



MEMBER HANDBOOK

2022-23

H.O.P.E. CHRISTIAN HOMESCHOOL CO-OP

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VISION STATEMENT

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

STATEMENT OF FAITH

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

THE BIBLE

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

ONE TRUE AND LIVING GOD

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

MAN

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

THE GOSPEL

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

SALVATION

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

THE HOLY SPIRIT

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

JESUS CHRIST

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

SATAN

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

CHURCH

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

MARRIAGE

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

GENDER

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

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

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

LOCATION

Freedom Hill Community Church, 3943 Fishcreek Rd., Stow, OH 44224

SCHEDULE

- The co-op will meet each (day of the week) from 9:00am-1:30pm during the scheduled months or weeks we are in session.
- The doors to the building will be open at 8:45am.
- A more detailed schedule with class times, snack times, etc. will be given to each family at the beginning of each semester.
- If we must cancel for inclement weather, we will post this on the website and on our Facebook page. If possible, we will try to make up the day we have to miss.
- If Freedom Hill has an event, including but not limited to funerals, it is possible that we will have to cancel co-op for that week. We will try to make up the missed time if possible.

WEBSITE/COMMUNICATION

We have a website that is to be used for registration, payment of dues or class fees, news, events, and much more! 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 calendar and detailed schedules of field trips.

The website address is <https://www.homeschool-life.com/3556/>. The website is maintained by Homeschool-Life.com. Privacy and security are important to us. Click [here](#) to read about the steps that Homeschool-Life.com has taken to keep our information secure.

MEMBERSHIP & REGISTRATION

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

MEMBERSHIP QUALIFICATIONS

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

- Sign-up their family on our [website](#).
- Attend (or watch the video for) a first year Orientation (if it is the member's first year) or the yearly Orientation set up for current members.
- Pay their membership dues, registration fees, and class fees.
 - Membership dues are required to be paid before the sign-up period is over.
 - Registration fees are due during the registration period for each semester that the family plans to attend.
 - Any class fees for specific classes are due by the second class for which the fees are due.
- Acknowledge that they agree, understand, and will submit to all the following when registering on our website:
 - Statement of Faith
 - This Handbook

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- Liability and Consent Waiver
- Able to pass a background check (to check for violent crimes and sex offender search)
- 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

MEMBERSHIP DUES and REGISTRATION FEES

The dues to join the co-op and have access to our member website are \$10/year per family. These dues must be paid at the time of registration and are **non-refundable**. There will be a link to pay the dues when you register, or an invoice will be sent to you via e-mail, and you will be able to see this balance when you login to your account on our website. You can pay the dues on the website. If you would prefer to mail a check, please [contact us](#) to get the address. These dues pay for the cost of your family to have access to our private website.

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

MEMBERSHIP REQUIRED TO ATTEND

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

Parents are expected to be present at any co-op time or extra activity if their child(ren) is/are there. Rare exceptions to this rule may be made at the discretion of the Leadership Team.

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

DENIAL OR TERMINATION OF MEMBERSHIP

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

BECOMING A MEMBER & RENEWING YOUR MEMBERSHIP (SIGN UP)

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

Sign-up will typically start 10 weeks before the semester is scheduled to begin. It opens to current members first, then to families on the waiting list in order, and then to the public. If the co-op is full before the sign-up period was supposed

to end, sign-up will close early.

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.

CLASSES & SUPPLIES

CLASS AND AGE DIVISIONS

Classes are divided by general age and/or grade level. Class divisions can sometimes change after the registration period depending on volume of students registered for each group.

Parents are generally able to place their students in classes outside of their general age group, but there are a few exceptions.

1. Current Members: If the class you would like to put your child in is already full of current member students who are of the age for that group. (Example: You would like to put your 8-year-old in the Upper Elementary class, but the class is already full of students who are 10-12 years old. We want to make sure we give priority to current member students who are of that age.)
2. Current and New Members: If the class you would like to put your child in is not age-appropriate according to the teacher or Leadership Team. (Example: You would like to put your 7-year-old in the Jr/Sr High Life Skills Class. While there are valuable life skills a 7-year-old can learn, this class would be geared toward students who are much older, and it would likely slow the class down and be a safety concern to put such a young student in that class.)

