



Handbook

2021 Fall Semester

Co-Op Location:

Indigo River Tiny Homes

10863 Rockwall Rd.

Dallas, Texas 75238

General Info:

This handbook is intended to provide the co-op members and prospective members with the information needed to know their responsibilities to the co-op and expected behaviors.

Members should read it carefully and keep it handy to refer to as needed. Any errors noted in the handbook should be brought to the attention of the Admin & Jr. Committee.

Admin Committee:

Maria Flores

Christina Wester

Annie VanZyl

Ashley Tanner

Jr. Committee:

Any student with a desire to lead and make decisions about co-op administration.

Co-Op Website:

<https://www.homeschoolerseast.org>

What is a Co-Op?

A homeschool co-op is a Cooperative of like-minded homeschoolers that collectively provide resources to the group. This results in an enriching educational experience for the participating families and students. In order to succeed, all members must participate at the expected level. We rely on the participation of all parents to be successful. So, a co-op is just that – cooperation of all members.

Mission Statement:

Homeschoolers East's mission is to bring together homeschool families of diverse backgrounds through educational opportunities that develop the individual's academic potential, family partnership and unity. These goals are achieved through activities such as field trips, social events, service projects and cooperative classes. These cooperative classes, provided by the combined efforts of member volunteers, are not designed to take the place of the child's home education, but to foster enriching opportunities in addition to what is being taught at home.

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1. SAFETY

- a. A parent or legal guardian is required to be on site for all children at all times. HSE classes are NOT drop-off events. Families may designate a "mom" to their children if there is a need to run a quick errand or pick-up lunch.
- b. Background checks for sexual offenses will be performed on all HSE members, teachers, assistants and any other adults who regularly attend Friday Co-op classes. Anyone listed on the public Registry of Sex Offenders is prohibited from attending any HSE event.
- c. Parents are responsible for informing teachers and anyone responsible for their child of environmental and/or food allergies.
- d. Parents of children with behavioral or developmental differences are required to communicate with the HSE about the type of support their child might need to have a successful co-op experience.
- e. Weapons are prohibited on the premises of the Central Lutheran Church, as defined by Penal Code. Title 10. Offenses Against Public Health, Safety, and Morals. Chapter 46. Weapons. Sec. 46.01 definitions.
- f. Be Safe: Students must stay inside the designated area for safety. All students are welcome to play in the grassy area with an adult.
- g. All students under 12 must be with an adult while in the parking lot.
- h. Please monitor your little ones: All children 5 and younger must be directly supervised at all times, by a parent/ guardian or a designated adult or older teen unless the child is in class.
- i. When there are two adults in the room with students, the doors may be closed. When there is only one adult available to be present, the door must be open. All students at Co-op are not allowed to be in the room by themselves.
- j. Fire alarms are to be used for emergencies ONLY!
- k. It is the personal responsibility of every member to repair or replace any property that they or their children have damaged.
- l. Defacing of property by drawing on the building or sidewalks is not permitted.
- m. No smoking in the building or on church property at any time.
- n. No alcoholic beverages or illegal drugs on the premises.
- o. No animals or pets on the premises. ADA guideline Service Animals are allowed.

2. HSE STRUCTURE:

- a. We're a group of super laid back families. Our goal is to provide enrichment classes and a nurturing environment for our children. Typically, families provide academic classes Monday-Thursday and come to co-op for socialization and fun classes!
- b. All families that participate in Friday Co-op are required to contribute to the running of Friday Co-op by teaching classes, assisting in classes, supervising the playground or performing light housekeeping duties.

3. FACILITY

- a. Prior to covid, we rented space at Central Lutheran Church. This church offered a kitchen, nursery, parlor room, library, game room and playground. Unfortunately, we're unable to return to CLC at this time. Our temporary meeting place is Christina's place of

business - which provides a kitchen, nursery, several rooms for classes, foyer, and grassy area to picnic during lunch.

