

James River Cobblestones Updated Procedures/Policy for 2020-2020

To be complaint with the mandates/recommendations, which will help to keep all of us safe, the following procedures will be put into practice:

- 1) Morning Arrival - Students in the morning classes must now arrive between 8:40-8:55. This will enable us to begin classes on time. **Arrival** - We will have temperature screenings for each teacher and student before they enter the building. Anyone with a temperature of 99.6 or higher will not be allowed to attend class-or enter the building. We will also have someone to dispense hand sanitizer to wash their hands before entering the building. Hopefully, this will not be necessary the entire school year-once again dependent on any changes! **NOTE:** Also, unlike the past years, parents will not be allowed to escort their children to the classrooms-students will be checked in and be picked up at the front entrance. This will cut down on the traffic in our hallways, less people in the building and less chance of exposure, etc. We also will not have a parent lounge for parents to wait this year unless mandates are lifted. **Pick up** - Students will be picked up at the front entrance. We will have students ready for your arrival in our foyer. As we get closer to our opening, we will send out more detailed or updated information on arrival/pick up. Some classes may be lined up outside on the sidewalk-in good weather.
- 2) Masks -**Masks** - The current mandate states anyone 10 and over must wear a mask-unless you have a medical condition-that is the mandate we will be following.
- 3) Seating - Students other than siblings will be seated 6' apart. Most classes will also have designated seating-laminated labels. This will be the same each week-unless the teacher sees a need to make a change.
- 4) Lunch/Water/Restrooms - Only students who attend morning AND afternoon classes will be allowed in the lunchroom. Students whose classes end by or before lunchtime will need to be picked up before lunch-promptly by noon! This will enable us to have more space to keep the required distance between students, and this will be strictly enforced. **Lunch and water**-please send **only water in cups that seal well**, which can also be kept in their backpack. **Each child needs to bring a cup of water**, and it must seal well! These can be refilled by the teacher at lunch if necessary-or you may send an extra water bottle. Water fountains will not be available.
CHANGE: ONLY parents who are a lunch volunteer will be allowed in the lunchroom at this time. Any special programs we may have for holidays, etc. will be an exception. Students will wash their hands before and after lunch. Siblings will be asked to sit together during lunch as well to help with our social distancing. **Also, NO sharing of lunches/food except for siblings.**
- 5) School supplies - The PreK-K & Grades 1-2 classes have a supply fee which will cover their basic supplies. The teachers will provide safety scissors, glue sticks, crayons, and a pencil for each child. These supplies will be kept in a gallon Ziploc Bag with their names on them and will be kept in the supply closet each week. Grades 3-12 will have a supply list from their teacher. We ask that these supplies be kept in a large pencil zipper bag. We will not have "community" supplies as we have many times in the past. Each student must have their own supplies.
- 6) Backpacks - Each student will have a designated place for their backpack-we are looking into bins/crates and will be labeled with their name. Please only send the items required or requested by the teacher as the backpacks must fit in the designated area. Lunch and drink-please send **only water in cups that seal well**, which can also be kept in their backpack. Each child needs to bring a cup of water-these can be refilled by the teacher at lunch if necessary-or you may send an extra water bottle. Water fountains will not be available.

