

OCHEA + Co-op Handbook

Orangeburg Christian Home Educators Association

“Encourage one another and build each other up...” 1 Thess 5:11

www.ochea.net

OCHEA Mission Statement

We purpose to nurture, educate, and lovingly discipline our children according to the Word of God. We intend to do this by teaching them spiritual and moral values and to lead them by consistent lifestyle example. We believe that God ordained marriage as the unity of one man and one woman in covenant commitment for a lifetime. Children are a blessing and gift to that union and are to honor and obey their parents. **We recognize home schooling as the privilege of educating our children at home, using the curriculum of our choice, free from public, private or governmental control of any kind.** Each member family has the responsibility of portraying Christian values in their homes and to one another by displaying respect, courtesy, honesty, fairness, understanding, guidance, patience and brotherly love towards one another at all times.

(References: Genesis 2:24, Exodus 20:12, Proverbs 22:6, Mark 10:6-9, Galatians 5:22-25, Ephesians 6:1-3, Philippians 4:8, 1 Thessalonians 5:11 and 2 Timothy 2:15)

Group Information and Policies

OCHEA is a support group for home schooling families in the Orangeburg area. **We are not an accountability group!** Our members vary in experience from new to veteran and teach children of all grade levels using their own choice of curricula and scheduling. While many different Christian denominations are within this group, our focus remains the same--working together to do what is best for our children.

OCHEA can be joined at any time during the school year for families to join in on OCHEA hosted activities, field trips planned by OCHEA members, holiday parties, school pictures (when available) and access to communication with all OCHEA members through Heylo. (Co-op, however, can only be joined before the deadline specified in the CO-op Handbook and on the CO-op application.)

Our group has one mandatory planning meeting at the start of the school year at which we schedule opportunities for our children to learn and grow together. Members are required to attend this meeting. We communicate initially via email and then via Heylo to make announcements concerning this meeting and other planned gatherings.

Without member involvement, our group cannot remain productive. Our group is only as good as we make it. With the exception of first year members, you are required to host or co-host at least one activity and/or serve on a committee. First year members are not *required* to host any events, but are encouraged to help and participate whenever possible. Activities and committees are listed below. Please prayerfully consider how you can contribute this year.

Communication

Since we only have one meeting at the start of the year, it is vital to be an active participant in our Heylo communication app. Heylo can be accessed via web browser on any computer or via mobile app. Members are encouraged to download the mobile app and turn on all notifications to stay informed about OCHEA topics and events. Heylo does give users the ability to join (or not join) relevant discussions, so that you are not overloaded with notifications of posts that do not interest you. Only major announcements will be sent out via email, so keeping up to date through Heylo is essential to your OCHEA experience. It will be expected that all members have any knowledge that is posted through Heylo.

Activities offered by OCHEA

Social Studies/History Night-Students may present that they have learned in the areas of Social Studies, Geography, International or American History. Students may bring display boards, recite essays, perform, bring

native foods, etc.

Spelling Bee- Students compete on their grade/age level in a low-stress environment to show off their spelling skills.

Science Night- Students may present a science project or report of his/her choice.

Family Talent Night- An evening of fun for the entire family. Students and parents are encouraged to come out and show off their talent. (combined with graduation)

Mom's Night Out- A couple of nights a year set aside for the mothers of our group to get together for down time, fun time, or just to eat and chat.

Holiday Parties- Our children and teens celebrate holidays with a party hosted by a volunteering member(s). It can be held at the member's home, church, or wherever the host decides. The host is asked to plan a craft or activity, games and serve light refreshments. Usually these are a Back to School Party, Thanksgiving, Christmas, Valentine's Day, Easter, and End of the Year party.

Graduation- A commencement ceremony for graduating seniors and to recognize our 8th graders and kindergarteners.

Field trips-These are planned at our meetings, but can include any area of interest. Members are encouraged to explore field trip possibilities and reach out to organizations or locations for details on group visits.

Members are asked to volunteer to host these events and we encourage members to work together for each event. The host(s) are responsible for securing location for the event, making a plan for potential activities and/or food, and set-up/clean-up. Most holiday parties are hosted at Trinity Presbyterian, following Co-op, but can be held at any location suitable for a crowd, on any date/time desired. If food will be served, please provide details so other members know what they should bring or contribute money to a meal. OCHEA provides the paper goods for these events. Once plans are made by hosts, they should create an "Event" on Heylo so all OCHEA members get an invitation and can respond with questions or RSVP.

