

illumination
PARENT
HANDBOOK

2024-25

The purpose of this handbook is to keep you informed of the policies concerning the co-op you are supporting and which your child is attending. Please read this handbook so that you will have a better understanding of the co-op's functions and activities. It is suggested that you take the time to ensure that your child understands the contents as it applies to him or 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 students.

OUR MISSION STATEMENT

There is nothing more important than coming to a saving trust in Jesus Christ and learning to walk moment by moment by the Holy Spirit of God. In addition, it is paramount that this generation is trained in critical thinking and in life skills necessary to stand firm in Christ in a permissive and anti-Christ culture. To this end, the heart of Illumination is to educate and support Christian families through scripture, friendships, experiences, and accountability.

ATTENDANCE POLICY

North Carolina requires that all homeschool students have an attendance record kept on file each year.

Parents are responsible for their student's attendance records. Illumination provides a calendar that runs on a 180 day school schedule and a copy of the North Carolina Home School Attendance Record sheet. If a parent adjusts their school days, they should notate the changes on their records for the state.

BULLYING

Students attending Illumination are under the expectation that their conduct 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.

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 a teacher.

DISCIPLINE POLICY

Because Illumination is a co-op with parental involvement, it is anticipated that the parent will handle any discipline issue that may arise. However, for continuous problems, the following is our classroom procedure:

(Excerpt taken from the teacher handbook.)

For continued problems:

- 1. If the parent is in the room, ask the parent to remove the child from the classroom.*
- 2. If the parent is not in the room, call the Office Administrator to come and escort the child to the parent.*
- 3. If no parent is on campus, the student should be escorted to the Director.*

Continued failure to comply with classroom rules will result in non-refundable expulsion from the program.

DRESS CODE

Illumination does not require uniforms, but all students and parents are expected to dress modestly.

EAR BUDS

We understand that some students may benefit from listening to music while working independently. However, since almost all of our work is lecture based, project based, or group discussion, we ask that students leave their earbuds at home so that they can be fully engaged.

FIRE AND FIRE DRILLS

School officials will hold fire drills each semester to insure 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 teacher 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 reenter the building. All students will remain in their groups until they are given instructions to leave formation.

FOOD ALLERGIES

Illumination 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 peanut (or any other) food 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.

- Illumination students in grades K-12 will be provided an accountability worksheet to turn in each week with their work attached. This is for Bible, history, and science.
- Quizzes and reviews on Canvas will be graded by the system/teacher.
- In class tests will be graded by the teacher.
- All grades and progress are accessible to parents throughout the year on the Canvas portal.
- Math and Reading will be graded by the teacher (thus the higher tuition).

HOMEWORK POLICY

Homework assignments are given to encourage accountability and teach responsibility. Students are required to participate in homework assignments. They should turn in their work each week. Illumination keeps weekly records of the assignments. The students are allowed two exemptions over the course of the year for any extenuating circumstances they may encounter. Outside of these two exceptions, no allowances are made.

If a student is absent, the homework due the week of their absence is due upon their return. 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 on 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 minus 10 points.

Please take 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. We have a waitlist every year and it is not fair to students on the waiting list if we have students that are not actually participating.

LUNCH POLICY

Students in grades K-4 will eat lunch in their classroom. Students in grades 5-12 will be allowed to eat outside, weather permitting.

Each week, Mrs. Mitchell provides our students with an optional hot lunch. Order forms are available by the month and must be paid for in advance. If you are absent, it is not refundable.

SICK POLICY

Just don't be stupid.

Students, parents, and teachers must be without a fever, and have no vomiting or diarrhea **24 hours** before attending any Illumination sponsored activity. If a person, has a bad cough, colorful mucus, diarrhea, vomiting, a sore throat, or general flu symptoms, such as body soreness or shortness of breath, they are advised to get plenty rest- AT HOME.

SPECIAL NEEDS POLICY

Illumination loves all children but does not yet 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.

STATEMENTS OF FAITH

The Bible:

We believe that the Bible was written by men inspired by God and has no error. It is the word of God.

God:

God is eternal. He is Creator and Sustainer of the universe. He exists in three persons: The Father, The Son and the Holy Spirit.

Jesus:

Jesus is the Son of God. He was born of a virgin, lived a sinless life and died on a cross. He rose again after three days. He is the only way to salvation. He is coming again for His church.

The Holy Spirit:

The Holy Spirit is equal with the Son and the Father as God. The Holy Spirit convicts us of sin and points us to God through the Son.

Man:

Mankind was created by God. We are all sinners that need salvation.

Salvation:

Salvation is a free gift from God. We are saved by belief in Jesus Christ alone.

TESTBOOKS/SCHOOL EQUIPMENT

Textbooks are the responsibility of the parents. Please purchase the correct materials for your student.

TESTING

By law, North Carolina homeschool students must participate in a state mandated test. Due to a shift away from traditional testing methods, Illumination no longer provides this service to their students. 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 be 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 home school 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 be 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 and affordable for homeschooling families. Each student will pay a nonrefundable \$40 deposit per student to hold your spot. In addition, each student will be charged \$155/student. This money will be paid to each classroom teacher to cover classroom supplies.

We humbly request that families pay these fees in full by August 1st. However, if your family is unable to do this, you may make \$20/month payments from August-November (no December) and resume payments January-April. (This will total \$160 instead of \$155.)

OTHER

In addition to the policies in this handbook, students of Illumination also agree to abide by the policies of usage for the facilities of Greenwood Baptist Church Grounds and Fellowship Hall, including use of appropriate restroom facilities, and proper care and cleaning of the facilities.