- 7) Sanitizing/Cleaning – In the past, each teacher has purchased these items for their classroom. However, it will now be necessary for us to sanitize/clean before classes begin, more often during our day than we have in the past, as well as sanitizing at the end of the day. Each classroom and our lunchroom, restrooms, etc. will have to be sanitized/wiped down multiple times. **Therefore, instead of adding a fee for this, we are asking that each family bring in the following to help with expenses: bottle of hand soap, Lysol-or other disinfecting wipes, and a bottle of hand sanitizer-8 oz or larger.** We thought about charging a fee to cover this, however, these items are still hard to locate and when they can be located, we are only able to purchase one. **Thank you for your help with this!**
- 8) Forms/Handbook - COVID19 Waiver/SICK POLICY-We have updated our Handbook, our sick policy and there is a COVID19 waiver form, which we will email to you by the end of the month. **These must be signed, as well as this update to our procedures and returned before classes resume.** Please read over the updated policy carefully. Anyone who arrives with, or later develops a temperature over 99.6 will not be allowed to attend classes. If your child becomes ill after arrival, we will contact you immediately to pick them up ASAP.
- 9) Calendar – Classes will still begin 9/3/20. I will be watching the number of COVID Cases over the holidays. At this time, we plan to continue with the 2 weeks of classes after Thanksgiving-this could change, depending on cases/shut-downs, etc. However, we will extend the Christmas break by one week. Classes will resume on January 14th, not the 7th. Since many families travel during Christmas break, we felt it would be better to have that extra week before resuming classes.
- 10) Volunteers – Because of the screening, extra cleaning/sanitizing, it would be helpful to have a volunteer in the morning during our arrival time. Please email me if you are willing to volunteer. If we have at least 2-3 volunteers, they could rotate for a month at a time. We will give a discount on the registration fee for our volunteers. Also, volunteers must complete our background check form-this protects all of us, especially your children!

COVID-19 Acknowledgment and Waiver:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. While James River Home School Foundation is taking reasonable steps and precautions to lessen the risk of transmission of COVID-19 or other communicable diseases, and while James River Home School Foundation is following CDC guidelines and applicable state and county health department guidelines and orders, in all material respects, it is not possible to entirely prevent the presence of these diseases. **THEREFORE, WE RECOGNIZE AND UNDERSTAND THAT James River Home School Foundation**, also doing business as **James River Eagles, James River Cobblestones, Lending Library and Resource Center (LLRC)** their principals, members, directors, teachers, coaches, promoters, other participants, operators, officials, sponsors, advertisers, owners and lessees of the premises used to conduct the activities and events and each of them, their officers, directors and volunteers are not responsible in any manner for any risks related to communicable diseases in connection with my student's participation in the activities. The facilities involved include, but are not limited to the following:

Kingsland Baptist Church
8801 Perrymont Road
Richmond, VA 23237

Ramsey Memorial UMC
5900 Hull Street Road
Richmond, VA 23224

Pine Street Baptist Church
400 S. Pine Street
Richmond, VA 23220

Powhatan Christian Fellowship
3308 Pleasants Road, #A
Powhatan, VA 23139

Powhatan Mennonite Church
3540 Old Buckingham Road
Powhatan, VA 23139

Chesterfield County Schools
9900 Krause Road
Chesterfield, VA 23832

Powhatan County Schools
4290 Anderson Hwy.
Powhatan, VA 23139

Specifically, we understand that COVID-19 is a highly contagious and dangerous disease, and that contact with the virus that causes COVID-19 may result in loss, damage, expense or significant personal injury, sickness or death. We are fully aware that participation in the activities carries with it certain inherent risks related to transmission of communicable diseases that cannot be eliminated regardless of the care taken to avoid such risks, including, but not limited to: (1) the risk of coming into close contact with individuals or objects that may be carrying a communicable disease; (2) the risk of transmitting or contracting a communicable disease, directly or indirectly, to or from other individuals; and (3) injuries and complications ranging in severity from minor to catastrophic, including death, resulting directly or indirectly from communicable diseases or the treatment thereof ("Inherent Risks"). Further, we understand that all of the Inherent Risks are not fully understood, and that the exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine.

COVID-19 Acknowledgment and Waiver:

I hereby voluntarily accept and assume all risk of loss, personal injury, sickness, death, damage, and expense for my student(s) arising from such Inherent Risks.

Furthermore, we represent and warrant that my student(s) does not knowingly carry any communicable diseases that may be transmitted during participation in the activities and that if my child(ren) displays any symptoms, I will voluntarily choose to remove him/her from participating for a period of no less than fourteen (14) days, or until it is deemed safe to return by a licensed medical physician.

Print name of participant(s) and circle all that apply:

_____ Cobblestones – LLRC - Soccer - Cross Country - Volleyball - Basketball

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_____ Cobblestones – LLRC - Soccer - Cross Country - Volleyball - Basketball

_____ Cobblestones – LLRC - Soccer - Cross Country - Volleyball - Basketball

_____ Cobblestones – LLRC - Soccer - Cross Country - Volleyball - Basketball

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

James River Cobblestones 2020-2021 Application

Parent Information:

Mom's Full Name: _____

Dad's Full Name: _____

Parent's Relationship _____ (ex. Married, divorced, etc.)

