



**Connected**  
CO-OP

## **Family Handbook**

*Choice . Integrity . Belonging*

Dear ConnectED Families,

Except for our Executive Director and teachers, this organization is run by volunteers. It is a pleasure for us to work alongside vision-driven people, who make it their mission to create a safe place for homeschool families to gather and learn in our community. We want you to understand that the policies in the *Family Handbook* are crucial. They not only protect you, the participants, they have also been set to protect the well-being of this organization and the health, happiness, and homeschools of our executive board and staff, for most are busy homeschool parents just like yourself. Please read through to the end of this document to be sure our policies, expectations, and compacts are a good fit for your family. Our mission is to work together to create a supportive and sustainable experience for homeschool students in our area for many years to come and we are hopeful that this handbook will help to make that possible.

We especially want to thank those of you who share your appreciation of the work we are doing through your participation, encouraging words, and by volunteering your time. You are the wind in our sails that keeps us moving forward in our mission.

We welcome each of you to ConnectED Co-op!

*-The Executive Board*

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# 1. About Us

ConnectED is a non-profit educational co-op serving Weber and Davis county homeschool families for students in grades 6-12. We provide high quality yet reasonably priced à la carte classes and a supportive community for teens and their families.

## **a. Vision**

- We support a parent's right to educational choice.

## **b. Mission**

- We connect local homeschool families to high quality resources and a safe, supportive community.

## **c. Values**

- *Choice-*
  - Parents choose how to best guide their student's education.
  - Students choose what they want to learn and how they want to engage.
  - Teachers choose what content to teach and how they will share it.
- *Integrity-*
  - Accountability is what makes this all work - everyone does their part.
  - Transparency about what is taught and how it all works so you can make choices that best suit your family.
- *Belonging-*
  - Create a strong positive support system for every student and parent.
  - Come as you are and grow alongside each other.
  - Strong emphasis on kind, non-discriminatory, and respectful behaviors towards everyone who chooses to join us.

#### d. Yearly Calendar & Weekly Schedule

2022 - 2023 CALENDAR		
<i>Term</i>	<i>Dates</i>	<i>Breaks</i>
1	August 23rd-October 6th	October 9th-22nd (Fall Break)
2	October 25th-December 15th	November 20th-26th (Thanksgiving Break)
3	January 17th-March 2nd	December 18th-January 14th (Winter Break)
4	March 21st-May 4th	April 2nd-15th (Spring Break)

TUESDAY SCHEDULE		THURSDAY SCHEDULE	
<i>Layton Location</i>		<i>Layton Location</i>	
Period 1	9:00-11:00 am	Period 1	9:00-10:10 am
		Period 2	10:15-11:25 am
		Lunch	11:30 am-12:30 pm
<i>Syracuse Location</i>		Period 3	12:30-1:40 pm
Period 2	1:00-2:00 pm	Period 4	1:45-2:55 pm

## 2. Participating in the Co-op

### a. Registration Fees, Tuition, & Supplies

- **Registration Fees-** Registration fees go towards paying administrative expenses such as website, insurance, program services and software, etc. Registration fees are per class as follows:

<b>REGISTRATION FEES</b> <i>(Important Note: Registration fees are due at the time of registration and are NONREFUNDABLE)</i>	
<i>Full-year Class</i>	<i>Semester Class</i>
\$20	\$15

- **Tuition-** Tuition goes towards the Executive Director's salary, teachers' salaries, supplies, facility rental, etc.
  - Tuition will be prorated when registering for classes after the 2nd week of the year or semester. Please contact the Executive Director when registering in order to receive the prorated amount as all fees are due immediately.

