

# Calloway County Home Educators

“Encouraging and equipping homeschool parents by offering enriching classes in a positive, Christian-based environment.”

**Policy Agreement** Please read this policy document thoroughly. You will be required to sign a statement of agreement to abide by these policies prior to the beginning of your first semester and at the beginning of each school year. If you have any questions regarding these policies, please contact a leadership team member for clarification.

**About Us** Welcome to the Calloway County Home Educators Co-op. We began in the Spring of 2016 as a collection of homeschool parents with the intention to provide fun and educational classes for our children, and develop relationships with other homeschool families.

**Definition of a Homeschool Co-op** A homeschool co-op is a cooperative effort between homeschooling parents to provide educational activities for groups of children with the parents taking a direct role to teach the children and assist in classes.

**Purposes** - Providing our children with access to supplemental educational classes, opportunities, and enrichment activities that would be difficult or too costly to provide at the family level. - Provide our children with the opportunity to form friendships and have healthy social interactions. - Facilitate supportive friendships between parents who have similar values and goals for their families.

**The Role of Faith** 1) We are Christian-based, meaning that the majority of our founding families are Christian in faith and we based our policy on Christian ethics and morality. 2) We choose to focus on academics. The Calloway County Homeschool Co-op is made up of families from a wide variety of backgrounds, united by our shared goal of providing a high-quality education to our children. 3) We welcome people of all faiths. Many of us are Christians, but because our members' theologies differ, our group focuses on academics and leaves doctrinal issues to families. We encourage an open atmosphere where both students and parents will respect each other's differences. We recognize that parents have the final authority in providing religious direction for their children. We ask that if there is confusion in a class, teachers will please encourage children to talk with their parents. 4) When teachers choose their class material, they look first at the academic content. We do not limit ourselves to all-secular or to all Christian materials. We use curriculum from both secular and Christian sources, whichever best meets the needs of our students for each subject area. We request that teachers provide a very detailed description of their classes to clarify what type of religious material will be presented.

**Eligibility, Registration, and Fees** 1) Families whose oldest child will be at least 5 years old and beginning kindergarten at the start of the fall semester are eligible for co-op participation. 2) Families may register on published registration dates after class schedule and fees have been determined. A fee of \$15 per family is due at that time. This fee will be divided between a payment to the host church to offset extra use of building utilities incurred by our group, to provide the end of semester pizza lunch, and to cover miscellaneous expenses through the semesters. (This is not a for-profit venture.) 3) The following signed forms must be submitted in order to complete registration and participate in the Co-op.

- Family Profile
- Policy Agreement
- Photo Release
- Release of Liability

4) Payment is accepted in the form of cash or checks made out to Calloway County Home Educators. 5) Exceptions to timelines may be made for existing co-op families with family additions, either through birth or adoption, to the greatest extent possible.

**Church Use** Memorial Baptist Church is most gracious in allowing us use of their facilities. In doing so, a great deal of trust has been placed in the parents and children of Calloway County Home Educators.

- Please use the facility wisely and express gratitude.
- Respect and honor all requests made by the staff to the Co-op.
- Do not waste water or paper products provided.
- Keep the tone of our voices pleasant - no yelling as others may be sharing the space with us.
- Do not disturb others working in the building.
- Notify a member of the Leadership Team of lost or broken items.
- Do not use supplies that are in the rooms.
- Return any moved items to their original places.

**Parental Involvement and Responsibilities** 1) Parents contribute as teachers and/or teaching assistants, or by providing other needed support services, including facility clean-up. 2) Remain on the premises while children are participating in the co-op. In case of emergency and you must leave, please designate responsibility for your children to another parent. 3) Attendance is expected unless illness or other extenuating circumstance prevails. Report any absences to the Director as soon as the absence is realized. 4) Please be aware of ALL children, not just your own. Students are not permitted outside the building during lunch or after co-op without adult supervision. 5) Understand and enforce all building and co-op policies. Make sure your family adheres to proper dress and behavior at all co-op functions. 6) If there is concern regarding a situation in class or with a teacher, work through the conflict resolution policy. If contacted by a teacher about a problem with your child, work with the teacher to resolve the issue. 7) Read each class syllabus from the teachers and purchase all materials. 8) See that your child makes up any work missed due to absence. Parents of

younger students should contact the teacher. Older students are expected to do this for themselves. 9) Clearly label all personal items brought from home. Any personal items not needed for co-op such as laptops, i-pods, cell phones, toys, etc. are not to be brought to class by students. Unlabeled items left behind will be placed in the host church's lost and found location. 10) Laptops for class prep and cell phones for emergencies are allowed for parents only. Exceptions will be made for classes requiring such devices (e.g. laptops for a Microsoft course).

