

CHE Cooperative Learning Day Guidebook '21-'22

PURPOSE

Enhance your academic curriculum and provide opportunities for socialization.

MOTTO

“Be kind.” Ephesians 4:32

Co-op Day Schedule

Mondays

First Period	10:25 – 11:15
Second Period	11:20 – 12:10
Break Time	12:10 – 12:40
Third Period	12:40 – 1:30

REQUIREMENTS FOR PARTICIPATION

A. Family must be current members of CHE.

B. Parents:

1. In order for a child to be placed in classes, a parent must volunteer as a teacher, teacher assistant, or nursery worker on a weekly basis.
2. A parent must also assist with 'housekeeping' tasks, i.e. set-up or clean-up on a scheduled basis.
3. Exemptions are available on an individual basis. Please write a letter to the Co-op Committee explaining the reason for your request.*

C. Students:

1. Students need to come with the necessary materials and a good attitude.
2. Students should be where they are supposed to be, when they are supposed to be there.

D. Enrollment/Registration

1. Enrollment for Co-Op begins approximately 45-60 days before the semester begins. A family that plans on attending co-op should enroll online (currently a Google form) before the stated deadline.
2. Late enrollments are subject to committee approval and a \$25 late fee.
3. Registration will begin approximately 30 days before the semester begins. All enrolled students are expected to register for their classes online before the stated deadline.
4. Families that drop out of co-op cause extra work, both for the committee and the other families participating.
 - i. A family can drop-out after enrollment once with no consequences.
 - ii. The second time a family drops out of co-op, they can only enroll for a later semester with committee approval and if prior registration fees plus a \$25 fee are paid.
 - iii. If the same family drops out a third time, they will not be eligible for future co-op semesters.
 - iv. Leniency and grace will be extended for major health issues/hospitalizations/death.

E. Fees:

1. \$5 registration fee per family per semester
2. \$5 per class fee – maximum of \$35 per family per semester. There is no charge for the break time period or nursery.
3. All fees must be paid prior to the semester start date; some classes may require a special text or other materials not covered by the fees. If so, that information will be included in registration materials.
4. Scholarships are available. Please write a letter to the Co-op Committee explaining the reason for your request.*

* Please note: A family cannot receive both a work and financial exemption in the same semester.

GUIDELINES

In order for CHE Cooperative Learning Day to function effectively and orderly, parental involvement is a must. The following rules are necessary in order for us to have a safe and Christian environment. Some of the rules are mandated to us by Highland Drive Baptist Church. If you have any questions about any of these rules, please feel free to contact any member of the Co-op Committee.

- A. All students must be signed in by an adult (16 years old or older) each Co-op day. Students should also be signed out if leaving before the end of the Co-op day.
- B. No students may congregate in the parking lot unattended. Parents should not send a child out to their vehicle alone for any reason, including getting something out that was forgotten by the parent or child.
- C. All students are expected to be in their assigned class at the beginning of that class. If a student is 15 minutes late, they will not be allowed to go in and disrupt the class. The student should stay with their parent until the next class period.
- D. There is to be no public display of affection between couples.
- E. Food or drink is only allowed in classrooms when provided by the teacher as a part of the class. Teachers must obtain approval from the committee prior to class.
- F. Knives, or weapons of any kind, are expressly forbidden at Co-op. If a student has a weapon in his/her possession, (s)he may be asked to permanently cease participation in Co-op.
- G. Church kitchen supplies are not to be used for any CHE activities or personal use.

Do not call the church office for any reason. They do not have a way to page a parent or child.

DISCIPLINE POLICY

The committee and parents are expected to enforce rules and guidelines set forth by the committee.

