

2020-2021



“Supporting Homeschoolers in the North East”

“Let your light so shine before men, that they see your good works and glorify your Father in heaven.” Matthew 5:16

[www.shinehomeschool.com](http://www.shinehomeschool.com)

# SHINE - Supporting Homeschoolers in the North East 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 Northeast 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 Northeast 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 respect 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 true God and true man having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross 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 service.
- † 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 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 of salvation.
- † That the true Church is composed of all such persons who through 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 personal pre-millennial and imminent coming of our Lord Jesus Christ and that this -Blessed Hopell 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:**

Although we are a Christian homeschool group and most of our members are Christians, we are open to families of various beliefs joining our group if they can meet our membership process requirements. Approval of all SHINE families is contingent on a family meeting all membership requirements which includes the agreement to respect our Statement of Faith and abide by all SHINE policies. We hope that all our members will be encouraging and accepting of one another.

## **I. Membership**

### **A. Requirements:**

1. Open to families who are actively engaged in home education with at least one child in K-12<sup>th</sup> grade (Kinder is at least 5 years old by September 30<sup>th</sup> and doing Kinder curriculum).
2. Register online to complete membership information then submit completed and signed membership forms including liability form, insurance forms, student code of conduct, screening form, background checks for both parents in the home and annual membership dues by the given deadlines. We ask that you please be honest in answering all questions on the membership forms. Lack of disclosure will result in immediate termination of membership without refund of membership fees.
3. Attend orientation meeting for all members to review policies and procedures each year.
4. 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, and respond to monthly attendance polls. Membership will be terminated upon missing a total of 6 months of activities in one year, with no refund of membership dues.
5. Provide at least one service to the group in addition to any co-op or club commitments with the exception of directors/coordinators of these events.
  - If your service is not proved by the end of the year a \$100 service fee will be added to your membership renewal and you will be placed at the end of the waiting list for membership renewal. (See Section I. C. for details)
  - If this requirement is not fulfilled by the end of the fiscal year your membership will be reviewed.
  - For families whose only student at home is a senior, service to the group must be performed by **January 1<sup>st</sup>** or the fee of \$100 will be due at that time.

6. Agree to respect SHINE's statement of faith and rules of conduct.
7. Must participate on SHINE's email information loop and the SHINE forum (all within the website). The members' website and communication boards/emails are for the adults only.
8. Membership becomes active upon review of completed Membership Information (online membership forms, liability form, insurance forms, student code of conduct, screening form, background checks by both parents in the home), receipt of annual dues, attendance at an orientation meeting and approval by the Steering Committee.
9. Special Circumstances—anyone approved by the Steering Committee who is not a member may teach or lead an activity upon completion of all required paperwork.

#### B. Rights and Privileges:

1. Members in good standing 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 Steering committee for extenuating circumstances.
2. Members will be able to print a Teacher Card from SHINE and will then be eligible for a discount when joining THSC, as well as teacher discounts at many book stores.
3. Membership may be renewed each year with respect to requirements for membership.
4. Members are entitled to: SHINE's members' only website, membership directory, participation in field trips, Parents' Support activities, Family Ministry activities, Teen Ministry activities, and other SHINE events/activities or services that may be provided during a particular year.
5. Members shall have no voting rights.

#### C. Duties and Responsibilities:

1. Must respect SHINE policies and procedures, rules of conduct, and the authority of the Steering Committee.
2. Must communicate openly with SHINE Leadership and other members regarding questions, concerns, ideas, etc. Effective communication is necessary to help protect unity within our group, encourage relationships and share resources.
3. Parents will be responsible for the supervision of their children, unless prior arrangements have been made. If damages occur, the parents will bear the financial responsibility.
4. To fulfill the service to SHINE volunteer requirement, parents must be willing to seek active participation in planning student, moms, or family events. Each event planned must be exclusive to the SHINE group. Volunteer service needs to be scheduled in advance and approved by the coordinator of the event taking place or the Director of the ministry that the event falls under. Service will include actual involvement with the event including at least one of the following: planning, setting up, assisting for entire shift, clean up. All volunteers will be responsible for responding to the Membership Director via email when polls regarding service requirements are sent out. Volunteer service will be tracked throughout the year and reminders will be sent as appropriate.

5. Must pay for all events, clubs, co-op, 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.

#### D. Loss of Membership:

SHINE reserves the right to terminate membership of any member at the discretion of the Steering Committee.

#### E. Citizenship:

With respect to the home school laws of Texas, 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.

In order to protect the unity of the group, all members are required to be familiar with and abide by the following rules of conduct. The parents are expected to inform and enforce all SHINE's rules of conduct and governing guidelines with their children. If at any time, while members, you find you can no longer peacefully abide by these guidelines, we ask that you discontinue your membership for the sake of unity in the group.

