



handbook

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The Co Op on the North Shore Handbook

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Introduction

The Co Op on the North Shore, hereafter known primarily as the “Co-op”, wishes to be clear about its purpose, beliefs, procedures, and expectations. Those families who register acknowledge they have read and understand The Co-Op’s mission, beliefs, procedures, and expectations.

Mission Statement

The Co-op is a fellowship consisting of homeschooling families working together to obtain an academically rigorous, Christian education for their students in a loving, supportive environment. It exists to support all home-educating families in their efforts to instruct and raise their students. Our collective goal is to turn out well-educated, Christ-like members of society into the communities of the North Shore and the greater world beyond. Excelsior!

Statement of Beliefs

The Co-op is a community for those who share a common faith in the Lord Jesus Christ as both God and man, who have joined together to teach and have their children taught various academic courses from a Christian worldview. Individually, we believe Jesus Christ died on the cross in a physical body to take the punishment we deserve for our sins, and we trust Christ alone for forgiveness and for eternal life. We believe that all who have faith in Christ in this way have received forgiveness, the Holy Spirit, and eternal life, which are gifts given freely by God to His people.

The Bible – We believe the Bible is the inspired, infallible, authoritative Word of God. It is without error as originally given by God, fully reliable in fact and doctrine.

God – There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. God is the Almighty Creator, Savior, and Judge who sustains and governs all things according to His sovereign will for His own glory.

Jesus Christ – We believe in the deity of Jesus Christ, that He was indeed fully God and fully human in His life on earth. We believe in His virgin birth, in His sinless life, in His miracles, in His substitutionary death upon the cross as payment for our sin, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

Holy Spirit – The Holy Spirit is fully God, sent from heaven to glorify Christ. He convicts sinners, imparts spiritual life, and gives a true understanding of the Word of God. He indwells, sanctifies, and empowers all believers for worship, service, and ministry.

Creation -- We believe that God created the world and that all basic types of living things, including human beings, were made by direct creative acts of God. The biological changes that have occurred since Creation have taken place only within the original created basic types.

The Fall -- We believe that man was created in the image of God, originally sinless. Tempted by Satan, Adam fell and thereby brought the whole human race under the condemnation of God. His sin caused eventual physical death, but also immediate spiritual death, which is separation from God. All humans come from Adam and have inherited this sinful nature from Adam.

Salvation – All are sinners and need to be saved from the penalty of sin (eternal damnation). The gift of salvation is offered to all men and is received by grace through faith apart from human works or merit. Individuals are saved only through repentance and faith in the complete work of Christ dying on the cross and being raised again. Our right standing before God is through grace alone, not on our works or merit.

A Christian -- We believe that all who receive the Lord Jesus Christ by faith in Him as Son of God, God, man, and Savior from their sins, who died for them and rose again, are born again of the Holy Spirit, and become children of God called Christians.

Born Again -- An act of regeneration of the Holy Spirit whereby a spiritually dead person is made alive. Only those who exercise saving faith in Christ are born again and “in Christ” by God’s doing (John 1:12-13, John 3:6-8, and 1 Cor 1:30). Salvation is of the Lord!

Future – We believe in the personal and bodily return of Jesus Christ to consummate our salvation and to establish His glorious kingdom. He will raise the dead and judge the world in perfect righteousness—with eternal blessings of heaven for those who have been saved and judgment of eternal punishment for those who remain condemned.

The Church – The true Church is made up of those who have been saved by grace through faith in Jesus Christ. The head of the Church is Christ and the Church is the body of Christ and his bride. The Church ideally should display God’s character and glory and bring as many as possible to a saving faith in Christ.

Sanctity of Human Life -- We believe that God created man in His image and that this process was not through evolution. We believe that God gave humans dominion over the earth and made man in His likeness. Additionally, since Jesus Christ, who is

God, gave His human life to purchase mankind for God, every human has inestimable worth (being measured by the value of the payment). We believe therefore that humans are superior to the rest of creation; and that all human life is sacred and has special, inestimable, innate value which extends to the unborn babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We therefore believe that we should defend, protect, and value all human life and teach others to do the same.

Code of Christian Conduct

In accordance with Biblical teaching that God created each person as a man or a woman, we expect each person to dress in conformance with his/her biological sex, and to use bathrooms, showers, and changing areas in conformance with his/her biological sex.

According to the Bible and specifically according to Jesus' words, marriage is between one man and one woman. Therefore, we believe that sexual relationships should be within the confines of a marriage, with marriage defined as a sexually exclusive, lifelong, sacred covenant between one man and one woman.

According to the Bible, we are to submit ourselves for the Lord's sake to every human institution. (1 Peter 2:13) Therefore, we expect students to submit to those in authority over them: teachers, administrators, chaperones, teachers' assistants, lab helpers, and all others acting in any of the various volunteer positions that involve authority over others. Additionally, all volunteers will be expected to submit to the Co-op's administrative team's decisions and to submit to one another as to Christ as much as possible. The Co-op has the right to discipline a student by removing Co-op privileges from that student or by dismissing the student from Co-op. As needed, adult volunteers can be removed from their volunteer positions at the discretion of the Co-op administration. Respect for all in positions of authority is essential for the functioning of Co-op.

The standards of the Co-op do not tolerate: profanity; obscenity in word, image, or action; dishonor to the Holy Trinity or to the Bible, God's Word; disrespect to Co-op volunteers or to the facility that we have been permitted to use; or continued disobedience of the established policies of the Co-op.

As an affiliated ministry of Northlake Church, The Co-op on the North Shore has use of their facilities under the understanding that our beliefs, behaviors, and purposes are consistent with their mission and Statement of Beliefs.

