

Grasp Family Handbook

The mission of Grasp Co-op is to provide affordable, quality, fun filled academic classes in a loving Christian environment and to offer support and encouragement to families homeschooling their children under PA Act 169.

Our Name

The name Grasp was taken from Ephesians 3:17a-19 (NIV): Our vision is that our children, being rooted and established in love, may have power, together with all the saints, to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge- that they may be filled to the measure of all the fullness of God

About Our Families

Our families come from diverse backgrounds, denominations, and homeschool styles. However, as a Christian homeschool co-op, we base our guidelines on precepts from the Bible, all classes are taught from a Christian worldview, and each class day begins with prayer.

Statement of Faith

God is the Creator and Ruler of the universe. He has eternally existed as the Father, the Son, and the Holy Spirit. These three are one God. Jesus Christ is the Son of God. Jesus offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days and ascended to heaven as King of Kings and Lord of Lords, and he will return again to take us to heaven with Him. Salvation is found in no one else.

Inclement Weather Policy

Closings will be announced by 7am on our Facebook page, email, and through the Band app. Our goal is for everyone to stay safe, keeping in mind we have families traveling from across the county.

Attendance Policy

Attendance and punctuality is crucial to the success of co-op. By enrolling, you are committing for the entire year. All families must participate in their assigned jobs and classes. If we do not have enough families to cover classes and assigned jobs, we will close for that day.

Absentees

If you are going to be absent from Grasp because of an illness or emergency, please text by 7:30 am on Friday morning. If after 7:30 am, text Stacey Robinson (717)779-6118 & Jenni McCowan (717)729-7562.

Teachers will need to also contact their assistant(s) with lesson plans promptly.

If there are dates when you will be absent because of a planned vacation or other planned commitment, please place on admin calendar as soon as you can. In the event of your planned absence, another parent may assume guardianship of your child(ren) on the co-op day (with board approval), and must notify the administrative assistant immediately upon arrival.

Sick Policy

If one or more of your children have any of the following symptoms within the last 48 hours, then the ENTIRE family must stay home from co-op:

- + Fever (99.9 or above)
- + Colored mucus (yellow or green snotty nose)
- + Diarrhea, vomiting or nausea
- + Contagious viruses such as chicken pox, covid, or Flu (If someone tests positive, they cannot return to co-op for 7 days)
- + Strep Throat (If someone tests positive for strep they must be on antibiotics for 24 hours before returning to co-op)
- + Eye drainage
- + Head lice (any stage)

If anyone in your family tests positive for a contagious virus, please inform the Grasp board. If one of your children becomes injured/ill and you must leave the co-op, you may choose to remove all of your children for the remainder of the day or find another parent who agrees to be responsible for your other child(ren) while they are on the premises. You must notify the administrative assistant and/or Board member prior to leaving.

Dress Code

Parents and students should wear appropriate modest clothing. Shirts must fit modestly enough to cover the chest area with no visible cleavage. No shirts that expose the midriff. Clothing should not display any offensive language, picture or message. Shorts should be no shorter than mid- thigh; skirts must be at or below the knee. The Grasp board reserves the right to determine whether a person's attire meets the dress code policy.

Symbols and Messages: Clothing, accessories, or visible symbols that promote messages, imagery, offensive language, or affiliations inconsistent with the Biblical values and/or the mission of Grasp Co-op are not permitted.

Please address any concerns with a board member.

Clearance

The state of Pennsylvania requires clearances for volunteers who work directly with children. All adults attending Grasp Co-op are required to get their clearances by the open house. Adults will need to obtain both the PA Child Abuse Clearance and PA Criminal Background Check and Affidavit OR FBI fingerprinting. Adults who have lived in the state of Pennsylvania for less than 10 years will also need to get their FBI Fingerprinting done.

You may not attend Grasp if clearances are not up to date and on file with the board.

Teaching Policy

To teach at Grasp, you have to:

- Have all the required clearances
- Be a member of a returning family or a Grasp Alumni
- Be approved by the Grasp Board
- Sign the Statement of Faith
- Read through the teacher handbook.
- Be a member in good standing and attendance.

