

HAP CO-OP POLICIES AND PROCEDURES

The mission of the Homeschool Association of Palestine Co-op is to provide affordable, quality, fun-filled academic classes to Christian homeschool families in the Palestine, Texas community and surrounding areas. Co-op classes consist of bi-weekly morning enrichment classes for K-12th grade . Students are taught by HAP parents and occasionally others brought in for specific classes. Each semester is 8 classes long and consists of 3 – 55 minute classes and a 1.5 hour class every other week (approximately). Enrollment is limited due to space and teacher availability. Some classes require additional fees based on cost of supplies.

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I. Participation Requirements

- A. Family must be members in good standing with the HAP Homeschool Group.
- B. Family must have at least one student actively homeschooling in grades K-12th grade (Kinder is at least 5 years old by September 30th and doing Kinder curriculum).
- C. Registered Volunteers: All parents and teachers are required to fill out a waiver form in order to work with children which must be submitted prior to being considered to participate in the co-op. Background checks for sexual offenses will be performed on all HAP Volunteers. Anyone listed on the public Registry of Sex Offenders is prohibited from attending any HAP event.
- D. Parents or responsible party must remain on the church campus while their children are participating in co-op classes.
- E. All parents will either teach/co-teach at least one hour and assist one or two additional hours depending on the needs of the co-op. Failure to fulfill assigned duties will remove your family from good standing in the co-op.
 - 1. Parents may teach more than one class if they desire and room is available.

2. New families (first year only) are not permitted to teach but will be assigned to assist at least 2 hours.
 3. If circumstances prevent you from teaching at least one hour, you will be required to assist at least two hours. During your unassigned hour, you are considered a floater and may be called to assist in classes, or with other duties.
 4. There are several positions that are necessary to the smooth function of the co-op which can count as one hour of teaching. These currently include: Teacher, Class Assistant, Hall Monitor.
 5. Parents of preschoolers, please see the special instructions in the Preschool Guidelines.
 6. Exceptions to these policies will be made on a case by case consideration by the HAP Co-op Director &/or the HAP Board.
- F. Participation in the co-op is dependent upon class availability for each child. Families are not required to attend the entire co-op day, but there must be room for each student in the family each hour of attendance in order for the family to register for co-op.
- G. All families will be assigned cleaning duties on a rotating schedule within the co-op year. See Section XIII. End-of-Day Cleaning Expectations & Points of Interest. Assigned family must find a substitute if unable to accomplish cleaning duty.

II. Registration Procedures

- A. Registration for co-op will take place online.
1. All registration is first entered, first added during designated time frames.
 2. There will be three separate groups for registration. They will have the opportunity to pre-register in this order:
 - a) Teachers, Coordinators & Directors (those who have year-long commitments to the entire HAP group)
 - b) Returning co-op members in good standing.
 - c) All other members.
 3. Details of how registration will occur will be sent out via email.
- B. All students must be enrolled in a class for each hour a family is in attendance.
- C. Parents are responsible for informing teachers and anyone responsible for their child of environmental and/or food allergies.
- D. Parents of children with behavioral or developmental differences are required to communicate with a HAP Board member about the type of support their child might need to have a successful co-op experience.
- E. Registration will be considered complete once all paperwork and co-op fees have been paid. All paperwork and co-op fees will need to be turned in/paid by the given deadline. Failure to return paperwork/fees by the deadline will result in at

least a \$10 late fee and could lead to your family not being able to participate in co-op.

- F. During the co-op orientation meeting all families will receive assigned co-op responsibilities.

III. Refund Policy

- A. Co-op class fees will be refunded to the participant only when the Co-op Director is contacted before the last payment is due.
- B. Teachers are expected to purchase books and supplies prior to the beginning of co-op in order to be prepared for class including some bulk items for use by the entire class. Some supplies may be given to the participant in lieu of a refund depending on feasibility.
- C. Withdrawing from co-op classes does not impact Membership in HAP. Members in good standing may continue to participate in other HAP activities.

