

SHINE Support Group

Policy Handbook & Annual Forms Packet

SHINE seeks to glorify God and keep His commandments to faithfully teach the next generation about His goodness by providing mutual support, encouragement, accountability, and fellowship to new and experienced homeschool families in North Edmond.

SHINE Leadership Team

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STATEMENT OF FAITH

SHINE believes that all final authority is found in Scripture.

Bible

- We believe the Bible to be the verbally inspired and only inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:20-21)
- We believe God is one being who eternally exists as three persons, Father, Son, and Holy Spirit. All persons are equal in power and glory (Matthew 28:19, 2 Corinthians 13:14).
- We believe Jesus Christ is fully God and man (John 1:1, 14), born of a virgin (Matthew 1:18), sinless in His life (Hebrews 4:15). He died on a cross as a substitution for sinful men (Hebrews 9:15). He rose bodily from the grave (John 20:1-9, 24-31, Acts 2:24) and now reigns with the Father (Acts 2:33, Heb. 10:12). He will return visibly and personally to the earth both in salvation and judgment (Acts 1:11, Hebrews 9:28, Matthew 24:35).
- We believe all humans are sinful by nature (Romans 3:23, 5:12) and can only be forgiven by repentance and a statement of trust in Jesus as Lord and Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7).

Family

- We believe that the family is the basic governmental, social, and spiritual unit created by God. In it, each child learns self-government, and social relationships, and develops a relationship with the Creator and Savior (Ephesians 6:1-3; Colossians 3:18-20).
- We believe marriage is the uniting of one man and one woman in a single, exclusive union. It is intended by God to be a permanent relationship and a witness to the world of the relationship between Christ and His Church.
- We believe that sexual intimacy was created by God and intended for a man and a woman who are married to one another. Any sexual activity outside of this exclusive union is considered a sin. (Genesis 2:18-25, 1 Corinthians 6:18, 1 Corinthians 7:2-5, Ephesians 5:21-33, Hebrews 13:4)
- We reject the anti-Christian beliefs of secular humanism, including the general theory of evolution, one-world government, government-mandated sex education, government-mandated parenting courses, modern feminist ideology, abortion, and the promotion of homosexuality as an alternative, acceptable lifestyle.

Education

- We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4-9; 6:1-25; 4:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter. Authority for such training can be delegated to other forms of education; however, the ultimate responsibility for this education remains with the parents.
- We believe that the government, at all levels, should respect the right of parents to choose the academic alternative of home education. We believe that parents who have chosen this educational alternative are accountable to discharge these duties in an honorable and responsible manner to the attaining of educational excellence and good citizenship. We believe education in the home to be the best form of education.
- We believe that all education is religious in nature since one's view of the world and life is involved in teaching (Prov. 2:1-8; 3:1-2; 6:20-23; Matt. 28:18-20). Every discipline of knowledge, whether it be subjects such as mathematics, science, or history will have as its final reference point a theistic or humanistic view of reality (Colossians 1:15-20 and 2:8-15), and there is no neutral academic discipline.
- With respect to the home school laws of Oklahoma, individual home-schooling families will govern themselves with respect to curriculum, record keeping, school calendar, and education method. We believe parents (under God) to be the best judges when raising and educating their own children, and while SHINE will offer support, encouragement, and home school training, it is up to individual families to decide what is best for their children. **SHINE DOES NOT AWARD ACADEMIC CREDIT, KEEP ACADEMIC RECORDS, NOR IS RESPONSIBLE FOR FULFILLING ACADEMIC REQUIREMENTS TO MEET OKLAHOMA HOMESCHOOL LAW.**

MEMBERSHIP

- SHINE shall be comprised of Christian homeschooling families in the Edmond area. Provision for membership outside of the Edmond area will be made on a case-by-case basis at the discretion of the Leadership Team.
- Initial membership shall be reserved for those who attend the yearly orientation/planning meeting, concur with the Statement of Faith, Conflict Resolution Policy, Student Code of Conduct, sign the Liability Waiver, and agree to abide by the support nature and purpose of SHINE (Yearly signing of the above documents is required for each family).
- All Members must sign an annual liability waiver prior to the first day of SHINE. SHINE members are expected to take full responsibility for their own actions and the actions of their family members.
- SHINE is a support community and not a drop-off co-op. Members are required to accompany their children to all events and be on-site for all classes unless arrangements

have been made with another adult to supervise and take responsibility for their child and the organizer of the event is aware of the arrangements.

