



Grace Co-op

Policy Handbook

April 13th, 2021

Introduction

A. Presupposition

We believe children are a gift from God and that parents are ultimately responsible before Him for the training and education of their children. This co-op is designed for those families who, in light of this responsibility, have chosen to educate their children at home.

B. Mission

We will strive to provide a safe and enriching environment for students to study and learn together in order to draw strength, encouragement and knowledge from peers and teachers. Our mission is to provide class learning options to parents and assist them in educating their children. Our desire to glorify God in all we do so His love and wisdom will be manifest within and among our students during their academic pursuits.

C. Objectives

1. To equip parents with the necessary resources, training, and support to provide an excellent education for their children.
2. To offer a creative group environment that will encourage a life-long love of learning, and will allow students to flourish in whatever vocation they choose.
3. To equip students to apply Biblical principles and reasoning to all spheres of their education and life.
4. To nurture Christian character in each student and encourage the development of a lifelong love of God, family, and community.
5. To equip our students to become all that God has uniquely designed them to be for His purposes and for His glory. (Ephesians 2:10)

D. Definition and Relationship to Grace Baptist Church

1. Grace Co-op is a ministry of Grace Baptist Church whose primary function is to serve alongside its families who have chosen to education their children outside public or private school systems. The ministry is open by extension to homeschooling families in our community.
2. The ministry receives general oversight by the Elders of Grace Baptist Church. The Elders will designate a Program Director and Program Coordinator who will run the practical functions of the ministry.
3. The families who participate in the program will cooperate with the Program Director and Program Coordinator to ensure a healthy spiritual and academic environment.
4. All who are involved in the ministry will strive to be good stewards of the Grace facility and will be responsible for a variety of tasks in order to maintain a healthy relationship between the ministry and the host.

Philosophy

A. Educational Philosophy

1. God is the singular source and absolute standard for all truth. He desires to reveal His truth to mankind, and has given us knowledge, understanding, and wisdom to comprehend this truth. He has revealed His truth through natural revelation within His creation, and through special revelation, the Bible.
2. The Bible is the integrating hub around which all knowledge and all academic disciplines are connected, and its precepts and principles are applicable to every sphere of life. The Bible provides the criterion by which all other subject matter is to be judged.
3. Education is not limited to the conveyance of content in the classroom, but includes the totality of a person's life experience. Essentially all of life is an educational process, and it is a life-long process.
4. The aim of education is to know and understand God and His purposes, and to worship and glorify God through every part of our being. It is also to "...enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future station." (Noah Webster's 1828 definition of education)
5. God has given parents the responsibility for the education of their children. They may delegate, but never surrender fully, that responsibility to the Christian church or to the public or private school.

B. Philosophy of Admission/Participation

1. We have established this co-op to supplement home education. Both parents and students must understand that our co-op promotes a personal relationship with Jesus Christ and that we believe in the inerrancy of the Holy Bible and believe the Bible to be our only absolute standard of truth.
2. This program is best suited for those who can support the principles of Christian living found in the Bible and for families who are committed to expending energy and discipline necessary to give their student an excellent education.
3. The Elders of Grace Baptist Church have the final authority regarding the Grace Co-op and reserves the right to exclude any student or family for whom entrance to our program would not be in the best interest of the program. They may periodically make philosophical adjustments to the program. They may also dismiss any family whose influence and/or conduct becomes in any way detrimental to the best interest of the program or in public contradiction of our church's doctrinal beliefs, values, or philosophy of education.
4. We will not discriminate on the basis of race, color, national and ethnic origin.

Parent Policies

A. Commitment

1. Commit to having your child attend classes regularly. Regular attendance is vitally important in order to make the co-op function well. Teachers rely on students to be in class in order for various projects to work well and students get the most out of class by regularly attending so they won't feel lost or behind.
2. Parents are responsible for helping their child come prepared for class, ready to learn, and with all materials needed including assigned homework. This teaches your child good stewardship. Parents are expected to check their child's work for accuracy before coming to co-op.
3. Please strive to arrive 10 minutes before your child's first class. This ensures your child will be settled and ready for class.
4. Please commit to being a positive example for your child on how to handle conflict or disagreement Biblically. If a situation arises with a teacher or another student, please first go privately to the individual and try to resolve the matter. If the situation cannot be resolved one-on-one, then bring the matter to the attention of the Program Coordinator. Please refrain from speaking poorly about your child's teacher or anyone else. This will only promote disunity instead of Christ-like character.

