



COMPASS ROSE

MEMBER HANDBOOK

Updated: April 5, 2023

Mission Statement

Compass Rose Co-Op ("CRC") is a community of home-schooling families, providing opportunities for parents to come together and share their talents and resources for the mutual benefit of all participants. We strive to provide a place to cultivate a love of learning and build relationships with each other.

We come together to offer learning opportunities ("Clubs") and social activities ("Connections") to supplement and enrich our children's education and lives.

Leadership Team (The CRC Board)

Overview of Structure

The CRC Board is a group of parents with a common heart to provide leadership and act as the governing body for CRC. They also serve as primary points of contact for emergencies and other concerns.

At this time, the CRC Board is a self-perpetuating leadership team. This means that leaders serve until they step down and the existing team determines the replacement. The fundamental rationale for a self-perpetuating structure is its ability to provide stability and continuity as Compass Rose is a new organization. Existing leadership team members select new team members who they believe are best able to represent CRC's core values and carry out its mission.

A list of the current leadership team is available on the website.

<https://www.homeschool-life.com/NC/compassrosenc/>

Officers and Responsibilities

Members of the board will be designated to perform the following responsibilities:

Administration: General Co-Op business and administrative tasks, including the following responsibilities:

- Plan meetings, prepare agendas, and publish meeting minutes
- Manage Co-Op documents, Google drive, calendar, etc.
- Manage Co-Op website, Facebook, and other social media
- Member relations

Membership: Maintaining Co-Op member records and tasks, including the following responsibilities:

- Maintain membership records, rosters, and forms
- Manage Co-Op email, waitlist, and communications with prospective members
- Coordinate orientation and welcome of new members
- Connect with members to resolve membership issues, i.e. fees unpaid/extension, forms incomplete, updating contact info, keeping records current etc.

Finance: Maintaining Co-Op budget and financial tasks, including the following responsibilities:

- Manage Co-Op bank account, PayPal, and other financial accounts
- Plan and determine Co-Op budget
- Distribute reimbursements, teacher fees, etc.
- Manage payment for Co-Op expenses (i.e. website, facility, etc.)

Club Operations:

- Coordinate and confirm Club calendar and make operating decisions that don't require CRC Board vote
- Provide guidance/direction to teachers and Club helpers
- Manage Club budget
- Manage relationship with Ignite Church

Connections:

- Coordinate and confirm Connections calendar and make operating decisions that don't require CRC Board vote
- Determine event hosts and provide guidance/direction to facilitate events
- Manage Connections budget

Community:

- Coordinate and confirm Co-Op community service events/projects and calendar
- Provide guidance and direction to project/event helpers
- Coordinate and confirm parent engagement and relationship-building activities
- Liaison with other homeschooling groups and organizations to strengthen the local homeschool community
- Organize and maintain scholarship program for families (when applicable)

Membership

Core Values

1. **We are inclusive.** We appreciate that the decision to home-school is a personal choice, and we make this choice for many reasons. Regardless of why we are here, we want to create a community to encourage and support each other. With this in mind, we welcome and respect families from all backgrounds and beliefs.
2. **We are a true cooperative.** We understand that every family will play an important role in the success of this community. Cooperatives grow and thrive when families work together towards a common goal. Every parent and family participates to ensure the success of CRC.
3. **We are a community.** Communities encourage and support each other. We understand that there are unique challenges that we'll face as home-school families, along with the everyday

obstacles we already navigate. We build meaningful relationships and support each other through success, failure, fear, and joy.

Membership Requirements

Application for membership to CRC is open to homeschooling families in Pitt County and surrounding areas that agree to support the mission statement, respect the core values, and adhere to the membership requirements.

While we don't have restrictions on ages, families are recommended to have at least one participating child between the ages of 7-18. The majority of our Club and Connections activities will be planned to accommodate this age group. Younger siblings are often able to "tag-along" during Club Day and some Connection activities.

Application and Admission

Applications are accepted for CRC when membership opportunities are available. This typically coincides with the beginning of the CRC year, but will be clearly stated on our website.

New families who wish to be considered for membership must complete the CRC application and membership agreement.