The following table shows how classes are currently divided:

Class	General Grade Level	General Age Range (Age at Registration)
<u>3-Year-Old Class</u>	3-Year-Old Preschool	Age 3 - Must also either be potty trained or being actively potty training at the beginning of the school year (wearing pull-ups is fine)
<u>Pre-K/K</u>	Preschool and Kindergarten	Ages 4-5

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<u>Class</u>	<u>General Grade Level</u>	<u>General Age Range (Age at Registration)</u>
<u>Class</u>	<u>General Grade Level</u>	<u>General Age Range (Age at Registration)</u>
<u>Lower Elementary</u>	Grades 1-2	Ages 6-7
<u>Middle Elementary</u>	Grades 3-4	Ages 8-9
<u>Upper Elementary</u>	Grades 5-6	Ages 10-12
<u>Jr. High</u>	Grades 7-8	Ages 12-14 (Jr. High and High School Classes may be combined depending on the number of students enrolled.)
<u>High School</u>	Grades 9-12	Ages 14-19 (Jr. High and High School Classes may be combined depending on the number of students enrolled.)

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.

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 pre-registration.

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 members teaching more than one class period, then to all other members.

CLASS FEES

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

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

SUPPLIES

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

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

- 3-Year-Old Class, Pre-K/Kindergarten, All Elementary Classes
 - Bookbag with student's name on the outside
 - One 24-count box of crayons
 - Scissors
 - Two pencils (be sure to sharpen weekly or use mechanical)
 - Eraser
 - One or two glue sticks
 - Two pocket folders
- Jr/Sr High School
 - Two pencils (be sure to sharpen weekly or use mechanical)
 - Two pens
 - One notebook
 - Two pocket folders

LEADERSHIP TEAM

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

DIRECTOR AND CO-DIRECTORS

- Selection of Director and Co-Directors
 - A Director will be selected by the Leadership Team.
 - If the responsibilities of Director are deemed to be better served by two individuals instead of one, the Leadership Team may elect to have up to two (2) Co-Directors.
 - At all times, there should be at least one (1) Director, or no more than two (2) Co-Directors
 - In the case where there are to be two (2) Co-Directors, the Leadership Team is to select both individuals by a majority vote.
- Responsibilities of Director and Co-Directors
 - Providing oversight and direction to the Leadership Team and seeing that the fundamental mission of the co-op is being pursued and that the Leadership Team's responsibilities are being fulfilled
 - Responsibilities of the Leadership Members listed below.
 - Scheduling Team Meetings, preparing the agenda, and coordinating the meeting.
 - Delegating duties to members of the Leadership Team.
 - Communicating all decisions and other matters to co-op members as appropriate.

- Will typically be appointed “President” of the Board of Directors.
- Qualifications of Director and Co-Directors
 - Meets all qualifications listed under Team Members below
 - A member of the H.O.P.E. Christian Homeschool Co-op Leadership Team for at least two years (with the exception of the co-op’s first year)
 - 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 (with the exception of the co-op’s first operating year).
- 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 guiding document should always be consulted in handling difficult situations, and feelings should be put aside. This includes, but is not limited to, showing humility and grace when votes do not go the way you would have liked or when a fellow Team Member disagrees with you on how to handle a situation.
 - Seek UNITY first. Unity in the Leadership Team is essential to a healthy co-op. Individuals on a team will not always agree, but agreement is not necessary to achieve unity when it has godly and humble Team Members.
 - One Leadership Team Member will be appointed “Vice President” on Board of Directors.

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- One Leadership Team Member will be appointed “Secretary” on Board of Directors.
- Qualifications of Leadership Team Members
 - Genuine faith in Christ evidenced by a life characterized by faithfulness
 - Membership in the H.O.P.E. Christian Homeschool Co-op for at least one year (with the exception of the co-op’s first operating year).
 - Has demonstrated a strong commitment to homeschooling and the co-op, its mission, statement of faith, and practices.
 - Able to listen, analyze, think clearly and creatively; to work well with people individually as well as in a group.
 - Willing to prepare for and attend Leadership Team meetings, to ask questions, and to take responsibility and follow through on a given assignment.
 - Possessing honesty, and friendly, responsive, and patient approach; personal integrity; maturity in faith and in mind; community building skills.
- Pastor Leadership Members
 - The Leadership Team intends to make at least one pastor a part of its Leadership Team.
 - Pastor Leadership Members will not be required to attend all Team Meetings but will be welcome to at any time. Although they may have children in the co-op, it will not be a requirement.
 - The purpose of asking a pastor to serve on the Leadership Team is for guidance and accountability, especially for unforeseen difficult situations that require the gentleness and wisdom that a pastor can provide.
 - Any pastor chosen to serve on the Leadership Team must possess the qualifications listed above except membership in the co-op for one year.
- Term of Leadership Team Members
 - The term of each Team Member shall be two years. There is no limit to the number of consecutive terms an individual may serve. Co-op members will be asked to affirm/deny each Team Member prior to their renewed service on the team. A majority vote by the Leadership Team is required for individuals to continue to serve on the team. Individual Team Members may not vote for themselves.
 - A one-year term may be considered in special circumstances but should be extremely rare.

