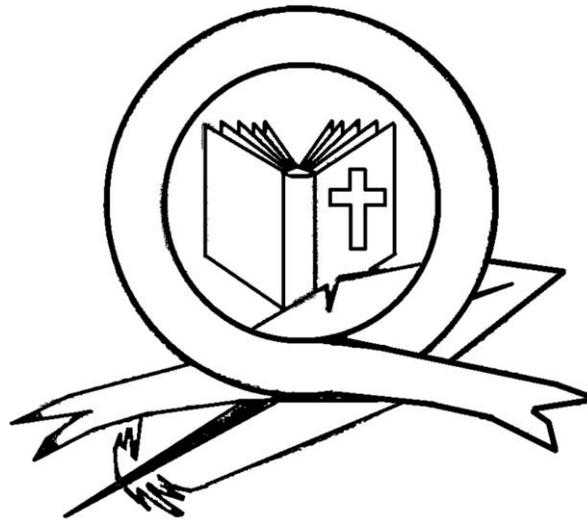


White Oak Baptist Co-op

www.whiteoakbc.org

Parent/Student Handbook



Pastor: Richard LeJeune
Administrator: Emily Lloyd (emilylloyd271@gmail.com)

5344 Main Street 06614

203.381.0559

I Corinthians 10:31

*“Whether therefore ye eat, or drink, or
whatsoever ye do, do all to the glory of God.”*

Contents

Introduction ...	3
Doctrinal Statement ...	3
Admissions ...	4
General Academics ...	4
Classroom Learning Environment ...	4
Assignments ...	4
Textbooks ...	5
Curriculum ...	5
Conduct and Discipline ...	5
Articles Prohibited ...	5
Discipline ...	6
Tally System ...	6
Class Routines ...	6
Suspension ...	6
Expulsion ...	6
Dress Code ...	7
School Dress ...	7
Specific Guidelines ...	7
Activity Dress ...	8
Finances ...	9
Activity Fee ...	9
Tuition ...	9
Other Information ...	9
General Policies and Information ...	9
Arrival/Dismissal ...	9
Attendance Requirements ...	9
Tardiness ...	10
Absences ...	10
Automobiles/Student Drivers ...	10
Boy / Girl Relationships ...	10
Chapel ...	10
Health Care Policies ...	11
Inclement Weather Policy ...	11
Lunch ...	11
Parent / School Relationship ...	11
Public Relations ...	12
Social Functions ...	12
Telephone / Device Use ...	12
Visitors ...	12
Withdrawal Policies ...	12
Volunteer Information ...	12
Contact Information ...	13

Revised 8/8/2018

Introduction

White Oak Baptist Co-op was founded in September 2018 as a ministry of White Oak Baptist Church. The Co-op exists in order to help the church fulfill its biblical mandate to make disciples, teaching them in all things and assisting parents while recognizing the ultimate responsibility of parents in rearing their children to the glory of God.

White Oak Baptist Co-op seeks to contribute to the development of the whole child in a professional setting by promoting spiritual growth, intellectual and academic progress, and physical and social development.

White Oak Baptist Co-op operates under the leadership of the pastor, who in turn delegates responsibility and authority to the Co-op administration. The administration is directly accountable to the pastor of White Oak Baptist Church.

White Oak Baptist Co-op seeks to enlist volunteers who are born again, spirit filled Christians. The Co-op utilizes an academically qualified administration who holds a minimum of a bachelor's degree from a recognized college.

White Oak Baptist Co-op provides an atmosphere for learning and social and physical development at the kindergarten, elementary and secondary levels. At each level, the Co-op promotes the exemplifying of Jesus Christ and high academic standards.

This handbook outlines selected policies and procedures of general interest to parents and students, and is not comprehensive by design. Individuals desiring a more complete explanation of these or other school operations should direct their specific questions to the Co-op administration.

Doctrinal Statement

The Following outline is an abbreviation of White Oak Baptist Co-op's doctrinal statement.

1. We believe the Bible to be the inspired and inerrant Word of God. We use only the King James Version.
2. We believe that there is one God, eternally existent in the person of God the Father, Son, and Holy Spirit.
3. We believe the deity, virgin birth, sinless life, vicarious and atoning death, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace," plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.

6. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
7. We believe in the everlasting, conscious blessedness of the saved and the everlasting, conscious punishment of the lost.
8. We believe that God has commanded that no intimate physical relations be engaged outside of marriage. We believe that any form of physical relations other than what God prescribes in the Bible is inappropriate. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery, self-identification, appearance or otherwise.
9. We believe that the only Scriptural marriage is the joining of one naturally-born biological man and one naturally-born biological woman for life.

Admissions

White Oak Baptist Co-op admits students without regard to race, color, national or ethnic origin who agree with the Co-op's doctrinal and philosophical position. Final approval is contingent upon a completed interview, satisfactory results of any required the review of previous educational records, and the grade placement of the student. Parents who wish to enroll a child at White Oak Baptist Co-op should follow the steps listed below:

1. Apply to White Oak Baptist Co-op online through the website or by picking up a registration packet.
2. Schedule an interview appointment by contacting White Oak Baptist Church. After the interview, if the student is accepted, parents may enroll their student(s).

General Academics

Classroom Learning Environment

White Oak Baptist Co-op seeks to provide a productive and happy learning environment each day. Here, the classroom helpers are in authority and lead their students in a kind, yet firm manner. Students are expected to cooperate with authority in maintaining a classroom conducive to learning. Student cooperation is defined as follows:

1. Arriving prepared for each day with the appropriate textbooks, video device, work assignments, notebook, paper, and pencil or pen.
2. Being seated when homeroom is called to order.
3. Completing assignments for the day.
4. Securing permission before communicating with the helpers or with other students.
5. Honoring the classroom's established procedures and rules.

Assignments

Parents are responsible to assign work to their student(s). White Oak Baptist Co-op provides assistance and supervision of this work, although the helpers will not do the actual work. The co-op strives to provide a quiet place for study, daily check to see that work is returned home, social

interaction, and developing of extracurricular skills. White Oak Baptist Co-op expects students to follow these guidelines:

1. Each student must do his/her own work.
2. Each student must come in each day with lessons to watch or assignments to do for 4 hours.
3. Each student is responsible to take their assignments home.

Textbooks

Each student will need his own set of textbooks and workbooks provided with his/her homeschool curriculum as well as any materials needed such as notebooks, pens, pencils, rulers, erasers, etc.

Curriculum

All students must use the approved curriculum while enrolled in the co-op. These include the Abeka and Alpha Omega curriculums.

Conduct and Discipline

White Oak Baptist Co-op promotes basic Biblical principles of individual responsibility, honesty, obedience, respect for authority, courtesy towards others are orderliness.

The Bible teaches that discipline is an integral part of character development. Bible discipline requires clear instruction, proper training, and consistent enforcement. Authorities may use both positive and negative reinforcement to effect godly character in their students. Authorities may also use punishment to restore an erring student, demonstrating compassion for the child and concern for the offense.

The class helpers are the authority in the classroom and will handle most classroom discipline problems. When correction is necessary, the authority will confront the student, identify the problem, and outline a resolution. If this step does not correct the problem, the authority may involve the parent or administration. If the Co-op perceives that the student has no desire to change, the student may be asked to withdraw. In extreme cases, where moral principles of God's Word have been violated, the principle may bypass certain steps outlined above.

Articles Prohibited

Any article that White Oak Baptist Co-op determines potentially harmful to students will not be permitted. Such articles include, but are not limited to guns, knives, explosives, cigarettes, alcoholic beverages, narcotics, and any medicine not prescribed by a doctor specifically for the student. Articles that are not in keeping with the academic atmosphere at the Co-op will also not be permitted. Such articles include, but are not limited to games, dice, playing cards, MP3/music players, DVD's or CD's, radios, and cellphones (students may bring a cellphone to school, but

must keep it turned off in their backpack). Newspapers, magazines and books not directly related to specific classes should be left at home.

Discipline

A tally system is used to track problems during the school year. Any child who receives four tallies in one day or eight tallies in one week is sent home with a behavioral note and parents may receive a call.

30 Tallies: Student is assigned one suspension day and a parent conference with the administration

40 Tallies: Student is assigned two suspension days and a parent conference with the administration.

50 Tallies: Student is considered for expulsion – administrator’s decision

Students receiving high numbers of tallies may be asked to meet with the administration.

