

SHINE - Supporting Homeschoolers in the Northeast

Policies and Procedures

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TAX ID: 26-2692739

What is SHINE?

SHINE stands for "Supporting Homeschoolers in the North East." SHINE is a 501c3 non-profit corporation designed to provide cooperative opportunities and a support network to families educating their children at home in the north east San Antonio, TX area.

Mission Statement:

To provide opportunities for encouraging homeschool families in the endeavor of faithful Christian training and education of their children in the north east San Antonio area through the union of like-minded families. Our theme verse, Matthew 5:16, "Let your light so shine before men, that they may see your good works and glorify your Father in Heaven." exemplifies our desire to honor Christ in all that we do.

Statement of Faith:

We ask that you read our statement of faith and understand that this statement of faith is a reflection of the core beliefs of the general membership of our SHINE Homeschool group. We ask that you agree to submit to these beliefs both in word and deed when participating in any SHINE activity.

We believe:

The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the divine and final authority for Christian faith and life.

In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

That Jesus Christ is fully God and fully man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into Heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, and instruct and empower the believer for godly living and sacrifice.

That man was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

That marriage and romantic relationships are between one man and one woman, in accordance to the Scriptures (Leviticus 20:13, 1 Timothy 1:10).

That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus, become children of God.

That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as a means to salvation.

That the true Church is composed of all such persons who, through the saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the Body of Christ, of which He is the Head.

In the second coming of our Lord Jesus Christ, and that this blessed hope has a vital bearing on the personal life and service of the believer.

In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

Membership Diversity:

We are a conservative Christian homeschool group, and most of our members are Christian. Approval of all SHINE families is contingent on a family meeting all membership requirements which includes agreement to submit to the Statement of Faith and abide by all SHINE policies. We expect that all our members will be encouraging of one another.

Membership Requirements:

- A. Open to all families who are actively engaged in home education with at least one child ages 5 through 19 years of age.
- B. Complete the registration or renewal process by:
 - Complete online forms; family application, liability form, medical form, and SHINE member code of conduct.
 - Attend a membership meeting to review policies and procedures, and update your family profile on the website.
 - Complete the background check for all adults 18 years of age and older in the family home, or adults who wish to attend a SHINE event, drop off, or pick up a child at a SHINE event.

- Pay annual membership dues by the given deadlines.
 - Honestly and completely answer all questions on the membership forms. Lack of disclosure will result in termination of membership without a refund of membership fees.
- C. Attend a minimum of one SHINE event or activity for at least 7 out of the 12 months of the fiscal year, June through May. Membership will be terminated upon missing a total of 6 months of activities in one year, with no refund of membership dues.
- D. Provide at least one Service to SHINE (STS) **in addition to any co-op classes or club** participation.
- To fulfill the Service to SHINE (STS) volunteer requirement, parents must seek active participation in planning student, parent, or family events.
 - The event planned must be exclusive to the SHINE group.
 - STS needs to be scheduled in advance and approved by the coordinator of the event taking place or the Director of the ministry.
 - STS will be tracked throughout the year and reminders will be sent out as appropriate.
 - If your Service to SHINE (STS) is not completed by May 31st, a \$100 fee will be added to your membership renewal, and you will be placed at the end of the waiting list for membership renewal.
 - For families whose only student at home is a senior, Service to SHINE (STS) must be performed by January 1st or the fee of \$100 will be due at that time, and further membership with SHINE will be suspended until the fee is paid. No fees currently paid to SHINE will be refunded.
- E. Agree to submit to SHINE's statement of faith and member code of conduct.
- F. Must monitor SHINE's forum and calendar from the SHINE website www.shinehomeschool.com. Additionally, we do encourage participation in the Facebook group, however, that is not required. All members' website and communication forums, emails, and Facebook page are for adults only.
- G. Any additional adults (other than the child's parents) may participate in SHINE activities with approval from the Board of Directors and completion of the background check.

Rights and Privileges of Members in Good Standing:

- A. Members shall be entitled to involvement and participation in all of SHINE's events and activities throughout the SHINE fiscal year (June - May). All SHINE events are for SHINE members only unless prior consent has been made by the Board of Directors.
- B. Members will be able to print a Teacher Card from the SHINE website, and will then be eligible for teacher discounts at many retail stores.
- C. Members will be given priority for membership renewal the next year.
- D. Members are entitled to SHINE's member only website and membership directory.
- E. Members shall have no voting rights, but are encouraged to give feedback to the Board of Directors.

Duties and Responsibilities of SHINE Members

- A. Must submit to SHINE policies and procedures, SHINE member code of conduct, and the authority of the Board of Directors.
- B. Must communicate openly with SHINE leadership and other members regarding questions, concerns, ideas, etc. Effective and edifying communication is necessary to protect unity within our group, encourage relationships, and share resources.
- C. Parents will be responsible for the supervision of their children, unless prior arrangements have been made. If damage occurs, the parents will bear the financial responsibility.
- D. Fulfill the Service to SHINE (STS) volunteer requirement.
- E. Must pay for all events, clubs, co-op classes, field trips, etc. by the given deadlines. Failure to pay by the given deadlines will disrupt involvement in activities, cause late fees to be charged, and repeated occurrences could mean possible termination of membership.
- F. With respect to the homeschool laws of Texas, individual homeschooling 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 and encouragement, it is up to individual homeschool 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 Texas Homeschool Laws.**

SHINE Member Code of Conduct

Ephesians 4:1-3 “Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God. Always be humble and gentle. Be patient with each other, making allowance for each other’s faults because of your love. Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace.”

