

FAMILY CHRISTIAN HOMESCHOOL CO-OP

POLICY MANUAL 2020–2021

VISION

We, Family Christian Homeschool Co-op (FCHC), are a Christ-centered community that provides a variety of educational and enrichment classes for home-schooling families in a safe and loving environment. We desire to strengthen Christian home-schooling families by providing times of close interaction. We co-labor with each other and God to achieve excellence by serving each other through our strengths.

MISSION STATEMENT

“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10)

GOVERNING VALUES

Jesus said to them, “You shall love the Lord your God with all your heart, with all your soul and with all your mind...And the second is like it: you shall love your neighbor as yourself.” (Matthew 22:37-39)

1. Christ-centered community – We believe the Bible is the infallible Word of God.
2. A safe and loving environment – We value unconditional love and grace for one another.
3. Fellowship – We desire close interaction to encourage and strengthen one another.
4. Co-labor – We value the uniqueness each member brings.
5. Creative excellence by serving – We value the emphasis of coming together to be a system of support to the home-schooling community. God has given us an awesome responsibility to teach our children in the way they should go. By drawing upon each

other's gifts and talents, we hope to provide quality educational experiences, lasting friendships and precious memories for our members.

PARENT RESPONSIBILITIES

1. Show up, be on time and be prepared to assume your assigned responsibilities.
2. Families should arrive at the Co-op on time for the Opening Assembly. This is to ensure that members are kept informed about policies and other important Co-op activities and events. (See more information under "Opening Assembly".)
3. All absences must be reported to the Director as soon as the absence is realized. Attendance is expected unless illness or extenuating circumstances prevail. Persistent attendance problems will be addressed on a one to one basis and your membership evaluated accordingly.
4. Let the Hospitality Coordinator know if you or someone you know is sick, having a baby, etc. so that we can help care for our members.
5. Be alert and aware of all classroom activities as we are all hall monitors and traffic controllers.
6. Read, understand and enforce all building policies and adhere to proper codes of conduct and behavior while at the Co-op location.
7. All parents are volunteers who serve at least two hours in a teacher/aide position within the Co-op.
8. Be familiar with tuition and fee schedules and make sure all fees are paid on time. In addition, be aware when registering for your child/ren's classes, priority will be given to students whose grade falls within the grade range listed in the class description. (For example, if a particular class is not full at time of registration or after, and you have received permission from the teacher to have your child/ren in the class that is above your child/ren's grade-level, then registration for that class can take place.)
9. Be willing to serve as a substitute when needed.
10. Check your "mailbox" and your younger child/ren's backpack at the end of each Co-op day.

11. Parents 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 to be responsible for your child/ren and record this on the parent sign-out sheet at the Information table.
12. All visitors to the Co-op must be approved by the Director prior to Friday. If the visitor is a student, the teachers of each of the classes the visitor will be attending must be notified so appropriate arrangements can be made. If the teacher does not feel comfortable accepting a visiting student, then those wishes will be honored.
13. In cases of extreme sickness or other emergency, a student (4th grade and older only) can be left in the care of another co-op parent for the day. This is allowed two times per family per school year. Also remember to find a substitute for your responsibilities. Additional days may be considered by the Board on a case-by-case basis.
14. Parents are to monitor their children at ALL TIMES. Children are not permitted outside the building AT ANYTIME without adult supervision. The parking lot can be a very dangerous place. Please be aware of ALL children, not just your own.
15. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencil boxes, coats, etc. Any personal items irrelevant to Co-op participation such as electronic games, trading cards, headsets, etc. must not accompany participants into the facility, unless prior approval has been given by a teacher.
16. Parents must read "Course Descriptions" for classes and purchase all necessary texts, materials and other specified items prior to the start of classes.
17. If changes are needed in a **student's class schedule**, the request may be made during the grace period determined by the Registrar. If a change is absolutely necessary after this time a \$25.00 fee will be charged per occurrence. After the first two weeks of the semester changes will not be permitted unless approved by the Director. Changes for second semester classes may be made during the last two weeks of first semester. If changes are made after that period a \$25.00 fee will be charged per occurrence. Changes for the second semester should be submitted on a "Student's Class Change Request Form" (available at <https://www.homeschool-life.com/oh/fchc/> and at the Information Table). Changes to a student's schedule requires the signature of the teacher(s) as well as the Treasurer, Registrar and the form then is put into the Registrar's mailbox. If a change is made outside of the two week grace period, a \$25.00 per class fee will be charged to offset class fees and administration costs.

