

James River

Cobblestones

Parent and Student Handbook
2025-2026

www.cobblestonesacademy.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 complement your homeschool experience-not replace it.** Classes will meet once or twice a week, and students are responsible for completing their work assignments at home, with parental help as needed. There are thirty-two 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 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:

Membership/Registration Fee: Registration Fees are made payable to James River Home School Foundation (JRHSF).

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

Tuition/Supply Fee: Determined by 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. In that case, payments are due on the first day of classes in September and January. Parents must follow tuition payment plan set up by the teacher. The payment schedules are listed on the course description. If you have any questions, you must communicate with the teacher!

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 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 – Classes are for a full school year. Once classes begin in September, there will be no refund of tuition paid. Those who withdraw from classes will still be expected to pay the full tuition. If you withdraw from class(es) and do not pay the tuition, you will not be allowed to register for the following year and grades will not be given until payment in full is received. There are times when families go through life-changing events such as a severe medical illness of a child or family member, family moves out of area or state, etc. Please notify the Director as in these tough times we desire to offer grace. However, payments already made will not be refunded and any past-due payments must still be made. **Also, if tuition to the teachers is not paid on the schedule set-up and approved by the teacher, payment for any future years may be required to be paid in full before classes begin. If tuition not received within thirty days after the due date, the student may not be able to attend class until tuition is paid.**

Registration

Families must request membership, and once requested a temporary membership will be issued. All information on application form must be completed. If any inaccurate information is discovered on the application, it is cause for dismissal without refund. After five days if you have not registered for classes, the temporary membership will be suspended. New families must have two-character references, from a Pastor, Youth Pastor, Sunday School teacher, former teacher, coach, or current James River Cobblestones member. James River Cobblestones will send an electronic reference form to the individuals you list on your application. We will review the application, and new families must also be scheduled for a **parent/student** interview. This interview will be for a parent **and** the students registered. Parents also need to submit a letter of recommendation from any previous or current private school or co-op attended. Once the application forms, reference letters and an interview have been completed/reviewed you will then be notified upon acceptance within one week..

-Current members- must be up to date on tuition before registration will be accepted for the upcoming year. Also, those who have a history of late tuition payments may be asked to meet with Director before enrolling for the upcoming school year to determine if they will be allowed to register. Students must also be up to date on their homework and have consistently turned their work in throughout the year. If work has not been completed and turned in consistently, we may ask the parents to meet with us before accepting registration for the upcoming year. Those with one or more Incident Reports or behavior issues may also be asked to meet with the Director before accepting new registration-or may be declined registration depending on number of incidents/behavior issues, unpaid tuition, etc.

-Classes are filled on a first-come basis. NOTE: 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 and Membership fees, required application/forms - - Liability waiver signed by both parents/guardians, -Handbook signature page signed by parents and students (Middle-High School), and the two reference letters.. Your student will not be officially registered for a class until the registration fee has been paid.

-NOTE: 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 peace at James River Cobblestones.

Our courses will run September – May, with a 3-week break in December, a teacher work week in Feb. & a 1-week spring break. Class duration will be as noted on the Cobblestones schedule. 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 to use their facilities. Help us show our appreciation by abiding by these guidelines:

1. Be respectful of the church property,
2. 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 in each classroom), and
4. **No running** in hallways or classrooms, please!

General Information

Transportation/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.

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 a signed notice by the parents, 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. 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). There will be a schedule each week for students to assist with clean-up after lunch (wiping down tables/sweeping). Please do not send any lunches that need to be heated up. **They will not have access to a microwave..** 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. **ALLERGIES**- Please do not send snacks or lunch with peanuts, tree nuts, or peanut/nut or tree nut butters. Thank you for your assistance with this! **NOTE: Only students who are in morning and afternoon classes will be allowed to stay for lunch.** Those whose classes end by lunchtime **MUST** be picked up at the end of the class-before lunch. If you are tardy, a late fee may be expected, and after the 3rd time of being tardy, the director will contact you about attending future classes. It is imperative students are picked up on time so that the other students may be escorted to the lunchroom. You are expected to go over these policies with your children.

Parents Responsibilities – Adhere to the policies and plans of action in place, so that our academy may function smoothly-between teachers, students and fellow members, 1.

Absences-Parents are expected to notify the student's teachers if they will be absent by text or email, before classes begin, 2. **Tardiness/Late Arrival** – If your child is more than 10 minutes late to class, they may be asked to remain in Study Hall and will not attend their class. We understand that at times you may be caught in traffic, but those who are late more than 3 times per semester will be asked to meet with the Director to see if they will be allowed to continue for that semester. Students coming in late cause disruption in class.

3. **Academics** - Parents are ultimately responsible for the academic success of their child (per Virginia homeschool laws), We are here to walk alongside you. 4. Parents must purchase all textbooks, supplies, etc. that their child will need for class, 5. Ensure that homework assignments are being completed in a timely manner, 6. Pay all fees, tuition, supply fees, etc. on time, 7. Have your child in class on time-no sooner than 10 minutes before class, and you must pick up your child on time (or late fees will be charged). If a child is more than 10 minutes late It will be noted by teacher. Those who are more than 10 minutes tardy 3 or more times will receive a call from the Director to discuss whether they may continue,. and 8) 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. 9. Parents are responsible for keeping up with communication- through our Forum, Classroom Dashboard, SMS and emails from teachers, etc.

