

# King's Harvest Homeschool Collective Family Agreement

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## Hours of Operation

1. **9am to 3pm Fridays August 28 – April 30:** Students must leave campus by 3:15 pm. If parents are dropping students off, they must return in time to pick students up by 3:15 pm. Failure to pick up students by 3:15 pm will result in a \$15 fine charged to the family. Repeated failure to pick students up on time will result in parent having to stay on campus with students.
2. **Class Cancellations during School Term:** Closings due to bad weather or unforeseen circumstances will be communicated via email and through the Remind system.
3. **Visitors:** KHHC campus is reserved for students taking classes and their guardians. For the safety of all members, KHHC is not open to visitors.

## Facilities (Stewards of our Host Church)

1. **Facility Management**
  - a) Students and parents must remain in the designated common area when not attending classes or serving in their volunteer position.
  - b) Students and parents are not allowed to wait outside classrooms until 5 minutes before class begins.
  - c) Families are asked to maintain a quiet atmosphere in classroom halls and study hall.
  - d) Live animals are not allowed in the building at all.
  - e) No running in the hallways.
2. **Food & Drinks**
  - a) All food and drinks must be kept in the lunchroom.
  - b) Whether eating in the lunchroom or outside, all co-op members are responsible for their own trash.
3. **Indoor Play Area**
  - a) The indoor play area is reserved for children 3 years old and younger.
  - b) The parent should remain in the play area for the entire time the child is in the play area.
4. **Parking Lot, Indoor, & Outdoor Safety**
  - a) Parents must accompany all students (below seventh grade) to and from the building.
  - b) Children ages 11 and younger should not be left unattended or unsupervised while on campus.
  - c) Students (all ages) are not allowed to sit in vehicles unless they are accompanied by an adult.
  - d) Families agree to enter and exit the building at the designated door.
5. **Elevator Use:** Use of the elevator is reserved for students or parents with a physical disability or injury. If a student or parent would like to request use of the elevator, contact the Facilities coordinator to receive access. Unauthorized use of the elevator will result in disciplinary action.
6. **Lost and Found:** KHHC is not responsible for lost or stolen items. Families assume all liability for any personal items brought to school.

## Parent/Student Commitment

### 1. Classroom Behavior

- a) Students agree to arrive promptly to class with assignments complete and ready to participate with a positive attitude.
- b) Extreme or repeated disciplinary situations will be referred to the Parent/Teacher Liaison and may result in the student/family being dismissed.
- c) Parents should direct any concerns regarding grades or behavior to the teacher.
- d) Parents may request assistance from the Parent/Teacher Liaison in settling a student/teacher situation AFTER speaking with the teacher.
- e) It is the responsibility of the parents to inform teachers about any allergies or medical conditions of students.
- f) Parents should not interrupt classes during instruction time.

### 2. Code of Conduct *“Whatever you do in word or deed, do all in the name of the Lord Jesus” Colossians 3:17*

- a) Member families will show thoughtfulness and respect toward leadership, teachers, parents, other students, and our host facility and staff both publicly and privately.
- b) Member families will act in such a way that their words, actions, and appearance honor our Lord Jesus Christ and promote unity and encouragement of fellow KHHC families.
- c) Member families will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating, or rude.
- d) Member families will be responsible for their children’s behavior to ensure they are acting in accordance with this code of conduct.
- e) Teachers have the option to dismiss a student for continuing behavioral problems or continuing poor academic performance. Please notify the parent/teacher liaison of situations that have not reached a favorable solution. No drop fees will be assessed for dismissal for negative academic or behavioral situations.
- f) Academic dishonesty, including but not limited to, copying another student’s work, use of electronic devices when not allowed by the teacher, and plagiarism will not be tolerated.
- g) The Co-op prohibits the use of any tobacco product on campus property, including but not limited to cigarettes, cigars, water pipes (hookah) and smokeless tobacco. It also prohibits innovations in smoke or tobacco products such as any non-FDA approved electronic nicotine delivery device, e-cigarette or vape pen.
- h) Public displays of affection are not appropriate for co-op and should be avoided on campus.
- i) Disciplinary documentation forms must be filled out for any offenses listed below. All incidents involving these offenses will be investigated and will result in discipline up to and including expulsion.

