

BEREAN
HOMESCHOOL
COOPERATIVE

Ministry of Cornerstone Baptist Church

MEMBER
HANDBOOK
2021-2022

Doctrinal Statement

We believe the Bible to be
the inspired, infallible and authoritative Word of God.

We believe the Godhead is eternally existent in the three Persons:
the Father, the Son, and Holy Spirit – and that these three are one God.

We believe in the deity of our Lord Jesus Christ,
His virgin birth,
His sinless life,
His miracles,
His vicarious and atoning death through His shed blood
and His bodily resurrection,
His ascension to the right hand of the Father,
and His tangible return in power and glory.

We believe regeneration by the Holy Spirit is
absolutely essential for the
salvation of lost and sinful man.

We believe in the present ministry of the Holy Spirit by whose indwelling the
Christian is enabled to live a godly life.

We believe in the resurrection of the body of the saved and lost;
they that are saved unto the resurrection of life
and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in Christ.

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Homeschool-life.com	

Assembly/Announcements

There will be a **mandatory** assembly/announcements at 8:40 each morning, for the purpose of announcements, presentations or whatever function is deemed acceptable by the leadership. You need to arrive and be settled in the building before 8:40.

Assistance

If a teacher or member needs assistance with the facilities (any area Cornerstone has deemed usable by the Co-op), the Co-op director or other leadership should be notified and will advise how to handle the issue. This includes directions, temperature adjustments, policies, copies, etc.

Attendance – Members/Commitments

The Co-op day **begins at 8:40 am** with announcements in the fellowship hall. Teachers with first period classes are expected to arrive by 8:30 to have their classroom ready before announcements begin.

Members should understand the importance of the commitment made to Co-op. The system in place requires that there are two adults in each class. Each person who attends Co-op plays a key role in the success of the group. If a few people are absent, the system begins to fail. For this reason, every effort should be made to attend each week and absences should be the rare exception. Please be mindful of the commitment to Co-op when scheduling vacations and appointments. Any absence which extends beyond one week of Co-op should be discussed with the director.

In the event a member will be unable to attend Co-op on a given day, they should notify the Commitment Coordinator as soon as possible. Lead teachers are expected to also notify and equip their assistant to take their place if they are absent. If a sudden absence should arise (such as illness or vehicle problems) please call the Commitment Coordinator and speak to her directly. If unable to directly speak to the Commitment Coordinator, please contact the director. Speaking directly to someone in leadership (rather than leaving a message on voicemail or sending an email) ensures they are aware of the situation and can plan accordingly. Numbers for the Leadership Team are made available on our website and included in emails.

Attendance – Students

The instructor of each course will decide upon the required attendance, course materials & any other requirements necessary to complete the course, particularly for high school students seeking class credit for graduation. Excused absences (those for sickness, family emergencies, out-of-town, etc.) will be allowed, but **each student is required to contact their teachers in order to make up assignments and/or tests**. A class credit may be denied a student for substandard or incomplete work or excessive absenteeism. The instructor of each course has ultimate discretion in this matter. Any unresolved disputes may be brought before the Advisory Board.

Class selection by the parent/student may only be changed during the first two weeks of each semester. After that time any class changes must be approved by the director.

Please arrive on time each week for classes. This is common courtesy and respect. When members arrive late it is distracting and often the teacher must go back over points the student missed which wastes her time and the time of everyone else in the classroom.

Behavior – Adults

Co-op members come from diverse backgrounds and have many different beliefs. Members are asked to respect this and not force their beliefs on others.

Interpersonal relationship problems should be resolved between the individuals involved. If there is a co-op related problem, then the director may be consulted in order to assist in resolving the issue.

Behavior – Students

Supervision:

Students must be supervised by adults at all times. Students will not be allowed to wander through, outside or around the building. Students must remain in the designated areas only. No running in building. Adult supervision (minimum of two adults) is required in all classes. **If a student is not enrolled in a class during a given period, he/she will be required to stay with their parent during that time.**

Food/Drinks:

No food may be consumed by students anywhere in the building, with the exception of the fellowship hall. Only water (with a lid) is allowed in the classrooms. The director may make exception and teachers wishing to have a “class party” should discuss this with the director in advance of the event.

Respect for Teachers:

Students are asked to be respectful and attentive towards their teachers. Some examples of disrespect are whispering, note passing and contradicting or interrupting the teacher.