TREASURER

- Selection of Treasurer
 - The Treasurer will be selected by the Leadership Team.
- Responsibilities of Treasurer
 - Assure the co-op operates within its budget. The treasurer must be always aware how much money the co-op has.
 - Assure that all money spent is for the co-op only and is accounted for – only members of the Leadership Team can approve purchases, but they must be in communication with the Treasurer to assure that the potentially approved amount is within our means.
 - Keep track of upcoming expenses/make payments for recurring expenses (insurance, etc.)
 - Assure the co-op is operating in accordance with current tax law. The Treasurer is responsible to file IRS Form 990N yearly at the end of our fiscal year, which will begin August 1 and end July 31 every year. The Form 990N shall be filed no later than September 15 each year we are in operation.

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- File annually with the Ohio Attorney General Charitable Organization's website no later than September 15.
- Maintain the co-op's checking account.
- Maintain the co-op's financial information and records, including legal name, DBA name, EIN, checking account statements, tax records, and financial spreadsheets. This information needs to be kept organized and easily accessible.
- Prepare a financial report to present to the members of the co-op at the beginning and end of every school year.
- If the Treasurer is not already a Leadership Team Member, the Treasurer is not a voting member of the Leadership Team and is not required to be at all Leadership Team Meetings unless asked to attend by the Director or a Leadership Team Member. If the Treasurer is also a Leadership Team Member, they assume both responsibilities.
- Qualifications of Treasurer
 - Membership in the H.O.P.E. Christian Homeschool Co-op for at least two years (except for the co-op's first year of operation).
 - Possesses the talent and knowledge of financial matters and tax laws or can learn them well.
 - Possessing and demonstrating honesty and personal integrity.
 - Possess the ability to keep records organized and has experience in record keeping.
- Term of Treasurer
 - The term of the Treasurer shall be two years. There is no limit to the number of consecutive terms an individual may serve.
 - A one-year term may be considered in special circumstances but should be an extremely rare occurrence.

CURRENT LEADERSHIP TEAM

		<u>Term Ends:</u>
Jessica Thompson	Co-Director	June 2024
Corrine Corbett	Co-Director	June 2024
Mary Lawther	Leadership Team	June 2024
	Pastor Leadership	June 2024
	Treasurer	June 2024

TEACHERS, HELPERS, NURSERY HELPERS, & FLOATERS

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

TEACHERS

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

- Passing on knowledge of a given subject and being worthy examples for the students.
- Writing a brief class description for your class before pre-registration so that parents will know what it is about.
- Communicating with your helper so that they can be well prepared to take over in the event of your absence.
- Conduct your teaching in a way that is reflective of the statement of faith.
- Be prepared for the class(es) you teach each week.
- Keeping materials stored for the class at the church ahead of time whenever possible – this way if you have to miss a week of co-op, your helper already has what he/she needs to teach the class.
- Holding students accountable to the code of conduct using the 1-2-3 system and using the “Post-It Note” system when needed (see “Policies” for more information on these systems).
- Expecting the students to treat you in a respectful manner by calling you Ms./Mrs./Miss/etc. and your last name (nursery and preschool kids can substitute the last name with your first name)
- Never posting pictures of your class on any public forum. You can post them on our member-only website to share with parents.
- Expecting the students to assist you in tidying up the classroom just before the end of class. If it is the last class period, a little extra cleaning will be required (see “Cleaning” under “Policies”)
- Upholding all the policies in this handbook in your class(es) and holding students to the same standard.
- Praying for your class.

HELPERS

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

- Assisting in passing on knowledge of a given subject and being worthy examples for the students.
- Assisting in holding students accountable to the code of conduct and any other duties that the teacher needs help with.
- Praying for your class.

NURSERY HELPERS

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

- Always maintaining a close watch on all children in the nursery and assuring that all children in your care are accounted for at regular intervals.
- Taking potty trained toddlers to the bathroom when requested and changing infants and toddlers who are not yet potty trained when their diapers are soiled.
- Reading and playing with the children in the nursery at regular intervals.

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- Being worthy examples for the children in your care.
- **Nursery Rotation** - Nursery helpers will be assigned on a rotation that will be released before the start of every semester IF we do not have enough adults to treat nursery like a class with a teacher and helpers.

