



# PIONEERS CO-OP

## Membership Handbook

(UPDATED 06-01-18)



### Statement of Faith

- 1- We believe in the Bible as the plenary, inspired, inerrant Word of God. (II Timothy 3:15; II Peter 1:21).
- 2- We believe there is one God, eternally existent in three persons, Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30).
- 3- We believe in the deity of Christ (John 10:30), His virgin birth (Isaiah 7:14; Matthew 1:23), His sinless life (Hebrews 4:15; Hebrews 7:26), His vicarious death for our sins (Isaiah 53:5,6; Ephesians 1:7), His burial and bodily resurrection (I Corinthians 15:3, 4; John 11:25), and His personal return (Acts 1:11; I Thessalonians 4:16,17).
- 4- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. We believe that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16–19; John 5:24; Romans 3:23; Romans 5:8,9; Ephesians 2:8,9; Titus 3:5)
- 5- We believe in the presence and power of the Holy Spirit in the building of the body of Christ and by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13,14; I Corinthians 3:16; I Corinthians 6:19,20; Ephesians 4:30)
- 6- We believe in the power of prayer. (Ephesians 6:18; James 5:16)
- 7- We believe in the creation of man by the direct act of God. (Genesis 1:1)
- 8- In addition to our statement of faith, we would like to clarify some important principles that are too often left unclarified or unsaid:
  - a. We believe in the traditional family, which is constantly under attack from the world today. We believe in traditional morality — purity before marriage and mutual faithfulness after saying “I do.” (I Corinthians 7:2; Galatians 5:9; Ephesians 5:3; I Thessalonians 4:3)
  - b. We believe in the sanctity of life (each child is a gift from God whose life begins at conception) and the protection of our children both before and after birth. (Matthew 18:5,6; Mark 9:42; Luke 17:2)
  - c. We believe in the principle set forth in I Cor. 6:19-20 (“... therefore glorify God in your body, and in your spirit, which are God's.”) and we believe that this principle should be reflected in our behavior, language, and appearance. This principle is the basis for many of the PIONEERS policies and procedures which will be detailed later in this Handbook.

It is our goal to utilize staff members whose lifestyles, choices and teaching uphold these principles. To participate in PIONEERS, you need not agree with these statements, but you need to understand that this is the basis from which PIONEERS will operate and the standard that all staff members and students will be required to uphold.

## Our Mission

The mission of PIONEERS is to provide nurturing enrichment and educational opportunities for a small group of current JAHE member families. Our first priority is to provide classes designed to facilitate the higher learning needs of our older children (grades 5 through 12). Second, we seek to offer opportunities for our younger children to learn and share in a group setting by enjoying the skills, talents, and support of the student and parent members participating in the Co-op.

Last, but not least, PIONEERS has a deep commitment to be a "mom friendly" cooperative. Although all moms of students in the Young PIONEERS program will be required to contribute, either in the classroom or as support staff in the program, we encourage moms to seek to serve in areas where their God-given strengths and talents lie. Through careful planning and scheduling, we also hope to provide opportunities for moms to gather together for group prayer and fellowship.

## Our Method

As a cooperative, PIONEERS' method for accomplishing its stated goals and mission includes (but is not limited to) offering the following classes and activities at each program (grade) level. Additional classes and activities specific to each grade level are outlined in the designated section of the information/registration handbook. Classes and activities available at **all levels** include, but are not limited to:

- Literature/Creative Writing
- Math (7–12)
- Social Studies
- Electives/Enrichments
- Foreign Language
- Science
- Choir/Music
- Drawing/Multi-Media Art

## History of PIONEERS

PIONEERS was formed in the summer of 1994. It began when a small group of parents expressed a need for help in some specific academic subjects (namely writing and science) for the older students. This group also expressed a desire for group oriented classes such as music, drama and art — all of which can be rather limited when offered only in individual home-school settings.

The heart of the founding families of PIONEERS was to develop a program that would come alongside families and encourage them that yes, they could home school through high school and PIONEERS would be there to help them with this awesome responsibility!

It was specifically desired that the program be limited in size to aid in the desire for the highest quality of learning — that being a one-on-one teacher/student approach.

It was also the prayer and desire of the founding families that the Co-op be based on Biblical Christian standards regarding academics, social skills, personal appearance and conduct. It was the intended and expressed purpose that these standards would exceed those of day schools, be they "public" or "Christian" schools.

The founding families of PIONEERS were not alone in their vision or need. By the fall of 1994 a trial program was in place and all classes full. The first year of PIONEERS would only be a springboard — a platform upon which to build and improve. Changes would come and go as well as teachers and members, but the vision of PIONEERS would not change. This vision was, and is, to provide quality programs that magnify the Lord Jesus Christ and build better academic and social skills in the children of member families, as well as fellowship and support for their parents.

As PIONEERS, we are a distinct small group. We do have specific goals and standards. While guarding against "judgmentalism", as Christians, we are called to be discerning and judging. We have decided that it is not our mission to be a "reform" school. Prospective students (and parents) must meet our behavioral expectations **before** joining PIONEERS.

We have decided that it is not our mission to give financial scholarships. This may be something we choose to review in the future if our financing structure changes. But at present, financial aid scholarships are not possible. However, PIONEERS does offer opportunities for parents to work and receive tuition credits in the Co-op.

## Steering Committee

The PIONEERS Steering Committee serves as a self-perpetuating board composed of a minimum of three members who are experienced home schoolers and members in good standing in the PIONEERS Co-op.