Since Northlake Church does not allow its facilities to be used in ways that contradict its faith, we will not conduct activities that are in conflict with their Mission Statement or their Statement of Beliefs.

Since Co-op is morally and financially liable for any damage done to the church or Co-op property, our members will be responsible for damage done to the physical property of Co-op or the church by themselves or by a member of their family.

Since the Bible states that believers are not to bring other believers to court in disputes (1 Corinthians 6), we will resolve disputes through reconciliation as proposed by Jesus in Matthew 18.

Since we are a ministry we include prayer as part of our classroom functioning and as part of our meetings. Apart from prayer before each class, teachers should make every effort to incorporate Biblical teaching as it applies to their coursework in the classroom and in home assignments.

Since we want to maintain good Biblical stewardship with respect to the facility that we use, we understand that we are to be responsible and care for the building while we use it, and that we should leave the building in a condition that is equal to or better than the condition it was in when we entered it. Church equipment (tables, chairs, etc.) must be returned to its original placement unless otherwise arranged for a church event. All lights should be turned off, and windows and doors should be shut and locked upon leaving the rooms or building for the day. We are to restrict our activities to the areas of the church that we are permitted to use per the Co-op guidelines.

Since we are a Christian ministry in a church facility, we understand that abusive or profane language, violent behavior, and drug or alcohol abuse are strictly prohibited on the church premises. No smoking or drinking/serving of alcohol is permitted on church property. Any person exhibiting this behavior will be asked to leave the premises and his or her status as a continuing member of Co-op will be re-evaluated.

According to the Biblical admonition to avoid lying, cheating in classes is not permitted. Students may be removed from classes where there is evidence of this activity.

According to the Biblical admonition against stealing, stealing is not permitted at Co-op. Restitution will be required, and other disciplinary procedures may be instituted when this occurs. Biblically, God admonishes believers (Ephesians 4:28) to stop stealing and to work.

Since Christ asked us all to love one another as He loved us, we ask that this be the goal for all of us at Co-op. Our Co-op verse reflects this idea and we hope to see this in all Co-op activities. "Make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not *merely* look out for your own personal interests, but also for the interests of others" (Philippians 2:2-3).

Believing that according to Jesus' words God's Word, the Bible, is truth, we will use the Bible as our standard of truth.

Guidelines and Rules

Individual Conduct and Student Behavior Expectations

1. As part of loving the Lord, all our conversations and behavior are to honor God, others, and the Church. This includes loving and building up our children and each other.
2. *Please consider others as more important than ourselves and treat one another with the love of Christ.*
3. Students are to congregate only in designated areas: classrooms, the common space, the lobby, or the bathrooms (or going directly to/from these places if not in class).
4. Unless otherwise specified, the lobby and the pavilion are open for use during lunchtime.
5. The lobby area is the social study hall. However, please keep the area relatively quiet as students often study there.
6. Students will dress modestly when at co-op. Shorts and skirts must be finger-tip length. Undergarments should not be visible. Plunging necklines that show cleavage and rips in pants that are higher than finger-tip length are not permitted. Use discretion when choosing apparel with messaging.
7. By signing up for any class at co-op, the student agrees to complete all associated assignments (including all homework and classwork) as outlined by the teacher.
8. Students in third grade and higher understand all homework assigned will be checked either for completion or correctness by the teacher or TA for all co-op classes with homework.
9. Cell phone use in class is not permitted.

Parent/Guardian Responsibilities (PARENTS/GUARDIANS ONLY)

1. Parents are expected to join The Co-Op's Group Me group before the school year begins.
2. Check all emails from The Co-op, and respond to Co-op-related messages. When necessary, update Co-op administration and the Co-op website if you change your current email address, phone number, and/or address.
3. Please do not call the church office.
4. If your child has any special issues (such as severe allergies, medical issues, etc) it is your responsibility to notify the adults who will be teaching or chaperoning your child.
5. By registering your child(ren) in the Co-op, you agree to complete your minimum jobs.
6. Comply to attendance / substitution policy.
7. All family members must be signed in upon arrival and sign out when leaving.
8. By signing your child up for any class at co-op, the parents agree to oversee the student's completion of all associated assignments (including all homework) as outlined by the teacher. Parents may ask a teacher for an alteration in course work for their student, if necessary. However, parents and students must understand that for some classes alteration in course work is not possible or conducive to the class. If an adjustment in the class work cannot be accommodated within the co-op class, the parents will withdraw their student from the class. Parents of elementary and middle school students must check student's work for completion. Parents of middle and high school students should be checking in with their students. Although we are working together to help educate our children, the Co-op is not an umbrella school. Therefore, parents are responsible for their child(ren)'s education, determining their final grades, saving their child(ren)'s work, and creating transcripts if necessary.

Building and Grounds Usage Information and Guidelines

1. Although we use part of the church facilities, the church has not given us use of the entire building. Instead, they graciously allow us to share their space. We need to respect that they are doing church business while we are in session. Please remember to quietly move from place to place throughout the day.
2. Do not use the administration entrance to enter or exit the building. The only time Co-op members may use the administration entrance is to evacuate the building in an emergency situation. We are to enter and exit the building through the sets of double doors in the main lobby. Families may not linger in the building once they have signed out.
3. No students, not even teens, are allowed in any area without a chaperone, except when briefly walking to and from a car to retrieve items or when coming to or leaving from Co-op as previously described.
4. All drivers, adults or teens, must obey the parking lot directions and parameters. Do not park on the grass or block and entrances.

