

HANDBOOK



HANDBOOK

Mondays 9:00am-2:25pm

P.O. Box 151286

Fort Worth, TX 76179

www.wacheschool.org

Our mission is to love and honor Christ as we encourage,
educate, and engage with the local community of
homeschool families.

"All your children shall be taught by the Lord, and great shall be the peace of
your children." *Isaiah 54:13*

Table of Contents

WACHE School Leadership	Page 2
General Information	Pages 3-4
Student and Parent Participation	Pages 5-6
Attendance and Tardy Policy	Pages 7-8
Dress Code	Page 9
Rules of Conduct	Page 10
Conflict Resolution and Discipline Policy	Page 11
Safety	Pages 12-13
Handbook Update Procedures	Page 13
WACHE School Director Selection Process	Page 13
How to Register for WACHE, Costs, and FAQs	Page 13

WACHE School Leadership Team

The listed positions are recommended for a successful semester. More information on their responsibilities may be found here: [WACHE School Leadership Team](#).

*The Leadership Team will take **Sundays** off and we will not respond to any communication during that time. Please respect a 24-hour response to all communication. We are fellow homeschoolers, volunteers, and must keep our families first. Thank you for respecting these boundaries.*

School Director

Kyndee Venable

wacheschool@gmail.com

Assistant Director

Danielle Chambers

wacheasstschooldirector@gmail.com

Early Childhood Coordinator

Maddie Nieman

Hospitality Coordinator

Crystal Greenwood

Safety and Acting Facilities Coordinator

Chris Atkinson

Bookkeeper

Amy Stubblefield

Assistant EC Coordinator

Kate Hill

Substitute Coordinator

Danielle Chambers

Registration Coordinator

Kara Kropf

registration@wacheweb.org

Education Coordinator

Megan Isaacson

General Information

WACHE School is a ministry of WACHE, offering both academic and enrichment classes, designed to provide a school setting that will enrich and enhance the home education provided by a student's parent(s).

We are a once-a-week co-op, offering classes in a structured learning environment for K-12th graders as well as early childhood classrooms for siblings ages 4 and under. WACHE is a true co-op and not a drop-off program. WACHE School classes are taught by the parents of the children participating in WACHE School. We require a parent or legal guardian to be on campus and serve in an assigned position for every hour that their children are attending. The only exception is for our *IMPACT Students*. (More information regarding our *IMPACT Program* can be found at <https://www.homeschool-life.com/2854/custom/80587>)

All of the WACHE classes will glorify God and His Word. Our teachers and our students are expected to adhere to scripture and the WACHE Statement of Faith found here: <https://www.wacheweb.org/what-we-believe/>.

Families must enroll in a minimum of 2 consecutive hours of classes, except for first-semester families on a probationary semester. All participating children must be enrolled in a class for every hour they are on campus. Likewise, parents are required to serve in assigned positions for every hour their family is on campus. (More information regarding the parent assignments can be found on pg 6.)

Please register a student in the grade appropriate for their age for WACHE School. A student must be 5 years old before September 1st of the year to be registered for Kindergarten, 6 years old for 1st grade, etc. Grade levels may only advance one grade each year.

Academic Core Classes

Because our academic core classes are intended to be listed on transcripts, they require the expected rigor of such a class. Year-long core classes are worth 1 credit hour and semester-long core classes are worth .5 credit hours. All core classes will require 3-5 hours of weekly work. This may include additional zoom class meetings, homework, tests, and projects.

*Please reference the class description on our website for more details **before** registration.* Failure to meet class expectations, or a failing grade at mid-semester may result in the student being dropped from the class. *Cheating, plagiarism, and unauthorized use of AI is prohibited.*

Parents are asked to remember that our teachers are *fellow homeschool parents*, volunteering their time, talent, heart, and effort for our co-op. They are not paid a salary and also have their own children at home to educate.

At the conclusion of each high school academic core class, parents will receive a grade report using the standard A-F and percentage grading scale.

Elective and Enrichment Classes

A variety of enrichment classes will also be offered each semester. These may or may not change from semester to semester based on interest and parent volunteer availability. Elective classes for grades 9-12 will receive a pass/fail grade report at the end of the semester.

Independent Contract Teaching

Occasionally WACHE School may choose to bring in an Independent Contract Teacher to fill an unmet class need. These instructors will have their own payment policy. *(More information can be found in the class description on the School website.)*

Independent Contract Teachers are also expected to adhere to all of the WACHE School policies and registration requirements, including a background check and Ministry Safe course completion.

