

SEICHE CO-OP
POLICY MANUAL
Updated 8.2018

VISION

We are a Christ-centered community that provides a variety of educational and enrichment classes for homeschooling families in a safe and loving environment. We desire to strengthen Christian homeschooling families by providing times of close interaction. We co-labor with each other and God to achieve excellence by serving each other through our strengths.

MISSION STATEMENT

“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10)

We believe that parents have the primary responsibility to educate their children and raise them in the fear and admonition of the Lord. This co-op is not intended as a substitute for the parents' teaching, but as a support for those who feel they need it. Our goal is to provide support, especially junior high through high school, for the educational plan that God has laid out for each family.

GOVERNING VALUES

Jesus said to them, “You shall love the Lord your God with all your heart, with all your soul and with all your mind...And the second is like it: you shall love your neighbor as yourself.” (Matthew 22:37-39)

1. Christ-centered community - We believe the Bible is the infallible word of God.
2. A safe and loving environment - We value unconditional love and grace for one another.
3. Fellowship - We desire close interaction to encourage and strengthen one another.
4. Co-labor - We value the uniqueness each member brings.
5. Creative excellence by serving - We value the emphasis of coming together to be a system of support to the home-schooling community. God has given us an awesome responsibility to teach our children in the way they should go. By drawing upon each other's gifts and talents, we hope to provide quality educational experiences, lasting friendships and precious memories for our members.
6. Parental support – We endeavor to come alongside parents in their God-Given role to raise and educate their children.

STATEMENT OF FAITH

All co-op participants are required to agree with, and sign, the statement of faith for the SEICHE Support Group of which they are a member.

*"Everything is permissible"—but not everything is beneficial.
"Everything is permissible"—but not everything is constructive.
Nobody should seek his own good, but the good of others.
1 Corinthians 10: 23-24*

PARENT RESPONSIBILITIES

1. Show up, be on time and be prepared to assume your assigned responsibilities. If you are not able to fulfill your teacher's aid assignment or your cleaning assignment, it is your responsibility to find an appropriate replacement and notify a board member as to whom your replacement is.
2. Co-op announcements and important information are sent via email throughout the semester. Families are responsible for staying informed by reading their emails and visiting the website.
3. Be alert and aware of all classroom activities, as we are all hall monitors and traffic controllers.
4. All parents are volunteers who are expected to serve in some way; either in a teaching position, through a board position, through cleaning, or in another position of service within the co-op.
5. Be willing to serve as a substitute when needed.
6. Parents of elementary aged children are expected to remain on the premises while children are participating in the co-op. If you must leave for any reason, you must designate another parent who will be responsible for your child(ren) and record that information on the parent sign-out sheet at the front desk.
7. Students 16 and older may attend coop without a parent present, with prior notification to the director. A weekly cleaning duty will be assigned to the student in place of parental participation.
8. Visitors are not allowed at co-op.
9. Parents are to monitor their children at all times. Children are not permitted outside the building during lunch or after co-op without adult supervision. The parking lot can be a very dangerous place. Please be aware of ALL children, not just your own.
10. Parents must read "Course Descriptions" and purchase all necessary texts, materials and other specified items prior to the start of classes.
11. Parents are not allowed to register students for more than one class per time slot.
12. Any injury to a student, teacher or church property must be reported immediately to the Board.

TEACHER RESPONSIBILITIES

1. Be punctual, be prepared for each class, and do a job of excellence.
2. Find your own substitute and provide a quality substitute lesson plan in the event of your planned absence.
3. Prepare a class description and a semester syllabus for each class.
4. The Co-op is responsible for collecting class fees per the teacher's submitted class description. Any additional expenses should be handled between the teacher and their students.
5. Be willing to communicate with parents regarding their child's progress and behavior while in your class. Parents are welcome to attend classes as long as they are not a distraction.

CLASSROOM HELPER RESPONSIBILITIES

1. Be in your classroom on time and available to help the teacher as needed.
2. Help with the classroom set-up and clean-up.
3. Be willing to serve as a substitute. When possible, present any class material provided by the teacher. If you are not able to cover the class material, be prepared with age appropriate activities or hold a study hall. (Exceptions: classes held at the beginning or end of the day may be cancelled if the teacher is unable to attend.)

