



*Relying on Christ
Homeschool Co-op, Inc.*

**Relying on Christ
Homeschool Coop, Inc.
Parent and Student Handbook
2011-2012**



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Relying on Christ Homeschool Coop, Inc.

Relying on Christ Homeschool Coop, Inc., is a Christ-centered group of homeschooling families that have formed this non-profit support group to support families involved or interested in home education. **R.O.C.** desires to glorify God by serving one another, working together, as one body with love, and drawing our direction and strength from our Lord Jesus Christ.

As homeschooling families our goal is for our children to be independent thinkers, able to learn at their own pace, pursue their own interests, and develop confidence and self-discipline in the comfort and security of their own home. Our hope is that with the Lord's blessing we will raise our children to do their best, to realize their special talents, to be concerned for the needs of others, to become responsible citizens, to be morally and spiritually wise, to be skillful and knowledgeable in every area that will be useful to them in their future, and grow up to lead fulfilling lives that glorify God.

R.O.C. offers families the opportunity to supplement their homeschooling with academic and weekly co-op classes, events and field trips. Joining this group also means becoming a member of a Christian community where families work together. Here we share blessings, support, fellowship, accountability and responsibility. When each member uses their time, talents and energy to help, the group runs smoothly and we all enjoy the blessing. Please take some prayerful time to read through this handbook. If you then feel **R.O.C.** would be a support for your family, we would love for you to join us.

MISSION STATEMENT *R.O.C. ~ Relying on Christ Homeschool Coop, Inc.* exists to strengthen the homeschool community by providing support, encouragement and opportunities to homeschooling families, bringing glory to God.

STATEMENT OF FAITH

WE BELIEVE:

- In God, the Father Almighty, maker of heaven and earth.
- In Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits at the right hand of God, the Father Almighty. From thence He will come to judge the living and the dead.
- In the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting.



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BOARD OF DIRECTORS

The **R.O.C.** Board of Directors has the ultimate decision-making authority and responsibility for directing and governing the affairs of **R.O.C.** and providing effective and efficient management of overall operations. The Board approves policies that direct operational management and delegate the necessary authority to staff so they can fulfill their job responsibilities.

The **R.O.C.** Board of Directors has made every attempt to include all information. **R.O.C.** reserves the right to change policies and procedures, if needed

MEMBERSHIP

- Membership is subject to space availability. See dates and times for registration on the **R.O.C.** website.
- **R.O.C.** teachers and staff will not sign any documents for reimbursement of public funding.

REQUIREMENTS

- Oldest child must be 4 years old or older at the beginning of the semester for which you are registering and be educating at least one child at home.
- Membership is not available to students who are enrolled in more than 10 hours per week at a public or private school facility (including kindergarten).
- If it is discovered during the semester that a student has violated either of the above policies, the student will be immediately removed from classes at **R.O.C.** and no refunds will be given for fees paid.
- All parents will sign that they have read and agree to the member guidelines and sign the membership application stating your agreement to comply with them.
- Pay membership dues in full upon joining.

BENEFITS

- Full membership allows families to participate in the following activities:
- Monthly Support Group Meetings, Classes, Youth Group, Field Trips, Parties, Mission Projects, Guest Speakers or special events, quarterly Mom's Night Out, Yahoo e-group, and Yearbook.
- (2) semesters of classes are offered per year. Classes will begin on Tuesday, following Labor Day, September 6, 2011 and ending Friday, prior to Memorial Day, May 25, 2012. Holidays established are: Thanksgiving (November 21-25, 2011), Christmas (December 13 - January 10, 2012), and Easter break (April 1-10, 2012). School Hours: 8:30a.m. with Chapel, Classes to begin at 9:00a.m. and ending when the child/ren complete their daily registered classes.
- Membership is valid until August 1, 2012.



