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# **Statement of Faith**

## **The Purpose of MArCH**

1. Our first priority is to glorify God and pursue Godly character
2. To provide fellowship and support for families
3. To act as an information exchange
4. To provide positive socialization opportunities for children, incorporating field trips, seasonal activities, and cooperative learning
5. To provide ministry opportunities to help develop a servant's heart in our children
6. To establish a network for communication of political and legal information and action

## **Statement of Faith**

We believe The Holy Bible is the inspired and only infallible, authoritative, inerrant Word of God in its original form and constitutes complete and final revelation. No other text is equal to or greater than The Holy Bible. The Holy Bible, in its original autograph, is without error in whole and in part and cannot be added to or taken from. (II Timothy 3:16, II Peter 1:19-21, Matt. 5: 17-18, Rev. 22:18-19)

We believe that there is one, true God, who has existed in three persons: God the Father, God the Son, and God the Holy Spirit. (Col. 2:9, Gen. 1:1, John 10:30, John 10:37-38, Phil. 2:5-10)

We believe Jesus Christ was God come in human flesh, being fully God and fully man. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Is. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, John 1:1-14, John 2:11, Heb. 9:12, Col. 1:14, John 11:25, Acts 1:11, Rev. 19:11-16, II Cor. 5:21)

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through substitutionary death on the cross. (Romans 3:19, John 3:16-19, Eph. 2:18-19, Titus 3:5-6)

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18, Eph. 4:30, I Cor. 6:19-20)

We believe in the resurrection of both the saved and the lost--they who are saved unto eternal life and they who are lost unto eternal damnation. Salvation is offered as a free gift from God, free to the sinner. This gift must be responded to in individual faith and repentance, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (John 5:28-29, Romans 6:23, Eph. 2:1-10, II Cor. 5:14-21)

We believe in the spiritual unity of believers in our Lord Jesus Christ. Because of this unity, we believe that our joy is complete and encouraged by being like-minded and of the same attitude as that of Christ, having the same love, being one in spirit and purpose. Each believer should look not only to self-interest, but more so to the interests of others, and should do nothing out of selfish ambition, but in humility consider others better than self. (Romans 8:9, I Cor. 12:12-13, Gal. 3:26-28, Phil. 2:2-15)

We believe in the creation of man as a direct act of God. (Genesis 1:26-28, 5:1-2)

## **Affiliation Statement**

MArCH neither supports nor endorses the World Council of Churches, National Council of Churches,

or any other world, national, or regional organization that gives Christian recognition to unbelievers or advocates multi-faith union.

## **Doctrinal Ways**

*In addition to the MArCH statement of faith, we require families involved in the Enrichment Program to agree to the following:*

Our doctrinal Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The following areas are left primarily to the teaching of the home and church:

1. Church government, authority, and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace or baptism of the Holy Spirit
6. Sinless perfection
7. Gifts of the Spirit, tongues, interpretation of tongues, healing, miracle working, and discerning of spirits

In honoring our desire concerning the outreach of this program, there will be no attempt made by teachers to promote these doctrinal positions during Enrichment classes. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by doctrinal differences.

## **Biblical Conflict Resolution – Matthew 18:15-17**

We understand that conflicts and misunderstandings will arise between students and adults. We do not encourage an adult/teacher to go directly to a student with a conflict that is outside the normal student/teacher relationship. We do encourage adults to go directly to the other adult or parent (in case of a conflict between two students, an adult/student, or adult/adult conflict), according to Matthew 18:15. If the situation is not resolved according to Scripture, then bring your concern/grievance to the Enrichment Committee. Then according to Matthew 18:16, two or more of the Enrichment Committee will meet with the parties involved to attempt Biblical reconciliation. If, at that point, there is still no Biblical reconciliation, the Committee will meet with all parties involved to attempt Biblical reconciliation according to Matthew 18:17, “if your brother refuses to listen to them, tell it to the church”. Any dispute arising from or related to your membership and participation in MArCH Enrichment shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgement to be determined upon an arbitration.

## **Mission Statements**

### **Enrichment Mission Statement**

The MArCH Enrichment Program is a Christ-centered, volunteer homeschool co-op designed to serve and minister to one another by offering academic, elective (enrichment) and social opportunities to enhance each family’s educational

experience.

### **Enrichment Committee Mission Statement**

The role of the Enrichment Committee is to serve and minister to the Enrichment families by overseeing the program through support, administration, and leadership.

### **Enrichment Leadership**

Current Enrichment Leadership can be found on the MArCH website under the Enrichment tab.