- A. During all SHINE sponsored events, held at any venue, the following general rules of conduct will be followed. Some events may specify additional rules as required by the facility of the activity.
- B. Any instances of the rules of conduct not being followed or suspected issues affecting the members in the group must be reported to the SHINE Board of Directors immediately.
- C. SHINE members (students and adults) will be respectful to other SHINE members (students and adults), and be willing to receive guidance from adults and teens in charge of activities.
- D. Romantic situations are not acceptable between students, regardless of gender. For specifics, see the SHINE Member Code of Conduct (Attachment B).
- E. Illegal activity is not acceptable from any SHINE member, whether it occurs at a sanctioned SHINE event or not.

Ephesians 4:29 “Don’t use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them.

- F. SHINE members (students and adults) will refrain from gossip and conversations that are not edifying to the group. Speaking ill of or putting down another member of SHINE will not be tolerated.
- G. No inappropriate jokes or language will be tolerated.
- H. No rough and tumble horseplay, including hitting, kicking, slapping, pushing (even in jest), will be allowed.
- I. Adults should avoid controversial or inappropriate topics of discussion with students at all SHINE events. If in doubt, refer the student to their parents.

Philippians 2:14 “Do everything without complaining and arguing.

Romans 12:10 “Love each other with genuine affection, and take delight in honoring each other.”

- J. Think of others and the impact your actions will have on others in the group. Always act in love toward one another.
- K. Participation is mandatory while attending planned activities, unless excused by the activity leader.
- L. Each person is responsible for helping to clean up after each activity.
- M. During all SHINE sponsored events, held at any venue, parents and students must follow the SHINE dress code.

Consequences

- Our prayer is that any situation that may arise may be worked out for the good of all and come to a positive resolution.
- Depending on the severity of the infraction or infractions, the Board of Directors will determine the appropriate course of action. Consequences may include a warning, suspension from events for a given period of time, or termination of membership. Offenses will be documented on the SHINE Incident Report and/or the Witness Statement documents.
- If at any time, the Board of Directors is made aware of a situation or lifestyle that contradicts the SHINE beliefs, Statement of Faith, and/or policies, the SHINE Board of Directors may choose to terminate membership immediately.

1 Corinthians 1:10 “I appeal to you, dear brothers and sisters, by the authority of our Lord Jesus Christ, to live in harmony with each other. Let there be no divisions in the church. Rather, be of one mind, united in thought and purpose.”

Wellness/Illness Policies

- A. This policy applies to all adults and children who attend SHINE events. These are for the protection of you, your child, and the other members of the group.
- B. Upon recommendation of the Center for Disease Control, a child/adult must be free of all symptoms listed below for at least a period of 24 hours before they will be able to attend a SHINE event.
- Any contagious illness that renders your child unable to participate comfortably in daily activities.
 - **Fever and sore throat, rash, diarrhea, earache, irritability, or confusion.**
Fever is defined as having a temperature over 100°F taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months and younger, the lower rectal temperature of 101°F is considered a fever threshold.
 - **Diarrhea** - loose, watery stools that require frequent change of diapers, or that a child not in diapers cannot control and necessitates increased care and/or change of clothes.
 - **Vomiting** - 2 or more times in the past 24 hours, unless it is determined to be a non-communicable condition and there is no danger of dehydration.
 - **Body Rash with fever** - unless it has been determined non-communicable.
 - **Severe Coughing** - child gets red or blue in the face or makes a high-pitched or whooping sound after coughing
 - **Eye Discharge** - thick mucus or pus draining from the eye, or pink eye with eyelid redness, pain, and/or fever.
 - **Yellowish Skin or Eyes**
 - Any other communicable illness (skin infections, childhood diseases, chicken pox, measles, etc). Child or adult must be on antibiotics for at least 48 hours and/or completed treatment per doctor's orders.
 - Child is irritable, continuously crying, or requires more attention than volunteers can provide without interfering with the health and safety of the other children or adults in our organization.
 - **When in doubt, please stay home.**
- C. If you or your children arrive with any of these symptoms, we will ask you to go home. If your child develops any of these symptoms while in class, the child will be isolated and the parent notified immediately.

Leadership

- A. SHINE is managed by a Board of Directors, which is comprised of seven appointed, volunteer positions: Membership Director, Co-op Director, Administrative Director, Treasurer, Parent Support Director, Family Director, and Teen Director. The Board of

Directors may create additional positions as deemed necessary, and may operate with some positions unfilled if necessary.

