



Membership Handbook

Master's Hand Christian School
A Ministry of Decatur Baptist Church
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Introduction

Master's Hand Christian School (MHCS) is a ministry of Decatur Baptist Church in Decatur, Alabama.

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

“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words , which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou riseth up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates.

And the Lord commanded us to do all these statutes to fear the Lord our God, for our good always, that He might preserve us alive, as it is at this day. And it shall be our righteousness, if we observe to do all these commandments before the Lord our God, as He hath commanded us.”

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

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

Mission Statement

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

Statement of Faith

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

Alabama State Law

Alabama does not have a specific homeschooling law. Parents who wish to teach their children at home have three legal options. The sections of the Code of Alabama which define and apply to these alternatives are given following each method.

1. Attend a church school (Ala. Code 16-28-1; 16-28-7; 16-28-8; 16-28-16)
2. Attend a private school (Ala. Code 16-28-1; 16-1-11; 16-28-7; 16-28-8; 16-30-4; 16-30-4; 16-40-1)
3. Instruction by a private tutor (Ala. Code 16-28-5)

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

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

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

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

Ala. Code § 16-28-17 provides the power of a truant officer to take into custody any school age child who is unattended by a parent or guardian and who is not at home or at school during public school hours.

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

Information

Registration and Enrollment Fees - Each family will pay a one-time registration fee of \$10. A **non-refundable** membership fee will be paid **each** year during registration. These fees will help with the expenses of our ministry. Additional fees may be required for field trips, classes, speakers, or other special events.

Types of Membership

Full Membership – Yearly fee is \$150. Full membership includes legal covering to home school under the Alabama state law for the Church School Option as discussed on page 8 of this handbook. Full members are **required** to submit all forms and fees on time and with forms completed in full. **Late paperwork may compromise your enrollment in our church school. Membership forms and fees for returning members are due April 5th.**

The following forms are to be completed for membership:

Church School Enrollment Form (1 per school age child or as younger children come of school age)

Family Information Form – Full Member (1 per family)

Attendance/Progress Report (**1 per school age child to be submitted twice annually** – Fall, **no later** than January 15th, and Spring, **no later** than June 15th, of each year)

All forms can be found in the back of this handbook and may be copied as needed.

Forms may also be picked up in the MHCS office or printed from the MHCS website.

Associate Membership – Yearly fee is \$150. This membership will be for those families who wish to participate in the activities and classes provided by MHCS, but whose children are not of the required age to be enrolled with a church school. It also allows families enrolled under other church schools the opportunity to participate in all of the MHCS activities.

Associate membership **does not include legal covering**. Associate members with school age children **must have an active membership with another covering organization**. Associate members enjoy the opportunities offered to full members but are not required to complete most of the paperwork since MHCS does not maintain attendance or progress records for the associate member family. The only form to be completed annually is the *Family Information Form – Associate Member*, which can be found at the back of this handbook and copied as needed, picked up from the MHCS office, or downloaded from the MHCS website.

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

Membership Disclaimer

*All new families will enter a probationary period of one year. After the year is up, your membership will be evaluated.

*MHCS reserves the **right** to refuse or remove enrollment to a child or family at the discretion of the MHCS Board. Possible reasons for refusing enrollment or removal of enrollment may include, but not limited to:

*suspension or expulsion of student from previous school

- *parents or students involved in a same-sex relationship
- *students with a criminal history or on probation
- *students who have left MHCS to go elsewhere three times
- *member families who are not current with all fees
- *member families who have a progress report more than 60 days past due.
- *member families who openly practice, encourage, or promote lifestyles or social or ethical issues that are contrary to the Statement of Faith of current church covering.

Home School Legal Defense Association (HSLDA) - Each family seeking full membership is **required** to complete the HSLDA application and mail it along with an \$135 check made payable to HSLDA. This can be done online at their website as well. This fee is to be **paid yearly** and is a discounted rate from the normal fee of \$150. MHCS' discount group number for **HSLDA is 299815**. This discount number will need to be put on the application to get the discount. It will also need to be added each year when renewing your membership. This is not required for Associate members.