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.”

**Rules of Conduct:** 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 facility or activity. *Any instances of the rules of conduct not being followed or suspected issues affecting the children in the group should be reported to the SHINE Steering Committee immediately.*

- Children/teens will be respectful to adults and/or peers and be willing to receive guidance from adults and/or teens in charge of activities.
- Inappropriate language, conversations, boy-girl situations are not acceptable.
- Illegal activity that could potentially lead to prosecution is not acceptable from any SHINE member whether it occurs at a sanctioned SHINE event or not.
- Parents and children/teens will refrain from gossip and/or conversations that are not edifying to the group. Speaking ill of or putting down another member of SHINE will not be tolerated. Ephesians 4:29 is a good reference to remember what should and should not be said - -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. This should be the criteria for conversations in SHINE.
- No off-color jokes, coarse language, or crude joking around will be tolerated. (Again, refer to the verse above.)

- No rough and tumble horseplay, including hitting, kicking, slapping, pushing (even in jest), will be allowed.
- Do everything without complaining or arguing. (Phil. 2:14)
- Think of others and the impact your actions will have on others in the group. Always act in love toward each other. (Romans 12:10)
- Participation is mandatory while attending planned activities, unless excused by the Activity Leader.
- Treatment of facilities will be in accordance with the rules of the facility. Also, if you break it, you replace it.
- Each person is responsible for helping to clean up after each activity.

**Dress Code:** During all SHINE sponsored events, held at any venue, parents and students **will dress modestly, reflecting Godly character.**

The guidelines regarding dressing modestly for our group are as follows:

#### **GENERAL DRESS GUIDELINES:**

- Please see document titled SHINE DRESS CODE.
  - All dress code guidelines apply to both Adults and students at all SHINE events.

#### **CONSEQUENCES**

**Consequences for any situation arising where the SHINE Policies and Procedures are breeched or discord is being sown among our SHINE Homeschool group:**

Depending on the severity of the infraction or infractions, the Steering Committee will determine the appropriate course of action. Consequences may include a warning, suspension from events for a given time period, or termination of membership.

Offenses will be documented on the SHINE Incident and/or Injury form and kept on file with SHINE.

Our prayer is that any situation that may arise may be worked out for the good of all and come to a positive resolution.

1 Corinthians 1:10 – “Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing, and *that* there be no divisions among you, but *that* you be perfectly joined together in the same mind and in the same judgment.”

#### **F. Wellness/Illness Policies**

1. This policy applies to adults and children who attend any SHINE events.
2. 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 can be admitted to class.
  - a. Any illness that renders your child unable to participate comfortably in daily activities.
  - b. 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 or younger, the lower rectal temperature of 101° F is considered a fever threshold.

- c. 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.
- d. Vomiting—2 or more times in the past 24 hours unless it is determined to be due to a non-communicable condition and there is no danger of dehydration.
  - e. Body rash with fever—unless it has been determined non-communicable.
  - f. Sore throat with fever and swollen glands.
  - g. Severe coughing—child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
  - h. Eye discharge—thick mucus or pus draining from the eye, or pink eye with eyelid redness, pain and/or fever.
  - i. Yellowish skin or eyes.
  - j. Any other communicable illnesses (skin infections, childhood diseases— chicken pox, measles, etc.). Child or adult must be on antibiotics for at least 48 hrs and/or started or completed treatment per doctor’s orders.
  - k. Child is irritable, continuously crying, or requires more attention than staff can provide without interfering with the health and safety of other children in our care.
3. When in doubt, please apply the –Golden Rule, remembering that what was brought in last week will return fourfold next week!
4. 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.
5. This policy is for the protection and comfort of you, your child and the other members of the group. Thank you for your cooperation.

## **II. Leadership**

SHINE is managed by a Steering Committee, which is comprised of seven appointed, volunteer positions: Communications Director, Membership Director, Treasurer, Co-op Director, Parents’ Support Director, Family Ministries Director, and Student Ministries Director. The Steering Committee may create additional positions as deemed necessary, and may operate with some positions unfilled if no qualified candidate volunteers.

The SHINE Admin list is used for the convenience of the active duty Steering Committee members to communicate between meetings and to decide minor issues that arise. When a Steering Committee member steps down, they will be removed from Admin list by the moderator.

The Steering Committee conducts monthly meetings. Any SHINE member may submit items to the Steering Committee for discussion at the monthly meeting. The Steering Committee will make every effort, time allowing, to cover submitted agenda items.

SHINE Steering Committee positions are appointed by the existing Steering Committee, and not voted on by SHINE members. The Steering Committee positions are reviewed annually, and open SHINE Steering Committee positions are posted on SHINE forum. Volunteers are evaluated and appointed by the current Steering Committee. The newly chosen Steering Committee will officially begin their service on June 1<sup>st</sup> at the start of the new fiscal year.