<b>TUITION COSTS</b> <i>(Important Note: 20% of tuition is due at the time of registration and is NONREFUNDABLE.)</i>	
<b>1 Hour Classes</b>	
\$300 (full year)	\$150 (semester)
<b>2 Hour Classes</b> <i>(For 2022-23 school year this only applies to drama)</i>	
\$480 (full year)	\$240 (semester)
<b>Study Hall</b> <i>(*Please see Study Hall under Policies for more details)</i>	
\$10 (per semester class period)	

- *Supplies*- Basic supplies are included in the tuition for each class. Some classes may have additional fees or required textbooks that are not covered by tuition. This will be noted at registration and due by the Final Tuition Due Date (see below) OR due at the time of registration.
  - Note: All students are responsible for bringing their own basic supplies such as paper, pencils, 3-ring binder, etc. A list of recommended or required supplies will be provided to parents before the first day of co-op.

## b. Payment Options

- *At time of registration:* To hold students' spot in a class, the following fees are due immediately:
  - class registration fees
  - 20% of all class tuition fees
- *The remaining 80% of tuition and any additional class supply fees, if applicable,* can be paid immediately but must be paid by the dates listed below or the student may be dropped from the class. Please note that all tuition and fees are due by this date. Using a 3rd Party Vendor (see *Using Third Party Vendor* section below) does not give an exemption to this deadline. (If an exemption is needed, please see the *Payment Plan* section below.)

FINAL TUITION DUE DATE (Including additional class fees, if applicable)		
<i>Full Year Classes</i>	<i>1st Semester Classes</i>	<i>2nd Semester Classes</i>
Friday, August 26, 2022	Friday, August 26, 2022	Friday, January 20, 2023

- *Payment Plans:* All payment plans are created at the discretion of the ConnectED Board and must be **requested in writing by the parent via email to the Executive Director** by the Final Tuition Due Date (see above). Payment plans only apply to the 80% tuition payment.
- *Forms of Payment Accepted:*



- Credit Card payment made through the ConnectED website
  - a. *Note:* Credit card transactions add an additional 3% technology fee to the transaction
- Personal Check, payable to ConnectED Co-op
  - a. Please make note of student's name/s
  - b. Delivered to the Executive Director on co-op day OR
  - c. Mailed to the address listed in the ConnectED Co-op contact information (located on p. 2)
  - d. Questions? Email [accounting@connectedco-op.com](mailto:accounting@connectedco-op.com)

### **c. Changing Classes**

- Up until the first Friday of the first week of class, classes can be swapped and paid fees/tuition can be applied to another class if there is a seat available. All changes must be requested in writing via email to the Executive Director.
- After the first week of class, classes cannot be dropped for a refund or account credit.
- Requests for schedule changes after the first week of class must be submitted in writing to the Executive Director via email and will be approved on a case by case basis. The following will be considered:
  - No refund is required
  - The new teacher has approved the change
- If you register for a class that does not have enough students to meet our minimum requirements, you will be offered the following options:
  - Switch to another available class
  - Full reimbursement for the class

### **d. Refund Policy**

- Class registration fees and 20% of the total tuition paid at the time of registration are nonrefundable.
- The remaining 80% of tuition is nonrefundable after the Final Tuition Due Date (see above for dates).
- Any refund request that is an exception to the above stated refund policy requires approval by a majority vote by the Board, and will be reviewed during the next scheduled Board Meeting as listed on the [website calendar](#).

### e. Using a 3rd Party Vendor for Payment

- **HarmonyED:** Register for classes and pay all fees and tuition by the above stated deadlines. HarmonyED will reimburse you.
- **Leadership Academy of Utah:** LAU will cover up to \$300 in tuition each semester. *(Note: ONLY electives will be covered. LAU will NOT pay for any English, Math, or core Science co-op classes. If you have a question about which classes will be covered and which will not be, please reach out to the Executive Director via email.)*

How the process works:

- Register for classes and pay all fees and tuition by the above stated deadlines.
  - We will bill LAU mid-semester (per their requirements) and they will reimburse us for that class.
  - Once we are reimbursed by LAU, we will then reimburse you up to the amount received.
- **My Tech High:** Classes can be approved through "3rd party vendor" or "custom built". Register for classes and pay all fees and tuition by the required deadlines. My Tech High will reimburse you. *(Pro tips: For best results in getting approved quickly, submit a link directly to our [class catalog page](#) when submitting your schedule. When submitting an invoice to be reimbursed, families have the best luck when using the PayPal receipt rather than the invoice from our website.)*

### f. General Registration Information

- Registration priority is given in the following order:
  - Board Members, Founders, and Executive Director
  - Teachers
  - New and returning families
- Class registration for students follows an "Age on First Day of Classes" policy. This policy is enforced as follows:
  - All classes are established with a preferred age range and grade range.
  - Age/grade ranges follow common age/grade practices for public schools in the US (e.g. a freshman in high school is 14 turning 15).
  - The students must meet the minimum age ON or BEFORE the first day of class in order to register for the class.
  - To enroll a student who is academically accelerated or struggling and is in need of a class different than their grade

level, contact the Executive Director via email with your request and she will approve on a case by case basis.

- Enrolling a student who does not meet the minimum age requirement.
  - a. Based on enrollment numbers, we may choose to open registration for 5th grade students for middle school classes if seats are still available and the parent feels their student is capable of meeting the course requirements.

#### **g. Grades & Credits**

- Although our courses are not accredited, families may use work done in co-op classes towards high school credit on homeschool transcripts, if desired. Teachers will provide students a grade, which will be recorded through our website and accessed through the student portal with their login created at registration.

#### **h. Communication**

- The primary form of communication between families and ConnectED is email. Participants should expect to check email regularly for important updates. Please be sure that ConnectED or Homeschool Life emails are not going to spam or junk mail folders.
- Information is also available on the following:
  - [ConnectED Co-op Website](#)
  - [ConnectED Members Only Facebook Group](#)
  - SMS texting (if opted in on your website account).

#### **i. Attendance and Leaving Campus**

- Teachers will be tracking attendance for assessing participation for grading purposes. This information will be shown in the student portal.
- Students are only allowed to be on campus if they are attending class (including study hall), lunch, or have a parent with them. Any student found consistently on campus (inside or out) without these qualifications may be charged a Study Hall fee.
- Students attending this co-op are expected to be responsible enough to stay in their registered class or designated areas during

lunch while on campus. If this is a concern for your student, a parent is invited to attend along with their student.

- If your student will be absent or plans to leave a class early, it is the responsibility of the student to talk with teachers or check the student portal on the website to receive their missed work.

#### **j. Denial/Termination of Participation**

- Actions contrary to the values, policies, or behavior expectations as stated in the Family Handbook by either a student or an adult may be grounds for termination of participation in the co-op. A decision will be made regarding denial/termination by a majority vote from the board. Board voting will take place during the monthly scheduled board meetings (see the [website calendar](#) for specific dates). The student's or adult's attendance at co-op may be suspended until a decision is made at the scheduled meeting.
- If a family's participation is terminated, the co-op participant will be notified by the director or another designated board member and tuition or any other payments will not be refunded.

### 3. Policies

#### a. Conduct Expectations

- We expect everyone to treat each other with respect, courtesy, and kindness.
- We expect everyone to behave in ways that enhance our students' educational experience. Disruptive behavior during class will not be tolerated.
- The teacher is the authority figure in the class. Students are expected to be attentive and to treat teachers with respect. Teachers are expected to respect students in the same manner.
- NO physical violence, extreme behavior resulting in safety concerns, or bullying of any kind (name calling, hitting, slapping, biting, taunting, etc.) will be tolerated at our co-op. Consequences to these actions will result in student discipline action and/or termination of participation in the co-op (see *Denial/Termination of Participation* and *Student Discipline* sections).
- Parents will be held financially responsible if there are any damages to co-op or property caused by their student.
- Specific behavior expectations for participation at *F5 Athletics*:
  - No gum
  - No drinks other than water
  - No shoes or behaviors that may damage gym floors
  - Shirts are required to be worn at all times
- Specific behaviors are prohibited at the *Rosewood Church of the Nazarene*:
  - Violent or pornographic media
  - Gambling
  - Alcoholic beverages, illicit drugs, or tobacco use

#### b. Conflict Resolution

- If there is a concern about the behavior of any adult and/or student at co-op, if comfortable doing so, the person is encouraged to first approach the other person privately to express concerns and attempt to resolve the issue.

