CLAYTON AREA HOMESCHOOL GROUP HANDBOOK

Last updated: July 2026

MISSION STATEMENT:

Our mission is to build a Christ-centered homeschool community that supports families through cooperative learning, fellowship, and encouragement.

Current Board Members:

President – Sarah Boyle
Vice President – Aleesha Grimmett
Registrar – Lyssa Barnes

2025-2026 Leadership Team:

Media & Event Coordinator– Jillmarie Clay
Care Team Lead – Sarah Scarborough

OUR STATEMENT OF FAITH:

Every member must agree to respect the Statement of Faith before joining co-op.

- We believe the Bible to be the inspired word of God. It was written by human authors under the supernatural guidance of the Holy Spirit. Since God is the ultimate authority, His Word is authoritative for Christian beliefs and living.
- We believe that there is one self-existent God who has always been and will always be, manifest in three persons, Father, Son, and Holy Spirit, and that knowing Him truly is the foundation of all knowledge, wisdom, and understanding.
- We believe that Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.
- We believe that, through faith and belief in Him, we have received the salvation provided by God's grace through the death of Jesus Christ.
- We believe that children belong to God and we as parents have been given the responsibility and authority for their education and that it is our responsibility to protect this parental right.
- We believe that it is our duty to raise our children in the knowledge of and faith in Jesus Christ and in accordance with His Word.

What is a Co-op?

A homeschool co-op is **not a drop off program**. It is a cooperative learning community where families work together to provide educational opportunities for their children. Instead of one person running the program, every family contributes their time, talents, and effort to help the co-op function.

At Clayton Area Homeschool Group, this means parents work together to teach classes, assist in classrooms, organize events, and help care for our community. Because we are a cooperative, the success of the co-op depends on the participation of every family. Each family is expected to serve in **volunteer roles** during co-op hours. Volunteer assignments are made based on the needs of the co-op. This means parents may serve in classrooms or roles that do not include their children. This shared commitment allows us to offer a wider variety of classes and maintain a strong, supportive community. In addition to volunteer roles, families also help care for the facility we use each week. We are grateful to our host church for allowing us to use their space, and we show our appreciation by helping keep it clean. Families are expected to assist with **weekly classroom cleanup**. Serving together in these ways helps keep our co-op running smoothly and allows us to continue using this wonderful facility.

When and Where is Co-op?

Host Church:
Bethesda Baptist Church
4967 US HWY 70 Business West, Clayton, NC 27520

We meet on **Fridays from 1:00-4:00** from August through May with several breaks observed throughout the year.

What does the schedule for the co-op day look like?

1:00 – Arrival
1:15 – Opening Assembly in the Sanctuary
1:35 – 2:30 1st Block Classes
2:35 – 3:30 2nd Block Classes
3:30 – 4:00 Clean up

Who can apply?

Applications are open to homeschooling families who:

- Agree with the mission and values of CAHG
- Respect the Statement of Faith
- Follow the policies in this handbook
- Comply with North Carolina homeschool laws
- Have at least one student in Kindergarten or above

Membership acceptance is dependent upon available space in classes.
Potential families will be placed on a waitlist if classes are full. And as a reminder, class placements for students and volunteer assignments for parents are determined separately.

What is the Parent Commitment?

Clayton Area Homeschool Group is a co-op, meaning every family contributes to the success of the program. **CAHG is not a drop-off program.**

Each family must:

- Have at least one parent or guardian present during co-op hours
- Participate in weekly volunteer service
- Fulfill assigned service roles
- Support the teachers and leadership team
- Help with weekly cleaning duties

Our co-op relies entirely on the participation of parents. Without volunteers, classes cannot operate.

What Costs are Involved in Co-op?

$45 Annual Family Registration Fee

This fee helps cover administrative costs of the overall operations of the co-op such as website, banking, and insurance costs. This fee is paid once per year.

$45 Student Fee

This fee is invoiced **per student each semester**.
These fees cover:

- Classroom supplies
- Curriculum materials
- Class resources
- Cleaning supplies
- Event food/supplies
- Weekly needs
- And more

Student fee due dates:

1st semester: August 15th	**2nd semester: January 1st**

Additional Fees

All adult members must complete a **background check** prior to participation in co-op. The cost is $14.

