

STUDENT & PARENT HANDBOOK

STATEMENT OF PURPOSE: The Healing Place Christian Academy is organized to provide supplemental educational opportunities and group activities for children. It is intended to complement the home educator's curriculum with elective classes as well as core classes to enhance our children's studies in a Christian environment. The Healing Place Christian Academy is not meant to be the sole source of your child's education.

PARTICIPATION:

- Membership is open to all local home educators who are in agreement with, and have signed, the co-op handbook and guidelines as well as the attendance policy.
- Membership is reserved for active homeschooling families only.
- Each family's oldest child must be old enough to be enrolled in the first-grade class or above by each semester.
- Every adult (age 18 and over) attending co-op must pass a background check every 3 years or more frequently should safety concerns arise.
- One parent from each family must commit to teaching a class, assisting in a class, and/or helping with setup or clean-up and/or other duties as determined to serve the co-op. All parents should expect to work a minimum of three periods.
- A parent must be present at all times during co-op. In the event that you should appear to have an unassigned hour, you **MUST** remain at co-op in the designated parent break area with expectations of being used to fill in where needed when requested by the Director(s). If you leave to run an errand or get food, another adult must be left in charge of your children and the Director(s) must be notified.
- If you absolutely cannot attend co-op one week, you must have prior permission from the Director(s) for your children to attend with an adult who will be responsible for them while they are at co-op. This can be a grandparent or another co-op parent
- In rare instances, a family may desire to participate in co-op but the parent(s) may be unable to attend co-op each week. Should that occur, the family may petition the Director for permission for their children to attend with another responsible party.
- A student that is at least 16 years of age may attend the co-op without a parent in attendance. The student will be expected to pay the family registration fee, any class fees. Younger siblings of the student will not be allowed to attend unless the parent also attends.
- While it is not required to be a Christian to attend, by attending you acknowledge that Christian beliefs and values will be taught and upheld at The Healing Place Christian Academy. Teaching against Christian beliefs and doctrines is not permitted.

- Any photographic or video material taken during co-op events or activities by teachers or board members will be strictly for use in co-op publications, print or advertising material, social media, or websites. A photo release is included on the handbook signature page if you would like to opt out of shot images.

Dress Code

- Dress and groom oneself in a way that honors Christ and brings you respect. Guideline: Modesty
 - No clothing that is revealing, see-through, or skin tight on top, middle, or bottom.
 - Shorts, skirts, and dress hemlines, and tops worn over leggings, must have adequate coverage.
 - All clothing must cover undergarments; in addition, no spaghetti strap tank tops.
- No clothing with inappropriate, illegal, or immoral designs.
- Dress code violations will result in a student being asked to change or leave until they are dressed appropriately.

ABSENCE PROCEDURES:

- Planned absences- No more than two planned absences for a maximum of two class days per semester are allowed. It's okay to travel, but if you plan to be out more than two class days per semester, this is not the semester to participate in co-op. Teachers may have no more than one planned absence per semester.
- Unplanned absences (sickness/family emergency)- If you or your child have been sick (fever, diarrhea, vomiting, flu or Covid symptoms, etc.) within the 24-hour period prior to co-op, please do NOT attend co-op that week.
- If you have a child with special needs, such as dyslexia, a medical condition, or food allergies/restrictions of which Support Group and Co-op should be made aware, please indicate that on the Medical Release/ Liability form and inform teachers. Support Group and Co-op and its families do not claim medical expertise, but will administer reasonable regular care when possible. No medicine will be administered without consent.

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Teachers: If you are unable to teach in your scheduled class:

- Notify your assistant (or if your assistant is not available, another replacement) to ensure that they will be able to teach the class and arrange for the transfer of any needed materials.
- Have a lesson prepared in advance that may be presented by the assistant.

- Notify the Director(s) that you will not be in attendance that day and that your helper is ready to teach.

Helpers: If you are unable to help in your scheduled class:

- Notify the teachers in your class of your absence. Ask if they want you to find a replacement. If so, go to the next available person on the duty sheet and ask them to cover for you.
- Contact the Director(s) BEFORE co-op and let her know you won't be there. Call or text especially if you don't know of your absence before Thursday morning.

CONDUCT:

- The teacher is the authority in the class. Students are expected to treat their teachers with respect and courtesy and give them their obedience and attentiveness.
- No physical violence, extreme behavior resulting in safety concerns, or bullying of any kind (hitting, slapping, biting, taunting, name calling, etc.) will be tolerated at co-op. Should this occur, the decision of whether your family will be permitted to return to co-op will be made at the Director(s) discretion.
- No talking loudly or running inside the classrooms or hallways.
- Do not bring items to class that are not related to the class.
- Parents are responsible for their child(ren)'s behavior. If there are any damages to co-op or property caused by a child, the parents are financially responsible for replacing items.
- Co-op is a place for learning and developing Godly relationships. Students will be encouraged to treat others kindly and respectfully. No inappropriate touching or conversation will be permitted between students to include public displays of romantic affection.
- Cell phones are not to be used by students during class time.
- Your belongings are your responsibility. Items left will be placed in the Lost and Found box. All unclaimed items will be donated to charity at the end of each semester.
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The following steps will be taken in dealing with a behavior issue:

- 1st time - the student will be spoken to by the teacher or helper.
- 2nd time - depending on the circumstance, the student's parent will be notified of the concern and may be asked to join the teacher in class to assist with the challenging behavior or they could be asked to attend their child on a continuing basis if disruptive behavior is an ongoing concern for the teacher.
- No corporal punishment will be administered by any adult that is not the child's parent, legal guardian, or the approved responsible party that brings the child(ren) to co-op each week. Any adult found practicing corporal punishment on a child or physical discipline in any way will be immediately and permanently dismissed from Co-op.