## **Participation Requirements**

1. You **MUST** be a member of MArCH and pay membership fees each year by May 15 or before registration for the fall semester, whichever comes first (see payments section). Remember, the Enrichment program is only a part of the big umbrella of MArCH.
2. You must turn in a Medical Release Form with MArCH membership each year.
3. You must pay an Enrichment Facility Fee for use of the current facility each semester (see payments section). This is regardless of the number of classes your family takes and in addition to class registration fees.
4. You must sign an electronic statement online that confirms you have read this handbook and will follow these guidelines.
5. Registration will not be available to you unless this form is signed electronically.
6. You and your child(ren) must be present, serving and attending class for 3 classes minimum. See the Dual Credit handbook for questions regarding Dual Credit classes.
7. You are required to serve every hour your child/children is/are registered. **Families involved in Extended Days** are required to serve and must give two possible dates per semester at time of registration.

## **Payments**

Each of the following is a **separate payment** made to MArCH and/or Enrichment and are final and non refundable:

1. MArCH membership is due annually by May 15 or before registration for the fall semester, whichever comes first. Funds received after the 15<sup>th</sup> are assessed a late fee. MArCH membership must be paid before registration for fall classes.
2. The Annual Intent to Return form and payment are due in the fall. Each family will be

required to complete the ITR online at that time indicating one of the following:

1. You are returning, pay your ITR by the deadline.
2. You are taking off a semester, pay your ITR by the deadline to hold your place for when you return the following semester.
3. You are not returning to Enrichment.

**Failure to fill out this form on time could result in your spot being given to the next person on the waitlist.**

3. Registration/class fees are due at the time of registration, unless you have arranged for payment plan options in advanced. Unpaid class fee payments not processed by the deadline will result in the registration system dropping your family from Enrichment classes.
4. When classes are offered that require monetary compensation (i.e. piano, guitar, etc), the teacher must be an “outside” adult who is not serving as an Enrichment member/parent. No students can receive monetary compensation.

## **Areas of Responsibility**

You must plan to serve in at least one of the following roles/areas:

1. Teacher/Co-Teacher\*
2. Classroom Helper\*  
Note: Moms with children infant to 4 years are required to serve in a nursery/preschool room at least one hour or more, if needed.
3. Set Up +
4. Clean Up +
5. Lunch Crew\*

\*Refer to these areas of responsibility in the appropriate section of the Handbook.  
+ All new families serve either on Set Up or Clean Up for at least one year.

## **Staying Informed**

Staying informed at Enrichment is absolutely crucial to the success of our program. It is your responsibility to know current information (deadlines, changes, etc.). Information is distributed primarily through:

1. **Email**  
Checking your email frequently is crucial!
2. **Google Calendar**  
The master calendar is found on the MARCH website.
3. **Newsletter**  
The newsletter should be read every week and will be emailed every week before Enrichment.

4. **Mailboxes**

You will have a file with your name alphabetically listed in a portable filing system. New family mailboxes will be labeled and separate from existing families.

*Be sure to check your file mailbox folder before your first class and after your last class at the end of each Enrichment day.*

5. **White Board**

The white board includes last minute changes and announcements and should be read upon entering the building.

6. **Lunch Announcements**

Announcements made during lunch will be reserved for *Urgent* matters. Please be courteous and require your family to listen and not talk or play during announcements.

## **Responsibilities for Absences**

MARCH Enrichment has an attendance policy requiring 80% attendance for classes, for students and parents. If you know in advance that you will miss more than 20% (2 days per Enrichment semester), you should reconsider taking the class and/or attending Enrichment for the semester. If you find that your student will miss more than 20% for reasons you were not aware of at registration, you should contact each teacher to find out what make-up options you might have. Each teacher and/or Department Head has the authority to use discernment and discretion in dealing with absences and make-ups for their classes.

For a planned absence, see the MARCH website/Enrichment tab so the following arrangements can be made:

1. Find Subs for every hour you serve, including classes, Set Up, Lunch, and Clean Up.
  - a. For Helper, Co-Teacher, and Teacher roles in classes, use the Available List to contact and find subs.
  - b. For Setup and Cleanup duties, rosters will be provided for you to cover yourself.  
*\* If you repeatedly get no reply to your sub request, please let us know.*
  - c. If you help in a 5<sup>th</sup>/6<sup>th</sup> hour Science class, notify the Science Department Head by emailing [science@marchgroup.org](mailto:science@marchgroup.org) or by calling.
2. Email Lead Teachers to let them know of your absence and subs.
3. If you plan to send your K-12 grade students, find a guardian to watch over them (see Children Attending Without Parents section).
4. **Fill out Online Absence Form on the website with your class and substitute information.**

## **Enrichment Last Minute Absence Policy**

For unexpected absences, call or text Absence Coordinator Friday morning by 9:00 AM. Contact information is listed on the website. If serving in a 5<sup>th</sup>/6<sup>th</sup> hour science class, also call the Science Department Head Friday morning by 9:00 AM. For lunch cancellation, contact Lunch Coordinator by 9:00 AM.

