



H.O.P.E.

Christian Homeschool Co-op
Helping Other People Educate

MEMBER HANDBOOK

2023-24

PUBLIC EDITION

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VISION STATEMENT

H.O.P.E. (Helping Other People Educate) Christian Homeschool Co-op strives to be a Christian homeschool cooperative that meets the enrichment needs of families living in Stow, Cuyahoga Falls, Munroe Falls, and surrounding areas. We want to not only enrich the families' lives educationally, but also spiritually. We want this to be a fun and safe environment for families to grow together and support each other in the homeschool community.

STATEMENT OF FAITH

The following is H.O.P.E. Christian Homeschool Co-op's statement of faith. It is important for those who belong to this co-op, as well as those who might be considering it, to understand what core beliefs this co-op stands for and is built upon. We do require that members agree with the Statement of Faith in full. However, if you find a point with which you disagree, we are open to discussion to determine if this group would still be a good fit for your family.

THE BIBLE

The Bible, made up of the Old and New Testaments, is the divinely inspired Word of God, without errors in its original manuscripts, and is therefore authoritative in all matters it addresses. It provides an unchanging, absolute standard for everyday living, superior to conscience and human reasoning. (2 Timothy 3:16; 2 Peter 1:20-21)

ONE TRUE AND LIVING GOD

There is one true and living God, who eternally exists in three persons—Father, Son, and Holy Spirit—who are equal in every divine perfection and who execute distinct but harmonious offices in all the work of the Godhead. (Deuteronomy 6:4-5; 1 Timothy 2:5)

MAN

Man was created by God in His own image, but through his sin incurred physical and spiritual death. As a result, all people are separated from God because of their sin and are lost and without hope apart from salvation in Christ. (Genesis 1:26; Matthew 6:26; Romans 3:23)

THE GOSPEL

The Gospel is the good news of God's saving actions towards sinners through Jesus Christ. Jesus Christ, the eternal son of God, took on human nature, lived a sinless life, and died a substitutionary death for sinners. (John 3:16)

SALVATION

Salvation is a free gift that comes only by God's grace, through faith in Jesus Christ alone. Anyone who turns from their sin and trusts in Jesus Christ and His death on their behalf receives forgiveness of sins and the gift of eternal life (John 3:16-17; Titus 3:5; 1 Peter 1:3-5; Ephesians 2:8-9)

THE HOLY SPIRIT

The Holy Spirit, with the Father and Son, has always existed. He causes our awareness of sin. From the moment of salvation, He lives with each believer comforting, teaching, guiding, and empowering them to live holy lives. (John 16:7, 8, 12-15)

JESUS CHRIST

Jesus Christ, with the Father and the Holy Spirit, has always existed. He was the Father's agent in creation. He came to earth as God in human flesh, being born of the virgin, Mary. He was fully God and fully man. He is the only Savior. He lived a sinless life and died on the cross in our place to make payment to the Father for our sins. He rose from the dead and showed Himself in His risen physical body and later ascended into heaven. He is the head of the Church and will return one day to judge all men. (John 1:1, 14; Titus 2:11-14; John 14:6; Colossians 1:18)

SATAN

Satan is a real being, the enemy of God and man, and the author of sin. Satan and his followers will spend eternity separated from God in a literal hell. (Revelation 12:9; 2 Peter 2:4-10)

CHURCH

The Church is made up of all those who have trusted Christ for salvation. Jesus loves the Church and died for the Church, tenderly referring to the Church as His "Bride". God has uniquely designed and equipped the Church to carry out His work on earth. Christ is the Head of the Church. (Matthew 16:18; Hebrews 12:22-24)

MARRIAGE

God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship is immoral. (Genesis 1:27-28, Genesis 2:18-24, Exodus 20:14, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

GENDER

God created the human race male and female. All conduct with the intent to adopt a gender other than one's birth gender is immoral. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

We are a Christian based homeschool cooperative. We are a non-denominational co-op, however, the views stated above are sincerely held by the leadership team. It will be understood that Jesus and the Bible are allowed to be discussed in accordance with the statement of faith. However, we will strive to major on the major and minor on the minors when it comes to various controversial Biblical and Theological views. For instance, some Christian families participate in yoga, while others believe it should not be permitted; for issues like these that can be controversial, we have chosen to err on the side of caution to keep Christ the focus and not these minor disagreements. **Therefore, the following will not be permitted at co-op:**

- Yoga, meditation, healing circles, etc.
- Halloween festivities or Pokemon cards
- Teaching of evolution as fact
- Using C.E./B.C.E. when teaching history (we will use A.D./B.C. terminology)
- Teaching or promoting "woke" culture or Critical Race Theory

LOCATION

We meet at a Facility in Stow, OH. In order to maintain safety on our co-op days, we have refrained from sharing our exact location on our public website. We prefer to share this with you after you have signed up, but if distance is a possible concern depending on where something is in Stow, contact us by email at jhoyt@kent.edu.

SCHEDULE

- The co-op will meet each Tuesday from 9:00 am-1:30 pm during the scheduled months or weeks we are in session.
- Cleaning families should plan to stay until 2:00 pm (though we are typically faster with cleanup).
- If we must cancel for inclement weather, we will post on our Band page. If possible, we will try to make up for the day we have to miss.
- If Facility has an event, it is possible that we will have to cancel co-op for that week. We will try to make up for the missed time if possible.

COMMUNICATION & WEBSITE

Our main form of communication is through our Band Page. It is a requirement that you are in our main Band so that we can communicate with you. We do have an optional Band that is for pictures and videos only, but the main Band is REQUIRED. It is a private page that is set up very similar to Facebook groups. You cannot search for our Band. The only way to be added is to accept an invite with a direct link that we will email or text to you once you become a member. Please accept the invite and download the Band App on your smartphone. You can also use Band on any desktop computer. Please check the Band page regularly to stay up to date!

We have a website that is to be used for registration and payment of dues, class fees, and other costs when applicable. There is a part of the website that is viewable by the public, and another part that is private and for members only. When you request to become a member of the Co-op, you will establish your username and password. Once your request is approved, you will be able to login and view member-only content, like our directory and class schedule. The website address is <https://www.homeschool-life.com/3556/>. It is maintained by Homeschool-Life.com. Privacy and security are important to us. [Click here](#) to read about the steps that Homeschool-Life.com has taken to keep our information secure.

MEMBERSHIP & REGISTRATION

Families of all homeschooling styles are welcome to attend. Additionally, families of all abilities are welcome. We will do our best to work together to meet the needs of all students regardless of ability.

MEMBERSHIP QUALIFICATIONS

To be considered a member of the H.O.P.E. Christian Homeschool Co-op, a family must:

- Sign-up their family on our website.

- Current Members must update their information on our website each school year to retain membership. A due date will be communicated each year.
- Watch the first year orientation video (if it is the member's first year) OR the yearly orientation video for current members that will discuss any changes or important reminders for the coming school year.
- Attend a short family Meet & Greet with the leadership team with children ages 3 and up (first year only).
- Pay their website maintenance fee, registration fees, and class fees.
 - The due date for the website maintenance fee will be communicated each year or semester.
 - Registration fees are due before the first week of the semester.
 - Class fees for specific classes are due by the second class for which the fees are due.
- Acknowledge that they agree, understand, and will submit to all the following when registering on our website:
 - Statement of Faith
 - This Handbook
 - Liability and Consent Waiver
- Be able to pass a background check (to check for violent crimes and sex offender search).
- Be legally homeschooling, legally public schooling at home, OR if child(ren) is/are not compulsory school age, intending to use one of these options when child(ren) become compulsory age.

WEBSITE MAINTENANCE FEES & REGISTRATION FEES

The website maintenance fee to join the co-op and have access to our member website is \$10/school year per family. This fee must be paid by the due date set each year (or semester) and is non-refundable. There will be a link to pay the fee when you register, or an invoice will be sent to you via e-mail, and you will be able to see this balance when you login to your account on our website. You can pay the fee on the website. If you would prefer to mail a check, please contact us to get the address.

