

# Desert Valley Creative Learning Collaborative

**"Enriching Homeschoolers!"**



## Parent/Student Handbook 2019-2020 School Year

Welcome to Desert Valley Creative Learning Collaborative! We are excited to collaborate with your family this year to enrich your student's education! DVCLC is dedicated to offering exceptional classes, both academic and elective, as well as offering additional support to parents and children and special events throughout the year. We look forward to partnering with you to create a memorable, rewarding & creative educational experience!

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## **ADMINISTRATION**

Desert Valley Creative Learning Collaborative is a Non-Profit group created to support the homeschooling community and is operated and supported through a board of directors.

Robi Frederick – Director

Nicole Smith – Assistant Director

Susan Piron – Secretary

Shannon Thompson – Treasurer

Jenny Combs – Board Member

Our Monday Co-op classes are organized by age group leaders:

Nursery –

Early Learners (2-3's) – Sarai Devora

Transitional K/Kinder (3-5's) – Jenna D'Elia

Early Elementary (K-2<sup>nd</sup>) – Lauren Ofstedahl

Upper Elementary (3<sup>rd</sup>-5<sup>th</sup>) - Daniel Friend

Middle School (6<sup>th</sup>-8<sup>th</sup>) – Breaha Velador

Highschool (9th-12th)- Breaha Velador

Other Leadership Positions:

Registration Team: Amanda Leonard and Susan Piron

Family Liaison: Heather Siani

## **Mission and Vision**

We are a home education support group that was founded in 2011. Many of our members share a love for God and Christian Faith, however, we believe that everyone has a place in our learning environment.

It is our desire to help our children discover the many hidden treasures within themselves and also in their peers by lovingly providing a creative learning environment where they can have abundant opportunities to enjoy personal, as well as public success.

It is also DVCLC's goal to establish parent learning opportunities like classes, workshops, and conferences that will assist parents in their role as their child's first teacher and educational facilitator.

Desert Valley Creative Learning Collaborative is a non-profit homeschool support group on a mission to enrich the lives of homeschooling families. Through family, community, and involvement our children can thrive to become the person they were meant to be!

## **Policies and Procedures**

Desert Valley Creative Learning Collaborative is dedicated to the needs of every child regardless of race, religion, or personal choice. This is an all-inclusive learning environment.

All members of the leadership team will be allowed to serve as they feel led to do so. If it becomes clear to any member that they need to serve elsewhere, we only ask that they agree on the timing of their departure with the rest of the team.

### **Dissolution Clause**

Upon dissolution of Desert Valley Creative Learning Collaborative, all monies will be distributed to qualifying home schooled applicants in the form of college scholarships.

### **Narrative Description of Activities**

The activities performed in this co-op will consist of homeschool parents cooperating together to offer educational classes for their children (students).

Parents will divide all costs among themselves. No profit will be had by any parental member of this co-op, unless they are a private vendor teaching a specific class. In this case, parents would pay this teacher directly. Each parent will perform some kind of duty: teacher, teacher's aide, clean-up, administration, etc. Outside vendors may be hired and fees paid for by the parents. Vendors are responsible for their own insurance and policies.

**Payment of Fees:** All registration, administrative and class fees will be paid at the time of on-line registration (unless some other arrangement has been made with The Board). If a family discontinues attending classes, after the first day, all administrative and class fees will be forfeited. Registration fees may be returned, on a pro-rated basis. If payment is not received at the time of on-line registration, students may be dropped from their classes. Habitual late payments may result in that family no longer being able to register for future sessions. Parents will place

the payment of all DVCLC Co-op fees as a priority. Scholarships should not be requested if enrolling students in vendor classes (the exception would be if the vendor class was being paid using charter school funds or full scholarship by vendor).

**Scholarships:** Scholarships may be available. Please talk to a Board Member about this.

**Vendor taught classes:** When classes are taught by an outside vendor, rather than a parent teacher, families are responsible for payment of these 8 week classes, even if they choose to drop a class. Some charter schools will not pay out instructional funds for dropped classes, so the expense of the remaining class fees will have to be incurred by the family, not the charter school. These fees are always paid directly to the vendor.

