

# **JCHC Policy Manual**

## **Updated 2018**

### **Vision**

Our Primary goal is to provide an opportunity for homeschooling families (children 6-18) to provide supplemental educational offerings (music, art, P.E.) in a group setting as well as provide kindergarten, preschool and nursery care. We co-labor with each other and God to achieve excellence by serving each other through our strengths.

### **Statement of Faith**

We believe there is one God eternally existing in the three persons: The Father, the Son, and the Holy Spirit. We believe the Bible is the only written revelation from God to man that is verbally inspired, authoritative and without error. We believe in the deity of Jesus Christ, His virgin birth, sinless life, death on the cross and resurrection to provide the only way to our redemption from our sin and assurance of salvation in heaven. We ask that no one will teach anything that would contradict our statement of faith.

The Janesville Christian Homeschool Co-op (JCHC) Policy Manual documents policies which address financial and administrative management details. All students and families enrolled in classes with JCHC are responsible for reading and abiding by the rules stated in the Policy Manual. The registration paperwork for each family must include a signed Medical Release Waiver and JCHC Policy Manual Adherence Agreement.

As homeschool parents, we feel God has called and enabled us to homeschool our children. We feel that cooperatively we can provide enrichment opportunities that may not be possible on our own.

The Administrative Board acknowledges that new issues will arise, and these unforeseen circumstances will be evaluated on a case-by-case basis using common sense and good faith judgment. The final decision will rest with the Administrative Board with input from teachers and applicable families.

### **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 must arrive at the Co-op on time for Opening Session. This is to ensure that members are kept informed about policies and other important Co-op updates and announcements.
3. All absences must be reported to the Registrar as soon as the absence is realized. Attendance is expected unless illness or extenuating circumstances prevail. Persistent attendance problems will be addressed on an individual basis.
4. Let the Sunshine Coordinator know if someone is sick, having a baby, etc. so we can help care for our members.
5. Be alert and aware of all classroom activities, as **we are all hall monitors.**
6. Read, understand and enforce all building policies and adhere to proper codes of conduct and behavior while at the Co-op location.
7. Be familiar with fees and make sure all are paid on time.
8. Be willing to serve as a substitute when needed.
9. Parents must supply all listed items on the registration form for each class as well as any items asked for in the weekly emails. If this causes a hardship for your family, please inform the Director and arrangements can be made.
10. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencils boxes, coats, etc. Any personal items irrelevant to Co-op participation such as electronic devices, trading cards, head sets, etc. must not accompany participants in the facility without prior permission from a teacher.
11. Each family will sign up for a cleaning assignment that 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.
12. Parents MUST keep children with them before and after the Co-op session.
13. All members must participate in fundraising.
14. All members must participate on committees.
15. Students are not permitted to attend co-op without their parent/legal guardian. Any exception to this must be approved in advance in writing by the board. A non-guardian waiver is required when a grandparent or other adult family member brings your child to co-op.

### **Teacher responsibilities**

1. Be punctual, be prepared for each class, and do a job of excellence.
2. Provide a substitute lesson plan in event of an absence. Notify Registrar and your class helper before the beginning of the Co-op session.
3. Complete reimbursement forms for any purchases made for your class. Keep within budget guidelines unless preapproved by the board.
4. Be willing to communicate with parents about students' behavior. If behaviors that distract from class participation continue after several attempts with parents, discuss a plan of action with the board.
5. Teachers will communicate behavior expectations to students.

### **Teacher Discipline Policy—Matthew 18**

If sinful behavior occurs, the following course of action will be followed:

1. The teacher will clearly and gently identify and explain to the student the inappropriateness of his/her behavior and instruct him/her in the correct way to conduct him/herself.
2. If the student continues in the sinful behavior, the teacher will ask the guide to take the child to the parent. The teacher may request the student be removed from class.
3. The teacher will speak to the parent to make sure they have made the expectations clear and to see if there is anything more that can be done to serve the student and/or the parent.
4. If the sinful behavior persists, the Board will be brought into the discussion and will talk with the teacher, the student and the parent(s).
5. If the sinful behavior persists, the student will be removed from the Co-op class, or in rare instances, the Co-op for the remainder of the semester.