Discipline:

While the issue of corporal punishment will be the prerogative of the parent, unruly children may be asked to leave the class and assigned to the director’s care until the parent can be found and/or contacted to come and pick up the child. Teachers may bring students to the director to discuss immediate and pressing behavioral or academic issues. In these cases the teacher or another person in leadership will meet with the director and the child. The parent will be notified of the meeting. In the case of repeated disruption, a meeting will be called between parent, teacher and/or director. The student may be prohibited from attending classes for the rest of the semester.

Boy/Girl Relationships:

Students should treat each other with respect. Kissing, pairing off, holding hands or hugs including pressing/prolonged contact are not permitted at Co-op or its functions.

Outside:

Students are welcome on the large grassy area, play ground (for elementary and younger), and amphitheater on the north side of the church. Students are not allowed directly behind the church or on the south side of the building.

Driving:

Students are not permitted to leave campus at any time with other students. Students who are driving to/from the Co-op must leave the premises once their classes are over for the day. They may not “hang-out” in the building or parking lot. Students may not leave the campus with other students without their parent’s permission.

Breakfast

Children should have breakfast before coming to co-op, especially if they are in the younger grades. Little ones particularly have a hard time concentrating if they are hungry.

Calendar

The Co-op Calendar can be seen at homeschool-life.com.

Class Fees

Class fees, if any, will be determined by the teachers of each class. No teacher receives monetary compensation for their time working with Co-op and fees are used to cover expenses for the class materials only. Books may be provided by the teacher or the members may be asked to purchase a book for use in their class. Class fees are paid directly to the the Co-op treasurer at orientation.

If a student changes classes during the initial two weeks of allowable changes then they may be refunded any class fees paid, EXCEPT for instances where the teacher has purchased a consumable resource for the student. These fees are nonrefundable, at the discretion of the teacher.

Class Participation

Socialization is a by-product of Co-op attendance and should not be considered the primary incentive for Co-op participation.

Class participation is a requirement for attendance. A student who is repeatedly unprepared for class may be asked to leave the class.

A teacher, student or parent may request a student/teacher/parent conference by either contacting the director or teacher (who will inform the director). A conference will be scheduled at the earliest convenience. A conference may be requested for non-participation, behavior problems or other issues as needed. Conferences will be documented and signatures of all parties attending will be required.

Cleaning

Each family participating will be required to assist in cleaning the church as often as needed during a school year, divided equally among the number of families participating in Co-op. Parents are asked to have their children help with the cleaning process. This encourages the

students to respect and care for the facilities provided to us and also assures students are supervised at all times. The only exception should be those who are not yet old enough or physically capable of helping productively. These children will be cared for in the nursery. As children help in the process they must be supervised at ALL times by an adult. Cleaning of the facility begins at 12:30 and continues until complete. Final inspection is made after all students have left the building.

The Cleaning Coordinator will provide the cleaning crew with a checklist each week. Although there will be members cleaning up at the end of the day, teachers are asked to please be courteous and clean rooms after using. Use of the facilities is a gracious privilege and could be lost if diligence and care is not taken. Parents are asked to discuss with their children the importance of respecting the facilities and the staff members who work therein.

Please make sure your children understand that NOTHING but toilet paper should be flushed down the toilets.

Co-op has very high standards for cleaning and does not leave until the building is cleaned to those standards. Please keep this in mind and do the best job possible. If the building is not well-cleaned then those doing the walkthrough end up needing to clean more. Those cleaning have an obligation to **check with the Cleaning Coordinator before leaving** for the day to make sure they have completed their portion of the day's cleaning.

Nursery use during cleaning: Children who are too young to help with cleaning and are needing to be in nursery during cleaning should not enter the nursery until babies/toddlers are gone. They can sit quietly outside the room or stay with mom until the room is cleared of day students.

Commitment Time

All families will have a three-hour weekly commitment, with two hours as outlined in the next paragraph and one hour being a "floating" hour. What this means is that the third hour is incorporated to help with commitment vacancies during an assigned period each week and will only be used if needed.

Floating hour – It is the responsibility of members who are assigned a floating hour to see the Commitment Coordinator prior to the time of their floating hour in order to check if they are needed that day. The Commitment Coordinator should not have to "chase members down" to find them to do their job.

An adult family member will serve in positions such as Teacher, Teacher's Assistant, Nursery Worker, Leadership, Cleaning Coordinator, Commitment Coordinator, Class Coordinator,

Director, Webmaster, etc. Operating short-handed decreases the learning experience for children and as a cooperative effort each person must do their part.