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

Registration and Enrollment Fees Summary

| | <u>Full</u> <u>Membership</u> | <u>Associate</u> <u>Membership</u> | <u>Ministry</u> <u>Active Pastors,</u> <u>Missionaries</u> |
|---|----------------------------------|---------------------------------------|--|
| Enrollment fee (one-time, new members only) | \$10 | \$10 | \$10 |
| Registration fee (annual, all members) | \$150 | \$150 | \$100 |
| *Total Fees (Payable to MHCS when registering) | | | |
| New members | \$160 | \$160 | \$110 |
| Returning members | \$150 | \$150 | \$100 |
| Other FEES Associated with MHCS Registration: | | | |
| HSLDA | ** \$135 | n/a | **\$135 |

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

****\$135 payable to HSLDA, must turn in confirmation to MHCS. This fee is using our discount group number 299815.**

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

Attendance/Progress Reports

An Attendance/Progress report is required for each child per semester (2 per child/per year). This report will be given to you at registration and will be due on January 15th (1st semester) and June 15th (2nd semester) every year. **MAKE SURE** to include number of days for school work.

MHCS requires 160 days of educational instruction. Each family is responsible for keeping a daily record of each child's attendance. **This is a state requirement.**

A progress report will include the subjects, grades, comments on progress, and number of days attended. Each report will be placed in your child's file. You are required to keep a copy as well. **You, the parent/teacher, are ultimately responsible for the teaching, record keeping, and all other aspects that are required for the education of your child. MHCS is here as a ministry for guidance and so that you are in compliance with Alabama law. We recommend that you keep a copy of all reports turned into MHCS.**

Dress Code

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

- Shorts, dresses, and skirts must measure no more than 3 inches above the knee
- No exposed midriffs
- No inappropriate logos on clothing
- Tennis shoes are required for gym time and outdoor activities
- Jeans **MUST** be appropriate; be careful with the low ride style and short shirts. Slits and holes in jeans must not be higher than 3 inches above the knee.
- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches wide
- No underwear should be visible on anyone. Sheer tops must have a top underneath that meets all other shirt requirements.
- No plunging neck lines. No cleavage should show when standing, sitting, or bending over.
- Neither leggings nor yoga pants can be worn as pants unless they are worn under a dress, skirt, or tunic style top. The top must be long enough to reach fingertips when arms are extended downward.
- One piece swim suits for girls and swim trunks for boys at water events

Illness

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

Liability Disclaimer

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

Weather

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

High School Information

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

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

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

Diplomas and minimum requirements:

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

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

Academic Diploma - 24 credits

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

Advanced College Prep - 26 credits

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

List of Electives (not a complete list) -

Consumer Math, Business Math, Drafting, CAD, Elementary Statistics, Accounting, General Math, Basic Math, Business English, Creative Writing, Literature, Ancient Civilizations, Religion, Bible, Geography, Social Studies, Sociology, Military History, European History, Aviation History, Earth Science, Nutrition, Child Care, Parenting Skills, Home Economics, Sewing, Culinary Studies, Maternal Studies, Human Behavior, Criminal Justice, Ecology, Psychology, Word Processing, Computer Programming, ACT/SAT Preparation, Wilderness Survival, Environmental Studies, Photography, Native American Studies, Fine Arts, Music Theory, Music Classes, Theater, Speech, Financial Management, CPR/First Aid, PE, Sign Language, Woodworking, Automotive, Driver's Ed, Apologetics, Logic, Foreign Language, Yearbook, Shop, and participation in choirs, bands, sports (individual and/or team).

A worksheet is provided in the back of this handbook to help you keep up with your student's course work. Fill in the blanks under the appropriate headings. **Please** be specific in the name of each course. Language may be listed as Language 9, Language 10, etc. This is the only course that may be listed this way. Other courses need to have a specific name. (Example: Do not list "Science", but list specifically as "Biology", "Chemistry", etc. List History as "US History", "World History", etc. List Math as "Algebra I", "Consumer Math", etc.) Do not list the same course twice. Only one credit will be issued per course title.

If you have questions or need assistance, you may call the MHCS office to set up an appointment.

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

College Entrance

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

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

MHCS ACT/SAT school code: 010-869

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

Transcripts

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

A high school student going back into public school or transferring to a private/church school, either in state or out, will need a transcript of all work accomplished during their enrollment with MHCS. The work must be for a full 6 weeks of school, minimum.