*Communications Director:*

Responsible for SHINE public relations, including facilitating the SHINE website (including calendar, directory, forum board, etc.), updating SHINE paperwork as needed, training members on the use of the website and the SHINE forum. The Communications Director will also oversee reserving facilities for SHINE functions, the insurance coverage and handles meeting agenda and meeting minutes. The Communications director also oversees the creation of the yearbook and the caring mom's ministry.

*Membership Director:*

Responsible for SHINE public relations, including handling all new membership inquiries and related duties, updating membership paperwork as needed, tracking attendance/service to the group, and helping conduct Orientation Meetings.

*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 Steering Committee.

*Co-op Director:*

Oversees planning and management of the SHINE Co-op semester by working with parents to submit class ideas, determining class location and schedules, working with the Treasurer and others to register for co-op, and working with parents to plan Thankful Hearts.

*Parents' Support Director:*

Plans, organizes, oversees, and executes various activities and events to support the parents of SHINE. This includes coordinating or finding someone to coordinate: mom's events, parent workshops, and Caring Moms ministry. As well as coordinating teaching workshops and events for dads.

*Family Ministries Director:*

Plans, organizes, oversees, and executes various activities and events such as the Kid's Craft Fair, Family events, Preteen Groups, Young SHINers Group, Graduation, Field Trips, Yearbook, etc.

*Student Ministries Director:*

Plans, organizes, oversees and executes various events for Teens and other age specific activities as appropriate such as Teen Groups, Spring Ball, Hoedown, Theme Dinner, College and Careers Exploration, and Community Service events.

A. Requirements of leadership:

1. Has at least one child currently being homeschooled.



2. Has homeschooled at least two years.
3. Is currently and has been an active member of SHINE at least one year and submitted a completely filled out Member packet.
4. Has been appointed by the present leadership team.
5. Strive to maintain quality of leadership, the vision of the group, and harmony among the leaders.
6. Must be a professed Christian and agree to the Statement of Faith.

**B. Duties of leadership:**

1. Oversee the carrying out of the mission statement.
2. Oversee the functioning of the group.
3. Set up annual calendar.
4. Attend Steering Committee meetings.
5. Participate on the Steering Committee Admin list.
6. Follow through with duties as described for position.

**III. Other Governing Guidelines:**

**A. Supervision**

1. All activities must be supervised by a minimum of two unrelated adults.
2. Some activities will require additional supervision based on age and group size.
3. Activity coordinators must be informed if someone besides a family member will be picking up a child or teen of any age from an event. We strive to keep all our children safe at our events and want to make sure children and teens are going home with the correct people.

**B. Young SHINER's Guidelines**

1. Parent participation is required for Young SHINER's (YS) events. This means a parent is required to attend a YS event with their participating child. If circumstances prevent a parent from attending with their child, the parent must make arrangements with another parent to be responsible for their child at the event. The event coordinator must be informed of who is responsible for a child if they come with someone other than their parent/guardian.
2. Young SHINER's events are for children ages 15mths - 8 years old. All activities, food, etc. will be for the YS 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 & something to keep the other children occupied during the event as they will not be able to participate in the YS activities. There will be activities organized at each YS event for the 15mth to 4 yrs and the 5-8 year olds.

**C. Co-op Guidelines—Attachment A**

1. PreK - Senior but anyone over 18 has to be approved

**D. Field Trip Guidelines—Attachment B**

#### E. Student Conduct Policies—Attachment C

1. PreTeen Groups—9-12 years old by September 30<sup>th</sup> (then can join as they turn 9)  
Parents of 9 year olds must stay at the event.
2. Younger Teen Group—7<sup>th</sup> grade and 12 years old by September 30<sup>th</sup>, thru 9<sup>th</sup> grade
3. Older Teen Group—10<sup>th</sup> grade and 15 years old by September 30<sup>th</sup>, thru 12<sup>th</sup> grade and 18 years old
4. Parents and students must sign the Student Conduct Policy.

#### IV. Business Procedures:

- A. Fiscal year: SHINE's fiscal year is from June to May. 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, facility rentals, etc. Amount of annual dues is set by the Steering Committee.
- C. The Steering Committee reserves the right to exercise judgment in enforcing or making exceptions to any established guidelines.
- D. 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 the SHINE, all records will be destroyed according to legal requirements.
- E. Upon dissolution of SHINE Home School, the assets (if any) of SHINE shall be donated to the Texas Home School Coalition (THSC), a nonprofit corporation dedicated to serving and informing the home school community and promoting home education in Texas.

