

Michiana Covenant Co-op

Student Handbook

14567 Cleveland Road, Granger, IN 46530

www.michianacovenant.org

Michiana Covenant Co-op is designed to serve homeschoolers by offering academic classes by qualified teachers for students in grades K-12. We offer three sessions of 10 week classes. We are under the oversight of Michiana Covenant Presbyterian Church and have been granted the privilege of using their facilities.

Attendance:

- Only registered, paid students will be allowed to attend classes.
- Parents may observe a class period only through prior arrangement with said teacher.
- Siblings of students or children of the teacher or their aide will not be allowed in the classroom unless they are a paid participant.
- Only children signed up for the full 10 week session may attend classes.
- Students will be in their designated seat and ready to begin 2 minutes before class begins. A fine will be assessed on the third late class entrance and all successive occurrences per class. A written warning will be given the first 2 times.

Sign in/out:

- Parent or parent assigned adult will physically enter the building and sign each of their registered students in no more than 15 minutes prior to class.
- Parent must submit "Parent Authorization Form" at time of registration or to the Administrator prior to pick up date.
- They will pick up and sign out said students out no later than 15 minutes after class.

Late Fees:

- Late fees will be assessed on the third tardy (Applicable for pick up or drop off).
- A fee of \$5.00 will be assessed the first time, \$10.00 the second and each following tardy will be increased by \$5.00.
- Fee must be paid at sign in for the following class session.
- All Fees are paid to the Administrator.

Absence:

- Please inform the Administrator of all absences, both planned and sudden. If children are to be absent (e.g. vacation let their teachers know in advance.
- Parents should not bring children with obvious signs of illness (fever, rash, serious cough, colored nasal discharge, vomiting, diarrhea, etc). Children may attend once symptoms have subsided for 24 hours.
- If a teacher is ill, they need to notify the Administrator who will arrange for a substitute.

Board:

- The board will consist of the administrator, one member of the Church elders, one deacon if available and at least 2 parents as a minimum (a teacher is eligible to serve on the board).
- The board will be elected by the Church elders and will serve for 2 years at a time.
- The administrator will be elected by the Church elders and may serve for renewable 3 year terms.
- The Church elders can renew the term of any board member or administrator with mutual consent.
- All teachers must be approved by the Church elders and all classes will be board approved.
- The Church elders of Michiana Covenant Presbyterian Church have final authority under God for any issue irresolvable by the Administrator and the Board.
- All changes to these forms will be submitted to the Church elders.
- All meetings will have minutes which are to be submitted to the Church elders after each meeting.

Student Responsibilities:

- Children are to be respectful of their teachers, peers, and the church property at all times, both verbally and physically. This includes clean up after each activity.
- Students are responsible for all assigned homework.
- Please do not run inside the building.

- Students will dress modestly, which includes but is not limited to: shirts to the shoulder, messages on clothing, length of clothing and hats removed in the building.
- Bring only those materials which are required for said class.
- Breaks between classes are for restroom use and arriving promptly for the next class.
- No gum allowed on the premises and food and drink allowed during break time in designated space only.

Discipline:

- A disruptive student will be removed from the classroom and the parent will be notified.
- If needed, a parent can request a meeting with the teacher regarding the behavior. If this meeting does not produce satisfactory results, then a request may be made to meet with said teacher, administrator and one Church elder member.
- Authorization from the Administrator will be required prior to the student attending any further classes with said teacher.

Assistant Responsibilities:

- The assistant, if needed for a class, is under the direction of the teacher and will be compensated by the Teacher.

Co-Op Fees:

- A non-refundable registration fee of \$30.00 per family is due at registration and payable only once per academic school year.
- Each Course fee is \$75.00 per student per 10 week session.
- Study Hall is available for \$25.00 per student per 10 week session and is available only to students who have also signed up for any other class. Study Hall must be paid in full at time of registration.
- Material Fees may be applicable and are stated on the course description. They will not exceed \$5.00 per student per course.
- At time of registration, the registration fee (if applicable), the material fee and 50% (\$37.50) of each Course fee is due. The remaining 50% (\$37.50) is due prior to the 4th week of class.
- Nursery is available only for underage children of teachers, Assistants or the Administrator and is \$30.00 per 10 week session. Nursery must be paid in full at time of registration to the Administrator.

MCC Scholarship Application

- Applications for scholarships are available to all MCC members.
- Need Based scholarships are available through the Michiana Covenant Deacons.
- All scholarships are subject to available funds.
- Scholarships are awarded first to families that have not yet received one.
- Submit to the Administrator 1 full month prior to registration, you will be notified prior to registration.

Name: _____

Address: _____

Phone Number/e-mail: _____

Date: _____

Reason for Application: _____

How much can you afford to pay per class? _____
(Registration fee is not included, you would be responsible for the \$30.00 fee.)

Session: First / Second / Third

For office use only

Purpose of award: _____

Amount: \$ _____

**MCC HOMESCHOOL GROUP
LIABILITY RELEASE FORM
Release of All Claims**

In consideration for being accepted by Michiana Covenant Co-op (hereafter MCC) for participation in any of its activities, I, being the parent or legal guardian of the below named child(ren), do for myself and on behalf of my child(ren), hereby release, waive and forever discharge MCC, its Administrator, board, Pastor, Elders, Deacons, teachers, employees or agents thereof, from any and all liability, claims or demands for emotional or personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by me or the student that occur while participating in any activity of MCC.

I agree to hold harmless and indemnify MCC, its Administrator, Board, Pastor, Elders, Deacons, teachers, employees or thereof, for any loss, liability, damage or cost they may incur as the result of the negligent, willful or intentional acts of myself or the student.

I hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the activities of MCC.

I hereby grant my permission for him/her to participate fully in said activity, and, should emergency medical treatment be necessary, I hereby authorize an appropriate adult to engage qualified medical personnel to initiate any necessary medical treatment or care. In the event of such an injury, it is understood that MCC will use all reasonable efforts to notify me (or the emergency contact listed below), where practical, prior to initiating medical treatment for any such injury or illness. Should neither party be available, I hereby give permission to any such physician or other medical personnel to provide such medical treatment such individual deems medically necessary. I understand and agree that I am responsible for all medical care expenses incurred to treat the Participant's injuries including, without limitation, physician, hospital, lab, drug and device expenses.

I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the law of the State of Indiana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read and voluntarily sign this release and further agree that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE.

Parent/Guardian Signature _____ Date _____

Print full name of all participants _____

Medical Insurance Yes No Policy # _____

Insurance Company Name and Address _____

Doctor's Name _____ Phone # _____

Emergency Contact Name _____ Phone # _____

Please list allergies, current medications or significant medical conditions: (specify participant) _____

Michiana Covenant Co-op (MCC) REGISTRATION Form 1 of 2

Check one: Session 1 Session 2 Session 3

____ Date: _____

Mother's Name: Last		First		Mother's	
				Cell Phone ()	
				-	
Address		City		Email address	
Zip					
Father's Name: Last		First		Father's	
				Cell Phone ()	
				-	
Address		City		Email address	
Zip					
Home Phone (Dad)	Work Phone (Dad)		Home Phone (Mom)		Work Phone (Mom)

What church do you call

home? _____

Student(s) you are registering:

Name	M/F	Session 1	Session 2	Session 3	Grade	Age	Date of Birth
							/ /
							/ /
							/ /
							/ /
							/ /
							/ /

By signing this agreement we:

- admit that we have read and signed the Student Handbook and agree to abide by all the policies and requirements as presently listed or as may subsequently be amended;
- these are the dates that we plan to be absent from the Co-op: _____;
- A tax-deductible donation may be paid to: Michiana Covenant Church (Diaconal Fund) should you desire to contribute toward a scholarship fund for financially needy families who want to attend but need assistance;

Michiana Covenant Co-op (MCC)
REGISTRATION Form 2 of 2
Co-op Pledge Form

- pay the one time per year family registration fee of \$30.00 and 50% of each class that we have signed up for;
- understand that the registration fee is non-refundable and class fees are refundable only with 2 weeks written notice prior to the first class.

Father's Signature

Date

Mother's Signature

Date

Family: _____

Session: 1 2 3

All parents and students attending MCC must sign the pledges listed below. Your signatures indicate that you will abide by the following statements:

As a student attending co-op, I understand that I must obey the Co-op Policies and Procedures. Any adult may correct me if I do not, and they may notify my parents.

Student Signature / Date

Student Signature / Date

Student Signature / Date

Student Signature / Date

Student Signature / Date

Student Signature / Date

Student Signature / Date

Student Signature / Date

As a parent, I have read the Co-op Student Handbook and explained them to my children.

If I ever have an issue or problem concerning the Co-op, I will discuss it with said Teacher first and if needed, the Administrator. The Board members are not to be contacted directly.

Parent Signature / Date

Parent Signature / Date

Michiana Covenant Co-op (MCC) Parent Authorization Form

Check one: Session 1 Session 2 Session 3

Date: _____

Mother's Name: Last		First		Mother's	
				Cell Phone ()	
Address		City		Email address	
Zip					
Father's Name: Last		First		Father's	
				Cell Phone ()	
Address		City		Email address	
Zip					
Home Phone (Dad)	Work Phone (Dad)	Home Phone (Mom)	Work Phone (Mom)		

I hereby authorize the following people to either sign in or sign out my student(s) at any time or only at the time/date designated below:

Student	Authorized Adult (first and last name)	Date(s) if applicable

Initial and Date:

Renewed _____ Renewed _____ Renewed _____ Renewed _____

Academic Calendar for 2007-2008

Session 1	Session 2	Session 3
7/31/2007	Teacher info due to admin	
8/9/2007	Send out registration forms and classes, call for scholarship apps	
8/23/2007	scholarship applications due	
9/6/2007	scholarship recipients to be notified	
9/12/2007	Registration at church 1-3 pm	
9/26/2007	Parents notified of classes registered for	
10/3/2007	Start of session one, ends 12/12/07	
10/24/2007	Teacher info due to admin	
11/9/2007	Send out registration forms and classes	
11/14/2008	scholarship applications due	
11/21/2007	Thanksgiving break, no class	
11/28/2007	scholarship recipients to be notified	
11/28/2007	Registration at church 1-4 pm	
12/12/2007	Last class Session 1	
12/12/2007	Parents notified of classes registered for	
12/19/2007	Grades must be e-mailed out by Teachers and Administrator notified	
1/9/2008	First class Session 2	
1/23/2008	Teacher info due to admin	
2/6/2008	Send out registration forms and classes	
2/13/2008	scholarship applications due	
2/20/2008	scholarship recipients to be notified	
2/27/2008	Registration at church 1-4 pm	
3/12/2008	Last class Session 2	
3/12/2008	Parents notified of classes registered for	
3/19/2008	No class Easter break	
3/19/2008	Grades must be e-mailed out by Teachers and Administrator notified	
3/26/2008	First class Session 3	
5/28/2008	Last class Session 3	
6/4/2008	Grades must be e-mailed out by Teachers and Administrator notified	