Address: _____

Home Phone #: _____ Mom's Cell #: _____

Dad's Cell #: _____

Email Address: _____

Email Address for student (teens who may have different email):

Student Information:

First Student: Student's Name: _____

Indicate Male or Female: _____ Male _____ Female

Student's Current Age: _____ Grade: _____ Date of birth (mm/dd/year): _____

Second Student: Student's Name: _____

Indicate Male or Female: _____ Male _____ Female

Student's Current Age: _____ Grade: _____ Date of Birth (mm/dd/year): _____

Third Student: Student's Name: _____

Indicate male or female: _____ Male _____ Female

Student's Current Age: _____ Grade: _____ Date of Birth (mm/dd/year): _____

Fourth Student: Student's Name: _____

Indicate Male or Female: _____ Male _____ Female

Student's Current Age: _____ Grade: _____ Date of birth (mm/dd/year): _____

Please list any additional students on an attachment. ☐ See attached

How did you hear about the James River Home School Academy?

How many years have you homeschooled: _____

Are your children enrolled in any other Co-op/Academy or previously attended any home school co-ops, academies, classes, etc.? _____ If so, please list the names of the Homeschool Co-op or Academy and address:

Homeschool Co-op enrollment 2020-2021: _____

Number of years attended: _____

Co-op/Academy previously enrolled in: _____

Reason for leaving: _____

Number of years attended _____

Has this student(s) ever been suspended from any public, private school, or any homeschool co-op or academy because of discipline problems? _____ If so, please list reason:

Has this student(s) ever been charged with an offense by the police? _____
If you answered yes to either of the above, please explain:

Does the student(s) have any special needs that would hinder their learning, or that the teacher would need to know? Please list any/all conditions such as ADHD, ADD, auditory processing, dyslexia, dysgraphia, etc. Yes _____ No _____

***Please note:** Our teachers are not trained for special needs.

Church Attendance:

Name of church you are currently attending _____

Length of time attended: _____ (If less than 2 years, church attended before)

Medical Release Form:

Medical Release Form must be completed for each student and returned with the application (unless you have already completed a current form for the Eagles sports).

I will complete the Required Medical Information form, sign and return it. ____Yes

The Required Medical Information is completed, current & on file. ____Yes ____No

General:

My child is home-educated (and in accordance with State Law) and we have read and agree to abide by the JRHSF Cobblestones Student and Parent Handbook (including Code of Conduct and Dress Code). _____ Initials

JRHSF Cobblestones has my permission to use photographs taken of my child to be used in any and/all publications related to the JRHSF Cobblestones (note: pictures of children will only be shared on the Cobblestones FB closed group) _____ Initials

James River Cobblestones Handbook:

I have read the JRHSF Handbook, as well as explained it to our children. I certify that I consent to and will submit to all governing policies of the JRHSF, including all applicable policies in the Student Handbook. I understand that this Handbook does not contractually bind JRHSF and is subject to change without notice by decision of JRHSF governing body. I understand that admission to the JRHSF Cobblestones is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege. _____ Initials

Fees/Tuition:

Classes are a full school year commitment, unless notated otherwise under the class description (some extracurricular classes may be 6-12 weeks). There will be **no refund of registration fees if you withdraw, and no refund of tuition/fees** after the second week of classes, September 10th. Tuition/fees for classes that are for one semester (or less) are due on the first day of class, and there will be no refund after classes have begun.

NOTE: Registration Fee/Tuition are **non-refundable**. _____ Initials

Notice of Admission/Denial – James River Cobblestones will notify you upon acceptance (or denial), after the application has been received with all references, and the parent/student interview has been conducted. Thank you! Please fill out the Registration Fees Form online or visit us at www.jrhsf.org for additional information.

Statement of Faith:

Please read carefully, sign and initial. The initialed page is to be returned with the application also. James River Cobblestones is a Christian homeschool Academy. We desire to have Jesus Christ in the center of all the subjects we teach. Our classes will be taught with a Biblical World view. Below is our Statement of Faith. Please read this carefully, and you must initial that you understand our Statement of Faith.