### **Student Responsibilities**

1. Be on time.
2. Be prepared, and bring needed supplies.
3. Walk in the halls between classes. Absolutely no running or yelling.
4. Be respectful of others and their property. Keep hands and feet to yourself.
5. Be respectful of the church property. Failure to respect the host facility can result in discipline from the Board and possible dismissal.
6. Complete all class requirements and cooperate with teachers **at all times.**
7. Students are expected to have self-control and respond appropriately to the teacher's directives.
8. Students are expected to encourage and support one another in a gracious and loving environment. No name-calling or destructive comments towards one another will be tolerated.
9. No gum allowed.
10. No cell phones, electronic games, trading cards, etc. unless approved by a teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.

### **Co-op Participation**

Being a co-op means that everyone needs to do their part. **All students are required to participate in their classes.** This includes not just being present but doing the activities for each class. Students with special needs are required to participate as much as they are able. **At least one parent from every family is required to help in some area of our group.** Our goal is to provide the best education for our children and this means everyone putting forth their best efforts in every class. Please be enthusiastic in whatever room you are assigned to, helping with all activities, and setting a good example of being involved. If you have missed half or more scheduled co-op days, you have not given notice or your absences, and/or you are not fulfilling the parental requirements on page 2 and 4 of this manual, you may be removed from the co-op (at the discretion of the board).

### **Opening Session**

To keep members up to date on important Co-op issues and activities, we meet every Friday morning before classes start from 8:50-9:00 am. In an effort to promote unity within our co-op community, this time has been designated to encourage each other through prayer, make announcements and class updates. We ask that each family arrive on time each week in respect to the presenter and to promote community and relationship building within the co-op.

### **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 (known to be contagious)
6. Head lice
7. Fever (within last 24 hours-un-medicated)

If you have any questions call the Director.

**Students are not permitted to attend co-op without their parent/legal guardian.**

### **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 student is disruptive, a parent will be contacted. If the parent fails to control the student’s behavior, the Co-op reserves the right to remove the child from Co-op.
2. Students are expected to obey and show respect to ALL adults.

3. Students are NOT to talk to others or interrupt while the teacher or another student is speaking in the class.
4. Students are NOT allowed to leave any classroom, at any time, without permission.
5. No running will be tolerated in hallways or in the sanctuary.
6. If there is a lack of proper behavior, a verbal warning will be given in the room where the issues are occurring. Students are expected to make appropriate changes to their behavior or attitude after being spoken to about it. If a student does not respond to classroom discipline, the parent will be contacted. If a student continues to display disruptive or inappropriate behavior, a meeting will be set up with the parents(s) and the Board.

### **Dress Code**

Conservative dress will be required for any adult or student at any Co-op gathering. Casual dress will be acceptable as long as it is neat, clean and within our guidelines. Again, this dress code applies not only to students but to teachers as well. It is the parent's responsibility to be certain that children are appropriately dressed prior to leaving home. If you have to ask yourself, "Is this okay?" change your clothes.

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

1. No low cut tops or bare midriffs (even while bending or stretching)
2. No sheer materials
3. No visible undergarments (i.e. bra straps)
4. No short shorts (length of shorts should be as long as at the tips of fingers when arms are at sides)
5. No tight shirts or shorts
6. No pants or shorts with words on the back
7. No clothing with inappropriate or questionable words, slogans or pictures
8. No knives of any kind (pocket or otherwise).

In the event that this agreement is not followed, the Board will take appropriate action. If a student violates the dress code, there will be one warning. If student continues, the parent will be required to bring the child home for a change of clothes.

Please use wisdom with words or pictures on clothing. Also keep in mind that the students will be active in the physical education class and need to wear sneakers and appropriate clothing for moving and modesty in activities.

