



# Master's Monday Homeschool Cooperative 2022-2023 Family Handbook

## **Mission Statement:**

Master's Monday Homeschool Cooperative was founded in 1995 by two home school moms who had a vision of academic excellence for high school students through a tutorial program taught from a Christian worldview. It is our desire to continue this vision by offering academic classes that are needed to complete high school graduation requirements as well as middle school classes that will aid parents in preparing their student for high school. Our goal is to present the material in light of the Gospel of Jesus Christ. We aim to minister to our families by providing classes that may be difficult for a parent to teach, sharing the gospel with all who enter our doors, and coming alongside those in need of tangible help.

## **Statement of Faith:**

We believe, and teach, the following:

**The Bible:** We believe the Bible is the inspired, authoritative, and inerrant Word of God that has been given to all who believe for the purposes of “rebuking, correcting, teaching, and training in righteousness“.

**God:** We believe God eternally exists in three persons: the Father, the Son, and the Holy Spirit .

**Jesus Christ:** We believe He is one member of the God-head, who exists eternally, and came in bodily form through a virgin birth in order to fulfill the purpose of redemption of God's people. We believe in His sinless life, His miracles, His atoning death on the cross, His bodily resurrection, and ascension to the right hand of the throne of God and His return.

**Salvation:** We believe that salvation is granted on the basis of grace alone through faith alone to all who repent of their sins and believe on the name of the Lord Jesus Christ.

A more detailed Statement of Faith as stated in our by-laws is available upon request.

# Policies and Procedures

## **Organization and Calendar:**

We are organized much like most non-profit organizations in that we have a board who oversees and directs the co-op, teachers who teach, and parents who help with daily operations. The board is made up of those who are passionate about home schooling education and have specific skill sets to aid the co-op organizationally. The teachers are highly qualified- ranging from pastors, retired school teachers, and professionals. Our parents are greatly valued in helping carry out the purpose of the co-op. We cannot exist without the many volunteers it takes to accomplish all that must be done.

Registration is held in the spring for the following year's classes. Classes may be added on Add Day in August. We will accept new families throughout the summer up until our final Registration day just before the start of classes. During Family Orientation, the board will introduce themselves, present some necessary information, and allow the students to receive any necessary paperwork from their teachers. During this time, students will familiarize themselves with campus and meet their teachers. The co-op will be in session approximately 30 weeks, divided into two semesters, beginning in August and ending in May.

## **Academic Policies:**

Master's Monday is operated as a tutorial program for home-schooled students. Parental participation and supervision will be integral to a student's success. We seek to help relieve academic burdens; however, Master's Monday, nor its teachers, will assume sole responsibility for a student's education.

Parents (please):

- Schedule a student's workload so that it is appropriate for his/her ability and maturity.
- Seek guidance from the board if necessary.
- Note your student's assignments after classes on Monday.
- Please make your student accountable to you at least on a weekly basis (more often if necessary).
- Supervise the study of additional material throughout the week.
- Be ready to drill material scheduled by the teacher.
- Oversee the completion of assignments.
- Prompt your student to be well-prepared for class participation.
- Set up an account with our online grading system for monitoring your student's progress.
- Be prompt for work commitments.

Students (please):

- Complete assigned work.
- Come prepared for class participation.
- Be on time.
- Adhere to all Student Conduct Rules stated below.
- Set up an account with our online grading system to maintain communication with teachers and track your progress/grades.

### **Fee Payment Policies:**

The registration fee that is collected pays for the co-op's operational expenses. Class fees pay for the teacher's services and may include lab expenses or materials.

- All fees are non-refundable. These fees include registration and all class fees. This includes if a student withdraws at anytime during the school year or chooses to change classes even if it is before classes begin.
- Class fees are paid directly to the teachers.
- Payments must be made for the full year's fees of registered classes, in two installments: at registration and at the mandatory Family Orientation in August. These payments must be made on time, regardless of withdrawal from classes.
- A \$75 registration fee is due at the time of registration.
- A charge of \$20 per class may be added to any fees that are not paid on time.
- If a family's check is returned due to insufficient funds, payment must be made for the intended fees and for any bank fees incurred by the co-op or the teacher as a result. The board retains the discretion to require all future payments be made in cash.
- All communications regarding fee payment should be directed to the board. The teachers should only be approached about academic questions.

### **Rules of Conduct:**

- Students are expected to show the love of Christ and conduct themselves with respect for and with courtesy toward other students, teachers and parent volunteers at all times.
- Students should show respect for the church property including furniture and equipment.
- Students are expected to be on time and present at the beginning of each class.
- Students are expected to complete course assignments on time and come fully prepared for class.
- If a student is absent for more than 2 unexcused classes in one semester, he may be asked to drop the class.
- The use of cell phones or other electronic devices will not be permitted. Cell phones are to be turned off, with no texting during class. If you need to reach your student during class time, contact a board member who will contact the Mom-in-Charge.
- A teacher, board member, or Mom-in-Charge may give permission under special circumstances for a student to use a laptop, tablet, or recording device in class.
- Students must leave the campus immediately after their classes are finished. The co-op is privileged to use the church facilities but is not a ministry of the church. The church, therefore, is not responsible for any student on campus.
- Student drivers must have written permission on file. Student drivers are not permitted to drive any other student, besides siblings, without written permission from all parents involved.
- The speed limit in the parking lot is 10mph and must be adhered to by students and parents.
- Student drivers must have permission to leave campus before their last class and must not leave campus during lunch.
- Any damages caused by a student must be paid for ASAP.
- Students may not walk near or across Middlebrook Pike. Students are to remain in the designated areas away from cars during lunch and while waiting for pick up.