- Members are required to volunteer for 2 hours of service to SHINE to fulfill the “support” of the group by either teaching, assisting, setting up, or cleaning up at the end of the SHINE day. Service sign-ups will be available prior to the start of the SHINE year.
- Members are encouraged to seek membership in the Home School Legal Defense Association and Homeschool Oklahoma.
- Each year, returning members are required to sign all documents concerning membership of SHINE. Additionally, SHINE leadership reserves the right to NOT invite a family back. Yearly membership in SHINE is not automatic.
- All prospective and current SHINE members will disclose ANY arrests that led to convictions, probationary time, criminal records, etc. If there are any in the past 10 years, there is cause for possible dismissal. Failure to disclose ANY criminal information to the leadership team will result in IMMEDIATE DISMISSAL. This is for parents and teenagers as well.
- SHINE members come from a variety of local churches within Christianity--therefore, we all agree on one thing: Jesus is Lord and Savior. Please be respectful of others whose theological views may not exactly align with yours.

Communication

- E-mail is our primary form of communication. Members are expected to check their e-mail on a weekly basis.
- SHINE uses Homeschool Life as our official website hosting service. www.shinesupportgroup.com All families must create a family profile and register their children. This website is used for class registration, calendar, event sign-ups, directory, academic grades, business opportunities, classifieds, and teacher communication. Please bookmark this site on your phone and computer.
- The SHINE Facebook page is a social page and is for social communication only and does not represent SHINE as a whole or the leadership team.
- Inclement weather cancellations follow Edmond Public Schools as reported through local news stations.

Appropriate Dress

All SHINE members are expected to dress in a modest manner that reflects Godly character. The appropriate dress applies equally to students, teachers, and volunteers. We recognize that every family has its own set of modesty standards. We ask that SHINE families be respectful and considerate of your brothers and sisters in Christ. Parents are responsible for ensuring that students adhere to the dress code. Parents of any student wearing an inappropriate dress will be contacted by SHINE leadership.

General Guidelines

- Evaluate for modesty the length of shirts, shorts, and skirts.
- Keep a modest neckline for women and girls.
- No undergarments showing, including straps. Undergarments are to be under your clothes.
- No tight or revealing shirts or bottoms without appropriate coverage.
- Evaluate t-shirts with slogans and pictures.
- Wear appropriate footwear and clothes for the activity and class.

Simple rule for evaluation: “Raise your hands, touch your toes, if anything shows go change your clothes.”

Inappropriate and Unacceptable Use of Technology: Members are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, hurtful, threatening, harassing, or damaging to another’s reputation. This includes all available means such as cell phones, texting, email, social media sites, and photo apps. This applies to conduct both on and off SHINE days. Inappropriate activity may result in dismissal.

CONFLICT RESOLUTION POLICY

Ephesians 4:1-3-” I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.”

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. Therefore, in response to God’s love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles. (Gal. 5:19-26; Matt. 5:9; II Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4)

When a conflict arises, Leadership encourages you to follow Matthew 18:15-20 principles.

1. Consider if you can overlook a minor offense.
2. If the offense is too serious to ignore, take responsibility for your own contribution to the conflict by confessing your own sin, going to your brother/sister in private, and avoiding gossip.

3. Actively pursue peace and reconciliation (see Romans 12:18).
4. If an offender privately seeks forgiveness, consider forgiving them and be reconciled, if possible, to restore community. Remembering we are all forgiven in Christ.
5. If the conflict is unable to be resolved in private, seek assistance from SHINE leadership.

Code of Conduct

Please Note: This section applies to any official function of SHINE including co-op days, meet-ups, and field trips.

Student Code of Conduct

1. Respect the adults who are in authority over me by quietly listening when they speak and by promptly obeying their instructions (1 Peter 5:5)
2. Demonstrate God's love in my relationships with others, assisting those who need help, showing kindness, using good manners, avoiding gossip, and working to be a blessing to those around me. I will extend friendship to all others in my group. I will make a continuous effort to be on good terms with everyone, excluding no one (Philippians 4:5a & Philippians 2:2-3)
3. Remembering that I am a child of God, I will honor Him with my words by using wholesome speech and by not making an excessive or inappropriate noise. I will not tease, call names, tell secrets, or act in ways that hurt or embarrass others. These will be deemed as bullying behaviors. I will search for ways to encourage and bless others with my speech (Psalms 141:3)
4. Respect the supplies and property of others, including the church facility. I will ask before I borrow, take care of what I have, and return items to their proper place. I will clean up my messes, and I will help to keep the church facility clean. I will not intentionally cause disorder or destruction (Luke 16:10).
5. Behave in an orderly way, raising my hand to ask a question, staying in my assigned room until I am dismissed, walking quietly between classes, and only bringing to classes those items that are to be used in class that day so as not to be a distraction to those around me (Galatians 5:22-23).
6. Demonstrate diligence by completing my homework on time and to the best of my own ability (Colossians 3:23). This includes no copying, cheating, or plagiarizing.

Boy/Girl Relationships Guidelines

Students are encouraged to have meaningful friendships among friends of the opposite gender. While we cannot prevent dating/courting relationships, we do ask for the utmost discretion. We support friendly interaction but no public displays of affection during SHINE days or any other SHINE event.