Co-op Days Information and Guidelines

1. The Co Op will follow LVISD for inclement weather delays and closings.
2. Do not bring or send children with contagious infections to Co-op. Refer to Co-op sickness policy for detailed information.
3. Sign in all family members, who are at Co-Op, each day on the sign-in sheet located at the Check-In Station. This list informs us of who is on-site and who is responsible for each child during Co-op for that day. If you, the parent, will not be on-site, please find an adult "Co-Op parent" to be your substitute during your absence and fill in the name and cell phone number of the Co-Op parent. A sibling can be a Co-op parent only if he/she is 18 or older and only for his/her siblings. A student of 18 can be his/her own Co-Op parent. Whoever brings each child to Co-op is responsible to sign him/her in. Teen drivers may sign themselves in, but still need to indicate a "Co-Op parent" as described above, unless they are 18 or older. They also need to sign in anyone that they bring to Co-Op and write down the other students' Co-Op parents. When leaving everyone must sign out and note the time that they left the building on the sign-in sheet located at the Door Protector.
4. Remember that we all (including students) need to help with setup and clean-up. Parents also need to help with chaperoning whenever possible.
5. Lunches are eaten in the lobby or the outdoor pavilion. Food is not permitted in the classrooms unless teachers have requested permission from the admin team.
6. Lunch clean-up will begin 5 minutes before the end of lunch period so classes can start on time. Everyone needs to throw his/her own trash away immediately after lunch or snacks.
7. Do not use the church's disposable cups, utensils, or plates. Do not take or consume any food and/or drinks that do not belong to you. The staff kitchen is not available for The Co-Op's use. You will not have the ability to heat up food during lunch so please pack accordingly.
8. Our goal individually and as a group is to leave the building in better condition than we found it. If you are the last class of the day in a room, please clean your boards, wipe tables, close windows, pick up scraps by hand, and vacuum the floors and carpets.
9. With a parent's (or Co-Op parent's) permission, a student (7th-12th grade) may leave the building to take an item out to a car or bring an item from a car. Note that this is not supervised, and it will be done at your own risk. Please warn your students to be careful in the parking lot and to come back into the building immediately after retrieving the item(s). Students are not allowed to hang out unsupervised in cars or in the parking lot at any time. Likewise, students who drive to or from Co-Op should not linger in the parking lot.
10. If students under 18 need to leave the building to drive somewhere, these student drivers need to get permission from their parents and/or speak to their Co-Op parent before leaving the building. They should sign out when they leave and sign in when they return.
11. Morning Procedures:
 - a. No one except the admin team should arrive and enter the building prior to 8:15.
 - b. All students must be in the lobby or the common area. There are to be NO students in any classrooms unless there is a Teacher present. No Teacher/Parent in room = No Student in room.
 - c. Prayer Time at 8:25 am: Please assist your children in being respectfully quiet during this time.
 - d. Following Prayer Time: Chapel will be held in the flex room and students will be dismissed to their first class from Chapel.
12. Lunchtime Procedures
 - a. All lunches should be eaten in the lobby or the pavilion. Do not eat in the classrooms or the common area.
 - b. All trash and food must be disposed of and/or put away in sealed containers/bags at the end of lunch to avoid food getting spread around and creating a mess for the closing families.
 - c. Teens must not eat in the Flex Room.
 - d. any adult not assigned a job position for third block must assist in cleaning up from lunch

Gym Information and Guidelines

1. During pavilion/outdoor time, we expect everyone to treat others with Christian love and consideration: share with others, include all students in your games, and watch out for those around you.
2. Students need to let a chaperone know if they need to use the bathroom while in the pavilion.
3. No students are allowed at the pavilion without a chaperone.
4. No remote-control toys.
5. The fire pit is not to be used on Co Op days.

Cell Phone Guidelines

Students who have cell phones:

1. Should not use their cell phones during class, except at the direct request of a teacher to do so as part of their academic lesson. Students will put away their cell phones during class. Cell phones will be confiscated for the duration of class after one warning.

Teachers/TAs:

1. One Teacher/TA should have the phone on vibrate mode so he or she can be alerted if there is an emergency. All others should have their cell phones put away during class.
2. Are obligated to reinforce the cell phone guidelines with students in the class and notify the parents of students who are not following the guidelines.

Take Home Test Guidelines

This procedure is in effect for all co-op classes which have take home tests, unless otherwise directed by your teacher.

1. Tests should be returned to co-op in a completely sealed envelope.
2. On the front, the envelope should be labeled with the class name and student's name.
3. The parent who supervised the test must sign across the sealed portion of the envelope.

Fire and Emergency Evacuation Procedures

The sign-in sheet is utilized as our roll call in case of an emergency. It is essential that families follow the sign-in procedure at all times.

Classroom and Area Attendance Lists

The teacher, or a designated person, will use the class folders to take attendance at the beginning of every class. The attendance list is also used for roll call during emergencies. Additionally, chaperones will use folders placed in the study hall, gym, and lobby areas for evacuation roll call. It is essential that attendance is taken each class. If a teacher or chaperone is incapacitated, someone else needs to know who is in the class at that time.

When exiting the building during an emergency, the teacher, or a designated person, **MUST** take the class folder along with the group of students and use the attendance list to ensure that all students are accounted for once the class is outside the building.

A Master Class and Enrollment List will be maintained in a secure location in the Annex as well as in the Door Protector Bin.

Procedures for Exiting the Building

1. If able, turn off lights in the classroom, close the windows, and shut the door.
2. Shut all inner doors near you as you leave
3. Immediately proceed to the parking lot.
4. Verify that all children in the class are accounted for.
5. Listen for Class roll call.

Lunch Time Evacuation Procedures *Should an evacuation be necessary during lunch, follow these procedures.*

1. Calmly and quickly evacuate the building using the nearest available exit.
2. Meet in the pavilion as with a class evacuation. Stand with your family and /or co-op parent and listen for roll call.
3. The master sign-in list (from Door Protector) will be used to ensure that all children/families signed in are accounted for. As family names are called, each parent should respond 'yes' if all their kids are accounted for. If all the children are not accounted for, the parent should respond 'no' and state the name(s) of the child(ren) who is/are missing. Individuals who are designated as "Co-Op parents" for children from other families must respond when that family's last name is called.

