



## Welcome to Inland Northwest Christian Homeschoolers

Inland Northwest Christian Homeschoolers (INCH) was started in 2005 by a group of four homeschooling moms: Karen Cook, Kelly Francis, Anna Heisey, and Kristie Lawrence. They had been attending another co-op which was in the process of dividing its large membership into two smaller groups: IDVA families and traditional homeschooling families. These four moms took a leap of faith and began planning a co-op that would offer biblically-based classes to Christian homeschoolers in the Coeur d'Alene area and throughout the Inland Northwest. They wanted families who were willing to pitch in and help in all aspects of the co-op, including mandatory teaching (which was a scary concept at first), and who were willing to not just drop off their students, but to take an active role in making INCH all it could be. Would there be enough interest to support a co-op and all the expenses it entailed? They prayed that the Lord would bring 20 like-minded families together - 35 responded. By the middle of the second year it was necessary to close enrollment with 45 families because we had outgrown our facility!

Over the years, the Lord has greatly blessed INCH with wonderful, enthusiastic parents and students who all work together each session to offer enriching academic and elective classes, fellowship and support for homeschooling parents, and fun and friends for homeschooled children of all ages. Without God's blessing and the cooperation of everyone at INCH, we would be unable to be an encouragement and support to homeschooling families.

### Statement of Faith

While we recognize that God's children rarely agree on every point of doctrine, for the sake of unity and consistency at INCH, we present here our Statement of Faith and expect all members to respect and support it, while at co-op and all INCH functions.

#### What we believe about Scripture

- It is the verbally inspired Word of God written by men under control of the Holy Spirit.
- It contains no errors and is the complete and final authority for faith and life.

- Since the closing of the canon of Scripture, there have been no new prophets or revelation from God that can be added to or considered equal to the Word of God contained in the Bible.

*Hebrews 1:1-2; Galatians 1:6-11; 2 Corinthians 11:3,4; 1 Thessalonians 2:13; 2 Timothy 3:16,17; 2 Peter 1:20,21*

### **What we believe about the Trinity**

- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- These three are identical in essence and equal in power and glory, possessing precisely the same attributes and perfection.

*Deuteronomy 6:4; Matthew 28:19*

### **What we believe about Jesus**

- He was conceived by the Holy Spirit and born of the virgin Mary.
- He lived a life without sin.
- He died on the cross, a once-for-all sacrifice for our sins.
- He was physically resurrected from the dead.
- He ascended to heaven after His resurrection and now is seated in His glorified body at the right hand of God the Father.
- At a point yet in the future, He will return to earth to establish a worldwide kingdom.

*Matthew 1:23; Luke 2:11; John 1:14; Acts 15:16,17; 1 Timothy 4:1-3; 2 Timothy 3:1-5; 1 Corinthians 15:3-5; 15:20; John 11:25,26; Hebrews 7:24-28; Revelation 10:1-3; Matthew 24:15-25; Matthew 24:29,30, Acts 1:9,11, Revelation 1:7, 19:11-21, 20:1-6; Zechariah 12:1-13:6, Romans 11:1-36; Revelation; Revelation 20:1-3; Isaiah 11:1-12:6.*

### **What we believe about Creation**

- The creation of the universe occurred in six literal solar days.

*Genesis 1:1-31; Exodus 20:11; John 1:3; Colossians 1:15-19; Hebrews 11:3.*

### **What we believe about Mankind**

- Man was created in God's image, innocent and without sin.
- Because of Adam's sin, all humans inherit a sinful nature.
- This sinful nature leaves mankind spiritually dead, alienated from God and in need of a savior to avoid a just and eternal condemnation.

*Genesis 1:26; 3:1-24; Romans 3:10-18; 5:12,19; Ephesians 2:1-3.*

### **What we believe about Salvation**

- God's only provision for salvation was made through the sacrifice of His son Jesus on the cross.
- There is no other means of salvation except through the repentance of sin and faith in the substitutionary atonement of Christ.
- Salvation is a gift of God, not granted by any human achievement or offering of good works.

*Ephesians 2:8-10, Galatians 1:3-9 and 2:16-3:14, John 3:16; Romans 5:1; 10:9,10,17; Acts 2:38; John 3:3*

### **What we believe about Home Education**

- It is the parent's responsibility to pour the foundation of God's Word into their children's lives, from the time they wake until they sleep.
- The goal of this education is dependence upon God when they are grown.
- We believe that God has delegated the authority and responsibility to teach and raise children to their parents first; parents can delegate their authority to someone else, but they can never delegate their responsibility.