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 an adult due to families who cannot attend that week. Floaters can fellowship in a designated “mom room” or area (or “parent room/area” if we have dads). In the H.O.P.E. Christian Homeschool Co-op, **floaters** are responsible for the following:

- Being willing to assist in any way needed, like filling in for a missing teacher or helper.
- For the first few weeks of the semester, some of the children may be unsure of where to go when they are switching classes. Children will be wearing a name tag that shows where they are supposed to be for each period. We will ask floaters to hang out in the halls for the first few minutes of each class period just to make sure you can assist any “lost” students.
- Keeping conversation godly, refraining from gossip, and making sure everyone is welcome in the conversation.

POLICIES

CODE OF CONDUCT

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

- **Parents and Volunteers (including Leadership Team Members)** are expected to:
 - Make co-op meeting times a priority, which includes regular attendance, arriving on time, and being prepared to assist in whatever way might be needed.
 - Support the co-op and what it stands for.
 - Support the Leadership Team and the direction it establishes. Any questions or concerns should be brought to the Leadership Team as soon as possible.
 - Realize that the Leadership Team takes decision making seriously and will do its best to consider all ideas and all concerns, however, it is impossible to please everyone. Please give grace and be willing to compromise. All decisions made will be what the current team truly and prayerfully believe is best for the co-op and the families in it.
 - Always follow and enforce co-op safety rules.
 - Communicate with your child(ren)'s teachers if your child has special needs, whether they are physical, emotional, or educational in nature. Be willing to assist those teachers to make this the best experience possible for your child(ren).
 - Refrain from gossip and profanity. Show kindness and respect to everyone. Handle issues lovingly.
 - An adult should never be alone with a child that is not his/her own. Always keep in sight of others. Respect space of others.
 - Teachers and helpers should communicate with parents on activities and schedules.
 - Pay class fees in a timely manner for classes that students are signed up for.

- Never bring weapons, cigarettes, alcohol, or illegal drugs on the premises and assure that children do not have these items on their person when coming to co-op.
- Be responsible for his/her own children during times before and after class or at extra events and field trips.
- Respect the facility and expect their children to do the same.
- Refrain from posting pictures of other people's children on social media without parents' permission.
- Cell phones are permitted, but may only be used during non-class times, in instructional purposes, or emergency situations. You may bring in other electronics (laptops, tablets, etc.) for instructional purposes only.
- **Students** are expected to:
 - Be respectful of all adults, whether a teacher, helper, or other volunteer. Disruptive behavior or the use of profanity will not be tolerated.
 - Participate in activities and complete assignments. Please honor our teachers by following this policy.
 - Be respectful of the facility and its furnishing and equipment, as well as the personal property of others.
 - Be respectful of your fellow students. Bullying or disrespectful comments to other students will not be tolerated. Treat others as you would like them to treat you.
 - Refrain from using or having video games, cell phones, or other electronic equipment during co-op meetings or events. Either leave those at home or leave them with parents. This is for the protection of all students.
 - If bringing toys to co-op to play with during recess, toys should not be in students' backpacks during class. Toys should be left with the families' belongings (lunch, etc.) in order to avoid the toys becoming a distraction during classes.
 - Always follow co-op safety rules.
 - Refrain from teasing, flirting, or having girlfriend/boyfriend type discussions during co-op meetings or events.
 - No public displays of affection are permitted between students.
 - Students will not be allowed to spend un-chaperoned time alone with another student during their time at co-op or any affiliated activity or field trip.
 - Show respect to the teacher by using "Miss", "Mrs.", or "Mr." in the classroom and all areas of the building.
 - Walk quietly to class, arrive promptly, and be seated timely. Use the restroom between classes or during break time.
 - Always stay in the classroom unless permission is granted.

CODE OF CONDUCT VIOLATIONS

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

Parents and 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 case of 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).

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1. Parents and volunteers who fail to uphold the above policies will be approached by a Leadership Team Member **or** the Director, and a warning will be given. The rest of the Leadership team is to be informed that this warning was given, and the date and details should be documented by the Director. If the warning is properly responded to, the matter will end there (Matthew 18:15). If the inappropriate behavior or conduct continues, the process will move to step 2.
2. The violating parent or volunteer will be approached by at least one Leadership Team Members **and** the Director to address the violation again (Matthew 18:16). The date of this meeting and important details should be documented by the Director. If the parent or volunteer continues with inappropriate behavior or conduct, the process will move to step 3.
3. The Leadership Team will meet with at least one Pastor Leadership Member to go over documentation. Council from the Pastor Leadership Member needs to be considered. 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 in the presence of the Pastor Leadership Member to determine if this family is going to be dismissed from the co-op. If the violating member attended this meeting, they will be required to leave the room when the vote is taking place.
 - a. If the outcome of the vote is to dismiss the family from co-op, the director and at least one other Leadership Team Member must meet with the parent or volunteer to inform them of this decision.
 - b. If the outcome of the vote is to retain the family, the meeting is to be documented by the Director.
 - c. The Leadership Team should then lay out a plan for how to move forward. The director and at least one other Leadership Team Member must meet with the parent or volunteer to inform them of this decision and the plan to move forward. If it was voted to retain the member family, but this plan is not followed, 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 Director, an interim Director should be selected among the Leadership Team until it is decided who the Director will be.