Anything less than 6 weeks will result in a non-validation letter to the new school. We will create a transcript using the grades the parents send to us and will send the transcript to the parent or to the new school. **There will be a charge of \$30 if the transcript is ordered at the end of the school year from May 1st to July 1st.** After that, the transcript fee will be \$20. The additional fee is due to the processing of new enrollees during the months of May, June and July. We would like all students who are transferring out of MHCS to have their paperwork completed by June 1st. If you do not pay the fees and give the MHCS administrator at least 2 weeks notice, the transcript will not be sent; instead, only previous schools' paperwork and a letter from MHCS stating that no work has been validated or recorded will be sent. Please help the transition go smoothly by following these guidelines. **IF you do not give 2 weeks notice and need a transcript immediately, the fee will be doubled. If a child is un-enrolled and then a parent wants to re-enroll the child during the same school year, there will be a \$75 fee for re-enrollment for that child, even if the family is still enrolled.**

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

Learner's Permits and Driver's Licenses

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

Opportunities at MHCS

Co-op Classes

MHCS offers co-op (Cooperative) classes during the school year on Fridays from 9am – 12pm at Decatur Baptist Church located at 2527 Danville Road SW, Decatur, Alabama. These classes are optional, but if you choose to participate, you are expected to be on

time and consistent in your attendance. Parents are expected to stay on campus for the duration of the scheduled class time and participate by helping in various areas. Parental participation and help is vital to the success of our co-op.

For further information regarding co-op classes, including policies and guidelines, please refer to the *MHCS Co-op Class Handbook* located at the end of this handbook.

Sports

Master's Hand began its sport's program in 2012 with our boy's basketball team. Since then we have added a girl's basketball team, now having both Boy's and Girl's Junior Varsity and Varsity Teams. We play independently of a league, but have won many tournaments and continue to excel on the court.

In 2022 we added girl's Junior Varsity and Varsity Volleyball teams, a Cross-Country Team and an Archery Program, using Centershot. All of our sports are for ages 12 and up.

Standardized Testing

MHCS does not offer and does not require standardized testing.

Special Events

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

School Pictures and Yearbook

MHCS schedules school pictures at least once a year for students. These pictures will be included in our yearbook. It is our goal to have as many students represented as possible. Students of all ages, birth through 12th grade, are included in the yearbook. This is for ALL MHCS students, not just those that attend co-op

Yearbooks for the current school year may be pre-ordered beginning in the spring of the current year for delivery in the fall of the next school year. This allows for all the events of the school year to be included in the yearbook, such as the 9th-12th grade banquet and the kindergarten and high school graduations.

Yearbook ads are also available for purchase. These help us to keep the cost of the yearbook at a reasonable rate.

Field Trips

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

General Guidelines

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

Parents:

- Discuss and rehearse appropriate behavior with your children for the field trip. Do not assume that they will know to whisper quietly if needed during a performance or know not to touch priceless artwork or other exhibits.
- Explain any rules applicable to the place being visited and enforce them appropriately during the field trip.
- Make sure everyone is neatly and appropriately dressed and is properly groomed.
- Please refrain from chewing gum, eating, or drinking while on the field trip except during specified breaks for snacks or meals.
- Be prompt. Arrive at least 10-15 minutes early.
- Watch your children closely at all times. If you must tend to one child's needs, ask another parent to help watch your other children.
- Respond appropriately and without anger should your child misbehave or act inappropriately.

Students:

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

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

MHCS Fairs

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

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

Curriculum Selection

Choosing the right curriculum is extremely important. You must choose a curriculum that meets the needs of your child and reflects your desired goals for that child academically, spiritually, physically and emotionally. MHCS suggests that you carefully research the curricula that are available. We will assist you in any way we can in helping you make the decision that best suits the needs of your child.

Teaching Methods

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

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

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

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

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

Computer Aided Instruction—Switched-On Schoolhouse, Teaching Textbooks math, and Saxon math are examples of computer programs that teach subjects. Bob Jones and A Beka have classes on DVD. There are many online schools and classes. Just a few of the better known providers of online classes are: Alpha Omega Academy, A Beka, Liberty University, Bob Jones, Monarch, and www.curreclick.com. Many colleges offer online classes that high school aged students can take online as dual enrollment students.

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

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

Classical Education—Classical education is a **long-term, three-part process of learning** which begins in the child’s elementary years and is completed at the end of high school. It is commonly referred to as the [trivium](#) and takes advantage of a child’s natural stages of learning. Trivium means “three paths” or “three ways.” Read *Well Trained Mind* by Susan Wise Bauer, Jessie Wise.

Curriculum Sources

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

- **A Beka**— www.abeka.org—A major publisher of curriculum, complete programs for all grades. Books and DVDs.
- **Amazon**—www.amazon.com
- **Answers in Genesis**—www.answersingenesis.org—Answers in Genesis is all about providing believers and their families what they need to stand strong in this ever-darkening culture. To that end, they offer curricula to equip Christians of all ages to be the salt and light they have been called to be.
- **Apologia Science**— www.apologia.com—Developed by leading scholars, Apologia provides creation-based, K-12 homeschool curriculum that equips and empowers you to help your students reach their academic goals and nurture their love of God.