*Deuteronomy 6:4-9; Proverbs 1:7; 9:10; 22:6; 2 Timothy 3:14-17.*

## **Membership**

Membership is open to Protestant Christian homeschooling families and is established by completing a Membership Application, submitting to a possible interview with the INCH Board, and paying a non-refundable registration fee.

Full Membership allows your family to participate in weekly co-op classes, as well as field trips and events that we offer. Registration is \$35 per family per trimester and is due on the first day of classes. Failure to pay or arrange for payment by the third week may put the member in "probation" status and delay their family's class registration for the next trimester. Due to space restrictions, we must limit the number of Full Members.

In addition, we also offer Limited Membership for those not participating in co-op classes. Limited members pay a registration fee of \$20 per family per year, which enables them to participate only in field trips and events. When there is room for new Full Members, active Limited Members have first dibs.

## Communication

E-mail is our primary form of communication. Through e-mail we will send you our weekly newsletter, as well as updates about co-op classes, field trips, and events. All members are required to have regular access to the internet and an e-mail account. All class registration is done via the internet on our registration website, which also requires an e-mail address. Our member database (and other online data) is accessible only to INCH members and is to be used for INCH and homeschool-related business ONLY.

For snow days, we follow the Coeur d'Alene School District announcements. If their classes are cancelled, then INCH classes and activities will be cancelled as well. If the school district is on a delayed start, INCH will start ON TIME.

## Information Tables

The information tables are located in the fellowship area as you enter the church from the lower level. Here you will find items such as family mailboxes, name tags, and information/sign-ups for field trips and events. If you have any questions, please ask a Board member. It is your responsibility to check weekly for updates and news.

## Class Schedule

Our school year is separated into three eight-week sessions, called "trimesters". Generally, Fall spans September and October; Winter spans January, February, and early March; and Spring spans April and May. Classes may span one, two, or all three trimesters.

The school calendar and sample schedule are available at [www.INCHHome.com](http://www.INCHHome.com). If you are a Full Member, a detailed class schedule can be accessed through your online account, at [www.INCHHome.com/Members](http://www.INCHHome.com/Members).

## Teachers

- Each class will have a teacher and at least one teacher's aide. (Exception: Nursery and Study Hall do not require teachers, and aiding in those does not count toward your teaching requirement.) These are almost always parents who have knowledge or a passion for a subject.
- Students age 14 and older will be permitted to be an aide in no more than one primary-grade class per week, subject to adult teacher permission and approval by the INCH Board. Students age 16 and up may teach or be an aide in no more than one class per week, subject to adult teacher permission and approval by the INCH Board. In all cases, there must be an adult responsible for the class. The adult can be an aide or a co-teacher, along with the student teacher. This class will go toward the adult's teaching requirement, only if they teach half or more of the class. The

student and the adult must send in a short write-up of the class plan, to help ensure that the student teacher, the adult, and the Board understand the content of the class.

- Each teacher must sign the INCH Statement of Faith, stating that they will support it while at INCH and will not teach anything contrary to it.
- If two related people (husband/wife or parent/teen) are teaching a class, we may assign one additional aide to that class.
- Teachers may be asked to submit to a background check at the discretion of the INCH Board.
- Families who have a student in a class may need to pay a class fee to cover the cost of classroom materials and copying. These class fees are listed on the class schedule and should be paid directly to the teacher **no later than the third week of the trimester**. Failure to pay class fees by the third week of the trimester may result in the loss of good standing status and cause a delay in registration for your family for subsequent trimesters. No teachers are paid to teach INCH classes, unless indicated in the class description.
- Even though we do our best to check on the content of classes offered, the INCH Board will not be held responsible for content taught. If you have any questions or concerns, please contact us.
- If a teacher will be absent, it is their responsibility to arrange for a substitute AND notify the Board. Typically, the teacher's aide will take over the class that day. In the event the teacher and teacher's aide are both absent, and no other available substitute can be found, the class will be canceled. Please see the Absences section (page 7), for additional details.
- Classes may be cancelled at any time, at the INCH Board's discretion. In the event of a cancelled class, children will remain under the supervision of their parent.