Class Routines

Class routines are a set of daily rules to be followed by the students. Class routines promote social courtesy, build character, increase classroom learning efficiency, and help to prevent discipline problems from arising.

Suspension

Suspension is the loss of the privilege to attend classes for one or more days. Suspensions are served either in school or out of school and immediately following the day of the offense, or as soon as the decision is made and the parent can be notified. Suspended students may not attend nor participate in any extra-curricular activities during the suspension period.

Suspension offenses are serious violations of class routines and other serious misconduct. Suspension offences include, but are not limited to lying, cheating, stealing, disobedience, disrespect, improper language, fighting, smoking, etc. The administration will investigate each suspension offense, talk with the student and then make the final decision. If a suspension is issued, the administration sets the suspension day(s) and calls the parent. Most offenses will warrant a one-day suspension, but a longer suspension period may be assigned in certain situations.

When a suspension is assigned, a parent conference must take place before the student returns to the Co-op.

Expulsion

Expulsion is the permanent loss of the privilege to attend the Co-op for the year. This includes all functions during that school year. Expulsions usually occur when the Co-op administration

concludes that it cannot meet the needs of a particular student and the needs of the other students at the same time. Expulsions can occur when the administration concludes that the philosophies and purposes of the student or his parents are out of harmony with those of the Co-op. An expelled student who wishes to be considered for re-admission must make his request in writing.

A student will be considered for expulsion upon earning three separate suspensions in a single school year. Other expulsion offenses include, but are not limited to bodily harm, weapons, sexual activity or the appearance thereof, pornography, alcohol or illegal drug use, lack of student cooperation, lack or parent cooperation, etc. Expulsion offenses apply year-round and are not restricted to school life.

Dress Code

White Oak Baptist Co-op has established the dress code by applying biblical principles of modesty and identification (I Tim. 2:9-10, I Pet. 3:3-4), child rearing (Eph. 6:4, Col. 3:20) and renewal (Rom. 12:1-2, Eph. 4:22-24). The administration reserves the right to determine what is and what is not acceptable in particular situations. In general, White Oak Baptist Co-op desires conservative dress appropriate for a learning atmosphere. Students should not attract attention to themselves by extreme expressions of dress, hairstyles, makeup, or jewelry.

School Dress

All students must wear required dress code as designated by White Oak Baptist Co-op during co-op hours. Students attending Co-op sponsored activities may dress in accordance with the activity dress code. The Co-op dress code is in effect during all Co-op sponsored activities, regardless of the time or place the event is held.

If Inappropriate clothing is worn to the Co-op or Co-op-sponsored activity, a warning will be issued and parents will be contacted. If the offense is repeated, action will be taken. In the event that the administration deems a student's dress to be immodest, the parent will be called to bring appropriate attire, and the student will not be permitted to return to class or participate in the Co-op sponsored activity until the dress code is met.

Specific Guidelines

Boys

1. Any closed toed shoes may be worn. No sandals, "flip flops" or shoes without a back are permitted. Heels may not be over one inch in height. Non-marking shoes are for Recess and PE use. Boys should wear socks that come up to the top of the ankle or higher when wearing dress shoes.
2. All clothing should be neat, clean and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. All buttons except the top button must be secured.

3. Boys are not to wear bracelets or necklaces, except for medical purposes. Watches and rings are permitted, however.
4. No clothing with offensive graphics or language is permitted.
5. Pants designed for use with a belt must be worn with a belt.
6. Boys are to have their hair cut regularly, not allowing it to become long. Hair is to be kept off the eyebrows and neatly tapered off the collar and off the ears.

Girls

1. Skirt or dress lengths should come to the bottom of the knee or lower when standing or sitting (including slits). For modesty, Pre-K – 6th grade girls are encouraged to wear shorts underneath their skirt or dress.
2. All clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured.
3. No clothing with offensive graphics or language is permitted.
4. Low-cut, tight, revealing, immodest, or sloppy in appearance clothing is not permitted. All tops should be long enough to permit a young lady to raise her arms above her head without exposing her abdomen. T-shirts may be worn if they are modest, neat, and without offensive writing.
Once again, the administration reserves the right to revoke the Activity privilege if students do not adhere to the desired code or make this an issue of contention.
5. Any closed shoe is permitted. No sandals, “flip flops” or shoes without a back are permitted. Heels should be smooth and not over one inch in height. No marking shoes should be worn for PE.