Apologia's award-winning curriculum encourages independence and cultivates a lifelong love of learning with a conversational tone written directly to the student and includes hands-on activities and experiments.

- **Beautiful Feet**— www.bfbooks.com—Beautiful Feet Books publishes and provides teachers guides, curriculum packs, individual books, and other products to home-school educators worldwide seeking to create an environment where learning is loved. Based on the Charlotte Mason philosophy, this literature-rich approach introduces curriculum to students in a way that is fascinating, relatable, and fun.
- **Bob Jones University Press**— www.bjupresshomeschool.com—A major publisher of curriculum, complete programs for all grades. Books and DVDs.
- **Christian Book Distributors**— www.christianbook.com—Offers many curricula at discount prices.
- **Christian Liberty Press**—www.shopchristianliberty.com
- **Christian Light**—www.christianlight.org— There's something for everyone, from coloring and activity books for the children to great inspirational reading for young people and adults. A great source for high school electives.
- **Easy Peasy All in One Homeschool**—www.allinonehomeschool.com—A complete, free Christian Homeschool curriculum.
- **Free homeschool deals**—www.freehomeschooldeals.com—Your one-stop for homeschool downloads, eBooks, lap books, live online classes, unit studies and more.
- **Green Leaf Press**— www.greenleafpress.com—Many world and American history resources.
- **Math-U-See**— www.mathusee.com—Math-U-See is a hands on math program that uses manipulatives to teach concepts before math facts are memorized. DVDs are included for parents to use so they can understand how to present new concepts.
- **New Leaf Publishing Group**—www.nlpg.com—Distributor of Master Books, Attic Books and New Leaf Publishing.
- **Rainbow Resource**— www.rainbowresource.comOffers many curricula at discount prices.
- **R.O.C.K Solid Home School Books**— www.rocksolidinc.com—We are a home school family business striving to meet the needs of home schoolers with service, price, and the heart of Christ.
- **Saxon Math, Phonics**— www.hmhco.com
- **The Timberdoodle**— www.timberdoodle.com—Curriculum, supplemental materials, unusual items.

Organizations

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

- **Home School Legal Defense Association (HSLDA)**— www.hslda.org
HSLDA is the cutting edge of home education in the United States. It provides legal services for members, keeps abreast of legislative developments in Congress and the states, and provides leadership training workshops and resources for state home school leaders.
- **National Home Education Research Institute (NHERI)**— www.nheri.org
Need statistics on the performance of home schooled students across the United States? NHERI provides the results of research from a number of studies.

- **Homeschool Alabama**—www.homeschoolalabama.org—Formerly Christian Home Education Fellowship of Alabama, was formed in 1988 with the mission to encourage home educators by providing information and resources and to promote a safe legal environment for home schooling in Alabama. It strives to serve and inform the homeschool community and promote home education in Alabama. Its work is supported by tax-deductible contributions of individuals and families.
- **TeenPact**— www.teenpact.com
TeenPact is a comprehensive leadership experience that challenges students to grow both personally and spiritually. During TeenPact, students will enjoy meeting and interacting with other Christian young people and leaders from across their state. Students will come away from TeenPact with a realization of their spiritual capacity as young people and a desire to change America for Christ.
- **Generation Joshua**— www.generationjoshua.org
Generation Joshua is a youth movement for ages 11-19. The goal of the program is to help educate and train the leaders of tomorrow. Students are educated through their online civics curriculum that covers topics in history, government, and world view and their annual summer camp. The training comes as the result of participation in hands-on activities like HSLDA-PAC Student Action Teams, GenJ Clubs, and Voter Registration.

Publications

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

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

Special Needs Resources

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

HSLDA— families who are members of HSLDA have phone and email access to trained special needs consultants. www.hslda.org

The Alabama Scottish Rite Foundation— www.scottishriteforchildren.org—offers free help and testing for struggling readers. They often have a very long waiting list.

Snider Therapy Centers—www.snidertherapy.com— specializes in neuro-visual rehabilitation. According to their website, they have successfully treated patients diagnosed with ADHD, autism, dyslexia, and other learning disabilities. They have an office in Huntsville.

