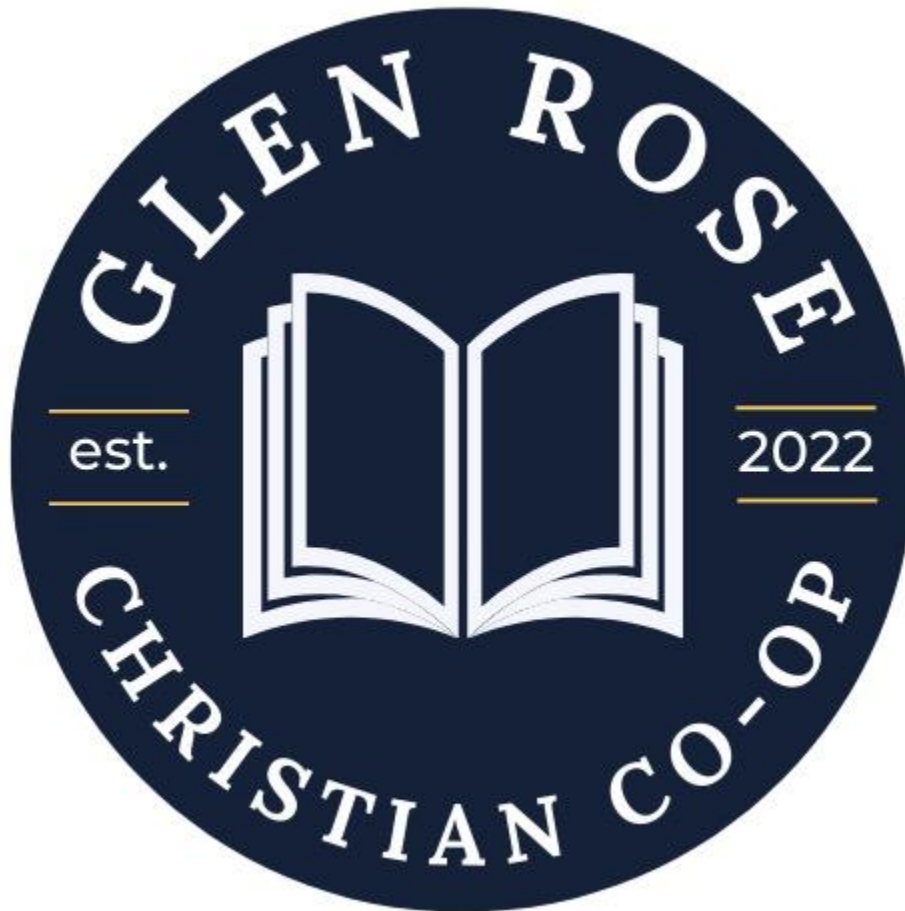


Glen Rose Christian Co-op Handbook



**Located at Rainbow Baptist Church
1571 N FM 200
Glen Rose, TX 76043**

**Director: Cari Dague
254-262-6244
admin@glenrosechristian.org**

Introduction Letter

The Glen Rose Christian Co-op was established in 2022 for the purpose of providing extra-curricular classes for home school students. We hope to be able to offer a variety of classes to assist you in your home schooling efforts.

We believe that home schooling is a valid method of educating our children, offering many advantages of individualized instruction, character training, Biblical studies, and closer family relationships. We believe that parents have the Biblical responsibility of training their children in the Word of God. This can often be accomplished best through home schooling. However, we are designed to be social! Students can benefit from group interactions as well as learning from a variety of teachers and teaching styles.

This co-op was not intended to be a replacement for home schooling, but an enhancement to each family's home education program. To this end, we envision a venue where parents can choose from a variety of classes to augment their own teaching efforts. A family may choose one class or multiple for their child(ren), as best fits their needs.

Classes meet weekly during the school year. We strive to have a Christian environment where students will be loved on and encouraged not only in their academic and extra-curricular endeavors, but also in becoming the men and women that God has created them to be.

We pray that your experience with GRCC will be a blessing to your entire family.

