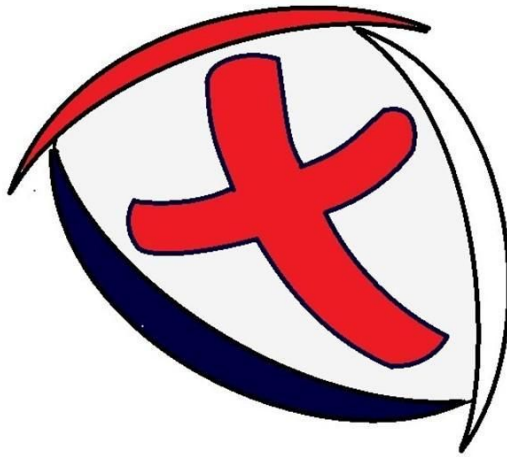


# **Georgetown Homeschool Group**



## **Handbook**

(Rev. August 2019)



## **Georgetown Homeschool Group**

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## **KEY CONTACTS AND INFORMATION**



### **Board of Directors:**

Board Email: [ghgboard@gmail.com](mailto:ghgboard@gmail.com)

Mailing Address:      Georgetown Homeschool Group  
                                  P.O. Box 823  
                                  Georgetown, KY 40324

### **Athletic Coordinators:**

Athletics Email: [gtowncrusaders@gmail.com](mailto:gtowncrusaders@gmail.com)

### **GOOGLE GROUP INFORMATION**

Our Co-op maintains a Google group as a means of sharing information, news, prayer requests, etc. Because of the sometimes sensitive nature of our messages, the Google group members are reviewed by the board to ensure that only active members are part of this group. New members will receive an invite to join this group once we have your email address. (Access is June-May)

### **HSLDA MEMBERSHIP DISCOUNT**

Georgetown Homeschool Group is an HSLDA discount group. That means that our families can save \$15 on the membership fee (\$115 instead of \$130). Current GHG members may use discount code 210014. There are additional discounts for auto-renewals & lifetime membership. Go to: <http://www.hslda.org> for more information on the organization and to join.

### **SEVERE WEATHER POLICY**

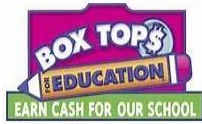
If **Fayette OR Scott County Schools** are closed on a Monday due to weather, GHG classes will be cancelled as well.

### **FUNDRAISING OPPORTUNITIES**

#### ***Kroger Community Rewards:***

Kroger Community Rewards makes fundraising easy... just shop at Kroger and swipe your Plus Card, or key in your phone number! The money earned will also be applied to everyone's insurance fee. You must first register your Kroger Plus Card online (if you load digital coupons online, you are already registered). Then you link your Kroger Plus Card to our group at <https://www.kroger.com/communityrewards>. We are listed as "Georgetown Homeschool Group", number FS790. Please invite family and friends to support our group this way by encouraging them to link their Kroger Plus Card to GHG also!

## Box Tops



Clip these

OR



Scan these

With the money we earn collecting Box Tops for Education, we lower everyone's insurance fee.

**IMPORTANT:** Over this summer, you'll begin to see some participating brands change their packaging from the traditional Box Tops clip to the new Box Tops label. Going forward, instead of clipping from packages and checking expiration dates, all Box Tops will be earned digitally by scanning your receipt. The new app will feature technology that allows you to scan your store receipt, automatically finding participating products and instantly add Box Tops to our school's earnings online. As mentioned above, some brands have already started to update their packaging in advance. Until the new app launches, if you see the new Box Tops label on packages, you can use the current Box Tops Bonus App to earn Box Tops for that product. Simply download the app, select the bonus offer for the product you've purchased and scan your receipt to earn. If you still have traditional Box Tops clips at home, you can place them in our collection box on Mondays.

## SICK POLICY

We strongly believe that the health of our families far outweighs the benefits of a few hours of socialization (or even education).

If **ANY** person in your family has had **ANY of the following symptoms in the last 24-hour period, then NO member of the family may attend any class or activity.** Please, be considerate of other families and keep these symptoms at home.

