

Faithful Family Homeschool Co-op Policy and Procedure Handbook

Welcome to Faithful Family Homeschool Co-op! We appreciate you and your family's participation in our group. It is our heart to support, encourage, and love on homeschool families. We strive to provide a place where homeschool families can find fellowship and community. We look forward to working with you this year!

The Leadership Team will use this Policy and Procedure Handbook as a means to guide the organization in the day-to-day operations of Faithful Family Homeschool Co-op (FFHC). The Leadership Team appreciates that new issues will arise and these unforeseen circumstances will be evaluated on a case-by-case basis. After receiving input from appropriate teachers, parents, and families, the final decision (to add or amend the handbook) will rest with the Leadership Team.

Purpose/ Mission Statement:

Faithful Family Homeschool Co-op is a homeschool support and enrichment group for homeschool families in the Fredericktown, MO area. Our heart is to create a "family- like" community for homeschoolers in our area. We strive to be a place where homeschoolers can build relationships, find common interests, and share resources with other homeschooling families. We are not affiliated with a particular denomination of faith, but welcome the theme of faith and strive to honor God with all that we do within our group.

Legal Notices and Liability:

-As a condition of membership in FFHC, all member families must sign a waiver of liability and agree to hold harmless all parties connected with the operation of FFHC from any claim of or for injury or loss which might result from participation, by any or all of the members, and in any of the meetings, activities, or events.

-FFHC does not give legal protection or legal assistance, and is not obligated to testify regarding a member's homeschool validity, authenticity, or effectiveness to legal authorities or in court.

-FFHC is intended to supplement, not replace, the required education of member's children.

Membership:

-Membership fee and class fees must be paid prior to or on the first day of classes. Any family that finds the family membership fee/ class fees to be a financial hardship may apply for scholarship by contacting the membership coordinator or treasurer.

-All adult members must have a current (completed within 2 years) background check on file.

-FFHC is an organization based on volunteering. All members should volunteer in some capacity.

Parent Responsibilities:

-Parents are expected to make sure all attending children understand and agree to follow *the FFHC Standards of Moral Conduct*.

-Parents are expected to remain in the building while children are participating in classes. (If for some reason you can not be on site you must clear this with a leadership team member first.)

-Children should not be permitted outside the building/ on the playground at anytime without adult supervision.

-If you are unable to attend co-op, we ask that you notify a leadership team member 24 hours ahead of time (if possible) so that your teaching/ helping spots can be filled.

Teacher Responsibilities:

-For the safety of the students, the teachers, and the organization, it is a requirement that all classes have two adults present.

-If a student is being disruptive, the teacher may ask the student to leave the classroom. The student will then remain with their parent for the duration of the class.

Student Responsibilities:

-Be on time to each class and remain in your class until dismissed.

-**Walk** in the halls. Absolutely no running or yelling.

-Be respectful of others and their property. Keep hands and feet to yourself.

-Be respectful of the host facility property. Failure to respect the host facility can result in discipline from the leadership team and possible dismissal.

-Students are expected to have self control and to respond appropriately to the teacher's instructions.

-No name calling or destructive comments toward one another will be tolerated.

Illness Policy:

-Participants should not attend weekly classes or any group field trip if they are sick or are experiencing any of the following symptoms:

-colored mucus

- diarrhea, vomiting, or nausea (within the last 24 hours)
- eye or ear drainage
- virus or infection (known to be contagious)
- rashes (contagious)
- head lice, bed bugs, or any other parasitic infestation
- Fever (Participant must be fever free for 24 hours without the help of medication.)

Allergy Policy:

-Parents should disclose all of their child(ren)'s allergies on the child information sheet provided at registration (along with any other medical conditions or concerns that we should be aware of). Food allergies will be shared with your child's teachers so they can plan snacks/ classes appropriately.

Discipline Policy:

Disciplinary issues will be handled by the leadership team with the full involvement of the parent. Each case will be dealt with individually and will be left to the discretion of the leadership team, depending on the severity of the situation. Appropriate documentation will be maintained by the leadership team. Every student is expected to behave in a proper and respectful fashion at all times.

-The teachers may dismiss a student from a class and the student must remain with his/her parent for the remainder of the class period.

-The leadership team reserves the right to suspend or expel a student on a case by case basis as a result of a particularly offensive, serious, or ongoing behavior.

**If a child is disrupting a class, it will be addressed as such:

- The teacher will discuss the behavior issue with the student and notify the leadership team
- The teacher will discuss the behavior issue with the student's parent and again notify the leadership team.
- If the behavior does not improve, the leadership team will proceed with further discipline action.

Facility Responsibilities:

-Children shall not be left unattended at any time.

-During the time that participants are on the premises, children are under the authority of their own parents.

-Participants are expected to be respectful of the host facility. If you break property that belongs to the church, your family will be responsible for 100% of the cost of replacement.

-We are responsible for leaving our host facility clean and returned to proper working order.

-No food is allowed during class time unless it is provided by a teacher. (An exception can be made for those children with food allergies. Parents can bring alternative foods if it is prearranged with the child's teacher/ teachers.)

Snow Day Policy:

If Fredericktown public schools cancel classes due to inclement weather, FFHC will also cancel classes for that day. If the leadership board decides to cancel classes due to inclement weather (or any other reason) the cancelation announcement will be made on both the group Facebook page and the group text by 7:00 AM the morning of co-op.

Code of Conduct:

-All members and guests are expected to abide by the *Standards of Moral Conduct* document that was signed prior to attending classes.

This includes...

1. No profanity
2. No smoking
3. No drugs or alcohol
4. No fighting
5. No slander
6. No inappropriate messages, pictures, or symbols are to be worn
7. No weapons
8. No physical or verbal insults

Dress Code Policy:

-All dress at FFHC should be respectful and modest in appearance.

Electronic Device Policy:

-If electronic are being used by a student without being requested by the teacher, the teacher may ask for the device to be put away.

Photo Policy:

No pictures taken by teachers or parents (that include children other than their own) are allowed to be posted to a public area of the internet (public website, Facebook page, etc.). Photos are only allowed to be shared in the current semester's private Facebook group.

Faithful Family

Homeschool Co-op



Matthew 17: 20-21

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