

Home School Co-op Policies 2014-2015

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 teachers 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 co-op must be considered a personal gift to the teacher using those materials. Each teacher who decides to accept money for tutoring must consider himself or herself an independent contractor. Each teacher must collect his or her own fees for tutoring. Teachers 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 in the fellowship hall, which includes the classrooms, kitchen, and covered patio. In the sanctuary building, we will be utilizing the kitchen area for classroom space. Students are not permitted in the sanctuary. Classes are also 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 may also socialize quietly on the covered patio. Students who are disturbing others 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. The recommended grade level for a student attending co-op is 7th-12th grades. 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 teachers, 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.

6. Students may not invite friends from other schools to "visit" the co-op or meet them on church property during breaks. Only students who are enrolled in the co-op may attend classes. Adult visitors are required to check in with the Co-op Director.

7. Parents will be required to joyfully volunteer one day (6 hours) per semester. Parents will assist the co-op director in overseeing that a study hall atmosphere or quiet socializing is maintained in the fellowship hall and on the covered patio. Parents will also assist with set up and clean up activities associated with co-op. Refer to the Homeschool Cooperative Volunteer Duties document.

Reasons for dismissal from the co-op: (Please note)

a. A lack of cooperation and completion of homework assignments

b. Disruptive behavior

c. Refusal to adhere to dress code

d. Direct insubordination to adults

e. Failure to follow rules, as stated in the co-op policies and rules documents

Payment for classes and tutoring sessions:

1. 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.

2. **Teachers must be paid *directly* by the parent or student.** Checks are preferred and should be made out to each individual teacher. *** Payment is expected regardless of a student's attendance. If a teacher is absent on a scheduled co-op day, credit will be given.

3. **Our teachers are to be paid on the first Thursday of the month, for the entire month. Please talk with the individual teacher if you need to pay on a different schedule.** If paying with cash, please give it to the teacher in a clearly marked envelope with your name on it. It is acceptable for the student to hand the teacher 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.

4. We encourage you to consider your class selections very carefully. Once you have signed a student up for a class, you are making a commitment that the student will be attending. Our teachers plan their lessons and materials based on the number of students registered for each class. Teachers begin preparing and acquiring the necessary materials during the weeks before classes start. For this reason, no refunds for materials/lab fees or monthly tuition throughout the year will be issued.

5. 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 "Faith Presbyterian Church."** The fees are to offset the costs to the church for building usage, utility expenses, and janitorial services.

6. 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, teachers, and volunteers.

7. The 2014-2015 school year registration deadline is June 30, 2014. 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.**