

**Westside Association of Christian Home Educators**

**WACHE**

# **WACHE School Handbook**



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## Purpose of WACHE School

WACHE School is a ministry within the WACHE organization, designed to provide a school setting in which WACHE children come together one day a week to take classes to **enhance** their education. WACHE School is not meant to take the place of the basic education that they should be receiving at home by the parent. WACHE School is not a drop off program for anyone, except for those high school students participating in the high school drop off program. WACHE School classes are taught by parents of WACHE children participating in WACHE School. These teachers volunteer their time, talents, and wisdom. At times, when we do not have parent teachers available, we will hire outside teachers so that popular classes can still be offered.

WACHE School is a structured learning environment with social aspects. When choosing to participate in WACHE School, the participant is accepting the structured style of learning for the number of hours chosen to participate. All children are expected to **fully participate** in the classes in which they are enrolled. There are no classes offered where participation is optional. Some of the classes require homework to be turned in the following week, and other classes cover all the material during the class time.

It is the goal of WACHE School to offer core classes every semester. If your child is signed up for one of the core classes available, they may be required to do additional school work outside of class, there may be papers to write, homework to do, tests to study for and projects to complete. This class will conclude with a grade given that can be used for transcripts. Students taking core classes will be expected to take the class seriously and meet required expectations or they may be asked to drop it.

A variety of enrichment classes will also be offered each semester. Enrichment offerings may or may not change from semester to semester depending on interest as well as volunteer willingness.

# WACHE School General Information

WACHE School is currently offering classes for K-12<sup>th</sup> graders, with nursery for younger children. Core classes are offered in the areas of History, Geography, Science, English, and Fine Arts. Teachers offer subjects that they are passionate about to enable them to impart both enthusiasm and knowledge to the children. Families may enroll their children in one, two, or three or four classes.

The Hills church very graciously provides the facilities for WACHE School.

The Hills  
8300 West Freeway  
White Settlement, TX 76108

## How WACHE School Works:

### Classes

1. Classes are parent-taught, with at least one parent per family present during the time their child(ren) are attending classes. The key ingredient is cooperation! Everyone will be participating in teaching or assisting in a class each hour their family is present.
2. We have several options for participation.
  - a. Teacher - Teachers do all planning and teaching is their responsibility
  - b. Co-teacher - Co-teachers share the planning and teaching with the teacher.
  - c. Assistant - The assistant will work alongside the teacher to help with students in class, gather supplies, help clean up and assist with any other job that the teacher needs help with.
  - d. Nursery and Preschool- Early Childhood workers will care for our youngest learners by tending to their needs. If you have a child nursery age and are not teaching in other areas you will be required to work at least one hour in the nursery.
  - e. Set up/Clean up - Parents that are not teaching a class could be assigned to set up or clean up crew as part of their parent assignments. Other families may be assigned to set up/clean up as well.
  - f. Lunch Duty - Parents that are not teaching could be assigned lunch duty for the semester as part of their parent assignments.
3. We meet one day a week (Mondays) for 12-15 instructional days each semester.

4. Announcements start right at 9:00 and classes begin at 9:20 and rotate every hour thereafter.

## **Cost**

WACHE Organization Annual Membership Fee - In order to participate in WACHE School, annual membership in WACHE is required. The yearly membership fee to the WACHE organization is \$35 per family and is non-refundable.

WACHE School Registration - A non-refundable \$20 registration fee per child (per semester) is required. If you are participating in the high school drop off program the registration fee is \$100 per high school student. The administration cost of WACHE School includes, but is not limited to charge for facilities use, cost of insurance, cleaning supplies, office supplies, etc. On occasion, scholarships are available upon request and consideration of the director. Scholarship holders may have special service requirements.

Portal Fee - A non-refundable portal fee of \$10 per family is required for access to the registration website.

Class Fees - Many classes have class fees. Those fees will be required to be paid by the due date published each semester.

Late Registration Fee - A late fee of \$15 per family will incur if a family registers for WACHE school after the registration period has ended.

Class Change Fees - Any class changes made after the registration deadline will require the parent to pay class fees for both the former class and the new class. This includes a drop to Study Hall.

WACHE school is a parent run co-op, parents and students have to work together to clean up the classrooms and areas that we use before leaving for the day. Each classroom will need to have the trash emptied and floor vacuumed. Restrooms should be free of paper towels and other trash. All trash will need to be picked up and thrown away and the area swept after our lunchtime fellowship. Please work together in these areas so that the burden doesn't fall on any one person.

