

# James River Cobblestones

Parent and Student Handbook  
2024-2025

[www.cobblestonesacademy.org](http://www.cobblestonesacademy.org)

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Welcome to James River Homeschool Foundation's Cobblestones. Our classes are meant to complement your homeschool experience, not replace it. Parents must be in compliance with the homeschool laws for the State of Virginia (Section 22.1-254.1). Parents are ultimately responsible for the academic success of their child.

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 assistants to sign a Christian (nondenominational) Statement of Faith when they apply to teach a class. Parents should read our statement of faith and understand that course content will be based on these principles.

Please familiarize yourself with the 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 fellowship with other families.

#### **Fees/Tuition:**

**Membership & Registration Fees:** \$50.00 per family for membership fee and \$30.00 registration fee for each student. Registration Fees may be paid using our online system or by check payable to James River Home School Foundation (JRHSF). Our membership year runs from July 1st until June 30th of the following year.

**Tuition & Supply Fees** are determined by each class teacher and made payable to the **teacher**. Payment in full is required by the first day of classes in September. Some teachers do allow families to pay by semester. Details are posted in the course description for each class.

**Late Fee:** There will be a \$10.00 late fee per class for payments not received on time. This is payable to the teacher.

**Returned Check:** There will be a \$35.00 fee on any returned check.

**Late Payment Policy:** If a payment is more than 30 days late, family membership will be parked, and students may not return to class until payment in full is tendered to all teachers.

**Withdrawal Refund Policy:** There is **no refund** on registration fees unless the course(s) you registered for are canceled or you are denied membership for any reason. There is **no refund** on tuition after the 2<sup>nd</sup> week of classes.

### **Application/Registration**

Families must request membership, and once requested a temporary membership will be issued. You will have two days once you request membership to complete the Application/Registration Form, Class Request Form, Release and Waiver of Liability, a Medical Release Form, and register for classes. All information on forms must be completed-if we are not given accurate information, it may be cause for dismissal-with no refunds. After two days if you have not completed our forms and registered for classes, the temporary membership will be parked. New families must have two-character references, preferably one from a Pastor, Youth Pastor, Sunday School teacher, and the other could be from a former teacher, coach or current James River Cobblestones member. We will review the application, and new families must also be scheduled for a parent and student interview with the academic director and/or an instructor. Once the application forms and an interview has been completed and reviewed you will then be notified upon acceptance within one week (usually within 1-2 days).

**Current members** must be up to date on tuition before registration will be accepted for the upcoming year. Students must also be up to date on their homework and have consistently turned their work in through the year. If work has not been completed and turned in consistently, we may ask the parents to meet with us before accepting new registration. Registration and students fees for current families who wish to continue at Cobblestones will be due on July 1<sup>st</sup>.

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). Registration will be considered complete when families have submitted the following items: Registration/Membership fees, required application/forms - - Liability waiver signed by both parents/guardians, -Handbook signature page signed by parents and students (Middle-High School). Your student will not be officially registered for a class until the registration fee has been paid.

**Please note that the Director and/or Board may remove any family for any reason deemed necessary. It is our responsibility to protect the integrity of and to maintain a safe and nurturing environment at James River Cobblestones.**

## **Parent Expectations**

So that we may function smoothly as an academy, we ask parents to:

Read all material given to them-printed and electronic. This includes forum posts/emails, Incident Reports, homework assignments on the Classroom Dashboard, and grades which are posted.

Pay all registration fees, tuition, and supply fees on time.

Purchase all textbooks and supplies listed on the course description before the first day of class.

Be punctual for arrival and dismissal.

Ensure that homework assignments are being completed-in a timely manner.

Serve as lunchroom monitor one time per semester in order to monitor behavior and help with clean up. If your schedule does not permit you to help in this way, a \$50 fee will be added to your membership account.

Notify the student's teachers if they will be absent, before classes begin.

Reply promptly to any communication you receive from a teacher about a behavior issue-or a learning struggle. Failure to respond may result in your child not attending class until resolved.

## **Student Expectations**

JRHSF's Cobblestones expects all students to:

Treat instructors, volunteers, and fellow students (regardless of age) with common courtesy and respect.

Listen to and obey their teachers.

Do not disrupt class with persistent talking or other rude behavior.

Respect property of the church facilities-inside and out.

