

**HENDERSON CHRISTIAN HOMESCHOOLERS CO-OP
2019-2020**

Henderson Christian Homeschool CO-OP Handbook

Parent Agreement

Instructing Parent/ Instructor Agreement

Student Agreement

Henderson Christian Homeschoolers Co-op Handbook Fall 2019- Spring 2020

Mission

Henderson Christian Homeschoolers (HCH) exists to provide resources, encouragement, and support for families who choose to raise and educate their children in a manner consistent with their Christian beliefs. HCH Co-op is a resource offered by HCH to member families providing co-operative classes that support and enrich homeschooling goals.

Overview

In the HCH co-operative, families meet and instruct together to assist with homeschooling goals. HCH Co-op is not a school, does not assign grades, and does not give high school credits. The education of each child is the responsibility of the child's parents. It is the parent's responsibility to ensure that work is completed, to assign any grades, and to decide whether the classes offered may assist in meeting educational requirements. Classes are supplemental to what is being taught at home and are meant for enrichment purposes only.

Parents are required to contribute during the co-op time by either instructing, assisting classes, or caring for preschool or nursery children. Preschool and nursery care are provided as staffing allows to families with older enrolled children. Additionally, parents must assist with set-up or cleaning responsibilities either before, during, or after classes. Most cleaning responsibilities occur after classes and parents should plan to commit about 15-20 minutes. During times where no assignment is given, parents must be available to their child. A child may not participate in HCH Co-op classes unless a legal guardian is on site.

The organization and administration of HCH Co-op is the responsibility of the Co-op Coordinator(s). The Co-op Coordinator is a volunteer position filled by a parent within HCH Co-op who is approved by the HCH Board. The HCH Board holds the Co-op Coordinator(s) accountable and oversees the HCH Co-op finances.

Guidelines

Parent Responsibilities

1. Conduct yourself in a way that is consistent with HCH's Mission and Statement of Beliefs.
2. Respect and encourage others to adhere to all guidelines.
3. Arrive ten minutes early.
4. Teach or assist in classes to which you have volunteered or are assigned.
5. All classrooms and Hope Church must be clean and tidy before leaving. Plan to spend 15-20 minutes assisting with assigned cleaning responsibilities at the end of classes.

Discipline and Standards Policy

1. Parents are responsible for their children's behavior. When needed, appropriate disciplinary measures should be taken privately, if possible, by teaching parents/ instructors or the Co-op Coordinator. Uncooperative or disruptive children may be removed from activities or co-op.
2. Children should respect their teachers and leaders.
3. For minor infractions, the child will be given a verbal warning.
4. In cases of more serious disciplinary issues, the following should be considered standard

procedure:

- a. Child will be given a verbal warning, privately when possible, by the teaching parent/instructor.
- b. If unacceptable behavior continues, the child will be taken to his/her parent for the rest of the co-op day.
- c. If this behavior continues in class the student may be dismissed from class and may be withdrawn from the co-op and no fees will be refunded. The Henderson Christian Homeschool Co-op reserves the right to expel any student from the co-op, if disruptive behavior fails to be curtailed.
- d. Parents need to be willing to allow the instructors to discipline their children according to the procedures outlined above and must be willing to abide by the instructor's decision to dismiss their children from the class if the instructor deems it necessary.

Registration

Registration is done on a first come - first served basis. Returning families will be given the opportunity to register early. Registration may then be limited to new families who have children of a particular age in order to attempt to fill classes which are under capacity. Should the co-op have to close due to size limitations, families will be put on a waiting list and invited to fill vacated spots at the discretion of the Co-op Coordinator.

Refund Policy

There will be no refunds, for any reason. Your fees help us fulfill our commitments as well as purchasing supplies for our instructors and students.

Illness Policy

If keeping a sick child home, remember that well children may only attend classes if their parent is on site. This means children will not be able to be accompanied by another family, neighbor, or friend.

