Shine Homeschool Support Group

2026-2027 Policy Handbook & Annual Forms

Shine seeks to glorify God and keep His commandments to faithfully teach the next generation about His goodness by providing mutual support, encouragement, accountability, and fellowship to homeschool families in the Edmond area.

Shine Leadership Team

Angie Alsup- Administrative Director- (405)-488-4533

Cindy Bergren- Executive Director- (405)-990-2119

STATEMENT OF FAITH

Shine believes that all final authority is found in Scripture.

All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work. 2 Timothy 3:16-17

In the beginning was the Word, and the Word was with God, and the Word was God. John 1:1

Bible

- We believe the Bible to be the verbally inspired and only inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:20-21)
- We believe God is one being who eternally exists as three persons, Father, Son, and Holy Spirit. All persons are equal in power and glory (Matthew 28:19, 2 Corinthians 13:14).
- We believe Jesus Christ is fully God and man (John 1:1, 14), born of a virgin (Matthew 1:18), sinless in His life (Hebrews 4:15). He died on the cross as a substitution for sinful men (Hebrews 9:15). He rose bodily from the grave (John 20:1-9, 24-31, Acts 2:24) and now reigns with the Father (Acts 2:33, Heb. 10:12). He will return visibly and personally to the earth both in salvation and judgment (Acts 1:11, Hebrews 9:28, Matthew 24:35).
- We believe all humans are sinful by nature (Romans 3:23, 5:12) and can only be forgiven by repentance and a statement of trust in Jesus as Lord and Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7).

Family

- We believe that the family is the basic governmental, social, and spiritual unit created by God. Within the family, each child learns how to self-govern, how to interact in social relationships, and develops a relationship with the Creator and Savior. (Ephesians 6:1-3; Colossians 3:18-20).
- We believe marriage is the uniting of one man and one woman in a single, exclusive union. It is intended by God to be a permanent relationship and a witness to the world of the relationship between Christ and His Church.
- We believe that sexual intimacy was created by God and intended for a man and a woman who are married to one another. Any sexual activity outside of this exclusive union is considered a sin. (Genesis 2:18-25, 1 Corinthians 6:18, 1 Corinthians 7:2-5, Ephesians 5:21-33, Hebrews 13:4)
- We reject any anti-Christian beliefs, including secular humanism, the general theory of evolution, one-world government, government-mandated sex education, government-mandated parenting courses, modern feminist ideology, abortion, and the promotion of LGBTQ+ as an alternative, acceptable lifestyle.

Education

- **The definition of homeschooling is parent-directed, parent-funded, primarily home-based, and educational choices are left up to the parents, but must comply with state homeschooling laws.** However, homeschooling is **not** virtual public school or curriculum provided through the public school system.
- We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4-9; 6:1-25; 4:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter. Authority for such training can be delegated to other forms of education; however, the ultimate responsibility for this education remains with the parents.
- We believe that the government, at all levels, should respect the right of parents to choose the academic alternative to home education. We believe that parents who have chosen this educational alternative are accountable to discharge these duties in an honorable and responsible manner to the attainment of educational excellence and good citizenship.
- We believe that all education is religious in nature since one's view of the world and life is involved in teaching (Prov. 2:1-8; 3:1-2; 6:20-23; Matt. 28:18-20). Every discipline of knowledge, whether it be subjects such as mathematics, science, or history, will have as its final reference point a theistic or humanistic view of reality (Colossians 1:15-20 and 2:8-15), and there is no neutral academic discipline.
- Concerning the homeschool laws of Oklahoma, individual homeschooling families will govern themselves concerning curriculum, record keeping, school calendar, and education method. We believe parents under God to be the best judges when raising and educating their children, and while Shine will offer support, encouragement, and mentorship, it is up to individual families to decide what is best for their children. Shine DOES NOT AWARD ACADEMIC CREDIT, KEEP ACADEMIC RECORDS, NOR IS RESPONSIBLE FOR FULFILLING ACADEMIC REQUIREMENTS TO MEET OKLAHOMA HOMESCHOOL LAW

Membership

- Shine membership is comprised of Christian homeschooling families in the Edmond area. Provision for membership outside of the Edmond area will be made on a case-by-case basis at the discretion of the Leadership Team.
- Initial membership shall be reserved for those who attend an initial interested family meeting, the annual orientation meeting, agree with and sign the Statement of Faith, Conflict Resolution Policy, and Student Code of Conduct, and agree to abide by the supportive nature and purpose of Shine. Annual signing of the above documents is required for each family.

