

F.A.I.T.H. Homeschool, Inc.

# FAITH HOMESCHOOL EDUCATIONAL PROGRAM HANDBOOK

Governing the educational program



Adopted  
7/2010

**F.A.I.T.H.**  
*Faithfully Assisting In Teaching Homeschoolers*  
**EDUCATIONAL PROGRAM HANDBOOK**

**GOAL** The goal of the F.A.I.T.H. program is to provide educational classes in a Biblically based teaching environment, extracurricular activities, group field trips and commencement for homeschooled students in grades K-12. The program requires consistent parental and volunteer involvement. **No children drop-offs are permitted!**

**Mission Statement** – We will strive to **F**aithfully **A**ssist **I**n **T**eaching **H**omeschoolers to make a Godly impact in their homes, churches, and communities.

**Statement of Faith**

We believe the Bible to be the Word of God and without error in the original writings, and to be the only rule and authority for faith and practice. (2 Timothy 3:16-17; 2 Peter 1:21)

We believe in the one true God who is eternally and equally existent in three persons: God the Father; God the Son; and, God the Holy Spirit. (John 10:30; 2 Corinthians 13:14; 1 Peter 1:2)

We believe that man came by direct creation of God and not by evolution. (Genesis 1-2; John 1:3; Colossians 1:16-17)

We believe that man was created in the image of God. Through man's sin, he was separated from God, becoming spiritually lost and needing to be born again. (Genesis 1:26-27; John 3:3; Romans 5:15)

We believe that salvation is by grace alone, by believing in and accepting Christ as personal Savior. Salvation is only through the shed blood of our Lord Jesus Christ. (John 1:12; Ephesians 1:7; 2:8-9)

We believe that the church of Jesus Christ is composed of all born-again believers. As believers, we are called to live lives pleasing to the Lord and to abstain from practices which grieve Him.

We believe that homosexuality, lesbianism, or any other sexual relationship outside of marriage is contrary to the Word of God. We do not accept these as an alternate life style (Romans 1:18-32).

We believe that God is the giver of life and all human life is sacred and to be protected. (Genesis 1:27; Job 12:9-10; Psalm 139:13-16; Exodus 20:13; Psalm 82:3-4)

Note: A complete Statement of Faith is available upon request

CONTACT INFORMATION: Deanna Ervin – Director, 1938 Greenwood Road, Lapeer, MI 48446 – Cell: 810-625-2109 – [deanna@faithhomeschool.net](mailto:deanna@faithhomeschool.net) - [www.faithhomeschool.net](http://www.faithhomeschool.net)

**CLASS LOCATION:** First Baptist Church of Lapeer – 1212 Knollwood Drive, Lapeer, MI 48446.

**TIME FRAME AND FORMAT:** The “school year” is broken down into two semesters: September – December, and January – April. Classes will meet from 8:30 a.m. to 12:15 p.m. on the dates specified.

### DAILY FORMAT

8:15 a.m. – **NURSERIES & PRESCHOOL** - All Nursery, Wee Walker, Wee Runner Preschool workers report to perspective rooms.

8:30 a.m. – **MORNING ASSEMBLY** – Everyone, with the exception of Nursery, Wee Walker & Wee Runner workers and children in those departments, meet in Auditorium in perspective groups for prayer, pledges & announcements (we may have an occasional devotion)

8:55 a.m. – **TRANSITION** – Elementary, Junior High & Senior High Students taken by Group Leaders to first classes

9:00 a.m. – **CLASS** – Preschool, Elementary, Junior & Senior High first classes (begin with prayer)

9:55 a.m. – **TRANSITION** - Elementary (excluding K-1), Junior High & Senior High Students taken by Group Leaders to second classes

10:00 a.m. – **CLASS** - Elementary (excluding K-1), Junior High & Senior High second classes (begin with prayer)

10:55 a.m. – **TRANSITION** – Elementary, Junior & Senior High Students taken by Group Leaders to third classes

11:00 a.m. – **CLASS** – Elementary, Junior High & Senior High third classes (begin with prayer)

11:55 a.m. – **TRANSITION** – Preschool, Elementary Junior High & Senior High Students taken by Group Leaders, with the assistance of Teacher Helpers, to Auditorium and remain in perspective groups (if you have children in the Nursery, Wee Walkers and Wee Runners departments, please pick them up before the assembly)

12:00 p.m. – **NOON ASSEMBLY** – Everyone meet in auditorium for final announcements, prayer & dismissal

12:15 p.m. – **CLEANUP**

\*Daily format subject to change.