Statement of Purpose

The Glen Rose Christian Co-op has been formed to provide classes that can be conducted in a group setting. Classes will reflect a Christian worldview and encourage Christian conduct and personal growth centered on God's Word, the Bible. Classes will motivate students to strive for excellence so that whatever they do, whether in word or in deed, it will all be done to the glory of God. (1 Cor. 10:31)

Curriculum Statement

Teachers may choose to create their own curriculum or use a published one. All curriculum/lesson plans will be reviewed and approved by the administration/management team.

Statement of Faith

- We believe the Bible to be the inspired Word of God. (2 Tim. 3:16-17)
- We believe there is only one God, eternally existent in three persons: Father, Son, and the Holy Spirit. (1 Cor.8:6, Isa. 44:6)
- We believe that Jesus Christ was man and born of a virgin, but also God. He is our Savior. Through his death on the cross he took our punishment for sin. He rose from the dead, conquering death and is now in heaven with God the Father preparing a place for those that trust and believe in Him. (Matt. 1:21, Matt. 1:23, John 1:1, 1 John 2:2, 1 Pet. 1:3, Rom. 8:34, John 14:2-3)
- We believe that the Holy Spirit is our helper, sent from God, and enables us to live a godly life. (1 Cor. 2:9-12, John 14:26)
- We believe that Christ will return and everyone, both the living and the dead will be judged and sent to eternal life with God in heaven or eternal death in hell separated from God. (2 Tim. 4:1, Phil. 3:20-21)
- We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Ephesians 2:8-9).

Statement on Marriage, Gender, Sexuality, and Abortion

We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of GRCC as the local Body of Christ, and to provide a biblical role model to the GRCC members and the community, it is imperative that all persons employed by GRCC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of GRCC.

We believe that life begins at conception and all life is valuable. (Psalms 139:13-14)

GRCC vs. Other programs

GRCC is unique from other programs. Each family needs to decide for themselves if this program is a good fit for their family and for each individual student. Every teacher at GRCC is, first and foremost, a mature Christian that is actively involved with a local church of like faith. Our most important goal is to provide an environment that is safe for the student’s physical, emotional, and spiritual well-being.

- Classes may have mixed ages/grades, however individual/appropriate curriculums will be taught.
- We do not tolerate bullying, vulgar language or behavior, academic laziness, or absentee parents.
- Students AND PARENTS are expected to exhibit Christ-like characteristics.
- Everything we do is preceded with prayer, while seeking God’s wisdom and guidance.

Program Information

We are located at the Rainbow Baptist Church – 1571 N FM 200, Glen Rose, TX 76043.

Contact Information for GRCC board members (additions and changes are ongoing):

We are here to serve you, so feel free to contact us at any time with questions or concerns.

<p>Cari Dague - Director christianeducation@outlook.com 254-436-8005</p>	<p>Erica Fischer – board member erica@ericafischerphotography.com 214-923-2904</p>
<p>Sarah Flores sarahanneflores@gmail.com</p>	

Programs Offered

A la carte classes are offered. Classes may change each semester. Classes will may be offered for 4yo-12 the grade students. Most classes have a minimum enrollment and may be cancelled if they do not meet the minimum requiried. Classes will be offered once a week on Tuesday afternoons.

Earliest drop-off time is ten minutes before the start time of class. The doors will remain locked until that time. Pick up times are no later than 10 minutes from the scheduled end-class time.

Sample Schedules

12:45-1:00	Meet for memory verses and prayer (optional)
12:55-1:00	Arrival time for first class session
1:00-1:55	Class time
1:55-2:00	Class transitions, drop-off & pick-up as needed for students arriving/departing
2:00-2:55	Class time
2:55-3:00	Class transitions, drop-off & pick-up as needed for students arriving/departing
3:00-3:55	Class time
4:00-4:05	Pick up

Sample Calendar Dates (2024-2025)

First Day of Fall Classes: September 17
No Classes for Thanksgiving week: November 26
Last Day of Fall Classes: December 10
First Day of Spring Classes: January 21
Last Day of Spring Classes: April 29
Class Holidays:
 Nov. 21 for Thanksgiving
 March 12 for Spring break

Celebration Policies

GRCC recognizes holidays. Teachers will send home information regarding any classroom parties etc. Christmas and Easter are considered religious holidays and will be taught and celebrated as such. We will not celebrate Halloween, but we may celebrate fall around this time. If you would like to celebrate your child's birthday in class with a special snack or similar, please make arrangements with your classroom teacher in advances and be accommodating to any allergies.

