

Genesis Homeschool Program

“Where Education Begins”

Parent/ Student Agreement

Genesis Homeschool Program, GHP, offers Christian homeschoolers in NWTN a community that meets them wherever they are in their homeschooling journey. So whether you are looking for enrichment courses, unique clubs & activities, or just connecting with other homeschooling families, you can find a place to begin in the Genesis Homeschool Program.

As such, we seek to hold ourselves to a code of behavior & decorum as outlined in the following:

The purpose of these guidelines is not to promote legalism but to create an orderly atmosphere conducive to learning.

Conduct & Discipline

“All discipline for the moment seems not to be joyful, but sorrowful, yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

The conduct & discipline policy has four aspects which reflect God’s principles of human behavior, given so that His children may function harmoniously in all aspects of human endeavor. 2 Timothy 3:16

- Order is the organization which provides a good environment for learning.
- Training is the process of practicing what is right.
- Correction is the discouragement of wrong behavior.
- Praise or affirmations are used to encourage students to continue obedience.

The conduct of **all persons** related to GHP is to reflect a respect & honor of God & the principles outlined in scripture. Acceptable behaviors include, but are not limited to, personal integrity, responsibility, cheerful & prompt obedience to authority, & courteous respect for self, others, & all property belonging to others. Appropriate behavior is required from all students to effectively provide the opportunity for a good, quality atmosphere of learning. Disruptive behavior by a few students may impede the progress of other students.

GHP practices a “three strikes” method of discipline. (If bodily harm or intentional physical contact should occur, parties involved refer to Conflict Resolution.)

- The first offense will be handled by the teacher speaking to the student about the behavior or problem.
- If the pattern of behavior or problem persists, the teacher will speak to the parent. This may include removing the student from the class into the custody of the parent for the remainder of the class period (even if the parent is teaching).
- If still not resolved, the problem will be taken to the GHP Board members for further action, including possible removal of the student from the class or Program.
- Parents may appeal disciplinary action to the GHP Board as appropriate.

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Proper Etiquette for Everyone

Young men are expected to conduct themselves with dignity, chivalry, & honor, giving deference to the opposite sex, such as holding the door. Young women are expected to conduct themselves with dignity, modesty, & honor. Older students should set a good example for younger students at all times. This includes maintaining proper decorum with the opposite sex. No inappropriate physical contact will be allowed.

Towards the facility:

- Clean up after yourself & children who are in your care.
- Use the facility wisely & express gratitude.
- Do not use supplies belonging to others or the host facility.
- Do not waste paper products, water or other provided materials.
- Return any moved items to their original places.
- Be aware of & avoid the off-limits areas of the buildings & grounds.

Towards Others:

- Conduct yourself graciously at all times. No name calling or destructive comments. Keep your hands & feet to yourself. No hitting, punching, kicking, or biting causing physical harm.
- Keep voices at a pleasant tone & volume so as not to disturb others.
- Keep all language pleasing to God. No offensive language, cursing, or derogatory comments will be tolerated.
- Speak clearly & politely using proper manners.
- Report any lost or stolen items to the Director.

Towards Yourself:

- **Dress neatly.** Clothing should be appropriately sized for the wearer & free of holes/tears.
- **Be clean.** That is, recently washed, hair combed, fresh aroma.
- **Be modest.** That is, no tops of stretchy, clingy fabric, no spaghetti straps, no skirts or shorts shorter than fingertip length with arms extended at side, no low- rider pants or bare-midriff shirts.
- **Be well groomed.** No plunging necklines (no visible cleavage even when bending), clothing with objectionable messages, slogans, or pictures, clothing with sheer materials or pajamas unless it is a designated day for such attire.

Dress in a way to demonstrate respect. Therefore students & parents shall recognize the subjectivity of what constitutes “modesty”, infractions will be handled on a one-on-one basis in keeping with Matthew 18 principles as well as discussions with parents. Violation of the dress code will require changing, adding clothing, or being asked to leave. These actions will always be taken after discussion with the attending parent so as to preserve all dignity & respect.

