

Growing Great Minds Christian Homeschool Group Handbook

Mission Statement:

Our mission is to provide affordable, parent-led classes to our children while we encourage the development of a Christ-centered homeschooling community where our children can grow and thrive in the knowledge of Him.

We truly seek to build a homeschool community with one another. We want to enrich the lives of our homeschool families by coming together once a week every Tuesday during the school year to do classes together, and we would like to do this at a reasonable cost for all.

What is a Co-Op?

Co-Op is a true collaborative effort of our members to provide supplementary education for our children. It allows the kids to learn accountability and study skills in a fun group environment and the opportunity to develop friendships. It also provides a community for the parents to fellowship with one another. The co-op will have a mixture of core classes and enrichment classes to choose from which are organized by age/grade. Growing Great Minds (GGM) homeschool group is not intended to be a structured replacement for public, private, or Christian schools. Parents are still responsible for their children's education.

When and Where is Co-Op?

Co-op meets at Gulfview Grace Church (6639 Hammock Road Port Richey, FL 34668) on Tuesdays from 9am to 3pm. The co-op runs from August to April with several breaks throughout the year.

What Does the Schedule for the Co-op Day Look Like?

- 8:30 - 8:50 Teacher Arrival / Set Up Classroom
- 9:00 - 9:50 1st Period
- 9:55 - 10:45 2nd Period

- 10:45 - 11:00 Snack Break
- 11:00 - 11:50 3rd Period
- 11:55 - 12:15 Chapel
- 12:15 - 12:50 Lunch
- 12:55 - 1:45 4th Period
- 1:50 - 2:40 5th Period
- 2:40 - 3:00 Clean Up

Who Can Join?

Online registration is open to all homeschooling families (with at least one child Pre-K or older) in and around Pasco County who are willing to uphold the ideals of GGM, agree to the code of conduct, respect our Statement of Faith, and comply with Florida's homeschool laws. Potential members must also understand the commitment that they are signing up for when they choose to join the co-op. **We are not a drop-off program. Every family must have at least 1 parent or guardian on site every week, and that the parent or guardian must be participating in 2 serve positions during that time. Every parent or guardian must also consent to a background check conducted through GGM with Protect My Ministry. for a small fee.**

Commitment:

As a co-op, we rely 100% on parent involvement. When you sign up and pay the membership fee, you are making a commitment to teach, help, clean, and/or other roles throughout the school year every Tuesday. Every class that we offer is completely parent led. We cannot offer classes if we do not have parents who volunteer to teach classes. This is also what keeps member and class fees low for everyone instead of paying a large tuition. Lastly, a lack of commitment results in a heavier workload and possible burden for others. Therefore, every family must be involved within the co-op every week.

Serve Position:

This is truly a cooperative effort. Every family will play an important role in the success of this learning venture. **Every family must have a parent or guardian able to serve on at least 2 serve positions.** When you register your child for co-op classes, you will be able to specify which positions you are interested in filling. Positions are filled on a first come basis. Families may be contacted concerning their serve positions prior to the start of classes. Serve opportunities are listed on the Class Registrations page of our website: ggmfl.org.

- **In addition to your service position**, every member and able child is expected to help clean up and put the gym away as we found it when we entered in the morning. This includes: classrooms, bathrooms, tables and chairs, trash, etc.

CO-OP SERVE POSITIONS AND DESCRIPTIONS

Board Members:

- **President:**

The President will manage the day to day needs of the organization. She will create agendas and preside over regular Board Meetings and Leadership Meetings. She will update and maintain important documents and the website, and she will facilitate the smooth running of the organization. She will oversee the Treasurer and assist with accounting.

- **Treasurer:**

The Treasurer oversees the financial health and accountability of the co-op. She will help with invoices for annual Membership Fees and Student Fees. She will keep record of who has paid and who hasn't, send recurring invoices if necessary, and keep track of the teacher's supply needs for classes.

- **Communications Coordinator:**

The Communications Coordinator serves as the primary point person for information sharing within the co-op. She will monitor our Facebook Members group and will provide reminders and updates regarding co-op activities, events, and policies. In addition, the Communications Coordinator maintains official board records, including meeting minutes, board decisions, and organizational documents, helping to ensure compliance with nonprofit recordkeeping requirements.

- **Events Coordinator:**

The Events Coordinator oversees the planning and execution of co-op events and activities that foster community, fellowship, and engagement among families. This role coordinates special events, field trips, celebrations, graduations, and other gatherings, working with volunteers and other board members to ensure each event runs smoothly. The Events Coordinator helps maintain the annual

events calendar, manages event logistics, and supports opportunities for families to connect and build relationships.

