

PEACE Handbook

(Purposeful Education and Christian Encouragement)

Dear PEACE Family;

It is our hope that you will use this handbook as a tool for any questions you have regarding how PEACE runs as an organization. As our group grows, policies naturally have to be altered and/or added. This group began as a small support group and even in the past five years has nearly doubled its membership to serve up to seventy families. Our goal is to still be a strong support to homeschooling families, as well as to run smoothly and be well organized.

You may contact Leadership at any time to discuss the policies within this handbook. You may contact Leadership using the following email: leadership@peacehomeschool.com or feel free to personally contact one of us with your questions.

Thank you;

PEACE Leadership

Rick & Dawn Cowman

Rob & Candace Warner

George & Kim Blom

Mission Statement

PEACE (Purposeful Education And Christian Encouragement) is a Christian support group in the Pella, Iowa area for families who homeschool. Believing that children are a gift from God and that He commands parents to diligently teach their children, our mission is to encourage and equip families to fulfill God's command. The purpose of the PEACE group is as follows:

- To provide educational resources and information to parents
- To organize and support activities for families that assist their homeschooling goals
- To promote homeschooling as a viable and excellent choice for educating the child

Some of the ways the above purposes are accomplished are:

Mom's Meetings

Annual Curriculum Fair

Local and National Reading Incentives

Father/Son Events

Activity Day

Niche/HSLDA

Social events

Field Trips

Choir

Coop Classes

Father/Daughter Events

Community representation in various club/orgs

Parent's Meetings

PEACE
Purposeful Education And Christian Encouragement
A Homeschool Support Group in the Pella Area

Although our function is not that of a local church (or to replace your church body), we require agreement with the following
Statement of Faith and Group Convictions:

Statement of Faith

1. We believe the Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. The Bible, in its original autograph, is without error in the whole and in part, including theological concepts as well as geographical and historical details.
2. We believe God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe all men are in violation of God's righteous requirements and His holy character, and are therefore under His wrath and just condemnation until their faith is placed alone in the saving work of Jesus Christ.
4. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension and His imminent return in power and glory. Jesus Christ was God come in human flesh being fully God and fully man, except without sin.
5. We believe salvation is offered as a free gift of God brought to man by grace. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

6.

Group Convictions

We welcome Christian families of all races and ethnic backgrounds. We adhere to the Biblical view of heterosexual marriages as the only God-ordained model for sexual relationships.

PEACE Policy

- I. Group Definition
 - a. PEACE is a Co-op of parents utilizing their God-given talents and knowledge, in concert, in order to enrich our home schooling environment.
 - b. Co-op by definition determines that each member must fulfill their obligation (committee assignment or serving in other capacity) in order to maintain the effectiveness of the group.
- II. Leadership
 - c. Leadership Committee
 - i. Will consist of a minimum of three husband/wife pairs. This minimum may increase as the need arises. It is a requirement that husbands and wives serve together as this is consistent with the biblical model of leadership within the home.
 - d. Election

- i. As a vacancy in leadership is created, a nomination request is sent out to the current membership. Members will then nominate prospective Leadership candidates.
 - ii. If a nomination is accepted by the candidate, candidates will be interviewed before entire leadership and a minimum of three committee heads.
 - iii. If passed unanimously by interviewing team, couple will come before membership for affirmation. Membership should affirm by a simple majority
 - iv. Current Leadership has the authority to appoint interim Leadership if necessary.
- e. Terms
- i. No term limit has been set, however a minimum of three years should be considered in order to maintain consistency.
 - ii. Exiting
 - 1. Although not required, it is suggested that anyone preparing to remove themselves from leadership should officially do so by end of school year in order to facilitate election of new members by next school year.
- f. Accountability
- i. Although not an office of the church, it is felt that leadership should be held accountable to Biblical guidance such as that found in 1 Timothy 3:8-12. Specifically that the husbands are to be "... men worthy of respect, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience....In the same way; their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything...."
- g. Responsibility
- i. Policy
 - 1. Leadership will be responsible for maintaining, creating and interpreting policy.
 - 2. Leadership will be responsible for follow-up on any violation of policy within the membership (unless delegated to appropriate committee head.)
 - ii. Organizational Structure
 - 1. Leadership will determine committees to facilitate PEACE activities and assign membership to appropriate committees.
 - 2. Leadership will also help determine committee heads for each committee
 - iii. Forming new PEACE committees:
 - 1. A new activity request form must be filled out by sponsors of the new committee (see attached page 26). This should include the purpose of the activity and/or event, the target audience and/or how many would be expected to attend the activity, the estimated cost, the hours estimated to plan/put on the activity or event.
 - 2. Leadership Committee will meet and discuss the activity at the next scheduled Leadership meeting unless requested sooner. The sponsors may be invited to share at the meeting to clarify any questions or concerns.
 - 3. If approved, the activity or event will be supported for no less than one year by PEACE (including monies needed to establish the activity or event). A Financial Request for the activity should be returned to Leadership for approval.