Students

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

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

1. The student is warned by the teacher or helper that their behavior is inappropriate. If the warning is properly responded to, the matter ends there.
2. If the student continues with disruptive, disobedient, or disrespectful behavior, the teacher or helper is to alert a member of Leadership. If possible, at least two Leadership Team Members should address the student at this time, firmly, but lovingly. If only one Leadership Team Member is available, he or she can

address the student in the presence of the teacher or helper from the student's class. The Leadership Team Members will inform parents that this step was reached as soon as possible, but if the student corrects this behavior, the matter ends there.

3. If the student persists in the problem behaviors, the teacher or helper should take the student to their parent for discipline. If possible, the Leadership Team Members who addressed the student should be present when explaining what happened. If the parent is teaching, a Leadership Team Member will help with running his or her class until the matter is resolved.

Parents are **required** to encourage their child(ren) to maintain the Code of Conduct, either by giving them positive reinforcement when they have good behavior or discipline when they do not. If the student's conduct continues to be inappropriate, and these steps must be taken regularly, the same steps outlined for code of conduct violations for parents and volunteers will be taken.

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 affects 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.

CONFLICT RESOLUTION

If a problem arises involving another member of the co-op, please go directly to that person and discuss the matter with them. This policy is in effect for all Parents, Volunteers, and Leadership Team Members. If the two of you are unable to resolve the matter, then involve one of the members of the Leadership Team to help work through the situation. If the matter cannot be resolved by the mediation of this Leadership Team Member, it is likely due to a Code of Conduct violation by one or both parties. If that is the case, the steps listed under Code of Conduct Violations should be initiated. Conflict Resolution must be driven by policy and a desire to follow Biblical Principles – NOT DRIVEN BY EMOTIONS.

LUNCH & RECESS

- Parents and students will be required to eat in the designated location
- Each family will be required to clean up after themselves
- If a microwave is available for use, families are expected to:
 - Wipe it down after use
 - Only use it for a minimum 2 minutes (the amount of time it takes to heat up refrigerated leftovers)
 - Do not bring frozen meals that require more than 2 minutes of cooking time – this will keep other families from using the microwave and being able to eat in a timely manner
- There will be assigned helpers to wipe down tables clean the floors immediately after lunch
- If there is an outside space for recess, there will be assigned 2 recess monitors. This may be done on some sort of rotation system or voluntary basis if a parent is interested in this being their designated job for the semester.
- During recess children must always stay in locations visible to the recess monitors
- If there is no designated outside space than the parents will be responsible for helping keep an eye on their children during recess time
- The recess monitors' job will be to ensure the safety of the children. Use common sense on what is permitted or not.
- 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.
- If there are conveniences for us to use (refrigerator, microwave, oven, etc), please be sure to keep those clean.
- 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

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negatively affect the entire group. For this reason, the following attendance policy has been put into place:

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

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

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.

SICKNESS

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

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

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

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

DRESS CODE

All co-op participants regardless of age must be dressed modestly and appropriately while attending the co-op. If you are unsure if something is appropriate, it is probably wise to choose another item of clothing.

- Abdomens and backs must be covered.
- Underwear should not be exposed.
- Shorts and skirts must be at least fingertip length when hands are at the sides.
- Clothing must not have inappropriate slogans or illustrations.
- Girls that wish to wear dresses should wear shorts under their dresses if engaged in physical activities like a

phys-ed class.

- Shoes must always be worn (unless doing a special class activity). Flip flops, sandals, and open toed shoes are fine, but if the student is participating in a phys-ed or sport class, tennis shoes should be worn for that class.

NURSERY

Nursery care will be provided for children about ages 6 months to 2 years old. For infants to be in nursery, they need to be able to sit up in a walker or exersaucer or be sturdy when they are placed on the floor to play.

