



# PARENT HANDBOOK

## 2025-2026

*The purpose of this handbook is to keep families informed of the policies concerning the co-op you are supporting and which your child is attending. Please read this handbook in its entirety to ensure a better understanding of the co-op's functions, activities, and regulations. It is suggested that you take the time to confirm that your child also understands the contents as it applies to him/her. This handbook cannot serve as a complete and detailed manuscript on the co-op's operations but rather serves as a broad guideline to the participants. Contact the Admissions Chair with any questions.*

## **OUR MISSION STATEMENT**

To bridge faith and foundational learning for a complete education that supports Christian families through scripture, friendships, experiences, and accountability.

## **STATEMENTS OF FAITH**

We believe that the Bible is the faultless inspired Word of God, who is eternal Creator and Sustainer of the universe, and exists in three persons: The Father, The Son and the Holy Spirit. Jesus is the Son of God, born of a virgin, who lived a sinless life and died on the cross, then rose again after three days. He is the only way to salvation. The Holy Spirit, equal with the Son and the Father, convicts us of sin and points us to God through the Son. Mankind was created by God. All are sinners requiring salvation, found only through belief and acceptance of Jesus Christ.

## **ATTENDANCE POLICY**

North Carolina requires that all homeschooled students have an attendance record kept on file each year. Parents are responsible for their student's attendance records. Keystone provides a calendar that runs on a 180-day school schedule and a copy of the North Carolina HomeSchool Attendance Record. If a parent adjusts their school days, they should note the changes on their records for the state.

## **DISCIPLINE POLICY**

As Keystone is a co-op with parental involvement, the parent is anticipated to handle any discipline issue that may arise. Parents will be contacted when behavior issues do arise. However, for continuous problems, the following applies: Students will be given three chances to behave in accordance with Keystone's rules and guidelines: this includes abstaining from behavior that is a distraction in their classroom or to the school day in general. Upon the third violation, the student will be expelled from the program without refund.

## **CLASSROOM RULES**

\*Be respectful to adults and classmates. \*Raise your hand for permission to speak. \*Follow instructions. \*Do not disrupt the class. \*Be on time. \*Listen when others are speaking. \*Keep your hands and feet to yourself. \*Respect personal and school/church property. \*Submit assignments and homework on time. \*Be honest; do your OWN work. \*Use kind language. \*Treat classroom equipment with care. \*Take responsibility for your actions. \*Clean your desk area at the end of class. \*Bring all required materials to class. \*Ask questions when you need clarification. \*Comply with all school policies. \*No name calling, insults, put-downs or BULLYING of any type will be tolerated. \*Always do your best!

## **BULLYING**

Students attending Keystone are under the expectation that their conduct will always be appropriate for an education setting and free from any form of negative behavior that may impact the learning of another student. Bullying is defined as any teasing, taunting, coercive behavior, humiliation, or similar conduct. It also may include agitating a situation that may cause or aggravate a situation between others. Any student engaging in bullying, or other forms of harassment to another student, will be subject to all of the provisions of the co-op's code of discipline.

## **PLAGIARISM**

As homeschool parents ourselves, we understand that you will often be working on your child's assignments with them, and thus your handwriting may appear on some of their submissions. If this occurs, please attach a note confirming that your child did complete the work. Whenever and wherever possible, please have your child write their own submissions regardless of your completing them together. We also understand the usage of AI GPT technology is more common today. We discourage the use of this at Keystone as we want your child to learn the benefits of formal writing on their own. As your child progresses in school, students may be allowed to utilize AI in specific instances. We will inform you (the parent), when this is the case so you will be aware.

### **DRESS CODE**

Keystone does not require uniforms, but all students and parents are expected to dress modestly. If there are any questions regarding what constitutes “modest” please contact the Admissions Chair.

### **CELL PHONE POLICY**

There are no cell phones permitted for recreational use in the classroom. Phones should be put away in bags or pockets during instruction time. Should an emergency arise, the student will be allowed to have their phone to call a parent. Outside of that, phones have proved to be a distraction, and will not be allowed, unless otherwise instructed by an adult.

### **EARBUDS**

We understand some students may benefit from listening to music while working. However, almost all of our work is lecture-based, project-based, or group discussion, so we ask that students do not use earbuds at school.

### **FIRE AND FIRE DRILLS**

Keystone will hold fire drills each semester to ensure that all students can properly evacuate the building in case of a fire. In fire drills, or in case of an actual fire, students are to follow the instructions of the adult in charge. Students gather in groups according to the class they are in and retreat from the school building according to the fire drill evaluation procedure. All must wait until advised to return to the building. All students will remain in their groups until they are given instructions to leave formation.

### **FOOD ALLERGIES**

Keystone does not have a school-wide “peanut-free” policy, but in the case of food allergies, will maintain a peanut-free classroom, doing our best to adjust snacks and activities such as not to endanger any child. Please indicate any allergies on the registration form so that the teacher and director are aware of any adjustments that need to be made.