### **Snack Time Policy (Students)**

1. Students need to stay in the designated area (area opposite of the kitchen).
2. Parents need to supply students with water and an easily vacuumed snack, i.e. not yogurt or applesauce.

3. Students must remain seated.
4. No throwing of food or other items.
5. Failure to follow guidelines will result in loss of snack privilege.

### **Opt-Out Policy**

Students age 11 and up have the option of opting out of a class. In place of that class, the student will attend Study Hall or remain with a parent. The purpose of study hall is to provide a quiet, supervised environment to do school work or read. If the student opts to stay with a parent, they can do schoolwork or read, or they can assist students in the class with which the parent is working. Review the list below to make yourself familiar with our basic policies. Anything that counters this purpose is unacceptable.

1. No talking or sign language, no whispering, no note passing, and no texting.
2. Bring enough schoolwork to do or a book to read to keep busy the whole period.
3. No food is allowed in study hall.
4. No electronics without prior approval from the Board.

### **Visitors**

1. The director must be notified when any visitor or guest speaker will be attending Co-op.
2. All visitors must follow all Co-op rules as addressed in this policy manual, including the dress code.
3. The visiting student(s) must either remain with you or go with their proper age classes.
4. Members are responsible for their visitor's behavior during co-op time and all other co-op functions.
5. Teachers need to be notified of visiting students and students must have required supplies for each class.

### **Medical Release/Waiver of Liability**

A medical release form is required to be filled out for each family member attending the Co-op.

### **Restroom Policy**

For the protection of our children and our members, it is important to follow these guidelines when taking students to the restroom.

1. A member is never allowed in a restroom alone with a child. Even if you are taking your own child to the restroom, do not be in the restroom with another child unless the door is propped open and another member is at the door.
2. Prop open the door if you are in the restroom with a child.
3. Encourage students to do as much for themselves as possible.

4. Please stand with your foot in the door to monitor the needs of the student (or prop open if applicable).
5. If you have an emergency situation where a child is sick or needs your assistance, please prop open the restroom door and ask another volunteer to assist you.

### **Facility Care**

Co-op classes are officially over at 12:00 noon each Friday, with clean-up responsibilities to be completed immediately following. Please keep in mind that during this time (as well as at the beginning of Co-op) children are under the authority of their parents, who need to ensure that all conduct complies with the respectful behavior expectations mentioned in this policy manual. As security and safety are our top priorities, children MUST remain with their parents. It is particularly important that we maintain appropriate conduct in the hallways and throughout the building in respect to the church and to church employees who may work during the Co-op day.

JCHC and Resonate Church are not responsible for children that are unsupervised in the parking lot before, during, and after Co-op.

Due to the carpeting in the church, and our general avoidance of sticky spills, we must adhere to the policy of water only. Please do not bring red or dark liquids into the church. We must also follow the policy of no messy snacks, meaning a snack that can be easily vacuumed. All food and drinks are confined to snack time in the Family Life Center. The exceptions to this are the snack cart, Nursery, 3&4's and at the teacher's discretion.

Soda maybe purchased after Co-op, but not opened in the building by students.

No one is permitted in any areas of the church building not specifically designated for Co-op use.

While we do meet at Resonate Church, we are an independent entity and receive no monetary support from the Church.

### **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 18:15-20)

*"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.

Overlooking an offense and forgiving the person who has offended can properly resolve many disputes/differences. 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 leadership team) to mediate.

As a last resort, the conflict will be taken to the other members of the Co-op Board, who will make a final decision.

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

### **Snow Day Policy**

We will cancel Co-op if Janesville Public Schools are canceled or delayed. Because many of our members live outside Janesville, we may cancel due to weather even if Janesville Public Schools does not.

### **Adult Snack Cart**

The Snack Cart is provided each week for the adults only.