Fire Drills

Fire drills are scheduled to occur at least twice per year.

.*** Parents must ensure that their children are signing in and out of the gym and study hall as they come and go. It is critical that we know where the children are when they are not assigned to a class.***

Medical Emergencies

Medical emergency cards are used for each student and adult. In the event a member experiences a medical emergency, the card would be accessed. New Medical Emergency Cards must be completed each Co-op year. Should a change in any of the information occur during the year, the parent is responsible for updating all medical cards. All Medical Emergency Cards are kept in a locked box in the Check-In Table bin. Only the administration team and the co-op nurse have access to the box.

Emergency calls: When calling for police, ambulance, fire or other emergency services be prepared to describe WHAT, WHEN, and WHERE the emergency is happening, WHO you are, and how to call you back. Do not hang up until told to do so. While you're on the phone, please send someone to get an administrator and the Co-op nurse or other medical personnel who are present at Co-op. The parent at the Check In Station has a first aid kit to assist you until help arrives. A defibrillator is located in the church lobby under the TV on the sidewall.

Sick Policy

All Co-op attendees need to have had a healthy 24 hours from the last sickness or fever in order to attend Co-op.

For Co-op purposes, we shall define "sick" to include symptoms that are universally acknowledged as sick: fever, vomiting not due to motion sickness or gagging, diarrhea not due to side effects of medication or food that didn't sit well, gunk running from the nose, uncontrolled sneezing and/or watery eyes not due to allergies. You should consider these symptoms as grounds for keeping your child home. Some of these symptoms (like a bad cold) are more easily contained with age and medicine but consider how easily your child might spread his/her sickness. You know your child; **you know** when s/he is sick...and when s/he *looks* sick but isn't.

Kids who seem healthy at home in the morning can sometimes fall ill over the course of a hectic Co-op day. The following is our plan for teachers who think that a child might be sick in their class.

1. If a child complains of feeling sick or has new stomach pains during class, take the child to his/her parent. S/he might be fine, but his/her mother needs to assess the situation. People can be struggling with ongoing stomach issues which are not infectious in nature.
2. If a child has a persistent cough that seems uncontrolled and/or is disrupting your class, take the child to his/her parent. We all know, sometimes a cough from an upper respiratory infection can linger for months after the infection or danger of contagion has passed. The child might not need to go home, but perhaps a drink or lozenge from mom would abate the cough.
3. If a child vomits, mentions that s/he has had diarrhea, or tells the teacher that s/he was up all night with vomiting, diarrhea, and/or fever, take him/her to his parent and advise administration. Vomiting and diarrhea are not always contagious in nature but we want to be careful.
4. If a child passes out, gets hurt, or experiences an unexpected significant medical situation in class, study hall, or the gym, take the child to his/her parent or send someone to fetch the parent. Please advise administration.

If a teacher sends your child to you, please realize something about your child's health troubled her. She is concerned for your child and for the other children in the class. Honestly assess your child to determine what's happening. If that child or your whole family needs to go home, then make the proper arrangements. Please keep in mind that young children with colds might have a harder time controlling the spread of their cold than older children.

Absences from Co-op

All students 6th grade and younger may only attend Co-op when a parent is present in the building at all times. Students 7th to 12th grade may attend Co-op without a parent if there is a designated Co-op parent who will be attending Co-op. Extenuating circumstances occur. Therefore, exceptions to this rule can be made throughout the Co-op year with pre-approval from the admin team. Excessive exceptions, defined as more than 6 days of exceptional circumstances, may warrant a review of either the family's Co-op membership or the individual's participation in the Co-op.

Excessive absences, defined as more than 6 missed days in one Co-op year (3 per semester), may warrant a review of either the family's Co-op membership or the individual's participation in the Co-op. Additionally, a student who misses more than a quarter of the class meeting times for a particular class may be asked to drop the class.

Excessive tardiness, defined as more than 6 incidents in one Co-op year (3 per semester) of being late (more than 10 minutes late for your volunteer job start time), in one Co-op year, may warrant a review of the family's Co-op membership or the individual's participation in the Co-op. Additionally, a student who is late more than a quarter of the class meeting times for a particular class may be asked to drop the class.

Job Substitution Policy

We all miss Co-op from time to time for various reasons. While this is quite understandable, it is important to remember that when you (the parent) are not present, someone else will be working extra to do your jobs, or those jobs go undone. Obviously, a vital job going undone is detrimental to Co-op.

If you and/or your children will be absent, please do the following:

- 1) Contact your children's teachers
- 2) Contact the teachers/TAs for the classes you teach/TA/grade
 - a) If a sub is needed, use the "Possible Sub List" to secure a substitute.
- 3) Contact the Admin team via email to let them know who will be absent and what subs you have found. (Please text if plans are made after 4pm Tuesday afternoon.)

Academic and Disciplinary Procedures

Late homework, tests, and labs policy:

- Work 1 week late: May receive a penalty of up to 10%.
- Work 2-4 weeks late: May receive an additional penalty of up to 5% off per week.
- The maximum cumulative penalty of 25% for late work, if handed in within 4 weeks.
- Work that is more than 4 weeks late will be accepted only with teacher and parental discussion regarding extenuating circumstances.
- There is no penalty if the student was ill or a parental discussion regarding absence has been discussed with the teacher.

When handling conflict remember:

- Love overlooks a multitude of sins.
- Forgive as the Lord forgave you.
- Matthew 18:15-17 "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."