- ~ Flu or Flu-like symptoms
- ~ Vomiting
- ~ Diarrhea
- ~ Pink Eye
- ~ Croup
- ~ Strep Throat
- ~ Any other contagious illness/condition (If in doubt, please contact a doctor or nurse first)

Additionally, If any person in your household has had any of these symptoms in the last 24-hours before any class or activity, they should not attend:

- ~ Fever
- ~ Coughing
- ~ Sore Throat
- ~ Unexplained Rash
- ~ Runny Noses - unless the mucus is completely clear

## **STATEMENT OF FAITH**

This group is a Christian organization. The group's enrichment and instruction activities shall be governed by the following Statement of Faith:

1. We believe that the Holy Bible is the only written Word of God. It is divinely inspired, inerrant, and infallible. We encourage all students to bring their own copy of the Holy Bible containing the full text of the 39 Old Testament and the 27 New Testament books each week to fully participate in class activities and scripture memorization.
2. We believe that all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3 and confirmed in Exodus 20:8-11. All theories of origins, which involve evolution, are false.
3. We believe that there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three persons: Father, Son, and Holy Spirit.
4. We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man fell into a sinful and spiritually impotent state, totally unable to justify himself before God.
5. We believe in the deity of our Lord Jesus; in His virgin birth; and sinless life; in His miracles; in His vicarious and atoning death through His shed blood on the cross; in His resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory.
6. We believe that salvation is wholly of God, by grace; that God in love gave His only Son to die on the cross for sin, thus procuring the redemption of those who come to Him; that this salvation is not merited in anyway by man; that God commands men everywhere to repent of sin and believe in Christ.

*While it is not necessary for participants of this group to **believe** this statement of faith in whole or in part, it is **necessary** for parents to **understand** that this group will be **governed** by this statement of faith.*

**[Note:** Each school year, GHG members are asked to sign a Statement of Faith {found on our website} acknowledging that you have read it and understand that our group will be governed by it. This form will be kept on file.]

## **ENROLLMENT**

Enrollment is open to preschool-age children through the high school senior year.

- Enrollment is open prior to Fall and Spring Semesters.
- Children **MUST** be three years old by September 30th and be fully potty-trained to be enrolled in Preschool.
- Children **MUST** be five years old by September 30th to be enrolled in Kindergarten.
- Children will be enrolled in the grade level that suits their age, not their academic level. Exceptions may be granted at the discretion of the Board.

## **BRINGING AN UNREGISTERED CHILD**

We understand that at times emergencies arise. Should a member need to bring a child that is not a registered student to co-op ***you must first obtain permission*** from the board. If permission is given, you will then print & complete the form below. You must bring the completed form with parent/guardian signature on Monday morning, and give it to a board member upon arrival. ***IMPORTANT: Please note*** that if you are teaching or monitoring you may not bring an unregistered child with you to co-op unless you have secured a substitute.

### **Permission Form and Liability Waiver Georgetown Homeschool Group**

I \_\_\_\_\_, the parent of \_\_\_\_\_ ("my child"), give permission for my child to attend the **Georgetown Homeschool Group Co-op** on this date: \_\_\_\_\_.

I understand that personal injury can and may occur to my child, and I hereby authorize **Georgetown Homeschool Group** to seek and consent to emergency medical attention for my child as needed; and I further agree to be liable for and to pay all costs incurred in connection with such medical attention.

I hereby release **Georgetown Homeschool Group**, its board members, teachers, and volunteers, from any and all liability, claims, demands, causes of action and possible causes of action whatsoever arising out of or related to any loss, damage or injury (including death) that may be sustained by my child while participating in this event.

The following is all the insurance information, restrictions, allergy and medication information necessary for my child to receive appropriate medical care.

\_\_\_\_\_

\_\_\_\_\_

I understand that my child will not be participating in classes but will be expected to stay with the designated guardian, \_\_\_\_\_, that brought my child.

I understand that as a guest of the **Georgetown Homeschool Group**, my child must follow the same handbook policies as those registered. It is my responsibility to locate the handbook on the GHG website and review prior to my child attending.

I agree to accept full responsibility, financially or otherwise, for any damage my child may do to the property of **Georgetown Homeschool Group**.

I agree and consent to all the above stated.

\_\_\_\_\_

(Parent Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Name of Emergency Contact Name and Phone Number for the Day)

**No unregistered child may attend the Georgetown Homeschool Co-op without a signed consent form and granted permission from the Board.**

## **ATTENDANCE**

Many of the classes offered at the Georgetown Homeschool Group present concepts in lessons that build on one another and also utilize projects that may span several weeks. For this reason we encourage parents to only enroll their children in the program if they believe that the students will be able to attend consistently. If your child has multiple absences they may be ineligible for registration for the following semester. *Illness is the exception, as no child should attend when ill or contagious.* Parent, guardian or designated relative of students in 8th grade or below are expected to remain on the campus for the entire class day. Exceptions may be granted at the discretion of the Board. Students *must* participate in our full class day as opposed to picking and choosing specific class periods to attend. Students are *required* to participate in all classes to the best of their ability and to complete all assigned work. Failure to give their best effort may result in a student being ineligible to re-register for the following semester.

