



Family Handbook

2026-2027



MISSION, PURPOSE & STATEMENT OF FAITH

Mission Statement

RiseUp Homeschool Ministry, RUHM, was formed out of the desire to provide a place of community for Christian homeschool families, while offering parent-led classes to supplement and enrich their children's education. RUHM falls under the Children's Ministry of Ramoth Baptist Church.

Statement of Purpose

To serve God as we create an enriching and social environment for homeschool families, while encouraging one another in our educational successes and failures. To provide homeschool children a classroom-like setting to teach responsibility, respectfulness, cooperation, and faithfulness.

Statement of Faith

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5) which distinguishes believers from non-believers. We believe the Bible to be the inspired, authoritative, infallible, and inerrant Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and to perform good works. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ. (For a full Statement of Faith, please see www.rbcstafford.org.)



COMMUNICATION, CALENDAR & SCHEDULE

Communication

- RUHM Leadership will communicate to members through our website (www.riseuphomeschool.org) via email text and RUHM app, or GroupMe app.
- Members are responsible for checking their email and RUHM website on a regular basis.

Calendar

- The RUHM official calendar is available on the website (www.riseuphomeschool.org).
- RUHM has two semesters - fall and spring. Each semester has 12 class dates.
- Please check the calendar frequently to view any changes to our operating dates and RSVP for member events.

Schedule

RUHM THURSDAY SCHEDULE

TIME	MORNING & AFTERNOON SESSION
8:15am	Building Opens
8:30am	Teacher set-up
8:45am-8:55am	Volunteer & Student Check-in
9:00am-9:15am	Launch and Landing Meeting
9:25am-10:10am	1 st Period
10:15am-10:20am	2 nd Period Snack Time
10:20am-11:05am	2 nd Period
11:10am-11:55am	3 rd Period
11:55am-12:00pm	3 rd Period Clean-up
12:05pm-12:15pm	Launch and Landing Meeting
12:20pm	Lunch
12:30pm	Teacher Set-up
12:45pm-12:55pm	Volunteer & Student Check-in
1:00pm-1:15pm	Launch and Landing Meeting
1:25pm-2:10pm	1 st Period
2:15pm-2:20pm	2 nd Period Snack Time
2:20pm-3:05pm	2 nd Period
3:10pm-3:55pm	3 rd Period
3:55pm-4:00pm	3 rd Period Clean-up
4:05pm-4:15pm	Launch and Landing Meeting
4:30pm	Building Cleared

POLICIES & PROCEDURES

Attendance

- Weekly participation of each adult member enrolled is crucial to the success of our ministry.
- If a member will be absent, he/she is required to notify the Volunteer Coordinator via text message no later than 7:00AM (Morning Session) and 10:00AM (Afternoon Session).
- The Volunteer Coordinator should be notified of any scheduled absences well in advance.
- Each family is allowed up to TWO excused absences per semester.
- Each family is allowed up to TWO tardies per semester. Students must be checked in by 9:00am to be considered on time for the Morning Session and 1:00pm for the Afternoon Session.
- If a family surpasses two absences or two tardies for the semester, the family may be moved to the bottom of the list to register their children for the following semester.

Illness

We ask that you do not attend RUHM if you have any of the following:

- Fever within the past 24 hours
- Vomiting and/or diarrhea within the past 48 hours
- Skin infection or rash
- Pink eye
- Colored mucus (yellow or green drainage)
- Head lice

Lunch

- RUHM families are encouraged to stay after Morning Session or come early for Afternoon Session to eat lunch and fellowship.
- Families gather near the playground, across the street from the church.
- No kids are allowed to cross the street to the playground without an adult.
- Students must be with an adult at all times.

POLICIES & PROCEDURES CONT.

Visitors

- For the safety of our families, there should be no unregistered visitors in the building during RUHM.
- Approved visitors must remain supervised by the requesting family while attending RUHM.
- The church requires all visitors in classrooms with kids to have a background check and to complete Child Protection Training. Approval must be sought ahead of time from the RUHM Director.
- Family visitors attending RUHM events and activities (i.e. performances, senior night, promotions, etc.) are allowed and must be with RUHM members at all times.