4. **TEACHING CLASSES**

- a. All class suggestions are welcome! Academic and enrichment.
- b. We're asking all parents to offer 1 class this semester. This will ensure that our children have a variety of classes. Once children register for classes, we will cancel any classes that did not make and start assigning assistants. We require 2 adults to be present for each class (or that the door remains open for the duration of class). If you have little ones, you may offer a class that they may enjoy or a nursery period.
- c. HSE strives to honor and support the efforts of its teachers and to provide a stable platform for classes to exist. In return, teachers are asked to respect the Co-op and follow through on their commitment to teach through careful planning, covering classes when absent (honoring the C.Y.A Policy which is a separate document) and maintaining communication with parents, students and committees alike.
- d. HSE co-op relies on volunteer teachers and teaching assistants. Parents and adult family members are encouraged to teach classes. Pre-teens or older are allowed to teach classes with adult assistant(s).
- e. Teachers are required to fill out the "Class Description Form" in advance, prior to the class semester. When this form is submitted, it means you, as the teacher, are fully committed to teach that class for the designated semester. If a teacher cancels a class after the Class Description Form has been submitted, that teacher's family may not be allowed to participate in Friday co-op that semester. Under special circumstances, such as health considerations, a teacher can petition to be relieved of the teaching commitment.
- f. If a teacher is absent for more than 30% of their own classes, parents may, at their own discretion, require that the teacher return their child's full class fee. The parent has the authority to bypass the HSE and approach the teacher with the refund request. The teacher should be prepared to return the money directly to the parent.
- g. Class maximums are an aid to planning and done in the spirit of fairness. The class maximum number of students they will accept in their class (based upon their lesson plans and own comfort level). This number is to be respected.
- h. Class minimum is the smallest number of students that a teacher is able to effectively teach. If fewer than the minimum register for the class, the teacher is given the option to either cancel the class (in which case, registered students will receive a full refund) or to hold the class anyway, with fewer students.

5. **CLASS REGISTRATION**

- a. Registration for classes will happen virtually via Google Forms. The class schedule and descriptions will be provided by Saturday 8/14/21 with a link to register for classes. Please spend time prior to registration to ensure you are able to access the registration form so that there is no delay when registration opens.
- b. Registration opens on **Wednesday 8/18/21 at 8am and closes Thursday 8/19/21 at 12pm**. Please do not load your cart before registration opens. Students are registered for classes in the order in which their payment is received. Class registration payments are

time/date stamped via PayPal. Registering on Google Form does not hold your spot, payment must be completed. Students are not fully registered until payment is received.

- c. If the class is full, a waitlist will be created. When a waitlist occurs, there is a timestamp. Teachers will be allowed to make the decision to open up the class to however many more students they feel comfortable taking. Registration of students on the waitlist will be based on the order of the timestamp.
- a. Teachers' children are required to register for all classes, including those that are taught by their parents.
- b. Teachers' own children are guaranteed a spot in the class they are teaching regardless of whether or not the class limit has been met by the time they register their child. This means that if the class limit has been reached, the teacher will just add their child.
- c. Parents are required to inform HSE of any behavioral, developmental or learning differences that could affect the classroom environment.

6. CHANGING, DROPPING, OR DISMISSAL FROM CLASSES

Children are asked to carefully consider their class choices with parental guidance. Please be aware there will be no refund for dropped, dismissed, or changed classes.

Changing classes after registration closes should adhere to the following protocol:

- A. Contact the Registration Coordinator to check class availability. If the class is full and there is no waitlist, see step 2. If there was a waitlist and the teacher accepted all students, see step 2. Classes with partial waitlist acceptance will not be available.
- B. After approval from the Registration Coordinator, the parent will need to contact the teacher of the requested class for permission to register (approval is at teacher's discretion).
- C. Once approved by the teacher, payment must be arranged with the teacher.
- D. Please notify the teacher of the dropped class. Dropping a class is allowed with the permission of the child's parents. Please notify the teacher of the dropped class.

Dismissal from class is a last resort. In the case of a disruptive child, the parent may be asked to attend classes with the child to help guide their behavior and ensure a successful experience. However, children may be dismissed from a class if they continue to be disruptive after multiple attempts to correct the behavior. This is in keeping with the CPSC Policy.