- B. The SHINE Board of Directors uses an internal email to communicate between meetings and to decide minor issues that may arise. When a Board of Director member steps down, they are removed from that email list by the moderator.
- C. The Board of Directors conducts monthly meetings. Any SHINE member may submit a question, concern, or idea at any time to the Board of Directors for discussion at the monthly meeting. The Board of Directors will review the agenda item and follow up with the member.
- D. The Board of Directors positions are as follows:
 - **Administrative Director** - Responsible for SHINE public relations, facilitating the SHINE website (including calendar, directory, forum board, etc), updating SHINE paperwork as needed, and training members on the use of the website and the SHINE forum. The Administrative Director will oversee reserving facilities for SHINE functions, the insurance coverage, and handles the monthly meeting agenda and meeting minutes. This position has a 2 year minimum commitment.
 - **Membership Director** - Responsible for handling all new membership inquiries and related duties, updating membership paperwork as needed, tracking attendance and Service to SHINE (STS), moderating the Facebook page, and helping conduct Member Renewal Meetings and New Member Meetings. This position has a 2 year minimum commitment.
 - **Treasurer** - Keeps SHINE accounting records, reports, and budget information, processes receipts, assists in registration, and helps create the SHINE budget. The Treasurer position may include a financial advisor or assistant as deemed necessary by the Board of Directors. This position has a minimum 3 year commitment.
 - **Co-op Class Director** - Oversees planning and management of the SHINE Co-op classes by working with parents to submit class ideas, determining class location and schedules, coordinating with the Treasurer and others to register for co-op classes, and working with parents to plan and end of semester presentations. This position has a minimum 2 year commitment.
 - **Parent Support Director** - Plans, organizes, oversees, and executes various activities and events to support the parents of SHINE. This includes coordinating parent events, parent workshops, caring moms ministry, and managing the yearbook. This position has a 2 year minimum commitment.
 - **Family Director** - Plans, organizes, oversees, and executes various activities and events in the following groups; Mini SHINers, Young SHINers, Preteen Boys, Preteen Girls, Field Day, Robotics, Park Days, Field Trips, Kids Craft Fair, Etc. This position has a 2 year minimum commitment.
 - **Teen Director** - Plans, organizes, oversees, and executes various events for teens and other age specific activities as appropriate such as Teen Groups, Graduation, Spring Ball, Hoe Down, Theme Dinner, College and Career Exploration, and Community Service events. This position has a minimum 2 year commitment.

- E. Requirements of Leadership:
- Has at least one child currently being homeschooled.
 - Has homeschooled for at least 2 years.
 - Is currently and has been an active member of SHINE for at least 1 year.
 - Strives to maintain quality of leadership, the vision of the group, and harmony among the leaders.
 - Must be a professed Christian and agree to the Statement of Faith
- F. Duties of Leadership:
- Oversee the carrying out of the mission statement.
 - Oversee the functioning of the group.
 - Set up an annual calendar.
 - Attend Board of Director Meetings.
 - Follow through with duties as described for your position.
- G. Board of Director Members are appointed based on some or all of the following criteria:
- Active participation as a SHINE member
 - Successful completion of at least one term in a coordinator position.
 - Has expressed interest directly to a current Board Member.
 - All new Board Members must be approved by a majority vote of the current Board of Directors

Other Governing Guidelines

- A. Supervision
- All activities must be supervised by a minimum of 2 unrelated adults.
 - Some activities may require additional supervision based on age and group size.
 - For the safety of our students, activity coordinators must be informed if someone besides a family member will be picking up a child or teen or any age from an event.
 - **Hosting Policy** - Families that are in their first year of SHINE membership are not able to host events in their homes, unless they are a coordinator.
- B. Co-op Class Guidelines
- See Attachment A
- C. Code of Conduct
- See Attachment B
- D. Dress Code
- See Attachment C
- E. Spring Ball Guidelines
- See Attachment D
- F. Student Group Policies
- **Mini SHINERs** - Parent Participation is required for Mini SHINER's events. This means that a parent is required to attend the event with their participating child. If circumstances prevent a parent from attending with their child, the parent must

make arrangements with another parent or approved adult to be responsible for their child at the event. The event coordinator must be informed in advance of who is responsible for a child if they come with someone other than their parent/guardian.

Mini SHINER's events are for children up to the age of 4. All activities, food, etc. will be for the Mini SHINER children participating in the event. If a parent must bring an older child with them to the event, they will need to bring a snack and something to keep the other children occupied during the event, as they will not be able to participate in the Mini SHINER activities.

- **Young SHINERs** - Parent participation is required for Young SHINER's events. This means that a parent is required to attend the event with their participating child. If circumstances prevent a parent from attending with their child, the parent must make arrangements with another parent or approved adult to be responsible for their child at the event. The event coordinator must be informed in advance of who is responsible for a child if they come with someone other than their parent/guardian.

Young SHINER's events are for children ages 5 to 8 years old. All activities, food, etc. will be for the Young SHINER children participating in the event. If a parent must bring a younger or older child with them to the event, they will need to bring a snack and something to keep the other children occupied during the event, as they will not be able to participate in the Young SHINER activities.

- **Preteen Girls and Preteen Boys** - This group is for children from ages of 9 years old through 11 years old. Parents of 9 year olds must stay at the event.
- **Younger Teens** - This group is for students from ages 12 years old through 14 years old.
- **Older Teens** - This group is for students from ages 15 years old through 19 years old.
- Students over the age of 19 will age out of SHINE membership.
- The school year for SHINE age groups is from August through May.
- Parents and students must sign the SHINE Member Code of Conduct.
- The ages above are whatever age the student is in August. If your student has a birthday during the school year, they may choose to move up to the appropriate age group. If they decide to move up, they must stay in that group for the remainder of the year.

SHINE Dress Code

A. General Guidelines:

- Please use common sense to make sure clothing is appropriate for the activities SHINE Members (students and adults) are participating in.
- **This dress code applies to SHINE Members (students and adults) ages 5 years and older.** Please note that write ups for the dress code will not be given

to children under the age of 9 years old. For SHINE Members under the age of 9 who are not in dress code, a verbal discussion will be had with the parents.

- Make sure to check to see how your clothing covers you in active movements before leaving the house; bending, jumping, leaning, etc. may be necessary for the event.
- Some events may specify additional rules as required by the facility or activity.
- If in doubt, DON'T wear it.
- SHINE Members (students and adults) who are not dressed appropriately will be written up and/or sent home to change into more appropriate clothing.