- Infants who are less than 6 months old should stay with their mother or other trusted adult in the Mom's Room or Area while their mother is busy as a teacher, helper, or some other tasks.
- Children can be dropped off in the nursery after prayer and announcement time. Please make sure the nursery helpers are there before you leave.
- Children who are ill (fever, colored drainage, vomiting, croupy cough, etc.) cannot be brought into the nursery.
- Parents who would prefer to stay with their young children may stay with them in the nursery when it is not their hour to teach, help, or perform any other duty. Other than infants ages 0-6 months, children will not be permitted in the Mom's Room or Area to avoid that becoming a second nursery.
- We understand not everyone likes to put their babies/toddlers in nursery. If you feel your child will do best with you all day that is fine. However, if your child is overly distracting you may be asked to put them in the nursery. We don't want to take away from the students' learning. However, 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 Room or Area. 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).

SECURITY

Please be aware that the building is always locked for our safety and the safety of church staff and members present in the building. Members of the co-op are not to let anyone in the doors. Please communicate this to your children as well. Only designated hall monitors (typically the Leadership Team) or greeters will be opening the door for members of our co-op to enter.

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

There are security cameras placed all over the building that are monitored by staff at Freedom Hill Community Church.

Freedom Hill Community Church is a gun free zone.

ADDITIONAL SAFETY POLICIES

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

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

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

CLEANING AND 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 Freedom Hill Community Church by showing them the utmost respect for their facility and the property in it.

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

- **After Lunch/Recess Time**

- All families are expected to clean up after themselves after lunch. Please wipe your table down (and chairs if they need it), throw away your trash, and pick up anything that may have fallen on the floor. Please clean up spills immediately. If tables/chairs need to be moved, all families can pitch in to do this about 5-10 minutes before our third period class is to begin. Many hands make light work!

- **After classes**

- Teachers and helpers are to pick up their room when their class is over – everything should be returned to the state it was in when you first came into the class.
 - First hour and Second hour teachers: If your lesson was particularly messy that day, please make sure the tables are wiped down and medium to large debris is picked up off the floor. Chairs should be put back to where they were when you got there. **Students should help you with this duty.**
 - Third hour teachers: Please empty your trash, tie the bag, and set it outside your classroom. Replace the trash liner. Put the chairs and any other furniture back where it belongs. Wipe down your tables (and chairs only if needed). **Students should help with this duty.**
 - Nursery and PreK/K teacher/helpers: Please wipe down (or spray) the toys before putting them away. Empty your trash, tie the bag, and set it outside your classroom. Replace the trash liner. Sanitize other surfaces that need it (i.e. changing table).

- **After Co-op:**

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

PERSONAL PROPERTY

Families are responsible for their own personal belongings. Anything that is left behind will go to a designated location. If

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lost items are not retrieved by the last day of the semester, they will either be donated or thrown out.

ORIENTATION

To become a new member of the H.O.P.E. Christian Homeschooling Co-op, a parent (preferably both when possible) will be required to attend a new member orientation, either in person or virtually if available. Each new member will also be contacted by leadership to discuss any questions the member may have and by way of introduction.

Existing members will also be required to either attend an orientation meeting or watch an orientation video to renew 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. If an in-person meeting is conducted for orientation, it will happen before registration opens.

FIELD TRIPS AND EXTRA EVENTS

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

A member parent (or person acting as parent during regular co-op times) MUST attend field trips and events that their child(ren) attend so that each parent is responsible for their own child(ren). Children cannot attend with other adults, even if that adult is also a member of our co-op.

For a field trip to be co-op-planned (which means planned, organized, and advertised as a co-op field trip or event), at least one leadership member must attend for a group up to 20 people. For 20 or more, at least two leadership members must attend. Any admission fees for field trips must be pre-paid by the posted due date and are non-refundable.

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

POLICY OR HANDBOOK CHANGES

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

COMMUNICATION

Our main means of communication is our website and our Facebook group (H.O.P.E. Christian Homeschool Co-op). Members are welcome to post announcements, questions, and encouragement on the group page. This is a private group, so please do not share information from that group to anyone not in the co-op. [Please check the website or group regularly for co-op communication.](#) Anyone who is not on Facebook will still be able to see updates on our website. A member directory will be made available on our website at the beginning of the school year to make contact between

families easier. Please do not give out contact information for any co-op member unless that member has given you permission to do so.

