



Homeschool **O**utreach for **P**urposeful **E**nrichment

PUBLIC HANDBOOK

2025-26

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VISION STATEMENT

H.O.P.E. (Homeschool Outreach for Purposeful Enrichment) Christian Collaboration strives to be a Christian homeschool cooperative (co-op) that meets the enrichment needs of families living in Northeast Ohio. 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 Collaboration'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. Jesus Christ is the one and only mediator between God and men. (John 1:1, 14; Titus 2:11-14; John 14:6; Colossians 1:18, 1 Timothy 2:5)

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 10:23-25; 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)

SANCTITY OF LIFE

From conception a person is a living, individual human being created by God and knitted in their mothers' wombs. The intentional killing of a human being, whether in or out of the womb, is immoral. (Jeremiah 1:5, Psalm 139:13-16, Luke 1:41)

We are a non-denominational Christian co-op, however we are Protestant in nature. Though we do not require that members be formally or technically Protestant, we do require complete agreement and adherence to the above principles and beliefs. Therefore, teachings and discussions in person and on BAND are not to go against these beliefs during co-op sessions, functions, or events.

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, **the following will not be permitted at co-op:**

- **Yoga, meditation, healing circles, etc.**
- **Halloween festivities or Pokemon cards**
- **Teaching of evolution and “climate change” 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**
- **Teaching that only one version (or only specific versions) of the Bible is the “right” or “correct” version**

Please understand that this is not a judgment on these things, just a caution we are taking in an attempt to avoid division over views that we do not consider salvation issues.

LOCATION

We meet at a facility in Stow, Ohio. Our exact location will be disclosed to potential members during the application process.

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.
- Each semester is typically 13 total weeks; this includes one week for Orientation, followed by 12 weeks of regularly scheduled co-op days.
- Cleaning families should plan to stay until 2:00 pm (though we are typically faster with cleanup).
- Our current schedule is as follows:

8:45 am	Doors Open
9:00-9:15 am	Arrival Time
9:15-9:30 am	Announcements
9:30-10:25am	First Period
10:30-11:25am	Second Period
11:30-12:25pm	Lunch/Recess
12:30-1:25pm	Third Period
1:30-2:00pm	Clean up

- 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.

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. All co-op correspondence and event information will be posted on our main BAND page. If we need to communicate with you privately regarding anything related to co-op, it will be done via private message on the BAND app. 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!

If an issue should arise in co-op that requires the leadership team to contact you, we will typically do so through BAND first. If you would prefer to speak over the phone, you may respond to the message by asking to set up a time to speak over the phone. We do not keep track of who prefers what types of communication for specific issues. That means that even if you request a phone call for one issue, we will not assume that you need a phone call if another issue should arise. If you do not request phone communication regarding that issue, we will assume that continued written communication via BAND is acceptable to you.

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.hopechristiancollaboration.org>. 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 Collaboration, a family must:

- Fill out an application in full 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 potential member 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).
 - The Leadership Team will set specific dates for these Meet & Greets. If a potential family is unable to make themselves available for at least one of these dates, it is possible that they will

need to remain on the waitlist until the following semester. Exceptions for extenuating circumstances may be made, but are not guaranteed.

- These Meet & Greets will typically take place on a Tuesday, which is our regular co-op meeting day.
- Pay their website maintenance fee, semester dues, and class fees.
 - The due date for the website maintenance fee will be communicated each year or semester. (*Website maintenance fee will no longer be a separate fee beginning Spring 2026*)
 - Semester Dues (\$75 (Fall 2025) / \$85 (Spring 2026)) are due before the Planning Meeting each semester.
 - Class fees for specific classes are due at orientation. The money will be given directly to the teacher and may be paid by cash or check. Checks should be made out directly to the teacher.
 - If these fees are not paid before the due date, the member risks having their membership terminated (see [“Denial or Termination of Membership”](#)).
 - *Semester dues and/or Website Maintenance Fees not paid before Pre-Registration will result in the family not being able to participate in Pre-Registration. If these same fees are not paid by Semester Registration, the family will be removed from the group unless other arrangements have been made with the Leadership Team.*
- 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.
- Be willing and able to join our main Band page and participate regularly so that communication stays open.

WEBSITE MAINTENANCE FEES & SEMESTER DUES

The website maintenance fee to join the co-op and have access to our member website is \$10/school year per family. (*This will be discontinued for Spring 2026.*) The semester dues will be \$75/family per semester for Fall 2025. Beginning in Spring 2026, the semester dues will be \$85/family per semester. The semester dues pay for operating costs, such as rent (or donation to a facility who hosts us), insurance, cleaning supplies, etc.

These dues must be paid by the planning meeting each semester and are **non-refundable**. If you would prefer to mail a check, please contact us to get the address.

MEMBERSHIP REQUIRED TO ATTEND/VISITOR POLICY

To attend co-op days and any special event or field trip hosted by the H.O.P.E. Christian Collaboration, 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.

Children who are not a part of the member's immediate family will not be permitted to attend (for example, babysitting children). Foster children are an exception to this, as we understand that foster children are a part of your family. If a family would acquire a foster child suddenly while a semester is already ongoing, we will do our very best to accommodate and allow this child to also attend. However, if the appropriate class or nursery is already full, the Leadership Team would meet with the parents to determine the best solution. If the foster child is school aged (age 5 and up), the leadership team would require a meet and greet with the child and foster parent(s) before attending co-op days and events.

If a teacher would like to invite a guest speaker for their class, they need to notify the Leadership Team at least 2 weeks in advance, but the more advance notice the better. Upon arrival, the guest speaker would need to present proof of a current, valid, and passed background check to the Leadership Team. If the guest speaker needs a background check, the co-op can run it through our service for a cost of \$18 to the speaker or to the teacher who invited them. The guest speaker is not required to be in full agreement with our Statement of Faith, but needs to adhere to it while at our co-op. This means that all topics taught may not go against our Statement of Faith. For example, a guest speaker may believe that humans evolved from apes, but they are not allowed to teach our children that. The teacher who invited the speaker is responsible to make sure that the guest speaker is well aware of this policy. They are also responsible to monitor the lecture/discussion and stop any violation of this policy as soon as it occurs.

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.

RENEWING YOUR MEMBERSHIP

Members are required to renew their membership each school year. Renewal dates will be announced in advance on our website and in our Band group.