Commitment positions will generally remain the same for 1st and 2nd semester, except for the floating hour.

Occasionally a situation occurs which warrants the consideration of an exception to the normal requirements by members. In these rare cases, the Advisory Board reserves the right to prayerfully consider and make exceptions to the normal requirements.

Communication

Co-op's primary method of communication is email. Co-op announcements are generally sent out by 3pm on Monday. It is essential that members check their emails often, but at the very least **emails should be checked Monday evening** in case there are important messages concerning Tuesday's Co-op day. If members are having difficulty receiving co-op emails, then they need to contact the Office Administrator for assistance as soon as they realize there is a problem.

Conflict Resolution – Parent/Teacher

If a member has a problem with a teacher, they should discuss the issue with the teacher. If a resolution is not reached, or if the member is uncomfortable discussing the issue with the teacher, they should discuss the problem with the Director. They may also seek the counsel of the Advisory Board if needed.

Copies

Copies may be made please see the Director for assistance with copies.

Directory

A Directory of members' contact information can be found on homeschool-life.com. Please be considerate to members and do not use their email addresses for "forwards" or chain emails.

Dress Code

All participants, teachers and students alike, should dress modestly. No tube tops or spaghetti strap tops. No bare midriffs/back and no cleavage showing. Shirts must not expose the stomach when arms are extended over the head. Shorts must be longer than your finger tips when placed straight at your side. Boys may not wear muscle shirts that do not fit up under the arms. Pants must be worn at waist level so that boxers/underwear or bare backs do not show when sitting, standing or bending over. Be mindful of shirts and pants that although may cover your skin, are so tight they are too revealing. For example, leggings should be worn under a dress, skirt or a long tunic, but not as pants themselves. Shoes must be worn at all times, with the exception of babies. If a student is deemed inappropriately dressed, a teacher, assistant or someone in leadership may ask them to correct the situation. If the student needs to be told again to correct their attire then they will be given an oversized garment to wear for the day or asked to go home and change clothes.

DVD/VHS Players

The Co-op has a limited supply of these machines. They are available for classroom use on a “first-come” basis. Teachers should inform the office administrator ahead of time, if possible, if these items are needed for their classes.

Electronics Policy

Electronic devices such as tablets, laptops, iPods and cell phones (smart phones) which operate as reading devices or educational tools may be brought to co-op for educational use in the classroom. Such devices are ONLY to be used in classrooms where the teacher has deemed them useful for their particular class. Infractions will be dealt with promptly and firmly.

Consequences:

1st Infraction – Parental Responsibility – Parents will be notified and asked to monitor the situation with their child (ie. leave device in car or at home).

2nd Infraction – Intervention of Leadership – Teacher or assistant will remove the device and give to director to be returned to parent at end of Co-op day.

Exceptions: If a student has a class period where they must remain with a parent, that parent may permit the student to use electronic devices ONLY while in the presence of the parent or other authorized adult, including for the purpose of “study music” (with headphones) while they work.

In the case of extenuating circumstances when a student may need to use their phone, the parent should communicate that need to the leadership in advance.

Except where indicated above, texting, making/receiving phone calls, viewing videos and listening to music are not acceptable uses of electronic devices at co-op, including before and after school and lunch.

Teachers and assistants are asked to lead by example and not use personal electronic devices while teaching or assisting in a class. This does not include using laptops or tablets for teaching purposes. Please do not answer phone calls while in the teacher's lounge, please excuse yourself and find a quiet place to take your call.

This electronics policy is designed to demonstrate respect for the teacher and other students at Co-op. It is disrespectful and a waste of the teacher's and other students' time to deal with unnecessary or irresponsible distraction during class time. This is an opportunity for students to demonstrate responsibility and trustworthiness.

Fees

Each family participating in the Co-op is required to pay a usage "fee" in the amount of \$45 per family per semester. If Co-op fees have not been received by a specified date, the member will not be allowed to register for the next semester of Co-op until funds are received. These funds will be managed and maintained for the purposes of the Co-op only and retained, in part, primarily for the purpose of cleaning supplies, for repair of any incidental damages to the facilities in which they meet and is also used for other needs of the Co-op (see section on Finances for more information). If a family is experiencing particular financial hardship, they should contact the director or treasurer to discuss payment options.

Family registration fees are non-refundable.