HOMEWORK

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

CHILD, MEMBER, AND VOLUNTEER SAFETY POLICY

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

GENERAL POLICIES

- Any adult participating in the co-op shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect
- The windows of classroom doors shall remain uncovered to allow a clear view of classroom activities.
- When possible, children are to be encouraged to take care of their own bathroom needs. If assistance is required, another adult who is a member of the co-op should be present.
- All children shall only leave the building with parents, guardians, or the person that the parents have made responsible for their children during co-op.
- Corporal punishment (spanking) of a child that is not your own is strictly prohibited. If a child's behavior is inappropriate and they have not heeded a warning, they are to be taken to their parent for discipline.
- Avoid promises of confidentiality to any child or teen that is not your own. Not only could you have to break this promise if you learn of an abusive situation, but it could also give the appearance of an inappropriate relationship if an adult is sharing secrets with a child or teen that is not their parent.

RESPECTING SPACE

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

TWO ADULT POLICY

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

POST-IT NOTE POLICY

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

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

REPORTING SUSPECTED ABUSE OR NEGLECT

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

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

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

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

RELEASE OF LIABILITY

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

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

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

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

I understand that, while every effort will be made to lessen the risk of spread of communicable diseases/illnesses, the H.O.P.E. Christian Homeschool Organization, Freedom Hill Community Church, 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

1. BYLAWS (FOR TAX-EXEMPT STATUS)

Article 1 – Name, Mission, Purpose, Location

Section 1 – The name of this organization shall be H.O.P.E. Christian Homeschool Organization.

Section 2 – The mission of the H.O.P.E. Christian Homeschool Organization is to be a Christian homeschool cooperative that meets the enrichment needs of families living in Stow, Cuyahoga Falls, Munroe Falls, and surrounding areas. We want to not only enrich the families' lives educationally, but also spiritually. We want this to be a fun and safe environment for families to grow together and support each other in the homeschool community.

Section 3 – The H.O.P.E. Christian Homeschool Organization is organized exclusively for educational, charitable, and religious purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

Section 4 – The registered office location of the H.O.P.E. Christian Homeschool Organization shall be 260 Long Road, Macedonia, OH 44056. The organization may have any number of offices at such places as the Board may determine.

Article 2 – Membership

Section 1 – The organization will have voting members.

Section 2 – Qualification for voting membership include:

- Sign up their family on our [website](#).
- Attend (or watch the video for) a first year Orientation (if it is the member's first year) or the yearly Orientation set up for current members.
- Pay their membership dues and class fees.
 - Membership dues are required to be paid before the registration period is over.
 - Any class fees for specific classes are due by the first class for which the fees are due.
- Acknowledge that they agree, understand, and will submit to all the following when registering on our website:
 - Statement of Faith
 - This Handbook
 - Liability and Consent Waiver
- Able to pass a background check (to check for violent crimes and sex offender search)
- 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

Section 3 – Members of the organization shall have the right to one vote on matters regarding election of board members (i.e. Leadership Team) that have been nominated by the current board.

Article 3 – Meetings

Section 1 – The date of the regular annual meeting shall be determined by the Board of Directors who will also set the time and place.

Section 2 – Regular meetings of the Board may be held at such place and time as shall be designated by the standing resolution of the Board.

Section 3 – Special meetings may be called by any board member.

Section 4 – Voting members have a right to inquire about the nature of board meetings. However, any confidential information discussed (i.e. code of conduct issues with individual members) will not be released to other members.

Article 4 – Board of Directors

Section 1 – The business of the organization shall be managed by a Board of Directors comprised of at least three Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations to the appropriate committees. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2 – The Board shall meet at least 2 times per year at an agreed upon time and location. Board members shall not miss more than 1 meeting(s) per year.

Section 3 – All Board members shall serve for 2-year terms and can be eligible for re-election indefinitely.

Section 4 – Any Director may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 5 – Any Director may resign at any time by giving notice to the organization.

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Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Article 5 – Officers

Section 1 – The officers of the organization shall be President, Vice President, Secretary, and Treasurer. The Board of Directors shall appoint each of these officers. The Board may also appoint other officers it deems necessary.

Section 2 – The Board of Directors shall appoint officers for a term established by the Board.

Section 3 – Any officer may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 4 – Officers of the Board will not be compensated via salary or other benefits for their service as an officer of the Board.

Section 5 – President

The President shall convene regularly scheduled Board meetings and shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

Section 6 – Vice President

The Vice President will chair committees on special subjects as designated by the board. In addition, the Vice President will facilitate meetings in the absence of the Board President.

Section 7 – Secretary

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

Section 8 – Treasurer

The Treasurer shall make a report at each Board meeting. The treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, and make financial information available to Board members and the public. The Treasurer is not a voting Board member.