18. If a change is needed in a **parent's volunteer schedule**, a "Parent Volunteer Change Request Form" (available at <https://www.homeschool-life.com/oh/fchc/> and at the Information Table) needs to be submitted with your signature, stating the change (class in which the parent is leaving, who will be the new Aide assigned to that class, and new class the parent is going into). This form is given to the Director, who will be helping the Scheduling team to know where people are volunteering and assuring all classes are covered with an Aide.
19. Each family will receive a cleaning assignment for the year which must be completed promptly at the end of each Co-op day. In case of absence, each family is responsible for arranging a "sub" to complete their specific cleaning assignment.
20. Each family is required to sign the FCHC Statement of Faith.

TEACHER RESPONSIBILITIES (PAID AND PARENT TEACHERS)

1. Be punctual, be prepared for each class, and do a job of excellence.
2. Find your own substitute (from the Volunteer Schedule) and provide a substitute lesson plan in the event of your planned absence. Notify the Director and your cooperating Teacher/Aide (if applicable) before the beginning of the school day in case of illness or emergency. If your Aide is filling in for you, please make arrangements for someone to take the position of aide for the class so there are 2 adults present. This is essential for liability purposes.
3. Prepare a class description and a semester syllabus for each class you are teaching. Please provide copies of these to the Registrar for her to keep on file at Co-op.
4. **Parent (volunteer) teachers only (this does not apply to Paid teachers):** Co-op policy provides each volunteer teacher an allotment of \$7 per student/per semester for class spending. If you plan to spend more than your allotted budget, you will need to plan ahead and charge an additional class fee. Questions regarding this matter can also be addressed with the Treasurer. Also, before making purchases for Co-op supplies, contact the Supply Coordinator to avoid duplicate purchases. Please be sure to keep the receipt. After purchase, simply paper clip the receipt to the BACK of a completed "Reimbursement Request Form" (available at <https://www.homeschool-life.com/oh/fchc/> and at the Information Table) and return to the Treasurer or place in her "mailbox" at the Information Table.
5. Please ask students to address you as Mr. and Mrs. and last name.

6. Be willing to communicate with parents regarding their child's progress and behavior while in your class. Encourage Christ-like behavior by praising the students when appropriate. As the teacher, please kindly correct disrespectful behavior or inappropriate language immediately. Follow up with the parent so they can speak further with their child.
7. Should you choose to take your students off-campus, permissions slips must be signed by the parents and collected prior to leaving for a field trip. Each student MUST have a permission slip turned in, or he/she will not be able to go on the field trip. Permission slips can be obtained at <https://www.homeschool-life.com/oh/fchc/>.

STUDENT RESPONSIBILITIES

1. Be on time.
2. Be prepared, and bring needed supplies (i.e. notebook paper, sharpened pencils, etc.).
3. Walk in the halls between classes. Absolutely no yelling.
4. Honor parents and teachers by addressing them as Mr. and Mrs. and last name.
5. Be respectful of others and their property. Keep hands and feet to yourself.
6. Be respectful of the church property. Failure to respect the host facility can result in discipline from the Board and possible dismissal.
7. Complete class requirements and cooperate with teachers at all times. Due to the nature of the "once a week" classes, it is imperative that students stay current with their assignments. Students are also responsible for class material missed in the event of absence. It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed and catch up with missed material prior to the next meeting date. Late or missing assignments put extra burdens on the teachers, allow the student to fall behind, and are an inefficient use of the time and energy for both the student and teacher. The following policy is used for missing assignments: First missing or late assignment: teacher notifies and informs parent via e-mail; Second missing or late assignment: teacher notifies and informs parent via telephone; Third missing or late assignment: teacher notifies parent and Board, at which point the Board will determine necessary action between parent/student/teacher. (Three strikes form).

8. Students are expected to have self-control and respond appropriately to the teacher's directives.
9. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
10. Students who disregard any classroom expectation are to be dealt with immediately. Teachers are to quickly remind student of proper classroom behavior, no matter what the offense.
11. No gum is allowed.
12. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class unless approved by the teacher. Should this policy be violated, each teacher reserves the right to confiscate any such items until the end the of co-op day.