B. Basic Dress Code Guidelines:

- No clothing with alcohol, drugs, profanity, or biblically inappropriate items (words, pictures, etc) are allowed
- No strapless shirts, camisole tank tops worn alone, leotards, unitards, bathing suits, or see-through clothing are allowed.
- Sleeveless shirts/tank tops with wide straps that cover the shoulder with at least 3 fingers width of material is okay.
- No cleavage showing from any angle.
- No short shorts or skorts. They must be longer than your fingertips when your arms are straight at your sides. Any rips in distressed jeans should also fall below the fingertips when standing with your arms at your sides.
- Dresses and skirts need to be knee length. If they are shorter than knee length, they should be worn with leggings or shorts that are at fingertip length.
- Spandex and skin-tight leggings - A shirt must be worn long enough to cover your backside.
- No bare midriff.
- No under clothing showing...underwear, boxers, bras, etc.
- Clothing may not be overly distracting or interrupt classes/events being conducted.

C. Swimwear Guidelines:

- No underwear showing.
- No thong style bottoms
- Females:
 - Must wear a modest swimsuit
 - No cleavage showing
 - No midriff showing
 - May wear a shirt, tank top, and/or shorts to provide the modesty needed.
- Males:
 - No speedo-style bottoms
 - Must have midriff covered with a tank top or t-shirt

D. Spring Ball and Graduation Guidelines:

- No theme dressing. The theme chosen for the ball each year is for decorating purposes only.
- Males:
 - Must wear a collared shirt and tie with dress slacks

- A jacket is not required, but some fashionable gentlemen enjoy wearing one.
- Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.
- Females:
 - Formal gowns that are allowed may be strapless, spaghetti strap type, and semi-open back gowns.
 - Backless dresses must be no lower than the middle of your back as measured from the nape of your neck. (Example: Start measuring from where the collar of a t-shirt starts to the waistline of the top of your jeans.)
 - For all dresses, the hemline and slits must be **no higher** than 1 inch from the top of the knee cap.
 - The fabric of the dress must be a solid fabric. Having a see-through fabric will not count towards the measurement of the guidelines. For example, see-through lace, chiffon, tulle, etc.
 - For any dress worn to the ball, no cleavage can be shown from any angle. A great rule of thumb when trying on dresses is to bend forward at the waist in front of a mirror.
 - Dressy pants or slacks can be worn, however, no jeans or leggings.
 - No bare midriff.
 - Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.
 - If you would like to have your dress pre-approved; send a picture of the front, back, and side of your dress to teen.shinehomeschool@gmail.com no more than 2 weeks before the Spring Ball.

Business Procedures:

- A. Fiscal Year: SHINE's fiscal year is from June 1st to May 31st. Annual renewal of membership occurs in June.
- B. SHINE is a nonprofit organization supported entirely by its membership dues. These funds cover expenses such as insurance, administrative costs, parties, family events, website fees, facility rentals, etc. The amount of annual dues is set by the Board of Directors.
- C. To be reimbursed for supplies that were purchased for a SHINE event, you must turn in your receipts along with the SHINE Reimbursement Form (located on the SHINE website) within one week of purchasing. Please turn them in to our treasurer in person, or email the form and clear pictures of receipts to treasurer.shinehomeschool@gmail.com. Please check with the event coordinator prior to buying supplies, to make sure there is enough in the budget for that event before you buy.
- D. The Board of Directors reserves the right to exercise judgment in enforcing or making exceptions to any established guidelines.

- E. SHINE's financial records and membership data will be maintained for 7 years per legal requirements. Corporation 501c3 filing documents and updates, minutes, etc. will be maintained indefinitely. Upon dissolution of SHINE, all records will be destroyed according to legal requirements.
- F. Upon dissolution of SHINE HomeSchool, the assets (if any) shall be donated to the organization voted on by the Board of Directors at the time of dissolution.

ATTACHMENT A: SHINE HOMESCHOOL CO-OP Class GUIDELINES

- Co-op classes consist of weekly morning enrichment classes for students 5 years through 19 years old.
- Students are taught by SHINE parents and occasionally others brought in for specific classes, as approved by the Co-op Class Director.
- The semester is 9 weeks long and consists of three 55 minute classes each week.
- Enrollment is limited due to space and nursery/preschool constraints
- Co-op classes require additional fees based on the classes offered and cost of facility rental

Participation Requirements

- A. Family must be members in good standing with the SHINE Homeschool Group.
- B. All parents and teachers are required to complete a background check to work with children. It must be completed prior to submitting class offering.
- C. Co-op Class Fees Policy: If fees were not paid in a timely manner the previous semester, the family cannot register until they pay what they owe as well as what they would owe

for the next semester. All fees must be paid up front. If not paid by week 4 of co-op classes, you cannot teach the following semester.