**Guest Students** A Limited number of places may be available for a co-op family to bring a student who is a relative or close friend as a guest for the entire term. 1) Guest Students must be NO YOUNGER than 8 years old. 2) Guest and Host families must reach their arrangement independently. The Co-op will not assign students to a Host family, nor will co-op families be asked to volunteer as Hosts for the benefit of a student with whom they are not familiar. 3) Parents of Guest Students must sign the same agreements as regular attendees. While at co-op, Guest Students are considered to be in the care/the legal responsibility of their Host Parent. 4) Guest Students incur an additional fee (membership fee of \$30 per term instead of \$15; separate from the \$15 membership fee for the Host Family). 5) Space for Guest Students is limited, and may not be allowed if the co-op is short-staffed for the term. No host family may bring more than 2 Guest Students. 6) Guest Students will otherwise adhere to the same policy and guidelines as regular students. They will enroll in classes for each period and will not have "free time" during any period when students are in class. They will be the responsibility of the Host Parent and will not be allowed to leave with other adults, except as specified beforehand by the Host Parent.

### **Teacher Responsibilities**

1) Prepare course descriptions, including class size limits, course fees, and any supplies needed. Teachers who are giving classes related to faith or world-views will provide details in their class description of what sorts of class discussions parents can expect their child will be taking part in. 2) Teach the class each week, and make a plan for any week missed due to being out of town, or family illness. 3) Remain politically neutral while teaching class. 4) Whenever confusion arises due to discussions of a faith-based or worldview-related topic, please encourage students to take their questions to their parents for further discussion. 5) Be punctual, prepared for each class, and ready to provide excellent instruction. 6) Dress and present yourself in a manner worthy of respect and treatment as one in authority.

**Assistant/Helper Responsibilities** As a Teacher's Aide your main responsibility is creating an environment in which the teacher can effectively teach. These responsibilities include but are not limited to: 1) Helping lead teacher and students with class activities and class control as necessary; 2) Encouraging students to come in, take their seats, and take out necessary class materials; 3) Preparing class as agreed upon with the lead teacher (making copies, room set-up, acquiring needed supplies, etc.); 4) Cleaning up the classroom, making certain room is left in as good or better condition;

**Student Responsibilities** 1) Be prompt and prepared for classes with all materials and completed assignments. Due to the nature of the once-a-week classes, it is imperative that students stay current with their assignments. Contact the teacher regarding any missed material and catch up prior to the next class session. 2) Respect and respond to instructions from your teachers and other adults responsible for your safety and education while at co-op functions. All students are expected to practice the common courtesies of “please,” “thank you,” “may I,” “ yes or no ma’am/sir,” etc. when dealing with others. 3) Display self-control and respond appropriately to teacher and parent directives. Walk in the halls between classes. Do not yell except in the event of an emergency. 4) Encourage and support one another in a gracious manner. No name-calling or destructive comments will be tolerated. Keep hands and feet to yourself - no pushing or hitting. 5) Be respectful of others and their property. Any item damaged must be replaced with the same or better item by the individual causing the damage. 6) Be respectful of church property. The goal is to leave church facilities in better condition than we found them. a) Clean up after yourself. b) Do not waste water or paper products provided. c) Notify the director of lost/broken items. d) Do not use supplies that are in the rooms and return any moved items to their original places. 7) Keep all language pleasing to God. No offensive language, cursing, or derogatory comments will be tolerated. 8) Attend all co-op functions wearing appropriate clothing as detailed in the Dress Code and Guidelines section. 9) Do not bring toys, cell phones or other electronic games/equipment unless approved by the teacher for classroom use. Teachers will hold onto these items and give them to the parent. 10) Older students set a good example for our younger students at all times. This includes maintaining proper decorum with the opposite sex. No inappropriate physical contact will be allowed. 11) Violations of co-op policy will be handled promptly in accordance with Co-op Discipline Policy.

**Dress Code and Guidelines** Dressing appropriately reflects a healthy respect for ourselves, those around us, and the God we serve. We expect each of our participating families to adhere to the Calloway County Co-op Dress Code and Guidelines at all co-op sponsored events. Our desire in this process is not to be legalistic, but to set forth a Godly example of purity and integrity, and to avoid distracting students from the subject material.

Please Do Not Wear:

- Shorts or skorts shorter than your fingertips at the leg
- Shorts, pants, or sweats with words on the back
- Pants that appear to be falling off or allow undergarments to show
- Strapless, backless, or halter tops. Make a reasonable effort to be sure any bra straps do not show under or around tops.
- Crop tops or bare midriffs (even when bending, stretching, or raising the arms) • Plunging necklines (no visible cleavage even when bending)
- Clothing with objectionable messages, slogans, or pictures
- Sheer clothing without proper layers for modesty

- Pajamas Please Do Not Bring:
- Cell phones, MP3s, PSPs, or other electronic devices to classes, unless necessary for the course.
- Any form of tobacco, alcohol, or illegal drugs
- Knives of any kind unless specifically used for meals Each parent and all students age seven and up must sign a statement indicating they have read, and agree to abide by, the above-mentioned “Dress Code & Guidelines” while at any Calloway County Co-op sponsored event.