WAITLIST/POTENTIAL MEMBER BAND

Once a potential member has submitted their application on our website, the Leadership Team will review and screen it. Applications are screened for potential red flags that could indicate that our group is not a good fit for their family. A member of the Leadership Team will then contact the potential member to let them know if the application has or hasn't passed the screening process. If the application has passed the screening process, the family will be added to our waitlist.

The potential member will remain on the waitlist until enough spots open up in the co-op to allow space for their family to join. At this point, a member of leadership will contact the potential member to verify that they still wish to join the co-op for the upcoming semester. If the potential member does not respond within 14 calendar days, it will be assumed that they no longer wish to be a part of our co-op, their application will be removed from the system, and they will be removed from the waitlist. If the potential member does respond and still wishes to join the co-op for the upcoming semester, they will then be added to the Potential Member BAND in order to get announcements that are relevant to potential families and to be able to sign up for their meet and greet. From that point on, communication will only happen via BAND regarding co-op business.

Once dates are set for meet and greets, the potential member is required to sign their family up for one of the days and timeslots available. Failure to do so within 14 days could result in removal from the Potential Member BAND and the waitlist.

Potential members who have been members of the co-op in the past will be put on the waitlist and are not guaranteed a spot if one does not open up. Additionally, they are considered new members for the purposes of registration.

***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 Collaboration 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 by the due date, 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 should 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), may incur an extra fee for each student. We ask teachers to keep fees as low as possible if a class must have a fee (typically less than \$20/class).

Class fees are to be paid directly to the teachers and are due at Orientation for each semester.

However, as a courtesy to our teachers, we will help track and facilitate class fee collection. Class fee totals will show up on your Homeschool Life account, but you will not be able to pay these fees online. The treasurer will collect class fees on the day of orientation for each semester (the week prior to Week 1 of classes). These fees can be paid by cash or check. Checks should be made out to the teacher.

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.**

Teachers need to be sure to communicate the need for specific supplies in their classroom Band chat with at least 1 week notice. Informing parents of special supplies before the semester starts is preferable. Please DO NOT ONLY communicate this to the students. This should be communicated directly to the parents via Band chat.

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
- Two pencils (be sure to sharpen weekly or use mechanical)
- Eraser
- At least one pocket folder (for papers they are bringing home)
- Two pens (*Ages 12 & up*)

LEADERSHIP TEAM

The fundamental responsibility of the Leadership Team is to provide direction and oversight to the H.O.P.E. Christian Collaboration. 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 Collaboration 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 “Secretary” on Board of Directors.
- **Qualifications of Leadership Team Members**
 - A member of the H.O.P.E. Christian Collaboration for at least one year.
 - Possessing the gifts, talents, commitment, and godly character necessary to fulfill the responsibilities of a Leadership Team Member.
 - Has a strong commitment to the co-op and all that it stands for.
 - Ability to work in as a team and not take co-op matters personally.
 - Has demonstrated integrity, love, gentleness, and wisdom.
 - Must regularly attend and be committed to a local church or body of believers.
- **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**
 - **Financial Records**
 - Maintain accurate records of all financial transactions of the organization. Receipts and all other financial records should be maintained and organized so that in the event of an audit, these records are easily pulled.

- Ensure compliance with financial reporting requirements as per nonprofit laws and regulations.
 - The Treasurer is responsible to:
 - File IRS Form 990N yearly at the end of our fiscal year, which will begin June 1 and end May 31 every year. The Form 990N shall be filed no later than August 15 each year we are in operation.
 - File with the Ohio Attorney General Charitable Organization's website no later than Aug. 15.
- **Budget Preparation & Compliance**
 - Prepare a budget at the beginning of each fiscal year or semester, outlining expected income and expenses.
 - Assure the co-op operates within its budget. The Treasurer is to alert the Leadership Team immediately if it becomes apparent that that spending is falling outside of the budget.
 - Create and/or provide forms to track requests for expense reimbursement for Leadership Team members or co-op members.
- **Financial Reporting**
 - Provide regular financial reports to the Leadership Team, detailing income, expenses, and budget variances.
 - Present a financial report at the end of each semester or upon request by the Leadership Team.
- **Income Maintenance and Tracking**
 - Charge member accounts on Homeschool Life for the following:
 - Yearly web maintenance fee
 - Semester dues
 - Class fees
 - Extra background checks
 - Assure that the amount charged to each member account on Homeschool Life is accurate and that payments are current.
 - Notify members when their account is delinquent; notify the Leadership Team when accounts are delinquent.
 - Collect fees when members pay by cash or check. Assure that checks are made out to H.O.P.E. Christian Collaboration.
 - Assist the Field Trip Coordinator in collecting fees for field trips and assuring that the fees then get transferred to the facility that will be visited.
 - Record member payments in Homeschool Life when payments are in cash or check; assure that member payments are accurately recorded when paid by credit card through Newtek.
- **Banking and Payments**
 - Oversee the organization's bank accounts, balances, and transactions.
 - Oversee and track recurring bills (i.e. insurance, website fee, etc.)

- Ensure timely payments of bills and reimbursements. Assure that all bills and reimbursements have the proper documentation and Leadership Team approval before they are paid.
- Deposit member payments in a timely manner.
- If the facility in which we meet does not require rent payments, pay a donation in an amount approved by the Leadership Team before the first day of each semester.
- **Audit and Compliance**
 - Coordinate annual audits or reviews as required.
 - Ensure compliance with all applicable laws and regulations governing nonprofit financial management.
- **Meeting Attendance**
 - The Treasurer will prepare and provide any necessary financial documentation or reports upon request of the Leadership Team for the purpose of discussion at Leadership Team meetings.
 - The Treasurer should always be present when the budget is voted upon by the Leadership Team.
- **Qualifications of Treasurer**
 - A current member of the H.O.P.E. Christian Collaboration Leadership Team.
 - 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.
 - Must regularly attend and be committed to a local church or body of believers.
- **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.

LEADERSHIP TEAM MEETINGS

Meeting minutes for all types of meetings shall be recorded and maintained by the Secretary. The following are guidelines for different types of meetings:

General Meetings

General meetings of the Group shall be held at least twice per year (once each semester) for the purpose of discussing and deciding on matters pertaining to the Group's governance and administration. The date, time, location, and mode of these meetings shall be determined by the President. A meeting agenda shall be prepared by the Secretary and distributed to the Leadership Team before the start of the meeting. Leadership Team members may participate in General meetings through use of conference telephone or similar

communications equipment, so long as members participating in such meetings can hear one another. The President or Secretary can call general meetings to order.