There will be an early renewal period for returning members in which they have priority to renew their membership to CRC. This will be communicated to existing members before the renewal period begins. Renewing families will be expected to update their family profile at each renewal period.

There will be periods of time that CRC will be closed to new members. During this time, families can submit an interest form to be included in our Waitlist. They will be contacted when additional membership opportunities arise.

Fees and Costs

CRC collects an annual fee per family. This fee covers membership into CRC and provides access to our Co-Op Community, Clubs, and Connections.

This fee will be used to cover Club facility donations, Connections expenses, and other operating supplies and expenses. CRC fees are not used as payment to any leaders or teachers; these are all volunteer positions.

Additional Fees:

- **Activity Fees:** We will strive to plan Connection events at no additional fee for our Co-Op community as much as possible. There may be instances where an additional fee is necessary. Any Connection events that require an additional fee will be posted.
- **Supply Fees:** CRC will announce supply fees and due dates when Club schedules are posted. While supply fees will vary, we strive to keep costs minimal to ensure all families can participate if they wish. This is meant only to cover expenses to provide materials needed to complete projects/assignments as part of Club Day.

Unless otherwise noted, all fees are non-refundable once paid. Fees will be invoiced through the CRC website unless otherwise noted. If you need to make arrangements to pay with another method, please

contact the CRC Board. You will receive additional communication once admission is approved to complete your payment.

Continued membership is contingent upon being up-to-date on all fees.

Scholarships

Scholarships may be available to assist families in need. Contact a CRC Board member to inquire.

General Co-Op Information

Co-Op Structure

CRC is structured into three areas of focus: Clubs, Connections, and Community. Each is an equally important part of our vision.

1. **Clubs:** Our Clubs are opportunities for students to build a love of learning. Our goal is to provide a variety of engaging and educational options, based on the needs and interests of our group. Participation in Club Day is optional. If you choose to participate, you will be expected to commit for the semester.
2. **Connections:** Our Connections are social events and activities where students and families build friendships and have fun with each other.
3. **Community:** Community is at the heart of who we are. We strive to support each other, and we create an environment where we can share the ups and downs of this journey without fear of judgment. We also recognize that we have the opportunity to strengthen the community around us, while building character in our families.

CRC is a truly cooperative effort, and it is important to consider this commitment when applying. Our Clubs and Connections (unless specified) are not drop-off programs, and parents are expected to remain onsite and participate during Clubs and Connections activities.

Family Participation Requirements

Be respectful. We are kind and courteous to each other, and will not allow hate, bullying, shaming, or otherwise creating an environment that doesn't inspire a sense of belonging and support for all of our members.

Be active. As a true cooperative, families are required to be active and attend Club Days (if you choose to participate) and Connections. We understand that each family cannot attend all events. You will be expected to honor your commitments, and communicate to the appropriate contact when you have a need to be absent. Families also may be asked to support CRC in volunteer committees or to assist with planning Connections and other events as needed.

Be responsible. Parents are responsible for their children's behavior. They should review and reinforce expectations for good conduct. As this is a collaborative effort, Club Days and Connections will not be drop-off. Any exceptions will be communicated, and should not be assumed.

Share the work. Our desire is to not have anyone be overburdened by the role(s) they perform in CRC. Parents will be required to support Club Days (if you choose to participate) and Connections by

assignment. We will accommodate preferences as much as possible, and assignments will be discussed at the beginning of each semester to allow for planning.

Communications and Media

CRC's website can be found at <https://www.homeschool-life.com/NC/compassrosenc/>. Each family will be required to complete a profile on the website. It is solely for the use of active members. The website is used as our system of record for family membership and enrollment, fee collections, and Club registrations.

CRC also maintains a members-only Facebook group. This is our primary means of communicating Co-Op news and gathering RSVP for Connections activities. It is also a space for parents to connect with each other on topics that are important to you and your home-school. Parents are expected to agree to Facebook group rules once invited.

Co-Op Membership Year

Our Co-Op year runs from July- June and memberships to CRC are renewed annually to coincide with this time.