Come to class on time, be prepared to learn and participate, and complete any assigned work by the teachers.

No cheating or plagiarism allowed.

Do not bring toys or electronic devices, that would distract class.

**Cell phones & Smart watches:** If your child carries any electronic device, it must be kept in their backpack, on silent. Students may not use cell phones while on the grounds of Powhatan Christian Fellowship or on any field trip without permission. Students may not show other students content on their devices. Students may not photograph other students using their personal devices. If a cell phone or other electronic communication device is used or taken out during class, the teacher will take the phone or watch, and it will be returned after classes are over for the first offense. Any additional offenses will result in the phone or watch being kept by the teacher until the parent picks up the student. The teacher will then release the phone or watch to the parent only. Any chats, conversations, sharing, etc. done in groups set up by the students are the parents' responsibility to monitor. If a student needs to contact their parent during the school day, they should ask permission. The student will be sent to the study hall monitor and be allowed a supervised call.

There shall be no hitting, wrestling, shoving, teasing, criticizing, name calling, or bullying.

No public displays of affection on church property, including parking lot.

No alcohol, drugs or weapons of any kind are allowed on property, including the parking lot.

No cursing, vulgar actions or talk allowed.

No one is permitted to hang out in hallways or parking lot during class time. All students must be in a designated classroom or study hall.

### **Dress Code**

We expect all students to come to class dressed modestly. Please follow the guidelines listed below:

Shorts & Skirts – must not be any shorter than one hand length above the knee.

Shirts & Tops-No spaghetti straps, halter tops, crop 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.

Pants- are to be worn in a modest manner. No underwear, bare tummy or bottoms should be visible.

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.

Jewelry-no jewelry may be worn that is anti-God or vulgar.

Shoes should be worn at all times, including on the playground.

### **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.

1. A first offense will warrant a verbal warning from teacher or adult in charge (teacher will write up an Incident Report)
2. Second offense – the teacher will contact the parent and have them sign the Incident Report- before the next class date. A prompt reply to the teacher is necessary if your child is to be allowed back in the classroom,
3. Third offense – student and parent must meet with the Academic Director and teacher 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 as soon as possible and no later one week following the incident.

The following offenses will result in **immediate dismissal**:

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.
4. Any situation which would break the law and/or any arrest.

### **Sessions**

Full courses will run September through May. Class dates will be listed on the calendar posted on the Cobblestones' website. Classes will meet once or twice a week, and students are responsible for completing their work assignments at home, with parental help as needed.

### **Holidays**

JRHSF's Cobblestones will observe the following holidays: Thanksgiving, Christmas, and Spring (Easter) break, as noted on our calendar. We also schedule a mid-winter teacher work week, which is a holiday for students. We are a Christian organization, and our holiday focus will be Christ centered. Cobblestones will not teach or observe Halloween, and no costumes are allowed for Halloween.

### **Our Host Church**

We are grateful to Powhatan Christian Fellowship for hosting our Academy. They are graciously allowing us the use of their facilities. Be respectful of the church property. Students may have a water bottle in the classroom, but all other food and drinks should be consumed in the Fellowship Hall or outside. Please leave the area neat and clean. Dispose of trash. No running in hallways or classrooms.

### **Safety**

It is our desire to keep your children as safe as possible. We will keep all doors locked during school hours. Background checks are conducted on all instructors, study hall monitors, and any adult who will be in direct supervision over students. Parents/Visitors must sign in at the front desk if they enter the building for any reason and they must also sign out when they leave.

**Guests:** No unregistered children may attend academy classes. Only teachers, students, and approved volunteers are allowed in the host buildings.

**Arrival:** Parents should drop students off at the front door of the main building unless directed by staff to a different location. Students **may not enter the building more than 10 minutes** before their first class of the day.

**Authorization to Pick Up:** Parents must complete the electronic transportation form before the first day of classes, which notifies Cobblestones which individuals are authorized to pick up your child on days when a parent is not available. Parents should also text your child's last teacher of the day with the name of the individual who will be picking up your child on that day. The authorized person will be required to show a photo identification.

**Dismissal:** Students in grades 6 and below are to be picked up at the front door unless directed by staff to a different location. Students in grades 7 and above may be picked up in the parking area. Parents may drive up to pick up your child(ren). 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. If you allow your child to be on the playground or property after they are picked up, you are responsible for supervising them. Students are not allowed behind buildings.

