

Parent/Student Handbook for FACET Co-op

FACET Co-op provides academic and elective classes for K-12 grade. Our desire is to provide families with additional options in their homeschooling journey. Our purpose is to enrich your homeschooling experience by providing opportunities to learn and fellowship with like-minded homeschooling families.

Enrollment

- We are a Christian Co-op. As such, all our teachers are committed to teaching from a young earth, biblical worldview. All students are welcome regardless of religious beliefs; however, all teachers, students, families, and visitors are required and expected to support and uphold the FACET statement of faith at all times while on campus or at any FACET function.
- Every family must attend an interview with a team from the FACET board before registration.
- Each family unit registering for FACET must register individually, regardless of transportation arrangements. A family unit consists of the parent/guardian and any student(s) living in the same household.
- FACET will make every effort to provide all classes as posted on the current schedule; however, occasionally minor changes may need to be made to the schedule and/or assigned teachers to accommodate unforeseen changes.

Registration

- \$85 for single student family.
- \$105 for multiple student family.
- Late registration (upon approval) adds \$20 per family.
- Registration fees are made payable to FACET.
- Registration Fees are non-refundable.

Tuition

- Supply fees are paid directly to the individual teacher and are due at orientation. If other arrangements for supply fees must be made, they are to be made directly with the individual teacher(s) involved. FACET Co-op has nothing to do with payments made to teachers.
- All tuition payments will be made directly to the teachers on the first class day of each month with the exception of December and May. (4 equal monthly payments are due in each semester and are paid in August, September, October, November, January, February, March, and April.)
- Teachers will inform you of their individual late fee policies.

- Spring Semester supply fee is due on the first day of class in January.
- FACET is a two-semester, one full school year commitment. If a class is dropped, payments will still be due for the duration of the school year unless the teacher has waived financial responsibility. In the event that your family is transferred over 50 miles away due to a change in employment or a military move, please communicate that to us.
- Classes may be dropped without penalty NO LATER THAN September 30th. **All fees paid prior to that point are non-refundable.**
- Families with unpaid tuition balances will not be allowed to register for or attend the next school year.

Attendance

- NO STUDENT UNDER THE AGE OF 14 should be unsupervised anywhere at any time on campus. Regardless of age, parents are responsible for the actions of students both outside and inside the building. Although we attempt to provide playground monitors, they cannot be guaranteed at any given time.
- Students younger than high school age (younger than 14) may not be dropped off and must be supervised by **a parent, guardian, or designated adult at all times while on campus. Supervised does not mean that the parent is just on campus or present and visiting with other adults, supervised means the active oversight of your child.** If your child will be regularly supervised by a designated adult that is not the parent or guardian, the appropriate paperwork must be filled out in the office to be used in case of emergency.
- If the parent/guardian of a student (younger than 14) must leave campus for a short time, they need to designate a supervising adult to stand in as guardian in case of emergency. Please sign in/out by providing the name of student(s), the name of the designated adult, and the designated adult's contact information at the check-in table in the appropriate binder. Parents continue to be responsible for their child's behavior even if another adult has been temporarily designated as the on-site contact.
- All students younger than 14 found on campus without a designated responsible adult will be held in the co-op office with the co-op coordinator until the parent arrives. In this event, the family will be subject to appropriate discipline, including, but not limited to, possible dismissal from co-op.
- The co-op leadership and volunteers leave at 4:30 pm, so please pick up your children no later than 4:30 pm. Parents will be charged **\$10 for every 5 minutes** they are late to pick up their student/students.
- Children who have had a fever, diarrhea, vomiting, or other contagious conditions in the 24 hours prior to class may NOT attend class. **Note:** This also includes non-registered children on campus.
- The gym will be open from 9am-4:30pm to eat, do schoolwork, and for fellowship.
- Parents should inform their child's teacher if they will be absent.