## **Sick Policy**

You must be free from fever and/or symptoms for 24 hours without medication.

## **Children Attending Without Parents**

If parents have a planned absence or absence due to sickness or emergency situations, their K-12 grade students may attend classes for the day if the following arrangements have been made:

1. You have covered your responsibilities for your absence (see section).
2. You have selected a guardian for your students and have communicated all information on the online form.

In the case of you leaving unexpectedly during the day, go to the Enrichment desk to notify Committee, sign the Sign- Out form, and assign a guardian for your children.

## **Visitors**

Visitors coming on Enrichment days fall into three different categories and need to follow the procedures pertaining to each:

- 1. Prospective family, desiring a tour of facilities and classes.**
  - a. Tours are available at Enrichment twice per semester. See website for semester dates.
  - b. Fill out Visitor Form on the website under Guest Tab.
  - c. Visitors must sign in and wear a nametag.
- 2. Family member visiting for the day with current Enrichment family**
  - a. The Enrichment adult bringing a family member must fill out the Visitor Form on the website.
  - b. The Enrichment adult must be present as guardian for the visitor.
  - c. Contact all of the teachers of the classes the visitor wishes to attend, asking permission for the visitor to sit in on the class (he or she may or may not be able to attend class and/or participate, depending on the teacher's plans and supplies).
  - d. Visitors may not attend credit/yearlong classes.
  - e. Visitors must be signed in and wear a nametag.
- 3. Alumni**
  - a. Please visit during lunch or after 1:30.
  - b. You may be in the gym during lunch or in the lobby after 1:30.
  - c. No roaming the halls or attending classes.
  - d. Sign in and wear a nametag.

## **Solicitation of Products**

1. A Business Expo is hosted at the end of each semester to allow you to sell products

- and services.
2. There is absolutely no soliciting of fundraiser or salable items allowed during class time at Enrichment.
  3. Fundraisers are allowed during lunch. You must request approval, in advance, from the Enrichment Committee before hosting any fundraisers.
  4. Advertisements of products will not be allowed in Enrichment correspondence.

## **Restroom and Diaper Changing Policies**

1. All children through 5<sup>th</sup> grade are to be escorted to the restroom **BY FEMALES ONLY**.
2. Females take boys and girls younger than Kindergarten into the Ladies' Restroom (you may stand outside of stall) with you to ensure safety of child.
3. No males escorting to the restroom or changing diapers.
4. No teens changing diapers (exception: teen may change their own siblings' diapers if OK with parent).
5. If possible, take at least two preschool children at a time.
6. For children Kindergarten and older, stand outside of bathroom, waiting on child to escort back to class.
7. All persons ages 6 and older are required to use restrooms, locker rooms, showers, and changing facilities that correspond to their biological sex. This includes both while on MArCH facilities and while attending any off-site activities or events sponsored by MArCH.

## **Dress Code**

Dress code involves ALL Enrichment events.

The following is a list of guidelines that is only partial and will be enforced at the discretion of the Enrichment Committee/Board:

1. **ALL** shorts must be at least fingertip length when arms are fully extended.
2. Skirts and dresses may be no shorter than 3" above the knee.
3. Only girls may wear dresses or skirts.
4. No form-fitting skirts or dresses.
5. When wearing leggings/yoga pants/jeggings, tops/dresses must be no shorter than 3" above the knee.
6. No offensive clothing, including offensive wording.
7. No clothing that exposes the midriff.
8. No halter or strapless tops (straps must be at least three fingers wide).

9. No loose or low-cut tops on students or moms (Be aware. We bend over often.)
10. No PE/gym/dance clothing worn outside of class.
11. Appropriate clothing for gymnastics and PE classes (shorts under dresses).
12. Shorts (including gym/P.E. shorts worn in P.E. and all athletic classes) must be fingertip length when arms are fully extended.
12. No bra straps or other undergarments visible through or outside outerwear.
13. No visible tattoos.
14. No undershirts worn as outerwear. Boys must have sleeves on their shirts.
15. No "Heelies" or wheeled shoes. Wheels will be taken if they are being used.
16. No facial piercings other than a tiny nose stud or hoop. No gauges.

**Consequences of Dress Code Violation:**

1. Must submit email documentation to Enrichment Committee
2. Wear provided clothing

## **General Adult/Student Behavior Guidelines and Responsibilities**

The Bible will serve as the final authority for all matters of conduct.

Proverbs 6:16-19; Exodus 20:1-17

Most conflict can be avoided when these guidelines are adhered to; therefore, it is vital for every family to read and understand the following points of interest.

Any inappropriate behavior will be dealt with at the discretion of the Committee with the participation of the parent.