Discipline Procedures

Students in violation of the Student Code of Conduct will be spoken to by teachers, adults, and/or SHINE Leadership. Subsequent violations will result in a parent meeting with leadership. Continual Code of Conduct violations could result in dismissal from SHINE. This is a general policy, and therefore will be used in general situations. However, if a student does something to endanger another student, property, or directly defies authority, the student may be dismissed immediately with parents still obligated to pay SHINE fees and teacher fees for the remainder of the school year.

Respect for Facility

Families are expected to be good stewards of the facility that we use. Some general guidelines (this list may continue to evolve)

- No running inside the building, unless in PE class.
- No eating in the hallways or classrooms unless permission is given by the teacher.
- Shoes must be always worn.
- Classroom televisions are for classroom use only.
- Please do not use the pianos in the Family Fellowship Hall or classrooms.
- Students who are not enrolled in a class will need to be in the Family Fellowship Hall.
- Please no loitering in the hallways or parking lot.
- The church is monitored by video surveillance. No students may go upstairs to the youth room, or upstairs above the sanctuary area. These areas are off-limits. The foyer area and bathrooms on the west side of the building are also off-limits. SHINE members are asked to avoid risers and stage areas. Please know that SHINE could receive a fine if students are caught in off-limit areas. Parents of the offending student would then be responsible for payment of that fine.
- The playground is limited to students under 12 and an adult must be always present when the playground is in use.
- Please notify the Leadership team immediately if there is any incident such as an injury, stopped toilet, broken items, or damage to the facility.
- Designated lunch areas are the Family Fellowship Hall and Sanctuary. Families may also eat outside. All families are responsible to clean up their areas after lunch. Parents, please double-check your children's areas.

Classroom Guidelines

- The Family Fellowship Hall will have plenty of space for students to work on schoolwork, converse, socialize and play board games (please be respectful of the noise level.)
- Teachers have the authority to collect cell phones during class time if their use becomes a problem.
- Classes meeting off-site, for any reason (movie night, field trip, needed extra classes) must notify leadership prior to the meeting.
- All students in a class must be enrolled in that class. No visiting or auditing is allowed.
- Teachers have the authority to establish their own additional rules for classroom conduct and etiquette.
- For classes utilizing syllabi, these documents are considered proprietary and should not be shared without express consent from the teacher.

Safety

- SHINE is not a drop-off co-op. Parents are required to be on-site. Parents who need to occasionally leave must designate an adult in charge of their student(s). Students must be able to identify who is their adult in charge when asked.
- Families and teens need to park on the east side of the building in the parking lot.
- The doors to our host facility are always locked. Please use the doors on the southeast corner to enter or exit.

SHINE Visitor Policy

- SHINE Leadership must be made aware and approve of any visitor arrangements prior to SHINE days.
- Non- members are welcome to attend field trips and other planned activities outside of SHINE days if accompanied by current members and if the room is available and if leadership has been made aware and approved in advance.
- Non-members are not permitted to attend classes.

Health & Illness Guidelines

Allergies:

Allergy information will need to be entered into student profiles on Homeschool Life. This will allow SHINE Leadership to help evaluate any changes that may be necessary.

Please be considerate of others when evaluating the health and well-being of your own children. To protect the health of others, please do not bring your child to events if they have had the following:

1. Fever in the past 24 hours
2. Diarrhea in the past 24 hours
3. Vomiting in the past 24 hours
4. A diagnosis of a known communicable disease (chicken pox, head lice, untreated strep throat, influenza of any kind, or COVID-19)

Siblings of sick children will be permitted to attend at parents' discretion and evaluation the mode of transmission of the illness and possible incubation period. Please do not put others at risk.

Please cover wounds that are open, weeping, or new injuries. If your child has an active case of MRSA, please let the Leadership Team know. Follow your doctor's instructions for treating, covering the site, and handwashing to decrease transmission.

Some points to remember:

- Covering your mouth when you cough or sneeze using a cupped hand or elbow.
- Handwashing after using the restroom, changing a diaper, before eating, and when visibly soiled.
- Refraining from sharing drinks or eating after another.

Financial

- SHINE Membership fees and Teacher fees are a year-long commitment. The costs of classes listed are per semester.
- After the Add/Drop deadline, you are financially responsible for your classes.
- Payments are made prior to the beginning of the fall and spring semesters. Fees paid to teachers are non-refundable.
- SHINE Membership fee is \$60 each semester payable prior to class enrollment in June and prior to the first class in January. Invoices are sent prior to enrollment.
- Insurance is due annually by the first day of SHINE. The amount is \$8 per person for each member over the age of three that will be onsite during SHINE days.
- Payments for classes are made directly to the teachers. Please see their individual Homeschool Life page for more information. Teachers set their own fees for classes. Reminder: fees are listed by semester, not the entire year.
- SHINE cannot accept funds from EPIC or any other charter school.