The non-refundable registration fee will be \$75/family per semester. This is to be paid at the time of class registration and before the first day of the semester. The registration fees pay for operating costs, such as rent (or donation to a facility who hosts us), insurance, cleaning supplies, etc.

MEMBERSHIP REQUIRED TO ATTEND

To attend co-op days and any special event or field trip hosted by the H.O.P.E. Christian Homeschool Co-op, the child(ren) and parents must be active and current members in the co-op. Visitors will not be permitted unless permission is granted by the Leadership Team in advance. Examples of visitors that would likely be permitted would be families who are considering the co-op for the future, or foster children/public schooled siblings who don't have school that day.

Parents are expected to be present at any co-op time or extra activity if their child(ren) is/are there. Rare exceptions to this rule may be made at the discretion of the Leadership Team. Members may NOT send their children with other members of the co-op. Each child present is required to have a parent on the premises who is responsible for them.

If a special needs child would require the support of a therapist or aide while at co-op, we will allow this person to attend as a visitor with the sole purpose of working with that child. This person would have to submit a background check, work for a reputable company, wear a name badge from their employer while at co-op, and agree to abide by our entire Handbook. The parent of the child receiving the support will be responsible for making sure that the therapist or aide is abiding by our policies.

BECOMING A MEMBER & RENEWING YOUR MEMBERSHIP (SIGN UP)

Members are required to renew their membership each school year. Sign-up dates will be announced in advance on our website, on our Facebook page, and in our Band group. New members and current members wishing to renew their membership will not be accepted outside of this sign-up period unless an exception is made by the Leadership Team.

Sign-up will typically start 10-14 weeks before the semester is scheduled to begin. It opens to current members first, then to families on the Potential Member List, and then to the public. If the co-op is full before the sign-up period is supposed to end, sign-up will close early.

POTENTIAL MEMBER LIST

After the sign-up period closes for a semester, anyone who signs up on the website is added to our Potential Member List for the following semester. Potential members will be given the opportunity to attend a Meet & Greet with the Leadership Team during or after the sign-up period of the following semester.

****Please note:** Joining our Potential Member List does NOT guarantee that we will have a spot available for you during the following semester. As much as we'd like to accept everyone, we have restrictions on the number of people our building will accommodate. Potential Members are not guaranteed a place in the co-op until after their Meet & Greet and after the Leadership Team has met to determine how much space is available and which needs will be best met by our co-op.

PUBLIC-SCHOOL-AT-HOME STUDENTS

Legally homeschooling and doing public school at home (through a program administered by the local school system, K12, ECOT, etc.) are not the same. Homeschoolers follow a different law and are not held to the same state standards or testing that public-school-at-home students are held to. Additionally, public-school-at-home students do not have to report annually as homeschoolers do. We will permit public-school-at-home students to join our co-op if they agree to the following:

1. They are aware that by using the public-school-at-home method, they are not legally homeschooling
2. They are aware that any discussion about the legalities of homeschooling at co-op refers to legally homeschooling families and does not pertain to their situation. Any legal questions regarding their schooling should be directed to the administrator of their public-school program.
3. The H.O.P.E. Christian Homeschooling Co-op will not be able to change its programming in any way to accommodate a standard or requirement that needs to be fulfilled for the public-school program.
4. Representatives, staff, and/or professionals from your public school at home administrator may not visit or observe our co-op classes or events.

DENIAL OR TERMINATION OF MEMBERSHIP

Because H.O.P.E. Christian Homeschool Co-op is not funded publicly, the Leadership Team reserves the right to deny or terminate membership for any reason. These reasons may or may not be disclosed to the applicant/member and may include, but are not limited to: refusal to agree to the co-op's statement of faith; refusal to agree to uphold the code of conduct or any other policy listed in this Handbook; failure to pay membership dues or other registration or classroom fees, etc. Membership may also be terminated if a member no longer meets the membership qualifications, or their behavior conflicts with our membership policies.

CLASSES & SUPPLIES

CLASS & AGE DIVISIONS

Classes are divided by the age of the child on the first day of the semester. The age ranges for each class will be clearly posted during the registration process.

We do not currently divide classes or students by grade level. We have found that dividing by both age and grade level gets confusing. In addition, homeschoolers are not bound by grade level, so it makes sense to give age ranges instead of grade level ranges.

When members offer to teach a class, we ask them to specify what age range their class will be geared toward. We must then honor these boundaries during the registration process.

****For the 3-4 year old class, we do ask that the students be either potty trained OR actively potty training.**

If you have a special situation in which you would like to register your child for a class for which they do not fall in the specified age range, please contact the leadership team.

CLASS SCHEDULE

To create a class schedule, there will be a planning meeting 6-8 weeks before the start of each semester. Members who have signed up for the semester are expected to make every effort to be at this meeting. We will discuss classes that families would like to see offered, who is willing to teach what classes and for which age groups, and more. The Leadership Team will take information from registration questionnaires and this meeting to create a tentative schedule for pre-registration.

We require that each member offer to teach at least one class each semester, unless there are extenuating circumstances (i.e. mom just had a baby, etc). Please discuss extenuating circumstances with the Leadership Team.

REGISTERING FOR CLASSES

PRE-REGISTRATION

After the planning meeting, we will conduct pre-registration. This is a trial registration to help us determine which classes do and do not have enough interest to be offered and which classes have so much interest that we need to offer the same class during two different periods for that semester. If needed, more specific instructions will be given prior to preregistration.

CLASS REGISTRATION

Once pre-registration has given us the information we need, the Leadership Team will create a final schedule. Once the final schedule is created, registration will be open, first to leadership and support, then to current members, and finally to new members.

CLASS FEES

Many, if not most, classes have no fee. Teachers are asked to cover their basic supplies and keep in mind what supplies students should already have with them. Classes that require more extensive supplies, like art, science labs, or classes where a professional comes to teach (example: CPR certification), will incur an extra fee for each student. We have a policy to keep fees as low as possible if a class must have a fee (typically less than \$20/class).

To pay class fees, an invoice will be sent to you via email, and you can view and pay those fees on our website. If you would prefer to pay with cash or check, you can do so by putting the payment in an envelope and putting the student's name(s), class(es), and amount enclosed for each class. You can give that envelope to the treasurer at co-op. **Class fees should be paid no later than the 2nd week of the semester.**

SUPPLIES

Every student should bring basic supplies with them to co-op weekly. Some classes may require additional supplies, and that would be communicated to you when class fees are announced.

Parents are responsible to provide the following supplies for each of their children:

- Bookbag with student's name on the outside
- One 24-count box of crayons
- Scissors
- Two pencils (be sure to sharpen weekly or use mechanical)
- Eraser
- One or two glue sticks
- Two pocket folders
- One Notebook (*Ages 12 & up*)
- Two pens (*Ages 12 & up*)
- Colored Pencils (*optional*)

LEADERSHIP TEAM

The fundamental responsibility of the Leadership Team is to provide direction and oversight to the H.O.P.E. Christian Homeschool Co-op. The Leadership Team will consist of a Director (or 2 Co-Directors) along with 3-5 team members. The Leadership Team also serves as the Board of Directors in compliance with section 501(c)(3) of the Internal Revenue Code (see Bylaws in the Appendix).

DIRECTOR AND CO-DIRECTORS

- **Selection of Director and Co-Directors**
 - A Director will be selected by the Leadership Team.

- If the responsibilities of Director are deemed to be better served by two individuals instead of one, the Leadership Team may elect to have up to two (2) Co-Directors.
- At all times, there should be at least one (1) Director, or no more than two (2) Co-Directors
- In the case where there are to be two (2) Co-Directors, the Leadership Team is to select both individuals by a majority vote.