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

Other Resources

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

- **Five J's**—www.fivejs.com—Free Homeschooling Resources to Help Parents Raise Lifelong Learners. Has a great FREE gradebook.
- **www.freehomeschooldeals.com**—is a huge site with links to many, many free homeschool resources. The resources can be searched by age and subject, there are articles on homeschooling for less, ideas and instructions for lap books and unit studies, daily listings of free Kindle books that might be of interest to homeschoolers, free printables, alerts for free apps, and news of great deals on home school materials.
- **Answers in Genesis**—www.answersingenesis.org—Answers in Genesis is all about providing believers and their families what they need to stand strong in this ever-darkening culture. To that end, we offer some of the absolute best homeschool curricula to equip Christians of all ages to be the salt and light they have been called to be.
- **Used curriculum** can be found at www.homeschoolclassifieds.com, eBay, and www.hslda.org.
- **Homeschool Legal Defense resources**—www.hslda.org is a valuable resource with how-to articles and solid, common sense homeschooling advice. The section on homeschooling for high school is especially helpful. Members of HSLDA not only have access to expert legal advice but the also have access to consultants in specialized areas such as different stages of home schooling as well as special needs students.
- **Donna Young** www.donnayoung.org is very useful site that has free printable homeschool and household planners, assorted types of graph paper and handwriting paper, calendars, play money, blank comic strip templates, and much more.
- **Jan Brett** www.janbrett.com is the official site of author Jan Brett. The site has beautiful, full color printables and activities to go along with her books but that can also stand alone. The site includes how-to-draw videos.
- **Online learning games** free online games in a variety of subjects and grade levels can be found at: www.shepperdsoftware.com, www.mathplayground.com, and-www.spellingcity.com.
- **Cathy Duffy** www.cathyduffyreviews.com has detailed reviews of what seems to be nearly every curriculum or program ever published!
- **Khan Academy** www.khanacademy.org has hundreds of videos explain high school and some college level courses in math, science, economics and finance, arts and humanities, computer science, and SAT test prep. Signing up on their website gives you the videos in an organized, sequential format, but most of the videos also seem to be available on YouTube in a less organized manner.
- **IXL** at www.ixl.com is a subscription website that offers elementary through high school math and language arts review exercises for a monthly fee. It doesn't necessarily teach the subjects but student work is graded and explanations are given when corrections are needed. Parents can view progress. This is good for a student who needs review and can be helpful to students studying for the ACT or SAT.

- **Pinterest** can direct parents to websites that other users have found useful. If you are looking for science project ideas, free keyboarding tutorials, free piano lessons, lesson plans or ideas for a specific book, good educational YouTube channel recommendations, or many other homeschool needs, Pinterest should give you links to many potential sources.
- **YouTube** www.youtube.com can be a great resource for homeschoolers with proper parental supervision. If your child is having trouble understanding a particular science concept, chances are that someone has made a video about it and possibly done experiments to illustrate the concept as well. There are videos on everything from how to tell time to how to blend watercolors to foreign language vocabulary.

FORMS

CHURCH SCHOOL ENROLLMENT FORM

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

| Part 1 - To be completed by Parent or Guardian | | | |
|---|-------------|--|--------------|
| Student's Name | | Date of Birth | Grade |
| Parent or Guardian's Name | | Home Phone | |
| Address | City | State | Zip |
| Church School of Enrollment Master's Hand Christian School (MHCS) | | School Phone (256) 672-4500 | |
| _____ | | _____ | |
| Date | | Signature of Parent or Guardian | |

| Part 2 - To be completed by Church School Administrator | | | |
|--|------------------------|---|---------------------|
| Church School Name Master's Hand Christian School (MHCS) | | School Phone (256) 672-4500 | |
| Address 2527 Danville Rd SW | City Decatur | State Alabama | Zip 35603 |
| Date of Student Enrollment | | School Year 20 ____ - 20 ____ | |
| _____ | | _____ | |
| Date | | Signature of Church School Administrator | |

| Part 3 - Consent for Notification of Student Withdrawal | |
|--|--|
| <p>I hereby give prior consent to the Administrator of Master's Hand Christian School (MHCS) to notify the Public School Superintendent should the above named Student cease attendance at said School.</p> | |
| _____ | |
| Date | |
| _____ | |
| Signature of Parent or Guardian | |

Original to County School Superintendent

Copy 1 to school file

Copy 2 to Parents

FAMILY INFORMATION FORM

20__-20__ School Year

Please include all children in Master's Hand Christian School

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

Father's Name _____ Father's Cell Phone _____

Mother's Name _____ Mother's Cell Phone _____

Address _____ Home Phone _____

E-mail _____

**** Please note that MHCS communicates via email. It is your responsibility to check your email regularly for important information.****