OPENING ASSEMBLY

To keep members up-to-date on important Co-op issues and activities, we meet every Friday morning prior to the start of classes for a time of sharing, encouragement, and fellowship. In an effort to promote unity within our Co-op community, this time has been designated as a chance to introduce members, share our God-given talents, and encourage each other through Scripture and prayer, particularly as it relates to homeschooling. Co-op members who volunteer to share during this time are asked to stay within the bounds of the statement of faith as they present topics that will serve to encourage fellow Co-op members on their homeschooling journey. We ask that each family strive to arrive on time each week in time for the Opening Assembly in respect to the presenters and to promote community and relationship-building within the Co-op body.

ILLNESS POLICY

Participants **should not attend** Co-op if they are sick or are experiencing any of the following symptoms:

1. Colored mucus

2. Diarrhea, vomiting or nausea (within last 24 hours)
3. Eye drainage
4. Virus or infection (known to be contagious)
5. Rashes (contagious)
6. Head lice
7. Fever (within last 24 hours – non medicated)

Should there be any questions, the teacher of the class or head teacher of the Nursery and/or Pre-K/ Kindergarten will determine if any student fails to meet the health guidelines. Please keep in mind that this policy is essential for the health and protection of all of our children and families.

If one of your children become ill and you need to leave the Co-op facility, you may choose to remove all of your children for the remainder of the day, or find another parent who agrees to be responsible for your other child(ren) (fourth grade and older) while they are on the premises. With that parent's consent, you must sign yourself out at the information table and name the other parent as guardian for the remainder of the day.

Note: ***In the event that you are aware of illness in advance***, another parent may assume guardianship of your child(ren) (fourth grade and older ONLY) on the Co-op day and must notify the Information Table of such an arrangement immediately upon arrival. (See #13 under "Parent Responsibilities" for more information and limitations on this policy.)

MEDICAL RELEASE FORM POLICY

In an effort to ensure the safety of your children, a medical release form is required to be filled out for each of your children who will be in attendance at the Co-op.

DISCIPLINE POLICY

"Now no chastening seems to be joyful for the parent, but painful; nevertheless, afterward it yields fruit of the righteousness to those who have been trained by it." (Hebrews 12:11)

1. Every student is expected to behave in a proper and respectful fashion at all times. If a Child is disrupting a class session, he or she will be removed from the class and the parent notified.
2. If a parent fails to control the child's disruptive behavior, the Co-op Board reserves the right to dismiss the child from that class. **A three strike policy** will be used in order to determine in a fair way that a student should be removed from class. When a disruptive behavior, including failure to turn in assignments, occurs and the teacher has talked with the student and parent without results, a 3 strikes form should be used. This is turned into the Director of General Affairs. The board will give a copy to the parent and keep the original for Co-op records. If three of these forms are filled out on a student in a given year the board, at their discretion, may dismiss the student from the class.

CONFLICT RESOLUTION POLICY

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven." (Matthew 18:15-18)

"What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?" (1 Corinthians 4:21)

Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important we agree on how to deal with these situations before they arise. We've chosen to base the structure of this policy on Matthew 18:15-20 and the spirit of this policy on 1 Corinthians 4:21.

Many disputes/differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others.

If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve* conflict between the two individuals involved. If either party is unsatisfied or a resolution* cannot be met, they must seek the assistance of an objective

party (typically a member of the FCHC Board or an Operational Leadership Team) to mediate.

As a last resort, the conflict will be discussed among the entire FCHC Board, and they will make the final decision.

**resolve/resolution=achieved when all parties reach mutual agreement or understanding.*

FACILITY RESPONSIBILITIES

Co-op classes officially end at 12:35 P.M. each Friday, with clean-up responsibilities to be completed immediately following. Please keep in mind that during this time (and all other times during the day) children are under the authority of their own parents who need to ensure that all conduct complies with proper respectful behavior. As security and safety are our top priorities, we ask that children remain with their parents at times when not in class. It is particularly important that we maintain appropriate conduct in the hallways and throughout the building in respect to church employees who work on Co-op days.

Also, due to carpeting throughout the church, we must adhere to the policy of clear beverages only (i.e. water, clear juices, Sprite/7-Up, etc.). Please do not bring red liquids or dark soft drinks into the classroom areas. All food and drinks are to be confined to the Gym floor (please avoid eating on the carpeted area) during our snack/break-time and during special events in the Chew and Chat area, and other designated areas such as the Nursery and Preschool. Teachers may make exceptions to this according to the needs of their class. Please note that teachers and students are responsible for clean-up of food/drink before the next class arrives.

