

HOPE HOMESCHOOL CO-OP
FAMILY HANDBOOK
2024-2025

HOPE HOMESCHOOL CO-OP POLICIES AND PROCEDURES

Table of Contents:

EXPECTATIONS FOR PARENTS

Participation:	Page 1
Descriptions of Participation Positions:	Page 1
Payments	Page 1
Absences:	Page 1-2
Planned Absences:	Page 2
Unplanned Absences:	Page 2
Day Care Children:	Page 2
Foster Children:	Page 2
Sick Child Policy:	Page 3
Visitors:	Page 3
Mandatory Class Planning Meetings:	Page 3
Communication:	Page 3

EXPECTATIONS FOR EVERYONE

Praise, Worship, and Announcements:	Page 3-4
Worship Team:	Page 4
Dress Code:	Page 5
Field trips and Other Events:	Page 5-6
Graduation Ceremony:	Page 6
Cell Phone Usage:	Page 6

EXPECTATIONS FOR STUDENTS

Respect and Obedience:	Page 6-7
Biblical Sexuality:	Page 7
Safety/Forbidden items:.	Page 7
Class/Homework Policy:	Page 7-8
Disciplinary Action:	Page 8
Student/Class Issues:	Page 8
Drop Class Forms:	Page 8

HOPE HOME SCHOOL CO-OP POLICIES AND PROCEDURES

EXPECTATIONS FOR PARENTS –

1 Corinthians 12:14~ *For the body does not consist of one member but of many.*

Participation: HOPE's main concentration is honoring and glorifying Christ with everything that we do. Our belief is that when we work together, we can accomplish more for His glory. We can encourage each other by sharing the talents and expertise that God has given us as we share what we love or help in other ways. Therefore, one parent of every student must agree to serve within the Co-op for 12 weeks per semester in an assigned position. Opportunities to serve may include Teaching, Co-teaching or Aiding, Administrative Aide, Floating Substitute, Hall Monitor, Supply Purchaser.

Descriptions of Participation Positions:

Teaching - Planning and Instruction for a specific class.

Co-teaching - Helping the Teacher with instruction or control of classroom or Instruction if Teacher is away, helping with classroom activities/testing/grading.

Aiding – Taking attendance, helping with classroom activities/grading, maintaining classroom control.

Set-Up Crew - Will set up according to the Co-op's needs; also deliver class supply boxes to the classrooms.

Clean-up Crew - All members will be assigned specific areas for end of day clean up so that we leave the Church in great shape after we leave.

Administrative Aide - Making copies, running errands, taking supplies to classrooms, moving furnishings, etc.

Floating Substitutes - These will be teachers who can substitute in any classroom for a variety of reasons. Spur of the moment needs.

Hall Monitors - Making sure students get to and from their classes. Making sure students return to classrooms after a bathroom or drink break. Overseeing study hall.

Supply Purchaser - Makes purchases from designated places during the week for Co-op purposes: drinks, snacks, paper goods, etc.

Additional positions and/or committees may be established as needed.

Payment for Co-op:

All payments for Co-op are to be promptly paid. All class fees are due **at Orientation or before classes begin**. Monthly tuition is payable at the **1st Co-op meeting of the month**. The current monthly fees are \$10 for 1-2 children and \$20 for 3 or more children (Sept.-Nov.; Jan-April.) **All**

payments must be up to date in order to attend the next semester. If paying in full presents a hardship for your family, you must contact Serena Biller to make payment arrangements.

Absences:

We understand that things come up and sometimes, for whatever reason, you find yourself unable to attend Co-op. We also understand that emergencies or last minute events may occur that cause you to be late for Co-op. Please remember that we are a **parent run Co-op and we need everyone's participation** for Co-op to run smoothly. For the times when an absence or tardiness is unavoidable, please help us to keep things running as smoothly as possible. We require:

Planned Absences:

In the event that you know that you will be absent ahead of time, please do the following: **Let Roxanne Ervin know immediately, so that you may be put on the calendar as not attending by emailing her at Hopeattendance02@gmail.com.**

Unplanned Absences:

There are going to be times when illnesses and emergencies develop late Thursday night/early Friday morning, or one may be running late getting to Co-op. If you find yourself in one of these situations, please call or text **Roxanne Ervin at 864-525-7662 BEFORE 8:30 am** on Friday morning and let her know that you are either running late or will not be able to make that day's Co-op session. A last minute email may not be seen so please program this number into your contacts.