Committees

Listed below are volunteer committees that need your help. Each position is for one school term. These committees may meet in addition to the regular planning meetings.

Yearbook- on this committee, you will be responsible for helping organize OCHEA's annual yearbook. You may be asked to submit photos, layout pages, help sell ads, etc. High school aged students are encouraged to volunteer for this committee as well.

Graduation-committee members meet and help plan all of the following for our graduation ceremony- meeting dates, securing a convenient location, printing programs, setup, and serving refreshments, clean up and any other areas which help alleviate some of the responsibilities of the parent of graduates. Parents of graduates as well as OCHEA board members make up this committee.

Promotional- As a member of this committee you will be responsible for any group advertising and /or newsworthy correspondence such as writing an article for the newspaper and/or submitting pictures.

Co-op Information

Co-op participation is optional to our members, which provides weekly classes, grouped by age/grade and has a separate application and tuition fees. You must be a member of OCHEA to participate in Co-op classes. More information about Co-op can be found later in this document. The "OCHEA + Co-op" application must be completed and applicable fees paid by the deadline to be eligible to participate in Co-op.

OCHEA Leadership

Our Board is made up of five members, elected for two year terms. Board members offer advice and provide information to members and prospective members, lead planning meetings, organize co-op schedule and classes, handle fundraisers and monies, manage internet support platform, help plan graduation and lead the

various aspects of the group. The board members for the 2023-2024 term are as follows:

Michelle English 803-410-3410

Jessica Bolen 843-964-7620

Catherine Roberts 803-378-4732

Heather Chavis 803-608-6579

Andrea Hutto 803-997-1277

Parent Responsibility/Discipline Policy

As homeschoolers, anytime we are together as a group in public, we represent the entire home school movement as well as our families, and it is our desire for OCHEA members to always be viewed in a positive light. All members should respect the hard work and effort it takes to organize an event and encourage their children to participate. Please thoroughly consider an event before signing up for it. Cancelling at the last minute may cause a problem for the organizer or event. We respect the right of each family to discipline their children according to their own consciences, providing the children are not disruptive or disrespectful in their language, dress or behavior. We seek to promote the happiness and contentment of each family without offending one another. However, we will not permit the obvious disregard of rules or regulations to affect the activities provided for the group, or cause us to lose privileges at any given facility. Parents are responsible for the actions of their children and will be asked to appropriately handle any disruptive conduct that may prevent members from enjoying group events. There should be no “dropping off” of children at an event unless proper consent of an attending adult is obtained beforehand. OCHEA cannot accept liability for injury or neglect at group functions. Your signature on the application form attests to your notification and agreement to the above policies.

To join OCHEA only (not Co-op as well), please fill out the “OCHEA only” application on our website www.ochea.net or print application and mail it with payment, as specified on that application. Plan to attend the **mandatory** planning meeting to help create an amazing year for our children. The meeting date, time and location will be communicated via email and Heylo. When you join OCHEA you will be invited to join our Heylo group. This is how you will receive up to date information regarding events and meetings.

The remainder of this document specifically concerns OCHEA Co-op.

OCHEA Co-op Policies & Information

You must be a member of OCHEA to participate in co-op. You must fill out the OCHEA + Co-op application and pay \$15 membership fee and 1st semester tuition **NO LATER THAN July 31st, 2023**. Please fill out online application (and mail payment) at www.OCHEA.net or mail paper applications and fees to PO Box 2498 Orangeburg, SC 29116. You may also give it to Heather Chavis or Catherine Roberts at the mandatory planning meeting.

Grade Level Guidelines and Eligibility

ONLY Children for whom you are the parent/guardian/primary homeschool teacher may attend co-op as a family unit. Extended family, friends, or children of friends may only attend co-op if their parent/family joins OCHEA + Co-op and provides a parent helper. Students **MUST** be in K5-12th grade. We will no longer offer preschool. Nursery is only available for siblings of K5-12th students, on the week(s) their parent is a helper or teaching.