EMERGENCY/SNOW DAY POLICY

In case of severe weather or other extenuating circumstances, you will be notified in one (**but not all**) of the following ways should the Co-op be closed or on a delayed schedule:

1. Announcement listed on the front page of the Family Christian Homeschool Coop website at <https://www.homeschool-life.com/oh/fchc/> as soon as possible once the closing is determined;
2. A group email by 7:00 A.M. to all participating families, drop-off families, and Paid teachers announcing the closing/delay;

3. Phone call from a fellow Co-op member before 8:00 A.M. on the day of closing/delay.

*Make-up Policy: Paid teachers of all grades, as well as volunteer teachers of high school classes, are responsible for making arrangements for make-up classes, if desired. This includes time, location, and other communication with the parents and students of their class. Make-up classes or refunds are up to the individual discretion of the teacher and are not required to be arranged by the Co-op.

DRESS CODE / ELECTRONICS GUIDELINES

In keeping with the values of purity and integrity that the FCHC holds at heart, we have developed a dress code and other guidelines that each of our participating families are asked to adhere to. Our desire in this process is to set forth a Godly example of purity and integrity.

- Shirts and tops must cover undergarments and have high enough necklines to cover all cleavage, even while bending and stretching
- No spaghetti straps, low cut tops, bare midriffs (even while bending or stretching), no sheer materials
- Lower garments should not allow undergarments to be exposed, even while sitting, raising hands, bending over walking up/down stairs or standing on balcony. Since we have a balcony and stairs it is recommended that you wear shorts under dresses or skirts.
- The length of lower garments should be at least to mid-thigh. Any rips or holes should be below this length.
- Form-fitting lower garments, such as leggings/jeggings, must be worn under a shirt, skirt or dress that extends to at least mid-thigh.
- No tight fitting shirts, dresses, pants or shorts
- No shorts, sweats or pants with words on the back
- No clothing with inappropriate messages, slogans, or pictures.
- Gym class attire must adhere to all dress code guidelines.

- No cell phones, CD players, hand-held electronic games, MP3 players, etc. are to be used at any time during classes or opening assembly. (Unless approved by the teacher).
- No form of tobacco, alcohol, or drugs
- No knives of any kind (pocket or otherwise) unless specifically in use for meals

Each student, age 12 and older, will be required to sign a statement indicating they have read, and agree to abide by, the above-mentioned "Dress Code / Electronic Guidelines" while at any sponsored Co-op event.

In the event that this agreement is not followed, the Board will take appropriate action, which may include a **three strike policy** used for purposes of repeat offenses. If a student violates the dress code, that student will be required to put on a sweater or other "covering" as deemed appropriate. If there is not a covering available the parent is responsible to obtain one or the student may be asked to leave the building.

Electronics may be taken away if used improperly and returned at the end of the day. These actions will always be done after discussion with, and through, the attending parent so as to preserve all dignity and respect. The only exception to this is that teachers may confiscate any electronic item found to be used during class and bring the item directly to the parent following the class session.

PDA AND DATING

In a co-ed environment physical attraction is bound to happen. To help ease awkwardness and hurt feelings, anything that suggests a romantic relationship, including personal displays of affection, are not allowed at co-op. Appropriate interactions between immediate family members do not apply. What happens and is acceptable outside of co-op is between individual kids and their parents. To help ease confusion, this policy applies to all ages.

PDA includes but is not limited to:

- Holding hands
- Lingering hugs
- Kisses, including on the cheek
- Snuggling, cuddling, or sitting extra close

Please note: We know that some kids are naturally huggers and openly affectionate. If this is your child, please talk to them about what is appropriate at co-op. If you have questions, please ask someone on leadership.

STATEMENT OF FAITH

All Co-op parents, paid teachers and volunteers are required to sign; and thereby showing their agreement with the FCHC Statement of Faith. Students, ages 12 and older, are also required to sign the form showing they have read and understand the Statement of Faith. A separate form to sign will be made available.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the FCHC's faith, doctrine, practice, and discipline, our board is the final interpretive authority on the Bible's meaning and application.

Family Christian Homeschool Co-op Statement of Faith

We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension and His personal return in power and glory.

We believe that the Holy Spirit is a divine person proceeding from the Father and the Son and is therefore eternal, and of the same essence, majesty, and glory with the Father and the Son. We believe therefore that the Holy Spirit is truly God.

We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.

We believe the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction. That it has God for its author, salvation for its end, and truth without any mixture of error for its matter. That it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried. We believe God in His Word has given parents the responsibility to educate their children in a Godly manner.