There will be a fine assessed to parents who are not in their assigned areas during class: \$25.00 for the first uncommunicated absence or \$50.00 for the second uncommunicated absence. After the second uncommunicated absence, a meeting with the Board will be required to discuss continuation within the co-op. These fines will not apply if you let us know ahead of time or if there is an emergency and you are unable to contact us.

We do not charge the high fees that most Co-ops charge because we all work together to keep our Co-op running. We keep our costs lower through the cooperative efforts of our members. This cannot work if we are not all pulling our weight and pitching in where we are needed.

Day Care Children: For families who have daycare children, the children will need to be fully registered and charged as a separate participating family. All forms will need to be signed by the parents of the child. It is your responsibility to request permission to bring daycare children ahead of registering them to ensure we have space to add them.

Foster Children: We believe that we are called to minister and support our HOPE foster families. If you are a foster family, please let us know. Your foster placements are always welcome to attend, even on short notice. We know that advance notice is not always realistic but please contact Roxanne as soon as possible so that we can give teachers a heads up.

Sick Child Policy: Your child MAY NOT attend if they have had a fever or vomited within 24 hours prior to Co-op. Other than that, if your child is not feeling well, we leave the decision to attend up to the discretion of the parent. Please use common sense and think of others when making your decision.

Visitors: Parents, grandparents, and friends are welcome to visit during your Co-op day. If they are coming for lunch, nothing needs to be done. If they are coming during any other part of the day, you will need to let Roxanne and a Board member know, and upon arrival they will need to see Roxanne for a visitor badge. If the same visitor will be attending more than three times in a semester, we will need a background check for that individual.

Mandatory Class Planning Meetings: Mandatory Class Planning Meetings are held in the Spring for the Fall semester, and in the Fall for the Winter semester. It is **mandatory** that an adult member of each family participate in these planning sessions. Prior to this Planning Meeting we will have gathered, from the body of Co-op, potential classes to be offered. During the Planning Meeting, we will discuss:

- the needs and interests of different aged children;
- who is interested in sharing talents and skills (i.e. teaching);
- solidifying who will teach particular classes;
- getting an idea of who will be aiding in those classes.

These meetings are mandatory because they are vital to our planning process and the success of our Co-op. Extra meetings may be called should the need arise.

Communication:

In order to facilitate communication between the Board and our Members, it will be **expected** that each family will have checked their e-mails, at a minimum, each **Thursday** prior to Friday's Co-op. We will send out any changes, needs, reminders, or other specifics for classes. **If a family does not have an e-mail or has their preferences set in such a way that emails do not come through in a timely manner, they are responsible for checking the website to view communications in the forum.** This mode of communication is much quicker and less expensive and time consuming than any other way of dispensing important information.

EXPECTATIONS FOR EVERYONE

Romans 13:13 ~ We should be decent and true in everything we do, so that everyone can approve of our behavior.

Praise, Worship, and Announcements:

Each week we will come together for a time to celebrate what our Lord and Savior has done for us. We will experience various forms of worship from Christian contemporary music to great hymns, as well as other forms of worship- vocals, instrumentals, worshipful dance, etc. We will also say our pledges, learn about upcoming events, celebrate birthdays, etc. Attendance is **mandatory for parents and students. Our worship team is student led and we ask everyone,**

students as well as parents, to refrain from talking or causing any kind of disturbance out of reverence. We have a zero tolerance policy for students on cell phones during worship/announcements. Phones will be taken and the parent will need to retrieve it from the office. We also ask that parents set a good example by refraining from being on their phones during worship.

Worship Team:

It is our hearts' desire that all members of our Worship Team take the responsibility of leading the body of HOPE Co-op in corporate worship as a serious responsibility before the Lord.

Because of this, students selected for the Worship Team will be those who understand the importance of their participation and are able to demonstrate an attitude of respect and reverence for others to follow. A true heart of worship can be found in those who:

1. Have a genuine relationship with Jesus Christ as their Lord and Savior
2. Reveal a lifestyle consistent with their faith
3. Demonstrate the ability to work well with others
4. Are willing to learn more about worship and the purpose of worship
5. Show a desire to grow in faith

HOPE Co-op's Worship Team is comprised of older students who demonstrate spiritual maturity and recognize the importance of the example they are setting for others. Younger students will look up to them and, therefore, we must ensure that we are striving to elevate good character as an example for them to follow.

In addition to audition materials, to be considered as a member of the Worship Team you must also provide the following as part of the application/audition process:

1. A written statement of faith -- we would like to know what the gospel of Jesus means to you.
2. A written statement for consideration -- tell us what worship means to you and why you want to be on the Worship Team.
3. A character reference from someone other than your parents
4. Signed Behavior Agreement – members of the Worship Team will be held to a higher expectation of behavior. Skipping any class, breaking handbook rules, or an attitude of disrespect will result in dismissal from the team.