High School Drop Off Requirements

- A. SHINE students who are ages 15 through 19 years old may attend co-op classes without parent participation, with permission from the Board of Directors and/or the Co-op Class Director. They must also meet the following requirements:
- The student must be in good standing with SHINE and has not had an occurrence in which an incident report has been filled out for a discipline or dress code violation within the previous 12 months.
 - An additional drop off fee of \$50 per student will be added to the registration along with administrative fee per family and class fees.
 - Another designated adult who is participating in co-op classes must agree to act as a responsible adult for the student while attending co-op classes. (From arrival to dismissal). This information must be put in writing and forwarded to the Co-op Class Director at least 5 days before online registration to allow time for the Board of Directors' approval. If the responsible adult has to be absent during a co-op class day, the drop off student must have an alternate responsible adult designated in advance, or they may not attend co-op classes that week.
 - If, at any time, during the semester an incident report is issued to the student due to a Code of Conduct or Dress Code violation, the student shall be immediately ineligible for drop off.
 - Drop off student registration will begin the hour after the normal registration time slot for helpers and other non-teaching participants has concluded.

Co-op Class General Policies:

- A. Parents must remain on campus while their children are participating in co-op classes, unless the student is participating in the high school drop off program.
- B. Parents will either teach/co-teach at least one hour and assist one or two additional hours, depending on the needs of the co-op classes.
- C. Parents may teach more than one class if they desire and room is available.
- D. New families (first semester only) are not required to teach, but will be assigned to assist all three hours.
- E. If circumstances prevent you from teaching at least one hour, you will be required to assist all three hours.
- F. There are several positions that are necessary to the smooth function of the co-op classes which count as one hour of teaching. These currently include:
- Co-op Class Assistant: Counts for both the teaching and assisting requirement.
 - Hospitality/Coffee Parent: Counts for both the teaching and assisting requirement.
 - Snack Table: Counts for both the teaching and assisting requirement.

- G. Parents of infants and preschoolers, please see the special instructions in the Preschool Guidelines.
- H. Exceptions to these policies will be made on a case-by-case consideration by the SHINE Co-op Class Director and/or the SHINE Board of Directors.
- I. Participation in co-op classes is dependent upon class availability for each child. **There must be room for all family members interested in participating in order for the family to register for co-op classes.**

Co-op Class Registration Procedures:

- A. Parents show their willingness to teach classes by filling out and turning in the Co-op Class Teacher's Commitment form by the due date. The forms are generally due about 2 weeks before the co-op class registration date. Forms will be available on the website and due dates will be announced via SHINE communication through email, text, Facebook group, and the SHINE Forum.
- B. Registration for co-op classes will take place online.
- C. All registration is first come, first served.
- D. There will be four separate groups for registration in the following order:
 - Directors and Coordinators (those who have year-long commitments to the entire SHINE group).
 - Teachers (those committing to teach at least one hour or are filling a special position which counts as a one hour teaching commitment).
 - General Registration (those who have chosen not to teach and/or are new for this semester and not teaching, but whose parents are participating in co-op).
 - High School Drop Offs (students ages 15-19 years old who are in good standing with SHINE and whose parents will not be participating in co-op classes as noted above).
 - **IF YOU REGISTER EARLIER THAN YOUR DESIGNATED TIME, YOUR REGISTRATION WILL BE REMOVED.**
- E. Detailed registration instructions will be sent out via email.
- F. Students ages 5-19 years old are able to choose one class to take per hour for the semester. All students must enroll in a class all three hours.
- G. Preschool classes are separate and students 4 and under will remain together all three hours (see Preschool Guidelines).
- H. During co-op class paperwork day, all families will have the chance to turn in any necessary paperwork, confirm teaching and assisting positions, and pay any co-op class fees. All paperwork and fees are due on this day.
- I. Payment will not be accepted for classes until confirmation while at paperwork day.
- J. Registration will be considered complete once all paperwork and co-op fees have been paid in full. Failure to return paperwork or pay fees by the deadline may result in your family's registration being canceled. **PAPERWORK DAY IS MANDATORY.** Please contact the Co-op Class Director and/or Treasurer if you have any questions/concerns regarding payment deadlines, or about participation in paperwork day. Their contact info can be found on our website.

Co-op Class Day Policies and Procedures:

- A. The hours of co-op classes are 8:45 am to 12:10 pm. Set up starts at 8:00 am and clean up usually goes until 12:45 pm.
- B. All parents and children are required to arrive by 8:45 am for check in. Check in will be available beginning at 8:10 am. Please arrive early to avoid being late.
- C. Once students are checked in, they must **proceed to the assembly area and stay seated.**
- D. Assembly time will start promptly at 9:00 am for prayer, Pledge of Allegiance, and announcements.
- E. Anyone arriving after 9:15 am is considered tardy. Tardiness causes hardship for the 1st hour teachers and students, so please be respectful by arriving on time.
- F. Co-op classes are each 55 minutes long with a five minute break for using the restroom and getting to the next class.

Substitutes:

- A. Substitutes for classes will be taken from parents who are either “off” for one hour, or are in classes with an excessive amount of teachers.
- B. Substitutes will be placed in the classes by the Co-op Class Director/Assistant. The Co-op Director/Assistant will have the list of who is free each hour and will make every effort to rotate those needed to fill empty spots each week.
- C. **Parents must also check in at the beginning of each of their free hours at the check in table to indicate where they will be during that time.**
- D. The Co-op Class Director must know where the parents are at all times in the event that an emergency arises with their student(s).

Co-op Class Attendance:

- A. As a general rule, we ask that families NOT have more than two absences in a semester. Consistent co-op class attendance is necessary for a successful class semester.
- B. In the event of an absence, or if a family is unavoidably going to be late, call or text the Co-op Class Director as soon as possible.
- C. In the event that a parent is unable to attend co-op classes with their students due to an emergency or illness, the parent may designate another parent to be responsible for their children for that day only. The parent **MUST** contact the Co-op Class Director and get approval, and the child must come with a written note from the parent that includes who is responsible and emergency contact numbers.