Students with Special Circumstances

WACHE School endeavors to be as inclusive as possible regarding learning issues and disabilities. Some of our classes have a “special needs friendly” marker in the class description, and we also have a special needs support group. However, the vast majority of our parents and teachers *do **not** have specialized training or certifications.*

If you have a child with special circumstances, this needs to be disclosed when signing up on the WACHE School website AND discussed with the School Director or Assistant Director **before** registering for classes. We cannot guarantee accommodations for every special circumstance or that our classes will be a good fit for your student.

Parents who have children with allergies or medical conditions **must** disclose this information on the WACHE School website **before** registration **and** notify the Assistant Director. Once registered, parents **must** contact and notify their child’s teachers of the allergy/medical condition. Please contact the Assistant Director with further questions.

WACHE School Class Hours

- Doors open at 8:45 am and Morning Meeting begins **promptly** at 9:00 am. If families are attending the 1st hour, they are expected to be present and attentive by 9 am.
- The first hour of classes begins promptly at 9:20 am, second hour at 10:25 am, lunch is from 11:25 am-12:05 pm, third hour at 12:10 pm, and fourth hour at 1:15 pm.
- The school day ends at 2:25 pm. Families are expected to **promptly** leave the building so that it can be cleaned. Everyone **must** leave the host property by 3:00 pm.

Student and Parent Participation

Families **must** enroll in two consecutive hours of classes, except for those on the “Probationary Semester”. All students must have a class and every adult must have an assignment for **every hour** they are on campus. If a parent is unable to find an opening for **ALL** of their children for a particular hour, then they will not be able to register **ANY** of their children for that hour.

Example: Jane wants to register her 3 children for WACHE: Larry, Curly, and Moe. She can find open classes for all 3 children for 1st and 2nd hour, but in 3rd hour, she can only find open classes for Larry and Curly. Jane’s family will be able to attend the first 2 hours, but since Moe has no class for 3rd hour, the family cannot attend 3rd hour.

Probationary Semester Policy

- The first semester of WACHE School will be considered a probationary one.
- New families will only have to find **1 hour** in which to enroll **ALL** of their children, rather than the typical 2 hours.
- Families in their probationary semester must faithfully follow the WACHE Rules of Conduct (*listed on page 10*), cannot exceed 2 absences, must be on time, and must meet all other requirements to remain in good standing.
- After one successful semester, first-time families will be removed from probation and will be able to register as a current member, moving them up the priority registration ladder.

Student Participation

- All students are expected to *fully participate* in the classes in which they are enrolled. Each class will have varying requirements, listed in the class description on the website. Failure to meet teacher expectations may result in the student being dropped from the class.
- Each K-12 student is required to have the standard supplies listed below. If a student fails to bring their required supplies, a teacher/assistant will fill out an "Oops" slip. Continual issues with missing supplies may result in the student being dropped from the class. (*Additional class-specific supplies may be required and will be listed in the class description on the website.*)
- Please clearly label everything with your child's name:
 1. A 3-ring binder and notebook paper
 2. A zippered pencil pouch
 3. Scissors and glue sticks
 4. Pencils, eraser and sharpener
 5. Highlighter and pens
 6. Map pencils/colored pencils
 7. Lunch and non-spill water bottle
 8. Core Classes: Planner/Homework

Parent Participation

Parents are responsible for the direct supervision of their children when not in a class. This includes while serving on the Set-up or Tear-Down Team, during Morning Meetings, at lunch, and after dismissal.

Parents are responsible for any damages to the host facility or equipment caused by their children.

Each parent will have an assignment for every hour they are at WACHE School. Assignments are usually a semester-long commitment. Parents are never required to teach but **are required** to serve in some capacity while on campus and **must** fulfill all duties of their assignment.

Thorough descriptions for our Teacher, Co-Teaching Team, Assistant, and Apprentice roles and requirements may be found here: [Teacher, Co-Teaching Team, and Assistant Roles and Requirements](#)

Examples of typical parent assignments:

- *Teacher*: A teacher is responsible for all planning and teaching of their class.
- *Co-Teaching Team*: Two teachers teaching a single class. Each co-teacher will do half the planning and teaching. Co-teachers must meet the same requirements as teachers.
- *Assistant*: A person who assists the teacher(s) during class but is not responsible for any planning or teaching of the class.
- *Infants and Early Childhood*: Early childhood workers will care for our youngest learners, overseen by the EC Coordinator. If you have a child within this age group, Infant-4 years old, you will be required to stay at least one hour in one of the Early Childhood classes. Due to classroom needs you will not be guaranteed a spot in your own child's classroom.
- *Safety Team*: Members who help monitor the campus for safety, overseen by our Assistant Director.
- *Set-up/Tear-down Teams*: The Set-up team arrives at WACHE School early and makes sure the classrooms are ready for teaching. The Tear-down team stays a few minutes late and ensures the building is left clean. Both are overseen by the Assistant Director.
- *Support Team*: Support team members help monitor hallways, assist teachers when needed, help keep bathrooms monitored and cleaned. This team is overseen by the Assistant Director.
- *Lunch Duty*: Parents help monitor the children at lunch time to ensure safety and trash cleanup. They are overseen by the Assistant Director.
- *Snack Shack Duty*: Parents help sell items from the "Snack Shack", a rolling cart from which students are allowed to purchase drinks and snacks. This is only available during lunch and for a short time directly after school and is overseen by the School Director.

Attendance and Tardy Policy

Consistent, punctual attendance is **vital** for WACHE School to run efficiently. We depend on our teachers and various assigned positions to have a successful day.

If one position is unfilled, it sets off a domino effect as we try to fill that spot, which can leave us struggling to maintain the high level of safety and adult/student ratios we require. Therefore we take attendance **VERY** seriously and have a strict attendance policy. Each family's attendance will determine their registration priority for the following semester. *The less you are absent, the sooner you are allowed to register.*

Absences

- Families are allowed a maximum of 2 absences each semester, however, each absence **will** lower your priority registration by one level for the following semester. Absences are based on the attendance of the parent unless the student is part of our Impact Program.
- A family absent for 3 or more days per semester will forfeit priority registration, may not teach the following semester, and faces possible suspension from WACHE School the following semester. This applies to everyone at WACHE School, including teachers and assistants.
- If a family is going to be absent, the parent **MUST FIRST** notify the Substitute Coordinator **before 8:30 am AND list the reason for the absence**. Failure to do so will result in an automatic forfeit of priority registration. More than one no-call/ no-show will result in suspension of WACHE School membership. The parent **must also** notify those who serve in the class with them and Core Class students must notify their teacher.
- If a parent is going to be absent from any position, their spouse can fill their position. This will **NOT** be considered a family absence, pending approval. If it is for a teacher position and the spouse is not comfortable teaching the class, the class assistant may teach and the spouse can assist. This will **NOT** be considered a family absence, pending approval. *The Substitute Coordinator **MUST** be contacted and the fill-in must be approved prior to the absence. Not contacting the Substitute Coordinator will result in a tardy. 3 tardies equal one family absence.*
- If one or more of your children is absent, but **you are not**, this is NOT considered a family absence. *(Please read the "Illness" section on page 8.)*
- If a child/parent unexpectedly becomes sick while at WACHE School, and your family must leave, this is NOT a family absence, but will be documented as having left early.
- If a parent must leave early during the day for any reason other than an unexpected illness, the family will receive one tardy for each registered hour missed.

Illness

- If **anyone in your household** exhibits symptoms of a contagious illness, the entire family should refrain from attending WACHE School that day. *Examples: fever above 100.3, vomiting or diarrhea within the last 24 hours, a non-allergy related cold, a stomach bug, the flu, strep throat, etc. Please err on the side of caution to not spread illness.*
- If you have a child with a non-contagious illness, such as an ear infection, headache, or allergic reaction, the rest of the family is still allowed to attend WACHE School. *You **MUST** list an absent child's name on the absence sheet at the front desk when you arrive.*
- If your child develops illness symptoms while at WACHE School, your child will be brought to a Leadership Team member while you are located. We will help collect all of your children so you may go home.
- The WACHE School Director reserves the right to implement a temporary change to the illness policies in the event of a major illness at WACHE School.

Tardies

- *A person is tardy when they are 5 or more minutes late to **ANY** class/position.*
- Parents are expected to be on time for **EVERY** hour they are on campus. 3 unexcused tardies **will be counted as an absence**. Absences will affect your priority registration.
- Doors open at 8:45 am and Morning Meeting begins at 9:00 am. ***If families attend 1st hour, they are expected to be present and attentive by 9 am.***
- The first hour of classes begins promptly at 9:20 am, second hour at 10:25 am, lunch is from 11:25 am-12:05 pm, third hour at 12:10 pm, and fourth hour at 1:15 pm.