ATTACHMENT A

## **SHINE HOMESCHOOL CO-OP GUIDELINES**

Co-op consists of weekly morning enrichment classes for K-12th grade (Kinder is at least 5 years old by September 30<sup>th</sup> and doing Kinder curriculum) students taught by SHINE moms and occasionally others brought in for specific classes. The semester is 9 weeks long and consists of 3–55 minute classes each week. Enrollment is limited due to space and nursery/preschool constraints. Co-op

requires additional fees based on the classes offered and cost of facility rental.

## I. Participation Requirements

- A. Family must be members in good standing with SHINE Homeschool Group.
  - B. Family must have at least one student actively homeschooling in grades K-12<sup>th</sup> grade (Kinder is at least 5 years old by September 30<sup>th</sup> and doing Kinder curriculum).
  - C. All parents and teachers are required to fill out a Screening Form for work with children which must be returned prior to being considered to participate in the co-op.
- A. SHINE students who are in high school (9th-12th grade) may attend co-op without parent participation if they meet the following requirements:
1. Due to student maturity and the need to staff co-op with member parents in order to keep it running smoothly, only 9<sup>th</sup> – 12<sup>th</sup> grade students will be considered for co-op participation without parents.
  2. The student must be in good standing with SHINE and not had an occurrence in which an incident report form has been filled out for a discipline or dress code violation during the member year that the student requests participation in co-op.
  3. An additional drop off fee of \$50 per drop-off student will be added to the registration along with the administrative fee per family and class fees.
  4. Another designated adult who is participating in co-op must agree to act as a surrogate parent for the high school student while attending co-op as well as during assembly, class, and leaving time. ***This information must be put in writing and forwarded to the co-op director at least 5 days before on-line registration*** to allow time for steering committee approval. If the surrogate parent has to be absent during a co-op day, the drop-off student must have an alternate surrogate parent designated in advance or they may not attend co-op.
  5. 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 withdrawn from co-op immediately without a refund of fees.
  6. Drop-off student registration will begin the hour after the normal registration time slot for helpers and other non-teaching participants has concluded.
- B. Parents must remain on the church campus while their children are participating in co-op classes unless they are participating in the high school drop off program.
- C. 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.
1. Parents may teach more than one class if they desire and room is available.
  2. New families (first semester only) are not required to teach but will be assigned to assist at least 2 hours.
  3. If circumstances prevent you from teaching at least one hour, you will be required to assist all three hours.
  4. There are several positions that are necessary to the smooth function of the co-op which each count as one hour of teaching. These currently include:
    - Co-op assistant: Counts for both the teaching and assisting requirement.
    - Hospitality: Counts for both the teaching and assisting requirement.
    - Snack Table: Counts for both the teaching and assisting requirement.
    - Co-op Copy contact: Counts for the teaching requirement. Required to assist in 2 classes.

5. Parents of infants and preschoolers, please see the special instructions in the Preschool Guidelines.
  6. Exceptions to these policies will be made on a case by case consideration by the SHINE Co-op Director&/or the SHINE Steering Committee.
- G. To qualify for Kindergarten classes, the child must be five years old on or before September 30<sup>th</sup> AND be working on a Kindergarten level curriculum.

Participation in the co-op 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.

## II. Registration Procedures

- A. Parents show their willingness to teach classes by filling out and turning in the Co-op Teacher's Commitment form by the due date. The forms are generally due about 2 weeks before the physical co-op registration date (where you come in person to pay and turn in your registration paperwork). Forms will be sent out and due dates announced via the SHINE egroup.
  1. For the Fall semester, Teacher Forms are due in July and registration is in August with the semester of classes beginning in September.
  2. For the Winter semester, forms are due in November and registration is in December with the semester of classes beginning in January.
- B. Registration for co-op will take place online.
  1. All registration is first entered, first added.
  2. There will be four separate groups for registration in the following order:
    - a. Coordinators & Directors (those who have year-long commitments to the entire SHINE group)
    - b. Teachers (those committing to teach at least one hour or are filling a special position which counts as a one hour teaching commitment)
    - c. General Registration (those who have chosen not to teach &/or are new for this semester and not teaching, but whose parents are participating in co-op.
    - d. High School Drop-offs (students in 9th-12th grade who are in good standing with SHINE whose parents will not be participating in co-op as noted above)
  3. Detailed registration instructions will be sent out via email.
- C. Students in K-12<sup>th</sup> grade are able to choose one class to take per hour for the semester. All students must be enrolled in a class all three hours. Preschool classes are separate and students remain together for all three hours (see Preschool Guidelines).
- D. During co-op paperwork day all families will have the chance to turn in any necessary paperwork, be placed in classes as an assistant and pay any co-op fees not yet paid. All paperwork and fees are due on or before this day.
- E. Registration will be considered complete once all paperwork and co-op fees have been paid. Failure to return paperwork/fees by the deadline may result in at least a \$10 late fee and could lead to your family's registration being cancelled. Please contact the Co-op Director and the Treasurer if you have any questions or concerns regarding payment deadlines.