- If the situation is not resolved privately, the concern should be brought to the attention of the Executive Director in a timely fashion. The Executive Director will work to bring a resolution to the situation, either communicating individually or together with both parties involved, as appropriate.
- If the matter still remains unresolved, the Executive Director will present the situation during the monthly board meeting (see [website calendar](#)) to receive further direction from the board as they attempt to offer tools to the parties to meet the goal of safety for all in our co-op. The Executive Director will decide the student's ability to attend co-op in the interim until the board meeting based on the individual circumstances.
- If a resolution is still not able to be reached after the solution provided by the board, the board may then choose to terminate the offending party or parties from participation in the co-op based on a majority vote during the next board meeting to prevent further time being spent on the situation for the Executive Director or during board meetings. (See *Denial/Termination from Participation* under *Policies*.)

### **c. Student Discipline**

- If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken.
- If the student is told of a problem by an adult and he/she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, the following procedure may be implemented:
  - Step 1- Parental Notification: The teacher and/or Executive Director will inform the parent via email and a follow-up phone call or in-person conversation of the situation and future behavior expectations.
  - Step 2- Parental Supervision: If a student requires further discipline, the student may be required to have a parent with them at all times while attending co-op (class, the lunchroom, etc.) until the time specified by the board or Executive Director .
  - Step 3- Dismissal: Failure to comply with Step 2 may result in dismissal. Important note: at the discretion of the Executive Board, some offenses, such as possession of

firearms or drugs, bullying, harassment, discrimination, etc., may result in immediate dismissal from the co-op (see *Denial/Termination from Participation in Co-op*).

#### **d. Dress Code**

- As safety, belonging and learning are our top priorities, we ask that families wear clothing that is fit for the circumstances. We want to preserve the integrity of our learning environment so that no one feels confronted by aggressive or highly controversial images, slogans, or styles.
- As one of our locations is in a church please be mindful while making your clothing choices to be respectful.

#### **e. Device Usage**

- Device usage is left up to the discretion of parents and teachers. If a teacher feels a device is being used inappropriately and asks for it to be put away, the student will be expected to respect the teacher's wishes.
- If any inappropriate content is found on a device, that individual may lose the ability to attend co-op.

#### **f. Lunch**

- Lunch is not provided by the co-op and students must bring their own packed lunch if staying during this time period.
- Families will be alerted if severe allergies are present in our student body and will be asked to follow guidelines, if necessary, to keep all students safe.
- There will be no access to refrigeration for students on-site.
- Students may use the microwave but we recommend students bring food that does not need to be warmed up.

#### **g. Study Hall**

- For the safety of our community, students are not permitted to be unsupervised on campus. Any student who has a "gap period" between classes (a class session in which they are not enrolled in a class and yet remain on campus) must either:

- Have a parent or adult guardian present on campus supervising the student OR
  - Enroll in Study Hall
- Any student consistently found on campus without being enrolled in a class or under parental supervision (other than lunch), will be charged a fee for Study Hall.
- Study Hall takes place in a designated area only. Students are expected to report to Study Hall on time and to stay for the remainder of the class period.
- Students in Study Hall are not permitted to roam the campus or to leave the Study Hall area without permission from the Executive Director or assigned Study Hall Volunteer.
- Wi-Fi is available in the Study Hall area. Students within the Study Hall area may socialize quietly and/or eat their lunch or a snack, but are expected to respect the other classes going on nearby and to clean up their area before leaving.
- Parent volunteers will be monitoring the study hall and the same conduct expectations as classes are required. The designated volunteer will have a list of those who are registered for that class.
- Study Hall only applies to our Rosewood Church of the Nazarene on Thursdays.

