to glorify the Lord Jesus Christ, to promote recognition of Him in all school subject matter, and to encourage parents in training their children "in the way they should go."

The CFHC bylaws also outline the duties and responsibility of our members, also reprinted below for convenience.

- Duties and Responsibilities: By submitting an application for membership in the corporation, members agree to abide by all standards, policies, and procedures of the corporation as established by the Board of Directors. Members shall refrain from engaging in any activity which may bring reproach on the corporation or parentally-directed education.

These duties and responsibilities apply to each of us as co-op members whether on or off campus.

- The Board of Directors does not purposely seek out information about members' off campus behavior, it is important to understand that conduct which, by biblical standards, is immoral/illegal, whether on or off campus, will be cause for strong disciplinary action by the Board upon it's awareness of the conduct in question, regardless of how that information becomes known to the board. The nature of the activities in question will determine what, if any, disciplinary actions may be taken, up to and including possible suspension and/or expulsion.

CFHC Sponsored Events Policy

- Sponsored events outside of regular CFHC hours will be supervised by at least two parents from different families.
 - Before an event is to be advertised, these two sponsors are to be secured and willing to attend the event.
 - A parent/student ratio of 1 to 12 will be the goal; however, exceptions may be made as events warrant.
 - It is preferred that at least one board member or board member spouse attend every event and report to the Board the outcome of the event.
- Sponsored events outside of regular co-op hours are for CFHC members only.
- Sponsored events outside of co-op hours will have the same dress code as regular co-op school days.
- If exceptions are to be made based on the type of activity involved, that is to be Board approved and communicated to the attendees in advance of the planned event.
- Attendees will be expected to behave in an appropriate manner and may be asked to leave if necessary.
- CFHC disciplinary procedures apply.

Language and Speech Policy

- Foul language during co-op sanctioned events or on co-op sanctioned digital/online platforms will not be tolerated.
- Speech that threatens the physical safety of one or more members of the CFHC community will not be tolerated.

Bullying Policy

- With regard to Code of Conduct, “bullying” is defined as: the repetitive intentional hurting of one person or group by another person or group through speech (verbal or written) or physical action.
- Bullying of another member of the CFHC community, whether online or in person, will not be tolerated.

Sexual Conduct and Immorality Policy

Scripture admonishes Christians to avoid sexual activity that is incompatible with God’s will for our sexual integrity. Sexuality is a gift from God and is intended by God exclusively for the marriage relationship between one man and one woman. The Bible teaches sexual purity and that willful sexual activity outside marriage, including pre-marital sex, adultery, same-gender sex and/or homosexual behavior, cohabitation, use of pornography, fornication, promiscuity, adultery, perversions, incest, and any other sexual behavior outside of marriage, is sin.

- The Bible speaks clearly against all forms of sexual immorality and requires that we refrain from even the appearance of evil, (cf. 1 Thess. 4:3-8, 1 Thess. 5:22-28; Matt.

15:19). Members of the CFHC community are expected not to engage in or advocate sexual activity that is inconsistent with the Bible's teachings regarding sexual conduct.

- CFHC will not compromise its convictions that the Bible's teaching on sexual purity must be followed. The Board will respond to any violation of this policy with compassion and will continue to treat all people with respect and dignity as created by and beloved of God.
- Should the biblical pattern for sexual integrity be willfully disregarded and pregnancy occur outside of marriage, CFHC would have concern for the moral and spiritual wholeness along with the physical and emotional well-being of all involved people. This includes concern for the health and future of the unborn child.
- If a student becomes pregnant outside of marriage through no fault of her own, any specific action taken by the co-op will depend upon the facts of the specific situation, including, but not limited to, the attitude and desires of the student and her family as to whether they wish to remain active in the co-op, as well as any harm or potential harm to the student, family, or to others.
 - If a pregnant student is granted permission to attend co-op during her pregnancy, co-op leadership will notify all CFHC parents so that they may explain the situation to their own children so as to avoid rumors, gossip, and innuendo among the co-op and to encourage support of the student and her family.
- Sexual activity of any kind between a teacher and a student will not be tolerated.

