

- 1. Purpose:** Space Coast Christian Co-op provides high quality academic tutoring to home schooled students, who must be registered as homeschoolers with the Brevard County Education Department, or through an umbrella school.
- 2. Legal status:** Space Coast Christian Co-op, Inc. is a non-profit corporation. We are a tutoring service, not a school. Each tutor is an independent contractor. The tutors may assign grades, but these are for the parent's use only. Space Coast Christian Co-op does NOT provide transcripts. *The parents, ultimately, are responsible for their own child's education.*
- 3. Use of church building:** We must remember that we are guests of First Baptist Church of Cocoa and our behavior should be reflective of the respect we have for this church home. Please no running in the halls, no food or drinks (except bottled water) in the halls and classrooms. We ask that students keep noise to a minimum in-between classes. Any student found defacing church property will result in disciplinary action and reparations. Accidental damage to church property is the responsibility of the student. Students are not to enter areas of the church that are off-limits (where classes are not held and adults are not present).
- 4. Admittance to Co-op:** Students must be no older than 18 years of age, and no younger than 10 years of age as of August 1st of the school year. *A parent or legal guardian is required to stay at Co-op with any student under the age of 12.* No students who have been expelled or dismissed from an educational institution (whether private or public) will be admitted as a student. We ask that students have age-appropriate reading skills and be able to comfortably sit in a traditional classroom setting.
- 5. Monthly Tuition Policy:** August Tuition is payable to the **tutor** and must be received by the first Thursday in May in order to secure your spot on the rosters for the following year. Thereafter, **\$35 tuition** to tutors is due on the 1st Thursday of each month for the following month beginning in August.

A late fee of \$25 will be charged if tuition is not paid by the 1st Thursday of the month. If tuition and late fee are not been paid, your student is in danger of being dropped from class. Material Fees are made payable to the tutor and due on the first day of class. Tuition and Material Fees are nonrefundable. **NOTE: Tuition payment for the year is required on all classes dropped after the first week of September.**
- 6. Late Pick-up Fee:** There is a charge of \$1/minute if you pick up your student after 2:40, with a \$5/minimum.
- 7. Student IDs:** Students are required to wear SCCC issued IDs on campus. If ID is lost there is a \$5 replacement fee.
- 8. Volunteering is a requirement.** Volunteering is mandatory for every registered family. Each family must serve 9 hours each semester for **a total of 18 hours per year**. This is fulfilled through on campus, half day safety patrol shifts. SCCC is a "cooperative" organization that relies on parent involvement to keep our students safe and accountable. Please reconsider registering for our co-op if you are unable to meet this requirement. Note: On-campus volunteer parent safety teams are not able to monitor students who leave campus.
- 9. Visitors:** Class visitors are not allowed. Visitors are not allowed on campus unless they are a registered family member.

10. Student Expectations:

- Arrive on time.
- Come to class with homework completed.
- Have all necessary supplies with them.
- Treat instructor and fellow classmates with respect in words and actions.
- Refrain from using electronics during class, unless permitted by the instructor.
- Have a teachable, cooperative attitude.
- Bullying, harassing, fighting, slurs or foul language will not be tolerated.

11. Dress Requirement: Space Coast Christian Co-op asks that our students dress modestly and adhere to the following guidelines, so as to not be a distraction to other classmates. **IF YOUR STUDENT SHOWS UP ON THURSDAY IN VIOLATION OF THE DRESS REQUIREMENT, YOU WILL BE CALLED AND YOUR STUDENT WILL BE ASKED TO WAIT IN THE ACTIVITIES CENTER UNTIL YOU BRING AN ALTERNATE OUTFIT.**

- Guys – No tank tops or offensive graphics on T-shirts. No low-riding pants with undergarments visible. Male students are prohibited from wearing female clothing and make-up.
- Girls – No spaghetti straps, **open midriff shirts**, offensive graphics on T-shirts, low-cut tops. **Shorts must be fingertip length or longer.** Dresses and skirts should be knee length.

10.Discipline: Space Coast Christian Co-op seeks to create a loving environment, where tutors, parents, and volunteers help to guide the students in making wise and safe choices. The following is the sequence of consequences that could be implemented if correction of a behavior, attitude or dress code violation is needed:

- a. First infraction – verbal warning to the student in private
- b. Second infraction – contact parents by phone or email
- c. Third infraction – suspension from co-op for one week
- d. Fourth infraction - expulsion from co-op

SCCC has no tolerance for smoking, vaping or the use of drugs or alcohol. Any student found doing any of the above at co-op or a co-op function will be asked to leave the co-op permanently. Expelled students are not allowed to attend dances, prom or SCCC functions.

Consequences or conduct not discussed but determined to be in violation of SCCC policies or Statement of Faith will be addressed by the leadership committee individually and may result in suspension or expulsion.

Please read this Policy Agreement carefully to affirm you understand that these are the policies held by Space Coast Christian Co-op, and that you will honor these policies in word and behavior while you and your students are a part of our co-op.

Not abiding by SCCC policies, volunteer requirements or financial obligations may result in the student and/or family being asked to leave or not allowed to re-register for co-op.