

Promise Homeschool Group Policies

Promise Homeschool Co-op

Promise Homeschooling Co-op (PHSC) is a non-denominational, Christian, biblical-based, enrichment homeschooling co-op. Our membership is open to individuals of all backgrounds. However, all teaching and code of conduct will be rooted in biblical instruction.

Corporate Statement of Faith

1. We believe in the Holy Scriptures as complete; originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.
2. We believe in **One God**, creator of all things, sinless and perfect, existing in three persons, Father, Son, and Holy Spirit.
3. We believe **Jesus Christ** is fully God and fully man; He was born of a virgin, lived a sinless life, performed miracles, His death was atonement for our sins, Jesus's body was resurrected, he ascended into heaven, and works as our mediator in heaven.
4. **Man** – Although man was created in the image of God, he sinned, causing physical death and separation from God. All human beings are born with a sinful nature, and exercise their sinful nature in thought, word, and deed.
5. **Salvation** is available to us because of the sinless life, death and resurrection of Jesus Christ. Only those who believe in Him, receive Him, and exercise repentance and faith in Him, are children of God.
6. The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.
7. **The Future** – The Lord Jesus Christ will return bodily to the earth to complete our salvation and establish His kingdom. All the dead will experience a bodily resurrection, the believer to eternal joy with the Lord, and the unbeliever to judgement and eternal punishment.

General Conduct

1. Show up, be on time, be prepared to help.
2. Register and pay registration fees on time. Payment plans can be arranged with payments due beginning of co-op, week 4 and week 8.
3. Dress modestly.
4. Inappropriate conversation, gestures, or aggressive physical contact will not be permitted.
5. Be respectful of others and of the facility.
6. Promise has a clear Statement of Faith, and this determines how we lead our group. Our community involves members of many different denominations. We are at the core a Christian organization, but we do not restrict membership based on faith. Because of this, we ask that anyone who does not fully agree with our Statement of Faith recognize that this is not the forum for trying to win new converts to your faith or denomination.

However, we, as leadership, are more than happy to have open discussions with you outside of the co-op setting. Healthy, Biblically based discussion that is in alignment with the direct statements in our Statement of Faith are always welcome.

7. Keep the facility clean.
8. Assume responsibility for your family and personal belongings. All items left after the last day of co-op:
 - a. We will attempt to reunite with the proper owner.
 - b. If after two weeks they have not found their home they will be donated or disposed of, as we will not have storage available for between sessions.
9. Illness & emergencies happen. However, excessive lateness or absence (3 or more times) will be reviewed and may lead to a discussion about participation in following sessions.

Disciplinary Actions

Should any conflicts arise between families, or concerning the statement of faith, policies and codes of conduct; a meeting will be held between the involved parties and Promise Homeschool Group's leadership. If the conflict cannot be resolved, the involved parties may be asked to leave co-op for the semester.

If a student is being disruptive in class, the student will be returned to their parent for the class period and will remain with their parent until the next class period. *Promise Homeschool Group Leadership is here to help resolve the behavior problem in the classroom if the parents would like to discuss a solution.* If this behavior continues, the student may be removed from the class for the semester and will remain with their parent. And lastly, if the behavior continues after that, you will be asked to leave co-op for the semester.

PHSC Parent Responsibilities

1. Show up, be on time and be prepared to assume your assigned responsibilities.
2. All absences must be reported to one of the PHSC leadership; *Heather Mercer, Suzanne Mangeri, Tiffany Moore, Tiffany Wise Fedor*
 - a. Suzanne Mangeri or Heather Mercer are the best leaders to contact for absences of a medical nature, or if you have questions about your symptoms and ability to attend co-op for the day.
3. Be alert and aware of your surroundings and all activities. Any concerning activities, or persons must be brought to the attention of the Hall Monitor and/or Leadership.
4. Respect the facility we are using; inside and outside. They are a blessing to our group and we need to recognize that.
5. ALL parents are volunteers who serve in a teaching position or in another position of service within the co-op while their child(ren) are in co-op.
6. After lunch please be prepared to volunteer as a recess monitor or assist with cleaning in the lunch area.

7. Be willing to serve as a substitute if needed. Assigned assistants are expected to be the substitute teacher when the lead teacher is out for the day.
8. Remember to take home your belongings at the end of the day and any projects your child(ren) has completed. Any projects left behind will most likely be disposed of as we are limited on storage space.
9. Assigned weekly cleaning groups are expected to remain after co-op until the entire facility has been cleaned. This includes classrooms used, nursery, trash and bathrooms. All co-op registrants will be divided into groups for weekly cleaning. Please stay during your assigned week and help with cleaning duties.
10. Parents of children attending co-op are expected to remain on the premises while children are participating in the co-op. If you must leave for any reason, you must designate another parent who will be their responsible adult. The leadership (*Heather Mercer, Suzanne Mangeri, Tiffany Fedor or Tiffany Moore*) must be informed of this temporary guardianship. "Parent for the day" should be a limited circumstance. If you know that you will be missing more than 3 co-op days in one session, please consider not attending co-op for that session.
11. All visitors at the co-op must be approved prior to Tuesday. If the visitor is a student, the teacher whose class they would be attending must be notified and provide approval as well. Some classes will be off limits to visitors as they are full.
12. Parents must monitor their children at all times. Children are not permitted outside of the building after co-op or during lunch or after co-op without adult supervision. During recess a number of designated adults will be "recess monitors"