- **Responsibilities of Director and Co-Directors**

- Providing oversight and direction to the Leadership Team and seeing that the fundamental mission of the co-op is being pursued and that the Leadership Team's responsibilities are being fulfilled
- Responsibilities of the Leadership Members listed below.
- Scheduling Team Meetings, preparing the agenda, and coordinating the meeting.
- Delegating duties to members of the Leadership Team.
- Communicating all decisions and other matters to co-op members as appropriate.
- Will typically be appointed "President" of the Board of Directors.

- **Qualifications of Director and Co-Directors**

- Meets all qualifications listed under Team Members below
- A member of the H.O.P.E. Christian Homeschool Co-op Leadership Team for at least two years
- Possessing the gifts, talents, commitment, and godly character necessary to fulfill the responsibilities of the Director position

- **Term of Director and Co-Directors**

- The term of the Director or Co-Director shall be two years. There is no limit to the number of consecutive terms an individual may serve. A majority vote by the Leadership Team is required for an individual to serve, or continue to serve, as Director.

LEADERSHIP TEAM MEMBERS

- **Selection of Leadership Team Members**

- When a new Team Member position opens, the rest of the Leadership Team (including the Director) will select a current member of the co-op based on the qualifications listed below. A majority vote by the Leadership Team is required to add a new Team Member. Co-op members will be asked to affirm/deny each Team Member prior to their addition to the team.

- **Responsibilities of Leadership Team Members**

- Along with the Director, provide leadership for all aspects of the co-op, ensuring that the intent and direction of the ministry are being effectively carried out
- Praying for the co-op and fellow Leadership Team Members
- Involve others in carrying out the work of the co-op. This includes selecting and assigning qualified teachers and other volunteers. In filling the teacher roles, the Leadership Team must

remember that teachers should not only be able to pass on knowledge to the students, but that they should also possess the type of character and godliness that would be worthy examples for the students to follow.

- Establishing and upholding the policies of the co-op.
- Attending meetings called by the Director or any other Leadership Team Member to discuss issues, cast votes, call for votes, establish policy, or any other matter regarding co-op.
- Arriving at co-op at least a half hour prior to meeting times, or whatever time is determined by the leadership team.
- Staying at co-op to assure the building is clean, secure, and everyone from the co-op has left. The Leadership Team Members should expect to be the last to leave.
- Keeping emotions in check when it comes to co-op matters. The handbook should always be consulted in handling difficult situations, and feelings should be put aside. This includes, but is not limited to, showing humility and grace when votes do not go the way you would have liked or when a fellow Team Member disagrees with you on how to handle a situation.
- Seek UNITY first. Unity in the Leadership Team is essential to a healthy co-op. Individuals on a team will not always agree, but agreement is not necessary to achieve unity when it has godly and humble Team Members.
- One Leadership Team Member will be appointed “Vice President” on Board of Directors.
- One Leadership Team Member will be appointed “Secretary” on Board of Directors.

- **Pastor Leadership Members**

- The Leadership Team intends to make at least one pastor a part of its Leadership Team.
- Pastor Leadership Members will not be required to attend all Team Meetings but will be welcome to at any time. Although they may have children in the co-op, it will not be a requirement.
- The purpose of asking a pastor to serve on the Leadership Team is for guidance and accountability, especially for unforeseen difficult situations that require the gentleness and wisdom that a pastor can provide.
- Any pastor chosen to serve on the Leadership Team must possess the qualifications listed above except membership in the co-op for one year.

- **Term of Leadership Team Members**

- The term of each Team Member shall be two years. There is no limit to the number of consecutive terms an individual may serve. Co-op members will be asked to affirm/deny each Team Member prior to their renewed service on the team. A majority vote by the Leadership Team is required for individuals to continue to serve on the team. Individual Team Members may not vote for themselves.
- A one-year term may be considered in special circumstances but should be extremely rare.

TREASURER

- **Selection of Treasurer**

- The Treasurer will be selected by the Leadership Team.

- **Responsibilities of Treasurer**

- Assure the co-op operates within its budget. The treasurer must be always aware how much money the co-op has.
- Assure that all money spent is for the co-op only and is accounted for – only members of the Leadership Team can approve purchases, but they must be in communication with the Treasurer to assure that the potentially approved amount is within our means.
- Keep track of upcoming expenses/make payments for recurring expenses (insurance, etc.)
- Assure the co-op is operating in accordance with current tax law. The Treasurer is responsible to file IRS Form 990N yearly at the end of our fiscal year, which will begin August 1 and end July 31 every year. The Form 990N shall be filed no later than September 15 each year we are in operation.
- File annually with the Ohio Attorney General Charitable Organization's website no later than Sep. 15.
- Maintain the co-op's checking account.
- Maintain the co-op's financial information and records, including legal name, DBA name, EIN, checking account statements, tax records, and financial spreadsheets. This information needs to be kept organized and easily accessible.
- Prepare a financial report to present to the members of the co-op at the beginning and end of every school year.
- If the Treasurer is not already a Leadership Team Member, the Treasurer is not a voting member of the Leadership Team and is not required to be at all Leadership Team Meetings unless asked to attend by the Director or a Leadership Team Member. If the Treasurer is also a Leadership Team Member, they assume both responsibilities.

- **Qualifications of Treasurer**

- Membership in the H.O.P.E. Christian Homeschool Co-op for at least two years
- Possesses the talent and knowledge of financial matters and tax laws or can learn them well.
- Possessing and demonstrating honesty and personal integrity.
- Possess the ability to keep records organized and has experience in record keeping.

- **Term of Treasurer**

- The term of the Treasurer shall be two years. There is no limit to the number of consecutive terms an individual may serve.
- A one-year term may be considered in special circumstances but should be an extremely rare occurrence.

CURRENT LEADERSHIP TEAM

Name	Position	Term End (Month/Year)
Jessica Thompson	Co-Director	June 2024
Corrine Corbett	Co-Director	June 2024
Mary Lawther	Leadership Team	June 2024
Lisa Thompson	Leadership Team	December 2024
Kelly Popovich	Treasurer	June 2024

POSITIONS TO BE FILLED BY ALL MEMBERS

Parents coming together and giving their time and talents to the children of our co-op by acting as a teacher, helper, and nursery helper is the driving force behind our co-op. To make a co-op successful, every parent who brings their child to co-op must be willing to be a teacher for at least one period and be a helper for at least one period (rare exceptions may be made at the discretion of the acting Leadership Team.) **Parents must also be willing to serve on the nursery rotation (if we do not have enough adults to treat it like a class with assigned teachers and helpers), lunch/recess monitor rotation, and cleaning rotation.**

TEACHERS

Teaching our children is a huge responsibility but very much appreciated. We have been very blessed with amazing parents to have shared their time and talents with students that are not their own. In the H.O.P.E. Christian Homeschool Co-op, **teachers** are responsible for the following:

- Passing on knowledge of a given subject and being worthy examples for the students.
- Writing a brief class description for your class before pre-registration so that parents will know what it is about.
- Communicating with your helper so that they can be well prepared to take over in the event of your absence.
- Conduct your teaching in a way that is reflective of the statement of faith.
- Be prepared for the class(es) you teach each week.
- Keeping materials stored for the class at the Facility ahead of time whenever possible – this way if you have to miss a week of co-op, your helper already has what he/she needs to teach the class.
- Holding students accountable to the code of conduct using the 1-2-3 system and using the “Post-It Note” system when needed (see “Policies” for more information on these systems).
- Expecting the students to treat you in a respectful manner by calling you Ms./Mrs./Miss/etc. and your first OR last name (whichever you prefer)
- Never posting pictures or videos of your class on any public forum, including, but not limited to, your personal facebook page. If you share pictures or videos of co-op activities on any social media site, you

must conceal the identities of any children that are not your own. You can, however, post pictures and videos on our private Band page to share with parents.

- Expecting the students to assist you in tidying up the classroom just before the end of class. If it is the last class period, a little extra cleaning will be required (see “Cleaning” under “Policies”)
- Upholding all the policies in this handbook in your class(es) and holding students to the same standard.
- Praying for your class.