**On Time Payment (Vendor led classes):** The balance of payment for classes must be received by the vendor before the start of the registered class. If paying for the class with instructional funding, then a request for a purchase order must be submitted to the student's designated charter and verification of this order must be received by the vendor prior to the start of class.

**Registering a Student for a class out of their age/grade level:** We respect parents who feel their student would best served in a class that is above or below their student's age/grade level. To do so, you must first contact the age group leader, who will then review it with the teacher(s), so that an open discussion may be had about any concerns regarding what will be expected of the student in that class. If the child is registered in the class that is out of their age/grade level and it is found that they lack the skills or are struggling with their behavior in the class, the parent may be asked to move them to a more appropriate class. Know that this is carefully considered. Another option, is to have the parent present in the class to assist them. A parent is never to approach a teacher directly about this. Any concerns can be brought to the age group leader, first, and then The Board if the issue is not resolved.

**Attending Classes:** Students are expected to be present in class during all class times. Classes may not be skipped for any reason and students are not to roam the halls. If a student is feeling ill while on campus, he is to go to his designated

class and inform the teacher. The teacher will contact the student's parent. If a class is intentionally skipped, the matter will be addressed with the parent by the teacher and/or age group leader. If this behavior pattern continues, parents, teacher and/or the age group leader will discuss what the next best steps are for this particular student. The parent and/or the age group leader may involve The Board if they are unable to resolve the issue.

**Timeliness to Classes:** Students are encouraged to go directly to designated classes and not linger in hallways or study hall. Classes need to start on time and end on time (on the hour and 50 minutes after the hour, respectively) so please be mindful and respectful of your teachers and fellow classmates. Teachers will take attendance at the beginning of class. It is recommended that each student tries to be in class 5 minutes early. However, students will not enter class before the previous class has ended.

**No Excessive Talking in Class:** Please be respectful with your teacher and fellow classmates. Excessive talking interrupts lessons and activities for the day. Teachers' rules regarding appropriate tone, volume, and timing of conversations must be followed and adhered to at all times.

**Come Prepared:** Students can help DVCLC succeed by coming in prepared to learn cooperatively with their peers. It's important that families understand that this is not just a place to hang out with friends. Help your child understand that we serve one another when we fully engage in the process of learning...together. It is important that each student comes to co-op with the supplies needed to be successful. It is suggested that all students, K-12 come prepared with a back pack/bag containing paper, pencils, sharpener, crayons/colored pencils, glue stick, scissors and any other supplies that are required for their classes and/or that would be helpful.

**Check In/Check Out:** Check in opens at 9:00am and announcements begin at 9:30am. Families are to be present for morning announcements. To ensure that all first morning classes start on time, please allow yourself plenty of arrival time. All K-5th grade parents must check in their students. All 6-12th grade students may check themselves in, but only parents are allowed to CHECK OUT their



students grades K-8. Siblings are not permitted to check in or check out brothers or sisters. High School student's grades 9-12 are allowed to sign themselves out.

**Parents Remaining on Campus:** Parents are required to stay on campus; however, there are certain guidelines accompanying this. If you are leaving with your child but plan to return, you need to sign him out and then sign him back in before the start of his next class. Parents that do not have a volunteer assignment for a given hour or are in the "on-call" volunteer position for a given hour can occupy any open room that has been designated for use by our co-op, or the front of the building. It is requested that these parents do not linger and have conversations in the hallways, as this can be distracting for teachers and students in classes. If you are in this capacity and want to step outside of the building, please notify the front desk, in case we need to locate you. Younger children must be supervised at all times and not left alone in any area of the building. All parents and visitors must sign in and get a visitor pass/lanyard to be displayed at all times. There are some exceptions where a parent may leave their child/children in the care of another parent, if they need to leave the building. Each of these cases must be approved by a board member. Please ask about this at the front desk. A parent may also elect a relative to bring their child to co-op, however, that relative is expected to assume all of the volunteer responsibilities of the parent. It is the parent's responsibility to ensure that the relative caregiver is prepared to do so. Additionally, the parent and relative are to sign the Caregiver Affidavit form. All Caregiver Affidavit form requests have to be signed off/Approved by the Family Liaison.