Gender and Identity Policy

Genesis 1:27 holds that God created mankind in His image; that He created them male and female. The Bible speaks clearly that God created only two genders and does not draw a distinction between gender, gender identity, sex, or sexual identity, nor does God separate physiology from expression. Members of the CFHC community are expected to affirm Genesis 1:27 and that men and women are incapable of changing their gender. Claims by CFHC members whether verbal or by action to deviate from their gender as God created them will not be tolerated. Examples include, but are not limited to, transgenderism, cross-dressing, drag, living as a furry, claims to be animals, etc.

Disciplinary Policy

- Violation of policy by any member of the CFHC membership is grounds for disciplinary action, including possible dismissal from the co-op.
- The Board of Directors will follow the documented Disciplinary Procedures.
 - The specific disciplinary action will depend upon the facts of the specific case, including, but not limited to, the attitude and remorse of the party, the harm or potential harm to others, the notoriety and frequency of the action or advocacy, the commitment of the party to cease such action or advocacy, the likelihood of rehabilitation, and/or the willingness of the party to participate in counseling and to subject himself or herself to accountability. (2)

- Failure to comply with required discipline is grounds for immediate dismissal from the co-op.
- Once a disciplinary determination has been made by the Board, it may not be appealed.
- If the Board of Directors becomes aware of members of the CFHC community engaging in any activity (verbal, sexual, physical, or digital) which is believed to be criminal in nature, the activity will be reported to the proper legal authorities..
- As with all CFHC policies, any exceptions are solely at the discretion of the Board of Directors.

Parent Responsibilities

General

- As a cooperative organization, ALL parents, in partnership with the Board, are responsible to enforce and adhere to all CFHC policies, including the Dress Code.
 - Parents will enforce these policies with their own children.
 - Any questions regarding interpretation of or compliance policies will be resolved by the Board of Directors.
- Parents are responsible for ensuring that their child(ren) complete Oklahoma statutory education requirements in all subjects.
- Parents assume full responsibility for their child(ren) while at co-op. This includes, but is not limited to, before and after school hours, the time students are in the lunchrooms (and/or coming and going for lunch etc.)
- Parent(s) shall attend the mandatory teaching academies throughout the year and the family orientation held before the start of school.
 - If unable to attend, notice must be given to leadership prior to the event. A parent's continued failure to attend these mandatory meetings will be viewed as non-compliance and will be subject to Board review and possible dismissal from CFHC.
- CFHC participation is contingent upon tuition, co-op fees, and teacher fees being paid on time.
- If a family has a student who has an allergy or health problem that may be life threatening, it is the parents' responsibility to notify the student's teachers and other members of the life-threatening condition.
 - It is the parents' responsibility to provide care in the event of an emergency.
- In addition to enforcing CFHC policy with their children, parents will enforce with their children individual teacher's classroom policies (given to students prior to the beginning of classes).

Attendance

- Parents will ensure that their students on campus, regardless of age, are attending a class, or study hall. No student may be left unattended.
- Dropping off children under 6th grade is not allowed. A parent must be present if children under 6th grade are on campus.

- The Board may revoke the privilege of an older child to remain on campus without a parent present if such revocation is deemed, by the Board, to be in the best interest of CFHC.
- A child in K – 5th may be dropped off on an exception basis only if another adult is appointed to take responsibility for that child in the parent’s absence. The name of the responsible adult is to be communicated to the secretary.
- Parents will ensure that their children are in class before the tardy bell rings. Excessive tardies and/or unexcused absences, as defined in teacher’s classroom policy, shall be viewed as a violation and is subject to CFHC disciplinary procedures.
- Parents leaving campus during the school day must sign out and sign in at the Secretary’s desk upon return. It is not necessary to sign out if you are leaving for the day, unless you are leaving prior to the time listed in the parent locator guide.

Visitors Policy

All visitors not routinely on campus each week are required to check in with the CFHC secretary.

Visitors must be signed in, and receive a guest name tag, which must be worn at all times while on campus. Parents and grandparents are welcome on our campus at any time as long as they are not disruptive in any way. Any other adult guest who wishes to visit classes must be approved by CFHC leadership.

All student visitors must be checked in at the secretary’s desk by the supervising CFHC member on campus and obtain a guest name tag to be worn at all times while on campus. All student visitors are to remain in the main lunch area during classes. Student guests may join their supervising CFHC family for lunch but are not allowed to visit classes without prior permission being obtained from CFHC leadership.