## **DROP OFF/PICK UP**

The Georgetown Homeschool Group's primary concern with respect to the dropping off and picking up of students is safety. Given this being the top priority, parents must escort their children from their vehicles to the check-in table in the foyer of the facility. During times that the weather is inclement, parents may pull up under the canopy and bring their children to the check-in table. The students will need to remain there until the parent returns from parking their vehicle. Once checked-in, parents will need to escort nursery and toddler aged children directly to their classes. Students in Preschool and above are to be escorted to the gymnasium to line up with their classes. All students are to wait in the gym for opening ceremonies and then will be dismissed to their classes under appropriate monitoring.

At the end of the day, monitors and/or teachers will escort their students to the gymnasium and wait with them until their parents pick them up. Children will not be released to older siblings or a different parent than the one that brought them to co-op earlier in the day.

Because parents who only have high school students enrolled are not required to stay on the premises, high school students do not have to be escorted by an adult. However, if any high school student is found to be hanging out in the parking lot, green space in the back of the building, or in other areas of the building except for the gymnasium prior to or after classes, this privilege can be revoked at the discretion of the board. Players on the athletic teams may be dropped off for practice. At no time may siblings who are not on the team be left in the building during practices or games without adult supervision.

## **PARKING**

While parking is allowed on front drive briefly for unloading or loading, you may not park in front of the building or anywhere along the front. Parking is permitted only in the parking lot.

## **MONITOR GUIDELINES**

Monitors are expected to:

- Arrive at least ten minutes early on any day you monitor to provide time to check in, get your schedule, and line up with your class. ***Please keep your monitor binder with you at all times.*** In case of emergency you will need your student rosters.
- Stay in class with the students.
- Refrain from using electronic devices on days that you monitor. Do not talk, text, or surf the web while you're monitoring unless it is an emergency or requested by the teacher.
- Help the teacher keep order in class, i.e. quiet a student who is disrupting.
- Remember you are there to assist the teacher, not to participate in the class yourself. Please ***do not*** answer questions for the students unless specifically asked to by the teacher.
- Keep a watchful eye in the hallways between classes. *All* students are to be reminded that the church staff is working.
- Remain in the hallway when taking students to the bathroom. If a young student needs assistance in the bathroom the stall door must remain open.
- Monitoring for a designated number of times each semester is required for all non-teaching parents of eighth graders and below. When monitoring you are expected to monitor a full co-op day. If you must leave due to an emergency please notify a board member.
- Refer to the Discipline Policy for all disciplinary actions.

**NOTE:** The Kentucky State Policy Sex Offender Registry will be checked regularly to ensure the safety of our students. If the parent bringing a student to co-op is found on this registry, that parent will not be permitted to attend co-op related activities including Monday classes. Another family member will need to accompany the student to co-op activities.

## **DRESS CODE**

Georgetown Homeschool Group has a guideline of neatness and modesty for students' dress and grooming practices on co-op Mondays and at all GHG-related events.

We believe that our standards for dress and grooming are based on Biblical principles:

- Dress should be modest. (1 Timothy 2:9)
- Dress should properly differ between boys and girls (Deuteronomy 22:5, 1 Corinthians 11:14-15, Matthew 19:4)
- Dress should not call undue attention to oneself. (Philippians 4:5, 1 Peter 3:3-4, 1 Corinthians 11:14-15)
- Dress should not be worldly in appearance, identifying with society that is contrary to God and the Gospel of Jesus Christ. (1 John 2:15, 1 Corinthians 6: 19-20, Colossians 3: 1-10)

***(continued next page)***



### **Parental Responsibility for Dress Code**

We believe it is the parent's responsibility to ensure that the student is properly dressed for participation at Georgetown Homeschool Group. Please familiarize yourself with the dress code and complete a neatness and modesty check before leaving home. **IMPORTANT:** When a student is observed to be in non-compliance with the dress code, the parent or legal guardian will be given the following choice: Take the child home to make any needed alterations to his/her dress **OR** cover current clothing with a large tee and athletic shorts (provided by the co-op). **Parents are expected to adhere to these guidelines as well and will be given the same options.** The Dress Code applies to all GHG related events, including but not limited to, Field Day, Field Trips, Programs, and yearbook photos. Enforcement of the Dress Code is at the current Board's discretion.