Special Meetings

Special meetings may be held for reasons such as emergency or time sensitive issues or other items that require discussion. In order for a special meeting to be held, % of the Leadership Team must agree that a special meeting is needed. The date, time, location, and mode of these meetings shall be determined by the President. A meeting agenda is not required for special meetings. Leadership Team members may participate in special meetings through use of conference telephone or similar communications equipment, so long as members participating in such meetings can hear one another. The President or Secretary can call special meetings to order.

Text/SMS Meetings

The Group shall be permitted to hold text/SMS meetings for the purposes of voting or keeping record of a discussion or issue that needs to be documented but does not necessitate a special meeting. All Leadership Team members participating in the text/SMS meeting shall be present in the same group text and must acknowledge their presence in a roll call. Text/SMS messages exchanged between leadership members, whether individually or in a group, are considered off the record before a meeting is called and after a meeting is adjourned. Text/SMS meetings shall be called and adjourned so as to establish clear communication boundaries indicating when the meeting is officially beginning and ending, as well as when discussions are on or off the record.

Calling and Adjourning Text/SMS Meetings

Text/SMS meetings shall be called and adjourned so as to establish clear communication boundaries indicating when the meeting is officially beginning and ending, as well as when discussions are on or off the record.

- Calling the Meeting
 - Officer shall say: “This is [First and Last Name of Officer], [Position], calling this meeting of HOPE Christian Homeschool Organization to order. The purpose of this meeting is to discuss [briefly state the issue or topic] and to take a vote on [specific action]. All discussions and decisions made during this meeting will be documented in meeting minutes.”
- Roll Call
 - Officer shall say: “Before we proceed, I'd like to take attendance to ensure we have quorum. When I type your name, please respond with "present" or "here".” [Begin roll call, naming each Leadership Team member]
 - If officer determines quorum is met: “Thank you. It appears we have [number of attendees] present, which constitutes a quorum. We can now officially begin the meeting.”
 - If officer determines quorum is not met: “I apologize, but at this time quorum is not met. We will need to reschedule this meeting.” Then skip to “Adjourning the Meeting” below.

- During the Meeting
 - Officer who called the meeting must ensure all members of the Leadership Team have had the opportunity to express opinions.
 - Leadership Team members must be mindful of the fact that all comments communicated via text/SMS message during this time are on the record.
 - Once discussion concludes, the officer who called the meeting will call for a vote.
 - “This is [First and Last Name of Officer], [Position], calling for an official vote on [issue at hand]. The options for this vote are [list all voting options clearly].”
 - Leadership Team members shall vote at this time, only voting with one of the required options and refraining from additional comments at this time.
- Adjourning the Meeting
 - Officer shall say: “This concludes the official business of the meeting. Any further discussions or comments can be considered off the record. This is [First and Last Name of Officer], [Position], officially adjourning this meeting of HOPE Christian Homeschool Organization.”

Voting

Leadership Team members may vote in person or on video conference. Leadership Team members are also permitted to vote by e-mail, text, or other electronic means. Electronic votes shall be documented in meeting minutes, and the minutes shall reflect by what means the votes were cast..

***See Article IV, Section 5 of the H.O.P.E. Christian Homeschool Organization Bylaws for tie-breaking procedure and Article IV, Section 6 for designation of impartial tie breaker.*

Confidentiality

Members of the Group have a right to inquire about the nature of Leadership Team meetings. However, any confidential information discussed (i.e. code of conduct issues with individual members) will not be released to other members of the Group who are not a part of the Leadership Team.

SUPPORT POSITIONS

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.

Field Trip Coordinators are considered Support, and therefore get priority registration.

- **Selection of Field Trip Coordinators**
 - The field trip coordinators shall be voted in by a majority $\frac{2}{3}$ vote of the leadership team.

- Members may request to be field trip coordinators or leadership may select and ask a member who seems to be qualified for the job.
- The Field Trip Coordinator will typically be selected in the fall and expected to serve for 1 year. Each year the leadership team will reconvene to vote on whether this member will continue as the Field Trip Coordinator. This person will then be asked if they would like to continue for another year in this position.
- There shall be at least one Field Trip Coordinator, but no more than three.
 - In the event that the position of Field Trip Coordinator is vacant for any reason, the co-op will not organize regular field trips unless or until that vacancy is filled.
- The Field Trip Coordinators may be a member of the Leadership Team, but this is not required.

- **Qualifications of a Field Trip Coordinator**

- Have been a part of HOPE Co-op for at least 1 semester
- Strong organizational skills
- Highly motivated and driven
- Works well in a team
- Is comfortable and works well leading a group
- Possesses Godly wisdom and discernment in the selection of field trips along with the correction of behavior that is unbecoming of our co-op while on a field trip
- Is comfortable and able to lovingly but firmly correct any member who behaves in a way that is not in agreement with our handbook, specifically our field trip policies and code of conduct.

- **Duties of a Field Trip Coordinator**

- **Be very familiar and able to refer to our [Field Trip Policy](#) and [Code of Conduct Policy](#).**
- **One month before each semester, prepare a list of possible field trips for each month of that semester.**
 - These can be general ideas that leadership can either approve or disapprove with possible dates/months wanting to hold the trips.
 - Once leadership team approval is granted, it is understood that the coordinators are permitted to set up the events themselves - no more approval is needed from the leadership team unless the location or nature of the field trip changes.
 - The field trip coordinators may not ask for the assistance of leadership to help come up with ideas (unless one of the leadership team members is also a field trip coordinator). This is solely the job of the field trip coordinators, and it is their responsibility to figure out days and times to meet to organize and come up with these field trip ideas.
 - Once ideas are approved, the coordinators must then work on contacting the venues to find out guidelines and prices for the field trips.
- **Determine and finalize the location and info for each field trip at least a month before the event.**
- **Once finalized, post event info on Band and manage RSVPs.**

- **Be in contact with the treasurer over the costs of the field trip and how and when to pay for each event. It is the responsibility of both the field trip coordinators and treasurer to ensure these fees have been paid.**
- **Attend each field trip. At least one field trip coordinator must attend all field trips.**
 - The field trip coordinators will be the acting co-op leadership members if leadership members do not attend. If a member of the Leadership Team does attend, the field trip coordinators are still acting co-op leadership members.
 - Leadership members are not required to attend field trips unless there are more than 20 students attending and there is only one field trip coordinator. In that case, at least one Leadership Member is to attend.
 - If a field trip coordinator cannot attend last minute due to sickness and/or family emergency a member of leadership must be present. If a leadership member is unable to attend, the whole event will be canceled.
- **Arrive at the venue 15 minutes before the start of the event.**
- **Take attendance and ensure that all adults in attendance are current members and have current background checks.**
- **Ensure all behavior of the attendees aligns with our handbook.**
 - If problems arise, the field trip coordinator must let leadership know immediately after the field trip. The Leadership Team may require a meeting with the field trip coordinator and/or the offending parties if such issues arise to determine possible solutions and/or consequences.
- **Thank the venue for allowing us to visit.**

SPECIAL EVENTS COORDINATOR

A Special Events Coordinator may be designated as the person who plans and coordinates official co-op special events.