The Steering Committee is responsible to enact and enforce all policies, administrate the full program, hire teachers and staff and oversee membership in both function and application. This committee is responsible to function as a team and never for personal self-interest and always in the best interest of program and members of the Co-op.

It is the responsibility of this committee to screen all membership applications. They have the right to reject or remove applicants/members if they have cause to believe said applicants/members could not or would not function under the written guidelines and policies for the Pioneers Co-op, for reasons of family finances, academics, behavior, etc.

Steering Committee members are expected to serve a minimum of one year. The majority of the committee members should have children in the sixth grade or above. Any Co-op member may apply to serve on the Steering Committee. Current members of the Steering Committee must unanimously approve new appointments. **To avoid the perception or possibility of "conflict of interest", at no time should members who are "paid for services" to the Co-op be allowed to be members of the Steering Committee.**

## Registration/Membership Policy

Application for membership in the PIONEERS Cooperative is open each spring to all JAHE member families in good standing. **Exception: Parents who are applying to fill teaching and staff positions in the program, or students who are current members of the Co-op will receive priority in membership registration, if registered within thirty (30) days of the Spring Registration Meeting.** Families will not be considered to be members of the Co-op until all enrollment forms are returned with the appropriate registration fee and all first semester lab fees.

## Behavior \ Dress

**Expectations:** We seek to nurture the character of our children and represent Biblical Christian values to others. Col. 4:5, 6 says:

*Walk in wisdom toward them that are without, redeeming the time. Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man.'*

**Those who participate in any PIONEERS activities are expected to comply with the standards below or they will be asked to leave, and their membership discontinued.**

**Dress and appearance standards:** PIONEERS' standards are not unlike those of most Christian and/or private schools. We have no desire to allow our students' dress to either create a "teen culture" or be a distraction to other students. Our dress code will reflect moral purity and dignity. It will also reflect a life centered on godly values and attitudes. Dress should be **modest** (for both male and female). Hairstyles and attire that reflect worldly attitudes of rebelliousness, ungodly activities and gender ambiguity will not be allowed.

Examples of unacceptable dress and appearance standards include but are not limited to: the "grunge" look (chains, army camo. /green fatigues, and/or sloppy T-shirts and pants), T-shirts of rock bands, mesh shirts, midriffs, or extreme or either boys or girls.

*What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's. I Cor. 6:19, 20*

Under no circumstances will immodesty — too tight, too short, or too revealing... be tolerated. Specifically, the standards are as follows:

### Gentlemen:

- 1- Neat fitting pants — not dragging on the ground or riding on the undergarment's waistband. No holes or rips.
- 2- Neat shirts
- 3- No jewelry, including chains or necklaces, either worn around the neck or dangling from pockets.

- 4- No tattoos or body piercing ornaments.
- 5- Hats and sunglasses must be removed while in the building. Teachers appreciate being able to make eye contact with their students and see whom they are talking to!
- 6- Hair should be off the collar and clean and neat in appearance. Dying or coloring of hair should be in good taste — no unnatural colors.

#### **Ladies:**

1. Neat fitting pants, not dragging on the ground. No holes or rips. No tight-fitting spandex leggings. Shorts or skorts must not be shorter than three-inches above mid-knee when sitting or standing. Tights/Jeggings/Leggings must be worn with a “tunic” length top that falls no shorter than three-inches above the mid-knee.
2. Blouses/shirts or dresses: No skin-tight styles, no low necklines, no off-the-shoulder styles or spaghetti-strap tops, **no styles that allow any part of your undergarments to be seen.** No mini-skirts. Dresses/skirts/skorts must not be shorter than three-inches above mid-knee when sitting or standing.
3. Hats (ball cap style) and sunglasses must be removed while in the building. Teachers appreciate being able to make eye contact with their students and see whom they are talking to!
4. Jewelry should not draw attention to oneself or distract other students.
5. Hair should be feminine, clean and neat in appearance. Dying or coloring of hair should be in good taste — no unnatural colors. **(Including unnatural coloring – green/blue/pink/bright red, etc.)**
6. No tattoos. No body piercing ornaments; exception of ears for girls.

Ladies, you can look feminine and lovely without your chest or tummy being revealed...i.e., no plunging necklines, tummy tops, or tight pants are permissible! Students found immodestly or inappropriately dressed will be given an Art or Science lab coat to wear for the remainder of the day, or until the situation can be remedied (which would be on student's time, not as an interruption to class time). If there is a question as to whether a garment meets dress code requirements, perhaps it should not be worn!

**The above standards will be strictly enforced.** We are asking that parents monitor how your students look when they leave your home. If, for some reason, you or your student(s) may be uncertain about an "outfit", please feel free to contact any steering member prior to Co-op day. If a student comes to class dressed inappropriately, he/she will be asked to leave the class until a parent can come and bring different clothing. In addition, the discipline procedure outlined below will also go into effect.

We do not wish to be unkind or belabor this point regarding the dress code, but please be aware of the seriousness of this matter. In the past, there were actually families who did not allow their children to participate in our program because of the immodesty of some of our students and because they were fearful of the “gang” appearance of some students. We realize that scripture says, "Man looketh on the outward appearance, but God looketh on the heart." But brethren, we are not God, and sometimes the way we are dressed is the only evidence or clue that we are His children. Whether passing in the hall, standing on stage, or crossing the street to the Play Ground, we are advertising the Lord Jesus Christ, King of Kings, and Lord of Lords. Let's be certain we look like followers of Christ.

