

JCHC Policy Manual

Updated 2024

Vision

Our primary goal is to furnish an opportunity for homeschooling families to provide supplemental educational offerings of classes like music, art, physical education (etc) in a group setting. 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 of the trinity, 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 insist that no one teach anything that would contradict our statement of faith.

Policy Manual

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, Policy Adherence Agreement and Covid Waiver.

As 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 senses and good judgment. The final decision will rest with the Administrative Board with input from teachers and families where applicable.

Governing Values

“Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.” (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 homeschooling community. God has given us an awesome responsibility to teach our children in the way they should go. By drawing upon each others 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 the opening session. This is to ensure that members are kept informed about policies and other important updates and announcements.
3. All absences must be reported to the Director 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 Committee Head know if someone is sick, having a baby, etc so we can help care for our members.
5. Be alert and aware of classroom activities as we are all "hall monitors".
6. Read, understand and enforce all co-op 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 backpacks, pencil boxes, coats, etc. Any personal item irrelevant to co-op participation such as electronic devices, trading cards, headsets, etc must not accompany participants in the facility without prior permission from a teacher.
11. Each family will sign up for two cleaning assignments per semester that must be completed promptly at the end of each co-op day once the building has been emptied of participants. 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 an adult that is blood related to them. Non family members are not permitted to attend co-op. 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 the event of an absence. Notify the Director and your class helper(s) before the beginning of the co-op session.
3. Complete reimbursement forms for any purchases made for your class. Keep within budget guidelines unless pre approved by the board.
4. Be willing to communicate with parents about student's 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.

Student Placement

All students should be registered in their age appropriate class. The exception to this rule would be if you feel your student is not ready to advance to the next higher class. Students can stay in classes

below their age. No student will be allowed to advance to the next class before they are of the appropriate age.

Teacher Discipline Policy

(based on 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 teachers, the student and the parent.
5. If the sinful behavior persists, the student will be removed from co-op class, or in rare instances, removed from 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. 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 co-operate 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 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 (or participating guardian) 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 with all activities and setting a good example of being involved. If you have missed half or more scheduled co-op days and you have not given notice for your absences and/or you are not following the parental requirements listed on previous pages 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 8:45 am to 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, to make announcements and to give 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 the 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 the last 24 hours unmedicated

If you have any questions, please contact the Director.

Students are not permitted to attend co-op without their parent, legal guardian, or adult relative.

Mask Policy

The decision to wear masks will be at the discretion of the family.

Masks will not be required, but are welcomed for any family that chooses to wear them.

We will continue to encourage:

Disinfecting high traffic areas

Provide regular hand washing opportunities

What you can do to help:

Use hand sanitizer in the foyer at the start of the day

Wash hands completely and regularly

Cover your mouth completely when coughing or sneezing

Stay home if you or any one in you family are feeling ill (If you, or any of your family, are here and showing signs of illness you will be asked to go home)

If you are attending JCHC, you are doing so **AT YOUR OWN RISK**. JCHC will continue to enforce our policy to prevent the spread of all illnesses, but can not guarantee that illnesses won't spread.

Discipline Policy

"Now no chastening for the present seemeth to be joyous, but grievous; nevertheless afterward it yieldeth the peaceable fruit of righteousness unto those who are exercised thereby." 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 the 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 other students are 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 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. This dress code applies not only to students but to teachers as well. It is the parents responsibility to be certain that children are appropriately dressed prior to leaving home. If you have to ask yourself, "Is this okay?" then please 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, including while bending or stretching.
2. No sheer materials.
3. No visible undergarments, including 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 pants or shorts with words on the back
6. No clothing with inappropriate or questionable words, slogans or pictures.
7. 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 the 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.
2. Parents need to supply students with water and an easily vacuumed snack (not applesauce, yogurt, etc)
3. No throwing of food or other items
4. Students must clean up after themselves to ensure that the area stays tidy.
5. Failure to follow guidelines will result in loss of snack privilege.

Opt-Out Policy

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

1. Students are expected to be quiet and respectful of other students.
2. Bring enough schoolwork or reading material 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 their co-op member 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 visiting students must have required supplies for each class.

Medical Release Waiver of Liability

A medical release form is provided by co-op in the registration process and is required to be filled out for each family member attending co-op classes.

Restroom Policy

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

1. An adult member is never allowed in a restroom alone with a non-related child.
2. Prop open the restroom 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 students 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.

Building Policy

Co-op classes are officially over at 12:00pm each Friday with clean-up responsibilities to be completed immediately following dismissal and the building is nearly empty. Please keep in mind during this time as well as at the beginning of co-op that 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 session.

JCHC and/or Faith Community Church, or any other facility in which the co-op may meet, 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 designated snack area. The exceptions to this are the snack cart, Nursery, 3&4's and at the teacher's discretion. Soda may be 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 Faith Community 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 the member at large) 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 may cancel Co-op if Janesville Public Schools are canceled or delayed. Because many of our members live outside of Janesville, we may cancel due to weather even if Janesville Public Schools does not. An email, text chain, and/or post on the parent Facebook page will announce any cancellations.

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, approximately 45 people.
3. Bring snacks pre-cut and ready to serve.
4. Snacks can be store bought.
5. Snack dishes need to be dropped off and picked up in the kitchen.
6. 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 Facebook page and website: www.jchcoop.com, where you can find additional information about JCHC.

Parking Policy

Please park by the door marked number 5. This is where the church has asked us to park.

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 for Younger Ages
2. Art Committee for Older Ages
3. Sunshine Committee
4. Photo Committee
5. Fundraising Committee
6. Reception Committee (returning members only)

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 co-op must be notified of these changes.

Member Commitment

Because we plan our Co-op per year, the commitment between the members and the Co-op should be for the entire year (unless otherwise discussed with a board member). 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.

Registration and Financial Policy

Prior to each year, the registrar will send out a reminder email for returning families. JCHC requires all new families to pay online when registering, but does allow returning families to pay on the first day of co-op if they prefer to use cash or check. If your family needs assistance in paying for the fees, we do have a limited number of scholarships available per year. Each family can only receive a scholarship twice to allow as many families in need the opportunity for assistance. If you are in need of a scholarship please reach out to the director. 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.

Registration Fees are as outlined below:

1. Children ages 0 – 2 years are \$10.00 per child
2. Children ages 3 - 6 are \$20.00 per child
3. Children ages 7 - 18 are \$30.00 per child
4. Each family will need to participate in fundraising (see Fundraising section)

Operation Fees

Every family will pay a \$100 operation 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, free will donation to Faith Community, and custodial fees, etc.

Returned checks

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

Refunds

JCHC will refund as follows...

New Families

1. $\frac{1}{2}$ of all registration and operation fees will be refunded if families decide not to continue attending co-op after 1 week of attendance
2. $\frac{1}{4}$ of all registration and operation fees will be refunded if families decide not to continue attending co-op after 2 week of attendance
3. No refund will be given after 3 weeks of attendance.

Returning Families

1. No refund will be given for returning families.
2. Extenuating circumstances will be considered by the board. Refunds will only be given with board approval.