Academic dishonesty

Obscene language or action

Drugs, alcohol, tobacco

Weapons

Inappropriate language

Fighting or other aggressive behavior

Bullying/hazing

Theft

Vandalism

Making Threats

Sexual Harassment or other inappropriate sexual behavior

Any potential life-threatening behavior

3. **Dress Code**

- a) Parents and students agree to follow the general rule of neat/modest/conservative dress.
- b) Clothes should be appropriately fitted and in good condition.
- c) Inappropriate tattoos and piercings must be covered.
- d) All hats must be respectful and non-offensive.
- e) Shorts and skirts must be near the knee.
- f) Spaghetti-strap tops, tank tops, see-through clothing, and visible undergarments are all prohibited.
- g) The KHHC Committee reserves the right to determine whether a student's dress is appropriate for campus.

4. **Illness**

- a) In the event of an emergency, KHHC will attempt to contact parents immediately. If parents cannot be reached, information on the emergency medical form signed by the parents will be followed. If necessary, students will be treated by emergency responders at parent's expense.
- b) Students must be free of fever, vomiting, and diarrhea for 24 hours before attending classes.
- c) Parents agree to contact the Director if their child has had a highly contagious disease such as MRSA, Meningitis, Strep, etc. so that families with compromised immune situations can be notified.

5. **Parent Attendance**

- a) One parent must remain on campus with his/her student (below seventh grade) at all times.
- b) Middle and high school students (7<sup>th</sup> – 12<sup>th</sup> grade) are allowed on campus without a parent-
- c) Parents of middle or high school students who have had repeated behavioral issues may be required to stay on campus.

6. **Parent/Student Orientation:** Families agree to attend fall orientation on August 14, 2020.

7. **Photography:** Parents agree by attendance of classes and events, that their student(s)' and their own photographs may be used for KHHC purposes.

8. **Service Hour**

- a) All parents are required to serve a minimum of one hour per week as volunteer service. Families may choose to buy-out their service hour in lieu of serving their hour if they pay the buy-out fee of \$400.
- b) Parents must find their own replacement in the event that they are unable to attend.
- c) Parents who miss their service hour without finding a replacement will be assessed a penalty fee of \$25 for the first occurrence. For each subsequent occurrence the fee will increase by \$5 for each week missed.
- d) Repeated failure to serve the service hour assignment may prevent future enrollment.

9. **Cell Phones**

- a) Cell phones may only be used by students in the classroom with teacher approval.
- b) Parents will be notified by the teacher if your child's phone is taken up during class.

10. **Wi-Fi Access:** Wi-Fi access is provided for committee and teacher use only.

11. Adults are not allowed in classes without prior approval from the teacher.

## Registration

### 1. Age Requirements

- a) Class age requirements are listed in the course descriptions.
- b) Any exceptions to the listed age requirement must receive prior approval from the teacher.

### 2. Class Changes (Adds & Drops)

- a) Each family's registration commitment is for the school term unless specified in the Course Catalog.
- b) All changes are handled through the Registrar.
- c) Withdrawals must be submitted by the last class day of each month.
- d) Families agree to pay the designated drop fees for students that withdraw prior to the end of the class term.

### 3. Class Enrollment

- a) Students are assigned to classes on a first-come first-served basis, after all registration information and fees are received and approved.
- b) Classes that do not meet their minimum registration numbers will be closed after the scheduled deadline. Families will be notified of closed classes, and fees for these classes will be returned.
- c) Class content will not be altered for individual students.

4. **Enrollment Denial:** Reasons for denial of membership include, but are not limited to, incomplete paperwork or fees, past negative performance in class, tuition payment, parent volunteer service, and behavior/attitude. Families will be notified via email in the event of enrollment denial.