Special Events Coordinators are considered Support, and therefore get priority registration.

Please see [Appendix 3 - Additional Notes for the Special Events Coordinator](#) for more information.

- **Selection of Special Events Coordinators**

- The Special Events Coordinators shall be voted in by a majority ¾ vote of the leadership team.
- Members may request to be special events coordinators or leadership may select and ask a member who seems to be qualified for the job.
- The Special Events Coordinator will typically be selected in the fall and expected to serve for 1 year. Each year the leadership team will reconvene to vote on whether this member will continue as the Special Events Coordinator. This person will then be asked if they would like to continue for another year in this position.
- There shall be at least one Special Events Coordinator, but no more than two.

→ The Special Events Coordinator may be a member of the Leadership Team, but this is not required.

- **Qualifications of a Special Events Coordinator**

- Have been a part of HOPE Co-op for at least 1 semester
- Strong organizational skills
- Highly motivated and driven
- Works well in a team
- Is comfortable and works well leading a group
- Possesses Godly wisdom and discernment in the organization of special events, especially in the areas of decoration, themes, etc.
- Is comfortable and able to delegate duties and responsibilities to others while holding them accountable to complete the delegated tasks.

- **Duties of a Special Events Coordinator**

- **Be very familiar and able to refer to our Code of Conduct Policy and Field Trips and Special Events Policy.**

- **Coordinate and oversee the events with the preferred dates and locations listed below:**

- **Kick off party:** August- Saturday (so spouses can come) before orientation-preferably offsite
- **Curriculum swap:** same day as fall planning meeting-at our facility (this committee will need to be created in the spring? Should we have a committee for this? Or should we simply ask for volunteers?)
- **Fall Semester Open House:** November-Saturday of the last week of co-op- off site*
- **Christmas party:** December-second tuesday-at our facility
- **Valentine's party:** February-the Tuesday of Valentine's Day week-at our facility
- **Field Day:** May - Tuesday after last day of co-op-preferably offsite
- **Spring Semester Open House/High School Graduation:** May- Saturday of the last week of co-op-off site*

- **Assign and facilitate committees for each co-op event.**

- The coordinator will get a list of the members' preferred committees shortly after the fall planning meeting from the Designated Event Leadership Team Administrator (aka DELTA).
 - the DELTA will be included in all committee chats, however, she will not be considered a committee member
- Committees must be made for the entire school year. All members must be in one committee. Members joining the second semester will be put into spring semester committees. The DELTA will give the coordinator the new member's preferred committees shortly after the spring planning meeting
 - new members are not added to BAND until after the planning meetings, therefore, they won't be able to be added to the chats beforehand.

- Coordinators will make chat rooms on BAND for each committee by fall orientation day (members joining in the spring should be added to their chat rooms by spring orientation day) and will begin the discussions to kick off the planning for each event. The coordinator's job is to facilitate each event, not plan each event
- The coordinator may select a head of committee (HoC) for each individual event
 - The coordinator can reach out to the committee members in the BAND chats to determine who will be the HoC
 - The HoC will be in charge of leading the planning for the event.
 - The coordinator's job will be to make sure that the planning is taking place. The coordinator will oversee the discussions in BAND, and will encourage planning to commence if it has not started 4 weeks (6 weeks preference for Valentine's party, Christmas party, and field day) prior to the event. The coordinator will also encourage conversation to continue if it has stalled or if the planning does not seem adequate or complete as the event draws nearer
 - Even with a HoC, it will be the coordinator's responsibility to contact the DELTA with any questions or concerns
 - Music or videos played for any reason must get approval through the DELTA before the event
 - The coordinator can choose to be the head of any or all events
 - The coordinator and/or HoC is not expected to come up with all ideas and activities for the events. The expectation is that they will come up with the general idea on how the event will take place, and will then delegate responsibilities between all of the event members. This is supposed to be a team effort!
 - If there is a member that is not putting forth adequate effort, it is the coordinator's responsibility to inform the DELTA. The leadership team will then address this member and will decide if further actions or repercussions are necessary
 - The HoC must be at the event they are leading. Therefore, the coordinator must be at any or all events if also acting as the HoC. If not acting as the HoC, it is preferred that the coordinator will be at all events, but it is not a requirement. If the coordinator is not in attendance, any issues or concerns that should arise should be brought to the coordinator's attention by the HoC. The coordinator will then determine if this information needs to be passed on to the DELTA.

→ **Purchase supplies needed for events.**

- This job can be assigned to the HoC
- A budget will be given for each event
 - Depending on co-op funds, this may or may not always be possible, or be a large amount. It will then be up to the coordinator and/or HoC on how to provide supplies.

- Coordinators/HoC/committee members will be reimbursed for supplies bought (if in budget). They must fill out a request for reimbursement form with receipts to the treasurer for reimbursement.
 - The coordinator may request that the DELTA purchases supplies, so the co-op bank card can be directly used. However, it will be expected that a detailed list be made for store bought items or a wish list with clickable links be supplied for online items
- **Determine a location for off-site events.** The coordinator may discuss location possibilities with the HoC and other committee members. The coordinator may contact the DELTA to help secure the site if necessary.
- **Thank the venue for allowing us to use their facility, if applicable.**

BENEVOLENCE DIRECTOR

Prayer and support for one another is a vital part of our Collaboration. For that reason, it is beneficial to have a person who is able and willing to coordinate these efforts so that members know who they can come to for support when it is needed. The Benevolence Director can check in on members periodically in order to see if there are any needs or prayers that we can help with.

The Benevolence Director is considered Support, and therefore gets priority registration.