Inclement Weather

- RUHM encourages families to use their own discernment when making the decision to attend in inclement weather.
- RUHM does not follow the Stafford County Public School System when making closure decisions.
- Please pay close attention to emails and texts regarding closure.

Allergies

- Parents
 - Please make sure ALL allergies are included in your child's profile on the RUHM website.
 - If you make an allergy change in the middle of the semester, please notify the Admin Coordinator immediately, so changes can be made to the teacher folders for each of the student's classes.
 - Children who have allergies that were disclosed upon registration will have allergy noted on their name tag.
- Teachers
 - Please check allergies for the students in your class(es) prior to the start of the semester.
 - If you are planning to serve food/treats in your class, you must notify parents prior to serving food.

POLICIES & PROCEDURES CONT.

Safety

- All outside doors must remain closed and should not be propped open.
- Please do NOT post photos of students on public social media pages.
- Building Evacuation Procedure:
 - Teachers have a class folder containing a class list, green and red laminated cards, and a building evacuation map.
 - In the event of a building evacuation, teachers and assistants will escort their children through the rear parking lot to the grass at the Refuge Center.
 - Fire escape routes are posted in every classroom.
 - Once at their designated location, the teacher will hold up a green card alerting the Admin Team that all children are accounted for.
 - If a child is unaccounted for, the teacher will hold up a red card, which will alert the Admin Team that there is a problem.

What to Bring

Please label all items with your student's name.

- Backpack
- Pencil/Pen
- Required class supplies
- Water bottle
- Snack for 2nd period (Pre-K - 12th grade)
- Coat/Sweatshirt (if needed)

What NOT to Bring

- Pocket knives or other items that could be used as a weapon
- Toy guns or weapons
- Fireworks
- Chewing gum
- Sentimental items
- Items with inappropriate content
- Toys and trading cards (may be kept in backpack until lunch)



MEMBERSHIP & ANNUAL MEMBERSHIP FEE

Member Qualifications

- To qualify for membership in RUHM, families must have at least one child being homeschooled in grades K-12 who is enrolled in RUHM.
- Each family must pay an Annual Membership Fee.
- Each family must be current on Class Supply Fees.
- Members agree to be on-site for the entire Morning or Afternoon Session.
- Members agree to volunteer for two of the three periods each week and are expected to spend their “off” period in fellowship with other members.
- Members agree to fulfill their duty on their assigned cleaning day.
- Membership exceptions may be granted for some select course teachers for their experience.

Member Registration

- Membership Registration Priority:
 - Families of Directors and Coordinators
 - Families of Teachers (Returning and New)
 - Returning RUHM families and members of Ramoth Baptist Church
 - New RUHM families
- After returning members have registered, new families will be pulled from the waitlist in date order and based on the slots available.
- New families will be informed of acceptance into RUHM via email and will be given two days to accept.

Annual Membership Fee

- RUHM Annual Membership Fee must be paid every year and is not prorated for families joining mid-year.
- Returning and new members who fail to pay the Annual Membership Fee by the deadline given will be withdrawn from RUHM.
- Every child on site, Nursery-12th grade, must be enrolled.
- Annual Membership Fees are as follows...
 - One Child \$75
 - Two Children \$100
 - Three Children \$125
 - Four or more children \$150
- Annual Membership Fee must be paid through Ramoth Baptist Church's Realm account under Rise Up Homeschool Ministry.
- Annual Membership Fee is non-refundable, including but not limited to withdrawal or removal from RUHM.

PARENT CODE OF CONDUCT

Parent Responsibilities

- Every parent must agree to the Statement of Faith and RUHM Handbook.
- Every parent volunteer must pass a background check every two years.
- Every parent must complete Child Protection Training (CPT) every year at Ramoth Baptist Church.
- Parents are expected to follow all rules set forth in the CPT.
- Parents are expected to be on time each week.
- Parents are expected to read all guidelines with their student(s) as well as review how they are to conduct themselves in a classroom setting.
- Parents must remain in the building while their student(s) are attending classes.
- Parents will be given an assignment for all three periods that they are at RUHM and must support the ministry by attending their assignments unless absent for the day.
- Parents are expected to have supervision over their student(s) while they are not in class. Please do not allow students to go outside unattended.
- If your student has needs that require you to stay with them during the day, please contact the Admin Team for accommodations.
- Parents agree to RUHM's Discipline Policy.