Denied Participation

Individuals who have previously been denied participation at CFHC will be denied entry to CFHC activities as a visitor or guest until such a time as that individual has been reinstated by the Board as allowed to participate.

Non-Immediate Family Member Enrollment Procedure

Member families who have non-immediate family members under their regular care and supervision and desire to enroll these children as full time students at CFHC must first receive approval from the Board of Directors. The Board will consider the circumstances, the available capacity of the classes, and other factors when making their decision. If the request is approved, the parents or legal guardians of the children must sign a liability waiver form. Depending on the age of the children in attendance at CFHC, additional forms may need to be signed. The CFHC adult on campus is expected to fulfill all the parent responsibilities on campus with the same care as with their own children.

If a CFHC member receives regular financial compensation for the care and supervision of the non-immediate family members in attendance at CFHC, they may not receive said compensation during the hours that the family is in attendance at co-op. The member family and parent/guardian of the child will sign a waiver acknowledging that they will follow this policy.



What You *Want* to Know About Us

How we operate – Leadership and Teachers

- We have two Co-Leaders and a Board of Directors who handle the day to day operational details of the co-op. In addition, each board member is assigned several families for whom she is their direct contact and representative to the board. Upon acceptance into our co-op, you will be notified who your board rep is so that if you have a question, can't find something, don't know something, or want to recommend something, you know who your contact person is. Your board rep will assist you through all the phases of enrollment, service responsibilities, and anything else you need assistance with – she is happy to help you!
- Our teachers are adults, the parents of our students; some of our teachers are credentialed by the state of Oklahoma, but most are not. ALL of our teachers are passionate and knowledgeable about their subjects and teach because they love it. Our teachers desire to help your student succeed.
- Every teacher will be assigned at least one assistant to take attendance, help with classroom management, and grade assignments for the teacher. We strive to assign assistants who are comfortable with the subject being taught and who are able to lead the class in case the teacher must be absent.

How we serve – Responsibilities

- Each member of the co-op is required to serve the co-op during the day. This service may be rendered through teaching, assisting, or working in the Nursery or Preschool areas.
- Each member also serves a set rotation of service hours toward one of the following: set-up, lunch monitoring, or clean-up.

How we pay – Fees

- The co-op currently charges **\$450 per family, per year** in fees. This price changes year to year, due to many factors, but we strive to keep the cost as low as possible. This fee covers our rent, insurance, school portraits, and purchases that benefit the whole co-op such as tables, microscopes, and supplies. These fees may change and families are generally notified prior to enrollment if there are to be fee changes. These fees may be paid during the summer for the entire year, or over three installments at the beginning of the school year. These fees are non-refundable.
- **New members also pay a one time new family enrollment fee of \$100, of which \$50 is refundable after one year of commitment.**
- **Adults on campus are required to submit to a background check and complete Ministry Safe sexual abuse awareness training.** The price for these can change, but costs less than \$20 combined.
- Teachers each charge their own **one-time** class fees which cover copies and class supplies provided by the teacher. These fees are per student, per class (not per month). Some teachers' fees include curriculum if the teacher opts to purchase for the entire class (such as a literature class where everyone needs the exact same book.) Other classes require you to purchase your own books for their classes. Some classes also have books to be rented from CFHC. All of this information is in our course descriptions. Teachers complete a course description so you know in advance what the class entails, what the curriculum and prerequisites are, as well as the cost involved. Class fees vary by class; lab classes will cost more because of the lab supplies provided. Classes range from \$5 per class to \$50+ for some high school lab science classes.

How we care for littles – Nursery and Preschool

- Because many of our families have a wide age range among their children, we offer nursery and preschool classes as childcare for moms while they are serving in other areas. Our nursery is staffed by moms who have nursery or preschool age children, as well as others who wish to serve in the nursery/preschool area. Our Nursery/Preschool Coordinator is passionate about a safe, clean, and loving environment for our young ones. Our preschool teachers offer engaging classes such as Bible Time, Science Fun, ABCs, and others. If you have children in the nursery or preschool area, you will be contacted about specifics for your children.

