Overview of Membership Requirements GATE Member Handbook And Member Forms

HANDBOOK: The following is an overview of the policies that govern our co-op activities. To see more details, please use the link to the GATE Member Handbook which has interactive Table of Contents to view specific sections.

Topic

Page in Handbook

Membership and Participation

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Membership is by approval of application, and family must have at least one homeschooled student in K-12th grade attending the co-op. One parent must attend and provide support of co-op with student, no drop-offs. Parents provide teaching, assisting, and facility clean up during each co-op meeting day. Students must be registered in GATE classes to attend co-op.

Students are placed in age/grade groups for class purposes based on their age on September 1 each school year so that students can develop friendships within their peer group and so teachers can develop age-grade appropriate classes.

GATE is open to students with special needs or issues. We ask that parents be up front with Leadership about those needs from the time of application on. Typically, we ask the parent to assist in their student's class at least the first semester

Each semester that a family participates, they will pay an Operation Fee for that semester. Class fees are based on the classes the family registers for and are due after registration closes each semester.

Visitors 9

Current members may bring a visitor to co-op up to twice a semester. Visitors that are adults can watch in a class with a member student or parent. Visitors that are K-12th may be allowed to participate in a class with member student or member parent. No infant or preschool visitors are permitted to attend.

Families interested in applying for membership may request a tour. The entire family may come for a tour of the co-op during the 10 meeting times outside of the first and last class days. Contact GATE at helloggatehsc.org to request a time to tour.

Personal Conduct

10

Responsibility and self-control are the foundation of good conduct. We expect our families to encourage and help one another and each other's students to abide within the conduct guidelines of GATE. We have requirements for substances (including prescription use), weapons (including pocket knives), and personal items (including cell phone use).

Guidelines just for Parents

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The top 12 things we ask our parents to do or remember to help our co-op run smoothly!

Guidelines just for Students

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The top 12 things we ask our students to do or remember to help our co-op run smoothly!

Appearance and Dress

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We do have some specific requests for appearance and dress on the days we attend co-op. We strive for a fairly conservative dress and keeping appearances that are honoring and not distracting while we attend classes. We do a presentation every semester to help us all remember and commit to respecting one another in this area.

Absences (Planned, Unplanned, Illness)

15

The co-op runs smoothly because members come and do their part, therefore members are expected to attend co-op. Outside of very extenuating circumstances, we ask that each family have only two absences per semester maximum. We ask for written notice of absence (by email), including any arrangements for teaching responsibilities if you need to miss. We require minimum 48 hours without fever and symptoms for members to be able to attend.

Communications and Media

17

Staying informed is crucial and is the responsibility of member. Leadership communicates primarily by email and also a group text app for last minute or emergency information. Information is also shared at morning assembly time.

We also have some specific guidelines regarding posting information and pictures of GATE activities and sharing communication regarding GATE on any social media.

Classes and Registration

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Our classes each semester are determined through a 3-step process that involves our members. We take class suggestions, then go through a survey process to determine the most needed/desired classes, and finally we hold class registration. Returning members with high school students register first to ensure needed classes are filled; then other families register their students. Class fees are paid to GATE at the closing of registration. GATE then pays total class fees to the lead teacher for supplies needed for the class. There are no paid teachers at GATE.

This section also has information about credit academic classes and homework.

Teachers and Assistants

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We provide guidance for developing class plans and leading your class. Teachers and assistants make the education and enrichment of our students happen!

Accountability

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We have specific guidelines regarding our actions with and around our students. It is taken very seriously

Copyright and Plagiarism

29

This section gives definitions of these terms and provides guidance to avoid issues in these areas. We do have discipline procedures for members who continue to break these rules.

Activities, Events, & Celebrations

30

Although our main purpose is providing classes, we sometimes plan activities for our members. We do not typically celebrate holidays at co-op, with the exception of Valentine's Day and a Christmas party.

Lunch and Food Policy

31

Currently we do not have a lunch period at GATE- we end at noon. We do not allow anything other than a water bottle to be out with students (Moms can have closed cups with their morning coffee/tea/beverage). Teachers may provide food items in class within guidelines and upon parent approval but it must be consumed during class time or kept in backpack until the end of the co-op when it can be consumed outside under parental direction.

Facilities and Equipment

31

We are contracted with the church to use specific parts of their facility and equipment. In order to keep our relationship with our host church strong, we ask members to respect the facility and follow facility use guidelines that have been approved by the church.

First Aid and Emergency Procedures

34

Basic first aid kit is available on site. Any emergency procedures will be explained and directed by the Leadership. We ask that teachers keep their class supervised, knowing other teachers are supervising their students.

Disciplinary Actions

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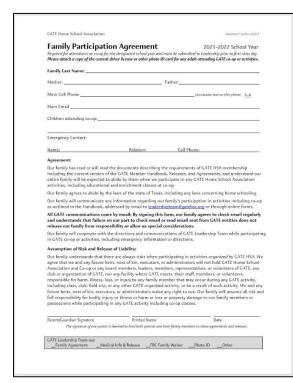
We have basic guidelines for disciplinary actions which always start with verbal notice, "the grace talk." We endeavor to administrate with grace, but families must understand that only when we operate and cooperate within the guidelines does our co-op run smoothly and equitably for all families, leaders, and our host church.

Peacekeeping Guidelines

30

We desire our members to resolve conflicts in a way that is consistent with Biblical teaching. We encourage the process developed by Peacemaker.net to be followed.

SEMESTER FORMS: Each semester, members must sign a Family Participation Agreement, a Family Medical Information and Release Form, and the Release of Liability Form for the host church. Examples of these forms are shown below.





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