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Member Responsibilities:

Students:

- Practice common courtesy of “please, thank you, may I, yes or no ma’am/sir”.
- There should be no talking back or arguing with teachers or staff. Prompt & cheerful obedience is expected. Requests from teachers should not have to be repeated multiple times.
- Be prompt & prepared for class with all materials & completed assignments.
- Do not bring toys, games or other items from home unless approved by a teacher for classroom use. Teachers reserve the right to collect such items to prevent disruption to class or damage to the item & return items to the proper parent.
- **NO student regardless of age will be allowed to possess a firearm on campus or at any sponsored event/ activity.**

Students are not permitted outside the building or in the sanctuary during lunch or after classes without adult supervision.

Parents:

Participation is mandatory. Parents are to contribute as teachers, co-teachers, floating aides or serving in some form such as committee members, clean-up crew, nursery/ preschool aides.

- Remain on the premises while children are on site. In case of an emergency & you must leave, please designate responsibility to another parent.
- For credited classes, see that your child makes up any work missed due to absence. Older students are expected to do this for themselves.
- Be aware of ALL children, not just your own.
- Understand & enforce all building & GHP policies.
- If there is concern regarding a situation in class or with a teacher, work through the conflict resolution policy. If contacted by a teacher about a problem with your child, work with the teacher to resolve the issue.
- Families are highly encouraged to participate in and support fundraising efforts. This keeps membership costs low and provides additional opportunities for students.
- There will be no refunds on class fees for members who elect to change/ switch classes after payment has been made. Exceptions to this would be situations that are out of members control.

Teacher/ Co-Teacher Responsibilities

- Prepare a class description; resources to be used; grade level of students; method of evaluation, if applicable; class fee; & any additional supplies needed.
- Attendance is expected unless illness or other extenuating circumstance prevails. Report any absences to the Grade Level Coordinators as soon as the absence is realized.
 - In the event of a planned absence, the co-teachers will be responsible for filling in with the next lesson planned for class if at all possible.
 - In the event of an unplanned absence due to illness or emergency, notify the Director & your co-teacher immediately so that they may secure the submitted substitute teaching packet held by the appropriate Grade Level Coordinator.
- Prepare a substitute teaching packet to be delivered to the appropriate Grade Level Coordinator for the class the first day classes meet. This material should be a review of the material covered in the first class held.
- Be punctual, prepared for each class, & ready to provide excellent instruction.
- Dress & present yourself in a manner worthy of respect & treatment as one in authority.

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- Set up the room as you wish, but return furnishings & equipment to their proper locations after classes. **Please leave the room in as good or better condition than you found it. Be sure trash is removed & a new can liner put in place.**
- Know & support expectations of student conduct. Quickly remind students of proper classroom behavior. Take a disruptive student to the parent or Director.
- Release students at the scheduled time - not early & not late.
- Willingly communicate with parents regarding a student’s behavior & progress while in your class.
- Meet with parents & fellow teachers during planning sessions to discuss classes you are willing to teach, your vision of how they benefit students.
- Teachers may find it appropriate to grade student material, & may do so provided parents of class members are advised that grading will occur before the semester begins. It is recommended that plans to have graded material be listed on the class description form.
- Credited classes need to give a syllabus prepared on the first day of class & complete some type of end of year assessment giving each student a grade for completion and credit. It is recommended that teachers choose a curriculum to cover and utilize co-op class time as a lab to gauge competency of the material.
 - Half credit classes need to have equivalent of 75 hours of course work.
 - Full credit classes need to have the equivalent of 150 hours of course work & be a full year class.
- Full payment of class funds will be given to the teacher up front at the beginning of the semester for purchase of class related materials. **Retain all related receipts. They will be required for reconciliation of funds at the end of each term.**

Floating Aide Responsibilities

As a Floating Aide your main responsibility is creating an environment in which the teacher can effectively teach. These responsibilities include but are not limited to:

- Cleaning up the classroom, making certain rooms are left in as good or better condition.
- Helping lead teachers & students with class activities & class control as necessary.
- Encouraging students to come in, take their seats, & take out necessary class materials.
- Preparing class as agreed upon with the lead teacher (making copies, room set-up, acquiring needed supplies, etc.)
- Walk students quietly back to the commons area after completion of class.