- **Outreach & Family Engagement Coordinator:**

The Outreach & Family Engagement Coordinator serves as the primary connection point for prospective and current families, helping to cultivate a welcoming, supportive, and Christ-centered community. This role oversees outreach efforts, responds to inquiries from interested families, coordinates open houses and recruitment activities, and assists with the onboarding of new members. The Outreach & Family Engagement Coordinator also works to foster meaningful relationships within the co-op by encouraging family involvement, promoting community-building opportunities, and helping families feel connected, informed, and supported. Through intentional relationship-building and outreach, this position helps strengthen both the growth and culture of the co-op.

Leadership Team (overseen by the Board):

- **Fundraising Coordinator:**

The Fundraising Coordinator oversees the planning and implementation of fundraising efforts that support the mission, programs, and financial needs of the co-op. This role works collaboratively with the board, volunteers, and families to develop and coordinate fundraising opportunities, sponsorships, donations, and special campaigns. The Fundraising Coordinator helps ensure that fundraising activities align with the co-op's values.

- **Elementary Coordinator:**

The Elementary Coordinator plans and organizes outings and events for grades Pre-K through 5th.

- **Middle School Coordinator:**

The Middle School Coordinator plans and organizes outings and events for grades 6th-8th.

- **High School Coordinator:**

The High School Coordinator plans and organizes outings and events for grades 9th-12th.

- **Teacher Liaison:**

The Teacher Liaison supports all of the teaching staff. She is the one to contact when a teacher will be absent, ensuring that there will be an adult substitute for the class.

- **Facilities Coordinator:**

The Facilities Coordinator is responsible for the cleanliness and sanitation during co-op and keeps track of our supplies.

- **Mom's Night Out Coordinator:**

The Mom's Night Out Coordinator is responsible for planning and organizing fellowship opportunities that encourage connection, support, and community among the mothers of GGM. This role coordinates regular gatherings, outings, and special events. By providing opportunities for mothers to connect, recharge, and build lasting friendships, this position helps strengthen the overall culture and support network of the co-op.

- **Cafe Director:**

The Café Director oversees the planning, organization, and operation of the co-op café, ensuring it serves as a welcoming and enjoyable resource for families during the co-op day. This role manages menu planning, inventory, purchasing, pricing, and volunteer scheduling, while maintaining cleanliness, food safety, and efficient operations. The Café Director works closely with volunteers and the board to ensure the café supports the needs of GGM.

Teacher:

- Determine the curriculum needed for their class, submitting a class syllabus to be approved by the Board
- Determine the supplies/equipment needed for their class and report to the Treasurer
- Responsible for cleaning up their own rooms after class
- Notify the Board of any damage to the room or furniture
- Provide a class plan for a Substitute teacher in the event of an absence
- Wipe and sanitize all tabletops before leaving

Teacher's Assistant:

- Able to back up the teacher when needed and help students in the classroom
- Be familiar with the class material
- Be able to sub for the teacher if necessary
- Assist with maintaining class order
- Wipe and sanitize tables before leaving

Student Helpers: (age 14 and up)

- Teachers have the option to utilize students who volunteer to assist them during their class(es).

Safety & Security Team (led by the Board)

- A small team of people who will be additional eyes and ears to the co-op, whose primary responsibility is to ensure the safety of all of our families.

How Will I Know if Co-op is Closed Due to Inclement Weather?

We will generally follow Pasco County Public Schools in this area. If GGM closes for the day due to weather, an email will be sent as well as a post on GGM's Facebook page

Absences:

We understand that things come up and sometimes, for whatever reason, you may find yourself unable to attend co-op or events may occur that cause you to be late. Please help us keep things running as smoothly as possible by alerting the Teacher Liaison or a member of the Board as soon as possible to help find a sub for your position.

Sick Policy:

Family members should not attend any GGM class or activity if they are contagious with an illness. This includes:

- Upper respiratory or flu-like symptoms
- A communicable disease
- Head lice
- Vomiting within 24 hours of the start of the GGM class or activity
- A fever within 24 hours of the start of the GGM class or activity

Children must be fever free for 24 hours **PRIOR** to participation in any GGM class or activity.

OUR STATEMENT OF FAITH:

Every member must agree to respect the Statement of Faith before joining GGM.

