



ACTS Handbook

ACTS Homeschool Group exists to strengthen the homeschool community by providing support, encouragement and opportunities to homeschooling families, bringing glory to God.



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ABOUT ACTS

ACTS is a non-profit 501(c)(3) corporation run solely by volunteers. We rely on God's guidance for all our activities. Our group has activities for families and their children ages birth through high school. Please see our website for locations and schedules.

ACTS offers families the opportunity to supplement their homeschooling with academic and enrichment classes and events. Joining this group also means becoming a member of a Christian community where families work together and are willing to serve with a spirit of unity and cooperation. Here we share blessing, support, fellowship, accountability and responsibility. When each member uses their time, talents and energy to help, the group runs smoothly and we all enjoy the blessing. Please take some prayerful time to read through this handbook. If you then feel ACTS would be a support for your family, we would love for you to join us.

MISSION STATEMENT

ACTS Homeschool Group exists to strengthen the homeschool community by providing support, encouragement and opportunities to homeschooling families, bringing glory to God.

CORE VALUES

ACTS places a high value on homeschooling and endeavors to minister to all families through the following core values:

- A – Academic**...Offer an academic setting for homeschooled children.
- C – Character**...Inspire a child to have a character reflecting our Lord Jesus Christ.
- T – Teacher Support**...Provide support for parents as they accept Biblical responsibility to train up their child in the way of the Lord.
- S – Social**...Provide a nurturing and social atmosphere.

STATEMENT OF FAITH

WE BELIEVE:

- The Bible is the only complete, inspired and infallible Word of God. 2 Timothy 3:16
- There is one living and true God who exists for all eternity in three persons – God the Father, God the Son and God the Holy Spirit. Matthew 28:19
- All people are sinners and in need of salvation. Romans 3:23
- We are saved by grace through faith, which is a gift of God, not of our own works. Ephesians 2:8-9
- The Lord Jesus Christ was born of a virgin, died on the cross, rose bodily from the dead and ascended into heaven. Luke 1:31-35
- For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life. John 3:16
- Those who confess Jesus is Lord and believe in their hearts that He rose from the dead will be saved. Romans 10:9-10
- Marriage was designed and ordained of God to be the union of one man and one woman. Genesis 2:22-24, Matthew 19:5-6

BOARD OF DIRECTORS

The ACTS Board of Directors has the ultimate decision-making authority and responsibility for directing and governing the affairs of ACTS and providing effective and efficient management of overall operations. The Board approves policies that direct operational management and delegate the necessary authority to staff so they can fulfill their job responsibilities. (Excerpt from Board of Directors Duties and Responsibilities-March 22, 2007)

The ACTS Board of Directors has made every attempt to include all information.

ACTS reserves the right to change policies and procedures, if needed.

MEMBERSHIP

Two options are available for membership.

OPTION 1 – FULL MEMBERSHIP

- Full membership is subject to space availability. See dates and times for registration on the ACTS website.
- ACTS teachers and staff will not sign any documents for reimbursement of public funding.
- Fees vary by location. Refer to the ACTS website.

REQUIREMENTS

- Oldest child must be 5 years old or older at the beginning of the semester for which you are registering.
- Membership is not available to students who are enrolled in more than 10 hours per week at a public or private school facility (including kindergarten).
- If it is discovered during the semester that a student has violated either of the above policies, the student will be immediately removed from classes at ACTS and no refunds will be given for fees paid.
- ACTS Homeschool Group requires a background check from the Washington State Patrol on all family members and teachers.
 - If the background check precludes a potential member from being eligible to work with children, ACTS Membership will be denied and all fees paid to ACTS will be refunded.
 - ACTS Membership can NOT extend to those volunteers who do not meet the recommended standards of participation as stated in Washington State WAC 388-06-0170.

BENEFITS

- Full membership allows families to participate in the following activities:
 - Classes, Youth Group, Field Trips, Parties, Lunchtime, Mission Projects, Guest Speakers or special events, once-a-month Mom's Night Out, Yahoo e-group, and Yearbook.
- The equivalent of (2) 12-week semesters of classes are offered per year.
- Membership is valid until the End-of-the-Year Party.
- Students 12 years old or older may join the ACTS Youth Group.

OPTION 2 – LIMITED MEMBERSHIP

- Open to all ages.
- Allows families to participate in everything EXCEPT Classes and Youth Group.
- Available any time of the year, is valid through the End-of-the-Year Party, and is NOT subject to space availability.

YOUTH GROUP – Available to Full Members only

The ACTS Homeschool Youth Group was established to create a fun and safe environment for youth to strengthen friendships at ACTS.