Finances

Note that the Care and Commitment Coordinator will also serve as the treasurer, but is herein referred to as treasurer for clarity. Money collected for usage will be under the treasurer's safekeeping and kept in a checking account set up for co-op.

While funds will be held for the purpose of repairing incidental damages to the facilities, repairs of any willful vandalism will be the sole responsibility of the perpetrator(s). The church will assess the cost of damages.

Funds may also be used for the cost of administration, such as copies, reimbursement for teachers textbooks, equipment or any other use deemed appropriate by the leadership. Any purchases made by the Co-op remain under the possession of the Co-op. If the Co-op should dissolve, the purchased items will be sold and the remaining funds given to the church.

Fundraising

Fundraising is permitted at Co-op, however, fundraising may only be done on a person-to-person basis. No announcements for fundraisers will be made at Co-op or on the mailing list unless the fundraiser is Co-op related, such as for the senior class trip, benevolence or general funds.

Grades

It is ultimately the parent's responsibility to issue grades for their child. Teachers are asked to provide a grade or evaluation for students in grades 6-12 and may provide for younger grades as well. Parents are advised to retain tests and graded assignments for their child in case needed for reference at a later date as they assess their child's progress.

Homework

When choosing classes at the beginning of the year, parents are advised as to how much homework to expect for each class. Knowing in advance the amount of homework required, parents should not sign their child up for a class unless the parent intends to see that the student completes the homework required.

Homework should be completed in a timely manner. "My mom said I didn't have to do my homework" is an excuse that continues to be used year after year. This is NOT acceptable and is disrespectful to the teacher who has given their time and resources to prepare for class. This has been disheartening for teachers and for other students who are doing the required work each week. See Class Preparation section for more details.

As a clarification to parents of children in Science classes, the teachers were recruited to enhance classes with experiments. Due to the large volume of material, it is the student's responsibility to do the work during the week. Teachers may have different expectations of students regarding test taking and lab notebooks, so talk to the teacher if there is a concern.

Cornerstone Commitments

This section specifies the guidelines and agreement between BEREAN Co-op and Cornerstone Church for use of church facilities for homeschool education. These guidelines will be read and agreed to by all Co-op members prior to use of church facilities.

The Co-op will provide the church with a person who can be contacted should problems occur or rescheduling become necessary.

It is understood that the Co-op will use church facilities one day per week – Tuesday from 8AM to 4PM. Use of facilities other than above stated time frame must be coordinated, in advance, with Cornerstone and the Co-op director. Church facilities will be inspected by Cornerstone on Monday and the BEREAN Co-op director will be responsible for opening and closing the building and inspecting during the final walkthrough for anything out of place or damaged.

Church facilities are defined as classrooms upstairs, nursery, and fellowship hall, restrooms, and playground. The sanctuary and front offices are NOT for use by Co-op without express prior permission.

Co-op must provide all supplies used. Church supplies may not be used without permission. Supplies not taken home may ONLY be stored in the Co-op's designated storage space. Cornerstone Church must approve any other storage usage.

Facilities used by Co-op must be left in the same condition as found, i.e. floors and tabletops clean, furniture in same position, trash cans emptied. Mops, mop buckets and cleaning materials are located in cleaning closets located in the fellowship hall. Any damage or property needing repair will be reported to church point of contact at the end of the school day. Any damages to church property by Co-op will be evaluated and Cornerstone will determine repairs/monetary compensation.

In the event unexpected circumstances (funerals, special events, etc.) preclude the use of church facilities on Tuesdays, the Co-op will be notified as soon as possible so that other plans can be made.

It is expected that all students will be under direct supervision at all times while using church facilities. Students are not allowed to loiter in hallways or parking lot, wander around the church, or enter church offices.

This agreement begins anew each school year in the fall and ends in the spring at the end of Co-op. Each summer a letter of request will be submitted by BEREAN Co-op to the Cornerstone Church and the agreement's renewal will be decided by Cornerstone. There will be no charge by Cornerstone Church for the use of the facilities.

Cornerstone is NOT responsible for injuries incurred on church property. Co-op needs to insure that all adults/children who participate in homeschool activities are properly covered against accidents and injuries. It is the Co-op's responsibility to make parents, teachers, and aides aware of this agreement.

Illness

If a student has had a fever or thrown up within 24 hours or has lice, please keep the student at home. If a student becomes ill or injured, he/she needs to report to the Director, which will contact the parent or emergency contact. If the parent or emergency contact cannot be reached, action will only be taken if the situation appears life threatening. A First Aid Kit is available in the storage closet.

