

Fairfield Homeschool Cooperative

Welcome to Fairfield Co-op! We are a small group of Christian families who have come together since 2009 to supplement our home studies encouraging, supporting, and learning together. We rely on each other to step into the roles of teachers and nurturers of our children. Each year classes vary depending on the need of the students and what skills and abilities each parent brings. Typically, our classes include a history, science, writing, literature, but we also include electives when we are able.

As a 'cooperative' we seek to work together as parents to give our children a well-rounded education. However, operating under a classroom structure does require that we have some policies and procedures to keep things flowing smoothly. Please read the following pages and sign the form stating that you, and your children, understand and agree with our Policies and Procedures.

We're looking forward to a great year!

As parents and students, we agree to the following:

A. Parents

1. Parents are required to be on campus when their children are present. If you need to leave, please make sure that the director and your child/children know where you are and when you will return. (an example of this would be leaving to get lunch, etc.) *Some of our families have a pre-approved drop-off situation. If you have questions about this, please feel free to direct those to the co-op coordinator.
2. All parents will be expected to be in two classes to either teach, help, or provide childcare for our youngest members. (If this is not possible, it will need to be arranged with the Coordinator ahead of time.) Every parent will receive one period free unless they choose not to take it.
3. No un-enrolled students (siblings, etc.) should be at co-op unless approved ahead of time. Nursery and preschool age children will need to be enrolled if they plan to be there regularly.
4. If your family will be absent, please make the Coordinator aware as far in advance as possible.
5. Please be on time.
6. The refrigerator and microwave are available for use, but please note that there is limited space in both.
7. Please make sure that your student(s) completes their work each week. If your student(s) consistently comes to class without work being done, you will be notified.
8. Please be aware of the church guidelines for using the facility and make sure that your children are as well. A copy will be provided.

9. Email through forum and texting are the primary means of communication for our co-op. Please check your email weekly for email for class information, assignments, or announcements.
10. Each family agrees to pay the yearly Registration fee of \$40.
11. Each family agrees to follow the cleaning assignments given each month. In the event you cannot be at co-op, you need to make arrangements for someone else to do your cleaning.

B. Students

1. Please be aware of the dress code. No spaghetti straps or off the shoulder shirts, short shorts/skirts, low cut shirts, crop tops that show tummy, excessively tight clothing, or inappropriate words or phrases on T shirts. The biblical principles of modesty and consideration of others should be observed here.
2. There are to be no physical displays of affection with the opposite sex while at co-op.
3. Electronic devices are discouraged, and students will be expected to put them away when asked.
4. Teasing, bullying, disrespectful, or inappropriate behavior will not be tolerated.
5. No running in the building.
6. Please stay quiet in the hallways during class periods.
7. No wandering around during classes. If you are out of class, you should have permission and a good reason. Do not leave the building without parental permission/supervision.
8. Lunch will be outside, as weather permits, and students are expected to pick up all trash before returning to classes.
9. Cheating will not be tolerated. We expect each student to complete their own work to the best of their ability. Parental help is encouraged as long as the parent is not completing the work.

C. Teachers

1. Teachers may start or end any class with prayer.
2. If you will be absent for any reason, please find someone to substitute for you and notify the co-op Coordinator of the change.
3. Any supplies available that belong to co-op, will be kept in one location for our use. (TBD) To use any church supplies, equipment, or additional classrooms not normally used, please get permission from the co-op Coordinator or church secretary.
4. Some classes will require the DVD player/TV. We have two available, but before you count on using one, please check with the Coordinator for scheduling. It is wise to bring a laptop as a backup for your classroom.
5. As the instructor, you decide what the expectations are for the class. It is up to you to lay out the assignments for the class and communicate those to your students in a timely manner.
6. Teachers determine when assignments are due, if any tests will be given in class, and the course of action to take for missed classes and assignments.

7. It is reasonable for teachers to expect students to come class prepared. If there have been extenuating circumstances, parents need to communicate with the teacher personally.
8. Giving a final grade in class is completely optional. As homeschoolers it will ultimately be up to the parents to assign and record the grades on any report cards or transcripts.

If any of the policies are violated and disciplinary action is needed, the following steps will be taken:

- a. Student is reminded of the rule that is being violated and asked to change their behavior/actions.
- b. Student's parent is notified if the behavior/action continues. Co-op Coordinator will be made aware at this point.
- c. Student's parent is notified during class to remove child from class for the remainder of day.
- d. If actions/behavior continues, the Co-op Coordinator, teacher, and parent will meet to discuss either a resolution to the situation or removal of child from classes.

D. Arrival/Departure procedures

1. Please plan to arrive early for classes. It takes time to unload and get everyone to their class. The church will be open at 8:40.
2. Please park in the front parking lot of the church and not in the driveway.
3. During our co-op times (8:40-2:30) please do not drive around the circular driveway. Children will be crossing from the playground area or church building to the big field at various times and this creates a hazard.
4. Please do not leave your car running without the supervision of a licensed driver.
5. It is not recommended that you leave valuables in your car or that you leave your car unlocked during co-op hours.

E. Sick Policy

1. If you or your child have a fever or are throwing up within 48 hours of co-op, please stay home.
2. If you or your child has any contagious virus, such as pink eye, please stay home unless you have received medication and/or doctor approval to be out.
3. If your child has a runny nose (unrelated to allergies), a persistent cough, or chest congestion, please stay home. It is better to have only your child make up any missed assignments and not the entire class.
4. If your family will be out due to sickness, please let your teacher know and make arrangements to make up any missed work, etc.

F. Miscellaneous

1. We are allowing peanut items on campus for students' lunches but ask students to wash hands after they have eaten as we have peanut allergies on campus. During potlucks or birthday celebration, please bring all peanut free items.
2. **Birthday Policy** – We will celebrate birthdays every 2 – 3 months with a potluck during lunch hour and singing to all those who have birthdays.
3. A **first aid kit** is in the kitchen, on the counter by the white microwave.
4. If your child requires medication, please keep it with you or discuss with Coordinator a location to store it.

G. Our Beliefs

1. We are a Christian co-op which our learning will reflect. No material will be taught that goes against the Word of God.
2. We are a group of believers from various churches and will not teach any specific church doctrine.
3. All curriculums will be looked over by our Coordinator and/or committee to ensure they do not go against the Word of God.

The _____ Family has read the Fairfield Co-op Policies & Procedures and we understand them and are in agreement with them. We have also read and we understand the 'Fairfield Presbyterian Church Guidelines for Facility Use'.

Parent(s)

Date

Photograph release

I grant permission for my child/ren _____ to be photographed by members of Fairfield co-op for the purpose of publication on the Fairfield Co-op website or a Fairfield Co-op yearbook.

Signature

Date