- We believe the Bible to be the inspired word of God. It was written by human authors under the supernatural guidance of the Holy Spirit. Since God is the ultimate authority, His Word is authoritative for Christian beliefs and living.
- We believe that there is one self-existent God who has always been and will always be. He is manifest in three persons, Father, Son, and Holy Spirit, and that knowing Him truly is the foundation of all knowledge, wisdom, and understanding.
- We believe that Jesus Christ is the Son of God. He is co-equal with The Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return someday to earth to reign as King of Kings and Lord of Lords.
- We believe that through faith and belief in Him, we have received the salvation provided by God's grace through the death of Jesus Christ.
- We believe that children belong to God and we as parents have been given the responsibility and authority for their education and that it is our responsibility to protect this parental right.
- We believe that it is our duty to raise our children in the knowledge of and faith in Jesus Christ and in accordance with His Word.

Growing Great Minds Christian Homeschool Group's Code of Conduct

We believe it is the parents' responsibility to shape the Godly character of their children and to guide them in their Christian education.

In accordance with that belief, all parents and students are expected to represent themselves in a manner that pleases God.

We expect parents and students alike to:

- Be courteous, considerate, cooperative, and respectful
- Avoid profanity, gossip, slander, fighting, and bullying

STUDENTS:

- Be responsive and respectful to those in Leadership
- Show respect to those around you in words and actions. Avoid unkind words and foul language.
- Avoid disruption of class to be respectful of the leader's time and to avoid distracting other classmates.
- Complete and turn in all assignments given to you by your teacher.
- Disruptions and misbehavior may result in dismissal from the class or GGM.
- Adhere to the dress code
- GGM is not responsible for the loss of personal objects brought to class. Please avoid bringing things to class that are not required for participation such as toys, books, stuffed animals, etc.
- Cell phones are not allowed without Teacher permission during class.
- Violence or threats will not be tolerated and is an immediate actionable offense.
- Do not leave a room or activity without the permission of a parent or teacher.
- Clean up after yourself and help with room clean up after class.

PARENTS:

You must sign this agreement.

1. I understand that my child's education and discipline is my responsibility.
2. I understand that homework may be given, and it is my responsibility to ensure that such assignments are completed and turned in to his/her teacher.

3. I understand that this is a cooperative education venture and that **every family unit must have at least one parent or guardian on-site during the entire co-op session who is willing and able to serve in some capacity**. This means that errands, appointments, etc., should be scheduled outside of co-op time, and no one should be leaving early nor coming late, as this undermines the functioning of co-op and shortchanges the other participants. Extenuating circumstances will be considered, but joining co-op requires a level of commitment that means we do not schedule other appointments or activities for Tuesdays when co-op is in session.
4. I understand that I will be required to Teach or assist in at least 1 class, help in a class when needed, and serve in other capacities as needed. Children will not be registered for co-op unless their parents have made a commitment to help.
5. I understand that my child(ren) will be held to the Student Code of Conduct listed above. If an issue arises, the teacher will speak to the parent. If the issue continues, the teacher will bring the matter before the Board.
6. I understand that I am responsible for my child(ren's) actions and behavior at all times. Any discipline for behavior will be up to me as the parent.
7. I understand that GGM has a dress code for both my child(ren) and myself and I will adhere to that while at GGM and off campus outings as well.
8. I understand that if my child is in a class without myself present and a behavior issue is observed (including but not limited to - continued disruptions of class, disrespect to leaders and/or other students), the teacher of the class may give my child a warning. Continued misbehavior can result in my child and/or my family being dismissed from the co-op. After 3 warnings, a meeting with the Board will be held to determine the appropriate course of action.
9. I will strive to be patient and understanding with everyone's children as well as other parents.
10. If I have an issue with a teacher or parent, I will communicate it respectfully to that person first, in private. Issues shall not be aired with others. If the issue is not resolved, the adults are to discuss the situation with a member of the Board.
11. I will work together with other parents so that the group runs smoothly.
12. I will respect the beliefs, opinions, and political affiliations of other members. I understand that parents are to use discretion and try to avoid conversations that may alienate another member or cause a conflict.
13. When I enroll my child in a class that requires "outside work" I will supervise that work at home. My child(ren) will come to co-op prepared to learn and participate and turn in any "outside work" given.
14. I will be vigilant about keeping sick germs at home. If my child has a fever over 100.5 degrees, vomiting, diarrhea, or a contagious illness within the 24 hours up to and including co-op, I will take them home. I will be sure to notify the Teacher Liaison so that my classroom responsibilities will be covered.
15. I understand that promptness and attendance is required for the smooth running of the co-op. However, if I am unable to attend, I know that it is my responsibility to find a sub for my position and alert the Teacher Liaison as soon as possible.
16. I will do my best to make sure that we go home with all our bookbags, lunch boxes, etc. GGM is not responsible for lost personal belongings.
17. I will refrain from unnecessary use of electronic devices during instructional time.
18. I will check my emails for general co-op updates and for emails from teachers.
19. I will notify the Board and teachers about any medical conditions, allergies, etc., for each of my children.