Emergency/ Inclement Weather

In the event of inclement weather, families are encouraged to exercise their own good judgement of the road conditions in their areas. GHP will not meet if the Paris Special School District has been cancelled or delayed more than two hours. If PSSD schools are delayed two hours or less, the GHP Classes will meet as regularly scheduled. For updated info, please check the GHP Members Only Facebook page.

Lunch

All participants will be asked to bring their own lunches. Microwaves will be provided for use. Occasionally there will be a catered lunch provided by our fundraising committee for a small fee in an effort to supplement operational expenses & keep membership costs as low as possible. Lunch will be eaten in a designated lunch area & each family is responsible for the proper disposal of their own litter. No recess time will occur during the first half of lunch to ensure there is time to eat without hindrance.

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Conflict Resolution

- *“If your brother sins against you, go & tell him his fault between you & him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established & if he refuses to hear them, tell it to the church...Assuredly, I say to you, whatever you bind on earth will be bound in heaven, & whatever you loose on earth will be loosed in heaven.” (Matthew 18:15-18)*

- *“Then Peter came up & said to him, ‘Lord, how often will my brother sin against me, & I forgive him? As many as seven times?’ Jesus said to him, ‘I do not say to you seven times, but seventy-seven times.’” (Matthew 18:21-22)*

- *“What do you want? Shall I come to you with a rod, or in love & a spirit of gentleness?”
1 Corinthians 4:21*

Personality conflicts & misunderstandings can happen in any group. It is important that we agree on how to deal with these situations before they arise. GHP conflict resolution policy is drawn directly from Matthew 18:15-22 & 1 Corinthians 4:21.

Many differences can be properly resolved by overlooking an offense & forgiving the person who has offended. Because of this, we ask you to pray over the issue to decide if it is important enough to deem confrontation. After prayer, if God gives you the peace to dismiss the issue, then it is passed & forgotten & is not to be discussed with others.

If after prayer, you feel the offense must be addressed, this three-tier conflict resolution is to be utilized, parent to parent:

- The offended party should first address the situation with the offending party alone.
- If resolution is not achieved, take the concern before a Member At Large of the GHP Board.
- A final decision will be made by the GHP Board if resolution is not achieved during the first two steps.

**Note: At each step, both parties to the conflict will be included so as to avoid gossip, libel, or slander.* The GHP Board anticipates that new issues will arise that are not specifically addressed within this policy. These unforeseen circumstances will be evaluated on a case-by-case basis using common sense & good faith judgment. The final decision will rest with the input from the teachers & GHP member families.

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Genesis Homeschool Program Parent/Student Agreement

The following parental contract is required of all families enrolled with GHP.

Please read this carefully & sign in the space provided.

- Genesis Homeschool Program serves as a support group & enrichment cooperative program & is not responsible for the education of my children.
- We, as a family, understand & agree to abide by the GHP guidelines outlined in this agreement.
- We pledge to uphold GHP consistently in prayer & to serve with our time & talents as enabled according to God’s leadership.
- In keeping with scriptural principles (Matthew 18), we will bring any & all questions or areas of concern directly to the person(s) involved so that they may be considered properly.

We have carefully read & understand the parental contract & hereby agree to its terms. We agree to abide by the policies in the Parent/Student Agreement, & we will support GHP in endeavors to educate our child(ren) for the glory of God.

Please print name(s) of children enrolling in GHP

Please print name(s) of children enrolling in GHP

Please print parent(s) names.

Parent Signature/Date