- **Selection of a Benevolence Director**
 - The Benevolence Director shall selected by Leadership Members, voted in by a majority $\frac{2}{3}$ vote of the Leadership Team.
 - Members may request to be field trip coordinators or leadership may select and ask a member who seems to be qualified for the job.
 - There shall be only one Benevolence Director.
 - The Benevolence Director will typically be selected in the fall and expected to serve for 1 year. Each year the leadership team will reconvene to vote on whether this member will continue as the Benevolence Director. This person will then be asked if they would like to continue for another year in this position.
 - The Benevolence Director may be a member of the Leadership Team, but this is not required.
- **Qualifications of a Benevolence Director**
 - Have been a part of HOPE Co-op for at least 1 semester
 - Strong organizational skills
 - Has a conversational positive personality
 - Has demonstrated a strong faith and relationship with the Lord
 - Has demonstrated a consistent and fruitful prayer life
 - Is comfortable praying with and in front of others
 - Possesses Godly wisdom and discernment in conversations with members who may be struggling with personal issues

→ Has a drive to maintain confidentiality when necessary

● **Duties of a Benevolence Director**

→ **Be very familiar and able to refer to our Code of Conduct Policy.**

→ **Call to check in on members periodically in predetermined intervals.**

- The Benevolence Director may decide to have a list of members and make it a habit to check in on each member once per semester just to see if there are any needs we are unaware of. This is optional, but highly recommended.

→ **Keep track of who needs checked in on due to injury, illness, etc.;** Could consider the addition of a prayer box that could include anonymous prayer requests.

→ **Have various greeting cards on hand to be able to have members sign the card and mail it to members who could use encouragement or congratulations.**

- Cards would be for situations like birth of a baby, death of a family member, injury, etc.

→ **Share meal train links with our group on Band if one has been established by their church or other group.**

- HOPE will not start meal trains, nor will we require members to serve on one, but sometimes members may feel led to sign up if one is established. When this is the case, sharing this with the group will be helpful.

→ **Praying with members who ask for prayer and offering to pray with members who are struggling, even when they don't ask.**

→ **Communicating to the co-op through Band how to pray for certain people (with their permission to share) and what, if any, small needs some of us could possibly meet.**

→ **Monitor the "Prayer Requests" group chat room on Band.**

- Alert someone on the Leadership Team immediately if something needs their attention.

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 offer at least one class they are willing to teach each semester. They must also be willing to be a helper or a floater during the periods in which they are not teaching (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 Collaboration, **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 immediately after contacting the attendance clerk so that they can be well prepared to take over in the event of your absence. *(It is not the job of the attendance clerk to make arrangements for your class when you are absent)*
- Conducting your teaching in a way that is reflective of the statement of faith.
- Be prepared for the class(es) you teach each week.
- **Having a back up plan in place ahead of time in case you need to be absent.** In addition, keeping materials stored for the class at the building 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. If you do not keep materials at the building for your sub, it is your responsibility to make sure they get what they need to take over on the day you are absent.
- Holding students accountable to the code of conduct using the 1-2-3 system.
- 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.
- Making sure the classroom is left clean and expecting the students to assist you in tidying up the classroom just before the end of each class period. If it is the last class period, a little extra cleaning will be required (see [Cleaning Policy](#)).
- Upholding all the policies in this handbook in your class(es) and holding students to the same standard.
- Making sure to get leadership approval for any class performances and music.
- 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 Collaboration, **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.**

- Assisting 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.
- Being prepared and willing to teach the class in the absence of the main teacher. The main teacher should have communicated with you and have plans prepared for you.
- Assisting the teacher in making sure that the classroom is tidy and clean before leaving the classroom.
- 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 Collaboration, **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. **Diapers are to be checked at least once per period and changed as needed.**
- Reading and playing with the children in the nursery at regular intervals.
- Being worthy examples for the children in your care.
- Following the cleaning checklist provided in the nursery bin to keep the nursery and adjoining bathroom clean.
- **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.

FLOATERS

Floaters 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 Collaboration, **floaters** are responsible for the following:

- Being willing to assist in any way needed, like filling in for a missing teacher or helper. Floaters are not guaranteed a free period. Unfortunately when absences occur, we need all hands on deck to fill in the gaps. The Attendance Clerk cannot guarantee that any floater will never be selected as a sub or that any floater will only be used as a sub in particular classes.
- 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.
- Floaters may be asked to be on a hall monitor rotation during semesters that are particularly busy for the Leadership Team.

- 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 (currently Room 103).

RECESS MONITORS

Because our group has grown, we will need moms who can help recess (*we have removed the lunch portion of this responsibility*). This will be on a rotation. There will be two moms each week. It is likely that each mom will only have to serve once each semester. In the H.O.P.E. Christian Collaboration, **recess monitors** are responsible for the following:

- Wearing the appropriate vest or other assigned item to signify to others that they are the monitors.
- If indoors, make sure no students go past the cones unless accompanied by their parent.
- Go outside for recess (if applicable) with the other monitor and keep an eye on the children. Watch for children wandering off, doing things they are not supposed to do, etc.
- For OUTDOOR RECESS, one monitor should be stationed near the playground, while the other should be stationed near the door so that the pavilion, parking lot, and door can be clearly monitored.
- For INDOOR RECESS, one monitor should be in the sanctuary and one should be in the fellowship hall.
- **Recess Monitors MUST be monitoring the children and their behavior.**
- **Recess Monitors MUST be willing to correct children who are not behaving according to the code of conduct or participating in behavior or actions that could result in injury to themselves or others. Correction should be immediate. Do not wait for their parent or another parent to step in. If a child is needing consistent correction, take them to their parent and inform a member of the Leadership Team.**
- Blow the whistle at 12:20pm as a 5-minute warning. Make sure all students are cleaning up - putting toys away and checking for any trash that needs thrown away.
- End recess at 12:25pm and send children on their way to third period. Recess monitors should assure that the outdoor toy bin (if outside) or the indoor recess carts (if inside) are returned to Room 102 (Storage Room).