Article 6 – Committees

Section 1 – The Board may create committees as needed, such as fund raising, public relations, and program committees. The Director shall appoint all committee chairs.

Section 2 – No committee shall have any power to: fill vacancies on the Board, adopt amend or repeal the by-laws, amend, or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board to another committee of the Board.

Section 3– Finance Committee

The Treasurer shall be the chair of the Finance Committee. The Finance Committee shall be composed of at least 1 but no more than 2 Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, overseeing the annual audit, and reviewing and explaining the annual budget to the full Board. The budget is approved by the vote of the full Board. Financial reports and updates shall be provided by the Finance Committee to the board annually.

Article 7 - Indemnification

Section 1 – The organization shall indemnify any agent of the organization including Directors, Officers, Staff, and/or Volunteers who was or is a party or is threatened to be made a party to any proceeding, administrative or investigative, as such a person was or is an authorized representative of the organization. This indemnification against expenses, judgments, fines, and amount paid in settlements actually or reasonably incurred by such a representative of the organization is contingent upon the determination that such person acted in good faith and in a manner he/she believed to be in, or not opposed to, the best interests of the organization. With respect to any criminal proceeding, indemnified persons shall have had no cause to believe that their conduct was unlawful.

Section 2 – To satisfy indemnification obligations the organization may maintain insurance, obtain a letter of credit, act as a self-insurer, create a reserve trust, cash collateral, enter into indemnification agreements, or use any other arrangement whatsoever in such amounts, at such costs, and upon other terms and conditions that the Board shall deem appropriate.

Section 3 – This indemnification shall be made only if the organization shall be advised by its Board of Directors acting (1) by a quorum consisting of directors who are not parties to such action or proceeding upon a finding that, or (2) if a quorum under is not obtainable with due diligence, upon the opinion in writing of legal counsel that, the director or officer has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board of Directors, it may rely as to all questions of law, on the advice of independent legal counsel.

Article 8 – Amendments

Section 1 – These By-laws may be amended when deemed necessary by a $\frac{3}{4}$ majority vote of the Board of Directors. Proposed amendments must be submitted to Board Chair and sent along with regular board meeting notices.

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Additional Provisions.

- a. Upon the dissolution of H.O.P.E. Christian Homeschool Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.
- b. H.O.P.E. Christian Homeschool Organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- c. No substantial part of the activities of H.O.P.E. Christian Homeschool Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Conflict of Interest

Section 1 – Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

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2. 2022-23 CALENDAR AND DAILY SCHEDULE

2022-23 Calendar ***Date is Tentative*

Date(s):	Event:	Description/Notes:
6/01/22	Sign Up Opens for Fall Semester	Sign up begins on our website (\$10 registration fee for the entire school year)
6/27/22	Orientation Video is Released	
**7/12/22	Planning Meeting (Fall) Sign Up Closes for Fall Semester	Location Freedom Hill Community Church, Meeting to Plan Classes Offered for Fall Semester
**7/18/22 – 7/20/22	Pre-Registration	Online – Determine which classes have enough interest to offer and which classes need to be offered more than one class period
**7/25/22	Registration Opens	Online – Registration for Fall Semester
**8/16/22	Registration Closes for Fall Semester	
**08/23/22	Orientation/Trial Run of Co-op	
**8/30/22	First Day of Fall Semester	
**11/15/22	Last Day of Fall Semester	
11/15/22	Sign Up Opens for Spring Semester	Current Members do not need to sign up again – they just need to let us know if they plan to attend in Spring
**1/10/23	Planning Meeting (Spring) Sign Up Closes for Spring Semester	Location TBD, Meeting to Plan Classes Offered for Spring Semester
**1/16/23 – 1/18/23	Pre-Registration	Online – Determine which classes have enough interest to offer and which classes need to be offered more than one class period
**1/23/23	Registration Opens	Online – Registration for Spring Semester
**2/14/22	Valentine Party??	Maybe we could do a Valentine Party if we can find a location?
**2/21/23	Registration Closes for Spring Semester	
**2/28/23	Orientation/Trial Run of Co-op	
**3/7/23	First Day of Spring Semester	
**5/23/23	Last Day of Spring Semester	

2022-23 Daily Schedule

8:45 a.m.	Doors Open
9:00 – 9:15 a.m.	Arrival/Set-up
9:15 – 9:25 a.m.	Announcements
9:30 – 10:25 a.m.	1 st Period
10:30 – 11:25 a.m.	2 nd Period
11:30 – 12:25 p.m.	Lunch/Recess
12:30 – 1:25 p.m.	3 rd Period
1:30 – 2:00 p.m.	Dismissal and Clean Up