Parent Involvement

Parents are welcome to observe our programs with advance notice and arrangements made with the administration team and teacher. Typically, other than teachers and support crew, all parents are asked to leave the building during class time.

If a parent would like to stay on campus, it must be approved by the administration and a background check may be required at the parent's expense.

Policies and Procedures

Enrollment Procedures

To begin the enrollment process, please follow the proceeding steps:

- Request and completely fill out an application form
- Submit a non-refundable registration fee. The registration fee is required to hold your child's spot in a class. Registration fees can be made by check, Venmo to GRCC or through the online portal (preferred).
- Should your child be accepted and enrolled into a classroom, tuition fees and supply fees can be made by check or Venmo directly to the teacher. Teachers will reach out with specific class fees and Venmo address prior to the first day of classes.

Family Interview

New students may be asked to attend a family interview with the teacher(s) and admin team prior to being accepted into the program. Staff will conduct an informal interview of both the parents and the child(ren). If accepted into the program, the teacher and admin team will decide on a start date for your child. The start date may be a few days, weeks, or months away. A delay in starting may result from the need to prepare the

classroom, buy materials, or if the teacher/admin feel it is best for your child to wait to start until after a break or at semester.

Termination/Disenrollment Procedures

In the event that GRCC feels the need to terminate a child from the program, we will do our best to communicate with parents about the issues before it escalates. However, certain circumstances may result in immediate termination. such as, but not limited to: destructive, uncontrollable or violent behaviors, severe bullying etc.

Dismissal may also be necessary for issues such as habitual tardiness in pick-up of child or early drop-off of child, and/or lateness of payment or nonpayment. We reserve the right to terminate students for any reason, such as, but not limited to:

- Destructive behaviors that effect the student, classmates, teachers, or the facilities
- Uncontrollable or violent behaviors
- Ongoing foul language, disrespect, bullying, etc.
- Habitual tardiness in pick-up of child or habitual early drop-off of child
- Absentee Parents – parents that do not make a concerted effort to encourage Christian attitudes, behaviors, and language among their children

If a student has ongoing (minimum of two incidents) behavior or attitude issues, they may be put on “probation”. When on probation, students are not allowed to be a student helper or attend study hall sessions. Families should understand that being on probation is a way for us to give grace and communicate that any additional behavior or attitude issues with the student may result in immediate dismissal.

By signing below, parents agree to pay any remaining balance for the semester classes if a student must be dismissed for discipline issues.

Drop-Off Procedures

Students can be dropped-off no earlier than five minutes prior to the start of the class. GRCC will have staff member monitoring the students during this time.

Pick-Up Procedures

Parents will be supplied with a pick-up tag. Please notify the GRCC staff in advance if the person picking up your student is not a parent or GRCC family member. If we do not recognize the person picking up, we may require written or verbal permission from parents before releasing students as well as a photo ID for the person picking-up. Exceptions can be made if the person is in possession of the pick-up tag.

Students will be dismissed from inside by a staff member. Parents should not get out of their cars unless they need to speak directly with the teacher or GRCC staff.

Discipline Policy for students

When a child begins to struggle, we will lovingly do our best to refocus them on the task at hand. A time- out or time of reflection may be enforced for younger students to help the child regain composure. Privileges may be reduced or taken away if we think it will improve the child’s behavior/attitude.

Students will be given a warning to correct their behavior/attitude. Staff will discuss options for better choices with students. If a second incident occurs within the same class period, the child may be removed from the classroom and a note will be sent home to parents explaining the undesirable language, attitude or behavior that was exhibited in the classroom. If your child is sent home with or you are texted a note, please help us reinforce positive behavior by talking with your child at home about appropriate and inappropriate behavior, language, and/or attitude as it applies.

Certain circumstances may require more attention than what we can give. Therefore, depending on the severity of the incident, parents may be called to pick up their child immediately. Parents and teachers would then schedule a time to discuss the issues at hand and collectively determine how to handle the situation. Both GRCC and the teacher reserve the right to terminate a child immediately if felt necessary.