**Discipline** “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrew 12:11 Calloway County Home Educators practices a “three strikes” method of discipline. 1) The first offense will be handled by the teacher speaking to the student about the behavior or problem. 2) If the pattern of behavior or problem persists, the teacher will speak to the parent. This may include removing the student from the class into the custody of the parent for the remainder of the class period (even if the parent is teaching). 3) If still not resolved, the problem will be taken to one of the Leadership Team members for further action, including possible removal of the student from the class or co-op. 4) Parents may appeal disciplinary action to the Leadership Team as appropriate.

**Absence/Illness** Though parents should remain on the premises and be actively engaged during the day, we realize that exceptions to this policy may be necessary. 1) If a parent knowingly cannot attend on a weekly basis, the following conditions must be met: a) Parent submits a written explanation at the time of registration, and receives approval from the Leadership Team and Director. b) The explanation shall state the reason for absence, transportation arrangements for children attending co-op, and the designation of an on-premise adult to be responsible for the children in case of emergency or disciplinary issue. c) Inform the Director if transportation or on-premise adult arrangements ever change. 2) Participants should not attend co-op if they are sick or are experiencing any of the following symptoms.

- Virus or infection known to be contagious
- Fever within the last 24 hours (unmedicated)
- Diarrhea, vomiting, or nausea within the last 24 hours • Colored mucus
- Contagious rashes
- Head lice 3) If one of your children becomes ill and you must leave the co-op facility, you may choose to a) Remove all of your children for the remainder of the day, or b) Find another parent who agrees to be responsible for your other children while they are on the premises. Parents, please see that your child receives missed material and completes any necessary work.

**Conflict Resolution** “If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with

you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church...Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.” (Matthew 18:15-20) “What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?” 1 Corinthians 4:21 Personality conflicts and misunderstandings can happen in any group. It is important that we agree on how to deal with these situations before they arise. The Calloway County Co-op conflict resolution policy is drawn directly from Matthew 18:15-20 and 1 Corinthians 4:21.

Many differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask you to pray over the issue to decide if it is important enough to deem confrontation. After prayer, if God gives you the peace to dismiss the issue, then it is passed and forgotten and is not to be discussed with others. If after prayer, you feel the offense must be addressed, this three-tier conflict resolution is to be utilized, parent to parent: 1) The offended party should first address the situation with the offending party alone. 2) If resolution is not achieved, take the concern before a member of the Leadership Team. 3) A final decision will be made by the whole Leadership Team if resolution is not achieved during the first two steps. \*Note: At each step, both parties to the conflict will be included so as to avoid gossip, libel, or slander.

**Changing Classes** Teachers must plan and budget for their classes. In order to help them serve their classes to the best of their ability, the following policies apply to a student wishing to change classes. 1) Moving from one class to another class in the same period is contingent upon permission from the teacher of the class the student would like to join. 2) The deadline for moving your student from one class to a different class in the same period for the rest of the term is after the second week. If you must move your student, please decide by the end of the second day of classes and notify the teacher of the class you are leaving immediately afterward. The class a student attends the third week will be the class they attend for the remainder of the term. 3) Any original class fee (for the class the student is leaving) will not be refunded. 4) The student and their parents are responsible for any additional course fee incurred. Immediately after the decision to move classes is made, contact the Treasurer for instructions on paying the new fee.

**Emergency/Snow Day** Co-op Leadership decides whether to cancel classes due to weather, basing their decision on road conditions and power at our facility. This decision is made as soon as possible, but may be texted and emailed the morning of classes. Every effort is made to communicate the decision by 7 am the morning of classes.

**Safety** 1) Once students have arrived for classes, they will not be allowed to leave with anyone other than the parent or designated adult, unless permission has been given by the

parent. 2) No student will be allowed to leave in a car with another student unless the parent has given written permission to the Leadership Team. 3) Adults will be familiar with exit routes in case of inclement weather or emergency.

**A Final Note** The Leadership Team anticipates that new issues will arise that are not specifically addressed within this policy. These unforeseen circumstances will be evaluated on a case-by-case basis using common sense and good faith judgment. The final decision will rest with the Leadership Team with input from the teachers and co-op member families.

### **Current Calloway County Co-op Leadership Team Members**

- Bonnie Ottway (*President/Webmaster*): bottway@hotmail.com
- Samatha Stickler (*Vice-President*): samantha.stickler@gmail.com
- Heidi Barnes (*Secretary*): heidinbill@yahoo.com
- Corina Hobbs (*Treasurer*): corina.hobbs1978@gmail.com