#### **h. Volunteers**

- This is your homeschooling group. The success of this endeavor depends on the input and cooperation of all participants. If someone sees something they would like implemented or changed, we encourage them to get involved.
- We have several committees with opportunities for parents and students to volunteer. These can be found on the website or by contacting the Executive Director.
- Please do not complain about or disrespect volunteers who are doing their best to create something wonderful for our students.
- Please note *Adult Volunteer Expectations* in the *Participant Expectations* section for volunteer requirements.

#### **i. Late Pick-up**

- For the safety of all, students may not be left unattended while at co-op. They should either be in an enrolled class, attending lunch, or under the supervision of a parent or guardian at all times.



- If you know ahead of time that you will be late picking up your student from their classes, please make other arrangements so your child can be picked up on time.
- In the case of an emergency situation only, if a parent will be late picking up their student from class, please contact the Executive Director via phone call or text, not email, due to the immediate nature of the communication. (See Executive Director contact information on p. 2)
- Please be respectful of the time commitments of our staff by being prompt in picking up your student on time.
- Mid-day Late Pick-up Consequences:
  - If your student is consistently late being picked up from class while other classes are currently in session, the cost of Study Hall will be charged to your account and your student will be asked to wait in Study Hall until their parent/guardian arrives.
- End of Day Late Pick-Up Consequences:
  - The Executive Director will stay on campus until the last student has been picked up. To accommodate her efforts and based on the assessment of the situation by the board, a fee of \$1 per minute may be charged to the family's account for late end of day pick-up.

#### **j. Privacy**

- When you create your account on our website, you will have the opportunity to either give or deny permission for your student's photograph/video to be taken at co-op.
- Student images/videos will only be used for official co-op purposes, such as on the website, fliers, marketing posts, yearbooks, etc.

#### **k. Visitors**

- Visitors may only visit the campus at the discretion of ConnectEd.
- For the safety of our families, we ask that all non co-op visitors (such as special classroom guests, grandparents, etc) stay with the person they are visiting at all times.
- Anyone found wandering the campus will be advised to join the party they came with or will be asked to leave.

## 4. Special Considerations

### a. Special Needs

- Students of all abilities are welcome to attend co-op classes. We want every student to feel they belong, are safe, and know that they are a contributing member of our group.
- We have limited resources to assist the neurodiverse or special needs students, however, we are willing to work with parents to assist in assessing and accommodating their student's needs to help their experience to be as successful as possible.
- We encourage communication regarding student needs between the student, parent, teacher, and Executive Director.

### b. Pronoun Usage

- To align with our mission of belonging and student safety, we will honor desired pronoun requests of students and/or parents.
- To align with our mission of allowing parents to be responsible for their child's education, we will not ask a student what their preferred pronouns are. It is the responsibility of parents and/or students to inform teachers and the Executive Director of these requests.
- There is a male, female, and unisex/handicap accessible bathroom at the *Rosewood Church of the Nazarene*. Everyone is welcome to use whichever bathroom they feel most comfortable with.

### c. Severe Health Concerns and Physical Challenges or Disabilities

- Students of all abilities are welcome to attend co-op classes. We want every student to feel they belong, are safe, and know that they are a contributing member of our group.
- We will do our best to work with parents in accommodating physical challenges, disabilities, or health concerns so every student that desires to attend is able.
- It is the parent's responsibility to be proactive in communicating needs and physical or health challenges with the Executive Director.