4. An end-of-year evaluation should be completed by the sponsors of the activity and also by PEACE Leadership to determine if the activity is viable and should become an annual part of PEACE.
5. If approved, the activity will achieve committee status and be run annually as per other activities and events.

iv. Communication

1. Leadership will ensure that all activities and announcements are communicated properly through the website and e-mail..
2. It is the responsibility of the members to contact Leadership with new member information when changing email, home, or phone information.
3. Leadership can be contacted using the email address leadership@peacehomeschool.com

v. Budget

1. Leadership is responsible for developing and maintaining the budget for each school year. Budgets are available upon request..
2. Finances will also be maintained within leadership. Finances will be maintained using appropriate accounting practices.

III. Group structure

- h. PEACE is structured by committee. Each committee is chaired by committee head. All committee heads report to Leadership.
- i. Each member of PEACE is responsible to serve on at least one committee.
- j. Committee descriptions follow.
- k. Changes to committees are submitted to leadership for approval. Leadership approval will usually involve discussion with other committee heads.

IV. Membership

- l. Annual membership dues are assigned per family. Fees are used to cover the costs of organizing and operating PEACE. Generally speaking, this fee does not cover the charges associated with field trips, activities & special events, classes, meals , or optional activities such as Activity Day and Choir.
 - m. A limited number of free and/or reduced memberships are available, based on need, to single parent or low income families. Scholarships are given at the discretion of Leadership.
 - n. Both parents must sign the Statement of Faith; the Discipline Policy; and the PEACE Liability Waiver.
2. Fees for annual membership, first semester Choir, and first semester Activity Day are due at registration. Dues for second semester Choir and Activity Day will be due in December or January.
 3. Leadership can be contacted using the email address leadership@peacehomeschool.com .

V. Events

- p. Events are typically organized through standard committees. At times committees may be formed for a particular event.
- q. Events will be communicated through e-mail and the website.

r. Due to liability concerns drivers for carpools at PEACE events must be a PEACE parent. Each child must have their own seatbelt. Teenage drivers and “double-buckling” are not permitted at any time.

VI. Communication

s. All communication is accomplished via e-mail.

VII. Budget

a. Fiscal year begins August 1st.

b. The following is an sample budget.

PEACE Expenses (Typical.....not for a specific year)

<u>Expenses</u>	
Activity Day Total	2480
<i>Choir</i>	
Director	1700
Pianist	640
Facility Rental	400
Misc	300
Music	2310
Choir Total	5350
Social	250
Curr. Fair Rental and Supplies	50
Family Sharing Night	100
Pella Olympics	50
Graduation Celebration	150
Field Trips	75
Mom's Meetings	75
Misc Rental and Supplies	225
Misc Supplies (includes photocopy)	150
Other Activity Total	1125

Committee Descriptions

1. The person with the (*) is the designated committee **chairperson**. It's up to you to contact the other members on your committee to plan and delegate responsibilities, and to adhere to #2-3 below.
2. Committees should convey all information to leadership to be sent out to the other members via the **email chain**.
3. All reimbursed expenses need to be approved by the committee chair. Please keep all receipts and turn them in with reimbursement request.

Leadership: Organize and delegate group functions. Re-evaluate according to needs. Set policy when needed. In charge of Membership, E-mail Chain, New Members, Finances.

Scholastic Book Club Flyers: Find out who wants to be involved, coordinate with corporation, distribute materials.

Moms' Fellowship: Organize and delegate for each meeting: site, host, speaker or topic of discussion, and refreshments. The purpose of these meetings is to encourage and motivate moms as they teach and disciple their children.

Activity Day: Organize the structure of the monthly event, coordinate classes and teachers, and reevaluate as needed. Coordinate informational meeting in August for all participating families to sign up for their helper role. Communicate all information via e-mail. Those who volunteer as teachers will fulfill their committee requirement.

Field Trips: Plan and organize monthly field trips for the school year. Advertise each field trip event. Coordinate sign-up for children and supervising moms for each field trip. Arrive at the field trip site early to supervise children, etc... Promote a healthy community rapport; facilitate as liaison for the group at the site (including thank you notes).