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They must remain in the playground area. Any outdoor equipment they play with must be put back in the playground storage bin.

**Driving Students:** 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. 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 a signed notice by the parent, to the Director, giving them permission. No fellow student may ride with a student driver without written permission from the driver's parent, and the fellow student's parent. Students must leave immediately after their last class. They are not allowed to hang out in the parking lot.

### **Wellness Policy**

Please do not bring your child to class if he/she has any of the following symptoms: temperature higher than 99.6 degrees, green or yellow discharge from nose, pink eye, rash, vomiting, diarrhea, cough, runny nose, sore throat, head lice, flu, or any communicable virus.

**Children must be symptom free/fever 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 until a parent arrives.

### **Weather Policy**

In the event of inclement weather (snow, ice, hurricane), we will make an announcement of cancellation and/or delayed opening, early dismissal, before 7 AM if possible. A forum post will be sent out. We will also post on the Cobblestones Facebook Group. Since we have teachers/students coming from several counties, we feel we should make our decision based on weather in the western/rural areas, not just in the local Richmond area. **If Powhatan County schools close, we will also close.** 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 contact us.

### **Lunch**

Lunch should be eaten in the Fellowship Hall. **Students are expected to clean up after themselves** (throw away trash, check the floor, and clean up any spills). We will not have access to a microwave. Do not send any lunches that need to be heated up. 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. If your child needs utensils for their lunch, please send plastic utensils.. We ask that you limit sugary snacks.

**Allergies:** Do not send snacks or lunch with peanuts, tree nuts, or peanut/nut or tree nut butters.

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



### **Study Hall**

Students that are dropped off for classes and have a break between classes must enroll in a supervised study hall. Students may have a study hall at the beginning or end of the school day only if they have a sibling in an enrolled class at that hour. Study hall tuition is listed in the course description and made payable to the study hall monitor. Students in Study Hall must work quietly on homework or leisure reading. A puzzle table is sometimes set up for a study hall activity. Study hall students may not eat food in the foyer, but may have a water bottle. Students may not enroll in more than 2 study hall classes per year.

### **Grades/Certificate of Completion:**

Grades may be given to students in grades 5 & up. We do not issue report cards. Parents are responsible for downloading grade reports from the Classroom Dashboard. Those in PreK-K – grade 5 may be given a Certificate of Completion at the end of the year. To receive the Certificate of Completion for Grades 1 & up, 80% of work must be completed.

### **Parent/Student Complaints**

If a parent (or student) has a concern or complaint, we ask that you please follow these guidelines:

If you have a concern, please contact the teacher by email or phone before discussing it with anyone else. 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. If you feel you cannot come to a resolution (after corresponding with the teacher), you may then contact the Academic Director.

**Signature Page below – this must be signed by parents (and middle/high school students) and returned to the Director.**

## James River Cobblestones

### Handbook Signature Page to be returned to the Director

Signature Page – Parent: As a parent of a James River Cobblestones student, I have read and agree to help my student(s) comply with all the policies within the James River Cobblestones Handbook. I agree to help and talk with my student(s) teachers to support my child’s learning. By signing this form, I acknowledge that I have carefully read the course descriptions and homework requirements, have considered which classes meet the needs of my student(s), and understand that ALL FEES MUST BE PAID BY THE DUE DATES. No refund will be given once classes begin. By signing this form, I agree to support the teachers and board members efforts to maintain our policies listed in the James River Cobblestones Handbook.

Parent’s Printed Name \_\_\_\_\_

Parent’s Signature \_\_\_\_\_

Parent’s Printed Name \_\_\_\_\_

Parent’s Signature \_\_\_\_\_

Today’s Date \_\_\_\_\_

Middle-High School Student(s): I have read and agree to comply with all of the policies within the James River Cobblestones Handbook.

Student 1 Printed Name \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Today’s Date \_\_\_\_\_

Student 2 Printed Name \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Student’ 3 Printed Name \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Reservation of Rights: The James River Cobblestones Director and/or Board of Directors reserves the right to remove any student who fails to follow the guidelines set forth in the handbook or website. Member families may also be dismissed or not permitted to re-enroll for causing undue conflict and/or failing to adhere to the James River Cobblestones Handbook. No refunds will be given in the event of dismissal!