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

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

Church Home _____

Emergency contact name and number other than parent:

Home School Legal Defense Association

HSLDA Membership # _____

HSLDA Group # _____

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

Yes _____ No _____

CURRICULUM SELECTION

20__ - 20__ School Year

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

Student's Name: _____

| Subject | Textbook |
|---------|----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
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| _____ | _____ |

ATTENDANCE/PROGRESS REPORT

20__-20__ School Year

Fall Semester _____ Spring Semester _____

Fill Out ONE per Student

Student Name: _____

Grade: _____

Name of Teacher: _____

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

| <u>Subject</u> | <u>Curriculum</u> | 1 st Semester <u>Grade</u> | 2 nd Semester <u>Grade</u> | <u>Final Grade</u> | <u>For 9th – 12th Grade Credit Earned For Class</u> |
|----------------|-------------------|--|--|------------------------|---|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Comments:



Master's Hand Christian School
A Ministry of Decatur Baptist Church
2527 Danville Road SW
Decatur, AL 35603
256-672-4500
admin@mastershandchristianschool.org
www.mastershandchristianschool.org

REQUEST FOR RECORDS

Name of School _____

School Address _____

City, State, Zip Code _____

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

| Full Name | Current Grade |
|-----------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

Parent/Guardian's Signature _____

Date _____

Date of enrollment at Master's Hand Christian School _____

Date records were requested _____

Signature of Administrator _____

Maggie Derick or Kelly Clark

ASSOCIATE MEMBER FAMILY INFORMATION FORM

20 ___ -20 ___ School Year

Please include all children in Master's Hand Christian School

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

Father's Name _____ Father's Cell _____

Mother's Name _____ Mother's Cell _____

Address _____ Home Phone _____

E-mail _____

**** Please note that MHCS communicates via email. It is your responsibility to check your email regularly for important information. ****

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

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

Church Home _____

Emergency Contact name and phone number other than parent:

Cover School: _____

Verified by: _____

Home School Legal Defense Association Member Yes _____ No _____

If yes, can we put you in our HSLDA group? HSLDA# _____

Worksheet for High School Courses

Name: _____

Diploma: Standard _____ Academic _____ Advanced _____

| COURSE | YEAR | GRADE | CREDIT |
|-------------------------|------|-------|--------|
| LANGUAGE | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SCIENCE | | | |
| | | | |
| | | | |
| | | | |
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| MATH | | | |
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| | | | |
| HISTORY | | | |
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| | | | |
| | | | |
| | | | |
| FOREIGN LANGUAGE | | | |
| | | | |
| ELECTIVES | | | |
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MHCS Co-op Class Handbook

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Classes

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

Our co-op teachers are MHCS parents or past MHCS parents that have a desire to teach. Sometimes there are community members with expertise or experience in a particular area that offers to teach a class as well. On rare occasions, the MHCS board may allow an older high school student with exceptional skills to teach a non-academic class. None of our MHCS classes are required, but once a student is enrolled, he/she is expected to complete the requirements as outlined by the teacher.

Each family that attends co-op ***is required*** to have a parent or responsible adult on campus for the duration of the day's activities. Every adult attending co-op must complete a background check. MHCS fees cover the cost for two, any additional adults must be paid for by the family.

Each adult ***is expected*** to actively participate by helping with classes, watching the halls, etc. **If you don't have an assigned task for each class period, you must go to the sub area at the beginning of each class period that you are free. You will then be directed to areas that need adult help.** The success of our co-op depends on the willingness of our parents to volunteer and serve. Remember, co-op stands for cooperative, it takes us all!

Parental Supervision - Parents are **required** to attend activities with their children. If a child is dropped off without a parent's supervision, the parent will be called to come pick up the child. If you need to miss a day, you may ask another parent attending classes to be responsible for your child for that day only. You **MUST NOTIFY** the MHCS office via email who will be responsible for your student(s).

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

Teachers are required to use due diligence in selecting publications, websites, and movies in their class(es) to insure that they uphold conservative Christian standards in line with the Baptist Faith and Message. If students are required to give speeches or presentations in class, those speeches must be preapproved by the teacher for appropriateness.

MHCS welcomes ideas and suggestions for classes that may be offered. Anyone who is interested in teaching a class should complete a class form or contact the MHCS office.

Please be prepared to describe the class idea - including subject, curriculum, supplies needed, maximum and/ or minimum number of students, grade level preferred, time period preferred, and co-teacher/helper. Anyone who would like to co-teach or help with a specific class should also contact the MHCS office and provide the time they are available and grade level preferred.