#### **Behavior Standards**

**Bad Language:** We ask members to speak carefully, honoring the name and character of God by avoiding profane and vulgar speech and sexual innuendo. It is sad that this subject has to be brought up in a Christian group. However, we have received complaints regarding foul language being used in the classrooms, hallways, and parking lot at PIONEERS. If a student is uncertain as to the appropriateness of a word/term, **do not** use it. There is a no tolerance policy for foul language. Students will be reprimanded, and continuous use of foul language will result in termination from the program. **Appropriate language is important in and outside of the co-op. You are a reflection of PIONEERS, a Christian ministry, even when you are not at the co-op! Lewd or inappropriate conversation in your social media postings is a reflection on the PIONEERS ministry. Misconduct of this nature, brought to the attention of the PIONEERS leadership will result in disciplinary action at the discretion of the leadership.**

**Public Display of Affection (P.D.A.)** – Our purpose at this non-profit tutorial program is to provide a safe, Christian atmosphere for learning academics. We do not have the time or inclination to watch all the youth every

moment. There are basic reasonable rules we have established pertaining to P.D.A. For the harmony and benefit of all involved in the co-op, we will communicate what is unacceptable at the co-op or PIONEERS sponsored events, and the consequences for disregarding these standards.

❑ **Un-acceptable P.D.A.**

- |                  |                                      |
|------------------|--------------------------------------|
| 1. Holding Hands | 4. Hanging on/Leaning on             |
| 2. Arm and Arm   | 5. Less than 6" apart when sitting   |
| 3. Embracing     | 6. Facial "gestures" (kissing, etc.) |

❑ **Consequences for disregarding P.D.A. guidelines**

- First offense:** Involved students will make supervised call, notifying parents of their disregard for co-op policy and for other member's personal space.
- Second offense:** Involved students will be removed from class and placed under Steering supervision until parents can be notified to pickup their student.
- Third offense:** Expulsion from co-op for time deemed appropriate by the Steering Committee. (Non-refundable tuition rules apply)

**Young PIONEERS programs** - In addition, we ask those with younger children in our **Young PIONEERS** programs to review the following guidelines with their children:

- 1- Show respect for the speaker by sitting quietly, not talking to others, and not playing with anything.
- 2- Move quietly, without talking, from place to place.
- 3- Do not wander. (Young children should be supervised at all times. They need to be in their respective classrooms or helping moms who are setting up before and after classes.)
- 4- Do not leave the group without permission, even to use the bathroom.
- 5- Listen and obey the instructions given to you by the adults in charge.
- 6- Never open any doors of the building to strangers. Always summon an adult to let people into the building.

**Discipline procedure:** We intend to use the following general warning procedure in dealing with problem behavior. The procedure may be altered, at the discretion of the steering committee, as warranted by the severity of the problem. (See *Problem Behavior Record* attachment)

- 1- First occurrence — warning to the student.
- 2- Second occurrence — warning to the parent.
- 3- Third occurrence — student is expelled from the class for 1 week. Tutor will notify parent and arrange a meeting.
- 4- Fourth occurrence — student is expelled.
- 5- For reinstatement policy please see the Steering Committee.

We have a "**chain of authority**" — teacher/staff > PIONEERS Steering member > PIONEERS Steering Committee > JAHE Board. All members of PIONEERS, including adults, must be willing to submit to this authority structure. The PIONEERS steering retains the right to ask a student/parent to leave if appearance or behavior is out of line.

**Cancellation**

- ◆ If classes are to be canceled due to bad weather or other circumstances beyond our control you will be notified prior to 8 AM\*\* that class day. \*\* [By 7 AM we will have a message on both the PIONEERS voice mail [(517) 783-9379] There will also be a message **WLNS (6), and WILX (10) news**. Just because your public school district closes, does not mean PIONEERS is canceled. **PIONEERS begins their day 60-90 minutes later than most public schools**. Often the roads are cleared by this time. There may also be days when, due to bad weather, we choose to start our day later, and end later. Generally speaking, we will only cancel class if there is a conflict of building use (e.g. funeral) or the weather is so bad we cannot even gather at a later hour.
- ◆ Snow policy (or cancellations): One snow day will be allowed in the year. If there are any days canceled beyond that, all classes will make up the time.

- ◆ We do not make refunds due to cancellation.
- ◆ If you know in advance that you will be absent, please notify the teacher prior to leaving and make arrangements to make up the work.
- ◆ If a student is absent, it is his/her responsibility to contact the teacher for any missed work or information.
- ◆ Students are not allowed to "skip" classes.

## Liability

Neither PIONEERS, nor any part of PIONEERS such as the Steering Committee, parent teachers, tutors, etc., JAHE, nor Ganson Street Baptist Church will be liable for any injury that occurs to you or your child while attending any and all PIONEERS functions, including field trips. None of the above mentioned parties will be held responsible for damages to or theft of personal property. We encourage you to label all of your child's belongings (coats, book bag, folder, etc.) to avoid lost items. Your signature on the signature page affirms your awareness of this waiver statement.

## Academic Standards (6th through 12th grade program)

Students must be able to function on their own (particularly reading and writing) in class. Workloads can be altered by a teacher at teacher/parent discretion. If the child cannot carry his workload, at the discretion of the teacher, the student may be moved to another class, or removed from the PIONEERS' class in question. If the Steering Committee and/or teacher feels a student will not be able to handle the class, it is their responsibility to inform the parent of this at the time application is made. Unless there is a factor which impedes the progress of the class as a whole, the final decision of enrollment rests with the parents, as they will lose financially upon withdrawal / removal from the class.