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REQUIREMENTS OF PARENTS

- Members are required to abide by all policies in the **R.O.C.** Handbook. Failure to comply with **R.O.C.** policies will result in a review of your membership by the **R.O.C.** Board. This may result in the loss of membership, including fees.
- By registering your children in classes, you agree to work 1 or 2 periods, assist with setup and/or teardown, and contribute to additional **R.O.C.** programs.
 - Your assignments may require you to arrive early and/or stay late on class days or at an **R.O.C.** event.
 - You will receive your class time assignment, facility job assignment, and additional **R.O.C.** program assignment prior to the beginning of each semester.
- **R.O.C.** is intended to enrich your children's home education. Therefore, parents retain full responsibility for the education of their children.
- Parents are ultimately responsible for their children's actions and behavior.
 - Children will be in the care of their own parents any time they are outside of class.
- Dropping off your children is not allowed.
- In case of emergency (not scheduling conflicts or errands) where you must leave the campus, ask another parent to be directly responsible for your children. In addition:
 - Get approval from the Membership Resource Director or Principal and tell your children to whom they are accountable.
 - Make note on the Attendance Sheet "(children) under the supervision of (name of responsible adult)".
- Teacher Assistants (TAs) must take an active role in the classroom, assisting the teacher in any way needed.
- Parent Free Period
 - Limit computer and cell phone use to this time.
 - Do not leave the campus.
 - Indicate where you will be on the Attendance Sheet at the Information Center if not remaining in the Parent Zone.
 - **R.O.C.** reserves the right to assign a job to you during your free period.
- Check in each day by marking your family present on the Attendance Sheet.
- Check the family files twice each day, once upon arrival and once before departing.

REQUIREMENTS OF STUDENTS

Parents – Read this information with your children and make sure they understand and abide by the following:

- Show respect for all adults and peers. Address adults with titles of respect (Mr., Mrs., Miss).
- Inappropriate conversation, gesture, or aggressive physical contact will not be permitted. Such actions may cause a student to be removed from **R.O.C.**
- Do not bring any electronic devices (MP3 players, hand-held games, cell phones, etc.) to **R.O.C.**, unless it is outlined for class curriculum.
- Do not bring any drugs or weapons (real or play) to any **R.O.C.** function.

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- Show respect for all property regardless of where an **R.O.C.**-sponsored activity is located.
- Families will be held accountable for any damages.
- Be respectful and attentive during opening.
- Be an active participant in class.
- Bring all completed assignments and required materials to class each week.
- Do not leave the room without the teacher's permission.
- Do not leave campus without parent permission.
- Walk and use quiet voices while changing classes.
- Food and drink (except water) are not allowed in the classroom unless provided by the teacher.
- Do not chew gum in the building.
- Public display of affection is NOT allowed in regard to boy/girl relationships.

REQUIREMENTS OF TEACHERS

- Each teacher must sign and agree with the **R.O.C.** Statement of Faith stating that they will not teach anything contrary to it.
- Teachers must read and abide by the **R.O.C.** Teacher Handbook.
- **R.O.C.** does not employ teachers.
 - Material fees, which are in addition to class fees, are determined by the teacher and are included in the Class List.
 - Material fees cover materials that will be given to or consumed by the students, and not for the purchase of class curriculum.
- Teachers must leave a copy of one day of lesson plans at the Information Center in case of an emergency.
- Class must end promptly so the next period classes can begin on time.
- Teachers will not sign any documents for reimbursement of public funding.
- If a teacher will be absent they must arrange a substitute or assign the TA to teach the class.
 - Notify the Attendance Coordinator of the absence and who will substitute.
 - Provide a lesson plan to the substitute teacher.

CLASS INFORMATION

- Each class will have a teacher and at preferably at least one teacher's aide.
- No member of **R.O.C.** Homeschool Group or its meeting facility will be held responsible for content taught.
- **R.O.C.** reserves the right to cancel or substitute anything in order to better the class experience.
- **R.O.C.** has homework expectations. These assignments will be indicated by each class.
Required: Completion of homework is vital to the class. Parents will be contacted if homework is not complete.



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CLASS REGISTRATION

- Class registration is open to any family that has Full Membership.
- Class registration is subject to availability and takes place two times per year.
- Consult the **R.O.C.** website for dates and times.
- Each student must be registered for a minimum of two periods per semester, one of which must include either 1st or 4th period.
- To secure your child's placement in a class, their class fees and material fees must be paid on the date due.

All fees are non-refundable (with exception of a class being cancelled).

- Some classes are year-long. If a student does not continue in a year-long class, the parent may be billed for the second semester.
- Class changes can be done during the first three weeks of a semester.
- Fill out a Class Change Form, obtain all required signatures, and turn request in to the Registration Coordinator for final approval.
 - Additional fees are charged to change classes.
 - The Class Change Form is available at the Information Center or online.
- Class Fee Waivers are available upon request. For information, see the Board President or Membership Resource Director
- Parents may register to take a class during their free period. Contact the teacher to arrange details.

Priority registration status is as follows:

- Board members/Executive Directors
- Teachers (for the period/s they teach)**
- Coordinators (some coordinator positions may receive a higher priority based on the Board's discretion)
- Current attendees in good standing* (based on seniority)
- Current attendees not in good standing (based on seniority)
- Limited members (based on seniority)
- New families (1st come - 1st filled)

*To remain in good standing, you must owe no money, have no more than three excused or one unexcused absence(s) in the previous semester, and have fulfilled your assigned jobs.