Discipline Policy:

- Our prayer is that any situation that may arise may be worked out for the good of all and come to a positive resolution.
- Depending on the severity of the infraction or infractions, the Board of Directors will determine the appropriate course of action. Consequences may include a warning, suspension from events for a given period of time, or termination of membership. Offenses will be documented on the SHINE Incident Report and/or the Witness Statement documents.
- If at any time, the Board of Directors is made aware of a situation or lifestyle that contradicts the SHINE beliefs, Statement of Faith, and/or policies, the SHINE Board of Directors may choose to terminate membership immediately.
- Ongoing discipline problems may result in loss of co-op class privileges.

1 Corinthians 1:10 “I appeal to you, dear brothers and sisters, by the authority of our Lord Jesus Christ, to live in harmony with each other. Let there be no divisions in the church. Rather, be of one mind, united in thought and purpose.”

Tardiness/Skipping Class:

- A. If a student is found to be skipping class, being excessively tardy (more than 5 minutes late) to a class, or leaving during class without the teacher’s permission, that student will have to sit the rest of the class period with a parent.
- B. The incident will be documented on an incident report.
- C. A second incident occurring within the same co-op class semester may result in a loss of co-op class privileges for that semester.
- D. Families that show up after 9:15 am will be marked tardy. After 3 or more tardies in a semester, the family will not be able to register the following semester until the final registration group has concluded.

Respect of Facility:

- A. Please respect the facility we are using for co-op classes.
- B. Only building areas designated for SHINE use are available for co-op.
- C. Hallways should not be used for childcare or for visiting with each other.**
- D. Food and drinks are not allowed in some areas. Please see the Co-op Class Director before having food in any classroom.
- E. NO GUM IS ALLOWED IN THE FACILITY.**

- F. No running is allowed in the hallways or classrooms.
- G. No heelys are allowed anywhere in the building.
- H. Everyone must be willing to help clean up the facility areas we use after co-op classes each week.
- I. Teen students will help with gathering trash from the buildings on a rotating basis during the semester.

Refund Policy:

- A. Co-op class admin fees will be refunded to the participant when the Co-op Class Director is contacted before the first day of class.
- B. Class fees will not be refunded. If your child switches classes, you are also responsible for paying the fees for the new class at that time.

Preschool Guidelines:

- A. The SHINE co-op class offers structured preschool classes for children ages 15 months to 4 years of age by August, whose siblings are attending, unless otherwise approved by the Co-op Class Director.
- B. The classes are taught by preschool and non-preschool parents.
- C. Parents who are teaching/co-teaching co-op classes have priority when registering for the preschool classes.
- D. A preschool parent will be required to assist/teach one hour in the preschool classroom, unless excused from teaching/assisting by the Co-op Class Director.
- E. All parents of preschoolers and younger children MUST bring the following for their children when they attend: bottle/sippy cup, all diaper changing supplies, changing pad, snack, change of clothes.
- F. **Parents are required to change their own child's diaper.**

Non-Parent Teacher Guidelines:

- A. There are instances where non-parent teachers will be allowed to assist or teach at the SHINE co-op classes. Non-parent assistants/teachers may submit an online teacher commitment form after a background check has come back. Approval of the class is based on the needs for that semester and approval by the Co-op Class Director. Space availability and need for classes will affect whether a non-parent assistant or teacher will be accepted to help for the semester. Priority will be given to parents who are required to fulfill their co-op class requirements.
- B. Non-parent teachers could include high school seniors, alumni adults, and other adults that are not parents of the children participating.
- C. Non-parent assistants/teachers will be expected to understand and follow all co-op class guidelines and policies stated in the above sections.
- D. All non-parent assistants/teachers must take their responsibility at the SHINE co-op classes seriously and display the level of leadership that is necessary in assisting or leading a class.
- E. High School Seniors may take on the responsibility of teaching or assisting a class.

- They may submit a teacher commitment form to the Co-op Class Director and will be notified if the class idea or assisting position has been approved for the semester.
 - They will be limited to 1 hour of class and must have an adult assistant who is not related to him/her and is willing to take responsibility for the senior and class.
 - Seniors will only be allowed to assist in classes for 14 year olds and under, unless otherwise approved by the Co-op Class Director.
 - When not assisting or teaching, senior students must be in a class. Seniors must enroll in 2 co-op classes to be eligible to teach/assist.
- F. When a special guest teacher is teaching, they must arrive at the scheduled class start time and leave the facility at the scheduled class end time. Special guest teachers must be escorted by a parent in and out of the facility.

Teacher/Co-Teacher Expectations:

- A. Be familiar with the SHINE Policies and Procedures and Co-op Class Policies and Procedures.
- B. Plan, prepare, purchase supplies, etc. for the class you are teaching.
- C. If you are co-teaching, you will divide these duties between you both.
- D. Save all receipts for reimbursement as described below:
- To be reimbursed for supplies, turn in a copy of your receipt along with the SHINE Reimbursement Form (located on the website) to the Treasurer within one week of purchasing.
 - Budgeting for class can be difficult, and we realize that expenses can sometimes exceed the amount collected for the class.
 - Please make every effort to inform the Treasurer or Co-op Class Director **BEFORE** purchasing supplies that cause you to exceed collected amounts, so they can assist in determining the best course of action.
 - If class expenditures exceed 10% of the class amount, or an amount greater than \$10, the additional amount to be reimbursed must be approved by the Board of Directors. In this case, reimbursement will depend on available funds.
- E. Classroom Expectations:
- Take roll-call at the beginning of each class. Notify the Co-op Class Director immediately if a student or parent is not in class for an unknown reason. If you know they are out sick, that is okay.
 - Ensure your room is clean and tables are in their original position before leaving your classroom. Wipes will be provided for cleaning up tables as needed.
 - If you teach 1st hour, you or a helper must sit with your class, and then bring them from the assembly area to the classroom each week.
 - **When the 3rd hour is completed, the assistant teacher must walk the class to the assembly area for dismissal, where the students will remain seated**

until their parents come to get them. After dismissal, SHINE Members (students and adults) should not be wandering the hallways or outside. Please keep the hallways clear.