- In order to join the ACTS Homeschool Youth Group, a student must:
 - Be 12 years or older.
 - Have Full Membership with ACTS Homeschool Group and attend at least two periods on class days.
 - Fill out and turn in the Youth Group Contract and Youth Group Profile.
- ACTS Homeschool Youth Group meets at least once a month.
- All Youth Group activities are optional, but require an RSVP.
- Some Youth Group events have additional fees.
- Details of events are communicated through the Yahoo e-group.
- One full-year extension is offered to students no longer attending ACTS classes (for those that maintain their homeschool status following their departure). Full Membership fees and insurance fees must be paid at the beginning of the school year.

REQUIREMENTS OF PARENTS

- Members are required to abide by all policies in the ACTS Handbook. Failure to comply with ACTS policies will result in a review of your membership by the ACTS Board. This may result in the loss of membership, including fees.
- By registering your children in classes, you agree to work 2 or 3 periods, assist with setup and/or teardown, and contribute to additional ACTS programs.
 - Your assignments may require you to arrive early and/or stay late on class days or at an ACTS event.
 - You will receive your class time assignment, facility job assignment, and additional ACTS program assignment prior to the beginning of each semester.
- ACTS is intended to enrich your children's home education. Therefore, parents retain full responsibility for the education of their children.
- Parents are ultimately responsible for their children's actions and behavior.
 - Children will be in the care of their own parents any time they are outside of class.
- Dropping off your children is not allowed.
- In case of emergency (not scheduling conflicts or errands) where you must leave the campus, ask another parent to be directly responsible for your children. In addition:
 - Get approval from the Executive Director and tell your children to whom they are accountable.
 - Make note on the Attendance Sheet "(children) under the supervision of (name of responsible adult)".
- Parents assigned as a "floater" must remain in the Parent Zone during that period.
- Teacher Assistants (TAs) must take an active role in the classroom, assisting the teacher in any way needed.
- Parent Free Period
 - Limit computer and cell phone use to this time.
 - Do not leave the campus.
 - Indicate where you will be on the Attendance Sheet at the Information Center if not remaining in the Parent Zone.
 - ACTS reserves the right to assign a job to you during your free period.
- Parent Zone
 - Parents may not bring their children in the Parent Zone. This area is for adults only.
 - Refreshments are for adults only.
- Check in each day by marking your family present on the Attendance Sheet.
- Check the family files twice each day, once upon arrival and once before departing.
- Adults must wear nametags during class days. There is a replacement fee for lost nametags.
- Parents pick up nursery through preschool-age children between classes, at lunch, and at the end of the day.

REQUIREMENTS OF STUDENTS

Parents – Read this information with your children and make sure they understand and abide by the following:

- Show respect for all adults and peers. Address adults with titles of respect (Mr., Mrs., Miss).
- Inappropriate conversation, gesture, or aggressive physical contact will not be permitted. Such actions may cause a student to be removed from ACTS.
- Do not bring any electronic devices (MP3 players, hand-held games, cell phones, etc.) to ACTS.
- Do not bring any drugs or weapons (real or play) to any ACTS function.
- Show respect for all property regardless of where an ACTS-sponsored activity is located.
- Families will be held accountable for any damages.
- Be respectful and attentive during opening.
- Be an active participant in class.
- Bring all completed assignments and required materials to class each week.
- Do not leave the room without the teacher's permission.
- Do not leave campus without parent permission.
- Walk and use quiet voices while changing classes.
- Food and drink (except water) are not allowed in the classroom unless provided by the teacher.
- Do not chew gum in the building.
- Wear nametags during class days. There is a replacement fee for lost nametags.
- Public display of affection is NOT allowed in regard to boy/girl relationships.

OPERATIONS

REQUIREMENTS OF TEACHERS

- Each teacher must sign and agree with ACTS' Statement of Faith stating that they will not teach anything contrary to it.
- Teachers must read and abide by the ACTS Teacher Handbook.
- ACTS does not employ teachers.
 - Members who choose to teach receive a small honorarium (known as the class fee).
 - Material fees, which are in addition to class fees, are determined by the teacher and are included in the Class List.
 - Material fees cover materials that will be given to or consumed by the students, and not for the purchase of class curriculum.
- Youth who are 14 years old or older may apply to teach.
 - Two adult TA's will be assigned to the class. If the student has not taught previously, the student's parent must be one of the assigned TA's for the semester.
- Teachers must leave a copy of one day of lesson plans at the Information Center in case of an emergency.
- Class must end promptly so the next period classes can begin on time.
- If a teacher does not complete teaching the semester, the teacher will be held responsible to forward the remaining class fees and material fees to the new teacher.
- Teachers will not sign any documents for reimbursement of public funding.
- If a teacher will be absent they must arrange a substitute or assign the TA to teach the class.
 - Notify the Attendance Coordinator of the absence and who will substitute.
 - Provide a lesson plan to the substitute teacher.