**Shirts:** Shirts must exemplify modesty and respect. Tops must be loose fitting, covering the back and have a modest neckline. Tops should allow students to raise their arms overhead without exposing one's stomach and bend over without exposing one's back. Any message on a shirt, sweatshirt or hoodie must be of a neutral, Christian, or GHG theme. Shirts with vulgar or unkind writing, scary or obscene pictures, etc. will not be permitted. No undergarments should be exposed.

**Skirts/Dresses:** Skirts/dresses must be modest in front, back, top and bottom and buttoned appropriately. All dresses /skirts must be no shorter than 2 inches above the knee. Shorts must be worn under dresses to participate in Physical Education class. No undergarments should be exposed.

**Pants and Shorts:** Pants and shorts need to be loose fitting, but not saggy and baggy pants that expose one's undergarments. **Shorts** should be at least as long as the child's middle finger when they hang their arms by their sides. Leggings are *not permitted without* a skirt, dress, or long tunic top that meet the " must be 2" above the knee" rule for dresses and skirts.

**Shoes:** All types of shoes are allowed. Tennis shoes will need to be worn to fully participate in Physical Education class.

Those students on the Crusader Athletic teams will also follow KCSAA dress code for games.  
(KCSAA website – [www.kcsaa.net](http://www.kcsaa.net))

### **Other Aspects of Personal Grooming for Students only::**

- All visible body piercings must be removed, with the exception of earrings for girls.
- If tattoos are present, they must be covered during all GHG-related events

### **NURSING POLICY**

Kentucky Breastfeeding Law states that a mother may breastfeed her baby wherever mother and baby are authorized to be. GHG provides 2 nursing areas where mothers are provided a comfortable space to breastfeed their babies or pump milk in whatever manner they choose. These spaces are our nursery and, upon request, an empty classroom. Outside of these provided spaces, mothers are welcome to breastfeed their babies but must wear a cover to align with our dress code. A cover may include, but is not limited to, a named nursing cover (Udder Cover, Bebe au Lait, or any brand of specified cover made for breastfeeding), blanket, scarf, or piece of fabric that completely covers the breast and baby's head.

## **CONDUCT AND DISCIPLINE POLICY**

Georgetown Homeschool Group expects its members to display character reflecting a Godly character and Christian love. All members should display proper behavior at all co-op functions, including co-op classes, field trips, and sports functions, events, and show respect for teachers in the classroom. We strive for all members to live in such a way that those who know you, but don't know God, will come to know God, because they know you. All **Conduct Policies** will be in effect at **all co-op functions**, including evening programs and any event off co-op premises which is sanctioned by the Georgetown Homeschool Group.

- Coarse or vulgar language will not be permitted. Language should never be hurtful, or tear down other people, including gossip. "Let your speech be always with grace..." Col. 4:6
- Fighting, threatening, or bullying of students or other persons will not be permitted. While we understand that young children will participate in such conduct, especially in the gym or on playground activities, these incidents will be handled by the teacher and noted. Parents will be notified if the incident demands.
- Electronic devices of any kind will not be permitted during co-op class times. These include cell phones, Ipods, MP3 players, cameras, etc., ***unless*** specifically required by a teacher for an assignment. Incidents will be verified with the teacher. Emergency situations will be determined on an as-needed basis, and students must have written notice by the parents. Violations will result in confiscation of the device, which will be returned to the parent at the end of the day.
- Weapons of any kind will not be permitted. This includes guns of any kind, knives of any kind, or weapons intended for Martial Arts. Violations will result in confiscation of the item, which will be returned to the parent at the end of the day.
- Public Display of Affection (PDA) is physical contact including, but not limited to, intimate touching, hand holding, cuddling, kissing, etc. at co-op or a co-op sponsored activity between any students. This type of behavior, while innocent on some levels, can quickly evolve into a distraction for the students engaging in the practice, as well as other students. Students are therefore expected to avoid PDA.
- Alcohol or tobacco products of any kind will not be permitted.

## **How Violations Will Be Handled**

- The first violation of any policy will be noted, and parents will receive a copy of the report. A second violation of any of the policies will result in the student not being permitted to attend the next meeting of the co-op. A third violation of any of the policies will result in the student being dismissed from the co-op for the remainder of the school year.
- The severity and source of specific violations may result in suspension or dismissal at any time, without notice.
- Incidents may be combined from any source to form second or third violations.
- A meeting will be held with the parents and the Board if suspension or dismissal is deemed necessary.

