



CLEARwater Co-ops
of Lake Michigan Home School Connection

CHRIST-CENTERED | LEARNING FOCUSED | EXPERIENTIAL | ARTS-MINDED | RELATIONAL

**CLEARwater
Muskegon
CO-OP
Handbook
2023-24**

Welcome to the CLEARwater Muskegon CO-OP!

Whether this is your first year home schooling or you are a seasoned veteran, we hope your family's experience in CO-OP will enrich your students' education and your family's life.

The Muskegon CO-OP has two 10-week sessions – one in fall, one in winter – and classes for nursery through high school. In addition to the two class sessions, there are several extra activities for fun and fellowship, like our Showcase, Valentine's Day Party, Moms' Night Out, Wisdom Swaps, or mid-summer Beach Party. Classes range from enrichment to academic and are available for students in K-12th grades. Nursery and preschool classes are offered for siblings of students registered in K-12 classes. Offered classes change from year to year, so there is always something new to discover!

Muskegon CO-OP has been a great blessing to many families as we work together. It is under the umbrella of the CLEARwater CO-OPs of LMHSC organization. Parent volunteers fill all the roles in leadership, teaching, and class assisting, and all parents work together to clean the church after our weekly meetings. In addition, there are many strong friendships and supportive connections made – and that's just for the adults! You will find that many students also have wonderful friendships with their CO-OP classmates.

This Handbook should help explain policies and procedures of the Muskegon CO-OP. If you have any further questions or comments or would like to serve in a leadership role, please contact a Board member for more information.

Welcome, again, to Muskegon CO-OP and have a great year homeschooling!!

About CLEARwater CO-OPs of LMHSC

The CLEAR stands for **C**hrist-centered, **L**earning-focused, **E**xperiential, **A**rts-minded, **R**elational. The water—We live in an area with beautiful bodies of water and Jesus offers us the Water of Life.

Mission

LMHSC is a parent-run home school organization.

LMHSC is distinctly Christian in nature but has an open enrollment to anyone who will respect that distinction. For a **Statement of Faith**, please see the website at homeschool-life.com/muskegon.

LMHSC is all about learning, networking with other parents, and giving our kids unique experiences that a larger group affords.

LMHSC does not exist to provide complete education for home schooled children but to enhance established home school programs.

LMHSC will consist of different units, which provide different services and/or support to the home school community.

General Policies

The Board of Directors is responsible for overseeing all LMHSC policies, finances, and administration of programs, as well as matters pertaining to the health, safety, security, and general welfare of the constituency of LMHSC. All policies apply for all LMHSC activities and the Board trusts that all enrollees will uphold these.

CLEARwater CO-OPs of LMHSC BENEFITS

- Website: Helpful resources, online registration, announcements, FYI, calendar of events
- Insurance to cover each CO-OP (this is needed to use church facilities)
- 501C3 Status: Allows each CO-OP to raise funds as a non-profit organization
- Accounting: tax returns filed at the end of each year and checks and balances for our families' money
- Background checks for the safety of our children
- Discounts on Home School Legal Defense Association - Discount code is 299993
- Box Tops: Twice a year

Please be aware that CLEARwater board members are volunteers and are not paid for their service.

WEATHER CANCELATION POLICY

If there is bad weather we will email by 6:30am with a closure decision. Our default is Mona Shores school closing, but we will make the final decision. Call the absentee number if unsure (231) 268-0210.

PARENT VOLUNTEERS

Please be aware that for emergency reasons you must stay in the Church while CO-OP is in session. The volunteer agreement also states you must pay for classes if you are not willing to help out.

A TYPICAL DAY AT CO-OP

- 9:00–9:15 AM Fellowship, **Sign In** & Check Mailbox (We strongly urge everyone to arrive by 9AM.)
- 9:15 AM Opening Music, Pledge, Prayer & Announcements
- 9:30-10:20 AM 1st Class
- 10:30-11:20 AM 2nd Class
- 11:30-12:20 PM 3rd Class
- 12:20-1:30 PM Cleaning—Five families will be staying to clean the church each week. Each family will be required to sign up to clean for one or two weeks per session (unless part of the set-up team). The sign-up will be on the website calendar, select the Friday you wish to clean and sign up there. ALL children must be supervised during the cleaning time, so each cleaning team will be responsible to assign one adult to that task. Be prepared to stay at the church until 1:30 on your cleaning days. Please feel free to bring snacks or lunch for your children.
- 12:50 PM All families—Check Mailbox & **Sign Out** (except cleaning team)

If you are new to CO-OP, you may want to be sure your children know where their classes are at the beginning of the day. There will be board members available to assist both you and your children.