Communication Policy

We do our best to make information about co-op, classes, registration, last minute changes and/or announcements available in multiple formats. Announcements will be posted on the Band App. Important information will be sent via email and posted on the Band App. That being said, our primary source of announcements important to the co-op day are made during morning announcements. This is why, if your family attends a first period class, we require that you show up in time for morning announcements at 9am. If you are not seeing or receiving updates, please see a member of the Board so we can ensure we have the correct contact information.

All of Grasp's communication will be done on the following places

- + The Band App – Grasp Co-op, request to join
- + Facebook – Grasp Co-op
- + Email – admin@graspcoop.com

Students with Special Needs

Age & Grade Placement

Children may be placed one grade above or below without prior approval from the Grasp Board. If the elementary classes need to include students of more than 2 grades levels (K-2 or 1-3), all students desiring to be moved up or down a class will be waitlisted. Once registration closes students will be placed in any opening in these classes

Parents who would like to place their child in a grade that is more than one grade level below will need to obtain approval from the Grasp Board.

Parents who would like to place their child in a grade that is more than one level above will need to present a letter from their evaluator stating why this would be beneficial to

the child AND present testing results showing the child working at the grade level being requested.

Children who are non-reporting age will not be allowed to advance more than one grade level.

If you have questions or concerns concerning your child's class, please reach out to the teacher first. If you need further assistance, please feel free to reach out to any of the board members.

If you have a child with special needs, such as dyslexia, autism, a medical condition, or food allergies/restrictions of which Grasp should be made aware, please indicate that on the registration form and inform your child's teachers.

Lost & Found

Your belongings are your responsibility. Items left at Grasp will be placed in the Lost and Found box and won't be able to be retrieved until the following co-op day. All unclaimed items at the end of each semester will be donated to charity.

Behavior & Discipline Policy

Be responsible for your own behavior and accept the consequences of that behavior.

1. Always be courteous and respectful to fellow students and adults. Do not threaten, put-down, tease, or bully other students or adults.
2. Behave properly in your speech and actions. Do not swear or make offensive comments or gestures.
3. Always keep your hands and feet to yourself.
4. Be on time for class.
5. Come to class with all necessary materials and be prepared to follow the teacher's directions.
6. Show respect for the church property and the personal property of others.
7. No smoking or e-cigarettes on the church premises including the parking lot.

8. No rough housing, running or yelling.
9. No public displays of affection. Ex. Long embraces and kissing.
10. Student Cellphones may only be used for class participation with teacher permission or during the lunch period.

If a Discipline Issue Arises:

Teacher will speak to the student about the behavior(s) and may issue a discipline form to the parent with details about the behavior(s) in question.
If behaviors continue a second discipline form will be issued to the parent and the Grasp Board with details about the behavior(s) in question.
If three discipline forms are issued, then the student will no longer be allowed to attend that class and may be asked to leave co-op altogether for the remainder of the year. If a student is removed from a class or co-op due to behavior issues, then no refund will be issued to the family.

Parent Responsibilities

1. Attendance and punctuality are important, be on time and be prepared to assume your assigned responsibilities.
2. Be alert and aware of all classroom activities as we are all hall monitors.
3. Read, understand and enforce all building policies and adhere to proper codes of conduct and behavior while at co-op.
4. ALL parents who serve in a teaching position or in another position of service within the co-op while their child(ren) are in co-op volunteers'.
5. Be familiar with tuition and fee schedules and make sure all fees are paid on time.

6. Be willing to serve as a substitute when needed.

7. Check your child's backpack at the end of each co-op day.

8. Parents of children attending co-op are expected to remain on the premises while children are participating in the co-op. If you must leave for an emergency, you must alert a board member and designate another parent who will be responsible for your child(ren).

9. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencil boxes, coats, etc.

10. Parents must read "Course Descriptions/Supply List" and purchase all necessary texts, materials and other specified items prior to the start of classes.

11. Children are the responsibility of their parents when they are not in class.

Confidentiality Policy

Every individual has the right to complete confidentiality. We request that no grievance EVER be handled in front of students. We also request that everyone involved keep the matter confidential. There should be no outside involvement without the knowledge of all parties involved. This includes talking to other parents/teachers.