- Communicate with any helpers in the room how to best help you in working with the children.
- Communicate needs, problems, questions, or concerns to the Co-op Class Director.

F. Assistant/Helper Expectations:

- Be familiar with the SHINE Policies and Procedures and the Co-op Class Policies and Procedures.
- Be willing to assist the teachers in whatever activities they are doing on a given day.
- Plan to help with the children as the teacher is teaching. Help direct children's attention, explain things, help with projects, etc.
- Expect to be asked to substitute teach in the event of the class teacher's absence.

G. Wellness/Illness Policy:

- This policy applies to all adults and children who attend SHINE events. These are for the protection of you, your child, and the other members of the group.
- Upon recommendation of the Center for Disease Control, a child/adult must be free of all symptoms listed below for at least a period of 24 hours before they will be able to attend a SHINE event.
- Any contagious illness that renders your child unable to participate comfortably in daily activities.
- **Fever and sore throat, rash, diarrhea, earache, irritability, or confusion.** Fever is defined as having a temperature over 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months and younger, the lower rectal temperature of 101°F is considered a fever threshold.
- **Diarrhea** - loose, watery stools that require frequent change of diapers, or that a child not in diapers cannot control and necessitates increased care and/or change of clothes.
- **Vomiting** - 2 or more times in the past 24 hours, unless it is determined to be a non-communicable condition and there is no danger of dehydration.
- **Body Rash with fever** - unless it has been determined non-communicable.
- **Severe Coughing** - child gets red or blue in the face or makes a high-pitched or whooping sound after coughing
- **Eye Discharge** - thick mucus or pus draining from the eye, or pink eye with eyelid redness, pain, and/or fever.
- **Yellowish Skin or Eyes**
- Any other communicable illness (skin infections, childhood diseases, chicken pox, measles, etc). Child or adult must be on antibiotics for at least 48 hours and/or completed treatment per doctor's orders.

- Child is irritable, continuously crying, or requires more attention than staff can provide without interfering with the health and safety of the other children in our care
- **When in doubt, please stay home.**
- If you or your children arrive with any of these symptoms, we will ask you to go home. If your child develops any of these symptoms while in class, the child will be isolated and the parent notified immediately.

ATTACHMENT B: SHINE MEMBER CODE OF CONDUCT

Ephesians 4:1-3 “Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God. Always be humble and gentle. Be patient with each other, making allowance for each other’s faults because of your love. Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace.”

- A. During all SHINE sponsored events, held at any venue, the following general rules of conduct will be followed. Some events may specify additional rules as required by the facility of the activity.
- B. Any instances of the rules of conduct not being followed or suspected issues affecting the members in the group must be reported to the SHINE Board of Directors immediately.
- C. SHINE members (students and adults) will be respectful to other SHINE members (students and adults), and be willing to receive guidance from adults and teens in charge of activities.
- D. Romantic situations are not acceptable between students, regardless of gender. For specifics, see the SHINE Member Code of Conduct (Attachment B).
- E. Illegal activity is not acceptable from any SHINE member, whether it occurs at a sanctioned SHINE event or not.

Ephesians 4:29 “Don’t use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them.

- F. SHINE members (students and adults) will refrain from gossip and conversations that are not edifying to the group. Speaking ill of or putting down another member of SHINE will not be tolerated.
- G. No inappropriate jokes or language will be tolerated.
- H. No rough and tumble horseplay, including hitting, kicking, slapping, pushing (even in jest), will be allowed.
- I. Adults should avoid controversial or inappropriate topics of discussion with students at all SHINE events. If in doubt, refer the student to their parents.

Philippians 2:14 “Do everything without complaining and arguing.

Romans 12:10 “Love each other with genuine affection, and take delight in honoring each other.”

- J. Think of others and the impact your actions will have on others in the group. Always act in love toward one another.
- K. Participation is mandatory while attending planned activities, unless excused by the activity leader.
- L. Each person is responsible for helping to clean up after each activity.
- M. During all SHINE sponsored events, held at any venue, parents and students must follow the SHINE dress code.

Consequences

- Our prayer is that any situation that may arise may be worked out for the good of all and come to a positive resolution.
- Depending on the severity of the infraction or infractions, the Board of Directors will determine the appropriate course of action. Consequences may include a warning, suspension from events for a given period of time, or termination of membership. Offenses will be documented on the SHINE Incident Report and/or the Witness Statement documents.
- If at any time, the Board of Directors is made aware of a situation or lifestyle that contradicts the SHINE beliefs, Statement of Faith, and/or policies, the SHINE Board of Directors may choose to terminate membership immediately.