PHSC Teacher Responsibilities

1. All teaching and code of conduct will be rooted in biblical instruction, agreeing with the group's Statement of Faith. Members who indicated on their membership application that they have beliefs not aligning with our Statement of Faith will need to discuss teaching opportunities with the leadership.
2. Be punctual, and be prepared for each class.
3. PHSC does have funds set aside for each class's materials - please make use of this fund. Class refunds need to be submitted through the lead teacher. Assistants cannot submit for reimbursement unless approved by the lead teacher. You may submit up to \$30 for reimbursement. Any amount over \$30 must have prior approval from leadership. A receipt and reimbursement form must be submitted to the Treasurer: *Tiffany Fedor*
4. You are responsible for informing your substitute in case of absences. Your class should have a designated assistant or co-teacher and that is your first substitute. Please have a lesson plan prepared in the event of a planned absence. Please notify leadership in the case of illness or emergency prior to the co-op starting time so we can plan accordingly - the sooner the better.
5. Please ask students to address you with respect and encourage the use of Mr, Mrs or Miss and your last name
6. There must be at least two adults present in each class - both for crowd control and protective measures. If in the rare case there is not another adult available, please make

sure to leave your classroom door open so hall monitors can oversee multiple areas and assist if needed.

7. Please be courteous and keep your phones put away during class time and interact with students, help teachers, be present to what is going on around you. Phones will be permitted in classrooms to be used for time checks and if materials are presented that are relevant to the class.
8. Please be willing to discuss with parents their child's progress and behavior.
9. If a student is being disruptive in class, the student will be returned to their parent for the class period and will remain with their parent until the next class period.
10. Check the supply cabinet before purchasing additional supplies.
11. Keep your classrooms clean. Tidy up before the next class.
12. If you are the last class of the day please tidy up, and empty the trash bins. Please place the trash bag outside your classroom door. The weekly cleaning group will replace it with a new bag, wipe the tables, the boards and vacuum the room.

Student Responsibilities

1. Be on time and be prepared; bring materials needed for your class.
2. Be in the supervised areas at all times. Remain in your class during class time, the fellowship hall during lunch and the playground and pavilion area during recess.
3. Walk in halls and use inside voices.
4. Treat adults with respect and use Mr, Mrs or Miss.
5. Be respectful of other persons and their belongings. Please keep your hands and to yourself.
6. Be respectful of the facilities property - inside and outside.
7. Complete class requirements and assignments.
8. Students are expected to have self control and follow teacher's directions.
9. If a student is being disruptive in class, the student will be returned to their parent for the class period and will remain with their parent until the next class period.
10. Encourage and support your fellow classmates.
11. No cell phones, or personal items that may distract from classroom activities.
12. No weapons (real or play), illegal drugs, alcohol, or cigarettes are allowed on the premises.

Lunch Policy

PHSC families are to bring their own lunches. A microwave is provided for convenience. Meals should be easy to clean up. Please provide clear beverages only. No red liquids or dark sodas. Each co-op member is responsible for the set up and clean up of their own eating area. If you choose to eat inside while the remainder of the group is outside, please wipe down the table you use. Lunches are to be consumed within the designated area, not in individual classrooms.

Illness Policy

PHSC members should not attend weekly co-op if they are sick or are experiencing any of the following symptoms:

1. Colored mucus.
2. Diarrhea, vomiting or nausea (within last 72 hours).
3. Eye drainage.
4. Virus or infection (known to be contagious).
5. Rashes (contagious).
6. Head lice.
7. Fever (within last 24 hours - unmedicated).

If you or your child becomes ill while at co-op please take them home immediately.

If you have been exposed to an illness that is normally covered by a vaccine, and you have not received this vaccine prior to exposure, please postpone returning to co-op until the incubation time has cleared for this illness. This will vary per illness, and it is something you may discuss privately with *Heather Mercer* or *Suzanne Mangeri*.

We will not be taking temperatures or requiring masks. It is the parent's responsibility to assess their child before coming to participate in co-op for the day.

Emergency/Snow Day

In case of severe weather, please follow your local news channels for public and private school closings. If the local schools are closed due to weather, Promise will be closed as well. The local school district is Garfield (Garrettsville). However we will also monitor Kenston, Garfield, Ravenna and Crestwood - as they are in the section of the snow belt that affects the majority of members. If all schools are closed, we are closed. If one school is closed but the other is not, we will make the announcement regarding co-op closings by 8 am via:

- Private FB Group PHSC Session Talk
- Private Homeschool Life Forum (set up to sent email notifications)

Supervision

During co-op teachers, co-teachers and assistants are responsible for the students in their classes. It is the responsibility of the parents to supervise their own children during lunch and in the afternoon when the co-op day ends.

If a parent is unable to be there, a temporary guardian must be named and will be responsible for the children. The leadership (*Heather Mercer, Suzanne Mangeri, Tiffany Fedor or Tiffany Moore*) must be informed of this temporary guardianship. *Please see Parent's policies regarding "Parent for the Day" addressing temporary guardianship.*

Per our facility agreement; please do not enter the sanctuary, the main floor conference room, the 3rd floor or use the gym after recess.

Refund Policy

Updated: 6/30/2021 HM

Registration fees are non-refundable.

Acknowledgement

I acknowledge that I have read the Promise Homeschool Group's Policies and agree to be held by them. I will also provide my children with the information they need to abide by the co-op expectations for them as well.

Parent Signature

Date _____

Parent Signature (If two parents are participating)

Date _____