Homework is expected to be completed before the student walks into the classroom. (Please contact the teacher **prior to class time if an emergency arises.**) If the homework is not complete, the following actions will be taken per the teacher's discretion:

- ◆ First occurrence: Mailed note to parent from the teacher.
- ◆ Second occurrence: Parent/teacher conference, via the phone.
- ◆ Third occurrence: Student will be removed from class the week of occurrence but will be allowed back in for the last fifteen minutes of that class to receive homework assignments for the next week.
- ◆ Fourth occurrence: A meeting will be called between the teacher, steering committee member in charge of that area, the child and parent.

## Parental Responsibilities

In the Young PIONEERS program, a member parent from each family is expected to participate in the Co-op with designated responsibilities and hours broken out yearly for teacher and support staff (i.e. aides, assistants, coordinators, etc.). Required hours will vary according to the number of classes offered and number of member families enrolled each year. Required Co-op service hours will be specified in writing annually.

Generally speaking, we cannot facilitate "part-time" participation. Each member family is responsible to personally fulfill their designated hours each semester. Exceptions may be made in unusual or unpreventable circumstances, but only after review and complete agreement from the Steering Committee as to the facts, circumstances and willing attitude of the parents to resolve the issues. **YP Parents, who miss more than two weeks of their required service sessions, without making arrangements with the YP Administrator, will be charged the regular tuition rate that the co-op credits for service aides to cover their classes, for the weeks they have missed. Continuous unexcused absences will result in termination of Co-op membership.**

Faithfulness is vital to the Co-op. If you are unable to serve responsibly, please do not join the Co-op. PIONEERS is sensitive to sickness, financial hardship, etc. We desire that our members reach out individually to families in need — but in fairness to the PIONEERS membership as a whole, we cannot knowingly accept families with physical or financial hardships and expect other members to carry them with funds or service labor.

Please be aware that, as a co-op, PIONEERS deems the following principles and guidelines to, be clearly understood as the responsibility of all parents who have chosen to enroll their children in the PIONEERS program this Co-op year. Please review each carefully.

- 1- It is the parent's God-given responsibility to provide for the education of their children. PIONEERS is only a support and enrichment ministry to assist parents in fulfilling the educational goals and responsibilities they have set for their children.
- 2- PIONEERS is not an umbrella program or a school. Record keeping is the responsibility of the parent. Semester Evaluations indicating a grade will be given for all classes at the high-school level. Middle school class grades are given at the discretion of the tutor. Some form of evaluation will be furnished for these students, but not necessarily a letter grade. PIONEERS "grades" are only the tutor's evaluation of work completed at PIONEERS. Parents are responsible to issue final grades and credits in each subject area and provide formal transcripts for their children. PIONEERS will issue semester and final evaluations/grades each year. The Co-op will maintain a file copy of all evaluations/grades issued by the Co-op for the previous co-op year only. At the end of that year, these grades will be mailed to the parent, and no further record will be available through PIONEERS. Please note that there will be a \$5.00 fee assessed for additional mailing of annual grades that have been previously provided.
- 3- Parents must be committed to overseeing and making themselves available to further the process of their children's education and support at PIONEERS.
- 4- Parents are responsible to see that their children's homework is completed each week prior to class, and are expected to do this by asking to see their students' completed work prior to Co- op day. Remember it is the parent's responsibility to home school their child(ren), not the Co-op's responsibility. PIONEERS only meets 28 days a "school year"! Parents need to regularly review the work handed-back at PIONEERS, and contact tutors immediately, if they feel their child is struggling and not achieving their desired goals for any given Co-op class in which he/she may be participating.
- 5- Parents need to understand that tutors make themselves available by email/phone for extra assistance for their children who are enrolled in PIONEERS classes. It is thus the parent's responsibility to see that the contact is made prior to Co-op day if extra help is needed.
- 6- It is the parent's responsibility to see that their children are equipped properly for each class, as defined by the tutor of that class on his/her class overview/supply sheet. This includes securing all the required texts and curriculum supplements specified in specific class description/overview sheets.
- 7- Parents will be notified if the behavior of their child becomes disruptive or inappropriate in their class. Parents are notified of problems so that they will work with their children to correct the problem. Co-op participation is to be considered a privilege which can be revoked if behavior problems remain uncorrected. If student dismissal is partially the result of the unwillingness or inability of the parent to correct the behavior of their children, **no tuition refund will be issued.**
- 8- Parents are expected-to be supportive and respectful of all PIONEERS Staff, especially when speaking with their children. If you have a concern with a staff member or teacher, please go quietly and directly to the person involved. Do not speak "unkindly" about the staff member to your children or to others. Unkind actions, words and attitudes are contrary to the Biblical instruction of our Lord. They can create divisiveness within the Co-op and foster a lack of respect for the leadership in the classroom and/or program. Remember that, most of the time, offenses are not purposeful, but result from misunderstanding or misperceptions. Please give the staff/tutors the "benefit of the doubt" until you have a legitimate reason to think otherwise — then follow Biblical principles to resolve the issue.
- 9- Parents are responsible to make certain that their students pick up and bring home all correspondence, etc. from the Co-op. There is a family file provided for each family at the monitor station. Please remind your students to check their family file at the end of each day. Notices of field trips, activities, billings, and correspondence from Tutors and Steering are all filed in your family file. The neglect of students to pick-up their weekly "mail" is no excuse for being unaware or unprepared for participation and responsibility in programs and activities.