WHEN SICKNESS SHOULD KEEP YOU HOME

If you have questions, feel free to stop by the front desk located in the lobby of the church.

- **FEVER:** If you or your child has a temperature of 100.4 degrees or higher, you should stay home. A child should be fever-free for 24 hours (without medicine) before coming to CO-OP.
- **MILD COUGH/RUNNY NOSE:** If there's no fever and you or your child feel fairly good, CO-OP is fine.
- **BAD COUGH/COLD SYMPTOMS:** Bad coughs need to stay home. It could be a severe cold or possibly bronchitis, flu, or pneumonia.
- **DIARRHEA OR VOMITING:** Stay home until the illness is over and for 24 hours after the last episode (without medicine).
- **SORE THROAT:** A minor sore throat is usually not a problem, but a severe sore throat could be a sign of strep throat even if there is no fever. Other symptoms of strep throat are headache and stomach upset. Please stay at home. You can return 24 hours after antibiotic treatment prescribed by doctor begins.
- **EARACHE:** Consult a doctor.
- **PINK EYE (CONJUNCTIVITIS):** Keep child home until doctor has given the OK to return to CO-OP. Pink eye is highly contagious and most cases are caused by a virus.
- **RASH:** Children and adults with a skin rash should see a doctor, as this could be one of several infectious diseases.
- **HEAD LICE:** If you discover your child has head lice, please inform Muskegon CO-OP as soon as possible so we can do proper cleaning at the church. Please keep your child at home until completely clear of all lice.
- **ALLERGIES:** Please be advised that some students may have allergies which may result in coughing, runny nose, or sneezing. Students with allergies are welcome to come. Please inform your tutors so they don't mistake those allergies for contagious sickness.

TASK POLICY AND DESCRIPTIONS

Absenteeism

Please call the absentee number (231) 268-0210 if you will be late or absent. We need to be sure our students are safe and supervised and everyone is in their proper position. We can find substitutes for you; we just need to know in advance when possible.

Task-for-a-Class Policy

We do ask parents to volunteer. Because of our parent volunteers, we are able to keep our fees low and provide the best classroom atmosphere possible. For every hour your family attends CO-OP, we ask the parent to complete one task per hour. If you are assigned a “free hour,” as we try to give our tutors, you will need to remain in the building to sub if needed.

Task-Hall Monitor

Check each class that hour to see that parents are fulfilling their assigned tasks and all children are where they should be. If a teacher is in need of assistance, find a floating sub to fill in. Then monitor the hallways, the bathrooms, and open rooms to encourage quietness for classes in progress and to direct wandering children to their designated classes or to their mothers if they are unwilling to comply.

Front Desk

Make sure no child leaves without an adult!! Direct students and parents to classes. Pass out information to parents. Answer questions or direct to a Board member when needed. Welcome anyone new or

visiting with a cheerful greeting and smile.

TASK POLICY AND DESCRIPTIONS

Free/Substitutes

To be available to fill in where needed. We have a Parents Lounge for substitutes so they can be easily located if needed.

Class Tutor

Prepare a parent letter describing your class at the beginning of each session. This allows for parents to get details on your class. Review any class allergies. Take attendance for every class you have in case of a fire drill or missing person. Along with Class Assistant make sure room is clean and supplies returned to the supply closet. Also, see Tutor Guidelines.

Class Assistant

Assist the tutor during class time as needed. Monitor the children's behavior and record any problems. Make sure the classroom is cleaned and straightened for the next class. Please be proactive in looking for ways to be helpful.

Study Hall Supervisor

Maintain a quiet atmosphere for students to study. Make sure Study Hall students remain in the Study Hall area the entire 50 minute class hour.

