

James River Cobblestones

Parent and Student Handbook
2026-2027

www.cobblestonesacademy.org

Email – cobblestonesjrhsf@gmail.com

WELCOME: Students and Parents!

Welcome to JRHSF's Cobblestones. We are privileged to be able to guide and teach our most precious blessings from God: our children. 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") is non-negotiable, so we ask all instructors and/or assistants to sign a Christian (nondenominational) Statement of Faith when they apply to teach a class.

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.

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).

Individual Class Fees: All class fees are found in the individual Course Descriptions on our website. The supply and tuition fees are determined by the instructor, and are paid directly to the class **instructor**:

Copy/Supply Fee: Helps offset any costs the instructor may incur for supplies, including handouts, activities, and other items. Some classes may have higher supply fees than others.

Tuition/Supply Fee: Payment in full is required by the first day of classes in September. Some instructors may allow families to pay by semester, in which case payments are due on the first day of classes in both September and January. If you have any questions, please speak with the individual instructor and follow the plan mutually agreed-upon.

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

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 suspended, and students may not return to class until full payment is tendered to all instructors.

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 is received in full.

We do understand that there are times when families go through life-changing events, such as a severe medical illness of a child or family member, a family moves out of area or state, among other things. Please notify the Director. We desire to offer grace in such times, but we must

emphasize that payments already made will not be refunded and any past-due payments must still be made.

Application for New Families

Families who are new to Cobblestones must request membership. Once that process begins, they will receive a temporary membership that will allow them to register for classes (see **Registration** below).

In addition to the forms, new families must have **two** character references: one from a Pastor, Youth Pastor, or Sunday School teacher; the other from a former teacher, coach, etc. Parents also need to submit a letter of recommendation from any previous or current private school or co-op attended. We will review the application, and, if approved, will move onto the next stage, the **parent/student** interview. This interview will be for a parent **and** the students registered. Families will then be notified upon acceptance within one week.

Note: All information on the forms must be completed accurately. If we are not given accurate information, it may be cause for dismissal, with no refunds.

Registration

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).

In order to register, families must have submitted the following items:

- Registration and Membership fees (Your student will not be officially registered for a class until the registration fee has been paid),
- Required application/forms and two reference letters (for new families, see above)
- Liability waiver signed by both parents/guardians,
- Handbook signature page signed by parents (Middle and High School students must also sign)

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.

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 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.

Course Drops: We understand that life can sometimes throw us curveballs, and schedules need to change. However, because our courses often fill up quickly and there are often families who leave the program because the courses they need have filled up, we want you to be aware

that any courses dropped **AFTER August 1st** will incur a **\$20 late-drop fee**. On or prior to August 1st you may drop any course you wish.

Note: If you would like your child to be added to a class AFTER the year has begun, your request must be made through and approved by your Director.

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).
4. **No running** in hallways or classrooms, please!

General Information

Schedule - Our courses will run September-May, with 4 scheduled holidays: a 1-week break for Thanksgiving, a 3-week break in December, a teacher work week in February, and 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-Cobblestones website.

Transportation/Authorization to Pick Up - Parents must complete the electronic transportation form before the first day of classes. This notifies Cobblestones which individuals are authorized to pick up your child on days when a parent is not available. Parents should also text their child's last instructor of the day with the name of the individual who will be picking up their 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. 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.
2. Pants – should be worn in a modest manner. No underwear, bare tummy or bottoms should be visible.
3. T-shirts – no graphics or words that are vulgar, anti-God or anti-Christian graphics, or depicting alcohol, drugs or sex.
4. Jewelry – no jewelry may be worn that is anti-God or vulgar.

Driving– For students who have attained a valid driver's license, driving is a privilege, and should be taken seriously. Students who drive to the Academy must have a signed permission slip from their parents. Should a student plan to leave between classes, parents must also submit a signed notice to the Director, giving their child permission to leave the grounds. Because driving to and from the school is a privilege, we expect the following

Conduct:

1. Please be courteous to your fellow students, parents, instructors, and church members/staff.
2. Students must drive with extreme caution, especially in our parking lot.

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 loiter (hang out) in the parking lot.
5. No blaring car radios.

Guests- No unregistered children may attend academy classes. Only instructors/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.** Because 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. It is imperative students are picked up on time so that the other students may be escorted to the lunchroom.