IV. Co-op General Info

- A. The hours of Co-op are 8:40am to 12:00pm, with an optional last class ending at 2:30pm. Set up starts at 8:30am and clean up usually goes until 12:30 for early classes and 2:45pm for the optional classes.
- B. All parents and children are required to arrive by 8:40am for check-in. Check-in will be available beginning at 8:30am.
- C. Mandatory Assembly time will start promptly at 8:45am for prayer and announcements. Anyone arriving after this time is considered tardy. Tardiness causes hardship for the 1st hr teachers and students, so please arrive on time! Consistent tardiness will remove your family from good standing in the co-op.
- D. There will be a designated waiting area for all students in K-12th grade before and after co-op classes. After checking and after being dismissed from 3rd hour classes, all students need to go to the waiting area and wait. There should not be any students wandering the hallways or outside.
- E. For the safety of our students, there is a “two-deep policy” where a minimum of two Registered Volunteers (see I.C Participation Requirements) must be present with students at all times.
- F. Co-op classes are each 55 minutes long with a five minute break for using the restroom and getting to the next class.
- G. Substitutes for teachers will be taken from assistants in that class. Substitutes for assistants and hall monitors will be taken from the substitute list for that hour. (It is the responsibility of any unassigned sub to check in with the Co-op Director/Assistants upon arrival at co-op to see what spots may need to be filled.)
- H. Substitutes should be pre-arranged by the absent parent. In case of emergencies, substitutes will be placed in the classes by the Co-op Director/Assistants. See Section XIV. Cover Your Assignment (CYA) Policy.
- I. The Director must know where the parents are at all times in the event that an emergency arises with their students.

V. Co-op Attendance

- A. Families may NOT miss more than 2 co-op days in a semester. Excessive absences will remove your family from good standing in the co-op.
- B. Special hardships that will require more than 2 planned absences should be submitted in writing to the Co-op Director before co-op commitment is made. The Co-op Director will then take it to the HAP Board for review prior to the beginning of the co-op semester.
- C. In the event of an emergency, call the Co-op Director or assistants
- D. A parent or legal guardian is required to be on site for all children at all times. HAP classes are NOT drop-off events. In the event that a parent is unable to attend co-op with their students due to emergency or illness, the parent may designate another co-op parent to be responsible for their children (for that day only). The student must bring a note with them to check-in signed by the parent designating who is responsible for the children while at co-op and with emergency contact numbers for the parent. It is still your responsibility to inform the teacher and find a family to take your assigned responsibilities for the day.

VI. Discipline Policy

- A. Students must obey all teachers during co-op activities and abide by the HAP Student Code of Conduct.
- B. A three-step discipline policy will be followed at co-op for most discipline problems.
 - 1. A first offense will warrant a verbal warning from the teacher or adult in charge.
 - 2. A second offense will mean separation from the ongoing activity.
 - 3. A third offense in one day will mean that the director will be notified and will escort the student to their parent where they will remain until the end of co-op.
- C. All offenses need to be documented by the teacher/adult in charge on the HAP Incident Form. The form must be turned into the Co-op Director at the end of the day in which the offense occurred.
- D. Incidents occurring repeatedly on different days may result in a more detailed review of the situation and/or loss of co-op privileges removal of a student from the class. Ongoing discipline problems may result in loss of good standing.
- E. If a child is dropped from a class, no refunds will be given.

VII. K-2nd Guidelines

- A. The HAP co-op offers structured K-2nd classes for children ages 5 years to 8 years by September 30 of the same co-op year.
- B. To qualify for Kindergarten classes, the child must be five years old on or before September 30th of the same co-op year AND be working on a Kindergarten level curriculum.

VIII. Preschool Children Guidelines

- A. Parents of preschoolers are required to serve at least one hour in their class.

- B. Parents of preschoolers need to make sure they bring supplies for their children when they come (bottle/sippy cup, all diaper changing supplies, changing pad of some sort, etc.). We are blessed to use the church facilities, but are not authorized to use the church's supplies.