Nursery Care-Givers (for children 0-3 years)

Please check the activities scheduled for each hour. Play with children. Change diapers when necessary. If you are working the 11:30 hour. pick up all toys. All hard toys and surfaces must be disinfected along with toilet and changing areas. Put LMHSC Nursery boxes with cleaners and snacks away. Make sure room is

vacuumed and orderly. No colored, staining snacks or juice, please.

TASK POLICY AND DESCRIPTIONS

End of Day Cleaning

It is a requirement for all families to help clean the building. If it is impossible for you to stay after, please make arrangements with a council member to come in for set-up. Many hands make light work and if we all work together we can get cleaning done quickly and thoroughly. Cleaning the church is part of showing the church we are thankful for them allowing us to use their facility.

You will stay for cleaning one or two weeks per session (unless part of the set-up team). All cleaning instructions will be listed on cleaning sheets. You will be asked to pick your Fridays to clean, and if you do not, a day will be assigned to you. Class Assistants who are in a classroom during the last hour will be asked to clean that room. For safety reasons, all students **must** remain in the Room 6 and supervised by one adult during cleaning; they may not wander the building or go outside. You may bring a snack or lunch for your child to eat. Make sure to clean up any mess your child may have made when you pick them up. Teens ages 13+ may gather in Room 4 provided they clean the room before they leave.

Set Up

We need four to five families to come in early each week to help set up. If your schedule does not allow you to stay after CO-OP, please talk to a board member about being on the set-up team. Please arrive between 8:00-8:15.

SAFETY POLICIES AND DESCRIPTIONS

Check In/Out Security Policy

- Sign-in is in the Narthex. Parent or responsible adult needs to sign in his or her family, and pick up name tags for the adults who will be on campus.
- Visitors will need to sign in at the front desk in the Narthex and receive a name tag.
- During clean up, all children must stay in the Room 6.
- All families will need to sign out in the Lobby and turn in name tags.

Emergency Situations

In all emergency situations, please remember to stay calm. While we don't anticipate any of these things happening during CO-OP, we want everyone to be prepared and to remain safe.

Tornado Watch

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, CO-OP will continue normal activities but move all classes and physical education activities indoors.

SAFETY POLICIES AND DESCRIPTIONS

Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. As soon as they are notified, tutors and assistants shall immediately proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. Assistants on their free hour should proceed to the nursery to help move the babies and toddlers to the shelter area. Our predesignated tornado shelter area is Room 6. Once students are in the room, each person should sit on the floor with his hands and arms over his head. Other safe places would be the back bathrooms or the gym storage rooms.

Fire

In case of a fire or fire alarm, tutors and assistants should quickly gather students and walk them to the nearest exit and out to the designated meeting place in the parking lot. Please review the maps in each classroom for the nearest exit. Do not stop to get belongings. Please remind the students that there should be no talking. Tutors should take the attendance folder with them and check to make sure all students are accounted for after reaching the designated meeting place in the parking lot. Students should remain with their class. No one is to return to the building until an all clear is given by the CO-OP administrator or public safety official.

BOARD AND LEADERSHIP POSITIONS

The Muskegon CO-OP is led by a group of parent volunteers. This group recruits CO-OP class tutors, coordinates with our host church, schedules classes, tutors and helpers, and communicates class and event information. Please speak to the Admin to see how you can help.

Administrator

Oversee overall well-being, smooth running of CO-OP.

Registration Coordinator

Oversee class registration each session and related items.

Task Coordinator

Assign parent tasks each session and monitor classes each week.

Communication Coordinator

Communicate information via email, website or mailboxes.

Tutor Recruiter

Oversee recruitment of tutors, scheduling of classes, and create database of previous and current classes.

Tutor Coordinator

Collect class information and assign class locations.

Cleaning Team Coordinator

Schedule cleaning teams and oversee end-of-day cleaning.

Supplies Coordinator

Monitor and acquire needed CO-OP supplies.

LEADERSHIP—NON BOARD POSITIONS

Newcomer Contact

To assist visiting families interested in joining the CO-OP and new families who have joined CO-OP by providing information, tours, etc.