### 5. Final Acceptance Notification

- a) Submission of classes and payment of fees does not guarantee placement in classes.
- b) New families will be notified by email of final acceptance in the co-op.

6. **Non-Refundable Fees:** All registration fees, processing fees, & class deposit fees are non-refundable except as specified for closed classes, enrollment denial, and wait-listed classes.

### 7. Registration & Tuition Fees

- a) An annual registration fee of \$200 is required per family. Registration fees will be submitted through Paypal at the time of registration.
- b) A class deposit fee is required per class per student at the time of registration. All deposits will be turned in to the teacher's bins on a non-tuition week NO LATER THAN April 24. Deposit checks will be deposited on or shortly after May 1.
- c) Any families who have not paid deposits by April 24 will be dropped from classes until deposits are paid, pending class availability. If a family on the waiting list has already paid a class deposit, that family will be allowed to enter the class.
- d) Tuition fees are paid monthly per class as specified in the class catalog.

Maximum price for classes:  
 120-minute classes: \$73.25  
 90-minute classes: \$56.25  
 55-minute classes (Pre-K): \$33.75  
 55-minute classes (K-6): \$39.50  
 55-minute classes (6-12): \$45  
 Private lessons: \$90

- e) All deposits and tuition must be paid and forms must be completed/ turned in to the registrar before a student is allowed to attend a class. If a student attends a class in which he/she is not enrolled, the teacher will send the student to the registrar.
  - f) All families must electronically submit the Family Agreement, emergency medical form, and guardianship information. New Families must also submit a New Family Application and Pastoral Reference Form.
8. **Special Needs & Health Issues:** KHHC does not wish to discriminate against children with learning differences or health issues; however, we do not have trained individuals on campus to address their specific needs. Out of consideration to our teachers and other students in the class, KHHC requires that parents inform us in advance of any learning differences or health issues a child may have. This will enable us to help the parent and teacher assess whether the student would benefit from taking a class.
9. **Wait Listed Classes**
- a) Once a class has met its maximum student enrollment, students may be placed on a wait list.
  - b) Deposit fees will not be collected if the student is not enrolled in the class from the wait list.

**Tuition**

1. **Drop fees and deadlines**

- a) Drop fee deadlines are 2:00 pm on the final Friday of the co-op month.

Drop Date	Required Drop Fee
August 28 <sup>th</sup> - September 11 <sup>th</sup>	No tuition penalty
September 12 <sup>th</sup> - end of the year	100% of the remainder of monthly fees through the end of the class.

2. **NSF Payments**

- a) NSF fees for returned tuition checks are the responsibility of the offending family.
- b) All NSF payments will be assessed a late fee, and any bank charges will also be applied.

3. **Non-Payment Policy**

- a) Failure to pay the complete tuition for the year or any assessed fees will result in forfeiture of the right to register for classes in the future until all accounts are current.

4. **Pro-Rated Tuition**

- a) Tuition is the total cost of the class. The total cost is divided into 8 months of payments; therefore, the tuition for all months will be the same regardless of the number of class days in the month.

- b) In the event a teacher is unable to hold class at the regularly scheduled co-op class time, tuition will be pro-rated from the next monthly tuition on a basis of  $\frac{1}{30}$  of the annual tuition fee.
- c) Tuition is NOT pro-rated due to student absence.
- d) In the event of bad weather cancellation, tuition will not be pro-rated. Teachers will communicate with families regarding missed work, make-up assignments, or adjustments to the class calendar.