- Teachers: it is your responsibility to explain expectations for class behavior.
- Assistants: you are to help enforce these expectations in the class setting.
- Parents: you are to support in enforcing rules in “open” areas and times. This includes: bathrooms, the hallway, parking lots, and gym prior to co-op, between classes, during break time, and at the end of the day.
- If a student becomes disruptive in class, he or she is to be removed and taken to the information table by the assistant. The student’s parent will be contacted to come take appropriate action with the child before he or she will be allowed back into the classroom.
- If a student is taken to the information desk for disciplinary action three times in a semester, they will not be allowed to return to Co-op for the remainder of that semester.
- If a student or family is removed from Co-op, and chooses to return in a subsequent semester, they will be under probation. This means that the student/family will be allowed only one disciplinary action in order to be removed from Co-op permanently.

The Co-op Committee reserves the right to remove a student or family at any time depending on the severity of an incident(s).

UNSUPERVISED STUDENTS

Any student who is not enrolled in a class during a given period, must be with his/her parent at all times. If a student is unsupervised and not in an assigned class, (s)he will be taken to the information table until a parent can be located.

HOUSEKEEPING DUTIES

All participants of Co-Op are required to help with a housekeeping duty. We have divided the duties into two categories: set-up & clean-up. Each semester, parents are divided into teams which will rotate if possible. The number of weeks you work will depend on how many families are participating.

Set-Up- Parents will arrive thirty to forty-five minutes early and check in with Ashley Goad or Jenny Gammon. You will receive specific instructions at that point. Duties may include: hanging signs, unloading the trailer, setting up rooms, setting out supplies, etc.

Clean-Up- Parents will report Gina Oberg or Beth Tennison at the end of Co-Op to receive specifics on tasks. These may include: loading the trailer, setting up rooms, taking down signs, etc.

GUEST POLICY

Guests are not allowed at Co-Op without prior consent from the committee.

- New members of CHE who have never participated in Co-op may visit one time. Parents of the visiting students may or may not be asked to sit in the class with the student.
- CHE members (current or former) who are past Co-op participants are not allowed to visit Co-op classes.
- Non-members of CHE may visit one time if they are “sponsored” by a CHE Co-op member.
- “Guest” teachers who are not CHE or Co-op members must be pre-approved by the Co-op Committee.

All guests must be signed in at the Information Table

CLASS CHANGES

Students will be allowed to drop, add, or switch classes for the first two Co-op Days. Come to the Information Table in the gym and fill out a Class Change form. DO NOT contact the teacher of the class the student wishes to switch to. Approval of the change will depend on any restrictions on the class desired (grade level, number of students, etc.) The student may not begin attending a new class until his/her form has been approved.

- A “drop” may result in a refund of the \$5 class charge if the family limit of \$35 wasn’t reached.
- An “add” will require an additional \$5 class charge, unless the \$35 family limit has already been met as well as any extra fees required for that class.
- There are no fees involved in switching classes unless new class requires an extra fee.
- After the first two Co-op Days, only “drops” will be allowed, but no refunds of class charges will be issued.

PROPER USE OF THE NURSERY

The nursery is a privilege that we provide free of charge to moms who are teaching or assisting in a class. It is not a free babysitting service while the mom is visiting in the teacher’s lounge or going to run errands. The children enrolled in the nursery must be picked up at the end of the period in which the parent is teaching or assisting. We ask that moms do not sit in the nursery with their children during the times that they are not teaching or assisting (that’s what the Teacher’s Lounge is for). There is no nursery during break time.