- ❑ Parents/students may request any make- up work from teachers; however, teachers are not required to offer make-up classes if a student is absent.
- ❑ If local public schools close for weather, FACET co-op will also be closed, and closures will be posted on co-op website.
- ❑ Fellowship and lunch will be each Tuesday and Thursday from 12:00-12:55pm.
- ❑ Parents may attend class with their students if space allows; this should be coordinated with the teacher, and parents should indicate if this is a one time or recurring situation.
- ❑ Our goal is to help you keep your students safe while on the co-op campus. In order to do this, it is imperative that all students, adults, visitors (including children and those just stepping into the gym for a minute) wear a nametag on campus. Therefore, please make sure you wear your nametag while on campus, and all visitors must attain a visitor name tag from the check in table in the gym as well as sign into visitor's logbook. Visitor nametags are for visitors *only*. **All FACET members receive their nametags at the beginning of the year; if FACET members arrive at campus without a nametag, they will be required to purchase a new one for \$10.**

Parent Monitor Volunteer Requirements

- ❑ **We are a Co-op, which is short for cooperative. To be successful, FACET needs families to complete service credits.** While the FACET administration will work diligently every day in an attempt to keep things running as smoothly as possible, we cannot run the program without you.
- ❑ Each family is required to volunteer their time to help keep us running. Each family must complete 12 service credits per semester. Each individual service opportunity is assigned its own credit and is listed and defined in the volunteer binder as well as different locations throughout the campus.
- ❑ If a family, for whatever reason, must opt out of their service credit requirements, they are solely responsible for finding and paying their own substitute directly. This substitute must be a member of the FACET community with a background check completed. (We realize that there are occasionally extenuating circumstances that may leave parents unable to fulfill service requirements. Please do not be afraid to come and speak to us directly in these situations.) Absent FACET Board approval, families must have fully completed their service credit obligations for the year to be considered eligible for future FACET registrations.
- ❑ Monitoring (one of the service credit opportunities) is not simply filling a space. All monitors must remain active, available, and aware of their surroundings at all times. **During your scheduled service time, volunteers are asked not to be on cell phones: including email, text, voice calls, or social media.** Any parents/guardians must sign up for their family's service opportunities no later than the first day of class each semester.
- ❑ Volunteers are responsible for signing in at the check-in table at the start of each service project, as well as checking out upon completion. If your service credit is not an on-campus job, please make sure the co-op coordinator adds it to the volunteer binder.

- ❑ ALL FACET rules will be enforced at all times. We should continue to work together to hold one another accountable in following the rules, thus part of the monitor’s job will include watching for behavioral issues. Each monitor will have access to the expectations of each individual position, as well as how to handle situations that may arise.
- ❑ Parent volunteers may bring their children with them for the day, and also may bring snacks, games, etc. for their family, but other children should not be disruptive or create a distraction for these volunteers.

Behavior Expectations

- ❑ Be Christ-like and follow the “golden rule”: “In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets.” Matthew 7:12
- ❑ Be respectful of people and property.
- ❑ Parents, please remember you are the model for the students. If there is an issue that needs to be discussed with the Co-op Coordinator, please ask to step into a non-public area to discuss the matter and choose respectful words and tone for the discussion.
- ❑ Use of Wi-Fi: the FACET Guest Wi-Fi may be used by FACET students and parents while on Oak Hills Baptist Church (“ORBC”) Campus to do schoolwork, internet research for school projects, etc. **Wi-Fi may NOT be used for gaming or video streaming on campus.** If our current Wi-Fi on campus is unable to support the teachers’ needs, then Wi-Fi may need to be limited to teachers’ use only. We would then ask parents and students to use their personal data plan instead of the on-campus Wi-Fi. **Please be aware that ALL internet activity on the ORBC Network will be monitored by the ORBC Staff.**
- ❑ **In order to best honor each individual family’s choices, students are not to share screens or music with other students while on campus.**
- ❑ Use the designated bathrooms properly, help keep them clean, and do not loiter in them.
- ❑ Keep the campus clean by picking up litter and always **leave any areas used better than you found them.** This includes picking up after yourself in the gym: throw away lunch trash, pick up anything dropped on the floor, and wipe down the table with provided towels and cleaner.
- ❑ Food and drinks other than water in closed water bottles are only allowed in designated areas (gym and Room 209) and not in classrooms, study halls, or other common areas. PLEASE make sure to bring those water bottles home! We often end up with a large collection of bottles that are given away or thrown away. Per our contract with ORBC, **gum is not allowed anywhere on campus.**
- ❑ Cell phones must be on silent in class and study areas.
- ❑ FACET students and families are only allowed in areas that are designated for FACET Co-op. All classroom doors must remain open unless a teacher/parent/guardian with FACET approved background check is present.