Fire Drill Coordinator

Schedule and carry out at least one fire drill per session.

Nursery Coordinator

Oversee operation of nursery and supplies.

Preschool Coordinator

Oversee operation of nursery and supplies.

Field Trip Coordinator

Helps recruit parent volunteers to run outside activities such as Valentine's Party, field trips, etc.

BoxTops Coordinator

Helps coordinate fundraisers and BoxTops. .

BOX TOPS FOR EDUCATION

All Box Tops that you turn in are credited to your family's account to offset registration and material fees. No cash will be given. Box Tops are collected in the fall and spring, with credits being placed in your account for the following session.

All Box Tops must be submitted in clear zippered bags (snack sized works best) in groups of 50 (please see Bonus Box Tops for special instructions). Box Tops should be labeled with your first initial and last name, along with the quantity. E.g. A. Smith 50

Neatly cut out the Box Tops. Put your kids to work trimming them neatly. Box Tops need to be trimmed on the dotted line. If yours are not neatly trimmed, the Box Tops coordinators will return them to you and they will not be credited to your account until fixed.

Check all expiration dates. Expired Box Tops will not be accepted, and no credit can be given for expired Box Tops. Box Tops redeemed in fall must not expired before November 1st and for spring March 1st of the current year.

Bonus Box Tops – Bonus Box Tops should be separated from single Box Tops and placed in a zippered bag by themselves. All Bonus Box Tops can be put together in one bag. Please label the bag with your name, phone number, and total number of Bonus Box Tops.

****NEW**** Each family that redeems Box Tops will pay \$0.50 from their total to help pay for shipping fees.

THE NEW

BOX TOPS LABELS



Eventually the Box Tops program will become digital-only. Participating brands are starting to change their packaging from a traditional Box Tops clip to the new Box Top label.

If you see this label, use the new Box Tops app to scan your receipt. **Box Tops are still worth 10¢ each for your school.** The app will find participating products purchased at any store and instantly add cash to your earnings online.

TUTOR GUIDELINES

- Tutors are not teachers. Tutors are overseeing a particular subject matter during a scheduled class time.
- Tutors agree that all teaching time is done on a volunteer basis.
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- Tutors agree to be responsible for getting teaching materials to their assistant or council in case of absence.
- Tutors shall prepare a parent letter or syllabus describing their class with a copy to CO-OP Muskegon Tutor Coordinator or Recruiter.
- Tutors must agree to answer parent's questions about course content before and during registration.
- Tutors shall not distribute any copyrighted material without legal authorization.
- Tutor agrees to inform CO-OP Muskegon Council as soon as possible before semester registration deadlines if they cannot teach a proposed class and will return any monies collected for material fees.
- Tutors agree that any religious content being taught will be in agreement with and uphold the Statement of Faith and Mission Statement of CLEARwater CO-OPs of LMHSC. Eph. 2:19-20.

TUTOR GUIDELINES

- Tutor agrees with reimbursement policy as follows:
 - May be reimbursed for expenses relating to this class up to \$5 per student. Any amount exceeding this should be approved by the Administrator or Treasurer in advance of purchase.
 - A reimbursement form with attached receipts must be submitted to the CO-OP Administrator or Treasurer.
 - Because we are a non-profit organization, you can purchase your supplies tax free. Please get a copy of the tax exempt letter for this purpose if you are purchasing your own supplies.
 - Only reimbursed for consumable expenses.
 - Not reimbursed for non-consumable purchases, such as books. A material fee can cover these.
 - Material fees must be approved by CO-OP Administrator before publication of classes.

Tutor agrees to uphold Statement of Faith of CLEARwater CO-OPs of LMHSC. Tutor need not agree with the Statement of Faith but must understand that this is the basis from which CLEARwater operates and the standard which all staff and students are required to uphold.