Primary students are defined as K5 – 5th or 6th grade with an option for 5th or 6th graders to move to intermediate classes if appropriate.

Intermediate students are defined as 5th or 6th grade – 8th grade taking intermediate level academic classes with an option for 8th graders to move to secondary classes if appropriate.

Secondary students are (possible 8th), 9th – 12th grade students taking secondary level classes.

Nursery (Birth - 4yr): This service is provided for the children (birth - 4y) of parents who are either teaching or assigned as a helper, only on the days they serve. Nursery is **not** offered for children that do not have an older sibling participating in the K5-12 co-op classes. Parents assigned to serve in the Nursery are required to facilitate structured play, reading time and general care of children present. If a parent would like for their child to participate in the structured play/learning time on their "off" day, they are welcome to accompany their child in the Nursery. There is no fee for Nursery.

Tuition per YEAR: (half for each child is due with application)

- Primary (K5-5th or 6th): \$90 per student
- Intermediate (5th - 8th): \$35 per class* (except science)
- Secondary (8th - 12th): \$35 per class* (except science)

*Intermediate and Secondary Science Classes will have an additional \$25 lab fee.

Half of tuition is due with application, no later than the July 31st deadline. The balance is due by February 1st, 2024. Families are expected to honor their commitment to pay tuition regardless of attendance. Families who have unpaid tuition from a previous year will not be allowed to rejoin co-op until the remaining balance is paid. There is no charge for preschool/nursery children.

Vital Information (please read carefully so you will be informed):

Serving in co-op: Each family is to provide a responsible adult to serve every other Co-op day, a minimum of two Mondays a month. A schedule will be provided before the start date.

Location: Classes are held on Mondays at Trinity Presbyterian Church, 975 Willington Drive NE in Orangeburg.

Time: Primary students should pick up name tags in the check-in area and gather in the assembly room no later than 8:55 a.m. There are 3 class periods that are 1 hour each and run from 9:00am-12:00pm.

Intermediate and secondary students are to be seated in their classrooms by 9:00 a.m

Parental Expectations for Co-op

1. Parents who do not teach a class will be required to serve roughly twice a month (every other Co-op) as a Parent Volunteer and will be assigned specific dates. **If you cannot serve** on your assigned day, another trusted adult may serve in your place, or you may switch with another parent, but you **MUST inform the co-op coordinator of any absence/changes in the schedule**. Please be proactive in finding replacements ahead of time for planned travel that will cause absence.

2. On the parent's day to serve:

- a. Arrive no later than 8:45 a.m. to greet students as they arrive.
- b. Maintain order in classrooms. (*1 Cor 14:33 "For God is not the author of confusion but of peace."*)
- c. Encourage children to participate.
- d. Remove a child who is being disruptive from class if needed. Inform Co-op coordinator of problem.
- e. Monitor bathrooms; keep bathroom doors open at all times.

- f. Supervise classroom clean up by students.
 - g. Name tags will be in the check-in area for primary students for the first month of co-op. Please help children find and put on name tags before the “morning meeting” begins. Each morning begins with all primary students as one group with a welcome, pledge of allegiance, and prayer.
3. Students are **not** to be left on the premises without adult supervision before or after co-op classes or during lunch. If you leave the premises during one of these times, it is your responsibility to ask a parent who is present to be responsible for your child(ren). Trinity Presbyterian rents offices to other ministries that will have people working during our co-op hours. Children may not be allowed to run the hallways and raise voices above conversation level, as this will disturb those people working.
 4. It is the parent’s responsibility to be **prompt** in arriving and picking up student(s) and to know scheduled dismissal times. Students are to be picked up in the check-in area. If it is NOT your scheduled week to serve, you **MUST** be able to be reached by phone and able to return in the case of a medical emergency or behavior problem that results in the child’s removal from class.
 5. You will be scheduled at least once during the year to be responsible for end of day clean up. This will be outlined in a separate document and will be posted outside the OCHEA office, on the bulletin board. You may switch days with another member if needed, but please change it on the master copy. **If you do not show up for your assigned cleaning day, you will be charged a \$50 fee**, to be given to the person who had to clean in your absence.
 6. If your family stays to eat lunch following co-op, you are to keep all food in the main gathering room and are expected to clean up all trash and crumbs from your meal. Your child(ren) should remain under your direct supervision during this time. Children may NOT gather in classrooms to eat, as they will have already been cleaned for the day.