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.
 - **Conflict of Interest** - Members are not permitted to advertise other groups, co-ops, or events at HOPE or in HOPE communications (i.e. Band) that will interfere with regular co-op meeting times or pre-determined co-op events.
 - 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.
 - Any meeting between a member and Leadership Team regarding co-op issues must always include AT LEAST two members of leadership.
 - 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, vaping supplies, 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. If children are misbehaving during these times (like during announcements or cleaning time), parents need to make sure to sit with or stay with their children. Parents are still responsible for their own children during these times.
 - Respect the facility and expect their children to do the same.
 - Support and respect other adults who correct your children, and expect your children to obey and respect all the adults at co-op.
 - Be willing to lovingly, but firmly, correct other children when you see behavior that is dangerous or against the code of conduct. Do not wait for another parent to see it or step in. If you see something, do something.
 - **Cell phones are permitted for adults only, 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. During class, 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 rule. If you have suggestions or questions about the class, you should talk with your parent about it. Your parent can then follow-up with the teacher if they believe it is necessary.
 - 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.
 - **Video games, cell phones, or other electronic equipment during co-op meetings or events is strictly prohibited.** Either leave those at home or leave them with parents. This is for the protection of all students. **This includes lunch and recess times.**
 - The only exception to this is when an electronic device is needed for a specific class. When this happens the device is to be used for that specific task in that particular class only. As soon as the task is complete, students are to put electronic devices away.
 - 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.
 - **No rough housing, wrestling, or climbing trees.** We know that in some homes and within some families, this is acceptable, but to keep co-op safe for everyone, students are not permitted to do these things while at co-op.
 - **Keep your hands to yourselves.** Respect the spaces of other students.
 - Never bring weapons, cigarettes, vaping supplies, alcohol, or illegal drugs on the premises.
 - 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.
 - No running in the hallways or classrooms.
 - Give other students privacy while using the restroom. No peeking into stalls or urinals. Wait by the door if the stalls or urinals are being used.
 - Always stay in the classroom unless permission is granted to leave.

- If you have issues with other students or any problems at all, **please tell an adult or your parent right away** so that the issue can be handled immediately. We want to help you, and if you wait, it will make it harder to resolve the issue.

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 two Leadership Team Members 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. 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(s) 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.

Expectations of Parents

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.

It is up to you to determine how to best resolve misbehavior when your child violates the code of conduct. Enforcing the discipline method you routinely use, having the child apologize to whoever he or she hurt or disrespected, or even having them sit down and have a productive discussion with a peer who they have hurt (if appropriate) are all things you can do. We will not police how you handle that, but we do expect and require that out of respect for the group and the other adults or children involved that the issue is addressed and handled at home.

Notifying Parents Directly

Sometimes the Leadership Team can become a sort of “middle man” when a situation could have been resolved simply by two member parents/adults having a friendly and loving conversation. These guidelines are meant to make it clearer when it may not be necessary to report specific behaviors to the Leadership Team. As parents, when our children misbehave when we are not there, we appreciate the opportunity to correct the behavior as soon as possible. Sometimes involving the Leadership Team first instead of going directly to the parent can delay this and can make it harder to properly address the behavior.

- For minor behavior occurring in class, during recess, or any other co-op time that did not necessitate Step 2 (or Leadership intervention) but still needs to be brought to the parent’s attention, the teacher or helper (or other adult) shall go to his or her parent directly as soon as possible. It is preferable that the adult seeks out the parent before leaving the building. But, if that is not possible, the teacher, helper, or other adult is to contact the parent of that child via private Band chat as soon as possible.
- If an adult must correct a child or asks the child to do/not do something, and the child responds disrespectfully, the parent should be notified of this as soon as possible so that they can address this behavior with their child. It may seem minor, but small disrespect left unchecked tends to grow. After speaking to the parent, the teacher or other adult should notify the Leadership Team that the parent was spoken to and what happened.
- If other minor behavior occurs, and upon correction the child respectfully stops the behavior and obeys the adult who corrected them, if the issue has not been consistent to their knowledge and there is no concern for future harm, injury, or damage, the adult does not necessarily have to notify the parent or the Leadership Team.
- If a child says something that a teacher, helper, or other adult finds concerning (but is not a code of conduct violation or misbehavior), notify the parent directly as soon as possible. Afterward, the teacher or other adult should notify the Leadership Team that this conversation took place and what happened.

Adults who have had to correct a child can easily figure out if they should notify the parent by asking themselves one simple question: “If it was my child who was corrected and responded this way, would I want to know or would I be ok with not being notified?” The adult should follow whichever they would want done for themselves.

CHILDREN OF THE LEADERSHIP TEAM

Note from the Leadership Team:

When our children violate the code of conduct or misbehave in an unbecoming way, we ask that you address them the exact same way you would any other child. Please do not be either harsher or more lenient. Our willingness to serve this group is not a declaration that our children are above reproach, better behaved than other children, or should be held to a higher standard or expectation than the other children in this co-op. Just as you all joined this group so that we could support each other in the endeavor of teaching and training up our

children with a community of like-minded believers, we joined for the exact same reasons. We are quite aware that our children sometimes misbehave, act inappropriately, and sin. We live with them!

When in class, we expect that the 1-2-3 system will be followed with our children in the same way as the others. All code of conduct policies above should be followed, including contacting the parents directly. When you contact us about our own children's behavior, you are contacting us as a fellow parent, not a Leader.

INCIDENT REPORTS

Incident reports should be filled out by teachers, helpers, nursery helpers, and/or Leadership Team Members when or if the following occurs:

- Any incident in which first aid is needed. (Example; If you have to put ice or a bandaid on something, an incident report needs to be filled out.)
- Any bump or blow to the head.
- Any unusual or expected event which jeopardizes the safety of the students or adults (Example; A young child leaves the room unattended and has to be searched for.)
- Any situation that arises where you think, "Should I fill out an incident report?", the answer is always yes. Better safe than sorry.
- Turn in the completed incident report to the designated Leadership Team member, either in person or in her mailbox in the Mom Lounge. If that person is absent, turn it into another Leadership Team Member.
- Leadership - make a copy of the completed incident report. One copy needs to be given to the parent, the other goes to leadership for record keeping.

Be as detailed as possible, but keep in mind that simple situations will not require a ton of details. For instance, if a student gets a scratch that requires a bandaid, you will simply fill out names and dates and write, "Student picked off a hangnail and was bleeding. A bandaid was placed on the wound." The reports shouldn't take a long time to complete when the situation is simple. But, it is important to keep a record of these things. If you need assistance completing an incident report, as a Leadership Team Member to help you. **Blank incident reports will be kept in a folder in the classroom bins.**

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.

ALTERNATE IDENTITIES/LIFESTYLES THAT CONTRADICT BIBLICAL TEACHING

Due to the prevalent and ever-changing secular theories about what human beings are, can be, or can “identify as”, it is necessary to make clear that these ideas will not be supported, encouraged, or allowed at HOPE. This includes, but is not limited to, ideas like “furries”, “therians”, “otherkins”, etc.

God gives us clarity in His Word about what man is in several passages. For instance, in Genesis 1:26-27 during the account of creation, we read, “*Then God said, ‘Let Us make man in Our image, according to Our likeness; and let them rule over the fish of the sea and over the birds of the sky and over the cattle and over all the earth, and over every creeping thing that creeps on the earth.’ God created man in His own image, in the image of God He created him; male and female He created them.*”

While the Lord is a God of clarity, Satan's desire is to cause confusion and chaos, and he does so through ideas that challenge simple and basic objective truths, like the identity of man.