Activity Dress

The administration will be the final judge on any item in question concerning dress and hair requirements.

Boys – For PE, boys may wear shorts or sweatpants. Shirts with offensive graphics or writing are not permitted. Gym shoes with non-marking soles are required.

Girls – For PE, girls may wear knee-length, loose fitting basketball shorts or culottes that come to the bottom of the knee or lower when standing or sitting (including slits). Non-revealing tops with no offensive graphics or language are permitted.

Finances

White Oak Baptist Co-op releases a financial sheet detailing the tuition costs and various fees and discounts for the coming co-op year. Please direct specific questions to the administration.

Activity Fee

Fees for field trips or other activities will be announced throughout the year.

Tuition

Tuition may be paid by the year or by the month. Monthly tuition payments are due between the first and the fifth of each month beginning on September 1st and continuing through May 1st. A late charge will be assessed for payments received after the 5th of each month. The Co-op will not allow students whose accounts are substantially in arrears to attend classes.

If the tuition for the year is not paid in full at the beginning of the year, the minimum of the monthly cost must be paid at the time of enrollment.

Other Information

White Oak Baptist Co-op will not re-deposit checks. If more than one check is returned in the year, all future payments must be made on a cash or money-order basis. Should a student withdraw, no yearly fees are pro-rated or returned.

Parents have the ability to make payments by card, check, or cash, in the event that a student's account is past due. A student may also not be allowed to attend class until the past due account is paid. All bills must be paid.

General Policies and Information

Arrival / Dismissal

7:30 AM – 7:50 AM – Arrival (Supervision is provided for children who arrive after 7:30 AM)

3:00 PM – Dismissal – Students must report directly to their rides or designated pickup person. Students are not to return to the Co-op building once they leave. Students with Co-op permission to drive should leave the property upon exiting the building.

2:55 PM – 3:15 PM – Parents may pick up their children during this time each day. There is no cost for this service, however, students will be charged for aftercare beginning at 3:15.

Attendance requirements

In order for students to gain the most from White Oak Baptist Co-op, each student should attend regularly. Whenever a student cannot attend the Co-op, the parent should notify the administration. Tuition price is not dependent on how many days attended.

When a student needs to be released from a class, the parent must send a note at the beginning of the day or call well in advance of pickup. Parents must come to pick up the student and sign

him/her out. If the student returns to the Co-op later the same day, his/her parent must bring them and sign them in.

Tardiness

Tardiness is not something that will be penalized, however, being late or tardy does throw off the flow of the program and will cause the student to miss out on important portions of the program.

White Oak Baptist Co-op expects students to come on time. Parents of students who are habitually late may be requested to meet with the administration.

Absences

Students who miss more than twenty days for any reason may be withdrawn from the program.

Excused Absences – Absences are considered excused by written parent note for medical appointments, illness, extenuating circumstances, or bereavement.

Automobiles/Student Drivers

A student must receive the Co-op administration's yearly written approval before driving himself or others to the Co-op. Applications for approval are available in the Co-op office and require signatures from parents. Student automobiles are off limits during the day. Furthermore, students participating in Co-op sponsored, extra-curricular activities must ride Co-op provided transportation to and from activities held away from the property.

Co-op student driver rules are in line with CT state driving laws. Please refer to www.CT.gov/dmv for specific driving restrictions for underage students. Students may not transport other students to or from Co-op unless 1) the student has had his/her license the required length of time per CT state laws and 2) the Co-op has received permission from both families. A driver operating a vehicle in an unsafe manner may lose his/her privilege to drive on White Oak Baptist Church property.

Boy/Girl Relationships

White Oak Baptist Co-op believes that boyfriend-girlfriend relationships on the secondary level can contribute to spiritual and social problems for the individuals involved as well as for their classmates. For this reason, the Co-op discourages such relationships and encourages parents to do the same. Students are not permitted to exchange tokens of affection or engage in physical contact of any kind.

Chapel

Chapel is an integral part of the Bible curriculum at White Oak Baptist Co-op. Students attend chapel on a weekly basis. Chapel is designed to instruct, inspire, and encourage our student body. Special speakers include pastors, evangelists, missionaries and faculty members.