HELPERS

Teachers would not be nearly as effective without their helper. Helpers are an integral part of the classroom experience – helping with all sorts of tasks to help make the class run smoother. The helper also serves to make sure that at least two adults are always in each classroom. In the H.O.P.E. Christian Homeschool Co-op, **helpers** are responsible for the following:

- Assisting in passing on knowledge of a given subject and being worthy examples for the students.
- Assisting in holding students accountable to the code of conduct and any other duties that the teacher needs help with.
- **Being very engaged in the class even when they aren’t teaching. Helpers should not be distracted with conversation with other members or on their phones.**
- Assist the teacher with “crowd control” and behavior management in the classroom so that the teacher does not have to continually stop teaching to handle these issues.
- Praying for your class.

NURSERY HELPERS

Without parents being willing to serve in the nursery, meeting for co-op would be extremely difficult, if not impossible, for many families. Even if you do not have a child young enough to be in the nursery, this is your opportunity to serve families who could not attend co-op without nursery care. In the H.O.P.E. Christian Homeschool Co-op, **nursery helpers** are responsible for the following:

- Always maintaining a close watch on all children in the nursery and assuring that all children in your care are accounted for at regular intervals.
- Taking potty trained toddlers to the bathroom when requested and changing infants and toddlers who are not yet potty trained when their diapers are soiled.
- Reading and playing with the children in the nursery at regular intervals.
- Being worthy examples for the children in your care.
- Nursery Rotation - Nursery helpers will be assigned on a rotation that will be released before the start of every semester IF we do not have enough adults to treat nursery like a class with a teacher and helpers.

****NEW FOR 2023-24:** We had a major influx of nursery aged children for Fall 2023. For this reason, we will have two separate nurseries; an Infant Nursery (ages 0-1) and a Toddler Nursery (age 2).

FLOATERS

Floater are the parents who are not assigned in a class as a teacher or helper during a given class period. This is your time to fellowship with other parents who are also floaters, but you are also “on deck” to help in a class that may be short for an adult due to families who cannot attend that week. Floaters can fellowship in a

designated “mom lounge” (or “parent lounge” if we have dads). In the H.O.P.E. Christian Homeschool Co-op, **floaters** are responsible for the following:

- Being willing to assist in any way needed, like filling in for a missing teacher or helper.
- For the first few weeks of the semester, some of the children may be unsure of where to go when they are switching classes. Children will be wearing a name tag that shows where they are supposed to be for each period. We will ask floaters to hang out in the halls for the first few minutes of each class period just to make sure you can assist any “lost” students.
- Keeping conversation godly, refraining from gossip, and making sure everyone is welcome in the conversation.
- Floaters should not join into their child’s class(es) during their floating period unless there are special circumstances that the leadership team is aware of.
- Floaters should not hang out in the hallways unless a member of leadership has asked them to help with hall monitoring. Once all the children are where they need to go, we ask that you have conversation and hang out in the Mom Lounge.

LUNCH & RECESS MONITORS

Because our group has grown, we will need moms who can help monitor lunch and recess. This will be on a rotation. There will be two moms for each area that we eat (so four moms in total) each week. It is likely that each mom will only have to serve one or two times each semester. In the H.O.P.E. Christian Homeschool Co-op, **lunch and recess monitors** are responsible for the following:

- Eating lunch in their assigned area (either the fellowship hall, sanctuary, or pavilion) in a place where they can see everyone.
- If indoors, it would be helpful to sit near an entrance/exit to avoid children from roaming the hallways. Children need to choose a lunch spot and stay there if at all possible. If a child absolutely needs to change locations before the end of lunch, make the monitors upstairs aware that they are coming so that the child is accounted for. This can be done by text or walkie-talkie.
- Before dismissing for recess time (whether indoor or outdoor), assure that everyone cleans up after themselves. This includes wiping down the tables, sweeping the floors, cleaning up spills, etc.
- Dismiss everyone for outdoor recess (weather pending) at 11:55pm (or when they think everyone has finished eating and clean up is done).
- Go outside for recess (if applicable) with the other monitors and keep an eye on the children. Watch for children wandering off, doing things they are not supposed to do, etc.
- If we are having indoor recess, monitors just continue to watch their area just as they did for lunch.
- End recess at 12:25pm and send children on their way to third period.

POLICIES

CODE OF CONDUCT

The code of conduct outlines how all members, whether parents or students, are expected to behave. The code of conduct exists to keep co-op a safe, friendly, and loving environment.

- **Parents and Volunteers (including Leadership Team Members)** are expected to:
 - Make co-op meeting times a priority, which includes regular attendance, arriving on time, and being prepared to assist in whatever way might be needed.
 - Support the co-op and what it stands for.
 - Support the Leadership Team and the direction it establishes. Any questions or concerns should be brought to the Leadership Team as soon as possible.
 - Realize that the Leadership Team takes decision making seriously and will do its best to consider all ideas and all concerns, however, it is impossible to please everyone. Please give grace and be willing to compromise. All decisions made will be what the current team truly and prayerfully believe is best for the co-op and the families in it.
 - Always follow and enforce co-op safety rules.
 - Communicate with your child(ren)'s teachers if your child has special needs, whether they are physical, emotional, or educational in nature. Be willing to assist those teachers to make this the best experience possible for your child(ren).
 - Refrain from gossip and profanity. Show kindness and respect to everyone. Handle issues lovingly.
 - An adult should never be alone with a child that is not his/her own. Always keep in sight of others. Respect the space of others.
 - Teachers and helpers should communicate with parents on activities and schedules.
 - Pay class fees in a timely manner for classes that students are signed up for.
 - Never bring weapons, cigarettes, alcohol, or illegal drugs on the premises and assure that children do not have these items on their person when coming to co-op.
 - Be responsible for his/her own children during times before and after class or at extra events and field trips.
 - Respect the facility and expect their children to do the same.
 - **Cell phones are permitted, but may only be used during non-class times, in instructional purposes, or emergency situations. You may bring in other electronics (laptops, tablets, etc.) for instructional purposes only.**

- **Students** are expected to:
 - Be respectful of all adults, whether a teacher, helper, or other volunteer. Disruptive behavior or the use of profanity will not be tolerated.
 - Participate in activities and complete assignments. Do not tell your teacher that you'd rather do something else. Your teachers have put a lot of time and energy into planning a lesson for you, so please honor our teachers by following this policy.
 - Be respectful of the facility and its furnishing and equipment, as well as the personal property of others.
 - Be respectful of your fellow students. Bullying or disrespectful comments to other students will not be tolerated. Treat others as you would like them to treat you.
 - Refrain from using or having video games, cell phones, or other electronic equipment during co-op meetings or events. Either leave those at home or leave them with parents. This is for the protection of all students. This includes lunch and recess times.

- If bringing toys to co-op to play with during recess, toys should not be in students' backpacks during class. Toys should be left with the families' belongings (lunch, etc.) in order to avoid the toys becoming a distraction during classes.
- Always follow co-op safety rules.
- Refrain from teasing, flirting, or having girlfriend/boyfriend type discussions during co-op meetings or events.
- No public displays of affection are permitted between students.
- Students will not be allowed to spend unchaperoned time alone with another student during their time at co-op or any affiliated activity or field trip.
- Show respect to the teacher by using "Miss", "Mrs.", or "Mr." in the classroom and all areas of the building.
- Walk quietly to class, arrive promptly, and be seated timely. Use the restroom between classes or during break time.
- Always stay in the classroom unless permission is granted.

CODE OF CONDUCT VIOLATIONS

A procedure for handling Code of Conduct violations has been implemented to leave emotions and hurt feelings out as much as possible and replace them with an objective procedure.

