

# Joy Homeschool Co-op

## STUDENT & PARENT HANDBOOK

### 2023-24

**Parent and Student: Sign below that you attest and agree to adhere the JHC Student/Parent Handbook, 2023-24**

**Vision Statement:** To encourage servant leadership in the church and community with the love of God as instructed in Proverbs 22:6.

“Train up a child in the way he should go; even when he is old he will not depart from it.”

**Mission Statement:** To equip while tutoring homeschool students in a Christ-centered community.

- ❖ Support, train and equip God’s people through classes, leadership activities and community service projects.
- ❖ Teach academic courses through a Biblical worldview.
- ❖ To connect with the homeschool community with the hope that all will come to know the love of God and God’s will for our lives.

#### **Participation in Co-op is based on JHC Board of Approval:**

- ❖ Participation is open to homeschool families who have received JHC Board approval and who are in agreement with, and have signed, the Co-op Handbook, Statement of Faith, Code of Conduct, Guardian Form, Medical Liability and Photo Consent. While it is not required to be a Christian to attend, by attending you acknowledge that Christian beliefs and values will be taught and upheld at Joy Homeschool Co-op (JHC). Speaking against, handing out written materials or teaching against Christian beliefs and doctrines is not permitted.
- ❖ New to JHC families will go through an interview with JHC Board members before approval to register for classes.
- ❖ Each family unit registering for JHC must register individually, regardless of transportation arrangements. A family unit consists of the parent/guardian and any student(s) living in the same household.
- ❖ Students 15 years of age or younger must have a parent or assigned guardian on campus within the gated areas. 16 and older may attend without a parent or assigned guardian, but the parent service hours must be completed. The 16 year old may not be the responsible party for younger siblings or work the parent service hours. Any students under 16 years of age, left on campus without a parent, must have a signed guardian paper filed with the JHC Coordinator
- ❖ **This is a closed campus.** No one may walk off campus to surrounding businesses without their parents or guardians, regardless of age.

- ❖ Any **photographic or video material taken during co-op events or activities** by tutors or board members will be strictly for use in co-op publications, print or advertising material, or JHC website. A photo release form is included in registration documents for parents to opt out of photos being taken of students.
- ❖ **Absolutely, NO Photos or videos** may be taken by a JHC Participant, parent or volunteer, or another JHC volunteer during JHC hours. Additionally, if someone does take photos or video, and later uploads that photo or video, it will be grounds for immediate disqual.

### **Name Tags:**

- ❖ Every adult and child that attends co-op must wear a JHC-issued name tag that must be easily visible at all times for security purposes. If a name tag is lost, there will be a \$5 replacement fee. Small children may wear their name tag on their back shirt collar or a diaper bag or backpack that accompanies them.

### **Statement on Marriage and Sexuality:**

- ❖ We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. If there is a conflict between the biblical principle and any new legal standard for marriage, the biblical principle statement of faith, doctrines and biblical positions will govern (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9).
- ❖ We believe that God has commanded that no intimate sexual activity be engaged outside of marriage. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God’s natural design and purpose for sexual activity (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb.13:4).

### **Parent Service Requirements:**

- ❖ **Joy Homeschool Co-op is a cooperative organization and is dependent on our participants.** . The JHC administration will work diligently every day to keep things running as smoothly as possible. As a participant of JHC, each family is required a minimum of 15 service hours per semester, 30 total hours. Families are encouraged to serve more hours. Participants will work in all 5 areas of the JHC Co-op. If both parents are present, it counts as 1 hour, not doubled.
- ❖ Parents working their service hours may bring their children with them for the day, and also may bring snacks, games, etc. for their family, however children should not disrupt or create a distraction for parent servants.

- ❖ In the event that a family cannot fulfill their parent service requirement, they must find a substitute that is a member of the JHC community. The Board realizes that there are occasionally extenuating circumstances and families are to speak to a JHC administration in these situations.
- ❖ While serving your hours, all monitors must remain active, available, and aware of their surroundings at all times and minimize distractions.
- ❖ Parents serving are responsible for checking in and checking out at the kiosk in the entry area of the building.
- ❖ Families must have fully completed their service credit obligations for the year to be eligible for future JHC registrations.
- ❖ **ALL** JHC rules will be enforced at all times. All co-op participants should work together to hold one another accountable to the rules. Each service position will be provided with a short training or list of responsibilities.