STUDENT CODE OF CONDUCT

Student Responsibilities

- Students are expected to respect church property.
- Students are expected to have calm bodies and quiet voices when in the foyer and sanctuary of the church.
- Students are to sit with their first-period class and teacher for Launch and Landing sessions.
- Students are not to eat or drink in the sanctuary. No exceptions.
- Students are expected to be engaged and respectful during their classes.
- Students are expected to respect their peers. No pushing, hitting, kicking, or horseplay.
- Students (Pre-K - 12th Grade) are to bring their OWN snack each week.
- Students are to keep their phones and all other electronics in their backpacks on silent from check-in until dismissal each week.
- Students are not to wear headphones, AirPods, earbuds, etc., unless approved by the teacher.
- Gum is not allowed during RUHM.
- Students are to cross the road with an adult only.
- Public displays of affection during RUHM are not permitted.
- Dress code: Modest clothing; no offensive graphics or profanity.
- Students must keep name tags on during RUHM.

DISCIPLINE POLICY

Discipline and Conflict Resolution

- Disruptive Behavior (non-physical)
 - Student will be spoken to by the teacher or adult in charge.
 - If the behavior continues, the student will be removed from the class and brought to the RUHM Director. The child may return to class if it is believed to be resolved.
 - If the behavior continues, the student will then be taken to his/her parent and will not return to class on that day.
 - If a child repeats the unacceptable behavior the following week, the child will be removed from the class until a meeting between the Children's Ministry Director, RUHM Director, parent, teacher, and student takes place.
- Physical Harm or Injury
 - Students involved in the incident will be immediately separated and removed from the classroom and brought to the RUHM Director.
 - The RUHM Director will alert the students' parents of the situation, as well as the Children's Ministry Director.
 - The RUHM Director, along with any adults who witnessed the incident, will complete an Incident Report Form.
 - The incident will be investigated by reviewing all Incident Reports, testimony, and video evidence (if available).
 - A meeting will be scheduled with the Children's Ministry Director, RUHM Director, and each family to fully discuss the incident.
 - Any repercussions will be at the full discretion of the RUHM Director and Children's Ministry Director. This may include, but is not limited to, switching classes, removal from RUHM, or parental supervision.
 - Students may not attend RUHM until the resolution of the incident.



CLASS REGISTRATION & SUPPLY FEES

Class Registration

- Class registration is held before the start of each semester.
- Students may only register for classes offered in their current grade level. There will be no exceptions as the space available in each class is built with grade-level numbers each year.
- Students may only register for classes in the session (Morning or Afternoon) for which their family is enrolled.
- Once the semester starts, students will not be able to change classes.
- Class Registration Priority:
 - Students of Directors and Coordinators
 - Students of Teachers (Returning and New)
 - Returning RUHM students and members of Ramoth Baptist Church
 - New RUHM students
 - Returning students with more than two absences or two tardies for the current prior semester

Wait Lists

- During class registration, all classes will have a waitlist.
- Each student still needs to enroll in an open class for all three periods, but they can also make a second choice to join a waitlist for a full class.
- Families will be notified if their waitlist request is approved.
- Upon approval of a waitlist request, Class Supply Fees will be moved to the new class teacher, and the family will be notified by the Finance Director if there is a balance or refund due.

Class Supply Fees

- Supply fees are set by each teacher based on materials and/or curriculum.
- After class registration, an invoice will show up on your website account. This will be the amount that will need to be paid for all registered classes.
- There is a \$15 class supply fee (\$5 per period) for our Pre-K and toddler students.
- There is NO supply fee for the Nursery class.



CLASS REGISTRATION & SUPPLY FEES CONT.

