

Anchor Homeschool of Southshore, Inc.

Co-op Handbook

(as of August 2024)

The following Articles govern all Anchor Homeschool of Southshore, Inc cooperative teaching groups.

Article I: Motto

The motto for all Anchor cooperative teaching groups shall be “We have this hope as an anchor to the soul.” Hebrews 6:19

Article II: Statement of Purpose

Section 1: Anchor Co-op was formed by a group of Christian homeschooling parents for the purpose of giving their children the opportunity to interact with other Christian homeschooled children in informal class settings.

Section 2: The classes are generally elective in nature and preferably those that are better taught in a group setting.

Section 3: Co-op was founded on Christian principles and classes are expected to NOT contradict Scripture or the Anchor Homeschool statement of faith listed in the Anchor Homeschool of Southshore, Inc Bylaws. The Board of Directors for Anchor serves as the governing body of the co-op and reserves the right to approve or disapprove any curriculum that may be in question.

Article III: Membership and Dues

Section 1: Membership to co-op is only open to members of Anchor Homeschool.

Section 2: Co-op ideally targets 30 families per co-op, dependent upon the number of students per class.

Section 3: Current co-op families will have an opportunity to re-enroll before new members are allowed to register. Other Anchor members wishing to join co-op will be handled on a first come, first serve basis. Co-op applications will be forwarded to the co-op director as they are submitted via the Anchor Website. The co-op team shall place each child in the correct class list according to grade/age. There will be a wait list if the class is deemed too large by the co-op director. The director also has the option of changing class groupings based on size.

Section 4: Each family is expected to have a family representative to teach or co-teach during each semester they are registered. The parent must remain with their children for any break/lunch or park time if there is one.

Section 5: Once a family is a part of the co-op, they may pre-register their membership for the next session before membership is open to new families.

Section 6: Dues for each semester which is 9-12 weeks, will be \$10.00 per child above one year of age.

Section 7: Funds left over from the previous semester may be used for supplies, equipment and related fees for the co-op.

Section 8: As available and when financially needed, members may petition the Director of the co-op for financial assistance and will go before the Anchor Board for approval.

Section 9: Participation in all Anchor activities will be encouraged by the co-op team.

Article IV: Class Selection and Registration

Section 1: The co-op director will ensure that classes are planned for a semester in a timely manner.

Section 2: Classes that will be taught for each grade level will be listed based on parental interest and availability as expressed in the co-op registration form. Interest, availability and space will determine the final class schedule which is subject to change.

Section 3: After the schedule has been made, a list of class titles, lead teachers and co-teachers will be made available for current and new members.

Article V: Clubs

Section 1: A club director will be in charge of arranging all club activities.

Section 2: The club director and co-op will work together for the planning of both co-op and clubs since these two activities can overlap.

Section 3: There is not a set fee for clubs. Additional items used to teach the class will be charged to the parents of the children participating in that club.

Section 4: Clubs are parent led activities offered for a specific period of time, not necessarily adhering to the set semester schedule used for co-op.

Article VI: Duties of the Co-op Team

Section 1: The director of co-op will preside at all co-op meetings and co-op membership meetings, coordinate with the Anchor Board and delegate other jobs and projects as needed. The term of service for this office is three school years, or until the director resigns. Re-election may occur at the end of the term.

Section 2: The club director will assist the co-op director as needed and will organize any clubs for the school year. The term of service is one year. Re-election is at the end of the school year.

Section 3: If the co-op director would like to have an additional assistant, then one may be chosen for a term of service of one school year.

Section 4: The Anchor Treasurer will keep track of all co-op and club funds.

Article VII: Amendments

Section 1: The Anchor Co-op Handbook may be amended by an affirmative vote of two-thirds of each Anchor Board member present at any general meeting. Proposed amendments will be presented to the Anchor Board in writing at least two weeks prior to the meeting.

Co-op Rules and Regulations

General Information and Schedule

1. Registration Fees for the year will be paid to the Treasurer at the time of registration. We currently accept cash, checks and Paypal. Please make checks payable to Anchor Homeschool. Any additional fees may be assessed for specific classes during the semester as required.
2. Suggestions are always welcome and should be submitted in writing to the co-op director.
3. Please arrive 15 minutes prior to class starting to make sure you are set-up and prepared to receive students. Please start with announcements and the pledge of allegiance, and then immediately begin teaching.
4. Co-op currently meets on Thursday mornings. All families should vacate the building within 30 minutes of the class ending.
5. Consistent attendance is expected of each family. If an emergency requires your absence contact the co-op director and your teaching team immediately.
6. Two or more unexcused absences or consistent tardiness could result in your removal from co-op.
7. We currently do not offer any drop off classes.