PARENT RESPONSIBILITIES

1. “Whatever you do, work at it with all your heart, as working for the Lord, not for men...” (Col. 3:23) Please, be present every Monday ON TIME. Of course, there may be emergencies, etc. which will require you missing a Co-op Day. If such a reason arises, please call or text one of our substitute coordinators: Carrie Cook 870-919-6042 or Joy Doss 870-530-0215. Additional numbers and e-mail addresses are available in the directory. Also, please call your teaching partner and make them aware of the fact that you will not be there. Because it is important that each class has at least two adults present, your absence requires a replacement. The Co-op Committee would appreciate as much prior warning as possible to make the necessary arrangements for the students.
2. Get to know your teaching partner. We’re in this together, and only with good communication and cooperation can our Co-op Day be a successful experience for the parents and students.
3. Assistants will need to take roll and attendance at the beginning of every class.
4. Co-op Teachers are not required to discipline the students in their charge. However, no teacher should allow students to disrupt their classes and take away from valuable teaching time with the other students. A disruptive student should be taken to the information table in the gym by the classroom assistant. The Co-op Committee members at the table will contact the child’s parent and take proper action before the child will be allowed back into class.
If a child has to be taken to the information table three times during the semester, he will be removed from the class.

Please make your expectations of the discipline in your classroom clear on the very first day of Co-op, and do not let problems become stressful to you before you bring them to the attention of the Co-op Committee.

5. Most classrooms are used all three periods. Each class is responsible for their own mess. Please do not leave your class's mess for someone else to clean up.
6. Each teacher will be given a layout of the building with all of the exits clearly marked. Teachers and assistants are responsible for knowing the proper exits to use in case of a fire. Go over those exits with your students on the first day of class. Once outside, use the roll to establish that all of your students are out of the building. We will meet in the west parking lot.
7. In case of inclement weather, classes will gather in the interior hallways. Any overflow can gather in the choir room. Make sure your students understand these instructions on the first day of class. Again, use your roll to determine if all of your students are in the proper shelter.
8. A room will be designated each semester as a teacher's lounge. Since all parents participating are either teaching or assisting, that means you! Because of P.E. classes in the gym (which means flying balls, high noise levels, etc.), we've set apart this room for the parents and their small children to use while the parents are not teaching. Since the P.E. teachers have asked us not to congregate in the gym, please make use of our teacher's lounge.
9. Each teacher has up to \$5 per child to spend on supplies for the class. We do ask that if you are going to spend over \$25 on an item, that you check with the Co-op Committee first. Please understand that anything purchased for your class with Co-op monies, must remain the property of Co-op. In other words, if you use your Co-op money to buy books or curriculum, they will need to be turned in to the Co-op Committee at the end of the semester. Of course, if the money is used to buy consumable materials, only the unused portions will be turned in. You may turn in receipts for your purchases to **Ashley Goad** for reimbursement. Co-op has many supplies left over from previous classes. Before you purchase anything, we ask that you check our inventory. We may already have what you need! If the nursery needs supplies (wipes, toys, etc.), please inform **Ashley Goad or Emily Jordan**. They will make sure the nursery is properly supplied.

Class monies may not be used for class parties or class-wide gifts. The committee will hear any request for award-based competitions and approve on a case-by-case basis.
10. If a teacher is planning to show a movie or introduce a book that was not part of the original class description, she must send a notification to the Co-op Committee and the

students' parents at least one week ahead of time. This will give the parents the ability to have their student opt out of that class if they wish.

11. If you need copies for your class, please use whichever copy store is convenient for you and get a receipt. Write your class name on receipt and give to Ashley Goad for reimbursement. If you choose to make copies at home, co-op will reimburse \$0.13/copy.
12. Co-op supplies are kept in a cargo trailer parked at Highland Drive during the semester. You may store your supplies there. If you have supplies you will no longer need please let a committee member know so it may be moved to our storage facility.

Co-op Learning Day Committee Members

Gina Oberg - Co-chair, Secretary & Security	(870-273-6173)
Amanda Witcher – Co-Chair & Co-Treasurer	(501-425-9646)
Carrie Cook – Sub-Coordinator	(870-919-6042)
Joy Doss – Sub-Coordinator	(870-530-0215)
Tiffany Blancett – Clean-up	
Danielle Fletcher - Attendance	
Jenny Gammon – Set-up & Attendance	
Ashley Goad - Co-Treasurer, Set-up, & Nursery	
Emily Jordan - Nursery	
Beth Tennison – Clean-up	