IX. Non-Parent Teacher Guidelines

- A. There are instances where non-parent teachers will be allowed to assist or teach at the HAP Co-op. Space availability and need for classes will affect whether a non-parent assistant or teacher will be accepted to help for the semester. Priority in selecting classes/teachers will be given to parents who are required to fulfill their co-op requirements.
- B. Non-parent teachers would include high school students, alumni adults and other adults that are not parents of the children participating.
- C. Non-parent assistants & teachers will be expected to understand and follow all the HAP Policies and Procedures.
- D. High Schoolers may take on the responsibility of teaching or assisting in a class.
 - 1. Student Teachers must have attended co-op classes previously.
 - 2. They may submit a class proposal form to the Co-op Director and will be notified if the class idea or assisting position will work for the semester.
 - 3. They will be limited to one class and must have an adult assistant who is their parent or an adult who knows them well and is willing to take responsibility for the Student Teacher and class.
 - 4. Candidates will be required to assist in middle school or elementary grade levels prior to teaching. This requirement is in place to aid in the transition between peer to teacher/assistant role.
 - 5. When not assisting, Student Teachers must be in class.
 - 6. Classes will be monitored periodically by the Co-op director and/or Board members to ensure co-op guidelines are being met.
- E. Other non-parent adults may teach a class. This can include adults from outside the group membership wanting to offer a specific class as well as young adults who have graduated from high school and are former members of HAP (alumni).
 - 1. They must fill out and return the HAP Screening Forms for review.
 - 2. They may submit a class proposal form to the Co-op Director and will be notified if the class idea or assisting position will work for the semester.
 - 3. Classes will be monitored periodically by the Co-op director and/or Board members to ensure co-op guidelines are being met.
 - 4. They will be required to be in a class at all times either assisting or teaching.
 - 5. When the non-parent teacher is not teaching, then they will need to leave the campus as soon as their class is over and/or arrive in time for the class then leave afterwards.

- F. All non-parent assistants or teachers must take their responsibility at the HAP co-op seriously and display the level of leadership that is necessary in assisting or leading a class.

X. Teacher/Co-Teacher Expectations & Points of Interest

- A. Parents show their willingness to teach classes by submitting the Co-op Teacher's Proposal form by the due date.
- B. Teachers should be familiar with the HAP Policies and Procedures.
- C. The fees collected for classes are spent on class materials and supplies for the HAP Co-op. Teachers are not paid for their time.
- D. HAP does not reimburse teachers who go over budget. Parents may be asked by the teacher to contribute extra if the teacher would like to do more than originally planned. No student may be excluded from an in-class activity if the parent chooses not to contribute extra. Field trips and activities that are required must be covered by the class fee. Optional field trips or activities will be clearly noted as to whether or not they are included in the class fee, at the time they are offered.
- E. Teachers should keep receipts for their record, and are required to turn them in to the HAP board before class fees are reimbursed. Parents are free to ask teachers how the class fee was spent. In the case of suspected blatant misuse of funds, contact the HAP board for further investigation.
 - 1. Plan, prepare, purchase supplies, etc for the class you are teaching. If you are co-teaching, you will divide these duties between both of you.
 - 2. If you choose to make your own copies for your class, you will need to budget it into your class fee at \$.10 per copy
- F. Teachers will take roll at the beginning of class each day. Notify the Co-op Director immediately if a student is not in class for an unknown reason (if you know they are out sick that is okay).
- G. Teachers will ensure their room is clean and tables are in their original position before leaving the classroom. Wipes will be provided for cleaning up tables as needed.
- H. Communication is key to running a smooth class. Teachers will communicate any needs, questions or concerns to the Co-op Director or relevant committee member.

XI. Assistant/Helper Expectations & Points of Interest

- A. Be familiar with the HAP Policies and Procedures.
- B. Be ready to assist the teachers in whatever activities they are doing on a given day and help with classroom management.
- C. Plan to help with the children as the teacher is teaching—help direct children's attention, explain things, help with projects, etc.
- D. Expect to be asked to substitute teach in the event of the class teacher's absence.

XII. Hall Monitor Expectations & Points of Interest

- A. All members are eligible to be monitors.
- B. Monitors are responsible for ensuring all students are supervised and in class.