PARENTS & VOLUNTEERS

Code of Conduct Violations for parents and volunteers will follow a three-step process to align with the Bible's guidelines for handling disputes set forth in Matthew 18: 15-17. (*****EXCEPT in the cases of: (1) severe behaviors (see Severe Behavior policy on p. 18), or (2) any kind of physical, emotional, or sexual abuse, alleged or confirmed – in these situations, the Director and Leadership Team are to follow the policy set forth in the Child, Member, and Volunteer Safety Policy).**

1. Parents and volunteers who fail to uphold the above policies will be approached by a Leadership Team Member or the Director, and a warning will be given. The rest of the Leadership team is to be informed that this warning was given, and the date and details should be documented by the Director. If the warning is properly responded to, the matter will end there (Matthew 18:15). If the inappropriate behavior or conduct continues, the process will move to step 2.
2. The violating parent or volunteer will be approached by at least one Leadership Team Members and the Director to address the violation again (Matthew 18:16). The date of this meeting and important details should be documented by the Director. If the parent or volunteer continues with inappropriate behavior or conduct, the process will move to step 3.
3. The Leadership Team will meet to go over documentation. Council from the Pastor Leadership Member should be considered if needed. The violating parent or volunteer must be informed that this meeting is going to take place and should have the opportunity to attend, however, their attendance is not required for this step to proceed. A vote must be taken to determine if this family is going to be dismissed from the co-op. If the violating member attended this meeting, they will be required to leave the room when the vote is taking place.

- a. If the outcome of the vote is to dismiss the family from co-op, the director and at least one other Leadership Team Member must meet with the parent or volunteer to inform them of this decision.
- b. If the outcome of the vote is to retain the family, the meeting is to be documented by the Director.
- c. The Leadership Team should then lay out a plan for how to move forward. The director and at least one other Leadership Team Member must meet with the parent or volunteer to inform them of this decision and the plan to move forward. If it was voted to retain the member family, but this plan is not followed by the violating member, the Leadership Team should repeat step 3.

Leadership Team Members must handle these situations with grace, love, and self-control. Privacy should be maintained at all times. Leadership Team Members are prohibited from discussing the matter with other co-op members or among themselves outside of Leadership Team meetings. Written documentation must be kept in a secure place where privacy and confidentiality are expected.

The same process should be followed if the offending member is also a Leadership Team member. If that member is the only Director, an interim Director should be selected among the Leadership Team until it is decided who the Director will be.

STUDENTS

Each teacher and adult helper shall maintain a 1-2-3 policy in their classroom. Teachers and helpers are reminded that one of their responsibilities is to hold students accountable to the code of conduct. If students are talking over you, disrespecting you, disobeying you, etc. – they are violating the code of conduct, **and you have a responsibility to them, their parents, and yourself to follow steps to hold the student accountable.**

1-2-3 Policy for Classrooms and all Co-op Activities

1. The student is warned by the teacher or helper that their behavior is inappropriate. If the warning is properly responded to, the matter ends there.
2. If the student continues with disruptive, disobedient, or disrespectful behavior, the teacher or helper is to alert a member of Leadership. If possible, at least two Leadership Team Members should address the student at this time, firmly, but lovingly. If only one Leadership Team Member is available, he or she can address the student in the presence of the teacher or helper from the student's class. The Leadership Team Members will inform parents that this step was reached as soon as possible, but if the student corrects this behavior, the matter ends there.
3. If the student persists in the problem behaviors, the teacher or helper should take the student to their parent for discipline. If possible, the Leadership Team Members who addressed the student should be present when explaining what happened. If the parent is teaching, a Leadership Team Member will help with running his or her class until the matter is resolved.

Parents are **required** to encourage their child(ren) to maintain the Code of Conduct, either by giving them positive reinforcement when they have good behavior or discipline when they do not. If the student's conduct

continues to be inappropriate, and these steps must be taken regularly, the same steps outlined for code of conduct violations for parents and volunteers will be taken.

PRIVACY POLICY

Our member directory is provided as a convenience to be able to contact one another. No information from our directory, including but not limited to, names, addresses, phone numbers, birthdays, children information, and ages are not to be shared with anyone outside of the HOPE co-op.

Additionally, other members may share information about their personal lives while fellowshiping with one another. Members, including the leadership team, are not to discuss or disclose this information with anyone outside of the HOPE co-op (with the exception of suspected abuse).

SPECIAL NEEDS STUDENTS

We welcome students of all needs, and we will try our very best to make reasonable accommodations whenever possible. We ask that parents of special needs students understand that the teachers of their child(ren)'s classes are:

- Not intervention specialists or special education teachers – we are just homeschool moms
- Not specially trained to help special needs students, but will always try their very best
- Expecting you to let them know what they can do to help your student
- Expecting you to support them if they need support with your student
- Expecting you to give them grace
- Unable to follow IEP or ETR plans if your student has one

BULLYING, MALICIOUSNESS, AND/OR HOSTILITY

We do not expect everyone to “like” each other. Some personality types are compatible with other personality types, while others may clash – and that is okay! God does call us to LOVE one another, regardless of personalities.

Bullying, malicious, or unkind speech, or purposely ostracizing anyone will not be tolerated by any child or adult. This is considered a SERIOUS Code of Conduct violation, and the steps for Code of Conduct violations listed above will be followed immediately.

Adults are strongly discouraged from forming exclusive and unwelcoming cliques that will make others feel unwelcome. While we understand that some people will become closer friends with some more than others, we should always make everyone in a group setting feel welcome to contribute to and feel involved in the conversation.

Children are learning about relationships, not only how to make friends, but how to treat others, how to respond if others are unkind, and how to restore relationships. They WILL make mistakes as they learn to navigate relationships, and it is our job as adults to help guide them in a godly direction. This includes (but is not limited to):

- Comforting a child who has been hurt emotionally by another child.
- Lovingly correcting a child (or children) who has been unkind or inconsiderate of another child.
- Discouraging the formation of exclusive and unwelcoming cliques among the children.

- Helping children who have had a misunderstanding restore their relationship whenever possible.
- Using conflicts among children as learning opportunities in the areas of humility, grace, and forgiveness.

Children should be encouraged to seek help from an adult if they are mistreated by another child (or children) at co-op. This is not tattling. Bullying and/or ostracization of a child can have long-term effects if left unchecked. Instead of a learning opportunity, it is harmful, even for the offending child. **Children can seek help from:**

- **Their teachers**
 - Teachers should seek to correct the problem immediately by lovingly correcting the child(ren) and comforting the child who came to them. If a teacher or helper is not comfortable dealing with a situation, go to a Leadership Team Member. Parents of all children involved and a Leadership Team Member (if one did not assist) should be notified by the end of the day.
- **A Leadership Team Member**
 - Leadership Team Members should seek to correct the problem immediately by lovingly correcting the child(ren) and comforting the child who came to them. Parents of all children involved should be notified by the end of the day.
- **Their parent**
 - If a child comes to a parent to report a problem with another child, we encourage them to go directly to the other child's parent so that they can work to resolve the situation. If they are uncomfortable doing so or a resolution cannot be reached, please seek a Leadership Team Member for help.

SEVERE BEHAVIOR

For the safety and consideration of all members, severe behaviors cannot be tolerated at co-op gatherings. While we strive to make reasonable accommodations for our members and our students out of love and service, we are not qualified professionals in the areas of crisis management, child psychology, or applied behavior analysis (ABA).

For the purposes of this policy, severe behaviors would mean that a child displays one or more of the following behaviors:

- Consistently and/or chronically interrupts the flow of co-op events and/or classes
- Threatens, either physically, verbally, or mentally, other children and/or adults
- Disobeys adults at co-op, or only obeys adults when he/she chooses to – this includes disobedience to the child's own parent(s)
- Speaks to adults in a demeaning or disrespectful way after warnings not to do so – this includes the child's own parent(s)
- Uses profanity after warnings not to do so
- Consistent and/or constant elopement, or "running away" from adults and/or the classroom even after being directed back to the area (age appropriate – we expect that a toddler or PreK student may go through these phases)
- Any kind of physical assault – there is no tolerance for physical assault (age appropriate – we expect that toddlers or PreK students may go through phases, however if a toddler or PreK student was not

able to stop this behavior without 1:1 attention, it is possible that the child would need to stay with parents or that the parents would need to make outside arrangements for the child on co-op days.)