Health Care Policies

White Oak Baptist Co-op is not permitted by law to dispense over-the-counter drugs or any other medicine without proper authorization. For this reason, parents are encouraged to arrange for medicine to be given to their children at home.

No student will be admitted or allowed to remain at Co-op with one or more of the following conditions:

- Temperature of 100 degrees (Fahrenheit) or higher
- Vomiting or diarrhea; or
- Conjunctivitis, head lice or other communicable diseases

Students with fevers of 100 degrees or higher must be fever-free without the use of fever reducing medications for twenty-four hours before returning to the Co-op. Students with an infectious illness should be on antibiotics for twenty-four hours before returning to the Co-op. Any student with a communicable disease must submit a doctor's note before returning to the Co-op. In case of a medical emergency, White Oak Baptist Co-op will try to notify the parent to pick up the child. Depending on the nature of the situation, White Oak Baptist Co-op may call 911.

Inclement Weather Policy

Closing - White Oak Baptist Co-op tries to make closing decisions by 6AM, and public announcements by 6:30AM. As a general rule, any extra-curricular activities will be cancelled as well.

Delayed Opening - White Oak Baptist Co-op will communicate with parents via phone or email about delayed openings due to weather.

Early Dismissal – The Co-op's early dismissal time is 11:20 AM. This means that parents have from 11:20 AM – 11:35 AM to pick up their children. At 11:35 AM, children go to after care program and appropriate charges are assessed as they normally do at 3:15 PM, but parents are expected to come as soon as possible.

Lunch

Students must bring their lunch and water bottles to the Co-op every day, as well as any preferred snacks.

Parent / School Relationship

White Oak Baptist Co-op formally communicates with parents through this handbook, notes, letters sent home, emails or phone calls. Parents will also send weekly folders containing student worksheets, assignments, tests, quizzes, and other class-related information. This folder will be sent home with the student each day with the student assignments given as well as notes or information from the Co-op.

Informal communication is important for a good relationship as well. Parents are encouraged to keep in contact with the Co-op for any questions or concerns that arise during the school term.

Parents are asked to show consideration for White Oak Baptist Co-op's dress code when making planned visits to the Co-op, or to its extra-curricular functions and activities. For example, a mother who plans to attend a field trip or class party should wear a modest dress or skirt and top.

Public Relations

Students may not use the name of the Co-op on any radio or TV program without prior authorization from the administration.

Social Functions

White Oak Baptist Co-op will not sponsor parties or social functions without parental notification from an authority. Co-op regulations, including dress code, will apply to all students and their guests for official school functions. Adults who are operating in an official capacity for such events are expected to observe the Co-op's policies.

Telephone and Communication Devices

White Oak Baptist Co-op requires that all communication with students be approved and conducted through the administration. Accordingly, students may not use cellphones during co-op hours. Cellphones brought into the building must be left shut off in backpacks upon arrival. Students who drive may leave their cellphones in their vehicles during the school day. Cellphone violation will result in the phone being taken away by the authority until the end of the day when the student is picked up.

As a general rule, the Co-op will only call parents on behalf of students for important and urgent matters such as illness or a forgotten lunch.

Visitors

All visitors, including prospective students, must make prior arrangements. Visitors should comply with White Oak Baptist Co-op's standards of dress and conduct.

Withdrawal policies

Parents must fill out a Withdrawn Student form. Parents must see that all payments are current with withdrawing their child.

Volunteer Information

Parents are encouraged to volunteer at least once a week if possible. Discounts will be given off tuition for parents who volunteer at the Co-op.

Volunteers are expected to follow all guidelines of dress and conduct outlined in the handbook and the statement of cooperation. Volunteers are expected to arrive no later than 7:30 AM and stay until 3:15 PM on their volunteer days.

Volunteers who repeatedly violate any of the policies and procedures after being spoken to will not receive the tuition discount.

White Oak Baptist Co-op asks volunteers participation in providing a God-honoring, professional atmosphere that will be most conducive to learning.

Contact Information

White Oak Baptist Co-op

5344 Main St Putney

Stratford, CT 06614

203.381.0559

Email: whiteoakbaptistch@gmail.com

Website: whiteoakbc.org

Administration:

Pastor: Pastor Richard LeJeune

Administrator: Emily Lloyd (Emilyllyod271@gmail.com)

Office: 203.381.0559

Cell: 203.217.9323