## **GRIEVANCE POLICY**

For effective problem solving, it is necessary to seek help from the proper chain of command. During this process it is ***absolutely necessary that complete confidentiality be upheld***. Refusal to adhere to this policy may result in dismissal from the co-op. Should anyone experience disagreement within the co-op, he/she must adhere to the following steps for resolving the conflict.

- Go to the person with whom you have a disagreement.
- If not resolved, parties involved need to meet with a board member.
- If the issue cannot be resolved, it must be presented to the entire Board of Directors.
- The final decision will be at the discretion of the Board of Directors.

## **SENIOR GRADUATION**

Each year, Georgetown Homeschool Group recognizes the accomplishments of its graduating seniors by honoring them at a special ceremony (sometimes combined with a Spring Program). A graduating senior of the Georgetown Homeschool Group is defined as an attending member of the organization **or** a member of one of the Crusaders' sports teams for the student's final year of high school as determined by his or her homeschool teacher(s).

Because the graduation ceremonies are a part of the Spring Program, all members of the Georgetown Homeschool Group, friends, and family are invited to share in the celebration.

## **FINANCIAL PROCEDURES**

The Treasurer of the Georgetown Homeschool Group will be responsible for tracking and managing the finances of the group. This will include the following:

- Financial record keeping
- Monthly financial reports submitted to the board including income, expenditures, and current balances of all funds
- Report weekly deposits to the board
- Notify teachers when class budget is near exhaustion
- Notify the Board of Directors when a member has an account balance and has not made a payment in 30 days.

Money will be counted each week by two board members. Checks above \$500 will require two signatures by board members. All monies for general activities and clubs will be maintained in a single bank account. A separate sports fund will be maintained by the Treasurer.

The above mentioned procedures are to ensure the protection and accountability of both the Treasurer and the Georgetown Homeschool Group.

## **TUITION AND FEE TERMS**

Tuition invoices will be emailed to members on the first of the month. Tuition must be paid by the end of that month. If your tuition is not paid in full by the end of the month you will not be able to return to classes/sports until your account is in good standing. Additional expenses, such as class/supply fees or insurance, will be invoiced separately and due within 30 days of Invoice date. All balances must be paid *in full* before registering for the following school semester. We will not accept families that have outstanding balances. Members participating in sports with accounts not in good standing will be notified and your child will not be able to participate in practice and/or games until payment is received. If at any time your financial situation changes and your co-op fees become a burden for your family, please contact a board member to apply for financial assistance (see application below). ***NOTE: All members are obligated to pay the tuition and fees for the remainder of the current semester if you decide to drop after registration is closed.*** This is unconditional and no portion pre-paid or outstanding will be refunded or cancelled.

## **FINANCIAL ASSISTANCE POLICY**

In keeping with Biblical example, it is the intent of the Georgetown Homeschool Group to assist those families that have been hit hard financially for various reasons by providing discounted or waived tuition fees. However, the Bible also admonishes us to be good stewards of what the Lord has provided and also admonishes us that those who are unwilling to work shall not eat. Making this determination of how families fall within this continuum is a very difficult task, but as stewards and Christians we must make this determination to help those truly in need.

Any family that wishes to attend the Georgetown Homeschool Group but is experiencing financial difficulties due to significant hardships is welcome to complete the application below for financial assistance. This application will be reviewed by the Board of Directors and a determination of financial assistance will be made. Until an official decision is made by the Board, any and all financial obligations incurred by the family in participating in the group's activities, including but not limited to Monday classes, will remain the family's responsibility.

The amount of financial assistance that the Georgetown Homeschool Group can afford to extend on any given year may vary depending on operational expenses and enrollment. Therefore, all requests for financial assistance will only be made for one semester at a time. If assistance is needed beyond this point, it will be necessary to re-apply to the group. See application on next page.



## Georgetown Homeschool Group

### APPLICATION FOR FINANCIAL ASSISTANCE

Name: \_\_\_\_\_

Please list all children enrolled in the program:

_____	_____
_____	_____
_____	_____
_____	_____

Application for: \_\_\_\_\_ Fall Semester **OR** \_\_\_\_\_ Spring Semester

Request to discount or waive: \_\_\_\_\_ Tuition \_\_\_\_\_ Supply Fees

Please explain the circumstances that bring you to applying for financial assistance:

_____
_____
_____

How long do you anticipate that this situation may exist? \_\_\_\_\_

Please list is your monthly payment for:

Satellite/cable \$\_\_\_\_\_ Internet \$\_\_\_\_\_ Cell phone \$\_\_\_\_\_ Extracurricular activities \$\_\_\_\_\_