## 5. Safety

### a. Illness

- Parents are expected to advise teachers and the Executive Director of any student allergies or other chronic conditions.
- For the protection of your student and others, we ask you not attend co-op classes or activities if your student appears ill. This includes:
  - A fever within the past 24 hours
  - Vomiting and/or diarrhea within the past 48 hours
  - Skin infection or rash
  - Any eye infection/pink eye
- If your student becomes ill during a class or activity, you will be notified and required to take them home.
- We do not have a nurse on staff to administer medication nor will teachers be administering medication to students.
- COVID Policy:
  - All standard COVID recommendations apply.
  - Families may decide if they wish to wear masks or not.
  - If the state mandates specific regulations in the future, we will comply.

### b. Allergies

- Allergies can be quite serious, and we must be careful to ensure student safety for those with food and other allergies that may cause a reaction.
- It is the responsibility of the parent to notify the Executive Director and teacher if you have a student with food or other allergies that they could encounter in a class. Please note the severity of the allergy, the reaction, and what should be done if a reaction occurs.
- If teachers are planning to serve food/treats in their class, they will notify parents prior to serving the food. This will allow parents to choose whether or not to risk the potential allergen exposure or provide a snack for their student that would be safe.
- Allergies and any other relevant medical conditions or concerns must also be disclosed in the student section of your account upon registering for the website.

### **c. Inclement Weather or Class Cancellation**

- We will make determinations about closings due to inclement weather conditions by 8:30 AM on co-op days. Co-op participants will be placed in an email and SMS texting loop, which will be our main means of communication in such situations.
- Break periods may be used as makeup dates for canceled classes.

## 6. Participant Agreements

### a. Student Compact

- I will abide by the values of ConnectED Co-op.
- I have read and will follow the following policies as outlined in the Family Handbook:
  - Conduct Expectations
  - Conflict Resolution
  - Student Discipline
  - Dress Code
  - Device Usage
  - Lunch (if applicable)
  - Study Hall (if applicable)
- I will be respectful of all adults and other students and will respect others beliefs and views. I will seek first to understand and then to be understood.
- I will be where I am supposed to be at all times. I will not leave campus without the permission of my parent/guardian.
- I will not distract other students from learning.
- I will do the work as asked by teachers and participate fully.
- I will check my assignments, grades, and emails from teachers regularly.
- I will do my best to communicate clearly with my teachers.
- I will appropriately use my electronic devices and will respect my teachers' requests regarding device usage during class.
- I will communicate with the appropriate person if I am experiencing conflict or if I feel unsafe. If I do not feel it is safe to communicate directly with the person in question, I will communicate my needs with a teacher or the Executive Director.
- I will do my best to attend class regularly as regular attendance is essential for learning.
- I will not attend Co-op if I am sick unless I have been cleared by a doctor.

### b. Parent Compact

- I have read through and will abide by the Family Handbook.

- I will sign the *Hold Harmless Clause* when registering for the website.
- I will be prompt in picking up my student from class and will communicate with the Executive Director in the case of an emergency.
- I will pick up my student on time from co-op. If needed, I will comply with the consequences as stated in the Late Pick-up Policy.
- I will communicate with teachers and/or the Executive Director if my student has specific needs they should be aware of.
- I will promptly and respectfully communicate with teachers and/or the Executive Director if I have concerns for my student's well-being or safety so their needs can be attended to appropriately and in a timely fashion.
- If my student requires disciplinary or conflict resolution actions taken, I will work with my student to encourage compliance with disciplinary procedures given by either the Executive Director or the board. (see *Conduct Expectations*, *Conflict Resolution*, and *Disciplinary Procedures* in the *Policies* section.)
- I will be held financially responsible if there are any damages to co-op or property caused by my student.

#### **c. Adult Volunteer Expectations**

- Sign a *Confidentiality Agreement*.
- Abide by the behavior expectations and policies as listed in this Family Handbook.
- Be prompt and follow through with the agreed upon volunteer assignments, or communicate in a timely fashion with the overseeing staff or board member if unable to attend or follow through with the assignment.
- Certain situations may require us to track volunteer hours. We will make you aware of this if it is needed but we ask that you be willing to do so, if requested.