Grades/Certificate of Completion:

Grades may be given to students in grades 6 & up (we do not issue report cards). Those who grade will do so to work turned in; however, the parent is responsible for keeping records of their grades/completing transcripts. 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**.

(Continued Below) Student Expectations

JRHSF's Cobblestones expects students to: 1. Respect-Treat instructors, our volunteers, and fellow students with courtesy and respect. 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. This includes excessive and persistent talking, 2. Respect for the 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. 4. No cheating or plagiarism allowed). 5. Please do not allow your children to bring toys, I Pads, laptops (except those that are required for class), game systems, cell phones, etc. that would distract during class times. **Cell phones/Smart watches-** If your child carries a cell phone or has a smart watch, it must be kept in their backpack, on vibrate. There will be no texting, or phone usage during the school day, including lunch! If a cell phone/smart watch is used or taken out during class, they will be asked to put it back in their backpack. If they are caught using the phone again, the teacher will take the phone/watch and it will be returned when the parent picks up the student. The teacher will then release the phone to the parent only. Any group chats, conversations, messaging, sharing, etc. done in groups set up by the students **are the parents' responsibility to monitor**, 6. There shall be no hitting, wrestling, shoving, teasing, criticizing, name calling, bullying, etc. We expect children to be courteous and respectful to teachers, volunteers and other students. 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 (this includes any knives), including the parking lot. 9. No cursing, vulgar actions or talk allowed (this includes school group chats as well). 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. Conversation/Threats-Cobblestones has a zero tolerance for threats of any kind, against teachers, students or the facility. Please talk with your child about their conversations.

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. Parents need to go over these with their children. There is a three-step discipline policy that will be followed for **most** discipline problems. NOTE: There are times when a student may be placed on probation, suspension or there may be an immediate expulsion if deemed necessary.

1. A first offense will warrant a verbal warning from teacher or adult in charge. The teacher will submit an Incident Report to administration and parent will be contacted.
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 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.

However, there are certain offenses that will result in **mandatory suspension or expulsion**.

These are:

1. Possession (or use of) alcohol, drugs, or tobacco
2. The use or possession of any weapons (as determined by the Directors and/or Board of James River Cobblestones).
3. Threats made against teachers, students, or the facility-written or verbal (also law enforcement will be contacted for violations which cause immediate expulsion)
4. Any situation which would break the law and/or any arrest.

Expelled Students: Once a student has violated one of the above, an email will be sent to the parent requesting a meeting, which must take place before the next scheduled school day). Once the parent has been notified that a student has been dismissed/expelled, any additional communication will be with the Director/Mediation board only and will be through email only. Also, once expelled the student and family membership will be parked, and no grades will be given for the year. Expelled students/family will no longer be allowed on the campus of James River Cobblestones.

Arrival/Dismissal Parking

Morning Arrival - Students in the morning classes must arrive between 8:50-8:55. This will enable us to begin classes on time. **Arrival** –Parents should drop off and pick up your children at the front door of the main building unless directed by staff to a different location. **Pick up** - Students must be picked up at the end of their last class (at the front door). 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. **End of Day Pick up – All students** are to be picked up at the front door. Parents may drive up to pick up their child(ren). They will not be released outside, and students will not be allowed to enter the parking lot-you must drive up or walk up to pick them up (exception: high school students). If you allow your child to be on the playground or property after they are picked up, **you** are responsible for watching them-they must be supervised. Students are not allowed behind buildings, to climb on buildings, etc. They must remain in the playground area where **you** will supervise them. Any outdoor equipment they play with must be put back in the playground storage bin.

Safety

It is our desire to keep your children as safe as possible. We will keep all doors locked during classes and lunch. This is for the safety of our children and teachers. Parents/Visitors must sign in at the front desk and will be given a Visitor Badge to wear if they enter the building for any reason and they must also sign out when they leave.

Study Hall

Study halls for 5th grade and above may be available with the permission of an administrator. 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.

Weather Policy/Closings

In the event of inclement weather (snow, ice, hurricane), we will make an announcement of cancellation and/or delayed opening, early dismissal, etc. before 7 A.M **if possible**. A SMS text and forum post will be sent out. We will also post on the Cobblestones FB 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**. If classes are cancelled for inclement weather, students may still be issued assignments due on the next scheduled class date. Please check the Classroom Dashboard for assignments. 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.

Holidays

JRHSF's Cobblestones will observe the following holidays: Thanksgiving, Christmas, and Spring (Easter) break, as noted on our calendar. 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, and no costumes are allowed for Halloween. Thank you for your understanding.

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 it 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 the teacher), you may then contact the Academic Director.

Wellness Policy

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/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. One sick child this week could result in 3-4 next week!

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!