- All Members must sign an annual liability waiver before the first day of Shine. Members are expected to take full responsibility for their actions and the actions of their family members.
- Shine is a homeschool support group that meets for co-op classes and is not a drop-off co-op. Members are required to accompany their children to all events and be on-site for all classes. Approval of all Shine members is contingent on a family meeting all membership requirements, which includes the agreement to respect and abide by our Statement of Faith and all Shine policies.
- Members are required to volunteer during co-op days by either teaching, assisting, setting up, cleaning up at the end of the Shine day, or fulfilling other volunteer needs. Members registered for 5-6 hours of classes will be required to volunteer for 3 hours. Members registered for 3-4 hours will be required to volunteer for 2 hours, and members registered for 1-2 hours will be required to volunteer for at least 1 hour. Volunteer sign-ups will be sent out before the start of the Shine year.
- Members are encouraged to seek membership in the Home School Legal Defense Association and Homeschool Oklahoma. Members are also encouraged to be active members of a local church.
- Each year, returning members are required to pay Shine Membership Fees by May 30th and sign all annual documents concerning membership in Shine by the first day of co-op classes. Additionally, Shine leadership reserves the right not to invite a family back. Yearly membership in Shine is not automatic.
- All prospective and current Shine members will be subject to Protect My Ministry background checks and are to disclose ANY arrests that led to convictions, probationary time, criminal records, etc. If there are any in the past 10 years, there is cause for possible dismissal. Failure to disclose ANY criminal information to the leadership team will result in IMMEDIATE DISMISSAL. This includes parents and teenagers as well.
- Shine members come from a variety of local Christian churches. All members agree with our Statement of Faith, and we agree that Jesus is Lord and Savior. Please be respectful of others whose theological views and worship preferences may not exactly align with yours.

Communication

- E-mail is our primary form of communication. Members are expected to check their email every week and respond to communication from Shine leadership.
- Shine uses Homeschool Life as our official website hosting service. www.shinesupportgroup.com All families must create a family profile and register their children. This website is used for class registration, calendar, event sign-ups, directory, business opportunities, classifieds, and teacher communication. Please bookmark this site on your phone and computer.
- The Shine Facebook page is social and is for social communication only and does not represent Shine as a whole or the leadership team.

- Members are required to join our Shine GroupMe for communication regarding substitutions for absences on co-op days.
- Inclement weather cancellations will be decided by Shine Leadership on a case-by-case basis and communicated through email and GroupMe.

Appropriate Dress

All Shine members are expected to dress in a modest manner that reflects Godly character. The appropriate dress applies equally to students and parents/adults. We recognize that every family has its own set of modesty standards. We ask that Shine families be respectful and considerate of their brothers and sisters in Christ. Parents are responsible for ensuring that students adhere to the dress code. Parents of any student in violation of the dress code will be contacted by Shine leadership.

<u>General Guidelines</u>

- Evaluate for modesty of the length of shirts, shorts, and skirts. As a general rule, shirts need to cover the belly, and shorts and skirts should come to mid-thigh.
- Keep a modest neckline for women and girls.
- No undergarments showing, including straps. Undergarments are to be under your clothes.
- No tight or revealing shirts, pants, shorts, or leggings without appropriate coverage. Example: Leggings and tight pants should be worn with longer tops.
- Evaluate t-shirts with slogans and pictures.
- Wear appropriate footwear and clothes for the activity and class. No wheeled shoes.

  Simple rule for evaluation: "Raise your hands, touch your toes; if anything shows, go change your clothes."

Inappropriate and Unacceptable Use of Technology: Members are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, hurtful, threatening, harassing, or damaging to another's reputation. This includes all available means such as cell phones, texting, email, social media sites, and photo apps. This applies to conduct both on and off Shine days. Inappropriate use/activity may result in dismissal.

CONFLICT RESOLUTION POLICY

Ephesians 4:1-3-" I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace."

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be more like Christ. Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles. (Gal. 5:19-26; Matt. 5:9; II Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4)

When a conflict arises, Leadership encourages you to follow Matthew 18:15-20 principles.