## Participation

1. Upon arrival, families must sign in at the Admin desk area and collect their name tags from their family folder. All participants must have name tags.
2. Parents are responsible for direct supervision of their students when they are not in registered classes. This includes parents on set up and clean up duty.
3. Opening Announcements are for both parents and students. This is a time to hear announcements, say the pledge, and participate in prayer.
4. Parents of students with special needs or medical conditions, including severe allergies, must notify his/her teachers.
5. Parents are responsible for any damages to the church facility or equipment caused by their children.
6. Children **may not** be dropped off or left at WACHE school, unless they are participating in the high school drop off program. All parents attending WACHE School with their children are expected to participate in a class each semester, through either teaching, co-teaching, assisting, set up/clean up, lunch duty, or working in the nursery.

## Family Attendance Requirements

Consistent, punctual attendance is vital for WACHE School to run efficiently.

Therefore:

1. Students arriving more than 10 minutes late for class will have to remain with their parent or sit in Study hall and not join that class period.
2. Rule of three Absences: Members should not be absent more than three times per semester.
  - a. A family may be dropped from membership or disqualified from teaching after excessive absences or repeated tardiness (barring family emergency or major illness) three absences may also mean that a returning family may be dropped from preferential registering for the following semester.
  - b. Advance notice of planned absences for vacations, conferences etc. is preferred and appreciated.
2. Three tardies will count as an absence.

Absentee procedures must be followed:

1. All members should notify the Assistant Director when they will be absent on a WACHE School class day and include the reason, their daily schedule, and parental responsibilities.
2. Teachers need to also notify their classroom assistants and arrange for transfer of needed materials.
3. Class Assistants also need to notify the classroom teacher.

## **Illness**

In an attempt to keep our members healthy, children or adults who exhibit the following symptoms should refrain from attending WACHE School that day:

1. Anyone that has had a fever, vomiting, or diarrhea within the last 24 hours. Those with a cloudy, runny nose or a consistent cough.
2. If your child requires any medication, the parent is to keep it and administer it themselves.
3. If your child develops fever, vomiting, or diarrhea while at WACHE School, notify the Admin desk and do one of the following:
  - a. Take that child home and arrange for another adult to be responsible for your other children
  - b. Quarantine that child from other children in the Admin assigned area, staying with that child at all times.
4. Students in 1<sup>st</sup> grade and up may attend WACHE School without a parent in the case of an illness or an emergency if:
  - a. The parents responsibilities for the day have been covered.
  - b. A sub-parent agrees to be responsible for said children and designates such with the Assistant Director/Sub Coordinator.

## **WACHE School Dress Code General Guidelines for Adults and Students**

The following guidelines are offered to assist you in determining what is considered appropriate for WACHE School attire:

1. Pants/shorts must be worn at the waist.
2. Shorts, dresses, skorts, and skirts must be no shorter than 5 inches above knee. Halter tops, tube tops, sleeveless tops with large armholes, low-cut (front and back) tops, or tops revealing the middle section of the body are not permitted. If there is a question about attire, please err on the side of modesty.
3. Pajamas or house shoes are not permitted.
4. Clothing with offensive, suggestive, obscene, or risqué writing or drawing is not permitted.
5. For safety purposes, all participants of P.E. at WACHE School (adults and students) must have athletic shoes.
6. For safety purposes, shoes will be worn in the building at all times.
7. Gothic and other extreme forms of make-up are prohibited. Any jewelry, body art, piercing or hairstyle that is extreme is not acceptable.

Being mindful that we are guests at the facility in which we have WACHE School, we attempt to be respectful of their dress codes and safety standards. ***The ultimate goal of our dress code is to provide a safe, modest and educational environment for our students and adults.*** The campus administration has the authority to determine any appropriateness of dress. The final decision with regard to dress code rests with the WACHE School Director.