Co-op Class Enrollment – Once the MHCS annual membership registration is complete, a scheduled time for co-op class sign-ups will be created based on the order in which members registered for the school year. The order in which families sign-up is as follows: MHCS board members, office helpers, last year’s head teachers, last year’s co-teachers, returning members, and new members.

All fees relating to co-op *must* be paid within two weeks of co-op registration or those students will lose their places in their classes. The schedule is usually finalized by mid July.

MHCS uses Lovemygroups.com for co-op registration. Instructions for co-op registration is emailed to current MHCS families the week prior to co-op registration. Your child’s co-op class registration is not complete until it has been processed by a MHCS staff member and **all fees paid**. Incomplete registrations that are not finalized by the drop/add deadline will be cancelled and the student will lose their place in their classes.

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

Every adult attending co-op must complete a background check. MHCS fees cover the cost for two, any additional adults must be paid for by the family.

Attendance – Students enrolled in MHCS co-op classes will be expected to attend every class unless they have a legitimate excuse. If a student is sick, the parent should email the office and inform the staff that the student will not be in class that day. If there is a death in the family or other emergency, please call the school office. If a family vacation is coming up or the parent is aware that a student will be absent because of some other activity, please speak to the teacher before the class and arrange for work to be done ahead of time or made up when the student returns. If a parent is unable to attend a co-op Friday, they are to notify the MHCS office for approval for another adult to be responsible for their student(s). Parents should inform the school office via email if their student is to leave with another student or adult.

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

- Shorts, dresses, and skirts must measure no more than 3 inches above the knee
- No exposed midriffs
- No inappropriate logos on clothing
- Tennis shoes are required for gym time and outdoor activities
- Jeans **MUST** be appropriate; be careful with the low ride style and short

shirts. Slits and holes in jeans must not be higher than 3 inches above the knee.

- No strapless or spaghetti strap shirts/dresses. Shoulder straps must be at least 2 inches wide
- No underwear should be visible on anyone. Sheer tops must have a top underneath that meets all other shirt requirements.
- No plunging neck lines. No cleavage should show when standing, sitting, or bending over.
- Neither leggings nor yoga pants can be worn as pants unless they are worn under a dress, skirt, or tunic style top. The top must be long enough to reach fingertips when arms are extended downward.
- One piece swim suits for girls and swim trunks for boys at water events

Behavior – Students are expected to be respectful, to model Christian behavior and follow the guidelines given in the *MHCS Handbook*. All property at Decatur Baptist Church must be treated with respect. **We are guests of DBC and must act accordingly.** Parents: If you had students as guests in your homes, what behaviors would you find unacceptable? Parents are responsible for their children's behavior. Please no running in the halls or horseplay in the building. Please keep bathrooms tidy. Do not be wasteful of resources. Damages incurred by a student/parent will be the responsibility of the parent. Children are not to be outside of the church building at any time without being in the care of a responsible adult. Playing in the parking lots (unless taking part in a teacher planned activity) and going onto neighboring properties are expressly forbidden. Profanity is not ever allowed from students or parents.

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

If a student is disrespectful, disobedient, unruly or violent while at co-op classes, he/she will be removed immediately from the activity and his parents will be contacted.

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

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

“Only let your conversation be as it becometh the gospel of Christ: .”
Philippians 1:27a

Membership Disclaimer

*All new families will enter a probationary period of one year. After the year is up, your membership will be evaluated.

*MHCS reserves the right to refuse or remove enrollment to a child or family at the discretion of the MHCS Board.

*Possible reasons for refusing enrollment or removal of enrollment may include, **but not limited to:**

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

Grading – Certain co-op classes, especially high school level courses for credit, will be graded. Grading criteria will be determined by the individual teachers and semester grades will be submitted to the MHCS office for inclusion in each student’s semester progress report. Parents should contact each teacher if they have questions about the grading for their student’s class.

Grades will also include attendance, attitude, participation, and performance. The teachers of these courses take them seriously and devote many hours of personal time and effort to provide each student with a quality learning experience. The students are expected to take the classes seriously as well and do their best work possible. Students in the performance arts classes (band, drama, choir, etc.) are expected to attend class regularly, learn their parts, and participate in all performances and competitions. Sometimes extra practices will be scheduled before a performance and the students will be required to attend. Students must make required performances a priority.