In all of this, perfection isn't the goal of the Worship Team, but rather building a passionate heart and love for our Father.

We encourage rising 8th thru 12th grade students to prayerfully consider being a part of the Worship Team and look forward to seeing how God works in and through them!

Dress Code:

We do not believe it is our place to tell anyone how they can or cannot dress as that is an issue between each of us and our Lord, but believing that it is necessary to have standards set for Co-op, we are asking that: **All attire be honoring to Christ, with no inappropriate “attitude” or divisive message, or words that would make a younger student question their meaning.**

Therefore, no inappropriate writing, logo, or artwork is to be displayed on clothing. Males may not wear tank tops with enlarged arm holes (i.e. muscle tees) and females must refrain from wearing spaghetti straps, tube tops, and/or cleavage-showing blouses. **All** mid-riffs must be covered. **All** clothing must cover undergarments. **All** shorts must be fingertip length or longer than the middle of the thigh while standing in a relaxed position with arms hanging at sides. And, due to the level of activity while at Co-op, **All** skirts must have dress code approved shorts worn underneath. **All** leggings must be worn with a shirt that covers the entire buttocks and the front past the groin. **All** Ripped/holey jeans must not have holes higher than mid thigh. Flesh colored clothing (tank tops/leggings, etc) that gives the idea of bare flesh are not allowed. This applies to Co-op *and* all Co-op events.

***Winter Formal (for 9th-12th grades) has a separate Dress Code that can be found in the Resources section of our website or linked [here](#). The other two dances, Fall Fling (7th-12th grades) and the Middle School Dance (6th-8th grades) must adhere to the Co-op Dress Code.

***If an activity involves swimming, girls and ladies may only wear a one-piece bathing suit or a two-piece suit that does not allow any skin to be seen between the bottom and top pieces, or the cleavage area. For boys and men, only swim shorts with a shirt may be worn.

**If any violations of the dress code occur, we have appropriate clothing that may be borrowed during that day’s Co-op session and returned at the end of the day.

Field Trips and Other Events:

Believing that we represent Christ wherever we go, and that when we meet as a group, we also represent HOPE Homeschool Co-op, the disciplinary actions pertinent to HOPE Homeschool Co-op will be enforced on field trips as well as fellowship activities that are initiated by Co-op members for Co-op purposes.

If the severity of one's behavior or disrespect exceeds acceptable limits as mentioned above and/or those which infringe on the field trip premises or directors, or those of the homeowner, a person may be asked to leave the event. If this behavior occurs by a child, the parents will be asked to remove their child immediately. A letter will be sent to the family notifying them of the inappropriate behavior. If the behavior continues, temporary suspension from subsequent events may be instituted.

If, after being removed from a situation, a letter or letters have been sent to the family, suspension from events has occurred, there is no repentance, and reconciliation has not occurred,

expulsion from all further Co-op events may occur, including Co-op membership and/or class participation if the situation warrants it.

All Members of HOPE Co-op are expected to speak kindly, build one another up, and show respect to all members and church facilitators and facilities.

If a HOPE student wishes to **bring a guest** to a HOPE event and/or one of our Co-op dances, **Board approval is required prior to purchasing a ticket.**

Any student who plans to attend HOPE as a Super Senior (a fifth high school year) may do so **with prior Board approval.** Super Seniors must be enrolled in a full day of classes and pay all applicable fees. A student may only participate in special Senior related activities (ie, senior lunches, senior trip, and/or senior graduation ceremony) for one year.

Graduation Ceremony: HOPE offers a graduation ceremony for graduating seniors at the end of each academic year for a small fee. If you are the parent of a senior, there will be an informative meeting at the beginning of the year to evaluate interest in participation and emails with pertinent information will be sent throughout the year related to senior specific events, fundraisers, and (if participating) the graduation ceremony.

Cell Phone Usage:

We understand the importance of being in constant contact with the outside world. However, cell phones have an appropriate time to be used. Any child using a cell phone during class will lose the phone for the remainder of that class. Teachers do have the right to collect cell phones at the beginning of class and return them at the end of the class period. Adults: we ask that you too, please refrain from using your phones during class except for emergencies. All are allotted 5 minutes between classes; this is the appropriate time to use your phone for non-emergent purposes. A teacher may allow the students to use their phones if it is a class need.