Some classes may include an additional supply fee to register for.

All fees are non-refundable once paid and will be invoiced through our website. These will be sent to your email on file and will also be reflected on your account balance upon logging in. Contact Sarah Boyle or email claytonareacoop@gmail.com with any questions concerning co-op fees.

ABSENCE POLICY:

Because Clayton Area Homeschool Group is a parent-run cooperative, the participation of every family is important to keeping classes and activities running smoothly. We understand that illnesses, family events, and unexpected situations may occasionally prevent a family from attending. However, regular attendance is expected.
Families who have **more than four absences during the co-op year may be asked to withdraw from the co-op.** Extenuating circumstances will be considered on a case-by-case basis by the Leadership Team.
Whenever possible, families should notify leadership of an absence in advance and make arrangements to ensure their volunteer responsibilities are covered.

Planned Absences:

If you know in advance that you will miss a co-op day, please:

- Notify the Leadership Team as soon as possible
- If you are a teacher, communicate with your assistant so they know what material should be covered in your absence.

Early communication helps leadership ensure that all classrooms remain properly staffed.

Unplanned Absences:

Illnesses and emergencies sometimes occur unexpectedly. If you must miss co-op or expect to arrive late, please notify the Leadership Team as soon as possible using the current co-op communication method. Prompt communication helps us adjust staffing and maintain a safe environment for students.

Please note: Arriving more than 30 minutes late or leaving early may be counted as an absence if it affects volunteer responsibilities.

Inclement Weather Policy

Clayton Area Homeschool Group generally follows the weather decisions of **Johnston County Public Schools (JCPS)**.

- If **JCPS cancels school for the day due to inclement weather**, co-op will also be canceled.
- If **JCPS operates on a delayed schedule**, co-op will still meet as scheduled since our program begins at 1:00 PM.
- If **JCPS dismisses early due to inclement weather**, co-op will be canceled for that day.

Families should monitor local news and weather alerts when severe weather is expected. Leadership will also communicate any co-op cancellations or updates through the usual co-op communication channels.

SICK POLICY

Family members should not attend any CAHG class or activity if they are knowingly contagious with an illness.

Members should refrain from coming if they have:

- Flu-like symptoms
- A communicable disease
- Active head lice
- Vomiting within 24 hours of the start of the CAHG class or activity
- A fever within 24 hours of the start of the CAHG class or activity

Children must be fever and vomit free for 24 hours PRIOR to participation in any CAHG class or activity. Should you or your child contract a communicable disease and you or your child participated in CAHG during the contagious period, please notify someone from our Board of Directors. If you are unsure if you or your child was contagious, please err on the side of caution and contact a Board member.

An email will be sent to the CAHG members if it is learned that a contagious child attended a CAHG class or event. We will let members know which communicable diseases their children may have been exposed to as well as a list of the classes or activities in which the infected child was participating. To maintain privacy of the family, no names will be included.

CLASSROOM MANAGEMENT & DISCIPLINE POLICY

Teacher Guidelines

Teachers should make every effort to address behavior calmly, consistently, and graciously. When behavior concerns arise, teachers should generally follow these steps:

Step 1: Gentle Reminder

Remind the student of the classroom expectation and redirect them toward appropriate behavior.

Step 2: Second Warning

If the behavior continues, clearly explain the expected behavior and let the student know that continued disruption will result in their parent being asked to intervene.

Step 3: Parent Intervention

If the student continues to disrupt the class or refuses to follow directions, the teacher should send the student to their parent (or ask a hall monitor/runner to locate the parent if necessary).

Because CAHG is a cooperative, parents remain responsible for disciplining their own children.
The student may return to class that day if both the teacher and parent feel they are ready to participate appropriately.

When a student is removed from the classroom, the teacher must complete a Behavior Incident Report. The parent must review and sign the report, and the report must be delivered to the Board. This documentation helps identify patterns of behavior and allows the Board to partner with families in finding successful solutions.

Serious Behavior

Some behaviors require immediate parent involvement without prior warnings, including, but not limited to:

- Physical aggression
- Bullying or intimidation
- Threatening language

- Intentional destruction of property
- Leaving the classroom or designated areas without permission
- Repeated defiance of adult instruction
- Behavior that creates an unsafe environment

Teachers should notify a Board member as soon as practical following any serious incident.