- Class supply fees must be paid in full ON OR BEFORE the designated Supply Fee Turn-In Day for the upcoming semester.
- **If Class Supply Fees are not paid on or before Supply Fee Turn-In Day, class registrations will be dropped.**
- **To re-enroll, a Reinstatement Fee of \$25 per student, in addition to Class Supply Fees, will be added to your account.**
- Upon payment of the Reinstatement Fee, students will be allowed to re-register for classes. Note: It is not guaranteed that your student will be able to re-enroll in the same classes.
- If there is an issue with invoices or payments, families should contact the Finance Director.
- Class Supply Fees are non-refundable, including but not limited to weather, withdrawal, or removal from RUHM.

Financial Assistance

- If you are experiencing financial difficulties, please contact the Finance Director.

TEACHER RESPONSIBILITIES

Class Formation Responsibilities

- All classes must be approved by the RUHM Education Director.
- Teachers agree to refrain from teaching any material that would be considered questionable or go against the RUHM Statement of Faith. If you have any questions, please contact the Education Director.
- Teachers agree to do their best to keep their class supply fee under \$25 per student to keep classes affordable.
- Teachers are expected to have at least one substitute plan uploaded in their class dashboard, or in the resource room, for emergency situations or unexpected absences.
- Teachers are expected to post a syllabus in their class forum on the RUHM website prior to the start of the semester.
- Teachers are expected to thoroughly prepare for their classes.

Classroom Behavior Expectations

- Teachers will guide classroom behavior by intentionally building positive relationships with students to foster trust, increase engagement, and promote respectful behavior within the classroom.
- Classroom management will be maintained by relaying clear expectations to students, gentle redirection, positive reinforcement, and consistent, Christ-centered discipline that follows the protocols outlined in the Handbook and Student Discipline Policy.
- Respectful Learning Environment: Students are expected to show kindness, patience, and respect for others, reflecting Christ in both words and actions.

Day-of Class Responsibilities

- The absent list for the day will be posted in the GroupMe app.
- Teachers should not switch classes unless another teacher is present.
- Assistants should be in the doorways and adults on their way to and from class should help kids with change over.
- Teachers are expected to have a minimum of two adults present in the classroom per the Child Protection Policy of Ramoth Baptist Church.

TEACHER RESPONSIBILITIES CONT.

- If tables and chairs are moved during a class, they must be put back for the next class. (See diagrams next to door.)
- 1st and 2nd period teachers:
 - Reset the room
 - Wipe tables
 - Pick-up trash on the floor and spot clean if you made a mess
- 3rd period teacher have a five-minute clean up time built in. Please get the kids to help! (*Cleaning responsibilities are in the class folder.*)
- Art classes and messy classes should clean all supplies in the utility closets located in Fellowship Hall and the upstairs hallway ONLY.
- Art teachers should place all art projects outside of the sanctuary if they are to go home with students. Please make sure you collect them at the end of the day. Left artwork will get thrown away.
- Teachers are NOT responsible for bringing in snacks for their students.
- Please check the allergy list on your classroom roster in your classroom folder before handing out any food or treats.
- A teacher MUST accompany students back to the sanctuary for dismissal. No students are allowed to be dismissed without supervision.
- Classroom Folders contain the following:
 - Red/ Green cards that will be used for fire drills to indicate if you have missing children.
 - Map with evacuation procedures in case of an emergency.
 - Class rosters for all classes that meet in that room.
 - Allergy information is located on the roster.



VOLUNTEER & STUDENT CHECK-IN

Thursday Check-in Procedure

- Head to the Volunteer Folder Table (VFT) located on the right side of the foyer.
- Folders will be in alphabetical order in file boxes on the table.
- Volunteers—grab your name tag out of your folder.
- Cleaning duties will be in this folder on your assigned date to clean.
- Floaters—a sticky note with your sub schedule will be attached to your folder.
- Children should stand independently at the Student Check-in Table behind the blue dot.
- If children need supervision, leave them at the front of the line with the assigned helper.
- Students will wait in line for check-in to begin at 8:45am/ 12:45pm.
- Take nursery and toddler children down to their classrooms. Bag tags will be downstairs.
- Teachers may come at 8:30am to set up classrooms, drop items in the resource closet, and/or pick up copies and supplies.
- Students MUST check-in with their Student Coordinator starting at 8:45am/ 12:45pm and sit in the sanctuary with their first period class.