### **Registration (Annual):**

- ❖ Registration fees are non-refundable, are made payable to Joy Homeschool Co-op and must be paid **before** registering for classes.
- ❖ Each student will be registered separately for classes. Each class will have supply fees and tuition fees due at the Parent/Tutor meeting.
- ❖ Other fees/costs for special events and field trips will require an additional fee, not included in the annual membership fee.
- ❖ Single student family registration fee is \$100.00
- ❖ Multiple student family registration fee is \$120.00

### **Tuition and Supply Fees:**

- ❖ **Fall semester supply fee and first month tuition** will be paid directly to the tutor at our in-person orientation via PayPal, cash or check the week prior co-op begins.
  - August tuition covers two weeks in August and two weeks in December.
  - Supply fees and August tuition for classes are due at orientation to ensure supplies and materials are available for class. **Supply fees are non-refundable.**
  - If a family is unable to meet their financial commitment for a class, the family should speak with the tutor as early as possible. Alternate arrangements may be decided with the tutor, not the JHC administration/Board of Directors. All classes are full year commitments.
- ❖ All tuition payments will be made directly to the tutors on the first class day of each month with the exception of December.
  - There are eight monthly tuition payments due in total. Paid in August, September, October, November, January, February, March, April. .

- ❖ Failure to make timely tuition payments may result in the family being required to pay the next semester tuition in full or be removed from co-op participation.
- ❖ JHC is a school year (two semester) commitment for all families. Withdrawing from co-op does not remove your financial agreement with the tutors.
- ❖ The last day to drop a class(es) without penalty will be **August 30th, 2023**. No refunds for supply fees and first month tuition will be offered. If a student drops a class **after August 30th, 2023**, payments are still due for the duration of the school year, as our classes are a full year commitment.
- ❖ In the event of a government-mandated cancellation of co-op classes, tutors will not be required to migrate in-person classes to online classes. If tutors choose to provide online classes, tuition is still due. If classes are canceled, tuition will no longer be due.

### **DRESS CODE:**

- ❖ **Everyone** on campus must dress modestly and follow all dress code guidelines. This includes **students, parents, visitors and tutors**.
- ❖ Clothing should be modest and adequately cover all private body parts including the midriff and cleavage. Clothing should not be form-fitting. Leggings may be worn if the top comes to the mid-thigh. No visible undergarments or tops that do not cover shoulders to the arms, spaghetti straps, undershirts or camisoles worn as shirts, or pajamas will be allowed.
- ❖ The length of dresses, skirts and skorts should come at the knee. It is suggested girls should wear shorts under all dresses and skirts.
- ❖ Elementary students may wear shorts and must comply with the “to the knee” rule also. Anyone 12 years or older may not wear shorts. This includes parents, siblings, volunteers or visitors to our JHC co-op.
- ❖ Clothing should not be ripped or have holes. Fashion jeans with the holes are not permitted.
- ❖ Clothing and other items (jewelry, backpacks, etc.) should NOT include emblems or writing that are directly or implicitly lewd, vulgar, and obscene or promote ideas and/or groups that are contrary to Joy Homeschool Co-op’s Statement of Faith.
- ❖ Hair color and hairstyle should not create undue distraction or be contrary to Joy Homeschool Co-op’s Statement of Faith. Hair should be kept neat and clean, not in the eyes or otherwise restricting a student's vision or facial expression. Boys' hair, if longer, should be pulled back in a neat man-bun or ponytail. Boy’s facial hair should be trimmed close to the skin and kept clean at all times.
- ❖ Tattoos should not be visible and must be covered.
- ❖ Girls may have the normal set of pierced ears (one in each ear). If boys have pierced ears, earrings must be removed while on campus. No other visible piercings are allowed.
- ❖ Hard-soled shoes must be worn at all times. Specific footwear may be required by tutors for individual classes. **Flip flops are not recommended.**
- ❖ **Dress code violation determination is always at the discretion of the JHC Board and their decision is final.**