**5. Tuition Payments & Late Fees**

- a) Tuition is due the first day of co-op then the first Friday of each month beginning in October by 3:00 pm.
- b) Tuition payments are always welcome for more than one month at a time. If doing so, please indicate what months are being paid in the memo section of the check.
- c) Tuition not paid by the first Friday at 3:00 pm is considered late and will be assessed a \$10 per class per student late fee (payable to the teacher). Late fees will continue to accumulate each week until the tuition and all late fees are paid in full. The late fees will increase at a rate of \$5 each week as described below:

Late Tuition	Late Fee Assessments
If tuition is one week late...	A fee of \$10 per class per student will be added to the original tuition amount.
If tuition is two weeks late...	A fee of \$15 per class per student will be added to the original tuition amount.
If tuition is three weeks late...	A fee of \$20 per class per student will be added to the original tuition amount. If a family is more than three weeks delinquent on tuition, the student(s) may be removed from classes.

6. **Tuition Late Fee Waivers:** Each member family will be allowed one tuition late fee waiver per class per year. Once a waiver is issued, families must pay on the second Friday of the month to avoid accruing a late fee. If the second Friday occurs on a holiday, parents must mail the check to the teacher (including late fees). Once a waiver has been used for the year, subsequent late payments will automatically be charged a late fee.

**7. Graduation Participation Requirements:**

- a) Family must be a current member in good standing of KHHC. Student behavior and attitude, missed assignments, and dress code compliance will also be factors in determining graduation eligibility with the senior class
- b) Take at least one class in at least one semester of the student’s Junior/Senior year at KHHC.
- c) At least one family member must help serve in one of the graduation volunteer roles.
- d) Parents must attend dress rehearsal with student the week of graduation and arrive promptly.
- e) The senior graduation roster will be finalized September 14, 2020; participation in graduation is not considered until a \$50 nonrefundable deposit has been paid. The remaining balance for all senior fees is due by the first week in November.

**FAMILY RELEASE OF LIABILITY AND GENERAL AGREEMENT**

In consideration of being permitted to participate in KHHC your family agrees to the following:

Family agrees to Indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in or on the premises of Fellowship Church Royse City and realizes transportation to and from co-op or any time off campus is the Family responsibility.

Family assumes full responsibility for any risk or bodily injury, death or property damage while in or on the premises of Fellowship Church, Royse City or while working or for any purpose participating in the activities of the co-op.

Family expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that, if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Family states that both Mother and Father of Family carefully read the above release and knows the contents of the release and signs this release as Family's own free act.

Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in the co-op.

This agreement shall be binding on each member of the Family, their Personal representatives, assigns, heirs, and next of kin.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

## MEMBERS CONFLICT RESOLUTION POLICY

Matthew 18 describes the biblical principle for resolving conflicts. As a faith-based organization committed to obeying God's Holy Word, all members of KHHC will implement the model set forth in Matthew 18, and will follow the procedures listed below for the conflict resolution.

### Biblical Principle

"And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church..." Matthew 18:15-17

### Procedures

1. If a member of KHHC has a conflict with another member of KHHC he/she will speak directly to him/her about the problem. If the complainant is unsatisfied with the response, he/she will fill out a Concern Report with the co-op Liaison. Within 48 hours after receiving the Concern Report, the Director or her designee will contact the complainant, informing him/her that the Concern Report has been received. The complaint will be investigated and a determination will be provided in writing to all members involved.
2. Good faith required. In the event, it has been determined that a complaint has been filed maliciously and in bad faith, the filing of such complaint shall be deemed to be a serious offense.
3. All documents related to a conflict resolution process shall be retained by the co-op for a period of at least 5 years.

KHHC acknowledges that while we are not "the church", we are comprised of men and women representing the Body of Christ and that the wisdom found in Matthew 18 is applicable to effective organization culture.

## MISSION STATEMENT

King's Harvest Homeschool Collective exists to partner with families in training children for life and equipping them to impact the world for Christ.

### Statement of Faith

1. We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 10:37-38, I Corinthians 6:19, Galatians 4:6)
3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, John 2:11, Hebrews 9:12, Colossians 1:14, John 11:25, Acts 1:11, Revelations 19:11-16)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19, 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)
5. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Ephesians 4:30, Ephesians 5:18, I Corinthians 6:19-20)
6. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
8. We believe in the creation of man by the direct act of God. (Genesis 1:26-28, 5:1-2)