### **GRADING**

Parents are reminded that they are the primary teacher and thus responsible for all final grades. Keystone students in grades K-12 for subjects Bible, History and Science will be provided an accountability checksheet (Homework Guide) to turn in each week with their work attached to it. Homework Guides can be found on our website under parent resources and will be printed weekly, work will also be posted on Canvas. Quizzes and reviews on Canvas will be graded by the system/classroom facilitator. In-class tests will be graded by the class facilitator. All grades and progress are accessible to parents throughout the year on the Canvas portal. Math and ELA will be graded by the classroom facilitator (thus the higher tuition).

### **HOMEWORK POLICY**

Homework is necessary as the depth of content cannot be covered in a single day. Homework also encourages accountability and teaches responsibility. Students are required to participate in homework assignments. Work should be submitted each week attached to the provided Homework Guide. Keystone keeps weekly records of the assignments. If a student is absent, communication with the classroom facilitators is mandatory. Students should expect to complete all missing work unless otherwise determined by the individual classroom facilitators. Any deviation from the assigned homework will be noted in Canvas/email. Grades will be closed out at the end of each 8 weeks. The following is a best practice. The assignments given the week of their absence are not due until the week following their return. For example: A student is absent Week 3 and returns in Week 4. Their Week 2 homework is due when they return on Week 4. Week 3 and Week 4 homework are due Week 5. For high school students, any work turned in late without an absence will result in a 10% deduction. Please note that students that have not completed a minimum of 80% of their assignments at the end of the year will lose their spot in the program for the next year.

### **LUNCH POLICY**

A break for lunch will be given each school day. Students should pack their lunch. In the event that a hot lunch is provided, students will be given a menu in advance to sign-up for and pay for these lunches. Students will eat lunch in the Fellowship Hall. Students in grades 5-12 will be allowed to eat outside, weather/space permitting.

### **SICK POLICY**

Be conscientious of others. Students, parents, and adults must be fever-free (unmedicated), and have no vomiting or diarrhea for 24 hours before attending any Keystone sponsored activity. If an individual has a bad cough, colorful mucus, diarrhea, vomiting, a sore throat, or general flu symptoms, such as body soreness or shortness of breath, he/she is asked to get plenty of rest- AT HOME.

### **SPECIAL NEEDS POLICY**

Keystone loves all children but does not have anyone trained to facilitate a special needs classroom. Therefore, at this time, the co-op is not equipped to handle children with special needs. If there is a special needs student that is able to function in a normal classroom environment, they are welcome, but the parent is required to stay in the room with the child to handle any circumstances that may arise.

### **TESTING**

By law, North Carolina homeschool students must participate in a yearly state mandated test. Due to a shift away from traditional testing methods, Keystone does not provide this service to their students. We will offer a group testing day(s) of the Woodcock Johnson IV for an additional fee. It is not mandatory that this be accomplished through Keystone. Students are required to test through a company in keeping with the following requests\* made by the state of North Carolina: a. For credibility purposes, the test is administered and scored by an adult who is not a relative, guardian or a member of the household in which the student resides. It may be administered by a local tutorial service, professional psychologist, conventional private school, professional teacher, another homeschool parent, etc. b. The test be machine-scored. Machine-scoring may not be available, however, if the test is administered after April 15. Allow at least eight weeks to receive the student test results from the test distributor. c. The test is administered in the same month and week each year.

\*(Excerpts taken from the Department of Non-public Education testing FAQ section.)

### **TUITION**

We do our very best to keep our program affordable for homeschooling families. Each student will pay a nonrefundable \$40 deposit per student to hold your spot. Deposit is due at time of registration and/or acceptance letter. Each family will choose between several options: morning-only classes, afternoon-only classes, all day classes, all with the option to add on elective classes, or elective classes only. Each student will be charged \$165/student for afternoon classes (Bible/History/Science) per year and \$260/student for morning classes (ELA/Math) per semester. This money will be paid to each classroom facilitator to cover classroom supplies and time. These fees must be paid in full by August 1st for 1st semester and January 3rd for 2nd semester for students to receive Canvas/Nicole the Math Lady access. Tuition is nonrefundable after the 2nd week of classes. However, if your family is unable to do this, you may contact our Finance Chair to discuss options. If you are a part of our Monday classes you do not have a fee to participate in Elective Classes outside of the cost for each individual elective class. If you choose elective classes only, there will be a \$20 fee along with each individual elective class fee.

### **CURRICULUM/TEST BOOKS/SCHOOL EQUIPMENT**

Textbooks are the responsibility of the parents. Please purchase the correct materials for your student. Parents will be provided a curriculum/materials list. If you have any questions, please reach out to Charis Thanos: Director of Instruction.

### **VOLUNTEER HOURS**

Each family will need to volunteer for 3 hours per quarter at the co-op to help ensure things run smoothly OR utilize the payout option. For families where both parents/guardians work on Mondays, there are other options. The number of hours/days can change per quarter depending on the needs of the co-op. Sign-ups and further details will be provided prior to the first day of school. If you have any questions, please reach out to Evie Brown: Director of Classroom Facilitators/Volunteers.