## **GROUP CLASSIFICATIONS**

The F.A.I.T.H. Program groups grades according to enrollment. The following is a typical example of group classifications:

Nursery	Non-Walkers
Wee Walker Nursery	Walkers – Age 2
Wee Runner Nursery	Age 2 – Age 3
Preschool Students	Age 3 – Pre K (must be potty trained)
Group 1 Students	Grades K – 1 (must be turning 5 by Dec.)
Group 2 Students	Grades 2 – 3
Group 3 Students	Grades 4 – 5
Jr. High Students	Grades 6 – 8
Sr. High Students	Grades 9 – 12

\*Group classifications subject to change.

**CARE & RESPECT:** All participants must treat the facilities and equipment with the utmost care and respect. The F.A.I.T.H. Program participants are responsible for any damage that may occur.

**RESTRICTIONS:** At this time we can not accept preschool children unless there are older siblings involved in the F.A.I.T.H. Program. This will allow necessary space for families in need of the preschool program. A child must be turning three years of age by the end of the calendar year and must be potty trained to participate in our Preschool program. Also, a child must be turning five years of age by the end of the calendar year to participate in the K-1 program.

## **JOB DESCRIPTIONS**

**DIRECTOR (D)** – The Director must be approved and appointed by the F.A.I.T.H. board. The Director must:

1. Wear a nametag.
2. Direct each F.A.I.T.H. Program session and insure compliance with all F.A.I.T.H. Program rules/regulations.
3. Develop all necessary forms and documents for approval by F.A.I.T.H. Board.

**SECRETARIES (S)** – A Secretary will sort and file papers and other items into student folders. Each Secretary must:

1. Wear a nametag.
2. During the morning assembly, Secretaries are to ensure that all parents and children are in the auditorium.
3. Following the morning assembly, Secretaries are to assist Director wherever needed.
4. Sort papers and other items in student folders.
5. Assist wherever needed.
6. After noon assembly, assist in cleanup.

**HALL MONITORS (HM)** – a Hall Monitor will monitor the hallways, classrooms and restrooms throughout the F.A.I.T.H. day. Each Hall Monitor must:

1. Wear a nametag.
2. During morning assembly assist in supervising all children.
3. Following morning assembly, monitor hallways, classrooms and restrooms.
4. Perform disciplinary actions if necessary.
5. Report to Director.
6. During noon assembly assist in supervising all children.
7. Following noon assembly, assist wherever needed in cleanup.

**ASSISTANTS (A)** – An Assistant will assist wherever needed. Each Assistant must:

1. Wear a nametag.
2. Following morning assembly, report to Director for instructions or job replacements.
3. Collect papers and other items from each group during the last 10 minutes of each class.
4. Assist wherever needed.
5. After noon assembly, assist wherever needed during cleanup.

**NURSERY SUPERVISOR (NS)** – A Nursery Supervisor must be approved by the F.A.I.T.H. Board. A Nursery Supervisor is “in-charge” of the nursery. The Nursery Supervisor should be in the nursery, ready to accept children by 8:15 a.m. The Nursery Supervisor must:

1. Wear a nametag
2. By 8:15 a.m. sharp the (NS) is to report to the nursery to accept children.
3. Care for the general well being and safety of each child.
4. At end of class return personal items when parent/guardian arrives.
5. Perform final cleanup.

**NURSERY AIDES (NA)** – All Nursery Aides should be in the nursery, ready to accept children by 8:15 a.m. Each Nursery Aide must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (NA) is to report to the nursery to accept children.
3. Have parent/guardian sign in each child (make sure any special instructions are understood).
4. Care for the general well-being and safety of each child (change, feed, etc.).
5. At end of class return personal items when parent/guardian arrives.
6. After all children are picked up report to Auditorium for noon assembly.
7. Perform final cleanup.

