

**Central Brevard Christian Co-op**  
**Rules and Policies**  
**2015-2016 School Year**

**Rules**

1. I understand that the purpose of Central Brevard Christian Co-op is to provide high quality academic tutoring to home schooled students in Brevard County, and has the right to accept or reject any student or family.
2. Co-op students are not required to stay on campus during lunch break or free periPods. Students on break in between classes may study or socialize quietly in the Fellowship Hall. The Co-op director, tutors, nor Club Zion, will be held liable for the manner in which students leave the Co-op facility.
3. Parents are responsible for their student from the time they arrive at Co-op until the time they leave. Parents are legally and morally responsible for the actions of their students who drive, and their carpooling situations. Parents who have safety concerns for their student should remain on campus throughout the day.
4. Students who are disturbing other students or tutoring sessions will be corrected. There is to be no physical fighting, smoking, destructive behavior or defacing of church property. No violent, obscene, or profane speech or gestures are allowed at any time. No alcoholic beverages, cigarettes, weapons (defined as: any item used to threaten or cause bodily harm to another individual) or illegal drugs may be brought onto church property. Students may not bring magazines, books or trading cards with violent, profane, immoral, or gruesome themes to co-op. Any of the above mentioned items that are brought on campus will be collected by the co-op director, and will be returned to parents only. Central Brevard Christian Co-op may dismiss any student due to his/her own actions or/and the actions of a parent/guardian as it reflects on the co-op environment. Actions are not limited to, but may include abusive speech or measures, violent speech or behavior, not abiding by Co-op rules, disrespecting a tutor or volunteer, slander, malicious behavior, dishonesty, and vandalism.
5. Students must dispose of trash properly and take home all personal items each week. Church staff and Co-op tutors cannot be responsible for items left behind.
6. Students must be willing to cheerfully assist with the set up and break down of Co-op rooms in the morning and after the last session of the day. Students are expected to assist in cleaning up after labs.
7. Students may not bring laser pointers or any other objects which contain a laser light to co-op. Studies have shown that such lights can damage the eyes when used improperly.
8. Students must provide their own notebooks, paper, and pencils and keep track of their belongings while at co-op.
9. Students may not bring any live animal to co-op.
10. Students and/or family members may not enter kitchen when labs are being set up, or during lab times unless they are scheduled to be there.

11. Parents must supervise student siblings at all times. Co-op does not provide a babysitting service for younger siblings.
12. Students may not invite friends to visit co-op, or to meet them on church property during breaks. Only students who are enrolled in the co-op may attend tutoring sessions. Adult visitors are required to check in with the Co-op Director.
13. Students who drive must enter church property through the proper entrance, and drive slowly and cautiously while on church property. Students will not be allowed to play loud music from car radios or other sound equipment while on church property. Any student who abuses their driving privileges while on church property will not be allowed to drive to co-op and will have to make other arrangements for transportation.
14. The co-op day ends at 3:25pm. We ask that students be picked up promptly following the last class. All students should be picked up no later than 3:40pm. Parents arriving late will be required to pay a fine of \$5 per every 10 minutes after the 3:40pm pick up time. Late fines will be paid directly to the co-op leadership member who has stayed late waiting with your child. We ask that you please be respectful of this rule, as our time as homeschooling parents is just as valuable as yours.
15. Parents will be required to joyfully volunteer one day (6 hours) per semester. Parents will assist the co-op director with all set-up and break-down activities, as well as clean up and other necessary tasks throughout the day. Refer to the Cooperative Volunteer Duties document for more information.
16. Students should not arrive at the facility more than 20 minutes prior to their first session, and should leave within 20 minutes after the completion of their last session. Exceptions to this are siblings that have sessions requiring students to stay, and carpooling situations. Any other situation must be presented to the Co-op Director for individual approval.
17. Students are expected to keep up with work assigned and turn assignments in on time. Parents are expected to monitor work at home to ensure daily progress.
18. Students are expected to attend co-op sessions regularly. If a student must miss a session due to illness or a family trip, he is expected to contact the tutor and make up any reading assignments or homework that was missed.
19. No student will be admitted to the co-op/church facilities in wet or sandy clothing. **No exceptions to the rule will be made.** Students going to the beach should collect all their belongs upon leaving the co-op/church campus, prior to going to the beach. Please show proper respect for our host church by keeping wet, sandy clothing outside.