**If a teacher plans to have a co-teacher, only the teacher will receive priority status.

POLICIES

ABSENCES

- If you or any of your children need to be absent for a class day it is your responsibility to contact the Attendance Coordinator as soon as you know and no later than 8:30 a.m. the morning of classes.

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- Parents are allowed three excused or one unexcused absence(s) per semester to stay in “good standing” for registration purposes.
 - Unexcused absence is defined as an absence without notifying the Attendance Coordinator or two tardies.
 - Remember, your absence causes a shortage in every period you teach or assist.
- Your spouse may be your substitute if they have passed the background check.

ATTENDANCE

- Only registered, paid students will be allowed to attend class.
- If you have children in public or private school who are out of school for the day, they may NOT attend **R.O.C.**

DISCIPLINE

High behavioral standards will be expected at **R.O.C.**, both inside and outside the classroom. If a student, during class time, is not following the standards set forth in the

R.O.C. handbook, the procedure will be as follows:

1. A verbal warning will be given by the teacher or adult in charge and the parent will be notified, in person, after class.
2. If this is an immediate problem that prevents the class from continuing uninterrupted, the student will be escorted to the Principal or Board President, who will then take the student to his/her parent. If the parent is serving as a teacher or TA, they will be replaced temporarily in order to resolve the situation. If it cannot be resolved during class, the student will remain with their parent and may not return to class until the following week.
3. If this is an ongoing problem, the Principal and/or the Board President will make every effort to resolve the issue with the parent and the teacher. However, **R.O.C.** reserves the right to deny participation to a family due to unmanageable behavioral issues, with the final decision residing with the Board.

DRESS CODE

Clothing attire is to be modest. The following are **NOT** acceptable for adults or students at any **R.O.C.** event:

- Halter tops
- Shirts that reveal midriff, cleavage or undergarments
- Spaghetti strap dresses or shirts
- Shirts with inappropriate pictures or writing
- Boys with sleeveless tank tops
- Skirts shorter than 2” above the knee
- Shorts that are above mid-thigh in length
- Pants that show undergarments
- Students - hats and hoods are NOT allowed (OK at other events)



GRIEVANCE PROCEDURE – For adult or non-classroom situations

All grievances should be handled following the pattern of Matthew 18:15-17, which reads as follows:

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (NIV)

ILLNESS

Do not allow any family member (including parents) to attend **R.O.C.** if they are feeling sick, or experiencing the contagious stage of illness, or have any of the following symptoms:

- Nasal discharge (not due to allergies)
- Communicable disease (head lice, chicken pox, ring worm, etc.)
- Fever that needs medication to control
- Presence of fever within the last 24 hours
- Vomiting within the last 24 hours

TARDINESS

- **R.O.C.** needs everyone's cooperation in getting to class on time.
- If you arrive at class more than five minutes late, it is considered tardiness.
- Two tardies are equivalent to one unexcused absence. If you note a tardiness problem, report it to the Attendance Coordinator.

GENERAL INFORMATION

BEGINNING OF DAY

- Check in by signing your name on the Attendance Sheet at the Information Center.
- Indicate your responsibility for other members' children.
- Check family files for any correspondence.
- Complete any job assignments prior to opening.
- All family members are expected to attend the opening prior to first period (unless not attending first period).

COMMUNICATION

○ Check your email will be our primary way of getting messages to you, so make sure that we have your email address on file and if it changes during the year that you update your email address with us.

- **R.O.C.** announcements are made during each week's opening and/or at lunch.
- Family files are also used to communicate information on class days.

END OF DAY

- Gather your preschool-age children from their classroom promptly after your last period of the day, and prior to completing tear-down responsibilities or other activities.



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- All older students will be dismissed from their classrooms.
- Check family files before leaving.
- Gather lunch items, backpacks, collect class projects, and check Lost and Found for any personal belongings.
- Exit the building promptly to allow for the tear-down crew to complete their tasks.

INFORMATION CENTER

- Located in the Information Center area:
 - Family files, Attendance Sheet for sign-in, Lost and Found, and First Aid.
- The Board President is generally available in the morning and afternoons at the Information Center to answer any questions you may have.

LOST and FOUND

- Lost and Found is located by the Information Center.
- **R.O.C.** is not liable for lost or unclaimed items. Items not claimed will be periodically donated.
- Mark items with your family name to ensure they come back to you.

LUNCH

- Lunches are allowed in assigned areas only.
- Parents are responsible to make sure their children clean up after themselves.
- Take your garbage home with you.

SCHEDULE

- For **R.O.C.** schedules, see the **R.O.C.** Registration Packet.