## Registering for Classes

- In order to register for INCH co-op classes, new members must first complete a Membership Application and, upon approval, create a family account on [www.INCHHome.com/Members](http://www.INCHHome.com/Members).
- Registration is open to approved families, whose **oldest homeschooled** child is 5 by August 31 of the current year. Children enrolled at INCH must be exclusively homeschooled, with the exception of "dual enrollment" at a college or university (such as NIC), during their high school years. Families whose oldest child is under 5 may not participate in INCH; our Nursery and Preschool classes are for the siblings of older INCH students only.
- Classes are filled in the following order: (1) children of INCH Board members, (2) teachers' children, for the period(s) they are teaching, and (3) children of returning INCH members. After these families have registered, classes are filled on a first-come first-served basis.

- The first three phases of class registration are open only to INCH families in good standing. In order to be in good standing, all registration fees and class fees from previous trimesters must be paid in full. Families who are not in good standing will register late or not even be allowed to register for classes, until payment has been made, or payment arrangements and/or scholarships have been discussed with teachers and/or the INCH Board.
- To confirm your children's enrollment in a class, you must pay the registration fee or make arrangements with the INCH board for a payment plan or scholarship. All fees are non-refundable.
- Parents may request class changes for their children, before the second week of the trimester by first obtaining permission from the current and new teachers, and then contacting the Board. It may not be possible for a teacher to reimburse class fees, since materials are often bought before classes even begin.
- Some teachers may require that an INCH Homework Contract be signed by both parent and student. If a student enrolls in a class that requires an INCH Homework Contract and then does not complete the required class assignments, the student may be dropped from the class at the discretion of the teacher, and would then be required to go to Study Hall or stay with their parent during that co-op hour for the remainder of the session. In the case of a year-long class, the student will not be allowed to enroll in the class for the remaining trimesters.

## Emergency Procedures

In case of fire, all children should be evacuated to safety, away from the building. All exits are clearly marked. 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's aide. A member of the INCH Board will notify teachers when it is safe to return to the building. Should we be unable to re-enter, teachers and teachers' aides are to remain with students until parents arrive to pick up their children.

## Pick-Up

Nursery, Preschool, and Kindergarten children will remain in their classrooms until they are picked up. Please pick up your young children promptly after the last period of the day. Older children should wait for their parents in the Fellowship Hall. Once co-op is over, there should be **no unsupervised students** wandering around the building. In respect to the church's schedule, all members are asked to leave church grounds within 20 minutes after the last class of the day, unless you are on the clean-up crew.

## Attendance

Only registered students and parents will be allowed to attend classes. If you have children in public or private school who are out of school, they may **NOT** attend co-op. All

parents are expected to stay on the premises, **for the entire time that their children are at co-op**. If you should happen to have a free period, we encourage you to socialize with the other parents in the fellowship areas or observe in your child's classroom.

## Absences

In the event you will be absent on co-op day, it is your responsibility to call or text Ondrea Kidd as soon as possible, and no later than 8:30AM on Monday morning. **Dropping off your children is not allowed**. If you need to leave the church premises due to emergency, inform Ondrea or Gretchen directly, and ask another parent to be directly responsible for your children. Tell your children, as well.

**Please note that the INCH Board does not consider scheduling conflicts (work or otherwise), vacations, running errands, etc... as emergencies. Remember, one person's absence can cause as many as three classes to be short a volunteer. We need you!**

**More than two unexcused absences (other than family illness or emergency), in an entire school year, will result in the loss of good standing status and will cause a delay in registration for your family for subsequent trimesters.**

If your family is sick (which is the only excused absence), then the entire family needs to stay home. The Student Release Form is intended for use only if a parent needs to leave the building for an emergency, not as a substitute for a parent that stayed home with sick children.

**We prefer that your family stay involved the entire school year, but if you know you will be taking more than two unexcused absences, we would rather you switch to Limited Membership during that trimester.**

## Parent Responsibilities

- Parental participation is **mandatory**. Parents are required to teach or co-teach at least **two 8-week classes or one multi-trimester class per year**. Being a teacher's aide or working in the nursery does **NOT** fulfill the teaching requirement.
- Students will not be allowed at INCH without a parent on-site at all times (or a designated substitute in case of an emergency or illness).
- By registering your children at INCH, you agree to volunteer for each hour that your family attends classes and fulfill your yearly teaching requirement. At the Board's discretion, volunteering as Field Trip Coordinator, Yearbook Designer, or other specialty positions may count toward your volunteering requirements.
- It is imperative that you be on time for all jobs. We all depend on one another for a successful co-op day. Free periods are a rarity, but even if you happen to have one,

the INCH Board reserves the right to use you on your free period, if additional help is needed to cover absences.