Sickness Policy

We ask that you do not bring your child to class if: They have had a fever of 100.0 or higher, have vomited, have had diarrhea in the past 24 hours or they have a contagious illness and have not been on antibiotics for a full 24 hours.

Medication

We prefer that medication not be distributed at school with the exception of EpiPens and inhalers as needed. Do not send your child to class with any other medications including: tums, Tylenol, ibuprofen, creams/ointments.

Weather Cancellations

If the GRISD is closed due to weather, we will be also. Please watch your local listings for cancellations. We will not adjust the school schedule for make-up days due to weather cancellations. However, your teacher will adjust your monthly tuition. Please make sure your child is dressed appropriately and has a jacket/coat as needed to play outside. If a child is underdressed, he/she will not be allowed to play outdoors.

Emergency Evacuation and Disaster Preparedness Plan

In an orderly fashion, teachers should lead their students outside by means of the nearest exit. If possible, the teacher will take their class list/emergency contacts with them outside. Once outside, all staff and teachers will lead the children to the north side of the building. Immediately upon arriving at the field each teacher will account for each student in their class as well as any volunteers that were assigned to their class that day. The head teacher/staff person is responsible for accounting for the safety of the admin team. The admin team is responsible for accounting for all staff members and volunteers. It is also the admin team's responsibility to obtain an emergency contact list for all students. If the students are in danger by staying in the field or if prolonged procedures are necessary to take care of the emergency, teachers will lead the students to the secondary location as determined by emergency personnel. Parents will be called as soon as possible in such an emergency. Parents will be directed upon arrival on pickup procedures.

School Supply List

Class supply lists/fees are determined by teachers for each class. This is listed under the class description on our website. Students enrolling mid semester may be given a revised list as needs change throughout the year.

Confidentiality Policy

GRCC will not release any information without prior permission. All staff and church members agree with this policy. Confidentiality does not apply when reporting suspected abuse or neglect to the proper authorities.

Child Abuse/Neglect

It is our desire to ensure the safety and well-being of each child, both in and out of our care. We are required by state law to report any incidences of suspected child abuse or neglect. If we suspect that a child has been subjected to child abuse, is living in an unsafe environment, or if a child says something that is suspect to child abuse or neglect, we will file a report with the proper authorities, including local law enforcement. We are not required to notify parents if a report is filed or a call is made to CYFD. We are also required by law to immediately investigate in house any reports of abuse – verbal, physical, or sexual – that may occur on our campus by our staff or by our students. If you are aware of any such actions, please report it to the admin as soon as you are made aware of it.

Fee & Tuition Policy

Registration fee

This fee covers the cost of the application process, ongoing administrative costs throughout the year, building use fee, and other fees such as insurance. It is due at the time the application is completed online and is non-refundable.

Scholarships

The Co-op offers a limited number of scholarships in varying amounts. These are offered on a first-come, first-serve basis. To request a scholarship, a co-op family must submit a scholarship application. This will require a letter stating their need. These do not require detailed financial records.

Tuition Payments

Tuition payments can be paid in monthly installments or a total sum at the beginning of the semester. The non-refundable supply fees are due to the teacher by the first day of class. However, one week prior to class is preferred. The first tuition payment is due on or before the first-class meeting. Subsequent tuition payments will be paid on the first Tuesday of each month.

Tuition payments should be made to the individual teachers. DO NOT make tuition payments to the GRCC.

Late Fees

Teachers are allowed to charge a late fee for tuition that is not paid on time. Teachers may determine the amount of the late fee.

Student Withdrawal

Families can cancel enrollment anytime prior to the third-class period after enrolling. A partial refund will be given for class tuition. However, supply fees are non-refundable. If a withdrawal is requested for any reason other than your family moving to a different city, parents are responsible for paying for the remainder of the semester fees.