Student academic and discipline policy:

Occasionally, students may need to be reminded of Co-Op policies and rules for appropriate behavior. The steps for resolving academic or behavior problems that arise are listed below.

Step 1: Address the Issue with the Student If an adult tells a student of a problem, and s/he responds respectfully and corrects the problem, no further action may be necessary. If an adult tells a student of a problem, and s/he responds disrespectfully, does not correct the problem, needs repeated corrections, or if the incident is considered serious by the observing adult, the following steps may serve as a guideline to correct the problem with the help of the child's parent:

Step 2: Notify Parent A teacher or another adult (chaperone, classroom assistant, or other parent volunteer, etc.) may inform the parent or designated Co-op parent of the behavioral situation. If there is an academic concern, the teacher will inform the parent. We expect parents to respond to this notification cooperatively in a gracious manner even if the parent disagrees or has questions about the situation.

Step 3: Seek Help from Co-op Administrator If notifying the parent does not resolve the concern, the teacher or other adult may address the matter with the Co-op Administrator and request assistance to resolve the matter in a way that will edify all parties. Disciplinary actions will be determined by the Co-op administration. These actions include, but are not limited to, requiring apologies, restitution for damage done or things stolen, removing students from a class or all classes temporarily or permanently, removal from Co-op for short or long periods of time, or permanent removal from Co-op. For academic concerns, the administration should be included on emails with the parents or should be informed of the concern.

Step 4: Admin Speaks with the Parent Two or more Admins will discuss the issue with the parents, often with the student present, and seek resolution and improvement.

Step 5: Student Removed from Class If the behavior continues to cause a problem that affects the functioning of the classroom, then the student will be removed from the class.

If there is any type of aggressive or inappropriate physical behavior by a student or adult, please bring it to the Admin's attention immediately. At that point, Admin will pray and decide how best to proceed.

For students who are Admin's children: Follow the exact same procedures outlined above. The only variance should be Step 3--contact Admins who are not the parent when escalating the issue beyond the student's parent. In these cases, the non-parent Admins will serve as the Administrative team. The parent Admin will not function as an Admin during the escalation process of a specific concern

for their child's behavior or class-related work.

At the discretion of the Co-op Administration, some offenses, such as possession of firearms or drugs, etc., can result in immediate dismissal from Co-op.

Chaperones, teachers and other adult volunteers will be reminding all people, including adults, to abide by the Co-op guidelines. We all need to abide by their reminders in a respectful manner. When encountering disciplinary or social issues with students in any setting (classroom, study hall, lunchtime, etc.) be sure to communicate with the parent as well. Please remember we all have various parenting styles and family circumstances. However, we need to remember to talk openly and humbly with one another. If you have a question about what you are asked to do, please comply if at all possible and later, feel free to clarify the policy with Co-op administration.

Final Authority for Matters of Faith and Conduct

The "Statement of Beliefs" does not exhaust the extent of our beliefs. The Bible itself is the inspired, infallible Word of God; the final authority concerning truth, morality, and the proper conduct of mankind; and the final source of all that we believe. For the purposes of The Co-Op's faith, doctrine, practice, policy and discipline, our administrative team is The Co-Op's final interpretive authority on the Bible's meaning and application.

Job Summaries

Academic Roles

TA (Teacher's Assistant): may work in any grade or class to assist both teacher and students in maintaining a God-honoring and loving classroom environment. This in-class assistant supports the teacher in classroom management, and offers any assistance needed to enhance the students' learning during the class time. TA responsibilities in JHS and elementary grade classes may include in-class grading. Job value = 1 job for full year or 0.5 job for a semester class

Solo Teacher: works individually as a teacher of a Co-op class teaching any subject from a Biblical worldview. This designation does not indicate the teacher has no helpers, simply that the teacher is not in a co-teaching pair. Solo Teachers are responsible for all class development, implementation, and management. Job value for Solo Teacher = 2.0 jobs for one full year, 1.0 for one semester

Co-teachers: work in a Co-teaching pair dividing the teaching job in a 50/50 manner based on each teacher's unique strengths and interests. The Co-teachers must agree to an even split of the roles and responsibilities of teaching prior to the start of the new Co-op year. As with all teaching, all subjects are to be taught from a Biblical worldview. Co-teachers attend all class meetings unless physically unable. Job value for each Co-teacher = 1.0 job per class

Non-Academic Roles

Wednesday Night Set-up Crew Member OR Thursday Morning Set-Up Crew Member: works in the spirit of Christian cooperation, in coordination with the church and its ongoing activities, as part of a team to set up all classrooms used by Co-op and put out all safety structures the morning of co op. This member must be a Northlake Church member with access to a church key. This job takes about 1 hour if done alone. Job value = 1 job

Clean-up Crew Member: works as part of a team to clean anyl area of the building used by Co-op. Areas include, but are not limited to, classrooms, bathrooms, hallways, and other common areas. This job works for an entire block. The Clean-up Crew Coordinator assigns the responsibilities of individual Clean-up Crew Members. Job value = 1 job

End of Day Clean-up Crew Member: works as part of a team, to clean all areas of the building used by Co-op. Areas include, but are not limited to, classrooms, bathrooms, hallways, and other common areas. This job lasts for 30-45 minutes after the fifth block. The Clean-up Crew Coordinator assigns the responsibilities of individual End of Day Clean-up Crew Members. Job value = 1 job