- C. In addition to keeping children safe, Monitors are responsible for enforcing HAP guidelines and policies and reporting all accidents, injuries, illnesses and discipline problems to the parent of the child.

XIII. End-of-Day Cleaning Expectations & Points of Interest

- A. All members will be responsible for helping clean the facilities at the end of co-op.
- B. At the beginning of each year, families will sign up for their week(s) of choice or be assigned a cleaning duty. For that week, the family will be responsible for one of the following:
 - 1. Vacuum hallways & straighten up bathroom.
 - 2. Vacuum foyer & straighten up foyer tables. Sweep & clean tables in Fellowship Hall, including coffee area.
 - 3. Sweep & clean tables in Youth Room.

XIV. Cover Your Assignment (CYA) Policy

- A. HAP Co-op is possible due to the dedication and generous commitment of time and effort from its parent volunteers. Volunteers are asked to take personal responsibility for their teaching, assisting, childcare, and housekeeping commitments. If you will be absent or otherwise unable to fulfill your commitments, you are required to CYA (Cover Your Assignment) in order to uphold our “two-deep policy.” by doing the following in the order listed:
 - 1. For teachers: contact your assistant. (If your assistant will also be absent, contact a sub from the Volunteer Schedule.)

For assistants: check the Volunteer Schedule to look for a sub during your class to find out who might be available to assist in your place.

For housekeeping: go to the Families section of the website for contact info and call, email, or text members directly until you find a substitute.
 - 2. Once a substitute has been found, notify the Co-op Director/Assistants. If you are an assistant, also notify the class teacher.
 - 3. If you have contacted every sub for that hour and are unable to find a substitute, contact the Co-op Director/Assistant.
- B. In the event of a true emergency on the day of co-op, contact the Co-op Director/Assistant as soon as possible.

XV. Visitors at Co-op

- A. HAP welcomes visitors. All visitors must contact the Co-op Director/Assistant prior to visiting.
- B. Friends and family of members may visit a class once during a semester or under special circumstances at the Co-op Director or HAP Board’s discretion. Such visits must be organized through the teacher and Co-op Director/Assistant with the understanding that the teacher has the option of allowing visitors or not and the level to which those visitors may participate in the class.

- C. If an adult, who is a non-member, has temporary guardianship of children at co-op, please inform the Co-op Director or HAP Board. The guardian will then be subjected to a background check.

XVI. Committees & Committee Membership

- A. To help facilitate an enriching experience for our students, we have two committees for HAP members. The purpose of these committees are to broaden the opportunities for students, opening extra curricular activities and giving parents and members the chance to share their knowledge and gifts. These positions are filled by volunteer basis, and approved by the HAP Board, with one member of the board sitting on the committee. These committees are:
- B. The K-2nd Committee will be made up of at least 3 members of HAP with children in the K-2nd age range (see section VII). The K-2nd Committee is responsible for scheduling the K-2nd classes that will be offered for the semester, teaching and assisting in the classes.
- C. The Student Council Committee will be made up of at least 3 members of HAP. They are responsible for coordinating opportunities for students in the 6th grade - 12th grade age range to show leadership at the co-op classes. These may include running the coffee stand shop, volunteering as a substitute for the day, being the first-aid contact, helping shepherd and more.

XVII. Exceptions to These Policies

- A. Exceptions to these policies will be made on a case by case consideration by the HAP Co-op Director &/or the HAP Board.

Statement of Faith

The Scriptures

We believe the Bible consists of the 39 Old Testament and 27 New Testament books; that every word has been inspired by God and thus, in the original manuscripts, the Bible is without error. Because the Bible is inspired by God it is the supreme and final authority for our faith and conduct. ([II Timothy 3:16-17](#); [II Peter 1:20-21](#))

The Trinity

We believe in one God eternally existing in three persons—Father, Son and Holy Spirit—who have the same nature and attributes but who are distinct in office and activity, and who are worthy of the same homage, confidence and obedience. ([Matthew 28:19](#); [II Corinthians 13:14](#))

The Person and Work of God:

We believe that in the beginning God created out of nothing the universe and all that is in it, thus manifesting the glory of His power, wisdom and goodness. By this sovereign power He continues to sustain His creation and by His providence He orders the affairs of men and nations according to His own wise, eternal plan. ([Genesis 1:1](#); [Colossians 1:15-17](#))

The Person and the Work of Christ:

We believe that the Lord Jesus Christ, the eternal Son of God and our King, became man without ceasing to be God and came to this earth to inaugurate and proclaim the good news of his Kingdom. He was conceived by the Holy Spirit and born of the Virgin Mary in order to reveal God to man, redeem sinful man, and call them to become citizens of his great Kingdom. We believe that He accomplished our redemption through His death on the cross as a substitutionary sacrifice. We believe that our redemption and salvation is guaranteed by His literal, physical resurrection from the dead. ([John.1:1](#); [Romans 3:24-26](#); [4:25](#))

We believe that the Lord Jesus Christ, our king, is now in heaven, exalted to the right hand of God, where as High Priest, He fulfills the ministry of intercession and advocacy for His people. ([Hebrews 1:3](#); [3:1](#); [1 John 2:1-2](#))

The Person and the Work of the Holy Spirit:

We believe that God, the Holy Spirit, is that person of the Trinity who restrains evil in the world and convicts men of sin. He also regenerates, baptizes believers into the church (the Body of Christ), indwells them permanently, seals them unto the day of redemption, bestows one or more spiritual gifts on each believer, and empowers those yielded to Him. ([John. 16:8](#); [14:16-17](#); [1 Corinthians 12:7,13](#); [Ephesians.1:13](#))

The Nature of Man:

We believe that man was created innocent and in the image of God, but that he sinned, bringing both physical and spiritual death to himself and his posterity. I believe that man has inherited a sinful nature, is alienated from God, and thus unable by his own efforts to please God and is in need of salvation. ([Genesis 1:27](#), [Romans 5:12](#); [Ephesians 2:1-3](#))

Salvation:

We believe that salvation is a gift from God and is received by man by personally trusting in the death of Jesus Christ as an adequate substitute for the penalty of sin. I believe that man is justified by grace through faith apart from works. Those who have been justified and who become citizens of heaven will spend eternity in heaven in God's presence, while the unregenerate will suffer doom in the lake of fire, separated from God's presence forever. ([Ephesians 2:8-9](#); [John. 1:12](#); [Ephesians 1:7](#); [Romans 5:8](#); [John 3:16](#))

Marriage:

We believe that marriages are what is defined as a biblical marriage which is a union between one man and one woman. ([Genesis 2:24](#), [Matthew 19:4-5](#))

Homeschool Association of Palestine, Texas

Waiver

- *I am currently homeschooling at least one child.*
- *I agree to comply with all above HAP Policies and Procedures.*
- *I acknowledge the above Statement of Faith and will align any classes that I teach with these beliefs.*
- *I understand that I must be present and responsible for supervising my children at all HAP events that my children participate in unless I have authorized in writing an alternative HAP member parent to act on my behalf and to be responsible for supervising my children. HAP homeschoolers are not responsible to supervise my children. I am responsible for my own children at all times.*
- *I agree to indemnify and hold harmless the group, HAP, and all parents that are members of HAP or its members that are reasonably related to a particular recreational or educational activity while participating in the HAP group.*
- *I hereby consent to participations of my children in HAP activities and agree to assume all risks involved. I understand that HAP does not provide insurance relative to accidents or injuries as a result of program related activities, or any other insurance. I understand that I am responsible for the health/medical care of my children in the event of an injury or accident during HAP activity.*
- *I will inform other parents or leaders that may be involved with my children of any high risk allergies so as to make them more alert/aware of potential risks, however, they are not responsible for protecting my children from unknown harm and will never be accused as causing unknown harm to my children.*
- *I understand that the return of a signed Waiver of Liability with **both parent's signatures** is necessary for participation in the HAP group.*

Father's Name Printed: _____

Father's Signature: _____

Mother's Name Printed: _____

Mother's Signature: _____

Date: _____