1. Consider if you can overlook a minor offense.
2. If the offense is too serious to ignore, take responsibility for your contribution to the conflict by confessing your sin, going to your brother/sister in private, and avoiding gossip.
3. Actively pursue peace and reconciliation (see Romans 12:18).
4. If an offender privately seeks forgiveness, consider forgiving them and being reconciled, if possible, to restore community. Remembering we are all forgiven in Christ.
5. If the conflict is unable to be resolved in private, seek assistance from SHINE leadership.

Standard of Conduct

Please Note: This section applies to any official function of Shine, including co-op days, activities, and field trips.

Adults:

- Maintain care and discipline of your children and any other children for whom you are responsible. Know where they are and what they are doing at all times.
- Should a problem arise with a student, his or her parents will be notified and asked to address the situation or behavior. Depending on the nature of the problem, Leadership reserves the right to address further disciplinary actions with parents.
- Never drop a child off and leave them unsupervised at any time. If you are unable to attend a Shine activity with your child, another adult must be designated to be responsible for your child. Be sure your child knows who is in charge of them. Make sure the adult in charge knows you will not be in attendance. (Children may NOT be dropped off at Shine Co-op - see "Parents on Site" for more information.)
- When attending an activity, be in submission to the adult(s) in charge.

Students:

- Respect the adults who are in authority over me by quietly listening when they speak and by promptly obeying their instructions (1 Peter 5:5)

- Demonstrate God's love in my relationships with others, assisting those who need help, showing kindness, using good manners, avoiding gossip, and working to be a blessing to those around me. I will extend my friendship to all others in my group. I will make a continuous effort to be on good terms with everyone, excluding no one (Philippians 4:5a & Philippians 2:2-3)
- Remembering that I am a child of God, I will honor Him with my words by using wholesome speech and by not making excessive or inappropriate noise. I will not tease, call names, gossip about others, or act in ways that hurt or embarrass others. These will be considered bullying behaviors. I will search for ways to encourage and bless others with my speech (Psalms 141:3)
- Respect the supplies and property of others, including the church facility. I will ask before I borrow, take care of what I have, and return items to their proper place. I will clean up my messes, and I will help to keep the church facility clean. I will not intentionally cause disorder or destruction (Luke 16:10).
- Behave in an orderly way, raising my hand to ask a question, staying in my assigned room until I am dismissed, walking quietly between classes, and only bringing to classes those items that are to be used in class that day so as not to be a distraction to those around me (Galatians 5:22-23).
- Demonstrate diligence by completing my homework on time and to the best of my ability (Colossians 3:23). This includes no copying, cheating, or plagiarizing.

Boy/Girl Relationships Guidelines

Students are encouraged to have meaningful friendships with the opposite gender. While we cannot prevent dating/courting relationships, we do ask for the utmost discretion. We support friendly interaction but no public displays of affection during Shine days or any other Shine event.

Discipline Procedures

Violations of the Standard of Conduct will be handled by leadership. Subsequent violations will result in a parent meeting with leadership. Continual Code of Conduct violations could result in dismissal from Shine. This is a general policy and therefore will be used in general situations. If the safety and well-being of the others involved in the activity require it, the offending party will be asked to leave the activity immediately. Leadership reserves the right to suspend or dismiss any participant who does not follow the Code of Conduct. If a family or student is dismissed, Shine and class fees will not be refunded.

Respect for Facility

Families are expected to be good stewards of the facility that we use. Some general rules (this list may continue to evolve)

- No running inside the building, unless in PE class.
- No eating in the hallways or classrooms unless permission is given by the teacher.

- Shoes must always be worn.
- Classroom televisions are for classroom use only.
- Pianos in the classrooms are not for Shine's use.
- Students who are not enrolled in a class will need to be in the Family Fellowship Hall.
- Please, no loitering in the hallways or parking lot.
- The church is monitored by video surveillance. No students may go upstairs to the youth room or upstairs above the sanctuary area. These areas are off-limits. The foyer area and bathrooms on the west side of the building are also off-limits. Shine members are asked to avoid risers and stage areas. Shine could receive a fine if students are caught in off-limits areas. Parents of the offending student would then be responsible for payment of that fine.
- The playground is limited to students under 12, and an adult must always be present when the playground is in use.
- Please notify the Leadership team immediately if there is any incident, such as an injury, a stopped toilet, broken items, or damage to the facility.
- No pets or live animals of any kind may be brought to Shine.
- Designated lunch areas are the Family Fellowship Hall, the Sanctuary, and Room H. Families may also eat outside as long as adults are present. All children and teens are responsible for cleaning up their areas after lunch. **Parents, please double-check your children's areas.**