CLASS INFORMATION

- Each class will have a teacher and at least one teacher's aide.
 - Two adults are with children at all times, unless they are in the care of their own parent.
- No member of ACTS Homeschool Group or its meeting facility will be held responsible for content taught.
- ACTS reserves the right to cancel or substitute anything in order to better the class experience.
- ACTS has three levels of homework expectations. These options will be indicated on the Class List for each class.
 - None:** There is no expectation of any work outside of ACTS associated with this class.
 - Optional:** Supplemental work will be offered.
 - Required:** Completion of homework is vital to the class. Parents will be contacted if homework is not complete.

CLASS REGISTRATION

- Class registration is open to any family that has Full Membership.
- Class registration is subject to availability and takes place two times per year.
- Consult the ACTS website for dates and times.
- Each student must be registered for a minimum of two periods per semester, one of which must include either 1st or 4th period.
- To secure your child's placement in a class, their class fees and material fees must be paid on the date due.
 - All fees are non-refundable.**
- Some classes are year-long. If a student does not continue in a year-long class, the parent may be billed for the second semester.
- Class changes can be done during the first three weeks of a semester.
 - Fill out a Class Change Form, obtain all required signatures, and turn request in to the Registration Coordinator for final approval.
 - Additional fees are charged to change classes.
 - The Class Change Form is available at the Information Center or online.
- Class Fee Waivers are available upon request. For information, see the Executive Director.
- Parents may register to take a class during their free period. Contact the teacher to arrange details.

Priority registration status is as follows:

- Board members/Executive Directors
- Teachers (for the period/s they teach)**
- Coordinators (some coordinator positions may receive a higher priority based on the Executive Director's discretion)
- Current attendees in good standing* (based on seniority)
- Current attendees not in good standing (based on seniority)
- Limited members (based on seniority)
- New families (1st come - 1st filled)

*To remain in good standing, you must owe no money, have no more than three excused or one unexcused absence(s) in the previous semester, and have fulfilled your assigned jobs.

**If a teacher plans to have a co-teacher, only the teacher will receive priority status.

POLICIES

ABSENCES

- If you or any of your children need to be absent for a class day it is your responsibility to contact the Attendance Coordinator as soon as you know and no later than 8:30 a.m. the morning of classes.
- Parents are allowed three excused or one unexcused absence(s) per semester to stay in "good standing" for registration purposes.
 - Unexcused absence is defined as an absence without notifying the Attendance Coordinator or two tardies.
 - Remember, your absence causes a shortage in every period you teach or assist.
- Your spouse may be your substitute if they have passed the background check.

ATTENDANCE

- Only registered, paid students will be allowed to attend class.
- If you have children in public or private school who are out of school for the day, they may NOT attend ACTS.

DISCIPLINE

High behavioral standards will be expected at ACTS, both inside and outside the classroom. If a student, during class time, is not following the standards set forth in the ACTS handbook, the procedure will be as follows:

1. A verbal warning will be given by the teacher or adult in charge and the parent will be notified, in person, after class.
2. If this is an immediate problem that prevents the class from continuing uninterrupted, the student will be escorted by the Hall Monitor to the Executive Director, who will then take the student to his/her parent. If the parent is serving as a teacher or TA, they will be replaced temporarily in order to resolve the situation. If it cannot be resolved during class, the student will remain with their parent and may not return to class until the following week.
3. If this is an ongoing problem, the Executive Director will make every effort to resolve the issue with the parent and the teacher. However, ACTS reserves the right to deny participation to a family due to unmanageable behavioral issues, with final decision residing with the Executive Director.

DRESS CODE

Clothing attire is to be modest. The following are **NOT** acceptable for adults or students at any ACTS event:

- Halter tops
- Shirts that reveal midriff, cleavage or undergarments
- Spaghetti strap dresses or shirts
- Shirts with inappropriate pictures or writing
- Sleeveless shirts
- Skirts shorter than 2" above the knee
- Shorts that are above mid-thigh in length
- Pants that show undergarments
- Students - hats and hoods are NOT allowed (OK at other events)

GRIEVANCE PROCEDURE – For adult or non-classroom situations

All grievances should be handled following the pattern of Matthew 18:15-17, which reads as follows:

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (NIV)

ILLNESS

Do not allow any family member (including parents) to attend ACTS if they are feeling sick, or experiencing the contagious stage of illness, or have any of the following symptoms:

- Nasal discharge (not due to allergies)
- Communicable disease (head lice, chicken pox, ring worm, etc.)
- Fever that needs medication to control
- Presence of fever within the last 24 hours
- Vomiting within the last 24 hours

TARDINESS

- ACTS needs everyone's cooperation in getting to class on time.
- If you arrive at class more than five minutes late, it is considered tardiness.
- Two tardies are equivalent to one unexcused absence. If you note a tardiness problem, report it to the Attendance Coordinator.