Connections

Each semester, we will plan a variety of activities for students, families, and parents to build lasting friendships and continue to cultivate a love of learning. We expect members to be active to give us the best chance to get to know and support each other. These activities will include:

- Family Events: We will coordinate 2-3 events per semester, including a Co-Op Kickoff event at the beginning of the Co-op year. Events are intended to be relaxed activities for the whole family that focus on getting to know each other and having fun.
- Field Trips: We will coordinate 2-3 field trips per semester. We will offer a variety of field trips within the local area, as well as trips within a reasonable driving distance. Recommended age groups will be posted for each trip.
- Teen/Tween Nights: We will coordinate 2-3 events per semester for each age group focused on social connection. These may include facilitated activities or social hang-outs, and will include a variety of activities based on interests.
- Mom's Night Out: We will coordinate 2-3 events per semester for moms to relax, unwind, and get to know each other in a no-pressure environment.

Community

Families and students will participate in Co-Op sponsored service activities as planned. We aim to plan a minimum of one service project per semester to support and give back to our community.

Dress Code

Compass Rose does not intend to monitor dress or restrict expression. However, we do ask that students and adults present themselves in a way that is appropriate for the location and event. We also ask that students and parents refrain from dress that may be offensive or unkind to others.

Electronic Devices

It is important to create an atmosphere where our families can learn and engage with each other meaningfully. While electronic devices are allowed, we encourage families to limit use during Club and

Connection activities. Students will be asked to put away or not bring electronic devices if it becomes a disruption.

Behavior

Children are expected to behave in a kind and respectful manner to each other and to follow the guidance and direction of teachers and/or hosts. Physically or verbally aggressive or disrespectful behavior toward adults or other children in the group or willful property damage will not be tolerated, and may cause a child to be removed from CRC.

In addition, innocent situations are sometimes misunderstood. We wish to avoid even the appearance of inappropriate behavior or physical contact. With this in mind, both youth and adult physical contact should be limited, and only in the presence of another adult. Appropriate physical contact includes handshakes, high fives, fist bumps, brief hugs, or a brief touch on the shoulder. Teachers should not cover or obscure the classroom door or windows, nor meet privately with any student. No public display of affection is permitted between unrelated individuals.

Parents are encouraged to model appropriate behavior and act as a guide for our children. As such, similar behavior above from parents may result in your family being removed from CRC.

Conflict Resolution

Compass Rose Co-Op promotes an environment of connection and inclusivity. With so many different personalities, conflicts and misunderstandings may arise. Many times, this is due to poor communication or differences in expectations.

Please help us to deal with these inevitable conflicts in a proactive way. Parents are responsible for their children's actions and behaviors. If a conflict arises, parents should try to resolve the concerns on their own. If a resolution cannot be met, please contact a Member Relations contact for assistance.

If an issue is severe, please contact a Member Relations contact immediately.

Club Day Information

Our Club Day typically runs on a semester schedule yearly: Fall (Aug-Nov) and Spring (Jan-May). We meet weekly on Tuesdays, and schedules may vary based on member interest and needs. Semester schedules will be provided to members via our website or private Facebook group.

Club Days will be held on-campus at Ignite Church:
4150 Bayswater Rd
Winterville, NC 28590

Facility Usage and Safety

Ignite Church has graciously permitted use of their facility, and we are appreciative of their excitement to support the homeschool community. While CRC is not affiliated with Ignite (and there is no obligation for members to attend), we are committed to being responsible and respectful to their facilities while on-campus.

In addition to respecting our space, the safety of our parents and students is of the utmost importance. We are committed to the following procedures:

- Parents are responsible for their children's safety and well-being. Children on campus must be supervised by a parent or guardian, and cannot be in unauthorized areas without supervision. If a parent is not available, it is their responsibility to designate a guardian and ensure CRC Board is aware of this decision.
- All trash will be cleaned up, and all tables/furniture returned to their original configurations at the end of each Club Day.
- Keep noise in the hallways or common areas to a minimum. Do not congregate in the hallways, and do not allow students to wander the halls during class time.
- Exterior doors should be kept closed at all times and should not be propped open.
- Food should not be brought to class unless directed by the Teacher. Students may bring water to class in a closed container.
- A parent should plan to be present at all CRC activities if there is a concern for a child's health, safety, or well-being.

