



# Mid-Ohio Christian Co-op Parent & Family Handbook 2024–2025 School Year

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“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”

— Philippians 4:8

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## **Statement of Faith**

Our hope is in Jesus Christ, the author and finisher of our faith. This Statement of Faith expresses the core beliefs of Mid-Ohio Christian Co-op and helps families determine if it is a good fit for them.

1. The Bible – God’s perfect Word, fully inspired by the Holy Spirit, without error, and the final authority in all matters of life and faith.
2. God – One true God eternally existing as Father, Son, and Holy Spirit.
3. Jesus Christ – God’s Son, fully God and fully man, born of a virgin, lived sinless, died on the cross for our sins, rose again, ascended into heaven, and will return.
4. Humanity – Created in God’s image, but separated from Him through sin. We cannot save ourselves.
5. Salvation – A free gift of God’s grace, received through faith in Jesus Christ alone.
6. The Holy Spirit – Convicts of sin, gives new life, equips believers with spiritual gifts, and enables us to live for God.
7. Eternity – Believers in Christ are secure in eternal life with God. Those who reject Christ face eternal separation from Him.

## **Mission**

Mid-Ohio Christian Co-op is a Christ-centered homeschool community. We glorify God by encouraging, equipping, and supporting families as they disciple young men and women of character to influence the world for Jesus Christ.

## **Our Leadership**

The Leadership of the Mid-Ohio Christian Co-op is composed of parents like you who are dedicated to meeting the needs of home educated students through enrichment classes. Below is a little more about our leadership structure.

### **Board:**

***President – Gina Robichaux***

***Vice President – OPEN***

***Treasurer – Chrystina Tharp***

***Secretary – Amy Fraunfelter***

***Moderator – Jessica Dermer***

*Trustee of the Library – Karla Schafer*

*Trustee of Communications – John Raetzel*

*Trustee of Facilities – Grace Mock*

*Trustee of Hospitality and Scholarships – Cathy Wilson*

*Trustee of Yearbook – Angie Daye*

**Team Leads:**

*Athletic - Heather Stokes*

*Field Trips - Jessica Dermer*

*Registration - Cassie Blizzard*

*Service Hours - Johnna Vanover*

*Teens – OPEN*

*Events – OPEN*

*Fundraising – Chrystina Tharp*

*Maintenance – Sigrid Neilsen*

- ***Board Meeting will be Held on the 2<sup>nd</sup> Tuesday of Each Month Starting August 12<sup>th</sup> Thru June 9<sup>th</sup> at the Licking County Library, Downtown Newark. Board Meeting are open to any members who wish to attend.***

**Membership**

Mid-Ohio Christian Co-op is a cooperative — families work together to provide a thriving, affordable Christian homeschool community.

- Membership is open to any homeschool family.
- Registration fees are \$50 annually, due prior to class registration.
- All registration fees are tax-deductible and non-refundable.

**Parent Guidelines**

Parents remain responsible for their children’s education, behavior, and supervision at all times.

- Co-op is not a drop-off program; classes supplement, not replace, home education.

- Model respect, responsibility, and kindness. Supervise your children during lunch, recess, and free periods.
- The main entrance is at the back of the building. No doors are to be propped open.
- Restricted areas include the kitchen, sanctuary, and areas behind the sanctuary.
- Lunch is 12:00–12:40. Children age 10 and under must remain with a parent or responsible adult.
- Recess is 12:15–12:40 and only takes place if a parent supervisor is present. Playground use is at your own risk. Use equipment safely and stay in designated areas.

## **Check-In & Attendance**

Mid-Ohio Christian Co-op uses a new electronic check-in system for safety and accountability.

- Upon entering the building, families should check in using the tablets in the lobby.
- Families must check out when leaving.
- Every member must check in and out each time for accurate records in case of emergency.
- Classroom attendance is also taken electronically by each teacher to ensure accurate headcounts.

## **Code of Conduct & Bullying Policy**

Mid-Ohio Christian Co-op has a zero-tolerance policy for bullying, racism, and sexual harassment.

General Conduct – Treat others with respect and kindness. No fighting, profanity, unsafe items, or dishonesty. Dress modestly and appropriately.

Discipline Process – Three-strike system: verbal warning, second warning with meeting, third strike results in removal from class. Continued issues may result in dismissal.

Bullying is defined as repeated, aggressive behavior that harms or humiliates others. This includes physical, verbal, social, and cyber bullying. Conflict between peers is not bullying.

Bystanders should not encourage or ignore bullying. Instead, they are expected to speak up kindly, redirect the situation, or notify an adult.

At orientation, students and parents sign an agreement affirming that they will not participate in bullying and will treat others with Christ-like love and respect.

## **Registration & Service Hours**

- All families must register online before classes begin.
- Children must be legally registered under their family’s membership (parent, grandparent, or legal guardian).

- Every child must be registered for a class, nursery, or listed as “at your side.” Children “at your side” must remain with their parent at all times.
- Teachers may not allow unregistered students to attend their class.
- Students should only have one study hall per semester unless approved by the MOCC board.
- Classes may not be offered privately during co-op hours.

### **Service Hours**

Mid-Ohio Christian Co-op operates because families serve together. Each family is required to complete service hours.

- Service hours are based on the number of hours a family spends at co-op each week (see chart).
- Teachers typically fulfill their hours through preparation and teaching.
- Extra volunteer opportunities are posted weekly at the front desk.

### **Service Hours Chart**

- 1 hour at co-op = 7 service hours per semester
- 2 hours = 14 hours | 3 hours = 21 hours | 4 hours = 28 hours
- 5 hours = 35 hours | 6 hours = 42 hours | 7 hours = 49 hours | 8 hours = 56 hours

If you are struggling to complete your service hours, please speak with a board member so we can help find a solution.