Students attending without parents—If there is a **hardship** situation where a parent is not able to attend with a high school student, then that student may obtain permission from an administrator or the MHCS Board for driving privileges to co-op. There is a fee of \$200 **per semester**. This agreement must be reached between the parent and an administrator of MHCS. Parents must sign a written permission form at the beginning of the school year. Along with signing this form, you must have made an agreement with another adult who will be attending MHCS co-op to be responsible for your driving student in the event of an immediate emergency or problem. This adult will also be required to sign the driver’s permission form. This form will be kept on file in the MHCS office. The driving student will not be allowed to bring siblings. We do not consider driving students adequate supervision of their younger siblings and they will not be considered a substitute for a parent or guardian. We want the best possible care for our children’s safety. Driving students are required to follow the same rules as other students. We expect our older students to be examples and leaders that our younger students can learn from and respect. Our driving students will lose their **privileges** if problems occur.

Note: Students who have graduated high school are not allowed to “hang out” during co-op classes or on campus. They are allowed to sign up to help with classes but must be approved by the MHCS board and the teacher of the class. They will also be required to complete a background check form.

Weather

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

Summary of Requirements to Participate in Co-op Classes

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

- 1) Decatur Baptist Church and MHCS are **not responsible** for any accidents or injuries occurring on the property of Decatur Baptist Church or traveling to and from Decatur Baptist Church or any MHCS functions.
- 2) Consistent attendance – absenteeism of more than 4 days per semester may result in the loss of co-op privileges.
- 3) Completing assignments on time – participation is not limited to class time. Outside activities, including homework assignments given by the co-op teacher, are expected to be done by all students in a timely manner.
- 4) **Be on time for all classes** – our time on Fridays is limited and the teachers have prepared their lessons to cover the materials that need to be presented each class meeting to keep the class on schedule for the year. Teachers should arrive before class start time.
- 5) Bring all materials needed for class each week, including paper, pens, pencils, etc. as outlined by each teacher at the beginning of the year and at other times as needed through the year.
- 6) Parent participation – this may vary depending on the needs of the class. Includes providing materials needed by the student for the class, helping in the classroom as needed by the teacher, making sure your child is on time for class each week and has all assignments completed on time, or other actions as may be suggested by the teacher. Each adult is required to complete a background check.
- 7) MHCS Dress Code – Anyone (Students, teachers/parents) attending an MHCS event is required to observe the MHCS Dress Code guidelines.
- 8) Behavior – Students are expected to model Christian behavior and follow the guidelines given in the *MHCS Handbook*. All property at Decatur Baptist Church must be treated with respect. Damages incurred by a student/parent will be the responsibility of the parent.
- 9) Grading – Certain co-op classes, especially high school level courses for credit, will be graded. Grading criteria will be determined by the individual teachers and semester grades will be submitted to the MHCS office for inclusion in each student's semester progress report. Parents should contact each teacher if they have questions about the grading for their student's class.
- 10) Students attending without parents – Students in the eleventh or twelfth grades may attend co-op classes on their own in certain hardship situations. This agreement must be reached between the parent and the MHCS board.
- 11) Weather – If Morgan County Schools are closed **due to inclement weather**, any classes, field trips, or other MHCS planned events will be cancelled.

Teacher and Co-Teacher Statement of Faith/ Commitment Form

MHCS is a Christian organization which operates in accord with classic and orthodox Christian beliefs. MHCS believes the Bible is God's holy, inerrant Word and follow the doctrines outlined in the *Baptist Faith and Message* (www.bfm.sbc.net). As a ministry of Decatur Baptist Church, all classes and activities offered through MHCS will be conducted in accordance with these beliefs.

Teachers and Co-teachers of co-op classes are required to read and initial the statements below, confirming their agreement with them:

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

I affirm that:

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

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

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

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

These are:

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

The New Testament: Matthew, Mark, Luke, John, Acts, Romans, 1 Corinthians, 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 Thessalonians, 2 Thessaloni-

ans, 1 Timothy, 2 Timothy, Titus, Philemon, Hebrews, James, 1 Peter, 2 Peter, 1 John, 2 John, 3 John, Jude, Revelation

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

_____ I have read and understand the MHCS handbook.

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

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

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

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

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

_____ I agree to be:

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

_____ I will encourage quality co-op classes; I will encourage the following rules in my class:

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

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

Print Name: _____

Sign Name: _____

Date: _____



Date: _____

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

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

Please initial the following statements if they apply to your church member.

Name of church: _____

_____ Has faithfully attended our church for _____ years/months.

_____ Is in good standing with our church.

Additional comments: _____

Name (please print): _____

Signature: _____ Date: _____

Position: _____