Attendance Coordinator: creates, prints, and maintains all individual Co-op area (classroom, study hall, Gym, etc.) attendance folders. This individual also creates and maintains a Co-op-wide attendance sheet, which is available during the entire Co-op day. (Co-op-wide attendance binder should be placed at the Check-In desk prior to the start of the first class and picked up after the last class ends.) This individual also ensures all adults at co-op have a name tag, printing new ones when needed. Most tasks may be completed outside of Co-op hours using your personal computer. Because this job is technologically based, individual serving in this capacity must have reliable internet connection and consistent access to a device which is able to access the internet. Job value = .5 jobs

Hall Monitor: creates a safe, orderly, and positive learning environment by supervising student movement and behavior in hallways, common areas, restrooms, and other non-classroom spaces throughout the school day. Job Value = .5 jobs

Field Trip Coordinator: organizes, plans, and oversees all educational field trips for the school, ensuring they are safe, well-organized, educationally valuable, and compliant with school policies. This role is hands-on, highly collaborative, and often involves wearing multiple hats — from planner and communicator to problem-solver on the day of the trip. Job Value = 1 job

Event Planner: organizes and executes all major school-wide events, creating memorable, well-run experiences that strengthen the co op community, celebrate student achievements, and involve families. This role focuses on building excitement and connection through holiday parties, Winter and Spring showcases, field day, graduation ceremonies, etc.. Job Value = 1 job

Administration: Administration Team Members support the overall leadership and daily operations of the co op. They handle essential behind-the-scenes work to ensure the co op runs efficiently, maintains accurate records, and fosters a positive, safe learning environment for everyone.

Key Duties and Responsibilities:

- Operations and Scheduling — Help manage the daily/weekly schedule, including class times, special activities, staff coverage, and facility use. Coordinates arrivals, dismissals, and transitions.
- Student Records and Data Management — Maintain accurate student files, attendance, grades, health/emergency information, and enrollment/registration records.
- Parent and Family Communication — Serve as a friendly point of contact for families. Handle inquiries, send newsletters or updates, schedule meetings, and help resolve questions or concerns.
- Staff Support and Coordination — Help with staff scheduling, substitute coverage, and day-to-day support for teachers and other team members (including the hall monitor, field trip coordinator, and event planner).
- Budget and Resource Management — Assist with tracking expenses, ordering supplies, managing budgets, and supporting fundraising or donation efforts when needed.
- Registration and Admissions Support — Help with student enrollment processes, tours for prospective families, and maintaining waitlists.
- Safety and Emergency Preparedness — Support safety policies, coordinate drills, maintain first-aid and emergency supplies, and ensure the co op environment remains secure and welcoming.
- Event and Program Assistance — Collaborate with the Event Planner and other staff to support school-wide events (holiday parties, showcases, graduation, field day, etc.) by handling registrations, logistics, or on-site coordination as needed.
- General Office and Administrative Tasks — Answer phone calls/emails, greet visitors, choose and order supplies and curriculum, prepare documents or reports, and handle other duties that arise. Job Value = 3 jobs

Safety Team Members

Lobby Chaperone and Check In Desk Responsibilities - Job value = .5 job per hour

1. In a loving and Christ-centered way, maintains a quiet environment, and ensures all Co-op rules are followed in the lobby area of the church.
2. Maintain control of walkie-talkie at all times.
3. Ensure children are quietly walking through the lobby.
4. Be alert to surroundings inside and out.
5. Monitor the door into the lobby.
6. Ensure only Co-Op associated people gain access to the classroom areas of the building.
7. Ensure no small children leave unaccompanied by an adult.
8. Maintain master class & enrollment list at the door.
9. Start roll call once evacuated in drill and/or emergency.
10. Contact an Admin to escort guests.
11. Take Check In Desk Bin, Binder, and weekly Attendance Binder when exiting the building.
12. Be alert to surroundings inside and out.

Co-op Nurse: ministers to the families of Co-op, ensures medical emergency forms are up-to-date and available within a locked box each Co-op day, maintains supplies within a Co-op First Aid Kit, which is available during Co-op days for medical emergencies if needed, and initiates and/or facilitates Co-op-wide communications for health-related concerns. Completes, when necessary, incident forms when present at co-op and an incident. Reviews incident reports which were completed when the Co-op Nurse was not present at co-op. The Co-op Nurse is responsible to inform individual Co-op families of communicable health concerns if requested by family. Additionally, the Co-op Nurse informs other volunteers about medical situations that may require information or medical training to address. Job value = 1 job

Teacher Selection Process

Teachers are recruited from among our membership or among those who want to join Co-op the upcoming year. We try to encourage members to teach by having shared teaching or other arrangements so that more people can become teachers. In addition to teaching classes, teachers have a responsibility to provide guidance to the families via class descriptions and a syllabus and by informing

parents about necessary materials, workload, fees and student progress. Teachers are expected to treat students with love and dignity and to see them as precious souls. Although parents are the primary educators of their children, teachers are expected to work alongside the parents to help them in this goal.

Standards for Admission to Co-op

Spiritual Considerations

1. Personal Christian commitment of parent(s) and of older students will be considered.
2. Willingness of parents and students to be supportive of the Co-op's Christian ministry in Biblical education.
3. Willingness of parents and students to support the administration and teachers in carrying out the goals of the Co-op

Behavioral and Personal Considerations

1. Agreement of parents and students to abide by what is written in the The Co-op Handbook
2. Family's willingness to volunteer according to Co-op policies
3. Co-op makes no distinction in admission policy on the basis of race, color, national, or ethnic origin.
4. Family's oldest student, who will be enrolled in class(es) at co-op, is in third grade or higher. (waived for 2026-2027)
5. Must be willing to be subject to a background check.

Admissions Procedure

Applicants should read the The Co-Op Handbook and proceed with the application if and only if they are in agreement with the policies and statements in that handbook and are willing to abide by them. After a family has submitted an application, the application will be reviewed by the admin team.