Please also keep in mind:

20. Being a member of GGM is a privilege and one's participation can be revoked due to misconduct. The Board may also deny participation to any member at their discretion.
21. The Board reserves the right to dismiss any member for any reason at any time.
22. The Board reserves the right to change policies and procedures to accommodate the needs of the group and will notify all members should such a situation arise.
23. When we are attending activities as a group, our behavior not only reflects on the individual, but on GGM as well. We ask that you continue to adhere to these rules of etiquette when we are outside of our normal building the same as when we are in it.

By joining Growing Great Minds Christian Homeschool Co-op, you agree to abide by this code of conduct. Failure to abide by this Code of Conduct will result in permanent dismissal from the group no matter what point of the current school year it may be.

Parent Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

FAMILY MEDICAL RELEASE:

Parent Name: _____

Although it is our mandatory policy that parents remain on site with their children during co-op, it is sometimes possible for children to attend under the supervision of a “substitute” parent or guardian. We need to keep this medical information/release on file for emergency purposes. Please rest assured this info is kept in the strictest of confidence.

As parent/guardian of _____, I authorize the treatment by a qualified and licensed medical practitioner for the above minor child in the event of a medical emergency which, in the opinion of the first responders and/or attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed.

Are any of your children currently on ANY daily medication that medical services should be aware of?

_____ Yes _____ No

Please list:

It is the responsibility of the parent/guardian to notify us of any changes to the list of medications.

Do any of your children have allergies that we or emergency medical services need to be aware of (food, medications, etc.)?

_____ Yes _____ No

If yes, please list allergy and treatment. This includes allergies to medication and food for co-op.

Insurance Information:

Authority to Sign

I represent and warrant that I am a parent or legal guardian of the child named above and have the full power and authority to enter this medical release on behalf of my child. By signing below, I acknowledge that I have read and understand this document, and represent that all information provided is accurate.

Parent or Guardian Signature

Date

Printed Name & Phone Number

Emergency Contact & Number

WAIVER and RELEASE OF LIABILITY (Growing Great Minds Christian Homeschool Group)

Growing Great Minds Christian Homeschool Group (GGM) is a non-profit organization of Christian families that periodically come together to share educational materials, resources, techniques, field trips, and classes for the benefit of their homeschooled children.

GGM is a non-commercial educational and social organization that relies 100% on voluntary enrollment and participation. Neither the organizers nor the venue host receive compensation for their organizational and planning services. All GGM activities are pursued in support of the key mission, which is to assist the social, spiritual, and academic needs of member's children.

To ensure proper understanding by parents, guardians, and students of the liability limits of GGM, its event organizers, its venue host, its volunteer parents, its participating students, and the need to conduct such activities without fear of lawsuits or liability in the event of an accident, GGM requires that all parents, guardians, or other responsible persons read and sign this waiver of release of liability (sometimes referred to as "The Release).

I understand that every activity, notwithstanding the best intentions and plans of event organizers and participants, involve some level of risk of accidental bodily injury, death or property damage, and sickness due to potential infectious diseases. Notwithstanding such risks and other hazards that may be foreseeable but not specifically identified herein, by my signature on this waiver and Release of Liability, I will waive my legal rights to claim, sue, or attempt to hold liable GGM, its organizers, participants, venue hosts, including their respective families, relatives, heirs, and assignees (the "Release Parties") for any injury, death, communicable disease, or property damage sustained by me, my children, or anyone in my charge in connection with GGM events and activities.

I understand and acknowledge that participation in GGM events is entirely voluntary, that I have enrolled my child(ren) or legal charges on my own free will and that, other than a reasonable sharing of associated costs, I am not being charged for events or activities sponsored by GGM. I agree to participate at my sole liability and expense.

I understand and acknowledge the risk referred to above and do not wish to expose the Released Parties to liability even if they are negligent or commit unintentional wrongful acts. Accordingly, in consideration of an opportunity to participate in GGM activities and events, I hereby make the following promise in connection with this Waiver and Release of Liability, which I execute as Releasor.

PROMISE BY RELEASOR: The undersigned Releasor personally and further heirs, representatives, and assigns, hereby irrevocably releases, acquits, and forever discharges the Parties Being Released, their family members, and their heirs and estates from any and all claims and demands from any and all loss, injury, death or damage arising out of or related to the undersigned's involvement and/or participation in any GGM activity or event. This Waiver and Release applies whether damages are caused by the negligence or any other unintentional Wrongdoing of the Parties Being Released.