This list includes but is not limited to the following:

1. Be on time (7:51, 8:51, 9:51, or 10:51). This means the whole family has to be in the building with a necessary supplies and ready to serve 10 minutes prior to class starting time (no sending kids in while you run back and forth to your car).
2. Wear your nametag at all times where it can easily be seen.
3. Clean up after yourself, **especially after lunch**. Leave things better than you found them.
4. All cell phones are to be turned off during class. Phones cannot be used for note-taking or calculation; students need to bring a calculator.
5. No roaming halls during class time or lunch.
6. Do not Cause damage or destruction to the facility or its property.
7. Participate in class and gladly do whatever is asked of you.
8. Listen carefully to instructions.
9. Do assigned homework. This is expected for classes with homework requirements. If student has a learning difference, the parent is responsible in communicating and meeting with all of the student's teachers to come up with agreed upon adjustments in regards to class work. (See Homework section)
10. Bring all required supplies to class every week.
11. Address and respond to teachers and all other adults with respect and courtesy.
12. No loud talking during class or in the hallways. Church ministry is taking place.
13. Do not talk while anyone else is talking, especially the teacher.
14. Remain seated in your chair unless you are requested to do otherwise.
15. Older children should set the example of exemplary behavior.

16. No personal toys in the classroom.
17. No drinks or snacks/candy of any kind may be eaten, shared, or traded in a classroom, unless it is provided for a particular class.
18. No running in the hallways. Walk at all times, especially down the stairs.
19. Children, stay off of the stage, the steps to the stage, and any other area considered to be off limits. (See Facility Requests in Handbook).
20. If you make a mess, clean it up, or let an adult know as soon as possible.
21. The behavior in Study Hall is expected to be the same as in any other class.
22. No PDA. No public displays of affection of any kind at Enrichment, on SUMC church property, nor at any event related to Enrichment (hand-holding, kissing, or otherwise).
23. No lying, cheating, plagiarizing, or stealing. See appendix B.
24. No sexual misconduct or other behavior that is inconsistent with Biblical standards of sexual purity.
25. Students must dress in conformance with their biological sex and use the restroom, locker room, shower, and changing facilities consistent with their biological sex.
26. No inappropriate conversation or gestures.
27. No using the elevator without permission; use the stairs.
28. No weapons (Mature High School students may carry a reasonably- sized, assisted-open pocket knife, and they accept full responsibility in doing so).
29. Bullying or fighting of any kind will not be tolerated and will be dealt with at the discretion of the Committee.
30. Parents must follow Absence/Substitution policy as described on the website.
31. Mandatory meetings must be attended.
32. No causing continued negative issues/problems.

## **Accountability**

**Please carefully read and understand ALL of MArCH Enrichment guidelines.** When an infraction (violation of the Handbook) occurs, you and/or your student may be asked to sign an acknowledgement of the incident. A meeting may be requested with you to discuss possible solutions that will benefit all.

*The Enrichment Committee will prayerfully deal with offenses not specifically stated in the Handbook*

## **Homework Requirements**

1. Homework requirements are noted in the class descriptions.
2. If a student wants to take a class and needs accommodations of any kind, the parent is required to communicate with the teacher and Department Head prior to registration regarding any special needs/requests. An agreed upon accommodations plan is the goal; however, it is realized that the conclusion may be that a class may not be a good fit for every student.
3. No auditing of classes.

Homework Notices may be given if:

- a. Homework is not completed or submitted on time.
- b. Other homework issues arise.

## **Plagiarism/Cheating**

Plagiarism/Cheating is a serious offense that MArCH and/or our Enrichment Program will not tolerate. The following consequences will be given for such actions:  
(See Appendix B to educate your children and yourself on plagiarism.)

1. First Offense – signing the Disciplinary Notice/Action Form and possible further actions.
2. Second Offense- permanent expulsion with no class credit or refund.

This policy will follow a student throughout their Jr. High/Sr. High School years in their credit classes.

## **High School Ways**

The following is an explanation of what will be expected of your family when taking a high school class.

During the summer our family will:

- Thoroughly read and print off each course description
- Order textbooks before August
- Accumulate supplies in a designated area
- Communicate to the teacher of any learning style differences or other situations, which may impact the student in the class (e.g., allergies, medications, stressful situations at home, etc.)
- Communicate to the teacher any dates the student must be absent that the family knows ahead of time.
- Complete any summer pre-work as required in the course description on the class website or email sent to the family.

During the school period our family will:

- Provide time, space, and quiet for the student to study
- Continue to provide materials and internet access as is necessary
- Plan out an appropriate weekly schedule to include adequate student study time and parent oversight for each course
- Keep up with assignments, especially for planned absences
- Do, grade, and track homework, quizzes, and tests as required by the course
- Contact the teacher with questions and concerns as issues arise
- A parent is to contact the teacher as early in the semester as possible when the student will miss a class. Student must obtain missed class and homework assignments.
- If a student awakens ill on a class day, please phone the student's teacher to advise her/him of the absence. This helps the teachers rework that day's work as needed.
- Teachers will do their best to prevent students from getting injured. In exchange, students will do their best to follow all safety procedures and rules.