**WEE WALKER SUPERVISOR (WWS)** – The Wee Walker Supervisor must be approved by the F.A.I.T.H. Board. The Wee Walker Supervisor is “in charge” of the Wee Walker nursery. The Wee Walker Supervisor may plan and prepare stories, songs, snacks and simple crafts for the wee walker children (the majority of the time will be spent in “play”). The Wee Walker Supervisor must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (WWS) is to report to the Wee Walker nursery.
3. Begin time with prayer.
4. Conduct optional activities (i.e.: playtime, stories, songs, snacks and crafts).
5. Five minutes before parents arrive begin cleanup and have closing prayer.
6. After all children are picked up report to Auditorium for noon assembly.
7. Perform final cleanup.

**WEE WALKER AIDES (WWA)** – All Wee Walker Aides should be in the Wee Walker Nursery, ready to accept children by 8:15 a.m. Each Wee Walker Aide must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (WWA) is to report to the Wee Walker nursery.
3. Have parent/guardian sign in each child (make sure that any special instructions are understood).
4. Care for the general well-being and safety of each child (change, lavatory usage, etc.).
5. At end of class return personal items when parent/guardian arrives.
6. After all children are picked up report to Auditorium for noon assembly.
7. Perform final cleanup.

**WEE RUNNER SUPERVISOR (WRS)** – The Wee Runner Supervisor must be approved by the F.A.I.T.H. Board. The Wee Runner Supervisor is “in charge” of the Wee Runner nursery. The Wee Runner Supervisor may plan and prepare stories, songs, snacks, simple crafts and games for the wee runner children. The Wee Runner Supervisor must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (WRS) is to report to the Wee Runner nursery.
3. Begin time with prayer.
4. Conduct optional activities (i.e.: playtime, stories, songs, snacks and crafts).
5. Five minutes before parents arrive begin cleanup and have closing prayer.
6. After all children are picked up report to Auditorium for noon assembly.
7. Perform final cleanup.

**WEE RUNNER AIDES (WRA)** – All Wee Runner Aides should be in the Wee Runner Nursery, ready to accept children by 8:15 a.m. Each Wee Runner Aide must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (WRA) is to report to the Wee Runner nursery.
3. Have parent/guardian sign in each child (make sure that any special instructions are understood).
4. Care for the general well-being and safety of each child (change, lavatory usage, etc.).
5. At end of class return personal items when parent/guardian arrives.
6. After all children are picked up report to Auditorium for noon assembly.
7. Perform final cleanup.

**PRESCHOOL TEACHER (PT)** – All Teachers must be approved by the F.A.I.T.H. Board. Teacher Certification not required. A Preschool Teacher is to prepare lesson plans, and prepare stories, crafts, songs and snacks for the preschool children. A Preschool Teacher must:

1. Wear a nametag.
2. By 8:15 a.m. sharp the (PT) is to report to the Preschool room to receive the students.
3. Begin class with prayer.
4. Conduct class activities (i.e.: lessons, stories, crafts, songs and snacks).
5. The class shall never be left unsupervised.
6. Before class ends close in prayer.
7. At the end of class report to Auditorium for noon assembly.
8. During noon assembly assist Preschool Group Leader in supervising Preschool students.
9. After noon assembly, return to Preschool room to perform cleanup.

**PRESCHOOL CO-TEACHER (PCT)** – All Co-Teachers must be approved by the F.A.I.T.H. Board. A Preschool Co-Teacher assists the Preschool Teacher. Job assignment determined by Preschool Teacher. A Preschool Co-Teacher must:

1. Wear a nametag.

2. By 8:15 a.m. sharp the (PT) is to report to the Preschool room to receive the students.
3. Following the morning assembly, the PCT is to report to the preschool room.
4. The class shall never be left unsupervised.
5. Care for the general well being and safety of each child (lavatory usage, etc.)
6. Assist Preschool Teacher in any and all activities necessary.
7. Perform tasks assigned by Preschool Teacher.
8. Assist Preschool Teacher with class cleanup.
9. At the end of class report to Auditorium for noon assembly.
10. During noon assembly assist Preschool Group Leader in supervising the Preschool students.
11. After noon assembly, return to Preschool room to assist in cleanup.