Statement of Faith

- We believe that "All Scripture is given by inspiration of God," which we hold to be the whole book called THE HOLY BIBLE – inspired by the Holy Spirit, inerrant in the original writing, and the infallible Word of God. Its teaching and authority is absolute and final, and thus our guide to faith and practice.
- We believe in one God Who is creator, sustainer and ruler of all, existing in three persons – the Father, the Son and the Holy Spirit.
- We believe that all have sinned and are therefore guilty before God and repentance is commanded for all and necessary for forgiveness of sins.
- We believe that all who by faith receive Jesus Christ are then born again of the Holy Spirit and receive everlasting life.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

For purposes of the James River Home School Academy's (James River Home School Foundation) faith, doctrine, practice, policy and discipline, our board of directors is the JRHSF final interpretive authority on the Bible's meaning and application. _____Initials

Parent Signature: _____ Date: _____

Parent Signature: _____ Date _____

James River Cobblestones Required Medical Information Release and Waiver of Liability and Indemnity Agreement

Student Information: Full Name: _____
Last First

Address: _____

City State Street Zip Birth date: _____
Age: _____ Sex: _____ Grade: _____

Health Insurance Information. In the case of injury or illness requiring medical attention while participating in any James River Cobblestones activity, your health insurance information is required. Do you have health insurance? Yes _____ No _____

Insurance Information Insurance

Provider _____

Policy Number: _____ Group Number: _____

Name of policyholder: _____

Physician Information - Name of Physician: _____

Phone: _____

Office Address: _____

City State Zip

Preferred hospital: _____

Optional: Date of last physical: _____ Date of last Tetanus

Booster: _____ Health History Information It is extremely important, especially in case of an emergency that teachers know about any allergies, medications, physical limitations and/or special needs that your child may have. In the space provided please give any pertinent information about your child's health. All information will be kept confidential. Pre-existing or present medical conditions (ie. Asthma, Diabetes, ADHD):

Name and dosage of any medications that must be taken:

_____ Is there anything else that would be helpful to know? (ADHD, speech, hearing, processing, or a history of seizures:

Allergies to medications: _____

Allergies to foods: _____

Allergies - other: _____

Emergency Contact Information: (parent/primary guardian) Full

Name: _____ Relationship _____

Address (if different from student) _____

Phones: _____ (Home) _____ (Cell) _____

Alternate Contact Person: (relative/family friend/secondary guardian - other than a parent) Full

Name: _____ Relationship _____

Phone: (Home) _____ (Work) _____

(Cell) _____

Release and Waiver of Liability and Indemnity Agreement

I the undersigned (if participant is 18 years of age or older) or parent/guardian of the aforementioned minor participant acknowledge my consent to the following RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREE-MENT: IN CONSIDERATION for being permitted to enter the premises and participate in any events and/or engage in activities that involve risk or serious injury, including permanent disability or death, which might result not only from their own actions, inactions or negligence, but action, inaction, or negligence of others, the rules of play, or the condition of the premises or of any equipment used and further, that there may be other unknown risks not reasonably foreseeable at this time, assume all the foregoing risk and accept personal responsibility for the damages following such injury, permanent disability or death, and hereby do RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE, AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS, AND ASSUME FULL RESPONSIBILITY FOR, AND RISK OF, BODILY INJURY, DEATH, OR PROPERTY DAMAGE even if determined due to the negligence of the James River Home School Academy (under the umbrella of the James River Home School Foundation), their principals, members, other participants, operators, officials, sponsors, advertisers, owners and lessees of the premises used to conduct the activities and events and each of them, their officers, directors and volunteers, herein referred to as "releasees," from all liability as a result of participation in the Programs and/or being transported to or from the same, which participation, after careful consideration I hereby authorize, and which transportation I hereby authorize.

I further agree, acknowledge, and certify that he/she: has adequate insurance to cover any injury or damage that may be caused at any event; has no medical or physical conditions which would interfere with his/her participation in any event., inclusive as permitted by the law of Virginia; and that registration to participate with the James River Home School Academy, indicates that the above TERMS and CONDITIONS have been read and voluntarily agreed to.