8. In the case of a pregnancy or extenuating circumstances, your family may take a leave of absence for one semester with the option of returning without going on a waiting list if there is one.
9. A one semester probationary period will apply to all families new to co-op. Consistently not fulfilling student, parent, and teacher expectations will result in termination of membership.

Student Expectations:

1. All students should wear a name tag at the beginning of the semester until the teachers know who all their students are. All supplies required by the teachers should be brought each week. Students are responsible for taking the backpack/bookbag to each class and back home.
2. Students are not allowed to bring weapons to any Anchor co-op class or activity unless it is required for class, e.g. a pocketknife for a woodworking class.
3. Students are not permitted to bring any electronic device to any co-op class.
4. All students are expected to be well-mannered in class and show respect to their teachers and classmates. Teachers will address behavior problems with the student first and then will take unresolved problems to the parent.
5. All teachers' homework and classroom requirements are expected to be fulfilled.
6. Teachers will address academic or participation problems with the student first and then will take unresolved problems to the parent.
7. Children are not allowed outside the building unless accompanied by an adult.
8. Everyone will assist in cleanup for co-op. Let's leave the building better than we found it.

Parent Expectations:

1. Below are suggested tips to help your child have a successful co-op experience.
 - a. Supervise your child packing the required supplies in their backpack.
 - b. Discuss with your child proper classroom etiquette.
 - c. Ensure your child is consistently prepared for class regarding supplies and homework.
 - d. Remind children they are not allowed outside the building, or in another area of the building unless accompanied by an adult.
2. Please model for your children respect and responsibility by arriving promptly and working cooperatively for classroom setup.
3. A parent for each family must be present at all times for your child to participate in co-op with a few exceptions that must be approved by the co-op director and only done on a case by case basis.
4. Everyone will assist in cleanup for co-op. Please do not leave the facilities until they are completely straightened and cleaned.
5. Please remember that student's academic and maturity levels develop at different rates. If a teacher identifies a child's inability to successfully participate in a class, the teacher will ask the parent to discuss with the co-op director a class change.

6. Unresolved academic or behavior problems will be brought to the parent by the teacher. The co-op director will mediate any unresolved issues between a parent and teacher. The co-op team will offer final resolution in the event the parent and co-op director are not able to come to an agreement.

Teacher Expectations:

1. Communicate class requirements to aid parents in class selection, including:
 - a. Supplies needed
 - b. Grade focus
 - c. Homework Assignments
 - d. Classroom Participation
 - e. Class Size Limits
 - f. Additional Class Costs
2. Communicate in writing (hard copy or email) homework assignments and provide students with your phone or email availability to answer questions or give assistance outside of class.
3. Communicate in writing (hard copy or email) any additional supplies or fees for supplies as needed.
4. Make requests to the co-op director for additional supply needs, approval of outside speakers, need for additional co-teachers, or any other special needs. Please give the co-op director a one-week advance notice for photocopy/print requests.
5. Arrive early enough to set up before your class begins.
6. Teachers and co-teachers are responsible for overseeing the cleanup of the classrooms in a timely manner.
7. Teachers and co-teachers should serve as a witness to students of Christ's love through their works and actions in the classroom.
8. When absent, arrange for a substitute as soon as possible, notify your co-teachers as soon as possible to ensure they will be able to teach the class and to arrange the transfer of any materials needed for the class. Also, notify the co-op director of substitute arrangements. In case of emergency, please contact the co-op director as soon as possible.
9. Mothers who do not wish to leave their young children while teaching have the following options:
 - a. Find a friend to care for your child during the class.
 - b. Volunteer in your child's class/nursery.
 - c. In case-by-case circumstances, if you are confident that your child will not interfere with your teaching responsibilities, you may take him/her with you to class. If you choose this option and it is approved by the co-op director you must be prepared to place your child in the nursery or otherwise provide for their care if your child becomes disruptive. If this is a problem for you at this time you may want to take a one-semester leave of absence.

Visitor Policy

1. Visitors must request a visit with the co-op director prior to coming and then check in with the co-op director upon arrival to receive a visitor tag. A visitor is defined as any person who is not currently listed as a member of Anchor co-op whether they are a member of Anchor Homeschool or not.
2. Visitors who are not Anchor Homeschool members may visit with their children to audit a class one time before joining and must be approved by the co-op director. Visitors who are Anchor Homeschool members and want to bring their children to audit the class must also have approval from the co-op director.
3. Any visitor who attends co-op more than once will be required to have a background check completed. The processing fee must also be paid.