## **Enrichment Parent Responsibilities/Job Description**

All volunteers of MArCH Enrichment, as part of their responsibilities and job description are required to sign the MArCH Statement of Faith and agree to and sign the Enrichment Handbook. All volunteers are expected to conduct themselves at all times in a Christ-like manner and communicate the Gospel as part of the duties and responsibilities.

1. Attend the mandatory Prelude meeting, where much information is distributed.
2. Be on time.
3. Fulfill your commitments.
4. Follow Responsibilities for Absences guidelines.
5. Before leaving the premises/campus sign the Sign-out Form at the Enrichment Desk and designate a guardian for your children left in the building.
6. Ensure that your child completes any required homework and brings all necessary supplies.
7. During your "available hour", please check in at the Enrichment Desk and be ready to fill any vacancies or special needs that arise hourly.
8. Please wear name tags at all times where they can easily be seen.
9. Read and check ALL correspondence for Enrichment. Read all content and follow instructions listed in the Handbook.
10. Bring any concerns to the Enrichment Director/Committee member after first following

- the Biblical conflict resolution (Matthew 18) as soon as possible.
11. Pick up any craft or food item/project that your child worked on that day from the designated areas.
  12. Keep up with your family's name tags throughout the semester.
  13. Infants, toddlers, and two-year-olds **MUST** be picked up from their classrooms **ASAP** after the bell rings for lunch.
  14. Three and four-year-olds **MUST** be picked up at the designated areas in the gymnasium **ASAP** after the bell rings for lunch.
  15. Clean up after yourself and your family, **especially after lunch**. Leave things better than you found them.
  16. Return phone calls and/or emails promptly.
  17. Turn in paperwork/ fees on time; pay attention to deadlines.
  18. Initiate communication with teachers regarding any learning differences that would require the student to not meet all homework requirements. See Homework Requirements Section.

PARENTS WILL BE HELD RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR.

### **Set Up/Clean Up Responsibilities/Job Description**

If you have Set Up or Clean Up as one of your duties, you will be contacted before the first day of Enrichment so you will know of your specific job. You have the responsibility of checking in with the Set Up/Clean Up coordinators every week to make sure your job has not changed and for checking back in at the time of completion.

You are responsible for finding a sub in your absence. See Responsibilities for Absences section.

### **Classroom Helper Responsibilities/Job Description**

1. Helpers are responsible for maintaining control in the classroom so the teacher can teach (see Disciplining Students section).
2. Take roll and place roll sheet outside door for hall monitor to check.
3. If there are unruly/noisy students, the helpers are to quiet the disruption. The teacher should not have to stop teaching to discipline students.
  - a. If the child consistently becomes a distraction, sit with or stand over the student. If needed he/she may be taken into the hall for a time out.
  - b. If the behavior persists, the parent and the Enrichment Committee should be notified.
4. Helpers must be willing to do whatever tasks the teachers ask unless they are physically unable.
5. Helpers should look for ways to help and not wait to be asked.
6. Helpers must always provide a substitute and fulfill all responsibilities for absences.
7. All nursery and preschool helpers assigned for first hour **MUST** be in their rooms and ready to receive children **AS SOON AS POSSIBLE**.
8. Please refrain from visiting during class time.

9. Sit with the students at their tables or with them on the floor.
10. To maximize and facilitate teaching time, you are responsible to help the teacher to clean up the room or area you use. Please be responsible to leave it better than you found it.
11. At the end of your class time:
  - a. Wipe down all tabletops with the cleaner provided.
  - b. Vacuum the floor of any craft items, food, or paper pieces that spill to the floor.
  - c. Wipe out the sinks.
  - d. Erase any printed materials from the dry erase boards.
  - e. Return any borrowed materials to the exact place from which you obtained them.
  - f. Remove the trash and place the liner in the trash can during the last class hour or if you are the last class to use that room for the day (See Clean Up section).

## **Teacher/Co-Teacher Responsibilities/Job Description**

1. Students are our number one priority. Ensure a positive, loving, and equal educational experience for each child (see Disciplining Students section).
2. Be on time.
3. Communicate to the students and their parents any required homework in writing or email.
4. Follow Copyright Guidelines (see Appendix B).
5. Use your class helpers as class control monitors, helpers in passing out materials or helping students with craft projects, errand personnel, or restroom monitors. *Your focus should be strictly on instructing the students and teaching the subject materials.*
6. Bring any concerns to the Enrichment Director/Committee member after first following the Biblical conflict resolution (Matthew 18) as soon as possible.
7. Students who are not on your roster may not attend your class.
8. Class changes are made in rare cases and must be approved by director and parent.
9. Determine if your helper could become an apprentice to lead teach, and then mentor them.
10. Teachers must take roll (or assign this to a helper) within 10 minutes of the start of the hour and post a roll/tardy sheet outside the door at that time with absentees/ tardies (for students and helpers) clearly marked. It is crucial to be in your classroom on time.
11. All nursery, toddler, two-year-olds, three-year-olds, and preschool teachers assigned for first hour must be in their rooms and ready to receive children as soon as possible. This allows other moms to get to their own classes on time!
12. Teachers are encouraged to make contact with their helpers (especially high school class helpers) before the first day of class to enlist their support, assign duties as needed, and let them know what you are expecting of them.
13. Teachers should provide the parents of students and either the Enrichment Director or the Department Head with a formal class outline BEFORE the first day of class