- Visitors to the co-op must check in with the Mom-in-Charge.

**Study Hall:**

- A student may be scheduled for a maximum of 2 hours of Study Hall (unless otherwise approved).
- Students scheduled for Study Hall should bring schoolwork to complete during the period.
- Students are expected to follow the directive of the adult(s) in charge on any given day. Study Hall is subject to all rules that apply to class attendance, tardiness, electronics, etc... Exceptions for electronics will be made for those students doing schoolwork on laptops or tablets (with approval).

**Dress Code:**

- Students’ appearance and apparel should be appropriate and non-distracting to the educational environment of the classroom.
- Shirts must completely cover the abdomen and back at all times, covering the waistband of pants, shorts, or skirts with no midriff visible at any time.
- Skirts, shorts, and dresses must be no shorter than finger tip length above the knee regardless of leggings, yoga pants, or tights.
- Footwear is required and must be safe and appropriate.
- No facial piercing or tongue piercing are to be worn to co-op. All visible tattoos must be completely covered.
- If a student is in violation of the dress code, a student will be removed from class and the parent will be contacted to bring appropriate replacement clothing.

**Conduct Violations:**

<b>Teacher will notify parent via email/ incident filed with MM board</b>	<b>MM board will notify parent via phone call/incident filed with MM board. Automatic detention given</b>
<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Persistent incomplete homework</li> <li>• Electronics</li> <li>• Inappropriate/distracting clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespect of authority/students</li> <li>• Foul language</li> <li>• Bullying/physical fighting</li> <li>• Inappropriate affection</li> <li>• Unauthorized leave of campus</li> <li>• Destruction of property</li> </ul>

**Disciplinary actions:**

**1<sup>st</sup> violation-** verbal warning to student and parent may be notified by incident report, email or phone call; the parent is to sign and return the incident report.

**2<sup>nd</sup> violation-** written detention; a call to parents and student will serve detention during lunch (12:30 – 1:00) for the following two weeks.

**3<sup>rd</sup> violation-** Upon third offense, parents will be required to attend a mandatory meeting. This meeting will

determine further disciplinary action which may include but is not limited to: requiring parent to attend class with student, suspension and/or dismissal from co-op.

### **Detention:**

- Detention is for one hour. It must be served during lunch (12:30-1:00) for two weeks, beginning the following week it was assigned. Students must report to the Mom-In-Charge of Study Hall at 12:30 and clean tables for the first 30 minutes of lunch. They may eat their lunch for the remaining 15 minutes. Students must serve a minimum of 30 minutes 'cleaning time' each week or be required to serve a third week of detention.
- If a teacher assigns detention, it will be recorded on a 'detention slip' and given to the Mom-in-Charge who will attempt to contact the student's parents (or emergency contact, if parents are unavailable), to notify that the student will have to serve detention for the following two weeks during lunch.
- Any student required to serve detention will be expected to clean classroom tables during lunch, under the supervision of the Mom-In-Charge.
- If a detention is not served as required, additional detention time may be added. If necessary, a meeting with the parents, student, and board members will be arranged.
- If a student receives three detentions in one semester, a meeting of the board members, the parents, and the student will be held to seek a solution.

It is desired that every student, teacher, and family would seek to honor God in their interactions at Master's Monday. If a student or family experiences a conflict with another co-op member, the Master's Monday board encourages using Matthew 18:15-17 as a guideline for conflict resolution.

*"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 a brother over. But if does 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."*

### **Working Together:**

We require our families to help out with a few necessary positions in order to run the co-op efficiently. These are to be divided equally between our families. Approximately 10-15 hours per year per family are needed but are subject to change from year to year depending on the needs of the co-op.

**Mom-in-Charge (MIC)-** One person needed to be the designated adult in charge of operations for the day. This can be divided into four hour increments or worked as a complete eight hour shift. MIC is responsible for overseeing Study Hall, contacting a board member with a discipline issue, making sure all lunch workers and cleaning workers have arrived, collecting attendance forms, sell snacks, and general oversight. A family must have attended Master's Monday for one year before they are eligible to sign up for MIC.

**Outside lunch helpers-** Two people to supervise students outside during the lunch hour. One person supervising the back parking lot (where students may be playing) and one person supervising the area in the back of the HUB. Outside lunch helpers also need to remind students to clean up after themselves and remind them to return to the building at the appropriate time. This worker also needs to assist the inside lunch worker in cleaning inside at the conclusion of the lunch hour. This is a 1 hour position.

**Inside lunch helper-** One person to supervise students inside the Downstairs Fellowship Hall during the lunch hour. The inside lunch helper needs to remind students to clean up after themselves. This worker also need to

sweep and wipe down the tables at the conclusion of the lunch hour. This is a 1 hour position.

Instructions for scheduling your hours will b given during Orientation. Each family is responsible for resolving any scheduling conflicts that might arise. Please notify the appropriate board member of any changes.