Do your children participate in other homeschool groups: \_\_\_\_\_

Annual household Income (Including child support, alimony, other income, etc.) \$\_\_\_\_\_

***(Please attach a copy of the most recent W-2. Application will not be processed without this.)***

Did you fulfill your monitoring/cleaning commitments during current/previous semester? \_\_\_\_YES \_\_\_\_ NO

If approved for financial assistance, you will be on-call as needed to sub for cleaning, monitoring, etc. as a means of serving our group while receiving financial assistance. Your signature below indicates your willingness to comply with this requirement.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

	Board Use Only
	Application
	Signed Statement of Faith
	Background Check

## **ASSOCIATE MEMBER PROGRAM GUIDELINES**

For families who are interested in being associated with the Georgetown Homeschool Group, but do not desire, or are not able, to participate in our Monday classes, the Georgetown Homeschool Group **Associate Member Program** is an avenue for just this sort of interaction. Associate Membership is valid June through May. These families will pay a \$25 per year annual dues at the time of registration with additional insurance fees payable each year. Insurance coverage is a general liability policy used to supplement your insurance in the event of an accident or injury during participation in Georgetown Homeschool Group authorized activities. Each year the insurance fee will be billed in addition to your annual dues. The benefits and opportunities available through this membership includes participation in field trips, our annual Expo competition, Field Day, attending Picture Day for school/family photos to be taken, tryouts for GHG sports, and the opportunity to purchase the Georgetown Homeschool Group yearbook, t-shirts, etc. Participation in annual graduation ceremony **is not an included** benefit in the Associate Member program. All parents and students who are Associate Members must adhere to all guidelines and policies when in attendance of any activity related to the group.

## **TEACHER ELIGIBILITY & RESPONSIBILITIES**

Purpose: To assist in the identification of qualified nominees for teaching vacancies and outline the responsibilities of the position.

### **Objectives (Qualifications are as follows):**

- Active Co-op member for at least one year is preferable
- Signed Statement of Faith
- Church membership or written personal testimony
- Class requested to be taught at the co-op that is within your area of expertise/ interest
- Necessary information provided to complete background check
- Interview to be completed as indicated
- Candidate must be 18 years of age and at least four years older than students being taught

### **Volunteering process:**

- After careful review of information provided, it is at the discretion of the Board to offer a teaching position.

### **Responsibilities:**

- A course description and approximate class fee must be presented to the Board by the specified deadline.
- Prior to the first day of classes, provide emergency plan to the Board such that a substitute teacher could carry out class in your absence.
- Arrive 10 minutes prior to class start time to allow for class set-up.
- Take attendance for all classes taught. **Keep your teacher binder with you at all times.** In case of emergency you will need your student rosters.

- Provide grades at the end of the first and second semesters to parents of high school students. For co-op purposes, the grading system will be as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F=59 and below

- Responsible to ensure the safety of the students in your care.
- Any outside class activities must be approved by the Board.
- If you will not be present for class, you are to work with the Board in securing a substitute teacher and ensure that the Board is aware of this prior to the beginning of classes.
- Return all unused class materials purchased with co-op funds on the last day of class.
- Expected to be mindful that your conduct reflects your Christian character and Georgetown Homeschool Group in public, on social media, with your dress, and with your attitude toward co-op.



## Georgetown Homeschool Group

### TEACHER APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Background Information:

Dates of GHG Co-Op membership:

\_\_\_\_\_

Name, Address, & Contact Info for Church Home or Pastor Reference:

\_\_\_\_\_

\_\_\_\_\_

*(or attach a copy of your personal testimony)*

Signed Statement of Faith: Yes / No

Areas of teaching interest (training for this may be through formal education, independent study, past employment, hobbies etc.): \_\_\_\_\_

\_\_\_\_\_

Completed information for background check: Yes / No

Signature \_\_\_\_\_ Date \_\_\_\_\_

	Board Use Only
	Application
	Signed Statement of Faith
	Background Check



## **BOARD MEMBER QUALIFICATIONS AND RESPONSIBILITIES**

**Purpose:** To assist in the identification of qualified nominees for board vacancies and outline the responsibilities of the position.