How we teach Elementary

- Our K-5th grade program is called TEC, which stands for TRUTH, EDUCATION, & CHARACTER. Students in TEC attend Bible, Cultural Geography, Fine Arts and Lab Science classes taught by passionate teachers. These classes are all "stand alone" classes, meaning that the subjects taught are meant to bring richness to what is being taught at home, but families are not required to use any of the curriculum for the rest of the week. On a typical day in TEC, you'll find students memorizing Bible verses, singing

hymns, listening to composers, studying famous pieces of artwork, learning about other countries or states, and doing hands-on science experiments. TEC students also get an hour of free play recess time. TEC is a time of learning and growth to prepare a foundation for Middle School and High School, so teachers also focus a lot on habits and character training.

How we teach older students – Middle School and High School

- All teachers provide their students and parents with a class syllabus as well as their class policies. Teachers' policies include their late assignment policy, grading scale, special instructions for assignments, etc. A teacher's syllabus provides the homework required week by week. The teachers teach class on Monday and students complete the homework from the syllabus during the rest of the week at home. Students are responsible for knowing and abiding by the class policies as well as completing assignments on time as noted on their syllabus.
- Our teachers begin grading assignments and issuing report cards in middle school (6th-8th grade) as well as in high school (9th-12th grade.) We also require students to maintain a 70% grade in each class each quarter. If a student falls below 70% at any time, the teacher will notify the parents and begin working together to help the student bring the grade up. A reasonable amount of time will be allowed for the student to improve their grade. If a student is unable or unwilling to bring his grade up, he will be asked to drop the class. If your student has special needs or a unique learning style, please discuss this with the teacher so they are aware of the situation and can work with you to best help your student. We do offer auditing of middle school and high school level courses. To audit a class, all teacher fees are paid as a traditional student, however you are to notify the teacher and CDC prior to April 15th via email of the intent to audit.

How we Connect and Communicate

- We don't have many meetings outside of our regular school day, but those we do have are so important that attendance is **mandatory**. The dates are set well in advance so there is plenty of time to plan work schedules and vacations around these important meetings. **We have two Academies per year (summer/all day, and winter/half day).** Our Academies are informational, such as "teacher/parent in-service meetings." At these meetings we discuss everything from policy and procedure changes to how to school children with special needs. We have speakers on various topics of relevance and interest to homeschooling families and of course, we eat and fellowship with one another which is an important part of our co-op; so much so, it's even in our name. We believe fellowship with other Christian homeschool moms is immensely helpful because we refresh one another, counsel one another, laugh with one another, and encourage one another in the slow and steady marathon of homeschooling.
- **Orientation is also mandatory and involves the whole family** – mom, dad, and all the kids. It is held the Thursday evening before our first day of classes and is very important for those last minute details we all need to know as well as serving as our "meet the

teacher” night. Students and parents alike have the opportunity to find their classrooms and meet their teachers. This makes the first day go much more smoothly and helps settle the nerves that always accompany the first day of school. We also try to make it fun for the whole family with a co-op wide dinner or other activities.

- Email is critical to our communication which is why each family is required to have regular access to email and to check it regularly. Weekly announcements are sent in email. Teachers send their syllabus, policy, and homework helps/updates or changes via email. Grades and report cards are usually sent via email. In short – make sure you have a reliable way to check email and check it daily.
- Other technology utilized on a regular basis by CFHC includes Google Workspace, Google Classroom, Microsoft Word and Excel. New members are provided with members-only accounts, and training is provided for the Google components. And you should ensure you have an operating system that can open and read email attachments. Enrollment is also completed utilizing Google Workspace apps.

Last but Certainly Not Least – IMPORTANT NUTS AND BOLTS

- Our co-op meets a total of 32 weeks, with 34 weeks of coursework. As such, our “co-op school year” does not meet state requirements as to the length of a school year, which is 36 weeks. It is the parents’ responsibility to ensure their students meet state requirements.
- Upon acceptance into CFHC, there is an expectation that parents and students alike will willingly comply with co-op policies and procedures, including but not limited to the dress and conduct code, sexual conduct and immorality policy, and members duties and responsibilities (off-campus behavior policy). If you are unable or unwilling to abide by the policies of the co-op, you should not consider making an application.
- If you wish to view a current course schedule, please view that on the website. Requests for tours, the academic calendar, or activities calendar for CHFC, can be made by email to contactCFHC@fellowshipcoop.com.
- **If accepted into CFHC, the first event beyond your family interview you would need to attend is a New Mom’s Orientation Tea, which will be held Thursday, March 6, 2025 from 9:00 a.m. to 11:30 am at a location that will be determined.**