We believe that God wonderfully and immutably creates each person as male or female.

These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe it is our obligation as believers to witness by life and word to the truth of the Gospel and proclaim these to all mankind. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness and vice, and all forms of sexual immorality, including adultery, homosexual behavior, bisexual conduct, and use of pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Family Christian Homeschool Co-op. But God is merciful to all sinners. He offers redemption to all who confess and forsake their sins, seeking His forgiveness and mercy through Jesus Christ. (Mark 12:28-31; Luke 6:31)

We believe that a visible church of Christ is a congregation of believers, associated by covenant in the faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights and privileges invested in them by His Word.

We believe in that "Blessed Hope," the personal return of the Lord Jesus Christ for His redeemed ones, and in His return to the earth, with His saints to establish His Kingdom.

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment.

COSTS

Our annual registration and per semester general tuition fees are charged per family, not per student. Some classes will have additional material cost fees. There is a substantial discount in the per semester fee for members who teach. **Fees for members:** \$60 Non-Refundable Annual Registration Fee/Per Family- ALL Families \$70 Per Semester Fee/Teacher Families OR \$140-Per Semester Fee/Non-Teacher Families.

Fees for drop-off students

There is a \$60 non-refundable registration fee (see above, applies to ALL families), plus \$75 per student per class per semester. There may be additional class materials fees. If the class is taught by a paid (non-member) instructor, this fee is in addition to the co-op fees listed above and must be paid directly to the instructor at the beginning of co-op. Classes taught by paid instructors are marked with an asterisk (*) and fees for the class as well as additional class descriptions can be found on our website.

Paid teachers are paid directly no later than the second week of each semester.

(Please see below)*. A paid teacher fee list will be available at Orientation and at the Information Table once Co-op begins. A \$50.00 non-refundable deposit is due at registration for each paid class. The deposit is applied to the class fee.

Students must participate in all three scheduled hours if on campus. This may be in the form of student helper for one hour (we are limited to available student helper positions and is first come, first served) If you choose to attend only two hours, the parent must still be present at the co-op facility and volunteer as stated under parent responsibilities. (See exceptions under "High School Class Policy.") Classes will not be prorated.

*Some classes are taught by outside Paid Teachers and require an additional fee. Payment for a class taught by a Paid Teacher will be made directly to the teacher at the beginning of each semester. Check the Co-op website, <https://www.homeschool-life.com/oh/fchc/> for current information on classes that require such a fee. In addition, some classes require an additional class fee for books and/or other supplies. Such fees are also noted on the website. The Paid Teachers are responsible for collecting their own payment from the families. Payments are due by the second week of classes. If payment has not been received, the student will not be allowed to participate in the class and the parent will be contacted.

REFUND POLICY

Because we plan our Co-op yearly, the commitment between the members and the Co-op should be yearly. Please be aware that we are dependent on each of our members to make the Co-op work. If we have members leave after classes have been established, it makes it difficult for the Co-op to run smoothly. Please pray before you make this

commitment. A 100% refund (minus the \$60 non-refundable registration fee) will be offered only until the second week of a new semester.

“Drop Off” HIGH SCHOOL CLASS POLICY

The Drop-Off option, with director and board approval, is available for students in grades 9-12 for one or more classes with openings after general member and new participating family registration. Parents of students in grades 9-12 are not required to stay at the Co-op facility.

CLASS SCHEDULE

9:00–9:15 A.M.	Opening Assembly (announcements, worship, prayer time, programs, etc.)
9:20–10:15 A.M.	1 st Hour
10:20 – 11:15 A.M.	2 nd Hour
11:20 – 11:35 A.M.	Snack/break in gym
11:40 – 12:35 P.M.	3 rd Hour

2020- 2021 CO-OP SCHEDULE

1st Semester - Meet every Friday except for 11/27

09/11/2020	Orientation/Open House/Park Day 9:00am – 12:00pm
09/18/2020	First day Co-op of the 1st Semester
11/27/2020	**Thanksgiving Break** No Co-op classes
12/11/2020	1st End-of-Semester Showcase at 7:00pm
12/18/2020	Last day of the 1st Semester

2nd Semester - Meet every Friday

01/08/2021	First day of the 2nd Semester
02/19/2021	Talent Night
03/26/2021	2nd End-of-Semester Showcase at 7:00pm
04/02/2021	Last Day of the 2nd Semester
04/09/2021	**Snow Day and makeup showcase (if needed) for 2 nd Semester