****First period assistants need to be in their class pew by 8:45am/12:45pm****

- First period teachers and assistants in the nursery and toddler rooms need to be checked in and downstairs by 8:45am/ 12:45pm to receive teachers' children.
- First period teachers will lead their class to their assigned room after the Launch meeting.
- First period fellowship moms will head to room 301 after Launch meeting.

Dismissal

- Third period teachers will lead their class to the sanctuary **when the bell rings**.
- Students will return to their first period pew to sit with their class.
- Parents will pick-up students on the outside aisles after landing.
- No one should be dismissed through the center aisle.
- Teachers need to match family numbers on volunteer and student tags.
- Teachers should then collect the student tag and place it back in the tag bag.
- Volunteer name tags should be turned in after dismissal pick-up.

We share supplies with the Children's Ministry, so please follow these guidelines.

- Resource Room RULES:
 - Keep the resource room clean & organized.
 - Return all supplies and materials to their proper place.
 - Leave the room as tidy (or tidier) than you found it.
 - Be mindful that this room is used by many teachers.
 - Do not store personal or unrelated items.
 - NOTHING can be left on the floor.
- Storage Availability:
 - 25 large and 12 medium storage spaces are available for teachers to leave materials.
 - Bins will be labeled with teacher's last name, period, and class.
 - If you need a space, please contact the Resource Team at resource@riseuphomeschool.org.
- Supplies & Requests:
 - All supply requests need to be sent to the Resource Team at least one week prior.
- Copies:
 - If you need copies, please leave a master in the plastic file holder above the printer with the following information on a post-it:
 - Class name
 - Period
 - Number of copies
 - AM/PM Class
 - If you don't have a printer at home, the public library offers free copies or email page(s) and above information to resource@riseuphomeschool.org
- Laminated Items:
 - If you need copies laminated, please leave items in the plastic file holder above the printer with the following information on a post-it:
 - Class name
 - Period
 - AM/PM Class

RESOURCE ROOM CONT.

- Supplies:
 - Do not remove large amounts of supplies without approval.
 - If you have any supplies left over from your class funds, we will add them to the resource room supplies at the end of the semester.
 - If something is running low, damaged, or missing, notify the Resource Team right away.
- Miscellaneous:
 - First-Aid box is located on the wall behind the resource room door.
 - Brooms (regular and push broom) and mops are located in the fellowship room in the utility closet.
 - ALL art classes and messy classes need to use utility closets to clean all supplies.
- Questions?
 - Questions or special requests, email resource@riseuphomeschool.org



WHO TO CONTACT?

All things RUHM

Vanessa Roberts, director@riseuphomeschool.org

Financial questions or issues

Jenny Soult, finance@riseuphomeschool.org

Teacher and curriculum

Megan Williams, education@riseuphomeschool.org

Social events and field trips

Shelly Dennis, social@riseuphomeschool.org

Ramoth service projects

Jessica Melander, service@riseuphomeschool.org

Building and cleaning

Brenna Fox, building@riseuphomeschool.org

Resource closet

Crissy Sharon, resource@riseuphomeschool.org

Picture day, yearbook, and yearbook committee

Leslie Bearce, memorymaker@riseuphomeschool.org

Afternoon operations

Karla Alsop, afternoondirector@riseuphomeschool.org

Launch and Landing

L 'n' L team, worship@riseuphomeschool.org

Ramoth Children's Ministry

Jenny Forrester, children@rbcstafford.org



ABSENT? CALL NOW!

**As soon as you know you are going to
be absent, please contact your
volunteer coordinator!**

Morning Volunteers

You **MUST text** Cody Daniel no later than 7am
Thursday

703-966-4608

volunteers@riseuphomeschool.org for planned absences or attendance questions

Afternoon Volunteers

You **MUST text** Mary Thomas no later than 10am
Thursday

619-417-0717

afternoonvolunteers@riseuphomeschool.org for planned absences or attendance questions