7. FRIDAY CO-OP CLASS FEES

- a. The fees collected for classes are spent on class materials and supplies for the Friday Co-op. Teachers are not paid for their time. If a teacher finds they have extra funds left over from their class fees, they should refund the extra amount divided equally to the student's families.
- b. A separate semester fee of \$75 is collected each semester from every family participating in Friday Co-op. This amount goes towards paying Co-op expenses (rent, cleaning supplies and consumable goods)
- c. HSE does not reimburse teachers who go over budget. Parents may be asked by the teacher to contribute extra if the teacher would like to do more than originally planned. No student may be excluded from an in-class activity if the parent chooses not to contribute extra. Field trips and activities that are required must be covered by the class

fee. Optional field trips or activities will be clearly noted as to whether or not they are included in the class fee, at the time they are offered.

- d. Teachers should keep receipts for their record, but are not required to turn them in to the HSE for review. Parents are free to ask teachers how the class fee was spent.

8. MANDATORY ORIENTATION

- a. A mandatory Orientation meeting is held prior to each semester for every adult and child that will be participating in Friday Co-op. Attending Orientation is a requirement for Friday for Co-op participation. Any Teacher, Assistant, child, parent or guardian who does not attend the group Orientation, must make arrangements with HSE, for a private orientation before they will be allowed to attend Co-op Fridays.
- b. All families participating in Friday Co-op must have filled out and turned in their Liability Waiver and Photo/Video Release prior to the first day of class. Otherwise, they will not be allowed to participate in classes.
- c. Please be sure to speak with your child's teacher to communicate anything you feel might be helpful like learning differences, food allergies, etc.
- d. At Orientation, we will discuss facility and class expectations, work out any class registration concerns, and chat with the teachers about class planning.

9. CO-OP JOB SIGNUP

All families that participate in Friday Co-op are required to contribute to the running of Friday Co-op by teaching classes, assisting in classes, supervising the grassy area or performing light housekeeping duties. Friday Co-op jobs work on a "point" system. Members sign-up for jobs each semester and each job earns points toward their family's quota. The number of points each job earns and the number of points required by each family may change from time to time.

- a. Teaching a class (2 points)
- b. Assisting in a Class (1 point)
- c. Door Monitors (1 point)
 - i. All members are eligible to be monitors. Monitors are responsible for supervising children ages 6 and up who are not enrolled in a class. In addition to keeping children safe, Monitors are responsible for enforcing HSE guidelines and policies and reporting all accidents, injuries, illnesses and discipline problems to the parent of the child.
 - ii. During lunchtime, all parents are responsible for their own children.
- d. Housekeeping (1 point)

All members are eligible for cleaning duties. All of the rooms that are used during Friday Co-op must be left clean. Housekeeping duties may include, but are not limited to, cleaning classrooms, sweeping, cleaning bathrooms and kitchen, taking out the trash and changing the liner in the wastebaskets, etc.

E. Website Management, Field Trip Coordinator, Party Planning (1 point each)

10. C.Y.A. (COVER YOUR ASSIGNMENT) POLICY

HSE Friday Co-op is possible due to the dedication of and generous commitment of time and effort from its parent volunteers. Volunteers are asked to take personal responsibility for their teaching, assisting, childcare and housekeeping commitments. If you will be absent or

otherwise unable to fulfill your commitments you are required to C.Y.A. (Cover Your Assignment) by doing the following, in the order listed:

- a. Go to the roster and call or email Members directly until you find a substitute. It is not the responsibility of any of the Coordinators to CYA.
- b. If you have called around and are unable to find a substitute, you may then post a request to the Forum of your needs. It is still your responsibility to follow through until a substitute is found.
- c. DO NOT post a request to the forum and then leave the responsibility to the group without following up. If you will be absent, post a message to the Forum announcing your absence and the name(s) of your substitute(s).
- d. If you're teaching a class and know you will be out, please provide the teaching materials to your assistant so that children do not miss a lesson. This also doesn't leave kids with nothing to do that period. As a teacher, it's your job to find an assistant for that day.

IN THE EVENT OF A TRUE EMERGENCY, IT IS PERFECTLY ACCEPTABLE TO POST A MESSAGE TO THE FORUM OR GIVE THE MESSAGE TO ANY MEMBER TO PASS ALONG. THE MEMBERSHIP WILL STEP UP TO COVER YOUR ASSIGNMENTS.