### III. Co-op Policies and Procedures

#### A. General info

1. The hours of co-op are 8:45am to 12:10pm. Set up starts at 8:00am and Clean up usually goes until 12:30pm.
2. All parents and children are required to arrive by 8:45am for check-in. Check-in will be available beginning 8:20am.
3. Assembly time will start promptly at 9:00am for prayer, Pledge of Allegiance and announcements.
4. Anyone arriving after 8:55am is considered tardy. Tardiness causes a hardship for the 1<sup>st</sup>hr teachers and students, so please arrive on time.
5. After being dismissed from 3<sup>rd</sup> hour classes, all students meet their parents in the courtyard area. After dismissal, all members should wandering the hallways or outside.
6. Co-op classes are each 55 minutes long with a five minute break for using the restroom and getting to the next class.

#### B. Substitutes

1. Substitutes for classes will be taken from parents who are “off” for one hour.
2. Substitutes will be placed in the classes by the Co-op 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.
3. It is the parent’s responsibility to check in with the Co-op Director/Assistant upon arrival at co-op to see what spots may need to be filled for the hour they are “free”.
4. Parents must also check in at the beginning of their free hour at the check-in table to indicate where they will be during their free hour.
5. Parents are only to be in the Teacher’s Room or the Library during their free hour. The Director must know where the parents are at all times in the event that an emergency arises with their students.

#### C. Co-op Attendance

1. Families may NOT miss more than 2 co-op days in a semester.
2. Special hardships that will require more than 2 absences should be submitted in writing to the Co-op Director before co-op commitment is made. The Co-op Director will then take it to the Steering Committee for review prior to co-op registration.
3. In the event of an emergency or if a family is unavoidably going to be late, call the Co-op emergency number: Jolie Johnson 361-232-88724.
4. In the event that a parent is unable to attend co-op with their students due to emergency or illness, the parent may designate another co-op parent to be responsible for their children (for that day only).The student must bring a note with them to check-in signed by the parent designating who is responsible for the children while at co-op and with emergency contact numbers for the parent.

#### D. Discipline Policy

1. Students must obey all teachers, be respectful of their peers, and abide by the SHINE Student Code of Conduct during all co-op activities.
2. Ongoing discipline problems may result in loss of co-op privileges.
3. A three-step discipline policy will be followed at co-op for most discipline problems.
  - a. A first offense will warrant a warning from the teacher or adult in charge.

- b. A second offense will mean separation from the ongoing activity.
  - c. A third offense in one day will mean that the director will be notified and will escort the student to their parent where they will remain until the end of co-op.
  - 4. All offenses (including verbal warnings) will be documented by the teacher/adult in charge on the SHINE Incident Form. The form will be turned into the Co-op Director.
  - 5. Incidents occurring repeatedly on different days may result in a more detailed review of the situation and/or loss of co-op privileges.
- E. Tardiness/Skipping Class
- 1. If a student is found to be skipping class or excessively tardy (more than 5 minutes) to a class, that student will have to sit the rest of the class period with the Co-op Director.
  - 2. The incident will be documented and the parent made aware of the incident that day.
  - 3. A second incident occurring within a co-op semester, may result in a loss of co-op privileges for that semester.
- F. Respect of Facility
- 1. Please respect the church/facility we are using for co-op classes.
  - 2. Only building areas designated for SHINE use are available for co-op.
  - 3. Hallways should not be used for childcare or for visiting.
  - 4. No food or drinks allowed in the Sanctuary AT ALL!
  - 5. No food or drinks are allowed in the classrooms, unless they are part of the class. Please do not send snacks for the students to eat during class time. (They may eat something if necessary between classes—disposing of the trash in trash cans.)
  - 6. No running is allowed in the halls or classrooms.
  - 7. No heeies are allowed anywhere in the buildings!
  - 8. Remember, it is a privilege for SHINE to use the church facilities, so treat them accordingly.
  - 9. Everyone must be willing to help clean up the church areas we use after co-op each week.
  - 10. The co-op assistant will assign all the teen students to help with gathering trash from the buildings on a rotating basis during the semester. Many hands make light work!
- G. Refund Policy
- 1. Co-op admin fees will be refunded to the participant when the Co-op Director is contacted before the first day of class.
  - 2. Class fees may be refunded, unless the teacher has already purchased the supplies needed for the class. Supplies like folders, printed material, books and craft items, will be given to the participant requesting the refund. The respective class will keep bulk items, such as paint, glue, glitter, etc.
  - 3. Membership fees will not be refunded, except on a per-case basis, and then only at the discretion of the Steering Committee. Even if people withdraw from the co-op, there are other SHINE activities in which they may participate.