EXPECTATIONS FOR STUDENTS

Romans 12:10 ~ Love each other with genuine affection, and take delight in honoring each other.

All students are expected to honor God in all of their interactions with fellow students, Co-op staff, parents, and church personnel, and will adhere to the practices described in this code.

Respect and Obedience:

All students are expected to be respectful to all Co-op members and obedient to all authority.

All students are expected to speak and act kindly towards any and all Co-op members and authority.

All students are expected to remain under supervision of parents or Co-op staff during the entire stay at the Co-op. Absolutely no roaming the building, church grounds, or unsupervised activity will be tolerated.

All students are expected to walk and behave in a quiet, orderly fashion in the halls, stairwells, and throughout the buildings.

All students are expected to leave any and all questionable and unsafe items at home. Items such as electronic toys or those that would cause an unnecessary disturbance should remain at home. If any of these items are seen, Co-op has the right to confiscate them.

If a child shows disrespect/disobedience towards anyone or anything, children will be quietly addressed by the teacher or the aide, as to not draw attention to the child. If this repeats more than a few times, the child will be escorted by a class aide to their parent where they will need to stay for the remainder of the class period. If this still does not resolve the issue, the teacher will contact a parent. If the behavior continues a Board/teacher/parent meeting may be necessary. **If a child needs to be escorted a 3rd time, a 1 week suspension will result.**

As a parent-led Co-op, we are not equipped to offer specialized services; however, we believe that all children are fearfully and wonderfully made in God's image. Students who have difficulty demonstrating behaviors which adhere to our guidelines due to disabilities or special education related needs must be supervised by a parent, guardian, or a parent-provided third party support person. The Board encourages parents to work with teachers to ensure proper communication in regards to specific needs. Disruptive or dangerous behaviors will be addressed and handled per our Handbook policies in order to ensure that a safe environment conducive to learning is maintained for all students.

Biblical Sexuality:

Scripture makes it clear that gender is not a by-product of individual choice, but is rather a consequence of divine design. Since we believe God made individuals exclusively male or female without the ability to change that, our policy within Co-op is that we will only recognize the gender assigned to our members by our Creator at birth.

Safety/Forbidden Items:

Illegal substances, tobacco, alcohol, vapes, matches, lighters, guns, knives, or any dangerous items are STRICTLY PROHIBITED for the safety of all members and will result in confiscation and suspension. Repeated offenses will result in expulsion.

Class/Homework Policy:

All students are expected to be in class on time to all class sessions, including praise and worship. During class, all students are to remain quiet and attentive to the teacher while they are speaking, and raise their hand to speak during class, when appropriate.

Each child is to come to class prepared for the day's work. All homework assignments shall be completed in a timely manner, prior to class.

It is the responsibility of the parent to ensure that homework is completed. If your child does not want to do homework, and you do not want to ensure that it is done, do not sign up for classes that require homework completion. A teacher often needs homework completed before they can

move on to the next assignment.

If **two** homework assignments are missed, a **warning** will be given to the parent. If, after a warning, **two more** assignments are missed, the student **will be removed from that class and required to sit with a floater or the parent for the rest of the semester.**

Disciplinary Action:

Students who are tardy, and/or display disrespectful, unkind, or bullying behavior during Co-op in general, and/or break any other Handbook rules, will receive two written warnings. Upon the third significant occurrence, the student will receive suspension-either one week or up to the remainder of the semester. This will be up to the discretion of the Advisory Board based on the severity of the behavior.

Student/Class Issues:

If a child is extremely above or below the comprehension level of the class, please feel free to speak directly to the teacher. Also, other issues may arise, such as being the only male/female in a particular class. We encourage parent/teacher communication, so please feel free to inform the teacher if these or other concerns present an issue.

Drop Class Forms:

We request that you sign your child up for the classes that you expect them to take.

However, extenuating circumstances do arise, and if this becomes an issue, please see a Board member immediately. Once classes for the Fall and Winter semesters have begun, any parent desiring a move **must** complete a “drop class form”. Students will need to have the form signed by the class from which they are dropping, ***as well as*** the signature of the teacher for the class that they are adding. Drop class forms **also require approval and signature of a Board member and the Treasurer.** If a class is full or has a waitlist, approval from a Board member will be necessary even if teacher approval is obtained to prevent skipping ahead of others. Drop/Add is not intended to circumvent the registration process or skip ahead of a waitlist. Anyone needing a form should inquire at the information table. Fees for classes are nonrefundable after registration as teachers begin purchasing based on your commitment, so please choose classes carefully. ***Absolutely no moves will be made after the 2nd week of class.***