NAME TAGS:

Every adult and child that attends co-op must wear a co-op issued name tag on their front shirt collar/pocket or around their neck on a lanyard at all times. Nursery children may wear their name tag on their back shirt collar.

Regarding co-op business:

- We are happy to accept feedback, questions, and concerns regarding co-op business. The following are the official steps to submitting a concern or suggestion.
- Submissions must be emailed to the director(s) and must come from the original party that has the concern or suggestion. No concerns made through a third party will be addressed.
- The Director(s) will review concerns and questions and address them judiciously in a reasonable manner. If the situation warrants, the Director(s) may consult with other THP staff.

FEES:

- There will be a nonrefundable family registration fee due through church at the time of registration each semester. This fee will be used to pay for rental and facilities fees for the use of the building, supplies and equipment for co-op, board-approved co-op celebrations, parties, or activities, the co-op's website, and anything else the board deems necessary or beneficial to co-op.
- Background check will be a minimum of \$36 to be paid by each adult. A separate email will be sent to input the required information and pay the fee.
- Some classes may have fees. Those will be paid directly to the teacher at our in-person orientation via check or cash no later than a week after co-op begins. It is important that you pay the teachers for all your children's classes so that the teacher can ensure your child has the needed supplies and materials needed for their class. In the event this does not happen the next steps are up to the board's discretion.
- If your child drops or transfers from a class after you have paid the teacher for the semester, you will not be eligible for a refund. If your child is dropped from a class for failure to pay the class fee in full you will not be eligible for a refund of any monies paid for that class.
- Co-op parents are prohibited from profiting financially from any class they teach. All fees that are set for each class shall only be used for supplies. If money is left over at the end of the semester the funds may be used to purchase food/materials for a class party.

TEACHER REQUIREMENTS:

- Classes are formed by parents or other adults volunteering to teach a specific topic.
- Teachers must be prepared, punctual, and faithful to all classes that they commit to teach.

- If you are teaching a class, it is your responsibility to let your helper know what tasks and what involvement is expected of them. Some teachers appreciate perspective from helpers during lessons, others prefer help with student assignments and others may have different expectations. Please be clear with your helper in this area.
- All class fees are subject to approval by the Board. Because we are a co-op, no co-op member may profit from the class fees and/or co-op related fees (testing, certifications, extra-curricular activities, or functions).
- Sometimes the co-op does not need all the classes submitted, and we may determine that we will only use the classes needed for that semester. We also may combine classes or ask a teacher to teach a class during two periods depending on the needs that semester.
- Any class funds left over at the end of each semester may be used on an end-of-semester class party or refreshments.
- Teachers may have no more than one planned absence per semester. Failure to repeatedly show up on time and prepared to teach may result in teaching privileges and/or co-op membership being revoked.
- Please see the section under conduct for dealing with behavior issues in the classroom

SCHOLARSHIPS:

- As available, and when financially needed, members may petition for a scholarship, to be approved by the co-op board.
- The Director(s) will announce before registration opens each semester when members may submit a request for a scholarship.
- Your oldest child must be at least 5-years-old by the start of co-op to qualify for a scholarship.
- These will be given on a first come, first served basis with the Board's discretion and will only be applicable for the family registration fee.
- All class fees must be paid.
- Members are only eligible for one scholarship per year (once every two semesters).

PHOTOGRAPHY RELEASE:

I hereby grant The Healing Place Homeschool Co-op (herein "Co-Op") located at 5709 Trussville Clay Rd, Trussville, AL 35173, its representatives and employees, permission to use and/or publish photographs or videos of my family in print and/or electronically. I understand and agree that these materials will become the property of the Co-Op and will not be returned. I hereby authorize the Co-Op to edit, alter, copy, exhibit, publish, or distribute the photograph or video for purposes of publicizing their programs or for any other lawful purpose. In addition, I waive my rights to any compensation arising or related to the use of the photographs or videos. I release and discharge the Co-Op from any and all claims arising out of use of the photos or videos for any lawful purpose such as for publicity, illustration, advertising, and Web content. Additionally, I grant the

Co-Op, and its agents and employees, the irrevocable and unrestricted right to reproduce the photographs and/or video images taken by me, or members of my family, for the use of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release the Co-Op and its legal representatives for all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during discussion, interview or other communication, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation. In the case of minors, the Co-Op has my permission to use photo or video of my child or legal custody with all the permissions outlined above. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

We expect everyone — adults and children alike— to behave in ways that endeavor to enhance our children's studies in a Christian environment and to promote general Christian fellowship, benevolence, and camaraderie while at co-op. We expect the adults to be the examples in this area, treating students and other adults with respect, courtesy, and kindness, according to Biblical principles.