B. Participation/Partnership

1. It is the goal of our co-op to come alongside of you, as parents, and support you in your choice to educate your children at home. Classes at our co-op are designed to partner with parents to enhance what is already being taught at home. In order to do this, there will be work assigned to be completed on the home days and work/activities done in class during class days. It is the responsibility of the parents to ensure that their child is keeping on schedule and completing all work that is assigned for home.
2. Occasionally, teachers will ask for certain supplies or projects, etc. to be brought into class or for parent participation (field trips, viewing presentation of reports, etc.). Please do your best to accommodate these requests.

C. Communication

1. Effective communication is necessary in order for our co-op to function.
2. Please check your Telegram messages and your email inbox regularly for live updates throughout the semester.
3. Please access www.graceredding.org/Co-op to access important forms and files.
4. Parental Concern Notice: If you are made aware of an issue or concern from your child or become aware of a potential issue, there is a form for you to report your concern. This ensures you are fully participating with the safety and wellbeing of your students and others. You can find this form on the website: www.graceredding.org/Co-op.

D. Health/Wellness

1. If your child is showing signs of illness (ex: cough, runny nose, shortness of breath, vomiting, or a fever of 100.4 or higher), then he or she may not attend classes that day.
2. Your child must be free of the above symptoms without the use of fever-reducing medication for at least 24 hours before attending class.
3. If your child begins to exhibit any of the above symptoms while at Grace Co-op, parents will be notified and asked to come pick up their child.

E. Absences

1. Planned absences: If you know ahead of time that your child will be absent, please notify his or her teachers and the Program Coordinator of the planned absence so that teachers have time to plan accordingly. Please arrange with your child's teachers to get any make-up work ahead of time so that your child can come to class prepared when he or she returns.
2. Unplanned absences: If your child is ill or a family emergency arises and he or she cannot attend class, please notify the Program Coordinator and teachers before classes begin. Plan on picking up any make-up work for your child and be prepared for your following classes.

Student Policies

A. Code of Conduct

1. Students are to strive for Christ-like conduct in all that they say and do. Therefore, students should commit to treat teachers, parents, other students, and the host/facility/staff courteously and with respect at all times.
2. Remain within the designated boundaries of the church. DO NOT use areas of the church that we have not been invited to use.
3. Do not run or talk loudly while walking to and from your classes.
4. Arrive ten minutes before class begins so that you can be properly settled and prepared once class begins.
5. Be with a parent, teacher, or other supervising adult at all times, unless otherwise given permission.
6. **Relationships:** No public displays of affection (PDA) are permitted between students at any time. This includes but is not limited to cuddling, lounging, petting, kissing, or any other romantically physical behavior between students.
7. Do not bring toys, games, or other objects to class that might be a distraction.
8. Use wholesome language and only speak in ways that encourage and build others up.
9. **SAFETY:** Students posing a safety hazard to themselves and to other students will be given a Disciplinary Notice immediately. Pocketknives may not be used during co-op

without permission.

B. Classroom Participation

1. Students are expected to be prepared for class by having all assignments completed and having all necessary personal learning supplies for class.
2. Give your full attention to the teacher.
3. Be attentive, listening to others, and not talking when others are speaking.
4. Clean up your area before leaving class.
5. **Electronic devices:** Devices and headsets are permitted at Co-op. However, they may only be used before or after class, and on breaks. No devices or earbuds may be used during class periods without permission. Additionally, NO digital device may be used at any time WITH other students present. Cell phones and tablets are for **personal use only** and no online content may be shared with other students at any time. (Ex: Youtube, Social media, Music, Pictures or videos, etc...)

C. Disciplinary Procedure

It is our desire to see students live at peace with their peers and teachers. Safety is a high priority at Co-op, and it is our desire to maintain a healthy learning environment where students feel safe interacting with teachers and classmates. We will consistently encourage students to advocate for themselves and their own safety by asking students who are bothersome, hurtful, or picking on them to “PLEASE STOP” and then immediately tell a teacher or helper what has occurred. The following steps represent our desire to protect all those involved in Co-op.