- When classes are in session, be mindful of your volume in the hallways. The gym will be available for fellowship and a place to make noise.
- No public display of affection (“PDA”) between students, including but not limited to hand holding, hugging, or close touching, is allowed on campus regardless of whether the individuals are of the same sex or the opposite sex. Flirtation or suggestive communication between any students is not allowed. Conduct of a sexual or romantic nature will not take place on the FACET campus, and any report of sexual misconduct between any individuals on campus will be investigated by the FACET board immediately and will include a meeting with the students involved and their parents. As discussed in the consequences section below, misconduct can result in disciplinary measures, including being removed from the co-op. For our older students, displaying the proper behavior is especially important because they can set a standard for the younger students. **Parents, please regularly discuss this with your students.**
- Profanity, vulgarity, and obscene language is not permitted on campus, whether verbal or nonverbal.
- Gambling of any kind is not allowed.
- Pornographic material of any type or format is not permitted on campus.
- Alcohol, tobacco, vaping, illegal drugs, and/or drug paraphernalia are not allowed inside the building or outside on campus.
- With the exception of certified service animals and pre-approved classroom pets, no animals will be allowed on campus.
- FACET does not condemn the celebration of Halloween in general but has chosen not to celebrate it on campus. Therefore, no costumes should be worn to co-op, and there will be no parties, projects, or decorations related to Halloween on campus. Fall decorations and crafts are acceptable.
- Discipline for inappropriate behavior may include, but not be limited to, verbal warnings, suspension, or removal from co-op without the return of any fees or tuition.

Be Safe

- Do not verbally or physically hurt others.
- No bullying will be tolerated, whether physically, verbally, emotionally, or on social media.
- No running except in designated areas outside of the building.
- Students may not have weapons or dangerous items, including pocketknives while on campus or at FACET activities.
- If any of the above occurs, please report it to the co-op coordinator or office immediately.
- Discipline for unsafe behavior may include, but not be limited to, verbal warnings, suspension, or removal from co-op without the return of any fees or tuition.
- In the event of an emergency, if teachers are required to exit the building with their students, students must stay with the teacher until the situation is resolved unless the parents come to the teacher directly.

Dress Code

- ❑ **Everyone** on campus must dress modestly and follow all dress code guidelines. **This includes students, parents, guests, and teachers.**
- ❑ The length of shorts, dresses, or skirts should be NO SHORTER THAN ONE INCH ABOVE THE TOP OF THE KNEE **for everyone, male and female.**
- ❑ Revealing clothing is prohibited including, but not limited to, midriff tops, strapless or spaghetti-strap tops, and/or see through or skin-tight clothing. **Any leggings should be covered with other clothing that falls no shorter than one inch above the top of the knee.**
- ❑ **Any sexually oriented slogans, pins, insignia, etc. are prohibited at FACET.** Clothing should not exhibit inappropriate pictures or slogans and should not be excessively ripped or large. **No garments should be ripped/torn to reveal skin that is more than one inch above the top of the knee.**
- ❑ Undergarments may not show. For safety, shoes must be worn at all times on campus other than during TKD, where instructors have other requirements.
- ❑ Students with unsuitable clothing will be asked to change or go home for the day.
- ❑ **Final determination is always at the discretion of the Co-op Coordinator on duty, and their decision is final. Therefore, FACET strongly suggests students not attempt to get “close to the line” as they apply these dress code guidelines.**