- 10- PIONEERS encourages fellowship between all its members. However, please be considerate of unnecessary noise and chatting in areas where classes are convening. This example of respect shows your children and others that you support the fact that we are in a serious learning environment. Appropriate noise levels should be respected at all times.
- 11- Use of the Nursery/Preschool area is limited to registered children only and only during the time the parent(s) is/are working in the Co-op, unless prior arrangements have been made and approved by the Steering Committee (i.e., moms working their scheduled hours in the Young PIONEERS program; children of steering members or teaching and support staff).
- 12- Parents are always welcomed at PIONEERS. However to avoid unnecessary disruptions, please make prior arrangements with tutors should you desire to visit or observe one of your child's classes on any given week.

## Financial Responsibilities

It is the responsibility of the parent to pay their PIONEERS tuition in a timely manner. The Payment Schedule for the year is always posted on the Member Page of the Website. Typically, tuition is due one month prior to the class time it is billed for. For example; October tuition is due week #1 of September, etc. If a parent cannot make their tuition payment on time, it is their responsibility to notify the accounting office and make arrangements as to when payment can be expected. A mandatory late fee will be accessed each month a payment is late, unless prior arrangements have been made. Payments falling more than two months behind in their payments, without prior arrangements being made with Accounting, may result in the removal of students from their classes until payment is rendered.

**ADD/DROP FEES** - We understand that sometimes a class is not the right fit for a student and schedule changes may need to be made. Please keep in mind, that it is PIONEERS policy that any changes to your student's schedule must be approved by the director. Add/Drop Processing Fees will be applied according to the time schedule below, in which you may be responsible for fees and tuition for dropped classes. Please be mindful that our tutors are contracted a set pay rate according to the head-count enrollment on the last Wednesday of September and the last Wednesday of the First Semester. Classes are determined and tutors paid according to enrollment numbers at registration. Students dropping classes after the schedule is set and the enrollment is confirmed, places a financial hardship/loss upon the co-op.

DATE	FEES	Tuition Responsibility
June 1 <sup>st</sup> – June 30 <sup>th</sup>	\$5.00	100% of tuition refundable
August 11 <sup>th</sup> – Sept. 30 <sup>th</sup>	\$15.00	Responsible for September tuition
October 1 <sup>st</sup> – January 31 <sup>st</sup>	\$15.00	Responsible for all billed tuition
After February 1st	\$25.00	Responsible for 100% of tuition for the remainder of the year.
New 2 <sup>nd</sup> Semester Classes (after week #2)	\$15.00	Responsible for 1 <sup>st</sup> month of Class tuition.
New 2 <sup>nd</sup> Semester Classes – (after week #3)	\$25.00	Responsible for 100% of tuition for the remainder of the year.

## Student's Responsibilities and Expectations

In the classroom and building:

- 1- Show respect for all persons, property and things by:
  - a) At all times, adhering to Dress and Behavior Codes set forth in the Membership Handbook.
  - b) Following directions promptly.
  - c) No disruptive behavior - Keeping hands, feet and objects to yourself.
  - d) Always walking whether inside or outside the building.
  - e) Using an "indoor voice".
  - f) Respectfully refer to all staff members as Mr., Mrs., or Miss.
  - g) Raising your hand when you want a turn to speak in class.
  - h) Participating with a cooperative attitude.

- i) Arriving on time and being prepared for class. If you are late, you will be marked tardy and penalized at the tutor's discretion.
- j) Reviewing and complying at all times with behavioral guidelines as found in this Handbook.
- 2- Have appropriate tools: paper, pencil, books, etc.
- 3- Do not come to class with unfinished work or you will be asked to report to Steering.
- 4- Bring something to do during free time.
- 5- Adhere to homework policies as established by individual tutors.
- 6- Cell phone usage during class time is disrespectful and distracting to staff and other students. **Cell phones should be used for emergencies only.** Students should make any **necessary** calls outside of class time and families should call the church and leave a message for the student to return their call when it is convenient.

### **Late Work Policy**

1. Homework will be accepted, without penalty, via e-mail up to 9 PM on the date that it is due or via postal mail when postmarked by Thursday (the following day).
2. If the student is absent, homework will be accepted for full credit when received by:
  - a. 9 PM that day via e-mail.
  - b. Postmarked Wednesday and received by the following Friday (two days later) via postal mail
3. Homework handed in late (after the above times) may result in a loss of:
  - a. For 6<sup>th</sup>—8<sup>th</sup> grade classes — 10% to 25% of total homework points.
  - b. High school level credit classes — 25% - 50% of total points if handed in within one week. After one week, the grade will be a zero.
4. \*At the teacher's discretion, late assignments will **only** be accepted one week after the due date (without penalty) due to one of the following reasons:
  - a. Family emergency (extended illness, death in the family, etc.)
  - b. Pre-approved family vacations
  - c. \*Parent/guardian must notify the PIONEERS Staff of these events via e-mail or written note.
5. If the student is absent on the day of a test or project due date, a parent/guardian will need to notify PIONEERS staff by that day or the student will receive a 20% reduction of his/her test/project grade. For whatever reason, missing the day of an exam or project may result in a 10% reduction of that grade. Students will be expected to take the test or present their project during the next class period.
6. A student who is absent is responsible for obtaining his/her assignments for that week. If the assignments are not received by email or in the mail by Friday, please contact the class tutor to request that they be sent. Students are expected to complete the homework and hand it in the next class period.