I understand that this Waiver and Release is intended to be a complete release and an irrevocable release of all possible claims for damages caused by negligence or any other unintentional wrongdoing. I acknowledge

that, under governing laws, a general release may not extend to claims that I, as Releasor, may not know or suspect to exist in my favor at the time of executing this Release that, if known by me, might have materially affected my decision. However, by this complete Waiver and Release of Liability, I understand and acknowledge that I intend that this Release shall encompass not only all known and foreseeable claims but also unknown and unforeseen claims against any of the parties being Released arising out of GGM events and activities.

I understand and acknowledge that by signing this Release, I am giving the Parties being Released a continuous and ongoing release that includes the current, as well as the future, events and activities sponsored by GGM.

I understand and acknowledge that I am an adult of at least 18 years of age. My decision to participate in GGM events and activities is a voluntary decision and that it has not been coerced in any way. I have been given this document in advance. I am under no pressure to make this an immediate decision to participate. I know it is my right to elect not to sign this Release and to refrain from participating in GGM events and activities.

I understand and hereby acknowledge that by signing this Release I have not only agreed to personally waive any liability claim, but to assume all risk of injury, death, or damage, suffered during, or as the result of, my decision to participate in a GGM event or activity. I also agree that by this document, I promise that my heirs, assigns, executor, or their heirs, or their estate,

I understand and acknowledge that I may seek advice from legal council if I have any doubt before signing this Release. By signing this Release, I acknowledge that either I have sought the advice of legal counsel or wish to now waive the opportunity to talk to a lawyer before signing the Release.

I understand and acknowledge by signing this Release I am representing that I understand the language used in this Waiver and Release of Liability. I represent that if there is any word or phrase that I did not understand that I have sought the advice of an attorney or other person for an explanation. I represent that in the event of injury, death, or property damage, neither me, nor my heirs, nor my representatives shall have a right to claim that I did not understand what I was acknowledging in this Waiver and Release of Liability.

I understand and acknowledge that this Waiver and Release of Liability is a full and complete agreement. No other documents or other information can be used to modify or alter the terms of this Waiver and Release of Liability. This Release is a fully integrated, and complete state of this Waiver and Release of Liability that I have agreed to. If any provision of this Release is declared invalid, the remaining provisions remain enforceable.

I understand and acknowledge that GGM is a non-profit organization created to form close friendship and support with other homeschooling families with a vision to work together to meet social and academic needs of participating families.

I agree that regardless of where this document is executed, this Waiver of Release of Liability shall be deemed a private contract entered by the state of Florida. I also agree that regardless of where this document is executed and where an accident might occur, that any occurrence or claim which raises an issue regarding the enforceability of this Release shall be governed by Florida Law.

Mother's Signature

Date Signed

Father's Signature

Date Signed

DRESS CODE

To promote an orderly learning environment in our Homeschool Co-op, while preparing all students for later success in the world of work, the Board of GGM has established the following guidelines for student dress:

- Students shall wear modest clothing of such style and design as shall be consistent with community standards. Sexually implicit or explicit clothing are not appropriate wearing apparel for co-op functions or events.
- Clothing must provide appropriate coverage. Skirts, shorts, and dresses must be no shorter than fingertip length when the wearer is standing with arms resting naturally at their sides.
- Shirts must fully cover the midriff at all times. Crop tops or other garments that expose the abdomen are not permitted.
- Students shall wear shoes for foot protection and hygienic reasons while on Gulfview Grace Church's grounds. Slippers are not acceptable, unless it's PJ Day.
- Students may not wear or display clothing, accessories, body art, or vehicle decorations that contain profanity; depict violence; promote or advertise tobacco, alcohol, drugs, or other illegal substances; contain sexually suggestive language or images; or include symbols, slogans, or messages that are vulgar, offensive, disruptive, or inconsistent with the values and standards of Growing Great Minds.
- Any offensive or inappropriate designs, words, or images displayed on the body must be fully covered while attending Growing Great Minds classes, activities, or events.
- The Board shall determine the appropriateness of dress and appearance in accordance with the guidelines distributed by GGM. The Board will make the decision if a student's appearance meets GGM co-op standards. The President's decision on the appropriateness of dress is final.
- All students, parents, and volunteers are required to wear their Growing Great Minds (GGM) identification badge throughout the co-op day. Badges must be worn on a lanyard around the neck and remain visible at all times while on campus.
- Students are prohibited from wearing clothing that exposes underwear. Clothing must be worn appropriately with no underwear exposed.
- Those who violate these provisions, regardless of age, will be asked to leave and return dressed appropriately. If this is not an option, a large t-shirt will be provided to be worn for the rest of the day.