Ongoing Behavior Concerns

Behavior Incident Reports are maintained to document ongoing classroom concerns.

If a student receives three Behavior Incident Reports during the school year, a meeting with the Board and the student's parent(s) will be required before the student may continue participating in classes. The purpose of this meeting is to work together to determine an appropriate plan that best supports both the student and the co-op community.

Depending on the circumstances, the Board may determine that one or more of the following is appropriate:

- A temporary or permanent class reassignment
- Temporary suspension from CAHG classes & activities
- Other accommodations or actions deemed appropriate by the Board

The Board reserves the right to remove a student from a class or from CAHG if behavior consistently disrupts the learning environment or compromises the safety and well-being of others.

CONFLICT RESOLUTION POLICY

Clayton Area Homeschool Group desires to maintain a peaceful, Christ-centered community where families support and encourage one another. Because our co-op is made up of many families working closely together, disagreements or misunderstandings may occasionally arise.

When conflict occurs, we ask all members to follow a process based on the biblical principles found in **Matthew 18:15–17**, which encourages respectful and direct communication.

Step 1: Speak Privately with the Person Involved

If you have a concern with another parent, teacher, or member, please first speak with that person privately and respectfully. Many misunderstandings can be resolved through honest and kind conversation.

Concerns should not be discussed with others who are not directly involved in the situation.

Step 2: Seek Leadership Assistance

If the concern cannot be resolved through private discussion, the issue should be brought to the Care Team Lead for guidance. Leadership may help mediate a conversation and work toward a fair and peaceful resolution.

Step 3: Board Review

If a conflict continues or significantly affects the co-op community, the Care Team Lead will bring the situation to the Board which will review the situation and determine an appropriate course of action.

Guarding Our Community

In order to maintain unity within the co-op, members are expected to **avoid**:

- Gossip
- Slander
- Speaking negatively about other families or leadership
- Discussing conflicts with individuals who are not part of the solution

Our goal is always **restoration, understanding, and unity within the community**.

We ask all members to approach conflict with humility, grace, and a desire to preserve the fellowship that makes our co-op special.

CODE OF CONDUCT

At Clayton Area Homeschool Group, we believe parents are responsible for guiding the character and education of their children. As a Christian co-op, we desire that all members—parents and students alike—conduct themselves in a manner that reflects Christ and promotes a positive learning environment.

All families are expected to treat one another with kindness, respect, and consideration so that our co-op remains a safe and welcoming place for everyone.

General Expectations for All Members:

All parents and students are expected to:

1. Be courteous, cooperative, and respectful toward others.
2. Use kind and appropriate language.
3. Avoid gossip, slander, bullying, or fighting.
4. Follow the direction of teachers and leadership.
5. Contribute to a peaceful and supportive learning environment.

Student Code of Conduct:

Parents should review the following expectations with their children. Students age 10 and older must read and sign the Code of Conduct agreement.

1. Respect Teachers and Leaders

Students should listen to and follow the instructions of teachers, assistants, and leadership.

2. Show Respect to Others

Students should treat classmates with kindness in both words and actions. Unkind language, teasing, or foul language is not permitted.

3. Participate Appropriately in Class

Students should remain seated when appropriate, avoid talking while the teacher is giving instructions, and raise their hand when they have a question. Students should also be respectful when others are speaking.

4. Remain in Assigned Areas

Students may not leave a classroom or activity without permission from a teacher or parent.

5. Follow Classroom Rules

   Students should bring the supplies needed for class and help clean up their area at the end of each class.

6. Dress Appropriately

   Clothing should be appropriate for a learning environment. Clothing should not display offensive graphics, expose undergarments, or reveal the midriff.

7. Personal Belongings

   CAHG is not responsible for lost or misplaced items. Students should avoid bringing unnecessary items such as toys or personal electronics.

8. Cell Phones

   Cell phones may not be used during class unless needed for medical reasons or otherwise agreed upon by parents with the teacher. If a phone is used during class without permission, the teacher may hold the phone until it is returned to the student's parent.

9. Safety

   Weapons of any kind are not permitted at co-op events. Violence or threats of violence will result in immediate dismissal from CAHG.

10. Relationships

    Public displays of affection by students are not permitted during co-op activities.