Dress Code

ALL students and adults are expected to dress modestly, with a Christian worldview, keeping an “above reproach” standard while at WACHE School. The goal of our dress code is to provide a safe, educational environment. If your attire is questionable, please err on the side of caution and do not wear it to WACHE School.

Be mindful that we are guests of our host church, and we must respect their dress codes and safety standards. In everything you wear and do, let it be honoring to the Lord:

1 Timothy 2:9, Deuteronomy 22:5, 1 Corinthians 6:19-20, Romans 14:12-21

Failure to comply: A warning will be issued for the first occurrence of dress code violation. Any additional violations will be counted as a tardy. 3 tardies will be counted as a family absence and may affect priority registration.

WACHE School Leadership reserves the right to determine the appropriateness of dress and to make ongoing decisions concerning clothing and grooming.

School Dress Code applies to **ALL: Male and Female, Students and Adults**

1. Bottoms

- a. Pants, shorts, and skirts must be worn appropriately at the waist.
- b. Shorts, skirts, and dresses must cover at least halfway to your knee (no shorter than 5 inches above the knee). They cannot have rips, tears, or holes that show skin or underwear higher than that.
- c. Shorts must be worn under skirts and dresses.
- d. *Leggings can only be worn under approved shorts, skirts, or dresses. They are not allowed to be worn on their own.*
- e. Biker shorts, tight, stretchy shorts that usually fit close to the body and extend to mid-thigh are prohibited unless worn under an approved skirt, dress or other shorts.

2. Tops

- a. Halter tops, tight form-fitted tops, crop tops, tube tops, sleeveless tops with large armholes, tops with spaghetti straps, tops that fall off the shoulder, and low-cut (front and back) tops are **NOT** allowed.
- b. A sleeveless shirt **must** extend to the shoulder/ underarm crease.
- c. One's midsection must be completely covered, even with arms raised.
- d. Undergarments and bra straps **must not** be exposed.

3. Additional dress codes

- a. *Clothing NOT allowed:*
 - i. Anything with offensive, divisive, suggestive, obscene, or risqué content.
 - ii. Pajamas, unless for a special dress day.
 - iii. Gothic and extreme forms of makeup, hairstyles, jewelry, body art, and piercings.
- b. Shoes must be worn at all times. House shoes are not permitted. For safety purposes, P.E. participants (parents and students) are required to wear athletic shoes.

Rules of Conduct

Violations of the Rules of Conduct will adhere to the Discipline policy set forth on page 11. A third offense may result in a student being dropped from a class and/or suspended or expelled from WACHE School

1. Bullying, in any form, will not be tolerated. Communication between WACHE students and families are held to the WACHE Rules of Conduct regardless of whether the conversation is in person, on any social media platforms, text messages, or email. Bullying is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate. One essential prerequisite is the perception of an imbalance of physical or social power. This imbalance distinguishes bullying from conflict. Anyone witnessing or experiencing bullying should contact the WACHE School Director or Assistant Director.
2. All members are expected to treat each other with kindness and respect.
3. All students and adults will adhere to the Dress Code and Safety Policies.
4. All families must check in at the front desk when arriving at WACHE. Please arrive on time and be in class **before** the start of class.
5. All members of WACHE School must wear their WACHE name tags while on campus. Name tags must be clearly visible on the front of the person, with names facing up.
6. Students will be expected to take their class(es) seriously and meet teacher expectations. Failure to do so could result in the student being dropped from the class.
7. Students must follow all Teacher and Assistant directions and instructions at all times.
8. Students are expected to be attentive, obedient, and respectful in class. They should exhibit self control and respect church property and the property of others.
9. No outside food or drink, or gum is allowed in the classrooms, unless with teacher permission. Water is allowed in a spill-proof water bottle. Please mark your child's name on their water bottle.
10. Student cell phone and earbud use is prohibited during WACHE School, unless permitted by the teacher. *Phones must be turned off or put on silent anytime a student is on campus, including morning assembly and lunch.* Earbuds should be out of ears unless the student is given special permission. Adults should set an appropriate example and limit cell phone use to urgent situations only.
11. Adults **must** be on time to each parent assignment, perform all duties of their assignment and adhere to all duties and requirements listed here [Teacher, Co-Teacher, and Assistant Duties and Requirements](#).
12. Public displays of affection between non-related individuals are prohibited.
13. No foul language.
14. No drugs, alcohol, or tobacco, including e-cigarettes, are allowed on campus.

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

Conflict Resolution and Discipline Policy

Conflict Resolution

Any claim, dispute, or other matter in question that arises between **any** WACHE School members should follow the procedure for conflict resolution set forth in Matthew 18:15-20. During this process, it is absolutely necessary that confidentiality is upheld.