- If you are unable to fulfill your assigned job due to absence, it is your responsibility to notify your class teacher and Ondrea Kidd, no later than 8:30 a.m. the morning of your absence.
- Do not send your child to class during the contagious stage of an illness or if they have green nasal discharge, communicable disease, fever that needs medication to control (child must be fever-free for 24 hours), head lice, chicken pox, or ringworm.
- The standard of behavior expected at INCH for children preschool age and above is first-time obedience. If your child is not trained to this standard, please talk with an INCH Board member to determine if INCH is the best opportunity for your child.
- We ask that families respect the courtship standard regarding boy/girl relationships, which does not consider casual dating relationships as appropriate for young people who are not seeking marriage as the purpose of the relationship. This involves demonstrating a mutual respect for one another as brothers and sisters in Christ. Any public display of affection (except between siblings or husband and wife) is not acceptable at the co-op. Students of the opposite sex are never permitted to be alone together during the co-op day.
- Please refrain from using crude, vulgar, intimate, or suggestive communication. Every family has standards for what is or is not acceptable. Please be mindful of the words you use and consider how they may offend someone with different standards than you. Our words should be uplifting and encouraging at all times. Ephesians 4:29, *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* Ephesians 5:4, *"Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving."*
- Parents will be contacted if a disciplinary problem arises and may be asked to remove their child from class. Parents are responsible for their children's actions and behavior.
- See the Teachers section (page 4) or Discipline Policy (page 11) for further details on how infractions should be addressed at INCH.
- All parents are responsible for enforcing INCH rules. It is understood that if anyone in your family violates the rules, it will jeopardize your participation in the co-op, and the INCH Board reserves the right to deny participation to any student or family.
- Parents are asked to respect the beliefs and opinions of other co-op members. We ask that parents use discretion when discussing topics that might be contrary to another parent's authority or belief system.
- Parents are expected to uphold the INCH Statement of Faith while at co-op and other INCH functions.



## Student Responsibilities

- Show respect for all adults and peers. Address adults with titles of respect (Mr., Mrs., Miss).
- Inappropriate conversations, gestures, intimate, or aggressive physical contact is not permitted. Such actions may cause a child to be removed from co-op permanently. This decision is left to the discretion of the INCH Board.
- Please refrain from using crude, vulgar, intimate, or suggestive communication. Every family has standards for what is or is not acceptable. Please be mindful of the words you use and consider how they may offend someone with different standards than yours. Our words should be uplifting and encouraging at all times. Ephesians 4:29, *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* Ephesians 5:4, *"Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving."*
- Students must respect the courtship standard regarding boy/girl relationships, which does not consider casual dating relationships as appropriate for young people who are not seeking marriage as the purpose of the relationship. This involves demonstrating a mutual respect for one another as brothers and sisters in Christ. Any public display of affection (except between siblings or husband and wife) is not acceptable at the co-op. Students of the opposite sex are never permitted to be alone together during the co-op day.
- Be on time for class and come prepared with pencil, paper, and any other required supplies.
- All supplies, notebooks, backpacks, etc. should be marked with your name.
- No personal electronic devices of any kind may be used by students while at co-op, unless expressly needed in a particular class. This includes, but is not limited to, phones, MP3 players, tablets, and laptops. These items are best left at home or in the family vehicle. Students found using electronics at co-op may get their device confiscated and returned to their parent.
- Students are not permitted to have cell phones on the premises throughout the co-op day. Cell phones should be left at home or outside in the car. Cell phones found in the possession of students will be confiscated and returned to parents upon request.
- Laser pointers, pocket knives, drugs, or weapons (real or play) are not allowed at any function of our co-op. **If play weapons, such as Nerf guns and bullets, are used in a specific class, the teacher and students must be aware that these items are not to be out during other hours or during lunch at co-op.**
- Show respect for church property. You will be held accountable for any damages caused by your actions. Students are not allowed to be in church offices, closets, or other parts of the church not designated for INCH use.
- Give your attention to God when we are praying.

- Participate willingly in your classes; this is essential for the good of the entire class. Bring all completed assignments, notebooks, and required materials to each class.
- Do not leave the room without the teacher's permission.
- Help with all clean-up.
- Anyone disrupting class, after being given a warning, will be asked to leave.
- See Teacher Section (page 4) or Discipline Policy (page 11) for further details on how infractions should be addressed at INCH.
- Be in a classroom at all times, with the exception of lunchtime. If you are not enrolled in a class, you must stay with your parent or be in Study Hall. Do not loiter in the hallways or outside. Students may not leave the facility without adult permission.
- Food and drink are allowed at lunchtime in the fellowship area only.
- Students should remain in designated areas during lunch time.
- Students are expected to uphold the INCH Statement of Faith while at co-op and other INCH functions.