We understand that in some situations, severe behaviors are caused by situations or medical issues that are beyond the child's or the parent's control. Our heart breaks for these situations, but we must do all we can to keep the environment at co-op safe for all members and their children.

When severe behaviors are displayed at co-op, we are unable to keep everyone safe, including the child who is exhibiting the severe behaviors. For this reason, if a child displays severe behaviors, whether chronically or as a severe isolated event, the family may be required to leave the co-op without completing the Code of Conduct Violations Policy process. If the leadership team has determined that the child is not safe to be at co-op but the family desires to continue their membership in our co-op for the sake of their other children, the leadership team may, but is not required to, determine that the family can stay, but that the child may not. This would mean that the child would not be able to come to any coop function, and the family would have to make alternative arrangements for him/her.

LUNCH & RECESS

- **Parents and students will be required to eat and stay in one of two designated locations until dismissed for outdoor recess (if going outdoors) or until the end of the lunch/recess period.** The two locations will depend on weather. If the weather is nice, our two locations will be the sanctuary and pavilion. If the weather is not nice enough to eat outside, our two locations will be the fellowship hall and the sanctuary.
 - Students may not alternate between the fellowship hall and sanctuary unless it is with a parent.
 - At least one leadership team member should be in the sanctuary and fellowship hall (OR sanctuary and pavillion)
 - At least two Lunch & Recess Monitors should be in the sanctuary and fellowship hall (OR sanctuary and pavillion)
 - Students should not be hanging out or running in the hallways or stairwells.
 - If students cannot adhere to these policies and stay in designated locations, they will be required to eat lunch with their parent.
- **Each family will be required to clean up after themselves.**
 - Wipe down the table you used inside
 - Throw away all of your trash
 - Clean up spills
 - Sweep floor if necessary
 - If you ate outside, please make sure that none of your trash ended up on the ground. Make sure that the pavilion cement pad is clean (i.e. if you dropped a bunch of food, sweep it off the cement).
- Lunch & Recess Monitors need to follow procedures listed on page 16.
- Families are expected to respect the Lunch & Recess Monitors and follow their direction.
- If there are conveniences for us to use (refrigerator, microwave, oven, etc), please be sure to keep those clean.

- If a microwave is available for use, families are expected to:
 - Wipe it down after use
 - Only use it for a minimum 2 minutes (the amount of time it takes to heat up refrigerated leftovers)
 - Do not bring frozen meals that require more than 2 minutes of cooking time – this will keep other families from using the microwave and being able to eat in a timely manner
- If the weather permits an outdoor recess, the Lunch & Recess Monitors will dismiss students from their lunch location after making sure that the lunch area is cleaned up (usually around 11:55am).
- If the weather does not permit an outdoor recess, students will stay in their lunch location for the entire lunch/recess period. Families are encouraged to bring board games or cards or other indoor activities for the students to do with their friends.
- During outdoor recess children must always stay in locations visible to the parents who are outside.
- Mornings can be hectic and sometimes packing lunches may be difficult. If you feel the need to go get lunch for your family you will be allowed to do so, but you must take your children with you. It will be expected that you are back in time for the next class. This would preferably be on rare occasions and not something that happens every week.
- **You may be asked to not bring liquids that can stain carpeting depending on the facility (red/purple/blue juices and other drinks)**
- If there are major life-threatening food allergies for any of our members, families may be asked to abstain from bringing certain foods.

ATTENDANCE

We understand that life happens, and this means that sometimes families cannot make it to co-op. For this reason, we do not expect perfect attendance. While emergencies and unexpected events happen, habitual absence and tardiness negatively affect the entire group. For this reason, the following attendance policy has been put into place:

- 2 tardies = 1 absence
- 4 absences = Loss of priority registration for the following semester

There can be rare exceptions to this policy at the discretion of the Leadership Team. The person acting as Attendance Clerk will keep record of absences.

****Parents are expected to be present at any co-op time or extra activity if their child(ren) is/are there.**

Rare exceptions to this rule may be made at the discretion of the Leadership Team. Members may NOT send their children with other members of the co-op. Each child present is required to have a parent on the premises who is responsible for them.

ATTENDANCE CLERK

The Attendance Clerk can be a member of the Leadership Team or another member of the co-op. Having one person designated to this duty streamlines our calling-off process. The Attendance Clerk will then look at the floater list to assure that classes can still be covered.

The Attendance Clerk will make a list of families who will be missing so that teachers know which of the students will be missing. If they see that 50% or more families will be absent or we have more absent parents

than we have subs, a member of the Leadership Team is to be contacted so that cancellation of co-op for the week can be considered.

The Attendance Clerk also needs to keep track of absences and report habitual absences to the Leadership Team.

REPORTING AN ABSENCE

If your family needs to miss co-op for illness, an emergency, or any other reason, please follow this procedure:

- Contact the Attendance Clerk to let them know you will be absent as soon as possible.
- If you are a teacher, contact your helper so that they know they will be teaching the class that day and let them know what you need them to do in class, where materials are, etc.

SICKNESS

You may not attend co-op if you or your children:

- Have a fever, or have had a fever in the last 24 hours
- Are actively coughing
- Have colored drainage
- Have any known contagious illness (i.e. COVID, flu, pink eye, headlice, etc)

While at co-op, students and parents are expected to practice good hand washing and cover coughs and sneezes to reduce the spread of any unknown illness. Toys in the nursery should be sanitized after being played with and the diaper changing area should be sanitized after each use.

Regarding masks and face shields, masks will not be required at co-op. Members who feel led to wear a face mask or shield are encouraged to follow those convictions and do so. Members are not permitted to question, challenge, harass, or shame another member about their personal health decision to wear or not wear face coverings.

DRESS CODE

All co-op participants regardless of age must be dressed modestly and appropriately while attending the co-op.

If you are unsure if something is appropriate, it is probably wise to choose another item of clothing.

- Abdomens and backs must be covered.
- Underwear should not be exposed.
- Shorts and skirts must be at least fingertip length when hands are at the sides.
- Clothing must not have inappropriate slogans or illustrations.
- Girls that wish to wear dresses should wear shorts under their dresses if engaged in physical activities like a phys-ed class.
- Shoes must always be worn (unless doing a special class activity). Flip flops, sandals, and open toed shoes are fine, but if the student is participating in a phys-ed or sport class, tennis shoes should be worn for that class.

NURSERY

Nursery care will be provided for children up to 2 years old. We will have an infant nursery for ages 0-1 and a toddler nursery for age 2.

- Children can be dropped off in the nursery after prayer and announcement time. Please make sure the nursery helpers are there before you leave.
- Children who are ill (fever, colored drainage, vomiting, croupy cough, etc.) cannot be brought into the nursery.
- Parents who would prefer to stay with their young children may stay with them in the nursery when it is not their hour to teach, help, or perform any other duty. Other than infants ages 0-6 months, children will not be permitted in the Mom's Room or Area to avoid that becoming a second nursery.
- We understand not everyone likes to put their babies/toddlers in nursery. If you feel your child will do best with you all day that is fine. However, if your child is overly distracting you may be asked to put them in the nursery. We don't want to take away from the students' learning. We will try to work together to accommodate the schedule so it's best for you.
- Parents should pick up their children promptly after the end of co-op so that the nursery helpers can leave the area.
- Breastfeeding mothers may breastfeed in the nursery or Mom's Lounge. Please practice modesty as much as possible. If a breastfeeding mother should need more privacy, a separate private area will be found for her. This separate private area should not be a bathroom (unless that is what the mother prefers, or the bathroom has a separate sitting area that would be sanitary and private).
- Newborn babies or very young infants (up to 3/4 months) may do better staying with their mom or being held by another mom. Members are welcome to bring strollers, carriers, slings, etc. if it helps. If a mom of a very young infant is teaching or helping in a class and feels that she cannot have baby with her, baby can stay in the nursery if the nursery helpers can properly attend all of the infants, or another mom who is a floater or leadership member can hold baby for that period. We will make every effort to all pitch in and help so that co-op can be an enjoyable experience for everyone!