If at any time a situation arises that is dangerous and requires immediate attention please go directly to the School Director or Assistant School Director.

- Keep the matter to yourself, only going to the offending party alone to seek reconciliation.

¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."

- If the matter is not resolved, take 2 neutral witnesses with you, only discussing the issue with all parties present.

¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.

- If the matter cannot be resolved with witnesses, notify the WACHE School Director in writing. The Executive Board will be notified and arrange a meeting with both parties if determined it is needed. Steps to resolve or remove parties from membership will be at the discretion of the Board.

¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

Discipline Policy

- **First offense:** A verbal warning will be given to a student or adult, whether in class or elsewhere on campus, for a violation of the Rules of Conduct, Dress Code, and/or a Teacher's classroom rules.
- **Second offense**
 - **Student:** The teacher/assistant/member will fill out an incident report with the School Director and a parent will be notified.
 - **Adult:** An incident report will be filled out with the School Director and the adult will be notified.
- **Third offense**
 - **Student:** The student will be removed from the class or area and spend the remainder of that hour with WACHE School Leadership. A second incident form will be filled out and the parents will be notified immediately. The student may be dropped from the class and/or suspended or expelled from WACHE School.
 - **Adult:** A second incident form will be filled out and the family may be suspended from WACHE School.

Safety

Safety is overseen by our Safety Coordinator and Assistant Director and the Safety Team. WACHE School also employs a security guard who works hand-in-hand with the Safety Coordinator. We adhere to the following safety policies and have procedures in place for Medical, Weather, Fire, and Lockdown Emergencies.

Safety Policies

- All families must check in at the front desk when arriving at WACHE. If a child is absent but the rest of the family is present, the parent must put the absent child's name on the form at the front desk. *Please refer to the Illness policy on page 8.*
- Impact students and parents are expected to sign out if they leave the campus early.
- All exterior doors on campus will remain locked at all times.
- When WACHE school members are outside of the building, they must remain in WACHE-approved areas, alert WACHE School Leadership, and take a walkie-talkie.
- Any person found in non-WACHE areas of the campus, interior or exterior, will be in violation of WACHE Safety Policies and the WACHE Rules of Conduct. Such persons will risk expulsion from the program.
- Visitors are limited to grandparents. All visitors must abide by our Rules of Conduct and Safe Policy, are expected to sign in at the front desk, and wear a visitor name tag at all times. All grandparents must remain with their host adult for the duration of their visit, unless they have passed the WACHE-approved background check.
- A spouse, or back-ground checked family member must remain with the spouse on campus or child for each hour on campus, or may receive an assignment from our Substitute Coordinator. All must abide by our Rules of Conduct and Safe Policy.
- All adult males on campus must use a bathroom labeled 'Adults Only'.
- All WACHE School members are required to watch our school safety video, which covers our emergency and safety videos in depth.

Ministry Safe

WACHE follows Ministry Safe guidelines. All WACHE School members are required to watch the Ministry Safe training video.

- All adults in WACHE must have a clean background check.
- Adults are **NEVER** to be alone with children. Two unrelated adults **MUST** be present any time a child is in the room. The only exception is parents with their own children.

- Adults are not allowed in children's bathrooms, and children are not allowed in adult bathrooms. The shared bathrooms are for children or adults with two-deep leadership.
- If students arrive to class before a second adult is present, the teacher/assistant may stand in the classroom doorway, allowing students to enter the classroom and relieving hallway congestion. The adult may not fully enter the classroom until the second adult has arrived.
- **ALL** communication, including online/ email/ texts between adults and students, must include another adult or the student's parent.

WACHE School Director Selection Process

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, detail 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 the 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.

Handbook Update Procedures

WACHE School's Handbook will be updated by the WACHE School Leadership Team before each semester and distributed to members and serious inquirers of WACHE School. Any changes to the Handbook must be made in writing, submitted to the School Director and approved by the WACHE Leadership Team. Approved changes will be communicated to all WACHE School members.

Register for WACHE Inc, WACHE and School Costs, and FAQs

Please visit the appropriate link for more information.

Register for WACHE, Inc - <https://www.wacheweb.org/join-wache/>

WACHE and School Costs - <https://www.homeschool-life.com/2854/custom/80619>

FAQs - <https://www.homeschool-life.com/2854/faq/?public=1&private=>

Any other questions regarding WACHE School may be emailed to the Director at wacheschool@gmail.com