#### IV. Preschool Guidelines

- A. The SHINE co-op offers structured preschool classes for children ages 15months to 5years not in Kinder by September 30th whose siblings are attending the general co-op.
  - 1. The classes are taught by preschool and non-preschool parents.

2. Parents who are teaching/co-teaching co-op classes have priority over moms who are not when registering for the preschool classes.
  3. Preschool children need a lower child to adult ratio. In most cases, a preschool parent will be required to assist/teach one hour in the preschool classroom.
  - 4.. If a mom with an infant/toddler wishes to teach, she may enlist another mom to take her place in the nursery during that time.
  5. All SHINE moms are required to teach/assist at least 2 hours.
- D. All parents of preschoolers and younger need to make sure they bring the following for their children when they come: bottle/sippy cup, all diaper changing supplies, changing pad of some sort, etc.

## V. Non-Parent Teacher Guidelines

There are instances where non-parent teachers will be allowed to assist or teach at the SHINE Co-op. Non-parent assistants/teachers may submit an on-line teacher commitment form after the screening process based on the needs for that semester and approval by the steering committee. 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 requirements.***

- A. Non-parent teachers would include high school seniors, alumni adults and other adults that are not parents of the children participating.
- B. All non-parent assistants/teachers will be required to fill out and turn in the SHINE Screening Forms at the time a class idea is submitted to be approved to work with the students.
- C. Non-parent assistants & teachers will be expected to understand and follow all the guidelines laid out in section VI and VII.
- D. High School Seniors may take on the responsibility of teaching or assisting in a class.
  1. They must fill out and return the SHINE Screening Forms for review.
  2. They may submit a teacher commitment form to the Co-op Director and will be notified if the class idea or assisting position will work for the semester.
  3. They will be limited to 1 hr and must have an adult assistant who is their parent or an adult who knows them well and is willing to take responsibility for the senior and class.
  4. Candidates will be required to assist in middle school or elementary grade levels during their first 2 semesters of participation. This requirement is in place to aid in the transition between peer to teacher/assistant role.
  5. When not assisting, senior students must be in class. Seniors must enroll in 2 co-op classes to be eligible to teach.
  6. Classes will be monitored periodically by the Co-op director and/or Steering Committee members to ensure co-op guidelines are being met.
- E. Other non-parent adults may teach a class. This can include adults from outside the group membership wanting to offer a specific class as well as young adults who have graduated from high school and are former members of SHINE (alumni).
  1. They must fill out and return the SHINE Screening Forms for review.
  2. They may submit a teacher commitment form to the Co-op Director and will be notified if the class idea or assisting position will work for the semester.

3. Classes will be monitored periodically by the Co-op director and/or Steering Committee members to ensure co-op guidelines are being met.
  5. They will be required to be in a class at all times either assisting or teaching.
  6. When the non-parent teacher is not teaching, then they will need to leave the campus as soon as their class is over and/or arrive in time for the class then leave afterwards.
- F. All non-parent assistants or teachers must take their responsibility at the SHINE co-op seriously and display the level of leadership that is necessary in assisting or leading a class.

## VI. Teacher/Co-Teacher Expectations & Points of Interest

- A. Be familiar with the SHINE Policies and Procedures and the Co-op Policies and Procedures.
- B. Plan, prepare, purchase supplies, etc. for the class you are teaching.
  1. If you are co-teaching, you will divide these duties between you both.
  2. Save all receipts for reimbursement as described below.
- C. Take roll-call at the beginning of class each day. Notify the Co-op Director immediately if a student is not in class for an unknown reason (if you know they are out sick that is okay).
- D. To be reimbursed for supplies, turn in 1 copy of your receipt or the original to the Treasurer, notated with your name & the name of the class the money was spent for.
- E. Planning co-op class expenses can be difficult to do, and we realize that expenses can sometimes exceed the amount collected for the class.
  1. Please make every effort to inform the Treasurer and Co-op Director BEFORE purchasing supplies that cause you to exceed collected amounts, so that they can assist in determining the best course of action.
  2. If class expenditures exceed 10% of the class amount, or an amount greater than \$10.00, the additional amount to be reimbursed must be approved by the Steering Committee.
  3. Reimbursement will depend on available funds.
- F. Co-op provides a service for those teachers who plan ahead— there are moms designated as Copy Mom who holds copy cards purchased for co-op use.
  1. You may bring masters to co-op no later than one week prior to the date needed in order to use this service. Place masters in copy box (info slips will be provided to attach).
  2. The following week the copy mom will place the copies in the copy box to be picked up by the teacher.
  3. If you choose to make your own copies for your class, you will need to budget it into your class fee and turn in receipts as you would for any other supplies.
- G. Ensure your room is clean and tables are in original position before leaving your classroom. Wipes will be provided for cleaning up tables as needed.
- H. If you teach 1<sup>st</sup> hour, you or a helper must sit with your class and then bring them from the Assembly area each week.
- I. Communicate with any helpers in the room how to best help you in working with the children.
- J. Communicate needs or problems, questions or concerns to the Co-op Director.