**PRESCHOOL HELPERS (PH)** – A Preschool Helper assists the Preschool Teacher and Co-Teacher. Each Preschool Helper must:

1. Wear a nametag.
2. During the morning assembly assist the Preschool Group Leader with the supervision of the Preschool students.
3. Following the morning assembly, the PH is to assist the Preschool Group Leader in leading the students to the Preschool room in a quiet and orderly fashion.
4. The class shall never be left unsupervised.
5. Care for the general well being and safety of each child (lavatory usage, etc.)
6. Assist Preschool Teacher and Co-Teacher in any and all activities necessary.
7. Each student will have an assigned folder for his/her papers and other items that they may receive from the teacher(s); make sure that the Assistant receives all items with names clearly marked on each item.
8. Assist Preschool Group Leader in leading the Preschool students to the Auditorium, in a quiet and orderly fashion, for noon assembly.
9. During noon assembly assist the Preschool Group Leader with the supervision of the Preschool students.
10. After noon assembly, return to Preschool room to assist in cleanup.

**PRESCHOOL GROUP LEADER (PGL)** – The Preschool Group Leader will supervise the preschool group. The Preschool Group Leader must:

1. Wear a nametag.
2. Obtain Preschool nametags.
3. During the morning assembly, the PGL will sit with and supervise the Preschool students along with assistance from the Preschool Teacher, Co-Teacher and Helpers.
4. Following the morning assembly, the PGL, with the assistance of the Preschool Helpers, will lead the Preschool students, in a quiet and orderly fashion, to their classroom.
5. Pass out Preschool nametags.
6. Remain in the classroom for the entire class period.
7. Assist the teacher in any way he/she needs assistance.
8. The class shall never be left unsupervised.



9. A PGL shall escort a student to the restroom and back (students shall never be allowed to roam the halls).
10. At the end of class, remove nametags and place in the nametag box.
11. When class is over, line Preschoolers up and lead them, with the assistance of the Preschool Helpers, to Auditorium in a quiet and orderly fashion for noon assembly.
12. During noon assembly, sit with and supervise the Preschool students with assistance from Preschool Teacher, Co-Teacher and Helpers.
13. After noon assembly, return to Preschool room to assist in cleanup.

**K-1 TEACHER (K-1T)** – All Teachers must be approved by the F.A.I.T.H. Board. Teacher Certification not required. A K-1 Teacher is to prepare lesson plans, and prepare stories, crafts, songs and snacks for the K-1 students. A K-1 Teacher must:

1. Wear a nametag.
2. During the morning assembly assist the K-1 Group Leader with the supervision of the K-1 students.
3. Following the morning assembly, the K-1 Teacher is to report to the K-1 room.
4. Begin class with prayer.
5. Conduct class activities (i.e.: lessons, stories, crafts, songs and snacks).
6. The class shall never be left unsupervised.
7. Before class ends close in prayer
8. Dismiss students to Physical Education class and perform cleanup.
9. Report to Auditorium for noon assembly, assisting the K-1 Group Leader with the supervision of the K-1 students.

**K-1 CO-TEACHER (K-1CT)** – A K-1 Co-Teacher must be approved by the F.A.I.T.H. Board. A K-1 Co-Teacher assists the K-1 Teacher. Job assignment determined by K-1 Teacher. A K-1 Co-Teacher must:

1. Wear a nametag.
2. During the morning assembly assist the K-1 Group Leader with the supervision of the K-1 students.
3. Following the morning assembly, the K-CT is to report to the K-1 room.
4. The class shall never be left unsupervised.
5. Care for the general well being and safety of each child (lavatory usage, etc.)
6. Assist K-1 Teacher in any and all activities necessary.
7. Perform tasks assigned by K-1 Teacher.
8. After K-1 students are dismissed to Physical Education class assist K-1 Teacher with class cleanup.
9. Report to Auditorium for noon assembly, assisting the K-1 Group Leader with the supervision of the K-1 students.
10. After noon assembly, return to K-1 room to assist in cleanup.