- (preferably by email). Teachers must work with Department Head.
14. \*Teachers are in charge of supervising/delegating the clean up of their room/area to leave it in better shape than found initially. Please clean any messes that were made during class time. At the end of class time ask helpers to assist:
    - a. Wipe down all tabletops with the cleaner provided.
    - b. Vacuum the floor of any craft items, food, or paper pieces that spill to the floor.
    - c. Wipe out the sinks.
    - d. Erase any printed materials from the dry erase boards.
    - e. Return any borrowed materials to the exact place from which you obtained them.
    - f. Remove the trash and place the liner in the trash can during the last class hour or if you are the last class to use that room for the day (See Clean Up section).

\*Teachers may, of course, delegate any of these responsibilities to the other adults or older children in your classroom. There is a final building walk-through at the end of the Enrichment day by Committee members each Friday. Any concerns in your room will be directed to you.

*Students may not deliver the class lecture or assume teacher responsibilities in the presentation of class material on a recurring basis.*

### **Disciplining Students**

1. Talk to student one on one.
2. If behavior continues, set up a meeting with student and parent.
3. Ask Committee for assistance.
4. Consequences will be administered.

*If, at any time, you are not comfortable talking to a student and/or parent, please do not hesitate to ask the Committee for assistance.*

### **Teacher Reconciliation Form**

All teachers that receive a check at the beginning of the semester must complete a teacher reconciliation form and turn it into their Department Head by the last day of class.

Please save all receipts and be able to account for all expenses and refunds issued throughout the semester.

Anyone receiving \$600 or more per tax year, who does not turn in a reconciliation form, will be issued a 1099, as the IRS considers that taxable income.

Teacher Reconciliation forms are due on the last day of every Enrichment semester. See Department Heads Section on the MARCH website.

### **Class Oversight and Coordination**

**Enrichment Director** - Oversees/organizes all areas of Enrichment

**Enrichment Committee** - Assists the Director in the coordination of and oversight of all

areas of the Enrichment program.

**Department Head/Coordinator** - Plans and coordinates classes and curriculum/information in area of expertise and interviews/recruits teachers, oversees teacher reconciliation, and works with survey coordinator

**Lead Teacher** - Responsible for suggesting class ideas to Department Head, arranging lesson plans, and recruiting/mentoring a co-teacher

**Co-Teacher** - Shares the responsibility for teaching a class with another teacher

**Apprentice Teacher** - Mentored to teach in the future by Lead Teacher

**Classroom/Teacher Helper** - Assists the teacher and has specific assignments/duties given by Lead Teacher (e.g., curriculum help, class discipline)

**Professional Teacher** - Teacher that may be hired for a class/private lesson.

### **Age Groupings**

For the purpose of providing age appropriate teaching, MArCH's age groupings are K-2, 3-5, 6-8, and 9-12<sup>th</sup> grades. This does not mean all classes must adhere to one grade level.

1. Students have the option of selecting a class one grade below them without teacher approval.
2. Students have the option of selecting a class one grade level above them if they meet the requirements and have the approval of the teacher.
3. Students are to be enrolled in classes/grades according to where they would fall in public school during the elementary ages.

### **Lunch at Enrichment**

The Enrichment Program provides lunch for a nominal cost each week. The proceeds from our lunch program go toward Financial Aid to help families who are in need and would otherwise not be able to attend Enrichment. Please see website for details.

### **Facility Stewardship**

1. The facility requires that we wear name tags at all times.
2. Please report broken, damaged, or spilled items immediately to the Enrichment Committee, so we may inform the church.
3. Please use only the area of the building and the rooms designated for MArCH use.
4. Use the stairs instead of the elevator to go upstairs, unless you have a physical handicap or are carrying extremely heavy/bulky equipment. Children must be made aware of this rule.
5. Stay completely off the stage. Do not sit on the stairs during lunch or at any time.
6. Please leave the building in an even nicer condition than you found it.
7. No stapling or taping or tacking anything to the walls. You may use only blue painter's tape on the classroom walls or dry erase boards.
8. Please be sure to dispose of your trash in a responsible manner. Be good stewards of our facility.
9. All food or drink from lunch must be discarded prior to leaving the gym. Students are not allowed to have any food in their backpacks from lunch.
10. Only teacher provided snacks are allowed in the classrooms and if it is part of the lesson plan.