The administration team will review any disagreements an applicant has with the statements of faith to see if these disagreements would prevent admission to the Co-op or affect eligibility for certain jobs.

Parents must be willing to have their names and contact information on our Co-op contact sheet.

They must be willing to submit to the decision of the administrative team regarding Co-op matters and follow the policies and procedures that are listed in the Co-op Handbook.

In addition to the above, all families seeking admission or readmission are required to:

1. Join any electronic group function The Co Op may create that allows for notifications.
2. Volunteer as determined by the standards set by the administrative team.
3. Keep an active email account and check your email often.

Family Orientation is held prior to Co-op start. During Orientation, new families meet the administrative team, review Co-op procedures, take a building tour, and confirm their class curriculum has been purchased.

Registration Process

Registration for Co-op happens annually. New families successfully completing the Admission Procedures and returning Co-op families may register for Co-op. Internet access and a valid email address are required for each family who desires to register with the Co-op.

Class sign-ups occur in May starting in 2026. Returning families, who desire to be eligible for prioritized class sign-ups, must complete the entire registration process by the assigned deadline. While families can register in any order for co-op, specific prioritized class sign-ups are initially completed in a definite order: teachers first, then returning families. New families and returning families who did not complete the registration process by the deadline will sign up last. Tuition based afternoon electives spots are given to member families utilizing co op classes in blocks 1-3 first.

There are several steps to the registration. Failure to complete any of the steps outlined below will delay the processing of a family's registration.

1. General Co-Op Paperwork for Registration
 - a. Family Fee--This is payable by cash or check. (\$125) Families registering for second semester only will pay exactly ½ of the current annual Co-op family fee. Individual Class Fees and required class texts and materials are separate from the Co-op Family Fee Payment. Individual Class Fees, which include copy and supply fees, will be paid directly to the teachers. Once your class sign-ups are approved, the individual teachers will outline for you the costs, including how to pay them and when. It is the individual family's responsibility to obtain their student's required class texts and materials for each class.

- b. Medical Emergency Cards for Students and Parents: We need paper copies of Medical Emergency Cards. These are kept in a lockbox at Co-Op in case of emergency.
 - c. Teacher/Substitute Policy: **All adults at Co-Op need to fill out this form.** It is always possible for any adult at Co-Op to be asked to step in as a Teacher or TA for a class. The Teacher/Substitute Policy needs to be printed and then signed by both parents, as well as any students who will be in 7th-12th grades next year.
 - d. Protection Policy: **Both parents need to fill out this form, even if it is highly unlikely for one of those parents to be at Co-Op.** The Protection Policy needs to be printed and then signed by both parents, as well as any students who will be in 7th-12th grades next year.
 - e. Handbook Agreement: This form is found in the Handbook. Parents are required to read the Handbook with your kids, discussing it with them as you read. The Handbook Agreement needs to be printed and then signed by both parents, as well as any students who will be in 7th-12th grades next year.
 - f. Volunteer for jobs: An Admin needs to confirm your jobs with you before your registration is complete. Each family must meet the volunteer requirements. Volunteering minimums are based on the number of class blocks each family uses. Co-op operates with five class blocks. The current volunteer requirements are as follows:
 - i. Enrolling for one class block requires a minimum of two job roles.
 - ii. Enrolling for two class blocks requires a minimum of three job roles.
 - iii. Enrolling for three class blocks requires a minimum of four job roles.
 - iv. If enrolling for four or five class blocks, please help as much as possible beyond the four-job minimum.
2. **Refund Policy:** If a family registers and pays the Family Fee, and then decides to no longer participate in Co-op, a refund will be provided according to the following policy:
- a. Refunds of Co-op Family Fees: \$25 non-refundable. \$50 non-refundable after 9/15. No refunds at all after 12/15.
 - b. Refunds of individual class fees are at the discretion of the teacher.
3. **Class Sign Up and Drop Deadline:** If parents choose to withdraw their child from a class after the add/drop deadline, the parents are still responsible to pay the copy/supply fee in full.

Class Offerings

Co-op classes vary from year to year depending on current Co-op families' interests, scheduling limitations, and classroom availability. Co-op administrators determine and schedule specific classes and seek to offer a diverse group of classes which adhere to current co-op families' interests. We generally do not offer classes in math (apart from math electives). Although classes vary from year to year, our basic class offerings generally include writing, literature, history, science, foreign language, and a few electives. The writing and literature classes are not meant to be stand alone English courses.

Grade Policy

While grades for tests and homework are provided by teachers in some or most of the classes for 7th-12th grades, parents are the final authority for assigning grades for their students. The Co Op will not provide transcripts or report cards but teachers should be willing to write letters of recommendations for their students when needed. Parents should consider Co Op classes as a tool for their student(s) education journey but The Co Op is not providing a full course load. It is strongly suggested that each home educating family familiarize themselves with the Texas State graduation standards to make sure they are meeting state requirements.

Class Sign-up Guidelines

K-12 Leveling up or down - As the Co-op classes are designed for the grade levels listed in the class name, parents should enroll their children in classes associated with the student's age and grade. If a parent would like to enroll a student in a higher or lower grade level class, then please contact the administration team to discuss the possibility of an exception.

Pre-K/3-4 - Children must be 3 years old by September 1 of the current year, be capable of Pre-K work across all course levels, AND be fully toilet trained in order to participate in Pre-K classes at The Co-Op. "Capable of Pre-K work across all course levels" doesn't mean that you must enroll your child in every Pre-K/3-4 class.

Nursery/Toddler - This is only for children of parents who have a job during the block, which does not allow them to supervise their own children.