Step 1: Normal Corrective Action: Non-formal notification

1. Teachers, helpers, and adult volunteers who are overseeing students will correct bad behavior and issues that arise in a constructive way. This step ensures all students realize what types of behavior and words are out of line with our values and are instructed accordingly.
2. Generally, this step will be considered “simple corrective behavior” and may or may not be reported to the parents.

Step 2: Student Warning Notice: Non-formal notification

1. If a student has been corrected multiple times for the same type of behavior or if something mildly unsafe occurs, parents will be notified. This could also include ongoing conflict between students that goes unresolved or may be escalating and anything beyond what could be considered “normal corrective” behavior in a classroom setting.
2. Investigation will proceed with all parties involved to ascertain the facts and provide proper context for the situation in question. This step will generally be completed within 48 hours of the initial incident.
3. A meeting with parents, students, the program director, and program coordinator may be needed to ensure all parties understand the situation correctly.

Step 3: Disciplinary Notice: Formal written notification

1. If no change occurs after steps have been taken to correct behavior or if something egregiously unsafe occurs, students will be given a formal Disciplinary Notice (DN) and parents will be notified.
2. Parents of students who receive a second DN will be asked to attend classes for one week with their student.
3. If a student receives a third DN, they may be suspended for up to 2 weeks of classes.
4. Finally, if a student continues in violating our policies and values and receives a fourth DN, they may be expelled from the program.
5. Description of offenses may include but are not limited to:
 - **Use inappropriate, foul, or negative language.**
 - **Act out in an unruly manner and ignore instruction.**
 - **Pick on or belittle other students (bullying).**
 - **Continuously arrive unprepared for class.**
 - **Are not willing to participate in classroom activities and assignments.**
 - **Violated our PDA policy.**
 - **Posed a safety hazard to others: (Explanation will be given)**
 - **Violated our Electronic Device policy.**
 - **Ventured into off limit areas of the campus.**

D. Professionalism

1. As a student, you will receive the most benefit from this program if you treat it professionally. Therefore, you should not only come to class prepared with all your materials and completed work, but you should also dress in a way that is professional and conducive to learning.
2. You are expected to dress and behave modestly and professionally. If you are unsure whether or not something is modest, choose something else to wear.

3. Do not dress or act in a way that distracts others or makes it difficult for them to learn.
4. Take time each day to make yourself neat, presentable, and ready to learn. Please do not wear pajamas or other types of clothing that will not promote a professional, academic learning environment. Seek to glorify God in your choice of dress and actions.

General Policies

A. Closed/Managed Campus

1. The Grace facility is managed by a Grace appointed *Facility Manager* who coordinates the usage, maintenance, and cleaning of the campus. The Facility Manager will be consulted for the approval of any on campus activities.
2. A “closed campus” means that only those in the immediate family may remain on the premises during the duration of co-op unless otherwise approved by the Program Director. Special allowances will be assessed on a case-by-case basis by the Program Director.
3. A “closed campus” also means that older children may not come and go as they please during program hours unless accompanied by an adult or legal guardian. Special allowances will be assessed on a case-by-case basis by the Program Director.

B. Drop-off/Pick-up

1. Parents will be responsible to drop off and pick up their children in a respectable and timely manner. They are responsible to ensure their child arrives to their classroom and is properly prepared for their class.
2. Parents are responsible to pick up their children when the program concludes.

C. Social Media

1. It is our desire to maintain healthy communication and positive public image. All negative feelings, personal issues, and offenses are to be taken up with this involved privately. All those involved in the program are to refrain from posting any statements on behalf of Grace Baptist Church or Grace Co-op on either their personal pages, or on designated social media profiles of the Church or the program.
2. Photos of the classes, teachers, and students may appear periodically on social media profiles used by Grace Baptist Church or the program. Parents may request their child not appear in those posts and the Program Director will strive to oblige those requests.