### **Plagiarism Policy**

1. **Plagiarism will not be tolerated! This is a serious offense and will be treated seriously at PIONEERS.**
2. Plagiarism (or intellectual theft) is defined as "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator" (Encyclopedia Americana, 2003).
3. Some examples might include but are not limited to:
  - ◆ Downloading a paper from a "paper-mill"
  - ◆ Submitting another student's work (including copying answers on a quiz/test)
  - ◆ Copying a portion of another's work without citing it
  - ◆ Copying material, supplying proper documentation, but leaving out quotes or indents
  - ◆ Paraphrasing ideas without documentation
4. Plagiarism is as a serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all students for the future, we have established the following guidelines. The penalties for plagiarism are:
  - ◆ 1<sup>st</sup> offense — '0' grade on the assignment/test and tutor contacts PIONEERS administration. The student will write a one-page paper defining plagiarism and explaining why his/her work was an example of plagiarism.
  - ◆ 2<sup>nd</sup> offense — student is removed from the class and receives a failing grade. PIONEERS administration and student's parents discuss the student's future at PIONEERS.

## Program Policies and Guidelines

For purposes of safety for all of our students, respect for others and for the property of Ganson Street Baptist Church, all Staff and families (parents and students) should be reminded of the following policies set forth by PIONEERS Co-op and Ganson Street Baptist Church:

- 1- Students ages **16 and over (ONLY)** may leave the building during their Study Hall or Lunch Hour if a Campus Release Consent form, signed by their parent, is on file. **All students who leave the building during the day, whether for lunch hour or Study Hall, must sign out and back in at the monitor's station.** This is for the safety of the student. Disregard for this policy, will result in immediate termination of personal off-campus privileges for a time deemed appropriate by Steering.
- 2- Students who wish to ride in cars (other than their own), while PIONEERS is in progress, will need a written permission slip from their parent.
- 3- Students driving cars to PIONEERS and showing any disregard or disrespect for the safety of persons or property while on GSB property will be asked to leave the property. They will need to find other transportation and parking outside of GSB parking lot if they wish to continue attending the Co-op.
- 4- **No guns or firearms** are permitted at PIONEERS. Students in possession of same will be **permanently expelled. No object(s) resembling a "weapon"**, including "toy guns", jack knives, brass knuckles, etc. are permitted at the Co-op, without prior arrangements and approval by the Steering Committee. Students found with such objects in their possession will be suspended from the Co-op for an indefinite time period, at the discretion of Steering and GSB leadership. (**Parents** – please inform your children that if they accidentally leave such items in their belongings, they **should not**, under any circumstances, show it to other students! They should immediately turn the item(s) over to PIONEERS Steering for temporary safe keeping until you the parent can claim the item.)
- 5- No radios, CDs, headsets, videos, etc., are permitted for use by students in any classroom at PIONEERS without prior approval of staff and steering.
- 6- Any student, parent, or staff member who wishes to bring guests into PIONEERS classrooms on Co-op days must secure permission **in advance** from a PIONEERS Administrator, as well as from each tutor whose class would be affected by the perspective visitor. There may be occasions when it is not appropriate for guest(s) to be in the classroom; i.e., test and exam days, etc. It is always at the discretion of the tutor whether guest/visitors are allowed into his/her classroom. Should there only be a conflict in a specific classroom, your guest would be welcome to wait for you in the quiet Study Hall area. Guest visitors who accompany PIONEERS students to Co-op without prior permission will be required to wait for their "host" in the Study Hall area or in the Steering Room.

Should you desire to bring a visitor to PIONEERS, please remember the following guidelines:

- ◆ **All guests must wear an ORANGE PIONEERS lanyard, identifying he/she as a visitor.**
- ◆ The guest's host must complete a Class Visitation Permission Form and obtain signed approval by a PIONEERS Steering Member and any affected tutor(s). Class Visitation Permission forms are available at the Monitor Station or in the Education Office.
- ◆ Non-PIONEERS students visiting the classroom must abide by PIONEERS Behavioral and Dress Code expectations.

## Building Guidelines

The overriding principle for the use of the facilities of Ganson Street Baptist Church is that we are guests. We do not want to do anything to damage the building or its contents, and we do not want to cause extra work for the church staff. Further, there will be other activities going on in the church while PIONEERS meets. We must respect these activities and the people attending them. The guidelines below will be enforced, as we do not want to allow one person, or a few individuals to cause the loss of this facility for our co-op program. Your cooperation is so greatly appreciated.

- 1- All students must be in a classroom or study room under teacher/monitor supervision at all times. No loitering or gathering in the hallways and narthex will be allowed during class time. Trips to the bathroom are made only with the teacher's permission. Only students enrolled for a particular study/fellowship hall are allowed to be in that classroom.
- 2- We expect our members to act appropriately, practicing courtesy and respecting the property and regulations of others. Absolutely no running or **rough playing** is permitted anywhere in the church building.