Co-op Visitor policy: You may not bring extra children, extended family or friends, or out-of-town visitors to Co-op. For emergency situations, please contact a board member for guidance. Only prospective members may visit, as a family, on one occasion and they must communicate with the board to schedule a guided visit, generally near the end of the school year, as they cannot join during the school year.

Student Behavioral Expectations for Co-op

1. Students should treat other students and teachers with respect—keep hands and feet to themselves, no talking while someone else is talking, and speak kindly to and of others. Bullying will NOT be tolerated. *Eph 5:4 "and there must be no filthiness and silly talk, or coarse jesting, which are not fitting, but rather giving of thanks."*
2. Students must dress in modest attire. No spaghetti straps, crop tops, short-shorts, low-cut necklines, or other inappropriate/revealing clothing. Shorts should not be shorter than/hidden by shirts. *I Timothy 2:9 "Women (and men) adorn themselves in modest apparel, with propriety and moderation."* Please no flip flops, sandals, or boots for students taking PE; socks and sneakers are required.
3. Always respect campus staff and property. *Matthew 25:29 "For to everyone who has, more shall be given, and he will have an abundance; but from the one who does not have, even what he does have shall be taken away."* OCHEA Co-op greatly values the privilege to meet at Trinity Presbyterian Church and will protect that privilege. Any student who jeopardize that privilege forfeits their enrollment in OCHEA Co-op. Likewise, any parent who jeopardizes that privilege will forfeit their family’s enrollment in OCHEA Co-op as well as OCHEA support group.
 - a. Due to church policy, doors will be locked by 9:15 for safety reasons. Please knock on door or call someone to be let in if arriving later than that.
 - b. Stay in assigned areas set by those in authority.

- c. No rough play will be permitted as it poses a safety hazard.
 - d. Students/parents must replace anything they waste, damage, or break.
 - e. No running and/or yelling in hallways.
 - f. Students must clean up after themselves after each class.
 - g. Water bottles are allowed in the classrooms. **No other drinks or food during class time**, unless provided by teachers. Food is allowed in the picnic area or in the PE room during lunch.
4. Students may not bring any electronic devices or toys to class unless asked for by their instructor.
 5. Intermediate and secondary students (middle and high school) must remain under authorized adult supervision from 9:00-12:00p. If student is not attending one of the scheduled classes, they **MUST** report to Study Hall (in library) and remain there for the duration of the class period. Only written permission from parent will excuse a student from attending study hall, and only in the case that they will be leaving campus or will be under the direct supervision of another consenting adult at co-op. If a student does not report to study hall, the parent will be contacted to help locate student.
 6. Students must listen to and obey all adults. Proverbs 13:18 "Poverty and shame will come to him who disdains correction, But he who regards a rebuke will be honored."

Academic Expectations for Co-op

1. Students should always come prepared for class with books, assignments, and necessary supplies.
2. **Primary responsibility for a homeschool student's education falls to the parent.** Parents are to take an **active role** in oversight of the comprehension, completion, and integrity of all assignments including daily work, quizzes, tests, projects, labs, etc. The parent should review the assigned work and assist the student with time management if necessary.
3. Parents and students should understand the purpose of intermediate and secondary classes is not for "exposure" but are demanding courses that require daily commitment of time and effort.
4. Students should always complete and turn in assignments on time. However, if a student misses class for medical or travel reasons, the **parent/student is responsible for contacting the teacher for assignments.**
5. Students and/or parents who do not uphold these academic guidelines may be subject to teacher/board review with appropriate disciplinary action up to and including expulsion.

Disciplinary actions for Primary students

1. First offense: Parent volunteer is to speak to child outside the classroom. Child or children may return to class.
2. Second offense: Parent volunteer removes child from classroom, parent will be called, and parent must accompany child the remainder of the day.
3. Third offense: Same as second offense plus a special meeting with the co-op board will be held to determine the appropriate disciplinary actions. Expulsion is reserved as a last resort. If this is to occur, parents will still be required to pay for the class according to their financial commitment made at the beginning of the year.