## **BEHAVIOR POLICES:**

- ❖ As Christians, our goal is to obey Scripture and, whether in word or deed, to do all to the glory of God. Since the ultimate end of all Bible-centered education is to grow in wisdom and virtue, we require all students to exhibit the following minimal personal virtues at any and all JHC events and activities.
  - Kindness
  - Truthfulness
  - Courtesy toward others and respect for their property rights and personal space
  - Punctuality in attendance and work
  - Respect for the obedience to those in authority
  - Diligence in effort and attention
- ❖ In addition, the above personal virtues, we also expect there to be:
- ❖ No excessive horseplay
- ❖ No bad language
- ❖ No hurting others
- ❖ No defacing property
- ❖ No inappropriate contact
- ❖ No public displays of affection
- ❖ No loitering in the bathrooms
- ❖ No children, including teens, should be outside except when directly under the supervision of an adult
- ❖ Use of JHC or SPCOC WIFI is only available for co-op academic use and may NOT be used for personal gaming or video streaming.
- ❖ Designated bathrooms are to be used properly, help keep them clean, and do not loiter in them. Report any problems to a nearby parent or coordinator.
- ❖ Keep the campus clean by picking up litter and always leave your area better than you found it. When bringing your lunch and snacks, it is your responsibility to clean up after yourself. This includes disposing of your trash and wiping off the table and chair with the JHC supplied wipes.
- ❖ Food and drinks are only allowed in the fellowship hall and not in classrooms or other common areas. **Gum is not allowed on campus.** Students and families not in class will need to be in the fellowship hall. It is open for quiet visitation, playing board games or studying.
- ❖ The tutor is the authority in the class. Students are expected to treat their tutors with respect and courtesy and give them their obedience and attentiveness.
- ❖ No physical violence, extreme behavior resulting in safety concerns, or bullying of any kind (hitting, slapping, biting, taunting, name calling, speaking negatively about another student) , writing notes about others or posting online negatively about Joy Homeschool Co-op

students, will not be tolerated. Should this occur, the decision of whether your family will be permitted to stay and/or return to co-op will be made at the Board's discretion.

- ❖ No yelling, talking loudly or running inside the building.
- ❖ No climbing trees or fences on property. Playground is limited to 5-years of age and under only. Play in this area is only allowed if a parent is present. Please do not use this playground area 9 a.m- to 12 noon, as it is used the Pre-K/Kinder class.
- ❖ Do not bring items to class that are not related to the class.
- ❖ Parents are responsible for their child(ren)'s behavior. If there are any damages to co-op or San Pedro Church of Christ property caused by a child, the parents are financially responsible for replacing or repairing items to the satisfaction of the church.
- ❖ No alcohol, cigarette, drug, gang or alternative gender symbols will be allowed.
- ❖ No tobacco, vaping, misuse of prescription drugs, illegal drugs, and/or drug paraphernalia are not allowed on campus. No weapons are to be brought by students, including pocket knives.
- ❖ Arguing with a JHC volunteer, administration or board is not allowed.
- ❖ JHC students and families are only allowed in areas that are designated for JHC Co-op.
- ❖ Co-op is a place for learning and developing Godly relationships. Students will be encouraged to treat others kindly and respectfully. No inappropriate touching, conversation or other communication will be permitted between students, including public displays of romantic affection.
- ❖ Students of the opposite sex are not allowed to be alone with one another on campus. Conduct of a sexual or romantic nature is not allowed on the JHC campus, and any report of sexual misconduct will be investigated by the board immediately. Investigation will include a meeting with the students involved and their parents. As discussed in the consequences section below, misconduct can result in disciplinary measures including removal from the co-op.
- ❖ Pornographic material of any type or format is not permitted on campus.
- ❖ Profanity, vulgarity, and obscene language is not permitted on campus, whether verbal or nonverbal.
- ❖ Gambling of any kind is not allowed.
- ❖ With the exception of certified service animals and pre-approved classroom demonstrations, no animals will be allowed on campus.
- ❖ Cell phones, including smart watches, are not to be used by students during co-op classes; they should be out of sight, put away inside of the backpack. Students should not take calls during class unless they feel it is an emergency and step out of the classroom. All phones should be on silent in the building. Students are not to walk around on their phones watching videos.