Statement of Faith

- (1) We believe in the plenary and verbal inspiration of the Scripture of both the Old and New Testaments and that they are inerrant in the original writings and are of supreme and final authority in faith and life. II Tim. 3:16-17; II Peter 1:19-21.
- (2) We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. II Corinthians 13:14; Matthew 28:19; Isaiah 48:16.
- (3) We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true man and true God. Matthew 1:19-25; Phil. 2:5, 11; Isaiah 7:14, 9:6, 7; Luke 1:26-35.
- (4) We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature. Genesis 1:26-27; 2:7-9, 15-17; Romans 5:12-18.
- (5) We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified by His grace on the grounds of His shed blood. Justification is by faith alone. I Peter 1:18-19, 2:24, 3:18; Hebrews 10:1-20; Romans 3:23-24; Leviticus 17:11.
- (6) We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate. I Corinthians 15:1-58; Acts 1:10-11; Hebrews 7:25; I John 2:1-2.
- (7) We believe in the pretribulational rapture and the premillennial and imminent return of our Lord and Savior, Jesus Christ, for His Church and the establishment of His earthly Kingdom. I Thessalonians 4:13-18; John 14:1-3; I Corinthians 15:51; I John 3:2-3; Revelation 3:10; 11:15; 20:1-6; Psalm 2:8-9.
- (8) We believe in the bodily resurrections of both the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. John 5:28-29; Revelation 20:10-15; I Corinthians 2:9; II Corinthians 4:14; Romans 8:21; I Thessalonians 4:13-18; Revelation 21:4.
- (9) We believe that all who believe the gospel of Jesus Christ are born again of the Holy Spirit and thereby become the children of God. Romans 1:16-17; I Corinthians 15:1-4; John 3:3; II Corinthians 5:17; I John 5:11-12; I John 3:1, 2; John 1:12-13.
- (10) We believe in the ordinances of Baptism and Communion (the Lord's Supper). We believe that the ordinance of Baptism by immersion shows forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior, through whom we died to sin and rose to a new life. Communion reminds us of Christ's death and resurrection and of our relationship to Him and to each other. Romans 6:3-5; Matthew 28:19-20; Titus 3:5; Acts 8:27-39; I Corinthians 11:23-29.
- (11) We believe that Satan is real and personal. Isaiah 14:12; Jude 9, I Peter 5:8-9; Matthew 4:1-11; Ephesians 6:11; II Corinthians 4:4; Revelation 20:10; 12:9-11.
- (12) We believe that believers in the Lord Jesus Christ are called to a holy walk. I Peter 1:13-15; Titus 2:11-15; Ephesians 4:1; Romans 12:1, 2; Philippians 1:27.
- (13) We believe in obedience to the Biblical commands to be separated unto God, from worldliness and ecclesiastical apostasy. II Corinthians 6:14/7:1; I Thessalonians 1:9-10; Ephesians 5:10-11; II Timothy 4:1-5; I Timothy 6:3-5; II Peter 2:1-22; Romans 16:17.
- (14) We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed, except in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming King of Kings. Romans 13:17; II Samuel 23:3; Exodus 18:21, 22; Acts 23:5; Matthew 22:21; Acts 5:29; 4:19-20; Daniel 3:17-18.
- (15) We believe in the sovereign selection of Israel as God's eternal covenant people, that they are now dispersed because of their disobedience and rejection of Christ, and that they will be re-gathered in the Holy Land and, after the completion of the church, will be saved as a nation at the second advent of Christ. Genesis 13:14-17; Romans 11:1-32; Ezekiel 37.
- (16) We believe in the importance and centrality of the family as designed by God, consisting in the marriage of one biological man and one biological woman for life, along with all children entrusted to their care. Just as Christ loves His bride the Church, so a husband is to be the loving leader of his wife and children, who should willingly and lovingly submit to him as the God ordained leader of the family. Eph. 5:22-33.
- (17) We believe that God has condemned all intimate sexual activity engaged in outside of the marriage relationship, and that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, and pornography, or even the lustful intent toward such, are sinful perversions of God's design. Gen. 2:24; Gen. 19:5, 13; Gen. 25:8-9; Lev. 18:1-30; Mal. 2:14-17; Rom. 1:26-29; 7:2; 1 Cor. 5:1; 6:9; 7:10; Eph. 5:22-23; 1 Thess. 4:1-8; Heb. 13:4.