1 Corinthians 1:10 "I appeal to you, dear brothers and sisters, by the authority of our Lord Jesus Christ, to live in harmony with each other. Let there be no divisions in the church. Rather, be of one mind, united in thought and purpose."

ATTACHMENT C: SHINE DRESS CODE

General Guidelines:

- Please use common sense to make sure clothing is appropriate for the activities you or your students are participating in.
- Make sure to check to see how your clothing covers you in active movements before leaving the house; bending, jumping, leaning, etc. may be necessary for the event..
- Some events may specify additional rules as required by the facility or activity.
- If in doubt, DON'T wear it.
- SHINE members who are not dressed appropriately will be written up and/or sent home to change into more appropriate clothing.

Basic Dress Guidelines:

- No camisole tank tops worn alone. They must be covered by an appropriate shirt.
- No clothing with alcohol, drugs, profanity, or biblically inappropriate items (words, pictures, etc) are allowed
- No strapless shirts, leotards, unitards, bathing suits, or see-through clothing are allowed.
- Sleeveless shirts/tank tops with wide straps that cover the shoulder with at least 3 fingers width of material is okay.
- No cleavage showing in shirts/blouses/dresses from any angle.
- No short shorts or skorts. They must be longer than your fingertips when your arms are straight at your sides. Any rips in distressed jeans should also fall below the fingertips when standing with your arms at your sides.
- Dresses and skirts need to be knee length. If they are shorter than knee length, they should be worn with leggings or shorts that are at fingertip length.
- Spandex and skin-tight leggings - A shirt must be worn long enough to cover your backside.
- No bare midriff.
- No under clothing showing...underwear, boxers, bras, etc.
- Clothing may not be overly distracting or interrupt classes/events being conducted.

Swimwear Guidelines:

- No underwear showing.
- No thong style bottoms
- **Females:**

- Must wear a modest swimsuit
- No cleavage showing
- No midriff showing
- May wear a shirt, tank top, and/or shorts to provide the modesty needed.
- **Males:**
 - No speedo-style bottoms
 - Must have midriff covered with a tank top or t-shirt

Spring Ball and Graduation Guidelines:

- No theme dressing. The theme chosen for the ball each year is for decorating purposes only.
- **Males:**
 - Must wear a collared shirt and tie with dress slacks
 - A jacket is not required, but some fashionable gentlemen enjoy wearing one.
 - Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.
- **Females:**
 - Formal gowns that are allowed may be strapless, spaghetti strap type, and semi-open back gowns.
 - Backless dresses must be no lower than the middle of your back as measured from the nape of your neck. (Example: Start measuring from where the collar of a t-shirt starts to the waistline of the top of your jeans.)
 - For all dresses, the hemline and slits must be **no higher** than 1 inch from the top of the knee cap.
 - The fabric of the dress must be a solid fabric. Having a see-through fabric will not count towards the measurement of the guidelines. For example, see-through lace, chiffon, tulle, etc.
 - For any dress worn to the ball, no cleavage can be shown from any angle. A great rule of thumb when trying on dresses is to bend forward at the waist in front of a mirror.
 - Dressy pants or slacks can be worn, however, no jeans or leggings.
 - No bare midriff.
 - Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.
 - If you would like to have your dress pre-approved; send a picture of the front, back, and side of your dress to teen.shinehomeschool@gmail.com no more than 2 weeks before the Spring Ball.

ATTACHMENT D: SPRING BALL POLICIES

- ★ The Spring Ball is a semi-formal or Sunday best event. This is the teens' chance to really dress up!
- ★ The same rules apply for the teens as well as for the adults attending.
- ★ The same rules apply for the guests!
- ★ No glitter, the venue will not let us keep using their facility if we bring or wear anything with glitter.

Who can attend Spring Ball?

- The Spring Ball is for Younger Teens, Older Teens, their parents, alumni (**only the year after he/she graduates**), & 1 guest per Shine teen. Students must be at least 12.
- Your guest needs to be pre-approved by the Teen Director at least 1 week before the event. In order to be eligible to attend SHINE Spring Ball as a guest, you **MUST** be between the ages of 12 and 19 years old, and not yet graduated high school.

• Males:

- Wear a shirt and tie with dress slacks. **No jeans allowed.**
- A jacket is not required, but some fashionable gentlemen enjoy wearing one.
- Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.

• Females:

- Wear nice pants or semi-formal (or Sunday best) dresses that are no shorter than one inch above the knees for this event. Don't make the chaperones pull out the rulers to measure. The fabric of the dress must be a solid fabric, not just lace or other see-through fabric, from armpits to knees. Leggings will NOT be allowed to be worn under a dress that is too short to make it meet the dress code, BUT leggings may be worn under an appropriate dress to make the girl more comfortable for dancing.

- A variety of dresses are acceptable including dresses with sleeves, with straps or strapless. For any dress worn to the Ball, NO cleavage can be shown from any angle. No plunging necklines. No backless dresses. The back cannot fall more than 8 inches from the neck, where a traditional t-shirt collar would be. No jeans allowed.
- Because of the nature of the event, a lot of dancing and movement, straps usually make the girls more comfortable throughout the event. A great rule of thumb when trying on dresses is to bend forward at the waist. Our dressing should reflect godly character.
- Dress shoes are encouraged, but not required to attend. Wearing casual shoes is okay.

No theme dressing. The theme is chosen for decorating purposes.

We don't want any **parent or teen** to miss a minute of the ball by having to go home to change into clothes that are dress code compliant! Message the Teen Director with a picture of the dress if you have any questions. Thank you.