### **DISCIPLINE POLICY:**

- ❖ The following steps will be taken in dealing with a behavior issue:

- 1st offense - The student will be spoken to by the tutor, witnessed by a JHC board member. Tutor will fill out an incident report and file with the JHC board.
- 2nd offense - The student's parent will be notified of the concern and may be asked to join the tutor in class to assist with the challenging behavior or they could be asked to attend with their child on a continuing basis if disruptive behavior is an ongoing concern for the tutor. . Tutor will fill out an incident report and file with the JHC board.
- 3<sup>rd</sup> offense - Parent, student, coordinator and board will meet to discuss immediate attention to the student's difficulties behaving appropriately. Students can be removed from co-op for failure to control behavior.
- ❖ For severe offenses, parents and/or other officials will be contacted immediately, an incident report completed and a disciplinary review will be elevated and disciplinary action taken.
- ❖ No corporal punishment will be administered by JHC administration/board, tutors or volunteers.

### **ABSENCE PROCEDURES:**

- ❖ Unplanned absences (sickness/family emergency) - If you or your child have been sick (fever, diarrhea, vomiting, flu or Covid symptoms, etc.) within the 24-hour period prior to co-op, please do NOT attend co-op that week.
- ❖ Parents/students may request any make-up work from tutor ; however, tutors are not required to offer make-up classes if a student is absent.
- ❖ If local public schools close for weather, JHC will also be closed, and closures will be posted on Co-op's website and/or by electronic communications.

### **COMMUNICATION POLICY:**

- ❖ Email is the primary method of communication from JHC. Families should check their email regularly to stay informed as they are responsible for the information given. JHC also uses other forms of communication, ex. text messaging. If email address or phone number changes, families should notify the board as soon as possible.

### **VISITORS:**

- ❖ Guests, family members, and children are welcome to visit co-op. They are expected to abide by the Joy Homeschool Co-op Code of Conduct, dress code and Handbook.
- ❖ Please request permission for guests visiting more than one time. Notify tutors ahead of time if visiting classes.
- ❖ Inform your guests that there may not be supplies for them in certain classes.
- ❖ Visitors should sign in each visit and get a name tag at the kiosk in the entry area of the building. . The name tag must be worn so as to be visible at all times.

- ❖ Unregistered siblings of co-op students are welcome to visit during public school holidays, but they must remain with a parent at all times and follow JHC Code of Conduct and rules, including dress code.

**HANDLING CONCERNS:**

Regarding concerns for other members or their children:

- ❖ If anyone has a concern about the behavior of any adult and/or child at co-op, or a co-op member is observed continually breaking the rules, he or she should first approach that adult or parent (if a child) privately, in a Christ-like manner and attempt to resolve the concern as soon as possible.
- ❖ If the matter cannot be resolved privately, this concern can be brought to the attention of a board member. The board member will notify the Director(s) of the issue, and then the board member will approach the person privately or together with the person who voiced the original concern. However, the Board will not step in unless an attempt has been made to resolve the concern privately between the two parties first, or the matter presents a safety concern.
- ❖ If the matter still cannot be resolved to the Board’s satisfaction, the adult and/or child not to return to the program that semester, or if the behavior is severe, permanently.
- ❖ This meeting shall be private, involving only the Board, the individual and/or student of concern, and the complainant(s) who brought the concern to the Board.

**DENIAL/TERMINATION OF Participation:**

- ❖ JHC expects everyone to behave in ways that enhance children’s studies in a Christian environment, and to promote Christian fellowship, benevolence, and camaraderie while at co-op. Adults are to be good examples, treating all individuals with respect, courtesy, and kindness, according to Biblical principles. Non-biblical actions of participants at co-op, or non-compliance with the Handbook, Code of Conduct, and Statement of Faith can be grounds for termination of participation, determined by the Board of Directors and effective immediately. If participation is terminated, the co-op participant will be notified by the Directors. No refunds will be made.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_