GENERAL INFORMATION

BEGINNING OF DAY

- Check-in by signing your name on the Attendance Sheet at the Information Center. Indicate your responsibility for other members' children.
- Check family files for any correspondence.
- Distribute name tags to all family members.
- Complete any job assignments prior to opening.
- All family members are expected to attend the opening prior to first period (unless not attending first period).

COMMUNICATION

- ACTS' Yahoo group is the primary form of communication, which includes a weekly email newsletter.
 - You will be sent an invitation to join the Yahoo group upon membership.
 - If you do not have access to email, you must find someone who can provide that information to you.
 - Check your email prior to leaving for any ACTS event in case of last-minute changes.
 - ACTS' Yahoo group is to be used for ACTS business, family, and homeschool-related issues only.
 - For the protection of ACTS' members, all emails sent to an ACTS Yahoo group will be reviewed by a moderator for approval. Because of this, there may be a delay in processing, and some messages may not be approved.
- ACTS announcements are made during each week's opening and/or at lunch.
- Family files are also used to communicate information on class days.

END OF DAY

- Gather your nursery through preschool-age children from their classroom promptly after your last period of the day, and prior to completing tear-down responsibilities or other activities.
- All older students will be dismissed from their classrooms.
- Check family files before leaving. Place name tags back in the family file.
- Gather lunch items, backpacks, collect class projects, and check Lost and Found for any personal belongings.
- Exit the building promptly to allow for the tear-down crew to complete their tasks.

INFORMATION CENTER

- Located in the Information Center area:
 - Family files (with nametags), Attendance Sheet for sign-in, Lost and Found, and First Aid.
- The Executive Director is generally available at the Information Center to answer any questions you may have.

LOST and FOUND

- Lost and Found is located by the Information Center.
- ACTS is not liable for lost or unclaimed items. Items not claimed will be periodically donated.
- Mark items with your family name to ensure they come back to you.

LUNCH

- Lunches are allowed in assigned areas only.
- The host facility prohibits red beverages in the building (i.e. grape juice, red Kool-Aid, red Capri-Sun).
- Each family must bring a blanket to eat on during lunchtime.
- Parents are responsible to make sure their children clean up after themselves.
- Take your garbage home with you.

SCHEDULE

- For ACTS' schedules, see the ACTS Registration Packet.

SNOW DAYS

- For snow days, check your e-mail to confirm if ACTS will be delayed, cancelled, or remain on schedule.

VISITORS

- All visitors must obtain permission to visit ACTS from the Executive Director 24-hours prior to arrival. Check in at the Information Center, sign the Visitor Log, and obtain a Visitor Pass.
- Parents visiting classes that are not listed as the regularly attending parent for their family are always welcome. Check in at the Information Center, sign the Visitor Log, and obtain a Visitor Pass.
- The ACTS visitor policy is intended for families visiting as potential new members of ACTS.
 - If children accompany an adult visitor, they must remain with that adult at all times.
 - Any visitor under 18 years old needs prior approval from the Executive Director, and may not be accommodated.
 - If you have children in public or private school who are out of school for the day, they may NOT attend ACTS.

EMERGENCY PROCEDURES

FIRE

In case of fire, alarms will sound and everyone should evacuate the building according to the "Building Evacuation" plan.

- Keep children as calm as possible. Move quickly but do not allow anyone to run.
- All classes should remain together with the teacher and teacher aide.
- The Executive Director will notify everyone when it is safe to return to the building.

EARTHQUAKE

In the event of an earthquake, instruct the students to:

- DROP: get under a table or other sturdy item.
- COVER: put their arms over their heads.
- HOLD: stay where you are and hold on to the furniture to move with it while the ground shakes.
- If you are outside, move to an open area. Beware of anything that may fall off of surrounding structures or trees.
- After the earthquake has ended, gather the students and evacuate the building according to the "Building Evacuation" plan. Stay with your students until further notice.

LOCKDOWN

"Lockdown" indicates there is a dangerous person/situation on campus. This will be indicated by the word "LOCKDOWN" if the need should arise.

- Calmly direct children and adults to sit or lie down in center of room or other safe area in the room, away from windows and doors.
- Check outside of room for passing children and bring them into your room quickly.
- Lock doors, close windows, turn off lights.
- Assign some adults to stand guard. Be vigilant.
- Count heads and write down everyone's name.
- Pray and/or sing quietly.
- If fire alarm sounds do not exit building unless you are positive there is a fire.
- Wait for an "All Clear" announcement and then assemble in Sanctuary for further directions.

ACTS reserves the right to deny participation to any member at any time.