NAME TAGS

We will make name tags for each student and parent at the beginning of each semester. Name tags should be picked up and put on upon arrival and dropped off at the same place at the end of the day.

Name tags will include each person's name and schedule on the front. The back will have notations for allergies and medical conditions that we should be aware of in an emergency.

We ask that everyone wear their name tag for the entire semester. Please be sure to return them at the end of each week so that we can continue to reuse the badge holders.

SECURITY

1. Front doors will be unlocked before announcements on co-op days.
2. Doors will remain locked at all times after announcements start.
3. People are only to be let in the building by leadership once the doors are locked. Leadership does not intend to let non-members into the Facility unless we are expecting them.

4. Let us know if you are expecting someone who doesn't usually come to co-op so that we know to expect them. (for example, your mother is coming to pick up your baby, or your husband is coming to drop off your lunch that you left on the counter)
5. Visits for potential members must be scheduled in advance.
6. Weapons are not permitted at co-op, and this includes pocket knives for students.

Members of the co-op are not to let anyone in the doors. **Please communicate this to your children as well. Only designated hall monitors (typically the Leadership Team) or greeters will be opening the door for members of our co-op to enter.**

Members of the H.O.P.E. Christian Homeschool Co-op will not be permitted or responsible for letting members, staff, or visitors of Facility into the building. They have their own system for getting into the building and we are not to disrupt that process.

FIRST AID & SAFETY

The co-op will provide a basic first aid kit. If your child is injured and needs any type of medical attention (minor: band aid or ice pack, or in the unlikely event of a more serious injury), you will be called to tend to these needs.

All prescribed or over-the-counter medications should be kept with the parent. Medication is to be distributed only by the parent.

Emergency fire evacuation and tornado procedures are posted in each classroom. A fire drill will be executed once per semester, typically on the first trial run/orientation day of the semester.

CLEANING & RESPECTING THE FACILITY

All parents, volunteers, and students are expected to assist with cleaning the facility and equipment used. This means returning things to their original state before the co-op began. We want to show our appreciation to Facility by showing them the utmost respect for their facility and the property in it.

Each classroom will have a bin ("classroom bin") that will contain your class rosters, miscellaneous classroom materials, and cleaning supplies.

- **After Lunch/Recess Time**
 - All families are expected to clean up after themselves after lunch. Please wipe your table down (and chairs if they need it), throw away your trash, and pick up anything that may have fallen on the floor. Please clean up spills immediately. If tables/chairs need to be moved, all families can pitch in to do this about 5-10 minutes before our third period class is to begin. Many hands make light work!
- **After classes**
 - Teachers and helpers are to pick up their room when their class is over – everything should be returned to the state it was in when you first came into the class.
 - **First hour and Second hour teachers:** If your lesson was particularly messy that day, please make sure the tables are wiped down and medium to large debris is picked up off

the floor. Chairs should be put back to where they were when you got there. **Students should help you with this duty.**

- Third hour teachers: Please empty your trash, tie the bag, and set it outside your classroom. Replace the trash liner. Put the chairs and any other furniture back where it belongs. Wipe down your tables (and chairs only if needed). **Students should help with this duty.**
- Nursery and PreK/K teacher/helpers: Please wipe down (or spray) the toys before putting them away. Empty your trash, tie the bag, and set it outside your classroom. Replace the trash liner. Sanitize other surfaces that need it (i.e. changing table).

- **After Co-op**

- We will have families assigned each week to be sure the list of duties is completed. All families will be placed on a cleaning list in a rotation, and that list will be made available to all families at the beginning of the semester. A list of duties will be available. If you are unable to attend co-op the week you are assigned to clean, the Attendance Clerk will swap your week with another family, and you will be notified when your week will be.

PERSONAL PROPERTY

Families are responsible for their own personal belongings. Anything that is left behind will go to a designated location. If lost items are not retrieved by the last day of the semester, they will either be donated or thrown out.

ORIENTATION VIDEO

To become a new member of the H.O.P.E. Christian Homeschooling Co-op, the parent who attends co-op will be required to watch the New Member Orientation Video. This will be posted on our public website so that potential members can watch the video and make sure our group is a good fit before registering their family on the website.

Existing members will be required to watch the Current Member Orientation Video at the beginning of each school year in order to renew or retain their membership. This orientation will typically be shorter than a new member orientation. The purpose of this is to touch base and review any updates or changes for the coming year.

Orientation videos will be posted before registration opens and must be viewed before registering for classes.

FIELD TRIPS & SPECIAL EVENTS

Only CURRENT members may attend co-op-planned field trips and events. That means mom and/or dad of the member family along with their children who are also members of the co-op. Unfortunately, we cannot have grandparents, aunts, uncles, cousins, family friends, etc. come along in the group (unless it is something that families and friends are invited to - like the Open House at the end of a semester. Leadership will make it clear which events family and friends are invited to).

A member parent (or person acting as parent during regular co-op times) MUST attend field trips and events that their child(ren) attend so that each parent is responsible for their own child(ren). Children cannot attend with other adults, even if that adult is also a member of our co-op. Any exception to this rule will be communicated by the leadership team.

For a field trip to be co-op-planned (which means planned, organized, and advertised as a co-op field trip or event), at least one leadership member must attend for a group up to 20 people. For 20 or more, at least two leadership members must attend.

Any admission fees for field trips must be pre-paid by the posted due date and are non-refundable. Cash is to be given to the Treasurer in an envelope marked with the family's name, what the money is for, and the amount given. Checks should be made out to H.O.P.E. Christian Homeschool Co-op and given to the Treasurer. Additionally, you will be able to pay by credit or debit card on our website.

If you plan a field trip for your own family where grandparents or family friends are attending and you want to ask members of the co-op to go along, you are welcome to do that. In that case, the field trip is not co-op planned, meaning that the co-op is not responsible for planning or organizing the event – and would also not be responsible to assure that the above rules are followed.

FIELD TRIP COORDINATOR

A field trip coordinator may be designated as the person who plans and advertises our field trips. The field trip coordinator can act as a member of leadership on a field trip. When doing so, they are responsible for making sure that our conduct is representing what our co-op stands for. Families are expected to respect and follow the direction of the field trip coordinator and any member of Leadership while on a field trip.

Money is to be given to the Treasurer even when we have a Field Trip Coordinator.

SPECIAL EVENT COORDINATOR

A special event coordinator may be designated as the person who plans, advertises, and heads each committee for each special event. This person will communicate with members about how to sign up for potlucks, what time to arrive, etc. This person will also delegate duties to individual committee members for that event. Families are expected to respect and follow the direction of the Special Event Coordinator when serving on a committee for special events.

COMMITTEES

Each member will be expected to serve on one committee each school year. This is a way that we can have several special events without anyone getting burned out. At the beginning of each school year (or semester if someone joins in Spring) they will be given a list to indicate which committees they would be willing to serve on. They will be asked to indicate at least 3, but will only be asked to serve on one committee.

Committees are responsible for assisting the Special Event Coordinator in planning and organizing, arriving to the event early to help set up, and staying after the event to help tear down and clean up.

The Leadership Team should expect to be a part of all committees.

2023-24 PLANNED SPECIAL EVENTS

The following are the events we are planning to hold for this school year, Lord willing:

Kick Off Party	Mid-Late August
Thanksgiving Potluck	During Lunch - Last Day Fall Semester
End of Fall Semester Open House	Mid-Late November

Christmas Party	Early-Mid December
Valentine Party	Mid February
Field Day	After Last Day of Spring Semester. Classes will be shortened, and field day will be after lunch.
End of Spring Semester Open House (with High School Graduation)	Late May/Early June

OTHER EVENTS

Teen Events - Monthly gatherings for member students ages 13 & up. **parents are not typically required to stay for these events.*

Mom Nights Out - Monthly gatherings for the moms.