BAD WEATHER DAYS

- For hurricane days or other bad weather days where Public School would close, check your e-mail to confirm if **R.O.C.** will be delayed, cancelled, or remain on schedule.

VISITORS

- All visitors must obtain permission to visit **R.O.C.** from the Board President 24 hours prior to arrival. Check in at the Information Center, sign the Visitor Log, and obtain a Visitor Pass.
- Parents visiting classes that are not listed as the regularly attending parent for their family are always welcome. Check in at the Information Center, sign the Visitor Log, and obtain a Visitor Pass.
- The **R.O.C.** visitor policy is intended for families visiting as potential new members of **R.O.C.**
 - If children accompany an adult visitor, they must remain with that adult at all times.
 - Any visitor under 18 years old needs prior approval from the Principal or Attendance Coordinator, and may not be accommodated.
 - If you have children in public or private school who are out of school for the day, they may NOT attend **R.O.C.**



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While service within the group is not presently a requirement for membership, the success of the group depends upon the amount of participation and dedication of each member. R.O.C. is a cooperative effort of home educating families to provide quality activities for their children and support for parents and guardians. The leadership of the group is not financially compensated for their efforts.

Field Trips and Special Events

Please check with the Board before using the name of Relying on Christ Homeschool Co-op, Inc. for any purpose. All activities should be self-supporting.

1. Organizing a Field Trip/Activity

If you would like to arrange a field trip, call or e-mail the Secretary to tentatively place the activity on the calendar. When all details are firm, call or e-mail the Secretary again with all the pertinent information to be placed on the website. It is desirable that activities be scheduled early enough to allow for publication on the website and notes sent home. This gives ample time for notification and registration of members who may have been absent from a meeting.

2. Participating in a Field Trip/Activity

Payment for all field trips and activities is to be made in cash when you sign up, unless otherwise specified. Please try to have exact amounts, to accommodate the person coordinating the event. Because of the policies of some places that we visit, refunds will not always be possible. In the event of extenuating circumstances (illness, etc.) and with prior notification we will do our best to obtain a refund for you.

If you sign up for a field trip, please make every effort to attend. The places which we visit will have prepared for a specified number of people. We strive to maintain a good reputation, so when arrangements are made for a specified number of people and only a few attend, it reflects badly on the group. Understandably, circumstances beyond control will arise from time to time. If you are unable to attend a field trip or activity for which you have signed up, please make voice contact with the person organizing the event. A message left on an answering machine (or e-mail message) is not reliable contact. The person organizing the field trip, or a monitor appointed by them, will have the designated authority to maintain order. Before beginning any activity, this person will identify himself/ herself, and take a moment to review some basic guidelines with the children, i.e., (1) No running, roughhousing, or shouting indoors (2) Listen quietly when someone is talking (3) Have fun!

If inappropriate behavior occurs on the part of any child, the responsible adult should be addressed first, and not the child, unless the child is in danger or putting themselves or property at risk. If you witness inappropriate behavior and are not comfortable addressing the responsible adult, please speak with the person organizing the event or the monitor. They have the authority to address the problem on behalf of the entire group. In the unlikely event a situation cannot be resolved, the responsible adult will be asked to remove the child.

Please note that each child participating in a field trip/event must be under the supervision and responsibility of an adult in attendance. Unless specifically stated in advance, there are no functions where children may be dropped off. If you agree to transport a student to an event, you will be considered the adult responsible for that child. We recommend that

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you do not take this responsibility lightly.

Any other specific instructions deemed appropriate for the activity will also be spelled out clearly to the children and their parents. We represent not only **R.O.C.**, but the entire homeschool movement and our Lord when we go anywhere as a group.

Testing

Should you wish to have your child tested, group standardized testing will be conducted annually. Testing is done through HERI Jacksonville and the dates/times will be posted on our website and in our newsletter.

End of the Year Party & Promotion Night

An "End-of-the-Year" promotion celebration will be held during the month of May, or at the end of the traditional school year. **R.O.C.** will provide promotion certificates for each member child that signs up to receive one, through the HERI Promotion Night.

Opportunity for sign up will be given at monthly meetings in March and April.

I affirm that I have read and understand the rules and policies presented in this Relying on Christ Homeschool Co-op, Inc. Handbook and that my family will abide by them.



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Please sign below and detach and return the bottom section along with your membership application. Stating that you have read and agree to the Rules and Regulation of Relying on Christ Homeschool Co-op, Inc. ~ R.O.C.

Signature: _____ Date: _____

I affirm that I have read and understand the rules and policies presented in this Relying on Christ Homeschool Co-op, Inc. Handbook and that my family will abide by them