Meeting Space Guidelines

- The Family Fellowship Hall is the space for moms and children to fellowship with each other, work on schoolwork, converse, socialize, and play board games. **All members need to be mindful of the noise level.**
- Teachers have the authority to collect cell phones during class time if their use becomes a problem.
- Classes meeting off-site, for any reason (movie night, field trip, or needed extra classes) must notify leadership before the meeting.
- All students in a class must be enrolled in that class. No visiting or auditing is allowed.
- Teachers have the authority to establish their own additional rules for classroom conduct and etiquette.
- For classes utilizing a syllabus, these documents are considered proprietary and should not be shared without express consent from the teacher.

Safety

- Shine is not a drop-off co-op. Parents are required to be on-site. Parents who need to occasionally leave must designate an adult in charge of their student(s). Students must be able to identify who their adult in charge is when asked.
- Families and teens need to park on the east side of the building in the parking lot.
- The doors to our host facility are always locked. Please use the doors on the southeast corner to enter or exit.

Shine Visitor Policy

- Shine Leadership must be made aware and approve of any visitor arrangements before Shine days.
- Non-members are welcome to attend field trips and other planned activities outside of Shine days if accompanied by current members, if the room is available, and if leadership has been made aware and approved in advance.
- Non-members are not permitted to attend Shine classes.

Health & Illness Guidelines

Allergies: Allergy information will need to be entered into student profiles on Homeschool Life. This will allow Shine Leadership to help evaluate any changes that may be necessary. Parents of students with food allergies are required to communicate with teachers so they are fully aware of all allergies. Teachers, please check your class rosters for students with food allergies and consider these when planning snacks and activities for classes.

Illnesses: Please be considerate of others when evaluating the health and well-being of your children. To protect the health of others, please do not bring your child to Shine co-op classes, activities, or events if they have had the following:

- Fever in the past 24 hours
- Diarrhea in the past 24 hours
- Vomiting in the past 24 hours
- A diagnosis of a known communicable condition (chicken pox, head lice, untreated strep throat, influenza of any kind)

Siblings of sick children will be permitted to attend at parents' discretion and evaluation of the mode of transmission of the illness and possible incubation period. Please do not put others at risk.

Please cover wounds that are open, weeping, or new injuries. If your child has an active case of MRSA, please let the Leadership Team know. Follow your doctor's instructions for treating, covering the site, and handwashing to decrease transmission.

Some points to remember:

- Cover your mouth when you cough or sneeze using a cupped hand or elbow.
- Wash hands after using the restroom, changing a diaper, before eating, and when visibly soiled.
- Refrain from sharing drinks or eating after another.

Financial

- Shine Membership fees and teacher fees are a year-long commitment. The costs of classes listed are per semester.
- After the Add/Drop deadline, you are financially responsible for your classes.
- Payments are made before the beginning of the fall and spring semesters. Fees paid to teachers are non-refundable.
- Shine Membership fee is $70 each semester, payable before class enrollment in June and before the first class in January. Invoices are sent before enrollment.
- Insurance is due annually by the first day of Shine. The amount is $8 per person for each member over the age of three who will be onsite during Shine co-op days.
- Payments for classes are made directly to the teachers. Please see their individual Homeschool Life page for more information. Teachers set their fees for classes. Reminder: fees are listed by semester, not the entire year.
- Shine does not accept funds from any public school in the form of vouchers or funding. Shine and teachers do not provide class invoices for reimbursement.
- New Shine members who require a Protect My Ministry background check will be charged a $20 fee per adult member.

Shine Year At-A-Glance

Shine seeks to provide multiple opportunities for fun, fellowship, field trips, and class ideas. Below is a tentative schedule – all dates will be included in email communications or can be found on the calendar on Homeschool Life.