Building and Equipment Policies

We are guests at this facility. Treat the facility with respect. For example, keep bathrooms neat and avoid tracking mud into the building.

All stages, pianos, musical equipment, air hockey table (maybe remove) and other church equipment are off limits, except under a teacher's direct supervision.

Do not sit on tables or desks.

Restroom Policy

Adults may accompany children to the restroom door.

Walk the child to the restroom and stand outside to wait for them.

Children must take care of their own hygiene needs.

If a child needs help, the restroom door must remain open so that no staff member is alone with a child. Have another teacher/assistant there for observation and safety needs. Wear gloves if assistance is needed.

Registration Policy

There will be three registration periods.

? First, teachers will get to register.

? Second, will be for returning families.

? Finally, registration will open for new families.

Registration will close for any class that is full regardless of which registration period we may be in.

Payments

Non- Refundable Admin fee of \$60 per child (\$180 for 3+ children) is due at the time of registration.

Families who fail to pay their admin fees and class fees by the due date will be unenrolled from Grasp without a refund.

The due dates for class fees will be posted on the GRASP website during registration.

Families who fail to pay their class fees by the date posted will be unenrolled from Grasp without a refund.

Scholarships (when funds exist) or payment arrangements can be made on a case by case basis. You will need to contact a board member to make arrangements.

Refunds

If a family decides to un-enroll from Grasp:

+ Before July 1st - a full refund of class fees only will be issued

+ After July 1st, but before the first day of classes - any class fees the teacher has not yet spent will be refunded.

+ No refunds will be issued after the first day of classes.

Injury Policy

Assess the injury. Is it an immediately treatable injury or something that needs medical attention?

If it is immediately treatable:

For a cut or something similar, use the first aid kit in the lobby on the admin table. Use gloves, wash area (if applicable) and apply band aid.

If there is a need for an ice pack there are baggies and ice in the kitchen. Fill out an incident report.

If the injury appears to require medical attention:

Notify a board member and the parent.

Remove the child to the lobby unless there is an injury where the child should not be removed.

- If you can't move the child, move the remainder of the class to another location.

Fill out an incident report.

Study Hall

Study hall is for students in 6-12th grade. Study hall is not officially monitored but will be in the lobby where adults are present. Students in study hall may read, complete schoolwork, and/or use electronic devices with headphones.

Safety Policies

Accountability of Teachers and Assistants for Evacuation or Safety At the beginning of every class, the teacher or assistant should take attendance. Count the number of children and adults in the classroom, and verify the number is the same on the check-in sheet. If a student comes in late, please adjust. In the event of an emergency, it is essential for us to know where every child and adult is located so we may confirm his or her

safety. If an emergency is declared, the following procedure will be used to track the location of all children and adults.

When an emergency is declared, the teacher should immediately:

1. Take a head count of all children and leaders and compare it to the daily attendance sheet.
2. Gather your attendance roster.
3. Follow the plan for the specific type of emergency.

In the event you cannot locate a child:

1. Do NOT delay the evacuation or emergency procedure.
2. Alert a Board member and give them the following: The number of children missing and their names if possible.
3. Do NOT stop to look for the missing child or adult.

Fire Evacuation

If smoke or fire alarms have sounded inside the building:

1. Follow Accountability protocol (above)
2. Have children form a single line.
3. Place an adult in the front of the line and an adult in the back of the line.
4. Follow the evacuation route out of the building and gather at the back of the parking lot away from the building.

5. Once you arrive at your meeting area, take an immediate head count. Locate leadership in charge of the meeting area and give them your headcount.

Severe Weather

Severe weather is defined as a severe thunderstorm with high winds, hail, floods, tornado or acts of God.

+ Tornado Watch = conditions are favorable for tornadoes

+ Tornado Warning = a tornado has been sighted or indicated by weather radar

When a tornado warning is activated:

1. Follow Accountability protocol.

2. Have children form a single line.

3. Place an adult at the front of the line and an adult in the back of the line 4. Go to the sanctuary.

4. Stay clear of doorways and windows.

5. Stay in your shelter area until the all-clear message is given.

Other

If a member family plans to have additional persons attend a co-op day, we ask they would email the Grasp board (admin@graspcoop.com) prior to the date so the board and teachers are aware.

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