Internet

Cornerstone has wireless internet service available for use at Co-op. Service is "spotty" in certain areas. Contact a member of the Leadership Team for access to the wireless password. Co-op prefers that students do not have access to the wireless internet password unless necessary for class participation, but also realizes that is an unrealistic expectation since some students attend Cornerstone and may already have access to the password. Therefore, teachers and assistants should be alert to students who might be using electronic devices in violation of the Co-op Electronics Policy as outlined in this document.

Leadership

BEREAN Co-op will be primarily run by the Leadership Team consisting of Director, Care and Commitment Coordinator (Treasurer), Office Administrator. This group will provide direction, care and administrative assistance to the Co-op. As we grow, the Leadership Team may be assisted by the Nursery Coordinator, Cleaning Coordinator and Class Coordinators in conducting the Co-op each week.

The Leadership team is organized and headed by a seven-person Advisory Board. The Advisory Board will be responsible for the general overseeing of the Co-op in regards to administration, disciplines, policies and procedures and adherence to the mission statement. It will also function as a liaison between the facility used for classes and the Co-op. The members will include: the Co-op Director, Commitment Coordinator/Treasurer, a Cornerstone representative and four rotating members. Three of these members will be men. The position of chairperson will be held by one of the men and decided upon by the Advisory Board. Each member is a volunteer and will receive no compensation for their services. Each member will be asked to commit to a school year period but may serve longer if needed.

The Advisory Board will be updated quarterly (Feb, May, Aug, and Nov) via email by the director. This quarterly update will include, but not be limited to a financial update, major issues dealt with and upcoming plans. Decisions may be reached via a physical meeting, telephone or email. Members of the Co-op should bring concerns to the Leadership team or an Advisory Board member so they can be addressed.

The Advisory Board will decide on any amendment to the policies, rules and handbook before changes are made.

Liability Waiver

Each participant, parent, heirs and designees agrees to indemnify and hold harmless the Co-op, its members and officers in the event of injury, accident, death or dismemberment arising out of participation in all aspects of association with the Co-op.

Lost and Found

Please label items students bring to Co-op (including notebooks, books, jackets, lunch boxes, etc.). Items found at the end of the day will be placed in the storage closet. Periodically, they will be placed in the fellowship hall for members to check for their belongings. After an appropriate amount of time an item remains unclaimed, it will be offered to the members or donated to The Thrift. To check if a lost item may have been found, please contact the Cleaning Coordinator to see if it was found during cleaning.

Lunch

Members should pack a lunch for their children each week, including a drink, a napkin and any utensils required for their meal.

Weather permitting, high school students are welcome to eat lunch at the picnic tables located just outside the fellowship hall. This is a privilege, if as a group this seems to be a problem everyone will be asked to eat inside.

After lunch in the fellowship hall, everyone will be expected to clean up after themselves, throw all trash away and wipe tables down. During lunch, students are expected to remain in the lunchroom and are not to be wandering the halls.

Mission Statement

BEREAN Homeschool Co-operative exists to assist homeschooling parents in their God-ordained responsibility to educate their children so that their children would set their hope in Jesus Christ for salvation, not forget the works of God, but keep His commands.

~Psalms 78:5-7~

Nursery

There is a nursery provided for babies of Co-op members. This service should be used as having a baby in class will be a distraction to both the teacher and the students.

Label all items brought into the nursery so that nursery workers know which items belong to each child.

At the end of the co-op day, students who have a sibling in the nursery should not come into the nursery to wait for mom. They are welcome to sit or stand quietly in the hall outside the nursery, but please do not disturb the nursery in any way.

ONLY adult family members or pre-approved siblings should pick up children from the nursery.

Siblings should not come by "for a visit" to the nursery as this can be upsetting to the young sibling.

If a nursery worker's child sits with them during the day (such as when they do not have a class during that period) they should enter and exit quietly or sit outside the door to the classroom. They MUST remain in sight of their mother and not be wandering the halls.

Snacks are NOT provided for children in the nursery. Each week parents should pack TWO snacks, drinks for the day.

Parents of Nursery children should go **promptly** to the Nursery at the end of co-op to pick their child up from the Nursery.

Parking

Members are advised to park on the right/south side of the parking lot. This helps with games that may be played on the lawn and prevents your car from being tampered with.