Choir Committee: Work with choir director to choose dates/times of practices and performances. Arrange facility. Arrange for crowd control at practices and performances.

Family Sharing Night: Plan and organize the event. Submit details for the event to leadership to be sent out on the email chain well in advance so members can be thinking about what they would like to share. Have the presentation sign up ahead of the function(with adequate notification for the group), and supply a program for the evening. Provide an area for displays. Arrive early for set up and facilitate cleanup afterward.

Curriculum Fair: Organize this event which takes place at Liberty E. Free and is a great opportunity to look, buy, and sell curriculum. It is open to all, especially new, prospective homeschoolers in Pella and the surrounding areas. This committee does the set up and clean up as well as arranging tables, and providing refreshments.

Track & Field Day (Pellalympics): Make arrangements and plans for the Track and Field Day for the kids in the spring. Reserve the site as early as possible and maintain a good relationship with the school to ensure the location. Coordinate and purchase needed supplies (i.e. ribbons...) and delegate the many jobs to run the day based on the sign-up sheet. De-emphasize competition; emphasize fun and knowledge/practice of skills.

Graduation Celebration: Plan graduation ceremony with participating families. Reserve facility to accommodate need.

Father/Child Events: Committee will plan several father/son and father/daughter events each year. A few events require pre-registration and a small fee to participate, based on the activity.

***Please note that we have listed the husband and wife for each committee assignment. Although one of you may do the majority of the work on the committee, we also want to encourage both husband and wife to be active on the committees. Husbands are a great support while their wives are teaching or planning for an event and make a big difference in whether or not the event is a success! We also encourage dads to get involved with the committees and help drive decisions and future planning of events.*

Field Trip Policy

GOAL: To make available worthwhile field trip experiences not normally available to individual families. These will offer a variety of topics for different ages and interests.

As PEACE homeschoolers, we are being closely evaluated by society. We are witnesses for Christ and examples to our children and need to respect the places of business which invite us to tour their facilities.

GUIDELINES FOR FIELDTRIPS:

1. Parents must sign up either to supervise or do childcare during a field trip.
2. Specific children will be assigned to a supervising parent who will be responsible for those children.

3. The supervising parents are an example for the children; it is not a social time. Parents are to concentrate on the children under their care, not chat with other adults.
4. Supervising parents are asked to leave children who do not qualify for the trip with a mom providing childcare, or find alternate childcare.
5. Children are expected to be disciplined, polite, and respectful.
 - a. Children should not talk during a presentation unless they raise their hand to ask a question.
 - b. Children should be considerate of other children, i.e., watching out for the younger children, making sure everyone can see, etc.
 - c. Children should be respectful and obedient to their supervising parent.
 - d. Children should have “planted feet” when the speaker/guide has stopped.
 - e. Children should establish “eye contact” with the speaker to show they are paying attention.
 - f. Children should have “folded hands” when in a “do not touch” situation.

Please take time before each field trip to go over the expected guidelines for yourself and children. You may also want to prepare the children with information related to the trip.

GUEST POLICY: Grandparents are enthusiastically welcome, but please check with the field trip coordinator before hand.

The field trip coordinator will structure the field trip. He/She will handle sign-up, generally one month prior to the date of the field trip. He/She are the final authority on any issue that may arise. He/She have many children and adults to coordinate – please appreciate their time and effort!

SICK CHILD POLICY

Illness

The obvious signs of illness include a temperature over 100 degrees, vomiting, diarrhea, and unexplained rashes. Do not bring your child to any activity if any signs of illness occur at home. Sometimes the symptoms of illness are less obvious (a mild cough, slight runny nose, etc.) Please be considerate of other students and take the conservative approach to all symptoms of illness. If signs of illness appear at an activity, please take your child home. If one child in a family has a highly contagious virus (like the stomach flu), it is requested that the entire family not attend to minimize the spread of these illnesses.

LEGAL INFORMATION

As an Iowa Homeschooling family, you need to fill out the CPI form and turned it in annually by August 26 to your school district’s superintendent’s office. Please refer to the following websites for more legal information regarding Iowa Law and homeschooling in general:

NICHE

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Iowa State Homeschool Group Website
Membership encouraged.
www.homeschooliowa.org

CPI forms and other helpful forms and information available here.

Homeschool Legal Defense Association

Legal questions, both national and state .

Membership encouraged.

<http://www.hslda.com>