**K-1 HELPER (K-1H)** – A K-1 Helper assists the K-1 Teacher and Co-Teacher. Each K-1 Helper must:

1. Wear a nametag.
2. During the morning assembly assist the K-1 Group Leader with the supervision of the K-1 students.
3. Following the morning assembly, the K-1H is to assist the K-1 Group Leader in leading the students to the K-1 room in a quiet and orderly fashion.
4. The class shall never be left unsupervised.
5. Care for the general well being and safety of each child (lavatory usage, etc.)
6. Assist K-1 Teacher and Co-Teacher in any and all activities necessary.
7. Each student will have an assigned folder for his/her papers and other items that they may receive from the teacher(s); make sure that the Assistant receives all items with names clearly marked on each item.
8. After K-1 Students are dismissed to Physical Education class assist K-1 Teacher and Co-Teacher with class cleanup.
9. Report to gym class to assist K-1 Group Leader lead the K-1 students to the Auditorium for noon assembly.
10. During noon assembly assist the K-1 Group Leader with the supervision of the K-1 students.
11. After noon assembly, return to K-1 room to assist in cleanup.

**GRADES 2-12 TEACHERS (T)** – All Teachers must be approved by the F.A.I.T.H. Board. Teacher Certification not required. A Teacher is responsible for teaching his/her class; all lesson plans, and assignments to be determined by Teacher. Each Teacher must:

1. Wear a nametag.
2. During the morning assembly assist the Group Leaders with the supervision of the students.
3. Following the morning assembly, the Teacher is to report to his/her class.
4. Open class with prayer.
5. Take attendance.
6. Conduct class.
7. The class shall never be left unsupervised.
8. At end of class close with prayer.
9. Follow procedures 4-8 for all classes.
10. At the end of the last class, report to Auditorium for noon assembly.
11. During noon assembly assist Group Leaders with the supervision of the students.
12. After noon assembly return to class to perform cleanup.

**GRADES 2-12 CO-TEACHERS (CT)** – All Co-Teachers must be approved by the F.A.I.T.H. Board. Teacher Certification not required. A Co-Teacher is responsible for co-teaching his/her class; all lesson plans, and assignments to be determined by Teacher/Co-Teacher. Each Co-Teacher must:

13. Wear a nametag.
14. During the morning assembly assist the Group Leaders with the supervision of the students.
15. Following the morning assembly, the Co-Teacher is to report to his/her class.
16. Assist the Teacher wherever necessary.

17. The class shall never be left unsupervised.
18. At the end of the last class, report to Auditorium for noon assembly.
19. During noon assembly assist Group Leaders with the supervision of the students.
20. After noon assembly return to class to perform cleanup.

**TEACHER'S HELPERS (TH)** – A Teacher's Helper will assist a Teacher. A Teacher's Helper will be assigned to each Teacher. Each Teacher's Helper must:

1. Wear a nametag.
2. During the morning assembly, assist the Group Leaders with the supervision of the students.
3. Following the morning assembly, the TH is to assist the Group Leader (of their perspective classes) in leading the students to their classroom in a quiet and orderly fashion.
4. Assist Teacher wherever needed, including discipline.
5. The class shall never be left unsupervised.
6. When class is over help Teacher prepare for next class or cleanup.
7. Each student will have an assigned folder for his/her papers and other items that they may receive from the teacher; make sure that the Assistant receives all items with names clearly marked on each item.
8. Follow procedures 4-7 for all classes.
9. At the end of the last class assist Group Leader in leading the students to the Auditorium, in a quiet and orderly fashion, for noon assembly.
10. During noon assembly, assist the Group Leader with the supervision of the students.
11. After noon assembly, return to classroom to assist Teacher during cleanup.