## VII. Assistant/Helper Expectations & Points of Interest

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

## VIII. Wellness/Illness Policies

- A. This policy applies to adults and children who attend any SHINE events.
- 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 can be admitted to class.
  - 1. Any illness that renders your child unable to participate comfortably in daily activities.
  - 2. 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 or younger, the lower rectal temperature of 101° F is considered a fever threshold.
  - 3. 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.
  - 4. Vomiting—2 or more times in the past 24 hours unless it is determined to be due to a non-communicable condition and there is no danger of dehydration.
  - 5. Body rash with fever—unless it has been determined non-communicable.
  - 6. Sore throat with fever and swollen glands.
  - 7. Severe coughing—child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
  - 8. Eye discharge—thick mucus or pus draining from the eye, or pink eye with eyelid redness, pain and/or fever.
  - 9. Yellowish skin or eyes.
  - 10. Any other communicable illnesses (skin infections, childhood diseases—chicken pox, measles, etc.). Child or adult must be on antibiotics for at least 48 hrs and/or started or completed treatment per doctor’s orders.
  - 11. Child is irritable, continuously crying, or requires more attention than staff can provide without interfering with the health and safety of other children in our care.
- C. When in doubt, please apply the –Golden Rule, remembering that what was brought in last week will return fourfold next week!
- D. 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.
- E. This policy is for the protection and comfort of you, your child and the other members of the group. Thank you for your cooperation.

ATTACHMENT B

## **SHINE - Family Ministries**

### **Field Trip Leader**

#### **Field Trip Leader**

The job of the Field Trip Leader is to take charge of a particular field trip. A field trip is any organized event for the SHINE families to attend as a group (zoo, factory tour, symphony, plays, etc.).

**Duties include:**

- Researching pertinent information and submitting the online Field Trip Leader Form
- Setting up reservations for the group
- Keeping track of who is participating
- Handling field trip related phone calls, arrange for carpooling
- Publicizing the trip to the SHINE members
- Submitting photos of the field trip to the yearbook coordinator.

### **Procedure for Trip Planning/Scheduling:**

- Collect the following field trip information:
  - ▶ Date, time and location for the field trip.
  - ▶ Is a tour guide, instructor, or class provided, or will the group be self-guided?
  - ▶ What special highlights or other information will help families be better prepared for their visit?
  - ▶ Is there a school or group rate? What is the price for preschoolers and parents (adult chaperones)?
  - ▶ Is there a minimum and/or maximum group size limit?
  - ▶ What ages are allowed to participate? Are strollers/nursing moms accommodated?
  - ▶ Are there eating facilities on site or nearby? Are there bathroom facilities?
  - ▶ When do they need a final count and payment? What type of payment is acceptable? What is the policy for refunds?
  - ▶ Will a confirmation letter be sent?
  - ▶ What parking facilities are available? Is there a parking fee?
- Complete and submit the online Field Trip Leader Form to the FT Coordinator.
- Once field trip and date are approved, proceed with planning.
- Create field trip description and submit description and information to the Field Trip Coordinator to be posted to the SHINE calendar.
- Post reminders to the SHINE forum regularly - at least 3 reminders per trip.
- Attend the field trip, ensure that everyone follows SHINE guidelines and that attendees adhere to the SHINE dress code and code of conduct. Note: As per SHINE policy, at least two non-related adults must be present at every activity.
- Field Trips are NOT drop off events. Every student attending must be with a designated responsible adult.

\*Note: Acting as a "Field Trip Leader" will fulfill the yearly Service to SHINE requirement.

### **Field Trip Attendee Guidelines**

#### **Parents:**

1. Please note field trip information on the signup sheet or speak to the field trip leader BEFORE signing up. Many locations have age, group size, or other requirements that we must meet. Please do not sign your children up for a field trip that they are not eligible to attend, as this reflects poorly on our group and homeschoolers in general.
2. Please call the field trip leader if you are not able to attend. If prepayment has been made, a refund will be given if SHINE can get a refund.