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

1. **Absences** – Parents are expected to notify the student's instructors 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.
3. **Late pick-up** – If you are tardy in picking your child(ren) up, a late fee may be imposed. After the 3rd time of being tardy, the director will contact you about attending future classes.
4. **Academics** – Parents are ultimately responsible for the academic success of their child (per Virginia homeschool laws). We are here to walk alongside you, but we complement your instruction, not replace it.
5. **Supplies** – Parents must purchase all textbooks, supplies, etc. that their child will need for class.
6. **Assignments** – Ensure that homework assignments are being completed in a timely manner.
7. **Tuition and Fees** – Pay all fees, tuition, supply fees, etc. on time.
8. **Behavior** – If your child has a behavior issue or a learning struggle and you receive a letter, call, or email from the instructor, you must reply promptly. Failure to respond may result in your child not attending class until resolved.
9. **Communication** – Parents are responsible for keeping up with communication, whether through our Forum, Classroom Dashboard, or SMS and emails from instructors.
10. **Photographs** – For the safety and wishes of others, please refrain from posting pictures you take at Cobblestones events on social media.

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**.

Student Expectations

JRHHSF's Cobblestones expects students to:

1. Be Courtesy – Treat instructors, our volunteers, and fellow students with courtesy and respect. Students are expected to listen and obey their instructors and not disrupt class. If a student repeatedly disrupts or disrespects the instructor, he or she may be suspended. This includes excessive and persistent talking,
2. Respect the property of the church facilities – this involves both inside the building and any facilities outside.
3. Punctuality – Students must come to class on time, be prepared to learn and participate, and complete any assigned work by the instructors.
4. Integrity – No cheating or plagiarism allowed.
5. Focus – Please do not allow your children to bring toys, I Pads, laptops (except those that are required for class), game systems, or cell phones. **Cell phones/Smart watches policy** – 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 instructor will take the phone/watch and it will be returned when the parent picks up the student. The instructor 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. Be Respectful – There shall be no hitting, wrestling, shoving, teasing, criticizing, name calling, bullying, etc. **Threats – Cobblestones has zero tolerance for threats of any kind against instructors, students or the facility. Please talk with your child about their conversations.**
7. Be Appropriate – No public displays of affection on church property, including the parking lot. No alcohol, drugs or weapons of any kind (this includes any knives) are allowed on property, including the parking lot. No cursing, vulgar actions or talk allowed (this includes school group chats as well).
8. Maintain Their Schedules – 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.

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:

1. A first offense will warrant a verbal warning from instructor or adult in charge (instructor will write up an Incident Report),
2. Second offense – the instructor will contact the parent and have them sign the Incident Report-before the next class date. A prompt reply to the instructor 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 at the Academy for the duration of the term. There will be no refund of fees or tuition. **All offenses will be documented by the instructor in charge on a Behavior Incident Form.

However, there are certain offenses that will result in **mandatory suspension or expulsion**. These are: Possession (or use of) **alcohol, drugs, or tobacco**, possession of a **firearm or weapon on school property (this includes knives)**, **threats**, written or verbal, made against instructors, students, or the facility. Any situation which would **break the law and/or lead to any arrest**. *Law enforcement will be contacted for violations which cause immediate expulsion.*

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 instructor to let him or her 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, the parent or guardian, 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, and *they must be supervised*. Students are not allowed behind buildings, to climb on buildings, etc. They must remain in the playground area. 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 instructors. 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. They must also be sure to sign out when they leave.

Study Hall

Students who are dropped off for classes and have a break between classes **must** register, and pay for, a study hall. They are not allowed to wait in the parking lot, other classrooms, the sanctuary, etc., but must remain in the foyer. Students in Study Hall must work quietly on classwork, or reading, or on one of the puzzles that we provide. Students may not enroll in more than 2 study halls per year. Only students Gr. 5 and up may sign up for a Study Hall (unless the parent is the Study Hall monitor, at which point we do make an exception).

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**. An SMS text and forum post will be sent out. We will also post on the Cobblestones FB Group. Since we have instructors/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.

Holidays

JRHSF's Cobblestones will observe the following holidays: Thanksgiving, Christmas, and Easter (Spring) break, as noted on our calendar. We are a Christian organization, and our holiday focus will be Christ centered, not on Santa, the 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 instructor by email or phone before discussing it with anyone else. Please do not try to discuss complaints or concerns with the instructor while classes are in session, and especially while you are angry. We would like complaints and/or concerns to be handled biblically and calmly.

2. If you feel you cannot come to a resolution (after corresponding with the instructor), you may then contact the Academic Director for your child's grade level.

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. Discharge from nose (aside from seasonal allergies),
3. Pink Eye,
4. Rash,
5. Vomiting and/or diarrhea within the **last 48 hours**,
6. Head Lice,
7. Strep Throat or sore throat w/fever and/or swollen glands (child must be on antibiotics at least 48 hours before returning to class),
8. Any communicable illness/disease, such as skin infections, chicken pox, measles, etc.,
9. 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. We will try to keep them isolated so as not to infect the other students. One sick child this week could result in many more 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) instructors 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 instructors 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!