Disciplinary actions for Intermediate and Secondary students

1. First offense: Name on the board as a warning.
2. Second offense: Check mark by the name and parent will be notified.
3. Third offense- Two check marks by the name and the parent **must** escort the student to all co-op classes on the next occurring day. (If the parent cannot come at the next scheduled co-op, the student will return when the parent is able to attend.)

****A student will receive a strike (X) if he/she receives a third offense. If a student receives 3 strikes (**which means that he/she reaches a third offense on 3 separate occasions during the same co-op year**), the student will be expelled.

2023-34 Co-op Dates

We have 30 meeting dates for Co-op from August-May. Some months may have only 2 Monday meets and others may have 3-4. We do generally observe federal holidays. If you cannot attend on every meet date, please ensure you have arranged a substitute if you are schedule to serve or teach, AND have informed the Coordinator of the change. If you have students in Middle/High School classes, it is your responsibility to reach out to their teachers for assignments.

1st Semester Dates	2nd Semester Dates
August 14, 21, 28	January 8, 22, 29
September 11, 18, 25	February 5, 12, 26
October 2, 16, 23, 30	March 4, 11, 18, 25
November 6, 13, 20	April 8, 15, 22, 29
December 4, 11	May 6

To join OCHEA + Co-op, please complete the online application found on our website at www.OCHEA.net or fill out a paper application if you are unable to submit the online application. Mail check payment to PO Box 2498 Orangeburg, SC 29116. The online application will calculate your payment due, which is \$15 OCHEA membership plus 1/2 of tuition for the year. Plan to attend our **mandatory** planning meeting to help create an amazing year for our children. The meeting date and time will be communicated via email and Heylo.

When you join OCHEA you will be invited to join OCHEA's Heylo group. This is how you will receive up to date information regarding events and meetings.

Co-op Coordinator: if you have any questions about Co-op for elementary ages, please go to the coordinator for answers to your questions. This is also who you will contact if you make changes to the helper schedule by swapping with another helper or have last-minute illness and cannot attend on your week to serve. **1st Semester Coordinator: Jessica Bolen (843-964-7620)**

2nd Semester Coordinator: Catherine Roberts (803-378-4732)

Primary Classes (K5 - 5/6th)

Primary students will attend all 3 classes offered for their grade level. They may not mix and match classes across grade level groups, or only take 1 or 2 classes. Tuition (\$90/year) includes all class offerings for their grade level for the entire year. Some classes will be year-long, others will change after 1st semester.

K5 (Kindergarten): Music, Bible Stories, PE

1st grade: Phonics & Writing Skills, Art, PE

2nd/3rd grade: PE, Story & Craft (1st semester), Animal Science (2nd semester), Creative Writing

4th/5th-6th grade: History, PE, Math Skills (1st semester), STEM (2nd semester)

Class Schedule

	9:00-10:00	10:00-11:00	11:00-12:00
K5	Music	Bible Stories	PE/open play
1st	Phonics & Writing	Art	PE
2nd-3rd	PE	1st: Story & Craft	Creative Writing
		2nd: Animal Science	
4th-5th	History (American and SC)	PE	1st: Math Skills
			2nd: STEM

Primary Teachers

Music- Shannon Dulaney

Bible Stories- Mary Jo Springs

Phonics & Writing- Merrill Helmke

Art- Amber Evans & Annie Garvin

PE- Andrea Hutto (1st grade), Allison Bates (2nd/3rd grade), Stacey Owens (4th/5th grade)

Story & Craft (1st semester)- Catherine Roberts

Animal Science (2nd semester)- Heather Chavis

Creative Writing- Laurie Sibley

US & SC History- Rachel Jensen

Math Skills & STEM- Michelle English

Intermediate/Middle School Classes (5th/6th-8th)

Students in 5th and 6th grades have a choice (by parents) on whether they move up to intermediate classes. This should be dictated by their academic and maturity level and their ability to handle the workload.

Intermediate classes may be chosen a la carte for \$35 per year-long class (+\$25 science lab fee). *Please note there may be more than 1 option for some class periods. See class descriptions to decide which option is best for your child. See schedule below to ensure there are no conflicts with your class choices.