Furthermore, in the event of any injury or emergency, if I or my alternate emergency contact cannot be notified, I authorize the individual in charge to obtain emergency medical diagnosis and treatment for _____ as deemed necessary by competent medical personnel. I hereby request and authorize any physician, dentist, and staff, duly licensed as Doctors of Medicine, or Doctors of Dentistry or other such licensed technicians or nurses, hospital, or healthcare providers to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment, and give emergency medical care and treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named player. I understand that I am fully responsible for any and all charges incurred in the event of such treatment and waive all claims or future claims as specified above.

Signature: _____

Date: _____

(Parent/Guardian's Signature is required if participant is under the age of 18)

Parent/Guardian Name: _____

James River Cobblestones

Parent and Student Handbook
2020-2021

jrhsf.org

Email – cobblestonesjrhsf@gmail.com

WELCOME: Students, Parents and Teachers!

Welcome to JRHSF's Cobblestones. Our classes meet from September – May each year, except for the extracurricular classes, which will have dates listed. Parents must be in compliance with the homeschool laws for the State of Virginia (Section 22.1-254.1). Our classes are meant to compliment your homeschool experience-not replace it. Classes will meet once a week, and students are responsible for completing their work assignments at home, with parental help as needed. There are thirty-one weeks in our school calendar. Please purchase any textbooks, books, materials and/or supplies needed, before the first day of class.

We are privileged to be able to guide and teach our most precious gifts from God-our children, our blessings. Along with the privilege of participating in Cobblestones, comes the responsibility of helping out as needed so it will be a smooth experience for us all. We desire that as students learn, that they will also grow in their relationship with God and will seek Him. We believe the mandate given to parents in Deuteronomy 6:6-9, "...teach them diligently to your children, talk of them when you sit in your house, when you walk by the road, when you lie down, and when you rise up...". We ask all teachers and/or assistants to sign a Christian (nondenominational) Statement of Faith when they apply to teach a class.

Please familiarize yourself with these guidelines in this Handbook, as well as on the website. We hope you find JRHSF's *Cobblestones* to be a place where you can find support and encouragement, as well as support and fellowship with other home school families.

Fees/Tuition:

Registration Fee: \$65.00 per student before June 1st, and \$75.00 per student after June 1st.

There is a family cap of \$195.00. Once you register, you have 7 days to submit your application forms, references and registration fees. If the forms/fees are not received within 7 days, you understand there is no guarantee of keeping a spot in the classes you are requesting.

Copy/Supply Fee: Determined by each class teacher and paid directly to the teacher.

Class Fee/Tuition: Determined by class teacher and made payable to the teacher.

Registration fees are made payable to **James River Home School Foundation** (or JRHSF).

Supply and tuition fees are made payable to the **teacher**. All fees are due by registration deadline. If a teacher allows a payment to be paid once each semester (which will be on their class description), payments are due: 1) September 1, and 2) first day of class in January.

Late Fee: There will be a \$10.00 late fee for payments not received on time. If more than two payments are missed, student may not be able to return to class until payments are brought up to date.

Withdrawal/Refund Policy: There is no refund on registration fees. If you choose to withdraw your child from a class after the second day of classes, September 10th, there will be no refund on registration, supply or tuition fees. Semester or short-term class tuition is due by the first day of class, and after those classes begin, there is no refund.

Application/Registration

Families are required to complete the Application/Registration Form, Class Request Form, Release and Waiver of Liability, and a Medical Release Form, and two-character references-one must be from a Pastor, Youth Pastor, or a Sunday school teacher-on the church letterhead. We will review the application, and new families must also be scheduled for a parent/student interview. You will be notified upon acceptance within one week. Classes are filled on a first-come basis. If a class minimum is not met, the class may be canceled (and registration fees would be refunded in case of class cancellation).

Sessions

Our fall session begins in September. Full courses will run September – May (3-week break in December & 1- week spring break). We will also offer separate fall and spring extracurricular classes. Class duration will be as noted on Cobblestones schedule (high school classes may be 1 ½ hours or longer). Class dates will be listed on the calendar link of the James River Home School Foundation website-please note holidays and/or teacher days.