SHINE Year at-a-glance

SHINE seeks to provide multiple opportunities for fun, fellowship, field trips, and class ideas. Below is a tentative schedule – all dates will be included in email communications or can be found on the calendar on Homeschool Life.

- SHINE strives to provide two field trips each semester and one Mom's Night Out event each semester.
- In February, SHINE collects information on potential classes and classes parents are willing to teach.
- In April, SHINE collects a hard copy, in-person survey, where parents can let Leadership know, what classes would be the most beneficial to their family.
- In early May, class information from teachers is collected.
- SHINE schedule is released at the end of May.
- Class registrations begin June 1st with SHINE teachers and June 8th for current members and invoices are emailed.
- SHINING through the Summer is the 2nd and 4th Wednesdays during the summer.
- In late June, Leadership meets with potential new families providing openings are available.
- New members register beginning July 1st
- Add/Drop deadline for class registrations is July 15th.
- New member meeting and "Back to SHINE" party for 2022-2023 is August 20th.
- The First day of SHINE for the 2022-2023 year is August 24th.

2022-2023 ANNUAL FORMS

All new and returning members need to print and sign pages 11-14.

STATEMENT OF FAITH

I have read, understand and agree completely with the Statement of Faith as outlined in the SHINE Policies & Annual Forms Packet *Statement of Faith* section. (pg.2-3)

Parent Signature _____ Date _____

Parent Signature _____ Date _____

CONFLICT RESOLUTION POLICY

I have read, understand, and agree to abide and utilize the CONFLICT RESOLUTION POLICY and CHECKLIST of SHINE as outlined in the *Conflict Resolution* section of the SHINE Policy and Annual Forms Packet. (pg. 5- 6)

Parent Signature _____ Date _____

Parent Signature _____ Date _____

SHINE Policy and Annual Form Packet must be reviewed and signed annually. It is your responsibility to read it in its entirety and by signing this acknowledgement page you are indicated you have read this packet. A signed copy of this page and the Liability Waiver must be mailed to SHINE Leadership c/o Cindy Bergren 3709 Walking Sky, Edmond, OK 73013 no later than the first day of SHINE classes.

Parent Signature

Date

STUDENTS

As students enjoying the benefit of membership of SHINE, I agree that being at least 8 years of age and under the guidance if my parents or guardians, have read, understand, and agree to abide by and take responsibility for myself in accordance with the Student Code of Conduct of SHINE as outlined in the *Students* section of the SHINE Policy Handbook and Annual Form Packet. (pg. 6)

Signature of Student 8 years or older

Date

Signature of Student 8 years or older

Date

Signature of Student 8 years or older

Date

Signature of Student 8 years or older

Date

Signature of Student 8 years or older

Date

Signature of Student 8 years or older

Date

SHINE

Liability Waiver and Release of Liability

This family waiver form covers parent(s) and child(ren), individual(s) listed below:

Father's Name:

Mother's Name:

Adult Participant:

Children: (Name/Date of Birth)

This Waiver and Release of Liability (“Agreement”) is a legal and binding agreement which, when signed, will permanently limit your ability, your spouse, heirs, executors, administrators, personal representatives or assigns to hold SHINE support group or any host facility liable for injuries or losses you may cause or sustain as a result of participation in activities.

SHINE (Supporting Homeschooling in North Edmond)- A Christian Home School Support Group, also known as S.H.I.N.E, will not be held liable for personal injury, damage to property, or expenses of any nature that may be incurred by any participant or member of any SHINE sponsored activity, class, or event. Neither shall any host of said activity, class, or event be held liable. Curriculum advice or educational counsel is also given and must be received as a free, non-professional, opinion only and parents/legal guardians will retain all responsibility for all legal and educational choices they make for their children. All parents/legal guardians will assume all risk of personal injury, sickness, damage, and expense of any kind caused by their children or self at all SHINE functions.

To the fullest extent permitted by law, on behalf of myself, my spouse, heirs, representatives, executors, administrators, and assigns, I agree to forever RELEASE, INDEMNIFY, HOLD HARMLESS and COVENANT NOT TO SUE SHINE Home School Support Group or any host facility from any cause of action, claim, or demand, including one related to bodily injury, property damage, death or accident arising out of or related to my or my family’s participation in the activity.

This Agreement shall be constructed and enforced in accordance with the laws of the State of Oklahoma, and I consent to the jurisdiction of this state. I expressly agree that this Waiver and Release of Liability is intended to be as broad and inclusive as permitted and that if any portion is held invalid, the remainder shall continue in full legal force and effective.

Signed by the father/Legal Guardian Date

Signed by the mother/Legal Guardian Date

Child 18 years or older Date

Adult Participant Date