- 3- Please do not open the door for ANYONE who is not clearly identifiable as a PIONEERS member. If in doubt, please contact a Staff person to open the door.
- 4- **Food and Beverage** — All food and beverage should be consumed in the GSB fellowship hall (Rooms #106, #111) and in the preschool and nursery areas. **Those who eat lunch outside of the building — please dispose of your cups, wrappers, etc. in the wastebaskets in the lunchroom or the wastebasket at the SOUTH Entrance, not in classroom or our hallway trash baskets! Pop cups and food wrappers attract ants and mice...so please be courteous and conscientious in this matter.** Please be careful to take care of any leftover lunches. PIONEERS will not save food. Regular lunch bags/boxes will have the food dumped out, and be put in the lost and found at the end of each co-op day.
- 5- **Classrooms** — Teachers, aides, and students are responsible to clean-up their classrooms at the end of each period and at day's-end, disposing of all papers and garbage. At the end of the day, make certain all tables and chairs are put back in place. In some classrooms, students will be asked to fold their chairs up and set them against the wall, or place them on a table to make clean up easier on the custodial staff. Make certain all lights are off, and windows closed. All wastebaskets should be dumped into the main garbage can in the Fellowship Hall on the lower level at the end of the day. Please note, it is not the work of those who teach last in the day to clean up after everyone who has gone before them, nor is it the job of the daily aides to clean up after each teacher. Let us be considerate of each other in this matter. **Remember — our continued use of this building depends on all of us!**
- 6- **Pianos, Organs, and Sound-System** are all the property of Ganson Street Baptist Church and are off-limits to all students, unless specific arrangements have been made with GSB and Steering.
- 7- **Weather** – In times of messy weather, please be considerate with your shoes and boots. We use the hooks and hangers near the east door for our coats and things. We have had a problem with students tracking mud through the church. If you live in an area where you must walk through mud and snow, please check and clean the soles of your boots and shoes outside the entrance, wiping feet dry on the mats at the entrance of the building.
- 8- **Safety** — Unfortunately, the area around GSB is not as safe as it could be. Again, be reminded that students should not be wondering outside of the building alone and unsupervised. Also, students and staff — please do not allow strangers or NON-PIONEERS members access into the building. If someone is inquiring for a GSB staff person, please direct him/her around to the west OFFICE door, where they may ring the bell and the GSB staff will escort them in. If a family member, home school friend, etc., will be coming to PIONEERS, please notify Steering or a Staff Member, identifying them and escorting them into the building through the **SOUTH** door. It is for the safety of our children and staff that this procedure must be followed.

## **Parking/Entrance/Exit Guidelines**

For SAFETY concerns, it is important that all Parking, Drop-off, and Pick-up procedures be followed. With the heavy drop-off crowd from 8:15–8:30, traffic is being blocked on Ganson Street as PIONEERS families are waiting in line to drop-off their students at the EAST door. This is posing a hazard because people can't enter or exit due to the back-up. By entering through the WEST driveway (office side), cars can drive around through the SOUTH parking lot and let their student(s) out at the SOUTH (preferably) or EAST entrances. This will prevent traffic from lining up and spilling onto Ganson Street at the EAST driveway.

**We are in a lock-down facility and all visitors need to go through the GSB office (non-PIONEERS) or SOUTH entrance, checking in with the PIONEERS Door Monitor at any time after 8:30 AM. With the exception of teachers and administrative staff, no one should be using the EAST Entrance between 8:30 and 3:30 PM, unless they have a key.**

- 1- Please **ALWAYS enter the church parking lot through the WEST entrance driveway** (where the church office is), carefully drive through the SOUTH (back) parking lot, **and exit out the EAST driveway.** Even if you plan to park in the EAST parking lot, you will still need to enter the parking lot through the WEST driveway to safely maintain traffic flow. I.e. your vehicle should be facing NORTH (toward Ganson Street) when dropping off your student(s) at the EAST entrance **before 8:30** in the morning.
- 2- For safety reasons, **the EAST entrance door of GSB** will be locked between the hours of 8:30 AM and 3:30 PM. Families must drop off and pick up your students using the **SOUTH Entrance** only during this time.

- 3- **Parents: please be prompt when picking up your student(s) during the day** so they are not left waiting. Students cannot be left unattended during the day so it is mandatory that all students be will be picked up at the SOUTH entrance where they can wait on the bench at the Door Monitor station.
- 4- Students can be picked-up at the **EAST Entrance after 3:30**, but you must still **enter the parking lot** through the **WEST Driveway**. I.e. your vehicle should be facing NORTH when picking up your student(s) at the EAST Entrance.
- 5- YOUNG PIONEERS students must be attended by a 6-12 student or adult when leaving the building.
- 6- Parents — it is important to pick your students up promptly after their final class period or at the end of the PIONEERS day by 3:45 p.m. PIONEERS is NOT responsible for children left unattended in the parking lot after 3:45 p.m.
- 7- **Parking Lot** — The parking lot is GSB property and under the same rules and guidelines as the building. Students are asked to refrain from rough play near doors, windows, and cars. Students are to play in the south parking lot, only during designated time periods when adult supervision is available, which is basically the Lunch Hour. Parking lot games should be those which are safe for conditions and dress — i.e. **absolutely no tackle football**, etc. It is requested that all students be out of the building and parking lot by 3:45 on PIONEERS Wednesdays.
- 8- **GSB Staff** — Students are **not** to contact any church staff member, if for some reason the secretary, building manager, or pastor needs to be contacted, please send an adult.

## **PIONEERS Phone Numbers & Cell Phone Policy**

Voice mail number — (517) 783-9379

Please direct all non-emergency calls to this voice mail number.

Emergency cell phone number — (517) 262-6686

PIONEERS also has a cell phone for emergency use. That number is (517) 262-6686. If you need a prompt response on PIONEERS Wednesdays, please call Patti Sailor at home (517-784-0799) until 7:30 AM. From 7:30 AM–5:00 PM, please use the emergency cell phone number to contact PIONEERS steering or staff members. Please note that any calls received at the new voice mail number (517-783-9379) during these Wednesday hours will likely be unanswered until Wednesday evening or Thursday.