Qualifications are as follows:

- Sign an affirmation of GHG's statement of faith
- Provide a statement from your Pastor that you are in good standing with your congregation with written testimony and application
- Be an active full member of GHG for at least the last two consecutive years or at least three years combined full and associate member
- Have their faith be evident in their manner of life
- Must be home educating their school age children
- Must have students enrolled in the program during the years of service. If term extends beyond graduation of youngest student then they would be allowed to complete term.
- Provide necessary information for a background check yearly
- Interview to be completed as indicated

### **Volunteering process:**

- Applicants will be identified through nominations by active co-op members.
- After careful review of information provided, candidates will be selected by a majority vote of current board members.
- Each board position will serve a 3 year term. A board member finishing the 3rd year of their three-year term may be eligible to serve an additional one-year term, for a total of 4 consecutive years of service. If a board member must step off early with 2 years or less remaining in their term of service, the new board member taking their place on the board may finish the term of service AND may continue to serve on the board immediately following the completion of the partial term for a total of no more than 4 consecutive years of service.
- After a board member's three-year term has expired, he or she may be eligible to serve on the board after a one-year respite.

### **Responsibilities:**

- Provide an example of leadership in all activities through the application of Biblical principles.
- Maintain confidentiality of matters related to leadership of the group and matters considered in all board meetings.
- Participate in monthly board meetings, scheduled planning sessions and impromptu meetings as necessary as well as participating in committee leadership as needed.
- Enforce and uphold all policies of the group in its normal operation and actively participate in the development and review of policies for the group, assuring that they reflect the core values and vision of the group.

- Ensure the financial stability of the group in its daily operations as well as its long term survival.
- Determine all financial assistance to be provided to members as the group is financially equipped, member's present needs, and in accordance with the financial policy in place.
- Make annual determinations of courses and activities offered through the group as well as staffing needs and obtaining background checks for staff members.
- Maintain class rosters and enrollment for and arrangement of classes.
- Provide direct support and contact with the teaching staff, teacher's lounge coordinator and any club leaders. Ensure that appropriate substitutes are in place when necessary.
- Act as first line of contact with parents over any student concerns should they arise. Use Biblical principles and communication skills to address areas of conflict.
- Maintain current version of the group's handbook (including bylaws & policies)
- Negotiate contract for the use of appropriate facilities for the group for regular meetings as well as special events
- Ensure that the liability insurance for the group does not lapse and is obtained from the most appropriate source as well as provide a copy of the policy to our host facility. Communicate any incidents to the insurance carrier should the need arise.
- Maintain a working knowledge of legal issues posed toward the group and also to member families with relation to their homeschooling rights or delegate this to a committee.
- Act as a liaison to the homeschooling community at large and be the direct line of contact with those in the community who are seeking additional information about homeschooling and/or participation in our group.
- Oversee committees in charge of Associate Member Program, Standardized Testing (if offered), special events of the group (including but not limited to: orientation, commencement ceremonies, Expo, Christmas Program, and Spring Program), marketing initiatives (including website development and maintenance, informational meetings, etc)



## Georgetown Homeschool Group

### BOARD OF DIRECTORS APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Background Information:

Dates of GHG co-op membership: \_\_\_\_\_

Name, Address, and Contact Info for Church Home and/or Pastor Reference:

Signed Statement of Faith: Yes / No

Written Christian Testimony Attached: Yes / No

Completed information for background check: Yes / No

Please attach a **written statement** of your motivation for serving on the Georgetown Homeschool Group's Board of Directors and what your passion is for the group. Include in your discussion, any past experience that you bring to the group that will be of value to the operation of the board:

Signature \_\_\_\_\_ Date \_\_\_\_\_

	Board Use Only
	Application
	Signed Statement of Faith
	Background Check

## **COACH ELIGIBILITY AND RESPONSIBILITIES**

### **Purpose:**

- To assist in the identification of qualified nominees for coaching vacancies and outline the responsibilities of the position.

### **Objectives:**

- Qualifications are as follows:
- Co-op member for at least one year is preferable
- Signed Statement of Faith
- Church membership or written personal testimony
- Necessary information provided to complete background check
- Interview to be completed as indicated
- Sport requested to be involved with must be in your area of interest/expertise
- Candidate must be 18 years of age and at least four years older than students being coached

### **Volunteering process:**

- After careful review of information provided, it is at the Board's discretion to offer a coaching position.