## Dress Code

- Students and parents should dress modestly at all times.
- GIRLS: Halter tops, spaghetti straps, tank tops, tight-fitting tops, and tops that reveal midriff or cleavage are not allowed. Skirts and shorts should be no shorter than two inches above the knee.
- BOYS: Shirts must have sleeves. Shirts or jackets with offensive slogans or inappropriate pictures or writing are not allowed. Pants must be well-fitting with no undergarments showing. Hats and hoods are not acceptable inside the church building.
- WE WILL SEE NO CLEAVAGE, BRA STRAPS, BELLIES, BRIEFS, OR BOXERS!
- Remember: as a Christian you represent the Body of Christ. Please be sure you dress that Body appropriately. 1 Corinthians 10:31-33: *"So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God—even as I try to please everybody in every way. For I am not seeking my own good, but the good of many, so that they may be saved."*

## Classroom Discipline Procedures

- If a student is being disruptive in class and does not cooperate when asked by the teacher or aide, and they are old enough for Study Hall, they may be escorted there by the teacher, aide, or the student's parent, until the child can participate in the class.
- For younger children, where Study Hall is not appropriate, an aide can take the child directly to the parent.

- After class, the teacher should contact the parent, if they have not already spoken to them.
- If the student's disruptive behavior cannot be resolved between the parent and the teacher during the week following the disrupted class, it should be reported to a Board member, verbally or in writing, along with the name(s) of the offenders and the source of the information.
- See Discipline Policy (below) for detailed steps for infractions after meeting with the Board on corrective action.

## Discipline Policy

Students and parents are expected to comply with the INCH Parent and Student Responsibilities listed above. Parents are responsible for enforcing these policies with their own children, as well as other children at INCH when they witness infractions. The INCH Board cannot be in all places at all times, and we rely on our members to take responsibility for enforcing the policies listed in this handbook.

Parents are required to review these expectations with their children. Failure to comply with these responsibilities will jeopardize your privilege to participate in this program. The INCH Board reserves the right to deny or revoke participation to any family or student.

Inappropriate behavior by students or parents at INCH, or behavior outside INCH that may affect members of INCH, should first be addressed by an INCH member when it is brought to their attention in an effort to resolve the issue. If the issue is not resolved, it should be reported to a Board member, verbally or in writing, along with the name(s) of the offenders and the source of the information.

The INCH Board will then arrange a meeting with all parties involved by the next co-op day, or as soon as all parties are available to meet. The purpose of this meeting is to hear as many sides of the issue as possible and gather the information necessary to arrive at an appropriate and fair course of action. Any corrective action will be proportionate to the infraction and understood by all parties.

If after a meeting with the Board and all parties involved the infraction continues, a discipline slip will need to be signed by both parent and child. A copy will be placed on file and the INCH board reserves the right to expel the student or parent.

The Board will periodically review its actions and continually work to improve the way in which it handles infractions.

- **First Infraction** — Child and parent will speak with an INCH Board member about the infraction. A discipline slip will need to be signed by both parent and child. A copy will be placed on file.
- **Second Infraction** — Child will be immediately taken to their parent. The child and parent will speak with an INCH Board member about the infraction. A discipline slip will need to be signed by both parent and child. A copy will be placed on file.
- **Third Infraction** — Child will be immediately taken to their parent. The child and parent will speak with an INCH Board member about the infraction. A discipline slip will need to be signed by both parent and child. A copy will be placed on file. The child will possibly be dropped from co-op.

We look forward to participating with you at INCH this year. Please keep our co-op, teachers, parents, and students in prayer each week, and join with us as we work together to make INCH an edifying, God-honoring co-op of dedicated Christian homeschooling families.

## Merchandising

The displaying of merchandise or advertising, for any purpose other than to benefit INCH, shall not be allowed at any time in the building. INCH members who wish to sell products for their small businesses or fundraisers may advertise in the INCH Newsletter or keep a sample on their person, to show at co-op. Transactions may be made in the parking lot.

A properly labeled "FREE" table shall be available at co-op, to enable members to give away toys, clothing, or educational materials that they no longer need. Be careful to instruct your children not to use the table for things they don't want to lose.

## The INCH Board

The INCH Board nominates and approves new Board members who practice traditional homeschooling, as needed. The Board currently consists of Greg Braileanu, Janell Hersey, Ondrea Kidd, Rebecca Long, Julie Mech., and Gretchen Winde (Chair).

## Contact Info

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