Our Host Church

We are grateful to Powhatan Christian Fellowship for hosting our Academy. They are graciously allowing us use of their facilities. Help us show our appreciation by abiding by these guidelines:

1. Be respectful of the property at all times, 2. This year only enrolled students are allowed in the buildings. 3. Food and drinks are not allowed in any room other than the Fellowship Hall. Lunch and any special events with food will be in the Fellowship Hall. Please leave the area neat and clean. Dispose of trash (trashcans are located in each room), and 4. **No running** in hallways or classrooms, please!

General Information

Attendance/Drop-off & Pick Up - Attendance will be noted by each teacher at the beginning of each class. **Drop-Off - Please make sure students arrive on time. It is disruptive to the class when students are late.** If a student is late to class more than 3 times, the parent will be notified that continued tardiness will result in the child not being able to participate in class or be sent back home. **Pick-Up** – Students must be picked up on time!! If an emergency arises and you will be late, please text the teacher to let them know. Once a student has been picked up late twice, there will be a Late Fee of \$10.00 for the first 15 minutes. After the first 15 minutes the late fee will go to \$25.00. If the late fees are not paid, the student may not be permitted to class until the fees are paid-at the teacher's discretion. Thank you for your cooperation in this matter!

Dress Code - We expect all students to come to class dressed modestly. Please follow the guidelines listed below: 1. Shorts and Skirts – must not be any shorter than one hand length above the knee. 2. Shirts/Tops-No spaghetti straps, halter tops, muscle shirts, no tight fitting, see through or midriff shirts allowed. There should be no cleavage showing and no under garments should be showing. 3. Pants- are to be worn in a modest manner. No underwear, bare tummy or bottoms should be visible. 4. T-shirts – no graphics or words that are vulgar, no anti-God or anti-Christian graphics or words, and no wording or graphics depicting alcohol, drugs or sex. 5. Jewelry-no jewelry may be worn that is anti-God or vulgar.

Driving Students - Conduct - 1. Any student who drives must have a legal Driver's License. Driving is a privilege, one to be taken seriously. Students must drive with extreme caution, especially in our parking lot. Please be courteous! 2. Students who drive to the Academy must have a signed permission slip from their parents. Also, if they plan to leave between classes, you must submit notice to the Director, giving them permission. 3. No fellow student may ride with a student driver, without written permission from the driver's parent and the fellow student's parent. These forms will be kept in the office and will be strictly adhered to. 4. Students are not allowed to hang out in the parking lot. 5. Please be considerate of other students and the church-no blaring car radios.

Guests- No unregistered children may attend academy classes. Only teachers/students and approved volunteer parents are allowed in the host buildings.

Lunch - Lunch should be eaten in the Fellowship room ONLY! No food or drink allowed in the foyer, hallways, etc. Students are expected to clean up after themselves (throw away trash, check the floor, and clean up any spills). Please do not send any lunches that need to be heated up. We will not have access to a microwave. If your child needs utensils for their lunch, please send plastic utensils. We do not have room in the refrigerator to store food, you must send any cold items in their lunch bag with an ice pack. Please make sure all food and drinks are labeled.

NOTE: Only students who are in afternoon classes will be allowed to stay for lunch.

Those whose classes end by lunch time **MUST** be picked up at the end of the class-before lunch. If you are tardy, a late fee of \$10.00 will be expected, and after the 3rd time of being tardy, the director will contact you about attending future classes. This year students will have assigned seating at lunch. There will not be available seating for students who are to be picked up before lunch. It is imperative students are picked up on time so that the other students may be escorted to the lunchroom. Our main building is locked during lunch.