11. Any food items that are prepared as part of a class curriculum need to be brought to the kitchen by the teachers until the end of the school day. Parents will need to retrieve these items to take home at the end of the day.
12. **Students are not allowed to have food or drink (other than bottled water) anywhere in the building, other than the gym.** Parents and other adults are allowed to take drinks (coffee, tea, soda) to class if they are in a container with a lid.

## **Financial Aid**

Families in need may apply for Financial Aid to cover the cost of participation in the MArCH Enrichment Program. Financial Aid is granted primarily on the basis of financial need. Each applicant's track record in the Enrichment program and proven commitment to the aims of the program will also be taken into consideration. Financial Aid is available for families who have attended for one year. Financial aid recipients will be required to serve in the following areas: Enrichment Set Up and/or Clean Up, or any other area of need. Financial aid is given based on availability of funds. Applications must be completed and submitted to the Enrichment Committee for approval. Online application is on the website.

## **Email Privacy Policy**

**The email addresses listed on the Enrichment Service Schedule on the MArCH website are to be used for MArCH business only** - e.g. emailing teachers for assignment clarification; contacting potential substitutes via texts for absences; notification of absences, etc. They are not to be used for mass email distribution of any kind (personal or business). They are not to be used as a platform to express or discuss views or issues related to MArCH or the MArCH Enrichment Program. If you have any issues with regard to MArCH or the MArCH Enrichment Program, please take your concerns to the appropriate person or authority directly.

Any inappropriate use of personal information provided by MArCH for the purpose of conducting the Enrichment program will result in an infraction, and appropriate action will be taken to ensure that this is not repeated. Please report any inappropriate use of personal information to the Enrichment Director immediately!

## **Instructions for a Family to Join Enrichment**

If you know someone interested in joining Enrichment, please direct them to sign up on the website for a tour. Tours take place twice each semester. See Enrichment Co-op Tab under

## Visiting Enrichment.

A family who desires to join Enrichment must:

1. Go to the MARCH website – [www.marchgroup.org](http://www.marchgroup.org), and fill out the MARCH Membership Application, pay the Annual Membership Fee and mail in your Medical Release form.  
MAIL the FORM to:  
**MARCH**  
**PO Box 2825**  
**McKinney, TX 75070**
2. Fill out the Enrichment Waitlist Application and email it to [newfamily@marchgroup.org](mailto:newfamily@marchgroup.org), along with a brief testimony.
3. Pay wait list fee. This first payment will hold your spot on the waitlist. The second payment will be due upon acceptance. (See website for Waitlist information)

## **Sponsored Students**

In rare and extenuating circumstances, a student may be sponsored for a class or classes if the following conditions apply:

1. A ministry need exists within the family.
2. The family is an existing Enrichment family in good standing, or a current wait list family.

Each request will be prayerfully considered by the Enrichment Committee.

## **Family Ways/Code of Conduct**

**MARCH exists to support and promote the home education of school-age children by their parents, legal guardians, or designated person, according to the admonition of the Holy Scriptures (the Bible). As such, MARCH Enrichment admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to MARCH Enrichment students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**

1. Our family will honor and submit to the authorities that God has placed over us with a respectful attitude. (Eph. 6:1-9)
2. Our family will receive correction and accept discipline with a teachable and submissive heart. (Heb. 12:11)
3. Our family will love, serve, respect, and encourage one another using actions and words that build up and bless. (1 John 4:11-12)
4. Our family will be quick to forgive others and cover an offense with love, grace, and mercy when wronged or hurt. (Colossians 3:13)
5. Our family will exercise good stewardship over what God has entrusted to us, taking care of personal property and the property of others, using it wisely and responsibly. (Luke 16:10)
6. Our family will take personal responsibility to keep the church facilities orderly and clean at all times. (Proverbs 12:24)
7. Our family will work with a cooperative spirit, freely giving and receiving help. (Ecc. 4:9-10)
8. Our family will choose to be cheerful, enthusiastic and gracious, even when we feel like complaining. (Phil. 4:4-5)
9. Our family will choose to be peacemakers and resolve conflict the way Jesus would, even when we would rather stay angry or argue. (James 3:17-18)
10. Our family will be on time to classes.
11. Our family will fulfill its commitments and strive to fulfill service hours if we are unable to attend.
12. We believe in marriage between one man and one woman and the immutability of biological sex as delineated in Scripture. (Genesis 2:24; Matt. 19:4-5)
13. As the parent, I agree to read these rules to my children and make sure they understand them. I understand that I, the parent, am responsible for the actions of my children.