### **Community Service Hours**

New this year, families can also contribute through Community Service Hours — volunteering time and effort outside of regular co-op hours.

Examples include:

- Helping organize, set up, or clean up after events and fundraisers
- Volunteering during special clean-up days
- Assisting with repairs to playground equipment or general maintenance around the co-op
- Donating supplies or materials for events or projects if time is limited

By participating in Community Service Hour opportunities, families can earn credit toward early registration for classes in the following semester.

## **Emergency Procedures**

- Classes continue during thunderstorm watches/warnings, but all activities remain indoors.
- If a tornado watch is issued, parents may choose to leave early. Always check out before leaving.
- If a tornado warning sounds, calmly move to the closest downstairs bathroom or classroom without windows. Parents must remain in the building with their children.
- Fire drills are held each semester. Leave belongings behind, exit through the nearest safe exit, line up, and meet in the field behind the playground for a headcount.
- Report suspicious persons immediately to a board member, security, or via walkie-talkie. If threatening, call 911. Teachers should secure classrooms and await instructions.
- Medical Emergencies: Notify a parent immediately. In life-threatening cases, call 911 and alert the parent. Do not move anyone unless necessary for safety.

## **Fees & Scholarships**

- Annual Registration Fee: \$50 per family, due before class registration (tax-deductible, non-refundable).
- Class Fees: Broken into four monthly payments. Parents are responsible for on-time payments. After a 7-day grace period, families will be placed on hold until payment is made.
- Refunds: MOCC does not refund registration, class, or field trip fees. Class fee refunds are at teacher discretion.
- Materials: Members are responsible for lost/damaged library books, teacher materials, or drama scripts.
- Scholarships: Needs-based, for one school year. Applications due by July 1. Priority given to new applicants.

## **Acknowledgment of Handbook**

I/We have read and reviewed the Mid-Ohio Christian Co-op Parent & Family Handbook (2024–2025). I/We agree to support and uphold the mission, guidelines, and policies of the Co-op and to partner with the community in creating a safe, Christ-centered environment.

Parent/Guardian Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

## **School Calendar of Events**

Co-op (2181 Riggs Rd) is every Thursday for two 13-week semesters from 9:00am – 3:40pm. Because Mid-Ohio Christian Co-op has rented the building on Thursdays only, building access is limited to Thursday only.

### **First Semester**

July 19<sup>th</sup> - Family Summer Fellowship

August 21<sup>st</sup> – Set Up in New Building – Fellowship Get together – Open House

August 23<sup>rd</sup> – Curriculum Sale

August 28<sup>th</sup> - First day of Classes

September 4<sup>th</sup> – Last Day to Drop Classes

September 25<sup>th</sup> - Picture Day - Sanctuary

October 2<sup>nd</sup> - Fall Fellowship

October 9<sup>th</sup> - Fall Break, No Co-op This Day

October 24<sup>th</sup> - (Friday) Homecoming

November 6<sup>th</sup> - Graduation Meeting part 1

November 20<sup>th</sup> – Peppermint Village and Last Day of Co-op

December 4<sup>th</sup> – Winter Field Day Event and Peppermint Village

December 11<sup>th</sup> Thru January 22<sup>nd</sup> – WINTER BREAK

\*\*Dates subject to change, Additional Dates for field trips/events will be added throughout the year.

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### Second Semester

January 29<sup>th</sup> - Set Up for Spring Semester– Fellowship Get together – Open House

February 5<sup>th</sup> - 1st day of 2nd Semester – Mobile Library 11-2 – Drama Practice 4-6

January 12<sup>th</sup> - Last day to drop 2nd semester classes – Valentines Party (Sweet Fellowship) – Knights Bites Café Open, Hosted by the Board – Drama Practice 4-6

February 19<sup>th</sup> – Spirit Day (Class Color War) – Tumble Bus 11-1 - Graduation Meeting part 2 4pm  
- Drama Practice 4-6

February 26<sup>th</sup> – Knights Bites Café Open, Hosted by Drama – Drama Practice 4-6

March 5<sup>th</sup> - Mobile Library 11-2 – Drama Practice 4-6

March 12<sup>th</sup> – Spirit Day, Anything But a Bookbag - Knights Bites Café Open, Hosted by Teens – Drama Practice 4-6

March 19<sup>th</sup> – Tumble Bus 11-1 – Drama Practice 4-6 - Homeschool Resource Fair 5-8

March 26<sup>th</sup> – Spring Pictures Day 8:30-3 – Knights Bites Café Open, Hosted By Drama – Drama Practice 4-6

April 2<sup>nd</sup> - Spring Fellowship – Mobile Library 11-2 – Drama Practice 4-6

April 9<sup>th</sup> thru 11<sup>th</sup> – Spring Break - Homeschool Convention – NO CO-OP

April 16<sup>th</sup> – Spirit Day, Tacky Tourist – Tumble Bus 11-1 – Drama Practice 4-6

April 17<sup>th</sup> - (Friday) Spring Formal

April 23<sup>rd</sup> – Knights Bites Café Open, Hosted by Athletics – Drama Practice 4-6 - Spring Student Showcase 5-8

April 30<sup>th</sup> - Last Day 2nd Semester – Knight's Bites Café Open, Hosted by the Board – Final Drama Practice 5-? @Pataskala Grace Church

May 1<sup>st</sup> & 2<sup>nd</sup> – Drama Production

May 7<sup>th</sup> – Graduation

May 8<sup>th</sup> – Business Meeting/Fellowship/Field Day

May 14<sup>th</sup> – Skate Party

May 15<sup>st</sup> Thru August 1<sup>st</sup> – SUMMER BREAK

\*\*Dates subject to change, Additional Dates for field trips/events will be added throughout the year.