### Cell phone usage

Cell phone usage by students during class time is an ongoing problem. This behavior is disrespectful and distracting to staff members and other students and cannot be tolerated. PIONEERS policy is that cell phone usage is for emergencies only. Cell phones are to be turned **off** at all times when students are in classes. Tutors will have a designated place in the room reserved for phones. Students who have a cell phone will need to place it in that designated area and may pick it up after class. If a phone is not placed in the designated area and the tutor sees/hears it during class, the phone will be collected and the student will have to pick it up from Mrs. Sailor's office at the end of the day. **Note:** Parents — if you need to contact your child, please do so during his/her lunch period.

**If you need to contact your child(ren), in the event of an emergency**, please dial the PIONEERS cell phone (517-262-6686) or (517-783-9379) and a Steering Member will relay your message or remove the student from class for further conversation with the parent.

### Ganson Street Baptist Church phone

We ask that everyone avoid calling the church switchboard,-as the office is closed on Wednesday, so all calls will go directly to voicemail.

## **Lunch at PIONEERS – Cantina Fund Raising Program**

The Cantina serves the Co-op by giving an option for lunch in hopes of lightening the morning workload for our PIONEERS families, as well as raising funds to support PIONEERS programs. The money raised may be used for tuition assistance for needy families, as well as for free lunch celebrations at Christmas and the last day of the PIONEERS academic year.

Cantina will serve a lunch option every Wednesday. The cost of the lunch is \$4.00; which includes the main menu item(s) and a drink. We will also be serving child size meals for \$2.50 with a dessert.

At the requests of our tutors, we will be continuing with the following decisions:

- 2- No caffeinated pop will be served at lunch and sold only after the student has completed classes for the day.
- 3- Water, juice, and non-caffeinated pop will be sold at lunch for PIONEERS 5<sup>th</sup> through 12<sup>th</sup> grade; only water and juice will be offered to the younger grades (below 5<sup>th</sup> grade).

**All food must be eaten in the Lunch Room or outside of the building.**

We realize that each family has their own dietary preferences and respect each family's choices. We welcome any donations of perishable fruits, vegetables, and homemade or purchased snack items for lunch or snacks.

# PROBLEM BEHAVIOR RECORD

Student name (last) \_\_\_\_\_ (first)  
\_\_\_\_\_

Teacher name  
\_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_

Description of Problem: (Class Participation, Dress Code Violation, Inappropriate Behavior)

Suggested Course of Action:

**Discipline procedure:** We intend to use the following general warning procedure in dealing with problem behavior. The procedure may be altered, at the discretion of the steering committee, as warranted by the severity of the problem.

**First occurrence:** Warning to the student.

Date Issued \_\_\_\_\_ Date \_\_\_\_\_  
Steering/Staff Signature Student's Signature

**Second occurrence:** Warning to the parent.

Date Issued \_\_\_\_\_ Date \_\_\_\_\_  
Steering/Staff Signature Parent's Signature

**Third occurrence:** Student is expelled from the class for one week. Tutor will notify parent and arrange a meeting.

Date Issued \_\_\_\_\_ Date \_\_\_\_\_  
Steering/Staff Signature Parent's Signature

**Fourth occurrence:** Student is expelled.

Date Issued \_\_\_\_\_ Date \_\_\_\_\_  
Steering/Staff Signature Parent's Signature

We received the following by e-mail and feel it is good encouragement along the lines of our own PIONEERS policy regarding acceptable attire for our young men and women. (I Cor. 6:19, 20)

## Handbook Addendum

### BIBLE BITE: Britney Spears Look-a-Likes

I was reading 1 Timothy 2:9. I went back and re-read it. “...*that women **adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold or pearls or costly array; but (which becomes women professing godliness) with good works.***”

Some discount Paul's command about modesty: “Ah, give me a break. That's just the old, cranky, bachelor/preacher, who had an axe to grind with women. He was always harping away at women's apparel and behavior!”

Hmmmm... Hold on — he wasn't the only one. A man with a wife also addressed the issue on God's behalf. The Apostle Peter said about women — “*whose adorning, let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart ... the ornament of a meek and quiet spirit, which is **in the sight of God** of great price.*” Peter didn't say: which is in the sight of members of the opposite sex very appealing. No, **we should dress for God's eyes.** What He values. What's of great price to Him.

The liberal leaning CBC in Canada hosted a radio series on the skimpy, clinging and revealing clothing women wear and how guys respond sexually to such clothing. Is this an issue outside of Christian circles? Is the godless world noticing that girls are dressing cheaply and in sexually suggestive ways? So I did a Google search: *girls, modesty, and clothes*. My conclusion? Folks, it's not just a handful of conservative Christians or out-of-touch preachers who are concerned about modesty. If secular people are talking about how *unsaved* girls are dressing, the bar is that much higher for Christian girls. Remember — a **Christian girl's standard is clothes that are suitable for "women professing godliness."** Godliness — not worldliness. Not the Britney Spears look!

Every Christian should look in the mirror each morning and ask ourselves: is my appearance and apparel pleasing in the sight of God? The most revealing mirror is the Word of God. James 1:22-25 compares the man who looked in the mirror and walked away without adjusting his appearance to the Christians who read their Bible but fail to make any adjustments. Readers but not doers.

#### **P.S. for the Guys:**

... Guys, do your part in complimenting girls who are seeking to honor Christ and please God in their appearance. Let them know that you appreciate their efforts to **not** conform to the world. And whatever you do, don't allow yourself to become romantically involved with a Britney Spears look-a-like or a girl who is modeling herself after the world's standards. **Go for Godliness!**

Peter Ramsey, Evangelist (2005)