**Monitoring/Volunteering:** Every family at DVCLC contributes an equal amount of time helping to watch and care for each other's children. Each parent must volunteer for a specified number of parent assignment hours (4 hours, if your students attend a full day or each hour your student is in class, if you are attending for part of the day). This is not an optional suggestion but a necessity and a requirement to maintain the best care and provision for our cooperative learning environment. Parent's involvement varies, however, some ways a parent may serve are: Teaching, Teacher's Assistant, Special Events Team, Cleaning, Setting up, Study Hall Aide, P.E. helper, Administrative, Help with class prep, Hall Monitor, Check in table, ASB, Planning, Special Events, Fundraising

**Restroom Use:** Teachers/volunteers are never to accompany a child, other than their own, into a closed restroom stall or room. Every effort is to be made to

protect our children and their privacy. If accompanying a student to the restroom, teachers/volunteers are to stand in the open doorway until the student is done. For teachers/volunteers caring for our preschool/pre-k students, and a child is using the individual restroom in the preschool room, allow the student to use the restroom alone if possible. If the student requires assistance, please notify a co-teacher/volunteer in the room that you are going to assist the child and then leave the door cracked as you assist that child. Teachers/volunteers should never force their assistance on a child. If a child is uncomfortable with your assistance, you are to locate the parent for help.

**Study Hall:** Students in study hall must remain respectfully quiet and be productive doing school work. No electronic devices are permitted except for educational purposes. The monitor will be circulating during study hall making sure that only educational sites are in use. Sharing of videos, music, Instagram, and any social media is not permitted during this time. Please help your child be successful in study hall by sharing guidelines and having students attend study hall with work or silent reading to be done during this time.

**Designated Eating Areas:** To help keep our venue clean and to abide by the rules of both DVCLC and the church, we have designated certain areas for eating. Lunch and recess meals are to be eaten outside or in the designated Kid Zone areas only. Snacks that are easily consumed and not messy may be eaten during the snack time in class, with permission of the teacher. There is no eating or drinking of anything other than water in the remaining building.

**Lunch time/Recess:** Monitors will be in the halls and outdoor areas to help supervise children. Parents are responsible for their children during lunch time, before the start of the co-op day and after the co-op day ends and are to supervise them appropriately. Children are to remain in designated lunch areas and are not allowed to roam the halls, walk the perimeter of the building or hang out in closed classrooms.

**Water Bottles:** Please have your child bring water bottles that have a sport's top to help avoid spills on desks, floors, and school work.

**Allergies:** Please be aware that many students suffer from different allergies. Our Co-op is a Peanut Free environment (all other nuts and nut butters are

permissible). All students with allergies must be noted and younger children (preschool-pre-k) must have the allergy posted on their nametag. Hand washing after meals is mandatory. Parents are responsible for letting teachers know about their child's allergies and the best possible care will be made to prevent exposure. However, the ultimate responsibility of protecting a child from exposure to allergens and treatment of allergic reactions, falls on the parent.

**Sick or Distressed Children:** Parents of children who are either feeling ill or who are emotionally upset to the point of tears will be notified and asked to speak to their children. If the child is ill the parent will be asked to take the child home to care for them. If the child is upset and crying due to separation from parent, it will be up to the parent to determine and decide as to whether or not the child will be sent back to class or if the parent will remain in the class with them. Please keep children with fevers, persistent coughs, and runny noses at home to get well. A child must be fever free for 24 hours before returning to the campus.

**Lice:** Children or parents with lice are not permitted to attend DVCLC classes or events. Children and parents are to be free of lice and nits before returning to DVCLC classes or events. Children (with their parent) and parents may be asked to undergo an inspection to ensure that they are free of lice and nits (this would take place separate from the group). Please make every attempt to adhere to these rules to prevent the spread of lice throughout our group. Participants are encouraged to contact one of their Board members if they might have exposed members of DVCLC to Lice.

**Bullying and Fighting:** Any form of bullying or fighting will not be tolerated. The parent will be notified and the child will have to leave the campus for the rest of the day. If the problem persists with that child and continual episodes occur, that student will have to leave the DVCLC program. All classes that the student was attending will have to be paid in full and registered class fees and registration will not be returned.