Any student that does not have a scheduled class for any of the 3 class periods MUST report to the library for Study Hall, which is adult-supervised for the duration of co-op. There is no charge for Study Hall.

Class Schedule

9:00-10:00	10:00-11:00	11:00-12:00
Novel Studies	PE	US History

Novel Studies- Teacher: Anna Margaret Weeks (amw9058@gmail.com)

Students will cover vocabulary, grammar, and reading comprehension through a year-long literature based course, using the following age-appropriate novels: (thriftbooks.com and betterworldbooks.com are great to find used books)

- *Houghton Mifflin English Level 6* ISBN 0-618-31002-9 (Teacher has some copies pre-purchased for ~\$6; inquire before purchasing)
- *The Secret Lake* by Karen Inglis ISBN:9780956932303
- *The Indian in the Cupboard* by Lynne Reid Banks ISBN:978-0-375-84753-0
- *Pax* by John Klassen ISBN:978-0-06-237702-9

Information about additional novels will be communicated during the school year. Students will also need a 1-1.5" 3 ring binder with divider tabs, notebook paper, and a 2 pocket folder.

PE- Jenny Ford and Carla Livingston; Organized outdoor (when weather permits) team focused activity.

US History- Teacher: Erica Hair (803-378-9976)

America the Beautiful curriculum by Notgrass is a one-year American history and geography course designed for students in grades 5-8. It combines the flexibility and richness of a unit study with the simplicity of a textbook-based approach to history. Not ALL supplements to this course will be used. If buying used, be sure to get the newer, 2020 2nd Edition. This course is not compatible with the 1st edition. It can be purchased from the publishers website or other homeschool supplier websites.

Each student will need:

- *America the Beautiful 2nd Edition* Part 1 and Part 2, Maps and Timeline workbooks, and Lesson Review (The curriculum package ISBN:9781609991395 includes Parts 1 & 2 of textbook, Maps workbook*, Timeline workbook* and *We the People* primary source collection.) ~\$110 new
- *Lesson Review* workbook* ISBN 9781609991401 (~\$11 new)

(*Textbooks can be shared and workbooks can be photocopied for multiple children within your household).

- 1" 3-ring binder, for taking notes

Secondary/High School Classes (8th-12th)

Secondary classes may be chosen a la carte for \$35 per class (+\$25 science lab fee).

Any student that does not have a scheduled class for any of the 3 class periods MUST report to library for Study Hall, which is supervised for the duration of co-op. There is no fee for Study Hall.

Class Schedule

9:00-10:00	10:00-11:00	11:00-12:00
Spanish 1	Chemistry	Health/PE

Spanish 1- Teacher: Marie Medlin (mtave706@hotmail.com)

This is an introduction course for students who have little to no previous study of the Spanish language. It will be 1 earned high school credit and cover basic language patterns, vocabulary, language skills and different Spanish cultures. Students will need: BJU Press *Spanish 1 2nd Edition* Student Text and Student Activities Manual 2nd edition, a notebook and a folder. (~\$100 new)

Chemistry- Teacher: Joy Dekker (dekkerjoy@gmail.com)

Exploring Creation with Chemistry, 3rd Edition provides a rigorous foundation in chemistry in order to prepare your student for college-level studies. Publisher recommends that students taking this course be proficient at an algebra math level. Students will need the textbook (3rd edition) ISBN: 9781946506580, Student Notebook ISBN: 9781940110417, and Test packet ISBN: 9781940110271. The Solutions Manual is not required, but is often bundled with Student text/tests if purchased new. (~\$120 new)

Health focused PE- Teacher: Stacey Owens (staceyladonne@gmail.com)

0.5 credit hour Health/0.5 credit hour PE. Primary focus will be health, but PE will be incorporated as well, with the goal of achieving 75 active hours through class and homework assignments. Students will be required to log PE hours. Students will need: *Total Health: Choices for a Winning Lifestyle* High School student textbook. ISBN: 1583312269 (~\$35 new). *Be careful not to purchase the Middle School book. They will also need a 1.5" binder with 1 tab divider and whatever note-taking tools they prefer. Comfortable clothes and tennis shoes appropriate for physical activity will need to be worn to class each week.