STUDENT RESPONSIBILITIES

1. Be on time for each class.
2. Be prepared. Complete class requirements and cooperate with teachers at all times. Due to the nature of the “once a week” classes, it is imperative that students stay current with their assignments. Students are also responsible for class material missed in the event of absence. It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed and catch up with missed material prior to the next meeting date.
3. Students are expected to have self-control and respond appropriately to the teacher’s directives.
4. Walk in the halls between classes
5. Honor parents and teachers by addressing them as Mr. and Mrs. and last name.
6. Be respectful of others and their property.
7. Be respectful of the church property. Failure to respect the host facility can result in discipline from the Board and possible dismissal.
8. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
9. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class unless approved by the teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.
10. No weapons, knives (including pocket knives), tobacco products, alcohol, illegal substances are permitted on premises with any enrolled student.

DRESS CODE/GUIDELINES

In keeping with the vision of the co-op, we reserve the right to establish a dress code and other guidelines that each of our participating families are asked to adhere to. Our desire in this process is to set forth a Godly example of purity and integrity.

DISCIPLINE POLICY

“Now no chastening seems to be joyful for the parent, but painful; nevertheless, afterward it yields fruit of the righteousness to those who have been trained by it.” (Hebrews 12:11)

1. Every student is expected to behave in a proper and respectful fashion at all times. If a child is disrupting a class session, he or she will be removed from the class and the parent notified.
2. If a parent fails to control the child’s disruptive behavior, the co-op reserves the right to dismiss the child from that class.
3. Families not fulfilling their responsibilities or abiding in the spirit of cooperation set forth in our governing values will potentially be asked to leave the co-op.
 - a) 1st offense- Verbal Warning
 - b) 2nd Offense- Written Warning
 - c) 3rd Offense- \$25.00 per family member fine
 - d) Additional violations will be considered grounds for dismissal

CONFLICT RESOLUTION POLICY

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.” (Matthew 18:15-20)

*“What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?”
(1 Corinthians 4:21)*

Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important we agree on how to deal with these situations before they arise. We’ve chosen to base the structure of this policy on Matthew 18:15-20 and the spirit of this policy on 1 Corinthians 4:21.

Many disputes/differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others.

If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve* conflict between the two individuals involved. If either party is unsatisfied or a resolution* cannot be met, they must seek the assistance of an objective party (typically a member of the leadership team) to mediate.

As a last resort, the conflict will be taken to the other members of the leadership team, and they will make the final decision.

**resolve/resolution=achieved when all parties reach mutual agreement or understanding.*

ILLNESS POLICY

Participants should not attend co-op if they are sick or are experiencing any of the following symptoms:

- Colored mucus
- Diarrhea, vomiting or nausea (within last 24 hours)
- Eye drainage
- Virus or infection
- Rashes (contagious)
- Head lice
- Fever (within last 24 hours)

MEDICAL RELEASE FORM POLICY

In an effort to ensure the safety of your children, a medical release form is required to be filled out for each of your children who will be in attendance at the co-op.

EMERGENCY/SNOW DAY POLICY

Co-op will be closed if the **Sunman-Dearborn School** district closes for inclement weather. A group email will also be sent to announce the closing/delay.

SEMESTER CO-OP COSTS

- \$25 building fee per family or perform a service project
- \$10 per family co-op fee (waived for teachers)
- Insurance fees are as follows: \$8 for each child. Each child enrolled must pay the insurance fee (little ones in the nursery only do not count). The insurance covers a student for one 12 month period. (September to August)
- Individual class fees are set by the volunteer instructors based on their own estimate of expenses. Several classes are taught by paid instructors and payment for these classes is paid directly to the individual.
- Some instructors are paid a lump sum per class, and thus the individual class fee is not determined until registration is complete. The class fee is then calculated based on the number of enrolled students. We attempt to post a fair estimate of expenses prior to registration. (examples: Art & Music Theory)

REFUND POLICY

Because we plan our co-op per semester, the commitment between the members and the co-op should be for each semester. Please pray before you make this commitment.