### **Statement on Marriage, Gender, and Sexuality**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man

and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)

- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)
- We believe that in order to preserve the function and integrity of MArCH as a local Body of Christ, and to provide a biblical role model to the MArCH members and the community, it is imperative that all persons employed by MArCH in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MArCH.

## Appendix A

# Copyright Guidelines for MArCH Teachers

It is each teacher's responsibility to act in accordance with the copyright and trademark laws of the United States. The intellectual property laws (e.g., copyright, trademark and patent laws) protect the investment of individuals and companies and encourage people to share their knowledge and gifts.

Copyright laws, and especially the meaning of **Fair Use in Education**, can be found at several internet sites. We strongly advise teachers to read through the following material and to visit an internet site.

<http://home.earthlink.net/~cnew/research.htm#Copyright%20and%20Fair%20Use%20Defined>

### Duplicating and Distributing Textual Materials

You may not copy a whole book, test booklet, or a workbook. You need to purchase individual test booklets or workbooks. You should not copy the same chapter of a book each year. You may copy a 'reproducible' workbook, such as from Instructional Fair or the TOPS! (tm) unit studies, which specifically gives you the right to copy for your class.

If you create your own story or book, you may make copies. However, do not embed copyrighted material into your book (e.g., an anthology of other poets' poems) unless you have written authorization to do so, and it is clear where the material is from and who wrote it.

### Creating, Duplicating, and Distributing Electronic Media (DVD/VHS tape/CD/MP3)

You can not use individual license media in the classroom, such as Bob Jones or A Beka videos, or clips from them, unless you have written authorization. You can not make multiple copies of copyrighted media for each student to take home unless you have written authorization. Again, even if it is not for profit, without permission you can not make multiple copies to pass out to your students.

For example, PBS in Dallas, when contacted by phone, was okay with teachers showing one of their free video clips/movies to their class using the internet. They were okay with the teacher making one copy to then show in class provided it was clear it was a free clip/movie from PBS. However, they do not want teachers making multiple copies for their students-- even if it is not for profit and the program is free. They said to direct your students to go to the internet themselves.

You can not cut and paste material from several copyrighted materials (e.g., DVDs, songs, images, poems, etc.) together to make a special DVD/CD and then make multiple copies for your students --- unless you have written authorization from each provider.

You can make your own lecture/demo DVDs and hand them out. However, do not embed copyrighted material in your DVD unless you have written authorization to do so and it is clear in the DVD where the material is from and that you have permission to include it (in the credits or announced). This includes fun cartoons!

### Question: Who owns the copyright if I submit original material to an internet site?

If you submit your own material to an internet site be careful to read their terms and conditions. With many places the internet site now owns the copyright-- not you! To use the same material in a different manner would require you, the original author, to obtain the internet site owner's permission first!

Remember: When in doubt, check it out!

## **Appendix B**

### **MARCh PLAGIARISM POLICY**

What is plagiarism? Plagiarism is presenting another person's ideas or words as if they are your own. You are not giving the person or author credit for their work.

As stated in the handbook, plagiarism of any kind will not be tolerated. Students who plagiarize will receive the following consequences: The student will receive an infraction for the first offense, and a second offense will result in permanent expulsion from the class with no class credit or refund. This policy will be per class/per school year.

Students who plagiarize in college will be asked to leave the university. Plagiarism is a serious offense. It is theft – when you plagiarize, you are stealing. With the advent of the internet, plagiarism is easier than ever. But, it is also easier to check for. Colleges may scan your papers and use computer programs to check for plagiarism. Don't even attempt to plagiarize! You do not want to ruin your academic career.

The following is taken from *Write for College* by Writer's Inc.

#### Guidelines for Avoiding Plagiarism

##### What to do:

- Indicate clearly when you use anything from another writer's work, even if only a phrase or single key word, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using a writer's idea, credit the author by name and also cite their work in which you found the idea.
- Provide a new citation when using additional information from a previously cited work.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

##### What not to do:

- Do not use facts, details, or ideas from a source without indicating in some way that you are doing so.
- Do not confuse your own ideas with others' ideas discovered during your research. Even if your idea resembles another writer's, you must credit that writer and the work in which the idea is shared.

## Appendix C

### DISCIPLINARY NOTICE/ACTION

This document will serve as a formal record of a disciplinary notice and action.

Name:

Today's Date:

Infraction committed:

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Teacher:

Date Infraction Occurred:

Disciplinary Action Taken:

Teacher Comments:

Student Comments:

Parent Comments:

Due to the infraction committed by \_\_\_\_\_, the above listed Disciplinary Action has been taken and recorded. Any further infractions on the part of \_\_\_\_\_ during this school year could result in a lack of Good Standing thus possible expulsion and/or loss of privileges such as, but not limited to, participation in MArCH Senior Events and/or MArCH Graduation.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

January 7, 2018