11. CO-OP CLASS SCHEDULE

10:15 - 11:00	Admin & Jr Committee Meeting
11:00 - 11:45	1st Period
12:00 - 1:00	Lunch
1:00 - 1:45	2nd Period
2:00 - 2:45	3rd Period
3:00 - 3:30	End of Day Cleaning

12. VISITORS AT CO-OP

- a. HSE welcomes visitors. All visitors contact the Committee prior to visiting the co-op. Prospective members are strongly encouraged to visit the Friday Co-op at lunch. This gives new families an opportunity to meet the group, allow the children to interact, and tour the facility.
- b. Friends and Family of Members that wish to attend a class, reach out to teachers ahead of time. This gives teachers a chance to secure more supplies and to communicate how much those supplies will cost. Payment is made directly to the teacher. It is to the teacher's discretion to accept additional students.
- c. If an adult, who is a non-member, has temporary guardianship of children at co-op please inform HSE. The guardian will then be subject to a background check.

13. CPSC POLICY

Stands for Child Parent Steering Committee In the event a problem arises regarding the behavior of a child, remember the CPSC order for addressing the issue: Child First Address the child first. If an adult HSE member informs a child of the problem and he/she responds

respectfully and corrects the problem, no further action is necessary. However, if the child informed of a problem responds disrespectfully and/or does not correct the problem, or if the problem is considered serious by an observant adult, the following procedure is to be followed:

One – Ask the child to sit out and observe until both the adult and child are in agreement that the child is ready to join back in and participate respectfully and constructively.

Two – The child will be asked to step aside (or outside the classroom) with the adult to address the problem in a constructive and positive manner. Sometimes, simply getting the child away from the environment for a moment and getting their full attention without their friends looking on can make a difference.

Parent Next If, after addressing the child, the child continues the negative behavior, address the parent. If the adult considers the issue a serious one, the child's parent will also be asked to join the discussion or be informed of the behavior until all are in agreement that the child is ready to join back in and participate respectfully and constructively. If this exchange occurs during class time and the problem is resolved, then the student may return to class, at the instructor's discretion, either that day or when the class next meets.

Committee Last If after addressing the Child and his Parent, the issue or behavior is not resolved, the member may wish to contact the Committee (SC). Any member of the Committee may be approached regarding the issue. HSE values and supports its members (children and adults) and strives to provide constructive and positive ways to address negative behavior that is both respectful and successful for all involved.

14. CLASSROOM CONDUCT

- a. Students are expected to *participate* in each class, be punctual, listen, complete assignments and be respectful. Students who fail to do so may be asked to leave class for the day. If the problem persists, the student may be dropped from the class without refund. Please refer to **CHANGING, DROPPING, OR DISMISSAL FROM CLASSES** section.
- a. Students are expected to *attend* class regularly, show up prepared and complete homework assignments. A student who fails to attend class twice without notifying the teacher beforehand may be dropped from a class. No refund is given in this case.

15. GENERAL EXPECTATIONS

- b. Aggressive or violent behavior, aggressive horseplay, physical and verbal abuse, as well as offensive gestures and foul language, by members or member children will not be tolerated.
- c. Divisive play, inappropriate behavior or mean-spirited play will be guided to more peaceful behavior.
- d. Bullying in any form is unacceptable.
- e. In general, if it's mean or hurtful to another person, physically or emotionally, it will not be allowed to continue.
- f. Students are required to stay in class unless given permission to leave by the teacher or assistant. If a child refuses to stay in class, the teacher or assistant may enact the CPSC Policy for addressing disruptive behavior.
- g. The facility does not impose a dress code upon HSE, however, please remember to keep dress respectful and modest. This applies to parents and children.

h. Conflicts are handled using the Child - Parent - Committee Policy (CPSC).

16. MEMBER ROSTER

Membership contact information can be found in the “member roster” tab on n HSL or you could send members a PM on messenger via our private Facebook group.

17. ILLNESS POLICY

Do not attend in-person events or classes if you or anyone in your household is exhibiting symptoms including the following:

Feeling feverish, or a measured temperature greater than or equal to 100 degrees Fahrenheit

- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue

- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea, nausea, or vomiting

Masks will be optional. We trust that families will take personal responsibility, staying home when they or their child are sick or have a fever. As we comply with state guidelines, we believe in the freedom to choose what you feel is right for your family. We strive for open communication between families so that we can maintain healthy conflict management.