Student Guidelines

- ID Badges will be worn on a lanyard around your neck at all times.
- Please walk in the building.
- Appropriate behavior is required at all times. No running, yelling, horseplay, or disrespectful behavior is allowed. Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated and may be grounds for dismissal.
- Listen when an adult is speaking. Please raise your hand if you want to be recognized and do not interrupt.
- Come to class prepared with any necessary supplies.
- Ask permission to leave the classroom.
- Modest dress is expected at all times.
- Social activities taking place outside of Co-op time should not be discussed during Co-op. This is to minimize hurt feelings among students and keep students focused on the task at hand.
- "Boyfriend/girlfriend" type activities, including displays of affection, should be reserved for parental guidance outside of the Co-op.
- Leave at home: knives, weapons (play or real), or any other item that could lead to danger or disruption during the Co-op time. If any item causes disruption during Co-op time (including toys and cell phones), they will be taken up by the teacher and/or administrator and returned to the PARENT at the end of the day.
- No smoking, vaping, alcoholic beverages or illicit drug use by students or parents on campus or at any event sponsored by GRCC is allowed.
- Students are not allowed to bring visitors to class unless approved in advance.
- Students should not use their cell phones during class time.
- We are a nut free facility at all times.

Dress Code

- Students, teachers, administrators, and parents are expected to dress modestly and respectfully, in keeping with a Christian worldview, while attending Co-op or Co-op related activities. To this end, a dress code will be enforced. Refusal to abide by these rules may result in dismissal from the Co-op.
- ID badges will be worn at all times during Co-op, on a lanyard around the neck.
- Shirts/blouses will have sleeves or normal armholes, modest necklines and modest length, i.e., no spaghetti straps, halter-tops, or bare midriffs.
- No vulgar or violent writing or pictures on T-shirts or other articles of clothing.
- No see through, skin tight, or other distracting clothing should be worn. Pants, shorts, and skirts will fit properly around the waist.
- Shoes should be worn at all times and appropriate for the scheduled activities.
- The bottom hem of shorts may not be any shorter than the person's thumb tips when arms are extended at the side.
- Skirts and dresses may not be any shorter than 2" above the knee.
- Leggings may only be worn if accompanied by a shirt or dress that is no shorter than 2" above the knee.
- Rips, tears, and holes in pants and jeans may not expose skin higher than thumb tips when extended at the side.
- The Co-op reserves the right to make on-going decisions concerning clothing and grooming issues. Students with dress code issues, that cannot be resolved immediately, may be given alternative clothing options which the co-op has on hand or parents may be asked to bring appropriate clothing before allowing students to participate in class.

Dismissal from Co-op

Families and/or students may be asked to leave the Co-op for failure to comply with behavioral guidelines, failure to pay fees and tuition, excessive absence or tardiness, infractions of a policy stated in the Co-op Handbook, or other disruption of the Co-op. All effort will be made prior to dismissal to try to resolve any problems or issues. It is our sincere wish that all situations be resolved for the benefit of everyone – families, students, teachers, and admin team. Parents agree to pay all tuition fees for the remainder of the semester.

Visitors

Visitors MUST receive PRIOR approval from the Co-op administration team and the teachers if visiting classes. All visitors must sign in and wear an ID badge. Visitors are encouraged to observe the dress code. Visitors must be accompanied by a member of the admin team or a teacher at all times. No children or students will be allowed to visit unless accompanied by their parent.

Emergency Waiver

In case of an emergency, I give permission for the GRCC staff to perform life-saving procedures on my child _____ . Furthermore, I give the school permission to secure treatment by a medical professional for any advanced medical or surgical procedure that may be necessary for the welfare of my child. I grant GRCC permission to transport my child in a medical emergency as needed.

I attest that all the information provided here is accurate and correct. I have the authority to make medical and legal decision on behalf of the child listed above. I agree with the above medical and hygiene treatment agreement policy.

I have received, read through, and agree to adhere to the policies and procedures set forth in the handbook including the discipline procedures, payment policies, and cancellation policies.

I give permission for the school to use pictures/videos of my child for publications of CEC.