Parent Commitment/Service Requirements

Parents are required to stay on-campus during Club Day, and will have assignments to ensure the day runs smoothly. Parents can expect to assist during Club Day as assigned with tasks such as assisting teachers, setting up classrooms, greeting students/parents, monitoring halls, acting as a runner for supplies or important messages, and clean-up.

Parents will have designated assignments for each semester based on Club Day needs. We will strive to accommodate preferences as much as possible. There will be opportunity for parents to relax and connect with each other when not assigned to tasks

In addition, we expect parents to be responsible for the behavior and direction of their family.

Special Needs

CRC defines "special needs" as any difficulty (such as a physical, emotional, behavioral, or learning disability or impairment) that causes an individual to require additional considerations or specialized accommodations.

CRC respects the unique needs and diversity of our community. With that in mind, CRC leaders and teachers are volunteer parents, and are not trained professionals. It is your responsibility as a parent to determine if the Co-Op environment and expectations are a fit for your child. We expect you to connect with your child's teacher regularly to discuss any concerns, and also to share feedback that they may use to help your child adapt and be successful.

Lunch

During Club Day, we will dedicate time for lunch and social activities for students. Lunch is not provided by CRC and will need to be brought from home.

All CRC families should be aware that there may be individuals in our group with severe and/or life-threatening food sensitivities. It is ultimately the responsibility of the parent to monitor their child's food intake/access to ensure their safety and well-being. CRC will also implement the following procedures to limit any unnecessary exposure for children with allergies:

- Parents should discuss allergy considerations with teachers to ensure snacks and/or food rewards are appropriate.
- Food should not be brought into class without direction from a teacher.
- During lunch or snack times, children eat in designated areas, and should not wander around the facility with food.
- Microwaves will not be available to be used, please plan your lunch accordingly.
- Effort should be made to clean hands and tables after eating.
- Teachers and assistants will immediately get the child's parent at any sign of physical distress or sickness.

Tag-Along Classroom

There may be times when we do not have a Club Day offering for all age groups. We may then have a need for parents to assist with supervision of siblings in our Tag-Along classroom so that families can attend Club Day. This may include story times, games, or simply monitoring social activities.

Club Day Registration

When registering for Clubs, please pay close attention to the teacher's expectations and requirements as outlined in the description. We encourage you to connect with the teacher before registering to determine if a particular Club will be a good fit for your child.

Attendance Policy

CRC operates as a cooperative, which requires the participation of each family enrolled. Attendance is important in effectiveness and creating an environment for students to feel connected. Please avoid scheduling non-emergency appointments on Club days if you are participating.

We prefer that your family stay involved for the entire semester, but if you know you will be absent or unable to participate, please let us know as soon as possible.

Absence Procedures

If you or your children will be absent, tardy, or will miss a class, notify the designated Club Day contact as soon as possible and no later than 24 hours before Club Day.

If you regularly teach or assist with teaching during Club Day, you must notify the designated Club Day as soon as possible and no later than 24 hours before Club Day. When notifying, please include:

- The reason you can't attend
- Any Clubs in which you teach or assist, and their times
- Who you have coordinated with as a back-up and/or provided lesson plans in your absence

As a general rule, teachers are responsible for coordinating a back-up and providing lesson instructions or an alternate lesson plan if you need to be absent.

Sick Procedure

Health and safety of our members is our top priority. If a parent or child is sick, we ask that they not attend Club Day and follow the absence procedures above. As a general rule, they should not return until they have been free from vomiting, diarrhea, and/or fever for 24 hours without medication.

Inclement Weather

CRC may cancel classes due to inclement weather. Our private Facebook member group will be the primary source for these notifications. When inclement weather is expected, CRC Board members will make cancellation decisions as well in advance as possible, and no later than 8:00am on Club Days or for scheduled Connection activities. As a general rule, we will follow the closure schedule for Pitt County Schools.

Emergency Procedures

In the event of an emergency, please contact a CRC Board member. CRC Board members will provide direction in the event of an emergency or evacuation.