Students or adults who attend HOPE for co-op days and extra activities are expected and required to dress and behave in accordance with the basic truths of who God says we are. This includes members' identities as human, male/female, etc. If a member's appearance or behavior is in contradiction with this requirement, the Leadership Team will address the member directly. If the issue continues, the procedure for the code of conduct violations should be followed.

**While the topic of the identity of man is very objective, we recognize that this statement/policy is somewhat subjective. For instance, young girls sometimes wear headbands with little cat ears on them - that is totally fine because the heart behind this accessory is not to express an alternate, non-human identity. This is not intended to take away natural pretend play, “spirit week” activities, etc. Due to the subjective nature of this policy, the Leadership Team will use common sense and discernment when addressing any issues arising that fall under this category, but has discretion to enact this policy when necessary.*

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 hearts break 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 co-op function, and the family would have to make alternative arrangements for him/her.

LUNCH & RECESS

- Upon arrival in the morning, families should store their lunches in the designated areas in the Fellowship Hall. There will be a table designated for lunches to be kept, or families can use the refrigerator and/or freezer in the kitchen. There will also be a table near the pavilion door if you plan to eat outside.

- The two locations where we eat will depend on weather. If the weather is nice, our two locations will be the fellowship hall and pavilion. If the weather is not nice enough to eat outside, we will eat in the fellowship hall only.
 - Students should not be hanging out or running in the hallways or stairwells. Students need to stay in the designated areas. Students may alternate between lunch locations and use the bathrooms, but they must not play in the hallways or stairwells.
 - **Students may not have food or beverages in the hallways or sanctuary** - food and beverages (aside from a water bottle) should only be out in the designated eating areas.
 - If students cannot adhere to these policies and stay in designated locations, they will be required to stay with their parent.
- **Each family will be required to clean up after themselves. Please do NOT leave your lunch area until you have cleaned up after yourself.**
 - 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).
 - Leadership is responsible to make sure cleaning up is happening before families leave the area. Please respect the Leadership Team and assist in getting the areas cleaned up as soon as possible.
- If a family uses the microwave, they 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 a family uses the refrigerator, they are expected to:
 - Wipe down any leaks from their container(s)
 - Remove their container(s) and/or trash from the refrigerator each week
- If the weather does not permit an outdoor recess, the indoor recess carts will be brought to the Fellowship Hall. These have indoor activities like coloring supplies and board games. Families/students who use these things need to be sure to put them back when finished or at the end of recess.
- During outdoor recess children must always stay in locations visible to the parents who are outside.
 - At our facility, students **MUST** stay behind the building and out of the wooded area.
 - Families and students are expected to respect the Recess Monitors and follow their direction.
- 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**
- **5 or more absences = possible removal from the co-op**

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 and tardies.

****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.

TARDY DEFINITION

A member is considered tardy if they are not in the sanctuary at 9:15am when the announcements begin. Even if the member is in the building, it is very important that they attend morning announcements. Therefore, any member who attends co-op that day but is not present at 9:15am when the announcements begin, it will be recorded that they were tardy for the day.

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, head lice, 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.
- Avoid wearing accessories or clothing that could increase the risk of injury (i.e. hoop earrings/other piercings that could be caught on something when running, etc)
- 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.
- Shoes with wheels (i.e. “heelys”) are not to be worn at co-op.

We acknowledge that the terms “modest” and “appropriate” can be subjective. Therefore, these issues will be handled on a case-by-case basis at the discretion of the leadership team.

NURSERY

Nursery care will be provided for children up to 2 years old.

- 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.
- Other than nursing infants, children will not be permitted in the Mom's Lounge to avoid that becoming a second nursery.
- Other than nursery helpers and parents who are staying with their own infant/toddler, other adults and children will not be permitted in the 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.

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 between 8:45 and 9:15 am 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 building 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. Teachers are permitted to take their classes outside, however, they need to let a member of the Leadership Team know ahead of time. Doorbells have been installed so that teachers can ring the doorbell to regain entry.
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 Collaboration will not be permitted or responsible for letting members, staff, or visitors of our 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 has a minor injury requiring minor first aid, the teacher/helper will attend to those needs using the first aid supplies in their classroom bin. If your child is more seriously injured, you will be notified to tend to your child. An incident report should be filed and a copy given to the parent.

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 and tornado 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 our 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.
 - **After each period:**
 - When a teacher leaves his/her class, it should always be tidied up.
 - If needed, the floor should be vacuumed/swept and tables should be wiped down.
 - Chairs should be pushed in.
 - Return supplies to their proper storage place.
 - Windows should be shut if they were opened.

- **If you have done a particularly messy project in your class, the teacher and helper must clean it up before going to the next class. Have students help when applicable.**
- **After third period (or the last period that classroom is used):**
 - Trash should be emptied, tied off, and placed in the hallway for the cleaning families. A new liner should be placed in the trash can (liners are in your classroom bin OR in Room 102).
 - Make sure all items belonging in your classroom bin are returned to the bin. Then set the bin outside the class door in the hallway.
- **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 specific duties will be assigned. 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 H.O.P.E. Christian Collaboration, the parent who attends co-op will be required to watch the Potential 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 official field trips and events. That means mom and/or dad of the member family who have a current background check with the co-op with their children who have not yet graduated (unless that child has been previously banned due to a code of conduct violation). 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).

New members may not attend co-op events until:

- They have paid their semester dues
- Their background check is complete
- They have attended the planning meeting

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.

A designated person (for example, a grandparent, adult child, etc.) may attend field trips/special events to help the member parent. However, this designated person must have a background check on file with us, and the leadership team must be made aware of and approve of this person before the start of the semester so they can be placed on the field trip events coordinator's list. If this designated person is not on the list, they may not attend. **This person may not come in place of the parent; instead this person may come along with the parent.**

FIELD TRIPS

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

- Official field trips must be educational in nature and not just fun events.
→ *For a note on extra fun events, see note "Extra Fun Events" below.*
- The venue locations may not go against the teachings and beliefs of the co-op (within reason. Many museums may have displays on evolution that can't be avoided). For some locations, it may be necessary to contact the location to let them know our beliefs, so if a presentation is done it does not go against our teachings (i.e. evolution).

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 Collaboration and given to the Treasurer. Additionally, you will be able to pay by credit or debit card on our website.