1. To eat off the snack cart, you must sign up to bring a snack during the semester.
2. Bring enough for everyone, about 30 people.
3. Bring snacks pre-cut and ready to serve.
4. Snacks can be store bought.
5. A \$5 donation is accepted as an equivalent to a food donation.
6. Snack dishes need to be dropped off and picked up in downstairs kitchen.
7. Co-op is not responsible for dishes left or lost.

### **Communication**

JCHC communicates to its members exclusively through emails. It is required to have an email address to be a part of Co-op. We also have a website:

[www.jchcoop.com](http://www.jchcoop.com).

### **Parking Policy**

Please park close to the building, as PE classes and other classes may use the lot for class time. Co-op will not be responsible for any damage to vehicles.

### **Volunteering**

JCHC is excited about building a supportive homeschool community through our volunteer positions. To that end each family is required to volunteer their talents in planning or assisting our group. Parents may be asked to volunteer for more than one committee in order to meet all needs. Also, we are very open to hearing ideas that generate your family's strengths and interests.

#### **COMMITTEES**

1. Art Committee
2. Sunshine Committee
3. Memory book/photo Committee
4. Fundraising Committee
5. Props/Costumes
6. Auditions (music)

### **Administrative Board**

The Administrative board is composed of volunteer Christian parents who oversee the financial well-being and smooth management of the JCHC. They represent the members of the Co-op. They will vote to determine new policies and to revise current policies.

### **Teaching Staff**

Our teaching staff is made up of passionate and gifted Christian parents who love to teach and support the academic and character development of all the students. They are required to sign a pledge that they will not teach anything that contradicts our Statement of Faith.

### **Policy Changes**

Policy is set forth by the current board and is effective as of the stated date on page one of this document. Changes may be made as deemed necessary by the Board, and all members of the group must be notified of these changes.

### **Member Commitment**

Because we plan our Co-op per semester, the commitment between the members and the Co-op should be for the entire semester. While we realize that extenuating circumstances may arise which prevents your continued attendance, **please be committed to your position and the classes to which you committed to when registering.** We are dependent on each of our members to make 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. At the time of registration a member must be in good standing with the co-op. All fees must be paid, obligations met, and no other outstanding issues in order to register.

### **Invitations/Gifts**

Out of respect and consideration for students and adults in JCHC it is not acceptable to hand out invitations or gifts at Co-op or Co-op functions. Exceptions to this would be if the entire class was invited or prior approval from the Board.

### **Financial Policy**

Prior to each semester, the registrar will send out an email for registering your family. JCHC requires the registration fee to be paid by the registration deadline. If your family needs assistance in paying for the fees, we offer a payment plan of three equal installments throughout the semester as outlined in our "Payment Plan Agreement" (a copy will be given upon request). Every child entering the building on Friday must be registered for co-op, even if the parent intends to keep a young child with him/her. If the child staying with the parent is under 1, there will be no registration fee for him/her.

Registration Fees are as outlined below:

1. Children ages 0 – 2 years are \$5.00 per child
2. Children ages 3 and up are \$10.00 per child
3. Maximum registration fee is \$50.00 per family
4. Each family will need to participate in fundraising (see Fundraising section)

### **Membership Fee**

Every family will pay a \$45.00 membership fee to pay for expenses not covered by the registration fees.

### **Financial Obligations**

JCHC uses all fees to cover expenses incurred for the supplies and materials used for Music Class, Art Class, P.E. Class, Trailblazers, Discoverers, and Nursery. They also will be used for administrative costs, program costs, website hosting, Resonate rental, and custodial fees, etc.

### **Fundraising**

Each family must bake 1 pie or specialty dessert for the reception at the end of the semester. There may be other mandatory fundraising for a specific need that will be determined by the board.

### **Returned checks**

Parents will be responsible for any bank fees incurred by JCHC if checks are returned for insufficient funds.

### **Refunds**

JCHC will refund ½ registration fees only up to 1 week after start of Co-op. There will be no refunds for any other fees.