People with the following symptoms should not attend:

1. Fever (within the last twenty-four hours)
2. Colored mucus (yellow or green snotty nose)
3. Diarrhea, vomiting or nausea
4. Eye drainage
5. Virus or infection (known to be contagious)
6. Rashes (including bleeding diaper rashes)
7. Head lice

This is for the protection of all children and families involved. Please be considerate of others regarding your child(ren) and illnesses.

Absences

Children are responsible for attending each class for which they are registered. The class instructor has made a commitment and prepares for each student. Parents are asked to please notify their teacher or the Co-op Co-ordinator of their child's absence. More than four absences during a semester is not acceptable and the family may be removed from the co-op.

Teen Exception

A child may not participate in HCH Co-op classes without their parent on site unless the following is applicable.

A child age 16 or older may attend a maximum of two times without their parent if all the following is observed:

1. The parent has unavoidable reason to be absent.
2. The child has consistently shown maturity as decided by instructors and the Co-op Coordinator.
3. Another parent within HCH Co-op has agreed to be responsible for the child during their parent's absence.
4. It has been approved by the Co-op Coordinator.

Special Needs

Accommodations for special needs such as learning deficiencies, behavioral disorders, allergies, or physical impairments are met as much as is reasonably possible. As a co-operative each family must assist in meeting their own special needs. If your child has a behavioral disorder, plan to be the primary assistant for your child throughout the day. If your child is excessively disruptive you may be asked to leave the co-op. Many children have severe food allergies. Food is limited to the lunchroom and everyone is expected to wash their hands after lunch. Teachers do their best to accommodate allergies however it is up to the parent to ensure safety of supplies, environment, etc. Most classes are held on the 2nd story. There is no elevator. All special needs must be communicated to the Co-op Coordinator prior to registration.

Visitor Policy

Occasionally families may allow visitors such as extended family to attend with them. The following is to be observed:

1. Permission from the Co-op Coordinator has been given prior to the day of attendance. Permission may not always be granted and is limited by space constraints and other considerations.
2. A visitor packet has been signed by the visitor and when applicable their legal guardian. Minors must be accompanied by a legal guardian.
3. The visitor must remain with a member of the sponsoring family at all times.
4. The visitor must at no time be alone with a child or children other than their own.

Co-Op Coordinator: Jessie Hommel (319-899-2235)

Parent Agreement

In order to register for and participate in HCH Co-op all parents must understand and agree with the following:

I have read and agree to abide by the information in the HCH Co-op Handbook. I also agree to adhere to all other HCH Group Guidelines not explicitly stated in the HCH Co-op Handbook.

I understand that HCH classes are supplemental to what is being taught in the home and are meant for enrichment purposes only. As the parent, I also realize that these classes will not complete any curriculum, only enhance them. The instructors do not teach the entire subject matter, but are only enriching and assisting my instruction at home.

I understand that HCH does not keep permanent records or assign grades.

I understand that HCH does not give credit toward high school graduation requirements; although parents may use class time toward fulfilling some requirements in a given subject, according to the parent's own discretion.

I understand that HCH does not give legal protection or legal assistance. Also HCH is not obligated to testify regarding my homeschool's validity, authenticity, or effectiveness to legal authorities or in court.

I agree that my child(ren) will read, understand and abide by the Student Agreement below.

I agree that my child(ren) will strive to regularly attend all classes for which I have registered them. They will arrive on time, fully participate in the class by completing any homework assignments, engage with other students, and the instructor during class time.

I understand and agree that I must remain on the premises the entire time and be responsible for my child(ren) whenever they are participating in co-op.

I agree to assist in classes while participating in HCH Co-op. Furthermore I understand and agree that I may instruct, substitute for an instructor, or take over instructing responsibilities for HCH Co-op classes and therefore must also agree to the Instructing Parents/ Instructor Agreement below.

I understand and agree to fulfill my duties as assigned by the Co-op Coordinator.

I agree to use respectful speech, refraining from foul language and gossip. Our conversations should be Christ-honoring and edifying of each other. My speech will model the Scripture Ephesians 4:29. "Let no corrupt communication proceed out of our mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."