****If a field trip gets canceled, and fees have been paid but can't be reimbursed by the venue, the co-op is not responsible for reimbursing the members for fees paid.**** If, however, the co-op is reimbursed for the fees, those will then be refunded to the parents who paid for the field trip.

Unofficial Field Trips and/or Extra Fun Events

Extra fun events and field trips (ice skating, bowling, pumpkin patches, etc) may be set up and scheduled by any member of the co-op and announced in our chat room for these types of events. It is permitted to discuss and coordinate this in a Band chat, but the member is responsible for all of the planning as this is not an official co-op field trip or event. The co-op assumes no responsibility or liability for unofficial field trips or events. The

co-op also does not guarantee that any specific rules will be followed or adhered to since this is not an official event. Members may invite grandparents, adult children, etc to come along for unofficial events whether they have a background check on file or not. If an unofficial event or field trip is listed on our events calendar, it will be made clear that it is an unofficial event/field trip. All adults who attend unofficial events/field trips assume responsibility for themselves, their own children, and any other minors they brought with them.

EVENT 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.

Committee members are responsible for assisting the head of the committee 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. One committee head will be selected out of the committee members by the Leadership Team or Special Events Coordinator.

The committee head will have a designated Leadership Team member or a Special Events Coordinator as a contact person.

If a committee member is unable to fulfill their commitment due to unforeseen circumstances, they are required to find a replacement and reach out to the committee head or the Special Events Coordinator. Finding a replacement can be done by reaching out to other members via BAND. If a committee member does not attend an event and fails to find a replacement, they will lose priority registration for the following semester. Rare exceptions to this policy can be made at the discretion of the Leadership Team.

2025-26 PLANNED SPECIAL EVENTS

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

- Curriculum Swap
- Kick off Party
- End of Fall Semester Open House
- Christmas Party
- Valentine Party
- Field Day
- End of Spring Semester Open House & High School Graduation

OTHER EVENTS

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

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.*

Mom Nights Out - Monthly gatherings for the moms. **These events are for the moms only (and nursing infants) unless explicitly stated otherwise.*

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 as stated in our bylaws. 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 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 Collaboration 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 Collaboration are members of the leadership team and the treasurer, who is approved for financial business only.

APPENDIX 1 - CHILD, MEMBER, AND VOLUNTEER SAFETY POLICY (ABUSE PREVENTION)

The leadership team for the H.O.P.E. Christian Collaboration 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 anytime that two adults are not present.
- 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.

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 Collaboration 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 Member. To preserve confidentiality, it is important to discuss the incident initially only with any of these individuals.

RESPONSIBILITIES OF THE LEADERSHIP TEAM 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 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.
10. Each witness and Leadership Team Members who were present when the situation came to light should fill out an incident report within 24 hours.

APPENDIX 2 - 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 our 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. Collaboration 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, our 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.

APPENDIX 3 - ADDITIONAL NOTES FOR THE SPECIAL EVENTS COORDINATOR

A note directly to the special events coordinator: It's important for you to recognize that we, the leadership team, are handing off the responsibility of planning and facilitating these events directly to you. The DELTA (or other leadership members) are to be as hands off as possible. Unless we decide we want to be on a committee, we will not be committee members. The goal is to take the burden of planning events off of our shoulders. By giving you this position we are telling you that we trust you in your decision making and planning skills. You only need to contact the DELTA if there are things that need approval or that you have a specific question/concern about. However, this communication shouldn't be needed often, because the DELTA will be in all of the chats. Therefore, she will have a general idea of what is going on and will intercede on her own accord if there is a concern.

Notes on each event:

1. Kick off party:
 - a. This has been held at a member's house. However starting fall of 2025 it will need to be at a new location. This can be held at a member's house or another location. The preference would be that it is not held at our facility. It can be up to the coordinator/HoC/committee members to determine where this should take place. Usually there is a potluck style meal and yard games. Usually a site like sign-up genius is used to have members sign up to bring food (ALL members bring food, not just committee members). However, it can be organized in another way. Committee members are in charge of setting up and cleaning up. Tasks can be broken up and assigned to different committee members if that works best.
2. Curriculum swap:
 - a. This event has been held the same day as the fall planning meeting. The committee will need to determine how many tables are needed and where to best set them up. Upstairs is preferable to limit the cleaning area. Committee members are in charge of setting up and cleaning up. Tasks can be broken up and assigned to different committee members if that works best.
3. Fall/Spring Semester Open House:
 - a. The actual open house procedure is organized by the leadership team. It will probably make sense to add all of the leadership members to these chat rooms. However, the leadership team is not considered part of the committee. Anyone wanting their class to perform at the open house is to communicate directly to the DELTA. The committee is in charge of setting up tables for the displays, organizing food/drinks, decorating, and cleaning up after the event. The preference is for these events to take place in the early afternoon.

4. Christmas and Valentine's Day Parties:

- a. These events can be organized and structured at the coordinator's/HoC/committees discretion. You can decide on how you want these events to look like and what activities will take place. In the past these events have been split up by age groups. Each age group participated in their own activities. As a group we have come together for a meal for the Christmas party. The Valentine's Day party consisted of a Valentine's Day box decorating contest and exchanging of Valentine's Day cards. We ask that careful consideration is put into how these events are run so they can be both enjoyable and organized. Committee members are in charge of setting up and cleaning up. Tasks can be broken up and assigned to different committee members if that works best.

5. Field Day:

- a. While held at our facility in the past, we are preferring an off site location for the future. This can be structured and organized at the Coordinator's/HoC/committee member's discretion. Usually there are a variety of games for the children to play. Awards have also been given. This is supposed to be similar to a field day that children participate in at school. Committee members are in charge of setting up and cleaning up. Tasks can be broken up and assigned to different committee members if that works best.

Set up & Clean up:

As stated, set up/clean up is the committee's responsibility. It is HIGHLY suggested that specific tasks are assigned to members in the committee (similar to the end of day cleaning after co-op) before the day of the event. This will help ensure all tasks are done and will help make the set up and clean up go smoothly. At least one member of the leadership team (not necessarily just the DELTA) will arrive early and stay through the end of the event. If the event is at our facility, they will be responsible to open the building and to lock up. However, it is not the leadership team's job to set up or clean. They will be available for questions and to inspect the cleaning before they leave. In the same regard, the coordinator and/or HoC should not have to participate in the actual set up and clean up (unless desired to do so). Instead they should be facilitating and delegating the tasks and assuring that those tasks are completed.