### **OTHER**

In addition to the policies in this handbook, parents/students of Keystone Homeschool Co-op also agree to abide by the policies of usage for the facilities of Center Church of Welcome properties, including use of appropriate restroom facilities, and proper care and cleaning of the facilities.

### **LIABILITY WAIVER AND RELEASE CLAUSE**

Center Church of Welcome and Keystone Homeschool Co-op shall not be held liable for any injuries, accidents, or incidents resulting in bodily harm to students, parents, staff, volunteers, or visitors while on the premises or participating in any related activities, whether on-site or off-site. Furthermore, Center Church of Welcome and Keystone Homeschool Co-op are not responsible for any loss of, damage to, or theft of personal property brought onto the premises by any individual. All individuals enter and participate at their own risk.

## **Parent Contract**

As a parent of a student at Keystone Homeschool Co-op, I acknowledge my role as both a representative of the school and of Christ. I understand that my actions reflect on both, and I take full responsibility for them. By signing this Covenant, I commit to adhering to the following guidelines:

### **I Will:**

- Set an example by speaking positively about others in our group.
- Should an issue arise with a Parent, Facilitator, or Board Member I will address it directly with them.
- Print all needed materials and purchase all needed curriculum for my student(s).
- Ensure my student(s) have the time and space needed to complete their weekly assignments.
- Review my student's work to ensure it is completed to the best of their ability.
- Notify classroom facilitators if the student(s) has been unable to complete an assignment.
- Volunteer for my needed hours/days at the co-op to help ensure things run smoothly OR utilize the payout option.

## **Student Contract**

As a student of Keystone Homeschool Co-op, I understand that I represent not just my co-op, but also Christ, in everything I do—especially during school and elective days, events, trips, and all school functions. By signing this covenant, I commit to upholding these values with integrity and enthusiasm:

### **I Will:**

- ❖ **Following Leadership:** I will respect and follow the guidance of my classroom facilitator, parent volunteers and board members, trusting that they are here to support and encourage my growth.
- ❖ **Acting with Integrity:** I will treat everyone with kindness and respect, building friendships that honor both others and my faith. I'll be mindful of my actions, making sure they reflect honesty and care. I'll be mindful of my words and actions, making sure they uplift others rather than tear them down. I choose to be a friend who encourages, not one who hurts or bullies.
- ❖ **Striving for Excellence:** I will do my best in all my assignments, turn them in on time, and come prepared for class. I know my education matters, so I'll stay focused and work hard in class and at home to keep learning and growing.
- ❖ **Building Trust:** I will be a loyal and trustworthy friend, respecting the privacy of others and ensuring that what is shared in group discussions stays within the group.
- ❖ **Caring for Our Space:** I understand that our classes will be held in a church, a place of worship and the House of God. I will treat it with care and respect, along with all the materials provided by the co-op and church. Taking care of our space is my way of showing gratitude and responsibility.

## **Disciplinary Actions Policy**

At Keystone Homeschool Co-op, we strive to create a Christ-centered, respectful, and encouraging learning environment. When a student's behavior disrupts this atmosphere, we address it with fairness, patience, and accountability. The following steps outline our approach to discipline:

### **Step 1: Verbal Warning**

- The student will receive a gentle but clear verbal reminder about the behavior in question.
- The classroom facilitator will explain why the behavior is inappropriate and encourage the student to make better choices.

### **Step 2: Written Warning & Parent Notification (Strike 1)**

- If the behavior continues, the classroom facilitator or co-op board member will complete a **Discipline Write-Up Form** detailing the issue.
- A copy of this form will be shared with the student's parent/guardian and must be signed.

### **Step 3: Parent-Co-op Conference (Strike 2)**

- If the issue persists, a meeting will be scheduled with the student, parent/guardian, classroom facilitator, and a co-op board member to discuss the behavior and create a plan for improvement.
- The student may be given a written reflection assignment or other corrective action to reinforce positive behavior.
- Parents/guardians may be required to sit in the next class to help with the students' behavior.

### **Step 4: Suspension from Class/Activity (Strike 3)**

- If the behavior does not improve, the student may be temporarily removed from class or certain co-op activities. A meeting with parents and co-op leadership will determine next steps and whether the student can return under a behavior agreement.
- If all prior steps fail to resolve the issue, the student may be asked to leave the co-op for the remainder of the semester or school year with no refund of tuition.
- This decision will be made prayerfully by co-op leadership, with consideration for both the student's needs, the classmate's needs and the well-being of the community.

**SIGNATURE PAGE: Print Parent/Guardian**  
**Name(s)** \_\_\_\_\_

**HANDBOOK:** I, \_\_\_\_\_ [Parent/Guardian Name], on behalf of my child  
(ren),

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

acknowledge that I have received, read, and understood the policies outlined in the Keystone Homeschool Co-op Handbook which includes the Parent Contract, Student Contract and Disciplinary Actions Policy for the academic year 2025-26. By signing below, we agree to abide by these policies and ensure that my child (ren) also adheres to all rules and policies stated in the Keystone Homeschool Co-op Handbook

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (1)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (2)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (3)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (4)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Admin Board Member*

\_\_\_\_\_  
*Date*