

Joy Homeschool Co-op

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:

- ❖ Participation is open to homeschool families who are in agreement with, and have signed, the Co-op Handbook, Statement of Faith and Code of Conduct. 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.
- ❖ Participation is reserved for those who have been homeschooling at least one year prior or request approved by the JHC Board of Directors.
- ❖ Every family must complete a short interview with a representative of the JHC board before registration can be finalized and approved.
- ❖ 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 under 16 years of age 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 Co-ordinator.
- ❖ **This is a closed campus.** Students under 16 years of age may not walk off campus to surrounding businesses without their parents or guardians.
- ❖ 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, social

media, or websites. A photo release form is included on the handbook signature page for parents to opt out of photos being taken of students.

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 may be a 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 volunteers.**
The JHC administration will work diligently every day to keep things running as smoothly as possible. As a member of JHC, each family is required a minimum of 15 service hours per semester. Families are encouraged to volunteer more.
- ❖ 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 volunteers.
- ❖ 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 volunteering, all monitors must remain active, available, and aware of their surroundings at all times and minimize distractions.
- ❖ Volunteers 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 members should work together to hold one another accountable to the rules. Each volunteer 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 tuition payments will be made directly to the teachers 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 **September 6, 2023**. No refunds for supply fees and first month tuition will be offered. If a student drops a class **after September 6th, 2023**, payments are still due for the duration of the school year.
- ❖ 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**.
- ❖ Absolutely **no gothic, emo, etc.** wear allowed on Joy Homeschool campus.
- ❖ 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 comply with the “fingertip” rule. Students should wear shorts under all dresses and skirts.
- ❖ Elementary students wear shorts and must comply with the “fingertip” rule also.
- ❖ Clothing should not be ripped or have holes.
- ❖ Clothing and other items (jewelry, backpacks, etc.) should NOT include emblems or writing that are directly or implicitly lewd, vulgar, 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. Boys 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 not recommended.**
- ❖ **Dress code violation determination is always at the discretion of the co-op coordinator, 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 volunteer or coordinator.
- ❖ Keep the campus clean by picking up litter and always leave your area better than you found it.
- ❖ 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 or volunteer is present.
- ❖ 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 volunteer or JHC administrator/board member.
 - 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.
 - 3rd 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 48-hour period prior to co-op, please do NOT attend co-op that week.
- ❖ Parents/students may request any make-up work from teachers; 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.

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, 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.

Parental Suggestions and or Concerns:

- ❖ JHC invites feedback, questions, and concerns regarding co-op business. The following are the official steps to submitting a concern or suggestion:
 - Submissions must be emailed (Joyhomeschooltx@gmail.com) to the director(s) and must come from the original party that has the concern or suggestion. No concerns made through a third party will be addressed.
 - The Director(s) will review concerns/questions judiciously and in a timely manner.

DENIAL/TERMINATION OF MEMBERSHIP:

- ❖ 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 members at co-op, or non-compliance with the by-laws, Handbook, Code of Conduct, and Statement of Faith can be grounds for termination of membership. Determined by the Board of Directors and effective immediately. If membership is terminated, the co-op member will be notified by the Directors. No refunds will be made.

**PARENT/GUARDIAN
CONSENT FORM FOR PHOTOGRAPHS**

*Except where a signature is required, please **PRINT** all requested information*

I, the undersigned parent, consent to my child(ren), _____

_____, attending Joy Homeschool Co-op for any JHC function being photographed for the use in print, advertisement, on JHC website, or video for promotion of JHC. I agree that JHC shall have the right, but not the obligation to use my child’s photograph, likeness (including caricature), for their website at any time and for any other purpose or materials the JHC deems necessary. The child’s name will not be used with the photos.

Parent’s Printed Name: _____

Parent Signature: _____ Date: _____