**GROUP LEADERS (GL)** – A Group Leader will supervise and lead a K-12 group. Two Group Leaders will be assigned to each group of students for the semester. Each Group Leader must:

1. Wear a nametag.
2. Obtain assigned groups nametags.
3. During the morning assembly sit with and supervise your assigned group with assistance from Teachers, Teacher Helpers and Assistants.
4. Following the morning assembly, the GL with the assistance of the Teacher's Helpers, will lead the students, in a quiet and orderly fashion, to their classroom.
5. Pass out groups nametags.
6. Remain in the classroom for the entire class period.
7. Assist the teacher in any way he/she needs assistance, including discipline.
8. The class shall never be left unsupervised.
9. A GL shall escort a student to the restroom and back (students shall never be allowed to roam the halls).
10. When class is over, line group up and lead them to their next class in a quiet and orderly fashion. Students may make quick restroom and drinking fountain stops.
11. Follow procedures 6-10 for all classes.
12. At the end of the last class, remove all nametags and put them in nametag box.

13. Lead your group, in a quiet and orderly fashion, to the Auditorium, with the assistance of the Teacher's Helpers, for the noon assembly, sitting with them and supervising them with the assistance of the Teachers, Teacher's Helpers and Assistants.
14. After noon assembly, assist wherever needed during final cleanup.

## GENERAL RULES/REGULATIONS

These rules are for the safety of everyone involved, for the respect of the building and respect of God's Word.

1. Parents/guardians **MUST** remain in the building during the entire F.A.I.T.H. program. If there is an emergency and someone must leave the building, they must receive approval from the Director and arrangements must be made. If you are unable to attend the classes for the designated day, please make direct contact with the Director – Deanna Ervin – Home: (810) 625-2109. **Do not assume it will be ok to leave your children in the charge of another adult without first obtaining approval by the Director.**
2. Do not bring sick children to class and especially not to the nursery(s).
3. Attire: All participants, including parents, must dress **modestly** (I Tim. 2:9-10, II Tim. 2:22) and appropriately for the occasion (Lev. 6:10-11, Ezek. 42:14). Girls are to wear loose fitting clothing that covers their entire torso. Boys are to wear pants that fit around the waist. When the weather permits shorts; walking shorts are most acceptable. No short-shorts! Girls in elementary grades that wish to wear dresses **MUST** wear shorts under their dress to be modest in physical education. The children may be doing activities that are messy or require physical play so sweat pants are acceptable. Also, wear clean, dry, shoes in the building. Hats should be removed in the auditorium and during class times. Excessive dress, such as Goth clothing, heavy make-up or inappropriate clothing of this nature will not be accepted. No t-shirts with vulgar writing will be accepted either. If you are unsure if it will be approved, or have a question, don't wear it! If you question it, chances are we will too!
4. Please leave all pocket knives or any other items that could be used as a weapon at home.
5. No running in the hallways, except for gym class.
6. Children must **NOT** roam the building, but **MUST** remain in the control of the adult in charge of them for that time period. No children are to be left unsupervised at any time. Never should an adult and child be alone together, there should always be two adults with a child and at least two adults in the classroom at all times.
7. First Baptist Church (building & grounds) is a smoke and drug free premises.
8. All participants must treat the facilities and equipment with the utmost care and respect. The F.A.I.T.H. participants are responsible for any damage that may occur.

9. Regarding student relationships: NO public display of affection; which means NO hand holding, no hugging, no kissing, or anything of this nature. Students should treat each other with respect at all times and at all F.A.I.T.H. activities.

## **DISCIPLINARY ACTIONS**

**Each one of us is responsible for keeping the student's behavior under control. Please use the following guidelines for handling disruptive behavior:**

- 1<sup>st</sup> Offense     Ask the student to please stop the behavior and warn the student that if they do not stop the behavior they will have to sit with an adult in the classroom.
- 2<sup>nd</sup> Offense     Move the student next to an adult.
- 3<sup>rd</sup> Offense     Remove the student from class and escort them to the Director. Director will notify parent/guardian during next transition.
- \*Exceptions – If a student's behavior is excessively rude or aggressive, steps 1 and 2 should be skipped and step 3 should be taken immediately. If a student continues to be a disruption during the semester, they will be asked not to return.