Participation

Each family must complete the required forms for Co-op registration each year. This includes signing a "hold harmless" waiver for the Co-op and Cornerstone Church, agreement with the doctrinal statement and a screening form for those who will be working with/around children.

Physical Education Class (P.E.)/Any class that goes outside

Cold Weather: Parents should expect children will be playing outside unless it is raining or sub-zero weather and should bring appropriate outerwear each week.

Classes should stay on grass areas unless sitting at the amphitheater. Playground is for elementary students and younger.

Preschool Class

The Preschool Class is for children who are too old for nursery (generally around 3 years old). Children attending Preschool Class must be potty-trained prior to their enrollment. Parents of preschool children need to see the preschool teacher if they want to take their child out during the day's activities. It is a scary feeling to care for someone else's child and think they are missing because a parent has failed to let the teacher know they are leaving.

Property Damage

Please remind students to be mindful of the building and property used by BEREAN Co-op when they are inside or outside of the building. Accidents happen, but some can be avoided if attention and thought are given to one's actions. Also, please tell students that we need to be told if something does happen to damage property at co-op. The Co-op has an obligation to

advise the church of incidents and deal with them practically or monetarily, but that is only possible if there is a knowledge that something happened.

Screening Form

Any person in the position of working with or around children (all adult members who will be working with children) must complete a form stating their agreement to the Co-op's doctrinal statement and also a background check for working with children. This is for the protection of the children attending Co-op and is a requirement of Cornerstone. The forms will be kept confidential, although any response that is of concern to the leadership may be brought before the Leadership Team for discussion.

Storage

There are designated storage areas on campus for Co-op use and all storage needs should be coordinated with the Co-op leadership. NO items may be stored in classrooms unless you make prior arrangements with the director.

Supervision of Students

No student should leave the building after classes (or any other time) without a parent or older sibling. For the safety of the children we ask that all parents and older children be mindful of keeping an eye out for the younger children at the end of the school day, watching that no one is wandering off without supervision. If a parent leaves campus they will need to come inside the building to get their children at the end of the day. Parents, please be sure children understand these requirements.

Supplies

Co-op has many basic office and classroom supplies in the storage closet (scissors, glue, constructions paper, staplers, etc.) and teachers are welcome to use these supplies as needed. Please return non-consumable items to the office after use. Teachers may purchase supplies for their classes as necessary and may charge a fee for their class to cover the cost of those supplies.

Record Keeping

Homeschool parents should maintain academic records for their family. Teachers keep records on class grades during the school year, but are not required to maintain records for future reference.

Registration

Registration for each semester is announced on homeschool-life.com. Co-op does not allow late registrations after the registration cut-off date. Questions concerning registration should be directed to the Office Administrator.

Responsibility for Child

There may sometimes be a situation when a parent cannot be at Co-op with their child, however, this should be a rare occurrence. In this case, the parent should get permission from the director for students 5th grade and up to come to co-op under the supervision of another co-op member. The child and person who will be responsible for them should both be aware of this agreement. Students 4th grade and under need to wait until their parent can return.

Teacher's Assistants

Assistants in each classroom will be expected to help enforce discipline, respect and follow Co-op policies. They need to be available to assist in class however the teacher requests, such as grading papers, taking attendance and any other needs they have. Assistants are asked to help quiet children and encourage attentiveness when the teacher is speaking in class. This helps the teacher do their job without having to deal with these issues. Assistants need to remain in the classroom during class time unless running errands for the teacher. Leaving the classroom should not be habitual.

It is imperative that assistants **arrive to class ON TIME**. Assistants are expected to be in their assigned classes and should not ask the teacher if they can leave the class to go somewhere else, even if it seems there may already be enough help without them in the classroom. Assistants are placed in each class for a reason and should endeavor to fulfill their commitment in that area.

Assistants need to refrain from eating, socializing, using electronic devices or any other distractions during class time. Occasionally, an assistant may need to step in and teach a class

in the teacher's absence, so being alert to what is going on in the class each week will help with that.

Teacher's Lounge

Co-op is blessed to have a room for **ALL MEMBERS** to gather for fellowship when not in classes. Members are encouraged to make use of this space and enjoy the fellowship and refreshment. The Leadership is there to serve you and is not "bothered" by requests for prayer, fellowship or counsel, so please feel free to make your needs known. Coffee and Tea are provided. We ask that kids of all ages not hang out in the teacher's lounge.