## Rules of Conduct for WACHE School

1. ***Everyone is expected to be on time for WACHE School.*** Announcements and prayer will begin ***promptly*** at nine. ***Please set a good example by arriving on time.*** Classes begin at 9:20, 10:25, 12:00, 1:05.
2. All participants will wear their WACHE ID on a lanyard around the neck, clearly visible by everyone. This WACHE ID on a lanyard is given to all WACHE members at the beginning of the school year. Lost ID's will be replaced for a small fee of \$3.
3. The tardy policy is as follows: Any student arriving for class 10 minutes late, or later, will be asked to go to Study Hall for the remainder of the hour.
4. Students: No outside food, drink, or gum is allowed in the classrooms except in designated spaces; however, water is permitted.
5. Each student is to come prepared for classes. Every grade school student will need a 3 ring binder, zippered pencil pouch with scissors, glue stick, map pencils, pen and pencil. Additionally, paper, pen/pencil and a good attitude, all high school classes will also need a planning calendar included. ***There is no excuse for attending class without the minimum supplies.***
6. Students: Cell phone use is prohibited during WACHE School. Turn off or silence all cell phones during the hours you are participating in WACHE School, and keep your cell phone put away. Adults: Please set an appropriate example and limit cell phone use to extremely urgent situations only. Your full attention should be on the students in the class.
7. WACHE School will adhere to a strict hands-off policy. No pushing, shoving, etc. This is a Bully free zone. Any and all forms of bullying will be addressed and handled immediately. Treat everyone as you would like to be treated. Absolutely no teasing, rude gestures, bullying, or disrespect will be tolerated.
8. All participants are expected to respect each other at all times. This includes adults and children. If a conflict arises between adults, or adults and children, please alert the WACHE School director.
9. Children must follow their teacher and teacher assistant's directions and instructions at all times.

10. Use an indoor voice while at WACHE School. Do not shout, yell, or use loud voices in the building. Running is not allowed in the building.
11. Once WACHE School is over, please vacate the facilities as promptly as possible. If you must stay behind to clean up, please keep your children with you. If you want to visit, please go to the parking lot.

**Consequences for not adhering to these rules of conduct:**

**First Offense:** Verbal Warning

**Second Offense:** Time away from your class and parent will be notified.

**Third Offense:** The remaining class time will be spent in Study Hall and parent will be notified.

If the WACHE school participant continues to be disruptive on a regular basis and the consequences have been followed with no change in behavior, the individual(s) will be asked to leave and will no longer be allowed to participate in WACHE School.

**Parents please read these scriptures for Biblical Christian conduct as a family: Colossians 3:1-25 and Ephesians 4:25-5:21**

## Teachers

1. Disruptive children should be brought to the Director and then returned to their parent.
2. There must be at least two adults in a classroom at all times with the exception of some high school classes.
3. When taking children to the restroom, no adults should be in the restroom alone with children at any time. Please stand at the door when sending in groups of children.
4. If a child needs to use the restroom during class time, wave down the hall monitor to ensure that they get to where they need to be and back in the classroom.
5. All receipts for class supplies must be turned in by the designated deadline to the director. Each receipt must be accompanied by a Reimbursement form. Please pay attention to all deadlines given for a timely reimbursement.
6. All monies that are collected for t-shirts, drama, extra classroom expenses, etc. will need to be collected, accounted for, and turned into the Treasurer the same day or within a week of collection.
7. Teachers need to work with their co-teachers or assistants when planning to be absent and notify the Assistant Director/Substitute Coordinator. Unless a last minute emergency occurs, class should continue on as normal.
8. When an absence is imminent, teachers need to contact the Assistant Director/Substitute Coordinator first and then their co-teacher.
9. Class expectations should be clear to your students and parents. If outside work is expected of them, then that should be made clear.
10. It is the teacher's responsibility to make sure the classroom is left as clean as when they arrived. The last hour teacher assistants are responsible for taking out the trash and vacuuming the floor if needed.
11. Lesson plans will need to be turned in to the Director by the first day of each semester. Classroom monies will not be dispersed until they are turned in.

## **WACHE School: Areas of service**

**WACHE School Director:** When this position is vacant, the WACHE Board of Directors submit their choice of candidate to fill the position. The WACHE membership then votes on their acceptance of the candidate. The candidate for this position should have a vision and passion for organizing and facilitating a co-op school. He or she needs to be organized, details oriented, and work well with all types of personalities. He or she needs to be able to attend one board meeting a month, the GAP party, and end of the year WACHE Business Meeting. It is beneficial for this person to attend and be involved in as much WACHE activity as possible. This will help in networking for quality teachers and classes for the following semesters.