** Please see the Classroom Behavioral and Academic Expectations document on the website before signing your students up. **

Teacher / Substitute Policies and Agreement Form

Thank you so much for serving as a Co-op teacher. The knowledge, time, and service of our volunteer teachers are wonderful blessings. Co-op teachers are not in authority over the parents, but rather have been called alongside to help. Since teaching in our Co-op is a ministry, teachers need to be Bible-believing Christians. Parents place their children in our classrooms for one or more subjects to help them in the homeschooling of their children. Please use the following guidelines to help with your classroom planning.

- Teach all classes from a Christ-honoring perspective.
- Realize that all students are precious and treat them with respect, love, and dignity at all times.
- Provide class descriptions and class welcome letters that are as specific as possible. Include:
 - ❖ Books and supplies needed, if applicable
 - ❖ Estimates on copying fees and lab fees, for each class
 - ❖ Any information that would help a parent prepare for or make a decision about the class
 - ❖ The amount and type of parental involvement you expect
 - ❖ Estimate of the workload, reading level, rigor of the class, and what class activities will be like (reading, lab write-ups, study guides, projects, tests, grading system, etc.)
- Provide a detailed syllabus prior to each semester for the work expected and days that work is due. This can be a weekly or daily syllabus.
- Follow the syllabus and try to do things in accordance with the class description even if some students are not keeping up with work, unless it is a special circumstance. This ensures that parents receive what they signed up for.
- **Grade all tests and have the TA/grader grade homework where applicable.**
- **If a child is not doing assigned homework or is not performing well in the class, discuss the situation with the student and parent. If the situation does not resolve, notify a Co-op administrator to discuss with parent and teacher as to whether the child should remain in the class.**
- For classes where grading is a Co-op responsibility, inform students and parents of work that is missing in a timely manner. This may be done by email or by verbal communication.
- Agree to adhere to the academic and behavior policy. (in handbook)

Late homework, tests, and labs policy:

- Work 1 week late: May receive a penalty of up to 10%.
- Work 2-4 weeks late: May receive an additional penalty of up to 5% off per week.
- The maximum cumulative penalty of 25% for late work, if handed in within 4 weeks.
- Work that is more than 4 weeks late will be accepted only with teacher and parental discussion regarding extenuating circumstances.
- There is no penalty if the student was ill or a parental discussion regarding absence has been discussed with the teacher. If work is excessively late as a habit, and becomes a burden to you, please notify the Co-op administrators. We will work out a solution, even if it involves the parent grading the child's work or removing the student from class.

I have prayerfully considered the above, and I am in agreement.

_____ Date _____

I agree to abide by Co-op policies for families and teachers and to graciously submit to the direction of the Co-op administration with regard to Co-op responsibilities. I have personally believed in Jesus Christ, as God, the Son of God, and have received Him as my Savior who died for my sins and rose again. I believe that the Bible is the infallible Word of God.

_____ Date _____

Protection Policy

The Co-op places a priority on maintaining a safe environment for children and students. This policy describes the practices required of Co-op parents.

1. These policies apply to all teachers, TAs, graders, and chaperones. All such adults are required to sign their agreement to serve under these policies.

Appropriate Conduct

2. Common expressions of affection (hugs), support (prayer), or physical caretaking (changing diapers) are appropriate in our Co-op. However, physical expressions of affection must not be excessive or imposed upon another person.

Prohibited Conduct

3. All forms of abuse are prohibited. Abuse includes any abuse or neglect, including but not limited to, physical abuse, emotional abuse, unlawful sexual behavior, exploitation, or behavior that breaches Christian ethical principles by misusing a trust relationship.
 - a. Exploitation – activities designed to break down inhibitions – may include sexually demeaning comments, verbal suggestion of sexual activity or behavior, provocative clothing, unwelcome or inappropriate physical contact, degrading comments about a person's appearance, display of suggestive materials, or requests for social involvement after the protected person refuses.
 - b. Sexual exploitation is further defined as any activity between a minor and an adult that is used for sexual stimulation of the adult. It may or may not involve touching and is always considered forced, whether or not the protected person has consented.
4. All teachers, TAs, and chaperones are required to sign the affirmation page of this policy certifying that they have not been convicted of any such offense prior to serving in these roles at The Co-op. Any person convicted of an offense that involves abuse as defined in #3 against a minor in any jurisdiction must fully disclose conviction and surrounding circumstances to Co-op Administrators. Co-op Administration seeks to protect students in all circumstances while students are at Co-op. Persons who have been convicted of an offense that involves abuse as defined in #3 may still volunteer at The Co-op, but any and all necessary safeguards will be put into place. Safeguards may include, but are not limited to, a modified job description to ensure supervised interactions with students at all times, or a job assignment, such as a supply person, which occurs outside of Co-op class hours and does not include contact with students. Any individuals who are asked to abide by any safeguards will be responsible to do so at all times. Any violation of the safeguards will result in disciplinary action, which may include immediate removal from Co-op.

Reporting Abuse or Suspected Abuse

5. Any person who learns of or suspects abuse or exploitation of a minor while at The Co-op, whether suspected abuse occurred at the The Co-op or not, must report it to the appropriate civil authorities in compliance with local laws. In addition, the information must be reported to The Co-op Administrators immediately.
6. All those involved in the report or investigation must keep all information confidential except as required by law. Conduct in violation of this policy, or failure to comply with this policy, is grounds for removal of a Co-op teacher, TA, or chaperone.

Affirmation by Teacher, TA, Chaperone, or Parent

I have read, understood, and agree to abide by The Co-op on the North Shore Protection Policy for the protection of children and students.

Furthermore, I have not been convicted of any offense against a minor in any jurisdiction, nor are there any such charges pending at this time. I understand that it is my responsibility to inform the Wednesday Co-op administrators if this affirmation changes at any point throughout the applicable school year.

_____ Date _____