Teacher Responsibility

Teacher Responsibility is covered in the separate Teacher Handbook. Information in this section highlights parental expectations and a reasonable amount of information to help a substitute teacher cover a class.

Teachers are required to submit backup lesson plans to keep on file in case of their unexpected absence. This is covered in the Teacher Handbook.

Teachers will provide a syllabus to the administrative office and teachers in grades 6-12 should provide a syllabus for each semester to their students so the students will know what work is expected to be done each week.

If an instructor cannot teach on any given day, he/she must notify and equip his/her assistant and contact the director or Commitment Coordinator. It is **VERY IMPORTANT** that **teachers arrive on time** for their class so children are not waiting in an unsupervised classroom. If a teacher will be late, they should call ahead and let the director or Commitment Coordinator know.

It is mandatory that two adults are present in each classroom. This provides safety for both children and teachers.

It is crucial that teachers who have a class during the first period of the day arrive by 8:30 to get their class ready before morning announcements at 8:45.

Teachers are not to let students out earlier than five minutes before the next class begins. Students let out early are prone to wander the hallway which is against Co-op policy.

Grading a course is the prerogative of the teacher, but is generally expected in Middle School and High School classes. Final grades should be given out within two weeks of semester or co-op end.

Tobacco

Tobacco, in any form, is prohibited at co-op or co-op events.

Waiting List:

Due to limited space we often have to put families who are interested in our co-op on a waiting list. Families who express an interest can have their names placed on our waiting list for 1 year by contacting the director. During that time, if space becomes available and the family is a good fit we will contact them, invite them to an open house, and extend an invitation for them to register. After 1 year their names will be dropped from the list unless they contact the director stating their continued desire to participate. Families that step out for a semester, but have been a part of our co-op and left in good standing, will be given priority for the following semester if space is available. It is the responsibility of the family on the waiting list to make sure that they have provided all the necessary contact information and it stays up to date.

Weapons

There will be NO weapons of any kind allowed on the premises. If a child has a large knife, slingshot, etc., please make sure it remains at home. The director will confiscate anything that appears harmful and return it to the parent. If a teacher should wish to display a weapon as a teaching aid, they should obtain advance approval from the director.

Folding pocket knives are permitted to be carried in one's pocket at co-op providing they fit in a normal size pants pocket. No larger knives will be allowed. If a student needs to use their pocketknife they must ask a teacher or adult for permission to remove and use their knife.

Pocket knives are a privilege and an opportunity for students to exercise responsibility.

Abuse of policy will result in pocketknife removal and it will be given to the director. The student's parent will be informed and they will be asked to monitor student's future privilege of carrying a pocketknife.

Weather

In case of severe weather, Co-op will determine whether to cancel classes. Generally, if Gilmer County Public School classes are cancelled then Co-op will also cancel. If Co-op is cancelled due to weather, an email will be sent to inform members. For example, if Tuesday's weather is questionable and Gilmer Co. Schools have been cancelled, an email will be sent immediately to all members.

In case of severe weather during the school day, everyone will be moved to the back of the Fellowship Hall for safety.

NOTE: Co-op ONLY closes on the same schedule as Gilmer County Public Schools for the purpose of inclement weather. Closure does not apply to times when Gilmer County Public Schools are on regularly scheduled school breaks.

Website

<https://www.homeschool-life.com/ga/berean/>

Co-op members are required to join the website. This is a vital means of communication for the Co-op as it uses the group to inform its members of announcements, needs, registration information and prayer requests. The website forum is not to be used for political purposes, advertising, fundraising or for random "forwards". Members are asked to refrain from posting such items. All posts are approved by the Office Administrator before posting, however, that job will be much easier if members adhere to the guidelines of the group. Those having difficulty using the group or receiving emails from the site should contact the Office Administrator for assistance.

Who can Attend Co-op:

*Registered co-op members (parent who has completed a background check, and students who are enrolled in classes)

*All guests should be pre-approved by the director- this includes family members and guest speakers.

Who can Register as a Student:

*Priority goes to current families' children and those they have legal guardianship of

*Other students you are homeschooling- must get approval from director before registering

*If we have room we will also consider other needs (example- grandchildren you help take care of). We have limited space in our nursery and want to make sure that we can accommodate new and growing families as needed. Please submit a letter explaining your need to our leadership team. Approval will be granted for 1 semester at a time. We want to be as flexible as possible, while considering the overall needs of co-op.

Revised 8-2-2021