Parent Code of Conduct:

Parents play an essential role in the success of our co-op. By joining CAHG, parents agree to:

1. Accept Responsibility for Their Children

   Parents remain responsible for the behavior and discipline of their children at all times.

2. Support Teachers and Leadership

   Parents should respect the authority of teachers and assist in maintaining a productive classroom environment.

3. Fulfill Volunteer Responsibilities

   Because CAHG is a cooperative program, every family must serve in assigned volunteer roles and contribute to the operation of the co-op.

4. ### Communicate Respectfully

   If concerns arise with a teacher or another parent, they should first be discussed privately with that person. If the issue cannot be resolved, the concern may be brought to the Board for review.

5. ### Maintain a Positive Community

   Parents should strive to build a supportive and encouraging atmosphere by showing patience and understanding toward other families.

6. ### Respect Differences

   Families may hold differing opinions or viewpoints. Members are expected to communicate respectfully and avoid discussions that could create division within the group.

7. ### Stay Engaged During Co-Op

   Parents should remain attentive to their responsibilities and avoid unnecessary distractions such as phone use during instructional time.

8. ### Communication

   Parents are responsible for regularly checking co-op communications and responding promptly when needed. Timely communication with leadership regarding volunteer roles, class needs, and absences is essential for the smooth operation of the co-op.

Please keep in mind:

- Being a member of CAHG is a privilege and one's participation can be revoked due to misconduct or failure to follow co-op policies.
- The Board reserves the right to dismiss any member for any reason at any time.
- The Board reserves the right to change policies and procedures to accommodate the needs of the group.
- When we are attending activities as a group, each person's behavior reflects back on CAHG. We ask that you continue to adhere to these rules of etiquette when we are outside of our normal building the same as when we are in it.

By joining the Clayton Area Homeschool Group, you agree to abide by this Code of Conduct.
Failure to abide by this Code of Conduct may result in dismissal from the group no matter what point of the current school year it may be.

If a concern or conflict arises, please bring it to the attention of one of the Board members so that it may be addressed.

WAIVER and RELEASE OF LIABILITY

- Participation in CAHG activities are voluntary.
- I understand that participation in classes, events, and activities involves some risk of injury or illness.
- By enrolling my family in CAHG activities, I agree not to hold CAHG, its volunteers, host church, or participants liable for accidents or injuries that may occur during activities.
- I accept responsibility for supervising my children and ensuring they follow co-op rules.
- This waiver applies to all current and future CAHG events.

I have read and agree to this release of liability:

_____ _____

Parent Signature Date Signed

I have read and agree to the Code of Conduct, and I agree to respect the Statement of Faith:

Parent Name (Print):_____

Parent Signature:_____

I have read and agree to the Student Code of Conduct:

Student (age 10+) signature:_____

(Additional student 10+):_____

(Additional student 10+):_____

FAMILY MEDICAL RELEASE

Parent Name: _____

Although it is our mandatory policy that parents remain on site with their children during co-op, it is sometimes possible for children to attend under the supervision of a "substitute" parent or guardian. We need to keep this medical information/release on file for emergency purposes. Please rest assured this info is kept in the strictest confidence.

Student Name(s): _____

I authorize the treatment by a qualified and licensed medical practitioner for the above minor child(ren) in the event of a medical emergency which, in the opinion of the first responders and / or attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed.

Are you or any of your children currently on any daily medication that medical services should be aware of?

Yes ____ No ____

If yes, please list child's name and medication:

_____

_____

It is the responsibility of the parent/guardian to notify us of any changes to the list of medications.

Do you or any of your children have allergies that we or emergency medical services need to be aware of (food, medication, etc.)?

Yes ____ No ____

If yes, please list child's name, allergy, and treatment. This includes allergies to medication (for emergency medical services) and food for co-op.

_____

_____

Insurance Information:

_____

_____

Authority to Sign

I represent and warrant that I am a parent or legal guardian of the child(ren) named above and have the full power and authority to enter into this Medical Release on their behalf. By signing below, I acknowledge that I have read and understand this document and also represent that all information provided is accurate.

_____ _____

Parent or Guardian Signature Date Signed

_____ _____

Parent Printed Name & Phone Number Additional Emergency Contact: Name & Phone Number