YES

NO

Parent's Signature

Date

Teacher Section

Teacher Responsibilities

- Teachers will complete an application and agree to a criminal background check as well as complete Sexual Abuse Awareness Training through ministry Safe.
- Teachers agree to abide by the rules and policies included in the handbook, including the dress code, statement of purpose, and statement of faith.
- Teachers agree to submit a monthly “lesson plan” each month by the 15th of the month prior to lessons being taught. Deadlines may be changed for the first month of teaching.
- Though any homeschooler is welcome to participate, GRCC tries to conduct itself in a manner which honors Biblical principles. As such, teachers must present subject matter from a Biblical worldview and in a Godly manner. They may not endorse to their students any secular humanism such as: evolution, abortion, homosexuality, or same sex relationships/marriages. Gender is defined as male or female and is determined at birth by a doctor.
- Once a teacher has committed to teach a class, it is expected that the class will be taught for the remainder of the Co-op semester. Therefore, no changes can be made concerning class subject, fees, or duration.

Tuition and other fees

- Teachers are self-employed, independent contractors paid by individual families, and are responsible for keeping their own financial records and reporting to the IRS. No W-2 forms are issued since the teachers are not employees of the Co-op.
- Supply fees and monthly tuition proposed by teachers will be reviewed and approved by the management team. Amounts cannot be raised after initial approval by the Co-op administration. Collection of monthly tuition is the responsibility of the individual teacher; the administrator may assist upon the request of the teacher.
- Teachers agree to pay the required teacher fees as determined by the Co-op admin team of \$3.00 per student/month. This excludes any of your own children that are in your class. This fee does apply to any student to whom you have decided to waive tuition or reduce tuition. Payments must be made no later than the first-class day of each month in the form of a check or Venmo. No cash will be accepted. These fees go directly into the operating budget of the Co-op. If payment options are available through our website, we will require teachers to utilize that option.
- Teachers may require common supplies to be brought to their classes such as paper, pencils, notebooks, pens etc. The teacher may supply other specialized supplies needed for the class and may charge a supply fee to cover the cost of these materials. However, the fee must be explained to admin in your course proposal.
- Teachers should communicate support for the concept of home schooling in the public arena.
- Teachers should have a love for the subject they teach and a love for teaching students. They must make their class(es) a priority and commit to following through with their goals and expectations set forth for the students and parents. These goals and expectations will be communicated to the parents by submitting a course proposal that will outline the subject focus, goals, expectations, tuition and supply fees, and the first month’s lesson topics.
- Teachers will utilize the websites conversations tool so that good communication can be maintained. It is the teacher’s responsibility to communicate to families if class needs to be cancelled due to sickness or weather.
- Monthly lesson topics will be submitted each month prior to the first Tuesday of the month. It is the teacher’s responsibility to submit these lesson topics both to the parents as well as to the admin team.
- Teachers are responsible for paying the assistants a minimum of \$10 per class. Payment can be made in one of two ways: reduction of course fees in the appropriate amount or payment by check or Venmo. Exceptions can be made if the assistant is directly related to the teacher.

- Teachers that utilize a substitute shall determine compensation as such: Total amount paid by all students for the month, subtract \$3 for each student, divide by 4 to get the profit gained from one week. This is the amount that should be paid if the teacher creates their own lesson plans etc. If you as the teacher invest at least an hour in the preparation, you can deduct \$10-\$15 from the amount above.

In Class Responsibility

- Teachers shall follow the discipline outlined in the handbook. No corporal punishment shall be used to discipline students.
- Teachers will have their minimum and maximum students approved by the administration.
- In the event of a teacher's absence, the teacher must arrange for a substitute. The substitute must be approved by the admin team. Teacher's must provide instructional materials and compensate accordingly. Teacher's must supply substitutes with class lists and emergency procedures. All substituted must be preapproved by the administration and have a background check on file.
- Teachers shall refund tuition for cancelled classes due to weather or sickness or give a credit towards the next month's class.
- Phone use must be used only in an emergency. No personal phone use during teaching time.
- Teachers are responsible for ensuring that their classroom are returned to the original condition or better prior to leaving. This includes, but is not limited to: erasing/cleaning whiteboards, replacing chairs and tables, picking up trash, vacuuming or sweeping if necessary, and closing windows/blinds.
- In order to keep classrooms clean, no food or drink other than water is allowed in the classrooms unless in the kitchen or fellowship hall without prior authorization.
- We are a nut free facility at all times.