DRESS AND BEHAVIOR POLICIES

Dress Code:

Shorts and Skorts: Must have at least a 3 1/2" inseam

Shirts: Must be at least 2" wide on shoulders (lasagna strap, girls as well as boys)

No backless or strapless

Must have two straps

No stomachs or backs showing, even when arms are raised, at any time

Boys must always be wearing a shirt

No backless or low-cut tops

Swimsuits: No bikinis

General Attire:

No midriffs showing

Must be modest

Any person with questionable attire will be asked to change or wear a cover-up

Behavior Policies:

As Christians, the goal of LMHSC is to obey Scripture and, whether in word or deed, to do all to the glory of God. The ultimate end of all Bible-centered education is to grow in wisdom and virtue. Therefore, we require our families to exhibit the following minimal personal virtues at any and all LMHSC events and activities.

- Kindness
- Truthfulness
- Courtesy toward others and respect for their property rights.
- Punctuality in attendance and work.
- Respect for and obedience to those in authority.
- Diligence in effort and attention.

DRESS AND BEHAVIOR POLICIES

Music Policy:

The Board reserves the right to limit or restrict the use of music at LMHSC events or activities.

Prohibited Activities and Items:

No illegal activity will be tolerated, no inappropriate contact of any kind, and no illegal substances, alcohol, or tobacco products are allowed at LMHSC-sponsored activities.

Weapons:

Items considered to be weapons are prohibited from being in the possession of any non-adult at all LMHSC-sponsored activities unless specifically required for a group activity, i.e. hunter's safety class.

Pornography:

Items of a sexual nature and not part of normal tutorial sessions/semesters (biology, anatomy, etc.) are strictly prohibited at all LMHSC-sponsored activities. This rule shall apply to printed and electronic material including any graphic or text. Any content or activity deemed to be pornographic in nature by consensus of the Council, or by the Board of Directors, shall be regarded as prohibited.

Additional restrictions:

No excessive horseplay.

No bad language. Language that is generally or reasonably considered to be vulgar, inappropriate in a Christian context, hurtful to the recipient, racial, bigoted, or demeaning is not allowed at LMHSC-sponsored activities.

No hurting others.

RULES FOR THE USE OF 1ST BAPTIST CHURCH BUILDING AND GROUND

RULES OF CONDUCT:

- Entire gym floor must be swept before and after all activities.
- Only non-marking soled shoes may be worn in gym for athletic activities.
- No smoking inside or outside the church facility.
- No alcoholic beverages or drugs of any kind are allowed on church premises.
- No profanity or vulgar language.
- Modest and appropriate clothing is required.
- Proper care and use of building and equipment is expected.
- Please record and report all damages or injuries immediately.
- All children must be under adult supervision both inside and outside of the building.
- No church equipment shall be used or touched without authorized permission.
- NO Glitter or helium balloons!!!
- No Defacing property

FOOD & BEVERAGES:

- NO COLORED DRINKS ALLOWED.
- No Food or Beverages in the Sanctuary.
- Any snacks given need to be non-staining.

**PLEASE BE RESPECTFUL OF THESE
REQUIREMENTS OF THE CHURCH.**

**FAILURE TO ADHERE TO POLICIES & RULES
WILL RESULT IN:**

- 1st Offense: Warning given to parent and child
- 2nd Offense: Child is required to stay with parent for remainder of class, activity or event.
- 3rd Offense: Parent meets with CO-OP Muskegon Board with possible suspension from that activity.
- Behavior that demonstrates a blatant disregard for person and/or property will result in immediate suspension.

MUSKEGON CO-OP CALENDAR 2023-2024 See Facebook page under Announcements for all important dates.

Fall session

Sep 15 co-op week 1
Sep 22 co-op week 2
Sep 29 co-op week 3

Oct 6 co-op week 4
Oct 13 co-op week 5
Oct 20 co-op week 6
Oct 27 co-op week 7

Nov 3 co-op week 8
Nov 10 co-op week 9
Nov 17 co-op week 10

April 12 co-op week 10

Winter session

Feb 2 co-op week 1

Feb 9 co-op week 2

Feb 16 co-op week 3

Feb 23 co-op week 4

Mar 1 co-op week 5

Mar 8 co-op week 6

Mar 15 co-op week 7

Mar 22 co-op week 8

Mar 29 BREAK FOR GOOD FRIDAY

April 5 co-op week 9

April 12 co-op week 10



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