**Vandalism:** Southwest Community Church has graciously opened up their beautiful campus for our children's enjoyment and enrichment. Any form of malicious or intentional harm to the church property will result in immediate dismissal from the DVCLC program. All classes that the student was attending will

have to be paid in full and registered class fees and registration will not be returned.

Property belonging to the church is not to be used by participants of DVCLC without previously acquired permission. Participants of DVCLC are not to enter into closets, shelving, desks or spaces not designated as space used by DVCLC. Use or damage of any of the church's property by a participant of DVCLC may result in that participant or that participant's parent replacing the item.

**Use Copy Machine:** The co-op has a small copy machine, located by the front desk, that is available for use, however, this should only be for a small number of copies (1-2 sheets per class, per child). If a larger number of copies need to be made, please make arrangements to do so prior to that co-op day. You may submit for reimbursement of copies, though you should account for this expense when deciding if additional class fees need to be charged. You should arrive early to co-op to make copies or do this during lunch. This should not be done right before a class, nor should a teacher leave another volunteer position to make copies for an upcoming class. Please plan ahead in regard to your copying needs.

## Standards of Conduct

Desert Valley Creative Learning Collaborative expects every participant to abide by certain standards of conduct. Obedience, truthfulness, courtesy, kindness, cooperativeness, respect, and modesty should be goals of every participant in the program.

The discipline of the child is the parents' responsibility. Any problem behavior that occurs outside the parent's presence should be corrected appropriately by the witnessing adult and then be brought to the parent's attention as soon as possible. **At no time is a teacher or volunteer/monitor to take discipline into their own hands, including, but not limited to physical discipline, time outs, verbal shaming, etc.**

Standard of Conduct:

- Children are to be respectful of all adults and are expected to cheerfully obey adult instruction. If a child feels that an offense has happened with an adult, they are to report it to their parent immediately.
- Children are expected to be kind to one another in words and actions. Unkind language or actions will not be tolerated.
- Physical violence is grounds for immediate dismissal.
- All participants are expected to dress conservatively. While ladies and girls may wear pants, sweats, dresses, skirts or shorts, we request they be modest. Clothing of sheer and/or revealing material or style is considered immodest. Males also are expected to wear clothes conservative in both fit and style. Shirts with messages must not be offensive, as determined by the Board of Directors.

- Teens are expected to refrain from any behaviors (such as hugging, hand-holding, excessive touching) that may be considered flirtatious or immodest.
- Desert Valley Creative Learning families will be required to have one parent serve in the co-op in some capacity.
- Families are expected to respect the time and rights of others by being prompt and following through on commitments. Parents are expected to make every effort to be on-time to co-op, as it is a disruption to the class and teacher to have students entering late. It is recommended that all students arrive to class 5 minutes prior to the start.
- All participants are expected to respect the church property at all times, and must respect the church staff (volunteers and employees who may be on the property during co-op).
- Children may not be left unsupervised during co-op and may not leave the church property unless given parental permission to do so. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN AT ALL TIMES.

## Handling Offenses

Because we all are imperfect, there will be occasions when our actions or our children's actions offend a fellow "co-op" child or adult. When this occurs, the offended person is requested to follow the guidelines provided below to resolve the issue.

1. If the offensive behavior is the result of a child's actions, the parent is to be contacted by the teacher or adult witnessing the action. The adults are to discuss the matter, without the presence of children and seek resolution. If the offensive behavior is the result of an adult's actions, any child involved is to report the actions immediately. The parent is then to contact the other adult directly, without the presence of children and seek resolution.

2. If a matter is not resolved privately, next ask one or two others to help you talk to the other parent and/or child. These others may be parents or children who were witness to the offense. This should be done without the presence of children, with the goal of resolution.

3. Because we come from a variety of different backgrounds, a member of our leadership team (age group leaders and/or a Board member), may be asked to mediate a conversation between adults. A member(s) of the team will moderate and carefully try to help resolve the issue with you.

4. If the problem is still unresolved, at this point, the offending parent and/or child(ren) may be asked to discontinue their participation in the co-op program.