**WACHE School Leadership Team:** These positions are recommended for a successful semester:

- WACHE School Director: Duties for this detail oriented person are too numerous to name them all. Besides overseeing daily WACHE School activities, this person's duties vary from preparing for each new semester by recruiting teachers to helping to set up registration, figuring out the logistics of classrooms assignments based on enrollment, and preparing for orientation. The director fields numerous emails and calls throughout the school year from prospective and current members. During the school day the director keeps WACHE school running smoothly and delegates duties when necessary. This job requires a lot of behind the scenes work.
- Assistant Director: This detail oriented person works closely with the WACHE School Director throughout the school year to assist him or her where needed. The assistant director works to set up the registration website, makes all parent assignments, and inputs this information into the registration website and the online spreadsheet. This job requires a lot of behind the scenes work.
- Substitute Coordinator: This detail oriented person is responsible for the smooth functioning of WACHE School by ensuring that all parent assignments are covered when members are absent. This person fields messages from those who are going to be absent and makes the substitutes aware of their places to serve. This person also works to coordinate the lunch duty rotation.
- Early Childhood Coordinator: This Coordinator ensures that the youngest members of our families (nursery through Pre-K) are well cared for. This person will help recruit and support teachers, communicate with teachers regularly, offer

curriculum assistance as needed, and provide parents and teachers with support when conflict resolution is appropriate. The EC Coordinator will also make sure the classrooms are set up as needed, and that snacks and supplies are available. This person will notify and consult with the director regarding persistent behavior situations, injury to a child, or property damage.

- WACHE School Treasurer: This detail oriented person must be skilled at accounting, handling money, and record keeping. This person will handle all of the WACHE School finances, including, but not limited to, collecting registration, portal, class fees, and informing members when all fees are due. This person is also in charge of keeping track of WACHE School Expenses and Budget.
- Special Events Coordinator: This person is responsible for forming committees for all the special events held during the WACHE School year. These events include (but are not limited to) Teacher Appreciation, Fall Festival, Thanksgiving Feast, Christmas party, Valentine's Day Party, etc.
- Admin Coordinator: This person is responsible for cheerfully greeting all members as they enter the building each morning and keeping track of daily attendance. The Admin Coordinator must also closely monitor and keep track of people entering and exiting the building throughout the day. Greeting visitors, providing visitor tags, and escorting them to where they need to be is also expected. This person will also need to keep up with and order the necessary supplies for WACHE school to run smoothly.
- Facilities Coordinator: This position includes working with a team to make sure the facility is set up for the day. This might include setting up tables, placing signs where needed, and setting out specific admin supplies. At the end of the day the Coordinator makes sure the facility is put back the way we found it. It includes vacuuming floors, cleaning table tops, sweeping tile floors, taking out trash, and making sure classrooms are left according to the facility floor chart posted on each classroom door. These assistants make sure that the building is left cleaner than when WACHE School entered the building and as if we were never even there. Clean up usually only takes 30 minutes and is done during the last hour of WACHE School. This job is performed in place of assisting or teaching in a class the first and last hour.

## Classroom Parent Assignments

**WACHE School Teacher:** You may choose to teach one of the core classes (see general information for details) or an enrichment class of your choice. You may choose to teach only one hour, two hours, or three hours. Some of the core classes are scheduled for only one semester and other classes are a two-semester commitment. ***It is the teacher's responsibility to contact the WACHE School Substitute Coordinator and their assistant, if they will be absent, and to provide direction in what the class should be doing in his/her absence.*** Each teacher has the ultimate responsibility of making sure that the classroom that is used, is restored to the same, or better condition, in which you found it. ***Teachers in the third and final hour are responsible for making sure that they, or their co-teacher/assistant, clean the floor and empty the trash before leaving.***

**Co-Teacher:** A co-teacher is one who desires to share the load of responsibility of teaching a class with another person, or a person who would like to apprentice for a semester under a lead teacher in order to gain confidence and knowledge about teaching a subject. The co-teacher should be available to take the place of the teacher in the case of the teacher's absence. This person is an equal to the lead teacher. He or she is required to follow the same guidelines. A co-teacher must be accepted by the lead teacher and approval must be obtained by the WACHE School director.

**Classroom Assistants:** It is mandatory that every class at WACHE school has a minimum of one assistant in the classroom in addition to the teacher at all times. Parents not teaching a class are required to be an assistant during WACHE School. Parents can make requests to assist in any class at WACHE School on a first come/as needed basis at open registration.

If there are any questions regarding the WACHE School guidelines, or any other questions regarding WACHE School, please feel free to contact the Director by e-mailing to [WACHESchool@wacheweb.org](mailto:WACHESchool@wacheweb.org).