Tween Events - Monthly gatherings for members students ages 10-12. **parents may or may not be required to stay for these events.*

Elementary Events - Monthly gathering for member students ages 5-9. **parents may or may not be required to stay for these events.*

POLICY OR HANDBOOK CHANGES

Should the need to amend this handbook or any policies arise, the Leadership Team Member shall meet in person to go over the proposed changes. The proposed change may be initiated by the Director or any Leadership Team Member. After changes have been discussed, a vote is to be cast on the final draft of the changes. The Leadership Team shall determine when this change is effective, and members should be notified immediately of the change. If the change will not take effect until the following school year, the members may be notified of the changes during the Orientation for the following co-op year.

HOMEWORK

Because H.O.P.E. intends to be a mainly enrichment style co-op, we ask that teachers do not assign mandatory homework. We do not want co-op classes to become an extra burden to families who attend as we realize everyone already has schoolwork to do at home. Giving optional assignments for extra enrichment to do at home is acceptable as long as there is no pressure to complete the activity. If there is a class that is offered that a parent would like to offer in which mandatory homework could not be avoided, this should be announced before registration so that families could choose not to register for that class if homework would be a problem for them.

ENTERING INTO AGREEMENTS ON BEHALF OF THE CO-OP

Members may not enter into agreements or contractual obligations either verbally or with their signature on behalf of the HOPE Christian Homeschool Co-op unless the following exception applies:

- Field trip or event coordinators reserving a date or making a deposit on behalf of the co-op for a field trip or event that was previously approved by the leadership team.

- If a signed contract is required to reserve a venue or activity, the contract may be signed by the director or one of the co-directors only.
- The treasurer conducting approved financial business for the co-op (writing checks, etc.)

If a member enters into an agreement or contractual obligation, either verbally or with their signature, under the false claim that it is on behalf of the co-op, neither the leadership team, nor the organization itself, is obligated to adhere to the contract because members are not signatories in this organization. The only signatories in the HOPE Christian Homeschool Co-op are members of the leadership team and the treasurer, who is approved for financial business only.

CHILD, MEMBER, AND VOLUNTEER SAFETY POLICY **(ABUSE PREVENTION)**

The leadership team for the H.O.P.E. Christian Homeschool Co-op desires this to be a safe place for all children and adults who attend co-op or any extra activity. As such, we are putting this Child, Member, and Volunteer Safety Policy in place. This is for the protection of all children and all adults who attend.

GENERAL POLICIES

- Any adult participating in the co-op shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect
- The windows of classroom doors shall remain uncovered to allow a clear view of classroom activities. If there is no window in the door, the door should remain cracked open.
- When possible, children are to be encouraged to take care of their own bathroom needs. If assistance is required, another adult who is a member of the co-op should be present.
- All children shall only leave the building with parents, guardians, or the person that the parents have made responsible for their children during co-op.
- Corporal punishment (spanking) of a child that is not your own is strictly prohibited. If a child's behavior is inappropriate and they have not heeded a warning, they are to be taken to their parent for discipline.
- Avoid promises of confidentiality to any child or teen that is not your own. Not only could you have to break this promise if you learn of an abusive situation, but it could also give the appearance of an inappropriate relationship if an adult is sharing secrets with a child or teen that is not their parent.

RESPECTING SPACE

To an adult or child who is upset, a warm hug and kind word can be most comforting. Christian tradition shares love with each other through hugs, placing an arm around another's shoulder, etc. At the same time, it is important that we respect the space of others. If someone is not comfortable with a hug or other touch that, while appropriate, makes them uncomfortable, respect their space.

TWO ADULT POLICY

Every effort should be made to have two adults present with children at all times. This is for the protection of the children and the adults. If the other adult must step out in a hurry to take a bathroom break or something of that nature, the classroom door is to be left open until a Leadership Team member can enter the classroom.

POST-IT NOTE POLICY

Each classroom bin will have different colored post-it notes in the classroom bin. Leadership will routinely walk the halls checking on classes. Teachers should place a post-it note on their door to alert the Leadership Team that assistance is needed. This system helps us assure that two adults are always in the room. The following color-coding system should be used:

- Yellow = A student needs to be taken to the restroom
- Pink = Discipline issues (Steps 2 or 3 have been reached)
- Green = Other assistance is needed (need supplies, etc.)

REPORTING SUSPECTED ABUSE OR NEGLECT

Because we believe that the protection of children must be the most important concern, the H.O.P.E. Christian Homeschool Co-op has adopted the following guidelines for reporting observed or suspected abuse:

1. Upon observing or suspecting abuse, the member or volunteer shall immediately do the following:
 - a. Make sure the child's safety and comfort are secured
 - b. Make sure the suspected abuser is safely away from the children
2. Report the abuse or neglect promptly to a member of the Leadership Team or a Pastor Leadership Member. To preserve confidentiality, it is important to discuss the incident initially only with any of these individuals.

RESPONSIBILITIES OF THE LEADERSHIP TEAM AND PASTOR LEADERSHIP MEMBER(S)

1. Take all allegations of child abuse and/or neglect seriously.
2. Document all efforts at handling the incident.
3. Contact Summit County Children Services (330-434-5437) within 24 hours. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
4. Report the incident immediately to the co-op insurance company, and to Pastor Leadership if they are not already involved.
5. Do not try to handle this without professional outside assistance. It is NOT the role of anyone in the co-op to evaluate or investigate allegations. .
6. Notify the parents or guardians.
7. Do not prejudge the situation but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support will help to prevent further hurt.
8. Do not confront the accused until the safety of the child is secured.
9. Treat the accused with dignity and support. If the accused is a member or volunteer of the co-op, that person should be relieved of his or her duties until the investigation is finished.

RELEASE OF LIABILITY

The following is a copy of the Release of Liability that members must acknowledge and agree to when they register yearly.

I (We) hereby agree to be responsible for the conduct and actions of my child(ren). I understand that accidents and injuries may occur involving my child(ren) or myself, and I agree to release and hold harmless the H.O.P.E. Christian Homeschool Organization, its leadership team members, volunteers, and fellow parents and students from any liability, claims, or demands for any accidents or injuries which may occur during participation in the co-op or any extra event/field trip held by the Organization. Furthermore, any medical expenses for my child(ren) or myself incurred due to these incidents would be my responsibility, and I agree not to seek out payment or compensation from the H.O.P.E. Christian Homeschool Organization. I also agree to release and hold harmless Facility, its volunteers, and employees from any liability, claims, or demands for any accident or injury occurring while participating in co-op activities on their property.

I understand that, while every effort will be made to avoid any food allergens I have listed on my membership application for my child(ren), accidental exposure may occur because the H.O.P.E. Christian Homeschool Organization cannot guarantee an allergy free zone in any of our meeting locations. I agree to release and hold harmless the Organization, its leadership team members, volunteers, and fellow parents and students from any liability, claims, or demands for any injury due to accidental allergen exposure.

I understand that if at any time I feel that a situation or activity at the H.O.P.E. Homeschool Co-op or any extra function is unsafe for my child(ren) for any reason (including, but not limited to, health concerns, physical limitations, emotional limitations, or a general concern for safety) it is my responsibility to remove my child(ren) from that situation.

I understand that, while every effort will be made to lessen the risk of spread of communicable diseases/illnesses, the H.O.P.E. Christian Homeschool Organization, Facility, the leadership team, volunteers, and fellow parents cannot be held liable for any illnesses that arise due to exposure at regular co-op times or extra activities. I also understand that because health information is protected, the Organization has no right to question a family's decision to or to not wear masks. If a family is not wearing masks, the Organization, its leadership team members, and volunteers will assume there is a medical reason behind that decision.