“My son, keep your father’s command, and do not forsake your mother’s teaching.  
Bind them always on your heart.”  
Proverbs 6:20-21

## **Dress Code**

### **Dress Code for Ladies:**

- Capri pants/jeans that fall below the knee, and/or regular length pants/jeans.
- Polo type shirts with collar (short or long sleeve), and/or button down dress shirts.
- Skirts that are no more than two inches above the ankle may be worn. No slits or sheer material will be allowed. Polo shirt/button down dress shirts must be worn with skirts.

### **Dress Code for Gentlemen:**

- Long shorts that reach below the fingertips, and/or pants/jeans.
- Polo type shirts with collar (short or long sleeve), and/or button down dress shirts.

### **General Dress Code:**

Students are not permitted to wear see-through clothing.

Tops must be long enough to tuck into bottoms and cleavage should be modestly covered.

Tops must completely cover undergarments, including straps. Tops must include a short or long sleeve. Students wearing baggy or oversized pants or jeans must take care to keep them up around the waist so that undergarments do not show. Students are not permitted to wear jeans with extremely low waists that allow undergarments to be seen. No clothing is allowed with holes that reveal under garments. Students may not wear shirts that depict violent, profane, immoral, or gruesome words or pictures.

**\*\*The co-op director will notify parents of dress code violations via email. Three offenses will result in permanent dismissal from co-op. \*\***

### **\*\*Appropriate Clothing During Exercise Class\*\***

-Students may wear basketball styled/length shorts. Shorts must extend **beyond** the fingertips.

-Students may wear unaltered (not cut) T-shirts or dry-wicking exercise tops. Tops must include an unaltered (not cut) round neck and short sleeves.

Tops must be long enough to tuck into bottoms and cleavage should be modestly covered. Tops must completely cover undergarments, including straps.

-Exercise clothing may be worn, **only** during an exercise class.

**Attending Central Brevard Christian Co-op is a PRIVILEGE. Any student who violates these rules will come under disciplinary action that could lead to dismissal from the co-op. Neither the co-op director, tutors, nor Club Zion Church will be held liable for any students not in compliance with the rules as stated. Parents are responsible for their child's behavior.**

## POLICIES

1. **Purpose of co-op:** to provide high quality academic tutoring for home schooling students in grades 7-12 in a friendly, wholesome, Christian atmosphere. **We are not a school nor are we a “full service” provider of education;** therefore, we are not obligated to offer every core subject every year. We do not provide grades, transcripts, or keep permanent records on any students. We are limited by the classroom space and quality tutors available to us, thus the subjects often change from year to year. **Parents are responsible for their child’s education and preparation for class.**
2. **Legal status of co-op:** The co-op is not a corporation or legal entity of any kind. It may not formally receive gifts of money, books, or educational materials, nor issue any type of receipts. Any computers, books, or other educational materials donated to the coop must be considered a personal gift to the tutor using those materials. Each tutor who decides to accept money for tutoring must consider himself or herself an independent contractor. Each tutor must collect his or her own fees for tutoring. Tutors may assign grades, but these grades are for parental use only. Co-op grades are not legally binding, nor are they reported to any other school or entity. Co-op grades are simply a way of letting the parents know how well their student is learning at the co-op. The co-op director position is an unpaid, volunteer position. The church does not charge any formal rent but we are asking for a donation of \$2 per week per family to offset the costs for the building usage, janitorial fees, and utility expenses. This fee is to be paid the first Thursday of the month for the entire month.
3. **Use of the church buildings:** The co-op utilizes space at Club Zion Church. Classes are held in the office building that houses the church offices. Students with classes in the office building must refrain from creating disturbances/disruptions to the church staff as they carry out the business and ministries of the church. **Please respect all church property.**
4. **Co-op Atmosphere:** We maintain a “study hall” atmosphere in the fellowship hall of our host church **at all times.** Students may quietly socialize, read, or do homework when waiting between classes. Students who are disturbing classes will be corrected. We ask for the parents’ support. **Parents are responsible for their child’s behavior, safety, and well-being.**
5. **Requirements for admittance into the co-op:** The co-op is intended to serve Christian home schooling families. The co-op is a ministry, not a public institution, and we are not under obligation to admit anyone. Students who participate must meet the following minimum requirements:
  - a. Students must be no older than 18 years of age at the time of registration. A parent or legal guardian is required to stay on the co-op campus at all times with any student under the age of 11.
  - b. Students must be legally home schooling in the state of Florida, either through registration with the Superintendent of Schools or through a private school such as Christian Heritage Academy.
  - c. Students **must have age appropriate reading skills and be able to comfortably sit and listen to a lecture within a traditional classroom setting.** In general, we are not equipped to handle students with special needs (including, mental, physical, emotional, or behavioral). However, we encourage parents to speak with individual tutors, to determine if a particular class would be a good fit for your student.
  - d. Some classes require a placement test for acceptance.