- Shine strives to provide two field trips each semester and one Mom's Night Out event each semester.
- Shine hosts a Back to Shine Party in August and Pizza & Popsicles in the Park in May.
- In February, Shine collects information on potential class ideas and classes parents are willing to teach.
- In March, Shine collects a hard copy, in-person survey, where parents can let Leadership know what classes would be the most beneficial to their family.
- In early May, class information from teachers is collected.
- Shine Membership Fees are due by May 30, 2025, and January 21, 2026.
- The Shine schedule is released at the end of May.
- Class registrations begin no later than June 1st. Teachers register first, then current members, and invoices for Shine fees are emailed.
- In June, Leadership meets with potential new families, provided openings are available.
- New member registration begins in June.
- Add/Drop deadline for class registrations is July 10th.
- "Back to Shine" party is August 16th.
- The First day of Shine is August 20th.

2026-2027 ANNUAL FORMS

All new and returning members need to print and sign pages 11-14.

STATEMENT OF FAITH

I have read, understand, and agree with the Statement of Faith as outlined in the Shine Policies & Annual Forms Packet *Statement of Faith* section. (pg.2-3)

_____ _____

Parent Signature Date

_____ _____

Parent Signature Date

CONFLICT RESOLUTION POLICY

I have read, understand, and agree to abide by and utilize the CONFLICT RESOLUTION POLICY and CHECKLIST of Shine as outlined in the *Conflict Resolution* section of the SHINE Policy and Annual Forms Packet. (pg. 5- 6)

_____ _____

Parent Signature Date

_____ _____

Parent Signature Date

Shine Policy and Annual Form Packet must be reviewed and signed annually. It is your responsibility to read it in its entirety, and by signing this acknowledgment page, you are indicating you have read this packet. A signed copy of this page and the Liability Waiver must be mailed to Shine Leadership c/o Cindy Bergren, 3709 Walking Sky, Edmond, OK 73013, no later than the first day of Shine classes.

_____ _____

Parent Signature Date

STUDENTS

As a student enjoying the benefit of membership in Shine, I agree that being at least 8 years of age and under the guidance of my parents or guardians, have read, understand, and agree to abide by and take responsibility for myself following the Student Standard of Conduct of Shine as outlined in the *Students* section of the Shine Policy Handbook and Annual Form Packet. (pg. 6)

_____ _____

Signature of Student 8 years or older Date

_____ _____

Signature of Student 8 years or older Date

_____ _____

Signature of Student 8 years or older Date

_____ _____

Signature of Student 8 years or older Date

_____ _____

Signature of Student 8 years or older Date

_____ _____

Signature of Student 8 years or older Date

Shine Liability Waiver and Release of Liability

This family waiver form covers parent(s) and child(ren), individual(s) listed below:

Father's Name:
_____

Mother's Name:
_____

Adult Participant:
_____

Children: (Name/Date of Birth)

_____/ _____

_____/ _____

_____/ _____

_____/ _____

_____/ _____

_____/ _____

<u>This Waiver and Release of Liability ("Agreement") is a legal and binding agreement which, when signed, will permanently limit your ability, your spouse, heirs, executors, administrators, personal representatives, or assigns to hold Shine Homeschool Support Group, or any host facility liable for injuries or losses you may cause or sustain as a result of participation in activities.</u>

Shine Homeschool Support Group will not be held liable for personal injury, damage to property, or expenses of any nature that may be incurred by any participant or member of any Shine-sponsored activity, class, or event. Neither shall any host of said activity, class, or event be held liable. Curriculum advice or educational counsel is also given and must be received as a free, non-professional opinion only, and parents/legal guardians will retain all responsibility for all legal and educational choices they make for their children. All parents/legal guardians will assume all risk of personal injury, sickness, damage, and expense of any kind caused by their children or self at all Shine functions.

To the fullest extent permitted by law, on behalf of myself, my spouse, heirs, representatives, executors, administrators, and assigns, I agree to forever RELEASE, INDEMNIFY, HOLD HARMLESS and COVENANT NOT TO SUE Shine Homeschool Support Group or any host facility from any cause of action, claim, or demand, including one related to bodily injury, property damage, death or accident arising out of or related to my or my family's participation in the activity.

This Agreement shall be construed and enforced following the laws of the State of Oklahoma, and I consent to the jurisdiction of this state. I expressly agree that this Waiver and Release of Liability is intended to be as broad and inclusive as permitted and that if any portion is held invalid, the remainder shall continue in full legal force and effect.

_____

Signed by the Father/Legal Guardian Date

_____

Signed by the mother/Legal Guardian Date

_____

Child 18 years or older Date

_____

Adult Participant Date