3. Please be at the location of the field trip on time. "On time" means 15 minutes early, so that you can go in as a group with your group leader.
4. Parents are responsible for the appropriate behavior of their children and any children they bring.
5. Please dress appropriately, neatly, and modestly, according to weather conditions. Your clothing is a reflection on the Lord Jesus Christ and upon the homeschool community.
6. Plan ahead of time if you need to pack a lunch for your children.
7. Inform your children of any learning experiences that will take place on the field trip.

### **Children:**

1. Be courteous and polite at all times.
2. Respect others who are on the trip with you.
3. Obey your parent/teacher at all times and follow all rules at the location of the field trip.
4. Listen carefully to any instructors and instructions on the trip.
5. Be patient as you wait your turn.
6. Be cheerful without complaining.
7. Be thankful to those who helped on the field trip. Say "thank you" to the person who conducted the class or tour.

### ATTACHMENT C

## **Student Code of Conduct:**

This is a *general* guideline of what is expected of each individual attending any SHINE function, in order to conduct ourselves in moral standings according to SHINE's Rules of Conduct. This is in addition to the general group guidelines as outlined in our Policies and Procedures. Not every situation can be covered on this sheet, your Steering Committee and/or attending adult will inform you of any further inappropriate behaviors that may arise at said events.

## **Students are to conduct themselves in a proper manner.**

1. Do be polite
2. Do be young ladies and gentlemen
3. Do show grace
4. Do be kind
5. Do be respectful to each other
6. Do be respectful to all adults – i.e. being courteous when spoken to, giving assistance cheerfully when asked, etc.
7. No hitting
8. No hard wrestling (this includes picking each other up, tackling, or pushing and shoving.)
9. No destruction of property
10. No name calling
11. No excessive teasing
12. No off-color jokes or coarse language
13. No inappropriate discussions, such as those related to drugs, alcohol, tobacco, or sex, will be tolerated.
14. Illegal activity that could potentially lead to prosecution is not acceptable from any SHINE member whether it occurs at a sanctioned SHINE event or not.
15. Pocket knives must be kept in the pocket at all times at any SHINE function or they will be confiscated.

## **Boy/Girl situations:**

(No tolerance of a relationship's outward expressions.)

1. no holding of hands-- other than that which is necessary for a planned activity
2. no lingering hugs
3. no kissing
4. no leaving the group without the activity leader's permission

## **Participation:**

1. Students are required to participate in planned activities when attending an organized SHINE event.
2. A student may be excused by the event leader if there are circumstances to prevent them from participating in a certain activity at an event.
3. Participation includes keeping your attention on the people around you and on the planned activities and NOT using your cell phone unless it is a benefit to the group or needing to answer a parent call.

## **Event Pick Up:**

1. Event leaders must be informed by the parent of a student who is to be picked up from an event by someone other than an immediate family member (parent or older sibling). Our leaders strive to ensure the safety of all our students and keeping them informed of who your student is to leave with at the end of an event will help them reach that goal.
2. Please notify the event leader at drop off or as soon as possible (if an emergency arises) of who will be picking up your student if it will not be someone in your family.

## **Teens Driving to SHINE events:**

Any teen who has parent permission to drive themselves to a SHINE event may do so under the following conditions:

1. If it is a Teen event, the teen will be required to arrive on-time and remain at the event until the scheduled ending time. The teen will not be allowed to leave an event early unless arrangements have been made between the parent and the leader of the event.
2. If it is a family event (including co-op), the teen must have an adult attending the event set up to be the responsible adult for that teen for the duration of the event. The teen will not be allowed to leave an event early unless arrangements have been made between the parent and the leader of the event.

**In addition to the above, if attending co-op classes:**

1. Cheerfully give assistance when asked and look for ways to help in cleaning up
2. No skipping of classes will be tolerated
3. Being on time is expected and tardiness of more than 5 minutes will result in missing class and a warning issued

Consequences for not following the rules of conduct: first offense, a warning will be given detailing the offense. Second offense, suspension from future activities for a period as deemed appropriate by the Steering Committee. Additional offenses will lead to a conference with the parents of the children involved with the Steering Committee to decide further action to be taken if necessary. Offenses will be documented on the SHINE Incident form and kept on file.

We do ask you and your students to be aware of how texts, emails, Facebook and other social medias affect your co-members of SHINE and govern yourselves accordingly. Our goal is a group that uplifts and encourages friendly, supportive interaction for our students.

After you have read this over with your student please sign as well as having your student(s) sign. This shows that you agree to these terms and understand them. If you have questions please contact any of the following Steering Committee members.

Kristi Hettinger – Communication Director	210-487-0054
Julie Craig – Membership Director	210-326-4995
Becca Vachon – Family Ministry	325-201-8207
Jolie Johnson – Co-op Director	361-232-8872
Dawn Lindsay – Parent Support	210-763-1690
Cassandra Kasbohm – Treasurer	210-336-6800