- e. **Students must express a willingness to cooperate by completing homework assignments and by abiding by the rules of conduct.**
- f. Students must not have ever been deemed “truant” or expelled from any private or public school setting for any reason.

## **Payment for classes and tutoring sessions**

These are the weekly costs for attending co-op classes:

- \$8.00 each, for one-hour classes
  - \$10.00 each, for one and a half hour classes
  - \$2.00 per *family* (not per student) for weekly church fee
  - Materials/Lab fees vary per class, and are required for class participation.
  - Materials/lab fees are paid directly to teachers.
1. **Tutors must be paid *directly* by the parent or student.** Checks are preferred and should be made out to each individual tutor. \*\*\* Payment is expected regardless of a student’s attendance. If a tutor is absent on a scheduled co-op day, credit will be given.
  2. **Our tutors are to be paid on the first Thursday of the month, for the entire month. Please talk with the individual tutor if you need to pay on a different schedule.** If paying with cash, please give it to the tutor in a clearly marked envelope with your name on it. It is acceptable for the student to hand the tutor a check or envelope as he or she walks into class. Please advise students to wait until the end of class if they suddenly remember they have not paid rather than interrupting during class time.
  3. We encourage you to consider your class selections very carefully. Once you have signed a student up for a session, you are making a commitment that the student will be attending. Our tutors plan their lessons and materials based on the number of students registered for each class. Tutors begin preparing and acquiring the necessary materials during the weeks before sessions start. For this reason, no refunds for materials/lab fees or monthly tuition throughout the year will be issued.
  4. Church fees should be placed in the collection bag in the sanctuary and marked as "paid" in the record book. **Please pay by check** if at all possible as this simplifies our record keeping. You may pay by the month, semester or year. **Checks for church fees should be made out to "Club Zion Church."** The fees are to offset the costs to the church for building usage, utility expenses, and janitorial services.
  5. An administrative fee of \$5.00 per family should be turned in along with signed registration forms. If you are registering after the end of the school year, please mail your check along with your registration paperwork. Checks should be made out to the co-op treasurer, Melissa Murrish, and not to Central Brevard Christian Co-op. Note “administrative fee” on the memo line of your check. Administrative fees cover the cost of operating the co-op and will be used for copies of necessary paper work, a secure onsite filing system and other miscellaneous administrative items. Monies may also be used for incentive or service awards for students, tutors, and volunteers.

6. The 2015-2016 school year registration deadline is June 30, 2015. Registrations and class selections received after the deadline will be assessed a \$15.00 late processing fee per family. Please mail your check along with your registration paperwork. Checks should be made out to the co-op treasurer and not to Central Brevard Christian Co-op. Note "late registration fee" on the memo line of your check. **The student's name will not be placed on the class roster until your check has been received.**