I understand and will abide by the no refund policy.

I understand that the HCH Co-op serves solely as a support group and enrichment cooperative program and is not responsible for the education of my children. I understand and agree that it

is my responsibility to be aware of, and in compliance with, the laws governing home educators in the state of Nevada.

I understand and agree that HCH's Board, Co-op Co-ordinator, other Coordinators, Instructors and Hope church will at no time be responsible for mishaps, injuries, or accidents that may occur during the year.

I acknowledge that participation in all activities involves risk of personal injury. Furthermore, I understand that laboratory activities may include handling hazardous chemicals, biological substances, sharp objects, heat, etc. I hereby release, discharge, and hold harmless HCH and Hope Church, its representatives, teachers, volunteers, and members from any claims arising out of, or relating to, physical or other injury that may result while participating in HCH events.

Instructing Parent / Instructor Agreement

Instructing Parents/ Instructors are responsible for the class that they agree to instruct. All parents may be called upon to instruct or substitute throughout the semester. All parents must understand and agree to the following:

As an instructing parent/ instructor I agree to be responsible for my class.

I agree that I will not be absent except for unavoidable circumstances. If I am frequently unable to teach my class another parent may be found to teach and I may be removed from HCH Co-op.

I agree that if I can not attend for any reason I am responsible to find a substitute instructor and provide them a prepared, easy to follow lesson plan.

I agree that if I instruct the first class of the day or immediately after lunch that I will arrive a minimum of 5 minutes early to my classroom and greet children as they enter. I agree that when instructing all other classes I will arrive at the classroom early or on time in order to allow for a smooth instructor transition.

I agree that to the best of my ability I will be prepared for class by preparing lessons in advance and to arrive at the class with all necessary materials.

I agree to ensure subject content of my lessons are age appropriate and are in accordance with HCH's Statement of Belief.

I agree that to the best of my knowledge and ability, I will accommodate all children. To the best of my ability I will discuss safety of supplies with the parents of kids who are allergic or who need special considerations. A list of allergies and special considerations will be disclosed to me by the Co-op Coordinator at the beginning of each semester.

I agree that it is my responsibility to speak with the Co-op Coordinator at the earliest possible time if I am in need of a budget for my class supplies. I understand that not all budgets will be approved and approval is based on suitability and budget constraints as decided at the discretion of the Co-op Coordinator. I agree to submit to the Co-op Coordinator's decision regarding budget approval.

I agree that it is my responsibility to check supplies a week in advance. If supplies are not available I agree to request from the Co-op Coordinator to purchase supplies with reimbursement or, at his/her discretion, to have the Co-op Coordinator purchase supplies. I understand that not all supplies will be approved and approval is based on suitability and budget constraints as decided at the discretion of the Co-op Coordinator. I agree to submit to the Co-op Coordinator's decision regarding financial approval.

I understand, am able to implement, and will abide by the Co-op Discipline and Standards Policy.

Student Agreement

It is expected that parents will share the following with your child(ren) prior to classes. In order to register for and participate in HCH Co-op all students must understand, agree with, and adhere to the following:

Use respectful speech. Refrain from foul language and gossip. Our conversations should be Christ-honoring and edifying of each other. We should be ministering God's grace. Our speech will model the Scripture Ephesians 4:29. "Let no corrupt communication proceed out of our mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."

Respect and obey those in authority.

Dress modestly.

Be on time for classes.

Remain within designated areas at all times. During class times students must be in class or with their parent. Students may not roam the building or property. This includes during lunch time.

Do not bring electronic devices of any kind (iPods, phones, tablets, etc...) unless requested by a instructor.

Do not bring weapons, including pocket-knives, on the property.

Complete any homework given by your instructor and fully participate in class by engaging with other students and the instructor during class time.

Contact the instructor when you are going to be absent.

Reimburse for any damage done by the student to the facility or equipment.

Adhere to all other HCH Group Guidelines.

Understand that if my behavior is addressed and I do not correct it, I will not be allowed to continue to participate in the co-op.