Parent Expectations

In order for us to function smoothly as an academy, we ask parents to: 1. Read all material given to them-printed and electronic, 2. Adhere to the policies and plans of action in place, so that our academy may function smoothly-between teachers, students and fellow members, 3. Parents are expected to notify the student's teachers if they will be absent-by text or email, before classes begin, 4. Parents are ultimately responsible for the academic success of their child, 5. Parents must purchase all textbooks, supplies, etc. that their child will need for class, 6. Ensure that all homework assignments are being completed-in a timely manner, 7. Pay all fees, tuition, supply fees, etc., 8. Have your child in class on time-no sooner than 10 minutes before class, and must pick up your child on time. If you are late, you may have to pay a "late pick-up fee", 9) If your child has a behavior issue-or a learning struggle, etc. and you receive a letter, call or email from the teacher, you must reply promptly. Failure to respond may result in your child not attending class until resolved.

Grades/Certificate of Completion:

Grades will be given to students in grades 6 & up. Those in PreK-K – grade 5 will be given a Certificate of Completion. To receive the Certificate of Completion for Grades 1 & up, 80% of work must be completed.

Student Expectations

JRHSF's Cobblestones expects students to: 1. Treat adults and fellow students with courtesy and respect at all times. Students are expected to listen and obey their teachers, and not disrupt class. If a student repeatedly disrupts or disrespects the teacher, they may be suspended. 2. Respect property of the church facilities-inside and out. 3. Students must come to class on time, be prepared to learn and participate, and complete any assigned work by the teachers. No cheating or plagiarism allowed. 4. Students must be dressed modestly (see Dress Code). 5. Please do not allow your children to bring toys, iPads, laptops (except those that are required for class), games systems, cell phones, etc. that would distract during class times. If your child carries a cell phone, they must keep in a purse or pocket on vibrate-no texting, or phone usage during class times! If a cell phone is used or taken out during class, the teacher will take the phone and it will be returned after classes are over. 6. There shall be no hitting, wrestling, shoving, teasing, criticizing, name calling, bullying, etc. We expect children to be courteous and respectful. This is covered in detail in our "Discipline Policy". 7. No public displays of affection on church property, including parking lot. 8. No alcohol, drugs or weapons of any kind are allowed on property, including the parking lot. 9. No cursing, vulgar actions or talk allowed. 10. No one is permitted to hang out in foyer, hallways, or parking lot during class time. All students must be in a classroom or study hall. 11. If a disciplinary problem arises, guidelines from the Code of Discipline will be followed.

Code of Discipline Policy

We are a Christian organization, and therefore we believe it honors God when our students are respectful and obedient to adults, and respectful to their fellow students. The Class Rules will be explained to students at the beginning of each semester. We ask parents to also help by going over these with your children. There is a three-step discipline policy that will be followed for most discipline problems-others may result in immediate dismissal. 1. A first offense will warrant

a verbal warning from teacher or adult in charge. 2. A second offense – a letter and email will be sent to the parent. A prompt reply to the teacher is necessary if your child is to be allowed back in the classroom, 3. A third offense – student and parent must meet with the Academic Director to determine if the student will remain in the Academy for the duration of the term. There will be no refund of fees or tuition. **All offenses will be documented by the teacher in charge on a Behavior Incident Form. The form must be turned into the Academy Director before the end of the day. However, there are certain offenses that will result in **immediate dismissal**. These are: 1. Possession (or use of) alcohol, drugs or tobacco 2. Possession of a firearm or weapon on school property 3. Threats made against teachers, students, or the facility, and 4. Any situation which would break the law and/or any arrest.

Arrival/Dismissal Parking

Morning Arrival - Students in the morning classes must now arrive between 8:40-8:55. This will enable us to begin classes on time. **Arrival** – We will have temperature screenings for each teacher and student before they enter the building. Anyone with a temperature of 99.6 or higher will not be allowed to attend class-or enter the building. We will also have someone to dispense hand sanitizer to wash their hands before entering the building. Hopefully, this will not be necessary the entire school year-once again dependent on any changes! Also, unlike the past years, parents will not be allowed to go to the classrooms-students will be dropped off and picked up at the front entrance. This will cut down on the traffic in our hallways, less people in the building-less chance of exposure, etc. **Pick up** - Students will be picked up at the front entrance. We will have students ready for your arrival in our foyer. As we get closer to our opening, we will send out any needed updates on arrival/pick up. Some classes may be lined up outside on the sidewalk-in good weather.