Grooming

- ❑ Students’ hair should be neatly styled.
- ❑ Piercings, hair color, hair styles, and facial hair are left to the discretion and convictions of individual families. However, a student’s style choices may not cause disruption of the Co-op or any of its classes. If disruption occurs, the student will be asked to go home to change or correct the issue.
- ❑ **Again, final determination is always at the discretion of the Co-op Coordinator, and their decision is final.**
- ❑ Finally, remember that our Co-op mission is to honor God in all that we do as homeschooling families. That should be your ultimate goal in regard to your appearance. We are on campus to encourage learning, enrichment, and fellowship.

Consequences

- ❑ When an individual violates a policy or rule, a parent, teacher, or anyone involved should submit a written incident report in the office. The report is used as documentation for disciplinary measures, which the co-op director will determine.

- ❑ Depending on the circumstances regarding the incident, the FACET Board, at its sole discretion, may use the following steps to guide the consequences for policy violations:
 - ❑ First offense- Student, parent, and teacher/Co-op Coordinator discussion with verbal warning.
 - ❑ Second offense - Student, parent, and teacher/Co-op Coordinator discussion with possibility of a restriction period in which the parent will have to accompany the student on campus at all times.
 - ❑ Third offense - Student, parent, and teacher/Co-op Coordinator discussion, as well as the parent agreeing to accompany the student at all times for the duration of the school year.
 - ❑ Fourth offense - Student, parent, and teacher/Co-op Coordinator discussion as well as a suspension from co-op without refund of any fees.
- ❑ Under extenuating circumstances and based on FACET's discretion, FACET has the right to immediately expel a student/family without refunding any tuition or fees.
- ❑ It is the sole responsibility of the parent/guardian to either replace or repair any property that is damaged by a member or their family unit. It is up to the church and the FACET board to determine whether the property may be repaired or if it needs to be replaced.

Media

- ❑ FACET may take photos and/or videos of students/families during co-op and FACET related events. By registering with FACET Co-op, you agree that these photos/videos may be used in our publications, on our website, or on social media.
- ❑ Oak Ridge Baptist Church maintains security cameras throughout the property and buildings. By registering with FACET Co-op, you agree that video and/or audio security footage may be used as needed to investigate incidents involving your family that are reported to the FACET board of directors.

Indemnification

As a material consideration for you and your family’s participation in the FACET Co-op and the use of the Oak Ridge Baptist Church facilities, you agree that you, your students, your children, your family, your heirs, and other related parties (herein referenced to as “Your Family”) will not sue, file any regulatory or disciplinary action, or threaten suit or any regulatory or disciplinary action against FACET Co-op, FACET’s instructors, FACET’s Board of Directors, Oak Ridge Baptist Church, its church members, or church leadership, as a result of Your Family’s attendance, presence, or participation in any FACET Co-op activities or presence on Oak Ridge Baptist Church property.

Additionally, Your Family agrees to be responsible for any and all damages caused by Your Family on the Oak Ridge Baptist Church property.

By your signature below, you represent that you (i) knowingly and willingly sign this document; (ii) have the authority to bind Your Family to this indemnification and damage responsibility; (ii) have freely agreed to indemnify and hold such parties harmless and will be responsible for any damages caused by Your Family while on the Co-op campus. You understand that you do not have to agree to this indemnification, but that your failure to agree to such indemnification will result in the inability to participate in the FACET Co-op.

Your signature below also indicates your family’s acceptance of and agreement to abide by the FACET Parent-Student Handbook while members of FACET.

Signed: _____

Print Name: _____

Date Signed: _____

Family Name: _____

Student Names: _____