### **Responsibilities:**

- Provide an example of leadership in all athletic activities through the application of biblical principles
- Act as the first line of contact with families over any player concerns
- Maintain and store equipment and materials in your care
- Responsible to ensure the safety of the athletes in your care
- Maintain a working knowledge of the rules of your sport
- Arrive 10 minutes early to practice and 30 minutes early for games to allow for preparation
- If you will not be present for a practice or a game, you must notify the Athletic Director(s) and ensure that assistant coaches are prepared prior to starting
- Conduct and participate in special athletic events of Georgetown athletics including, but not limited to, sports camps, tournaments, banquets
- Attend meetings of the Georgetown Homeschool Group and KCSAA as necessary
- Adhere to all policies and practices as specified by the KCSAA
- Maintain relationships and open lines of communication among coaches, referees, and leadership of the KCSAA
- Attend and participate in fundraisers for Georgetown athletics when possible
- Determine number of teams to participate in each sport on a yearly basis and player caps for each team



## Georgetown Homeschool Group

### COACH APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Background Information:

Dates of GHG co-op membership: \_\_\_\_\_

Name & Address of Church Home:

\_\_\_\_\_

\_\_\_\_\_

(or attach a copy of your personal testimony)

Signed Statement of Faith: Yes / No      Completed information for background check: Yes / No

Areas of coaching interest (basketball or volleyball, head coach, assistant coach):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Board Use Only</b>
	Application
	Signed Statement of Faith
	Background Check

## **ATHLETIC DIRECTOR QUALIFICATIONS AND RESPONSIBILITIES**

### **Purpose:**

- To assist in the identification of qualified nominees for the role of Athletic Director and outline the responsibilities of the position.

### **Objectives:**

- Qualifications are as follows:
- Co-op member for at least one year is preferable
- Signed statement of faith
- Declaration of church membership or written testimony
- Necessary information provided to complete background check
- Interview to be completed as indicated

### **Volunteering process:**

- After careful review of information provided, it is at the discretion of the Board of Directors to offer a position

### **Responsibilities:**

- Provide an example of leadership in all athletic activities through the application of biblical principles.
- Work to resolve any player/family concerns that may arise
- Maintain and store equipment and materials in your care
- Conduct meetings of Georgetown athletics as needed
- Organize and conduct fundraisers for Georgetown athletics with a parent liaison and participation
- Schedule all games for Georgetown athletics
- Secure facilities for practice, games, and special events of Georgetown athletics
- Secure referees for all home games
- Conduct and participate in special athletic events of Georgetown athletics including, but not limited to, sports camps, tournaments, banquets
- Organize concessions and admissions for all home games
- Prepare yearly budget for Georgetown athletics to Georgetown Homeschool Group Board of Directors
- Adhere to all policies and practices as specified by the KCSAA
- Attend meetings of the KCSAA as necessary
- Maintain relationships and open lines of communication among coaches, referees, and leadership of the KCSAA
- Explore opportunities for additional athletic programs
- Attend home games when possible



## Georgetown Homeschool Group

### ATHLETIC DIRECTOR APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Background Information:

Dates of GHG co-op membership: \_\_\_\_\_

Name, Address, & Contact Info for Church Home or Pastor Reference:

\_\_\_\_\_

\_\_\_\_\_

Signed Statement of Faith: Yes / NO      Completed information for background check: Yes / No

Signature \_\_\_\_\_ Date \_\_\_\_\_

	Board Use Only
	Application
	Signed Statement of Faith
	Background Check



## **Georgetown Homeschool Group**

### **2019 - 2020 CALENDAR OF EVENTS**

#### **JUNE 2019**

17 - Class Registration starts

#### **JULY 2019**

1 - Class Registration closes

#### **AUGUST 2019**

22 - Parent & teacher orientation 6 pm

#### **SEPTEMBER 2019**

9 - First Day Fall Semester

#### **OCTOBER 2019**

21 - Picture Day

#### **NOVEMBER 2019**

25 - Off Thanksgiving Break

#### **DECEMBER 2019**

9 - Last Day of Fall Semester/Christmas Party  
(Closed Dec. 16, 23, & 30)

#### **JANUARY 2020**

6 - First Day of Spring Semester  
20 - Off Martin Luther King Day

#### **FEBRUARY 2020**

10 - Valentine's Day Party

#### **MARCH 2020**

30 - Off Spring Break  
EXPO - (date and location TBD)

#### **APRIL 2020**

#### **MAY 2020**

1 - Graduation\*  
4 - Field Day/Last day Spring Semester  
11 - Summer Bash at the Park \*\*

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\* @ **True Life Church** - 407 Kingston Road, Lexington, From Georgetown Take I-75 S, Exit 113, Turn left (stay in left lane), Turn left on Kingston, church is on the right

\*\* @ **Charles Brooking Park** - on Scott County Park Road, off of Hwy 25 North, Georgetown, near Scott County Extension Office