Safety

It is our desire to keep your children as safe as possible. We will keep the doors locked during classes. This is for the safety of our children and teachers.

Study Hall

Students that are dropped off for classes and have a break between classes they are enrolled in, **must** register and pay for a study hall “class”. They are not allowed to wait in parking lot, other classrooms, foyer, etc. Students in Study Hall must work quietly-classwork, reading, etc.

Weather Policy

In the event of inclement weather (snow, ice, hurricane), we will make decision and an announcement of cancellation will be put on our website before 8 A.M. We also plan to have on **WRIC 8 and WTVR6 Community Closings website**. Since we have teachers/students coming from several counties, we feel we should make decision based on weather in the western/rural areas, not just in the local Richmond area. Thank you for your understanding in this matter. We desire to keep all our teachers and students safe. If you have any questions, you may submit an email.

Holidays

JRHSF's Cobblestones will have a Christmas and Spring (Easter) break, as noted in our calendar. We will also observe Thanksgiving and will not have classes the Friday after Thanksgiving. We are a Christian organization, and our holiday focus will be Christ centered-not on Santa, Easter bunny, etc. We will not teach or observe Halloween. Thank you for your understanding in this.

Parent/Student Complaints

If a parent (or student) has a concern, or complaint, we ask that you please follow these guidelines: 1. If you have a concern, please contact the teacher by email or phone-before discussing with anyone else. Please do not try to discuss complaints or concerns with the teacher while classes are in session, and especially while you are angry. We would like

complaints and/or concerns to be handled biblically-this is why we ask that you first contact the teacher directly-in a calm manner. 2. If you feel you cannot come to a resolution (after corresponding with teacher), you may then contact the Academic Director.

Wellness Policy

Temperature checks will be done before students may enter the building. Anyone with a temperature of 99.6 or higher will not be allowed in the building. We ask that you do not just drop your child off-they must go through the temperature check before you may leave. We will send detailed instructions for arrival/pick up times in the next week. Please do not bring your child to class if he/she has any of the following symptoms: 1. Temperature higher than 99.6 degrees, 2. Green or yellow discharge from nose, 3. Pink Eye, 4. Rash, 5. Vomiting and/or diarrhea-none for the last 48 hours, 6. Cough/runny nose accompanied with fever/sore throat, 7. Head Lice, 8. Strep Throat or sore throat w/fever and/or swollen glands (child must be on antibiotics at least 48 hours before returning to class), 9. Any communicable illness/disease, such as skin infections, chicken pox, measles, etc., 10. Flu/Virus/Strep-Children must be symptom free 48 hours before returning to class. If you or your child arrives with any of these symptoms, we will ask you to return home. If your child develops any of these symptoms while in class, you will be notified immediately and asked to come get them immediately. We will try to keep them isolated, so as not to infect the other students. One sick child this week could result in 3-4 next week!

Also, if ANYONE in your family is sick, running fever, etc., we ask that all your family stay home that week. If you or anyone in your family is diagnosed with COVID-19, you must notify us immediately, and the entire family is prohibited from returning to classes for a minimum of 14 days. You will need a doctor's clearance before returning! This policy is for the protection of your, child, teachers, and all family. Thank you for your cooperation!

NOTE: If anyone in your family is high-risk or immunocompromised, we strongly encourage you to consider taking the year off if you feel the safety measures will not be adequate for your family. We will do our best to screen for sickness, and will have our safety measures in place, but as you know, there could be a risk anytime you are out.

Class Request Form on Following Page!

The following are attached to this application: ☐ Medical Release ☐ Class Request Form ☐ Check for Registration Fees unless paying online via PayPal and the COVID19 Waiver. The online Registration Fees Form needs to be filled out and submitted. Please mail completed forms and documentation to: James River Cobblestones, Attn: Cheryl Hair, 2073 Lone Draw Drive Powhatan, VA 23139

James River Cobblestones

Class Request Form 2020-2021

Please complete the following for class/course requests

Student: _____ Age _____ Grade _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Student: _____ Age _____ Grade _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Student: _____ Age _____ Grade _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Student: _____ Age _____ Grade _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Student: _____ Age _____ Grade _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____