

Welcome to



Sancta Familia
Classically Catholic
Memory Co-Op

MISSION STATEMENT

Classically Catholic Memory is a four-year, Catholic memory work program that guides parents and children in mastering challenging and inspiring material over eight subjects: Religion, Latin, History, Science, Math, Timeline, Geography, and Great Words (poetry, historical documents, and speeches). The program provides basic, factual material to memorize which can be used in conjunction with any homeschool curriculum parents are already using, and is not meant to replace any subject already being taught by a homeschooling parent.

PARENT RESPONSIBILITIES

1. *Sancta Familia* believes strongly that parents hold the primary responsibility for their homeschool. As such, we require parents to be active participants in the classrooms. We ask that parents commit to their assigned role, as well as help out where needed (assisting with science and art, passing out and gathering materials, bathroom breaks, etc.) and refrain from chatting with other parents during school time.
2. *Sancta Familia* co-op is a volunteer group. Every family must have a parent participating in some capacity within the co-op.
3. Parents are responsible for their children's behavior while on church/school property and must be at all *Sancta Familia* functions. Parents must monitor their children at all times.
4. All absences should be reported to your child's teacher as soon as the absence is realized. Attendance is expected except illness or extenuating circumstances prevail.
5. Parents are expected to remain on the premises during co-op. If you must leave for any reason, you must designate another parent who will be responsible for your child(ren).
6. Parents must be willing to serve as a volunteer substitute through the course of their time at *Sancta Familia*, if and when needed.
7. Parents must understand and enforce all building policies and adhere to proper codes of conduct and behavior while at the *Sancta Familia* location.
8. Class problems should be taken directly to the tutor. See *Conflict Resolution Policy*.
9. Visibly label all belongings so things left behind can be reclaimed.

STUDENT RESPONSIBILITIES

1. Be on time.
2. Be prepared.
3. *Walk* in the building between classes. Absolutely no yelling.

4. Honor parents and tutors by addressing them as Mr. and Mrs. and last name.
5. Be respectful of others and their property. Keep hands and feet to yourself.
6. Be respectful of church/school property.
7. Students are expected to have self-control and respond appropriately to the tutor's directives.
9. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
10. Teachers have authority to promptly remind any student of proper classroom behavior, no matter what the offense, when necessary.
11. No gum allowed.
12. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. are permitted in class. CCM reserves the right to confiscate such items until the end of the day if this policy is violated.

WEDNESDAY MORNING PROCEDURES

1. Please plan to arrive by 8:50 a.m. Assembly will begin promptly at 9:00 a.m. in the Sanctuary.
2. Students and parents should put their belongings to their classrooms and take a seat quietly in the Sanctuary by 9:00 a.m.
3. The day will begin with prayer and announcements. Students will then be dismissed to their rooms with their respective teachers.

CLASSROOM TIME

1. It is ideal that a teacher not be alone with her students. The children should not be alone in the classrooms at any time.
3. To the extent reasonable, we have a “one child at a time” policy for bathroom breaks. This minimizes unnecessary disruptions and helps avoid “bathroom social time”.
4. At the end of the morning, children should assist with clean-up of snacks, art projects, belongings, wiping tables, etc.

FOOD POLICY

Please note: We are trying something new again with snack time, to minimize distractions and help with cleanup! Please send your K-8 child with a labeled small snack about the size a sandwich size Ziploc bag – not a full lunch. Teachers will keep snacks in the “classroom snack box” and hand them out at snack time. Full lunch will take place after CCM, and packed lunches

must remain in mom's custody until it's time to go **outside or in the Great Room in inclement weather**. *Please do not allow your child to carry snacks during class time.* As always, we also must adhere to the policy of **CLEAR BEVERAGES ONLY!!!**

ILLNESS POLICY

Participants should not attend co-op if they are sick or are experiencing any of the following symptoms:

1. Colored mucus
2. Diarrhea, vomiting or nausea (within last 24 hours)
3. Eye drainage
4. Virus or infection (known to be contagious)
5. Rashes (contagious)
6. Head lice
7. Fever (within last 24 hours)

If one of your children becomes ill and you must leave the co-op facility, 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. In the event of your planned absence, another parent may assume guardianship of your child(ren) on the co-op day.

BUILDING POLICY

1. Safety is of utmost concern at *Sancta Familia* co-op. With a large number of children participating, the rules are in place for everyone's safety. **Any teacher has the authority to remind any child of the rules at any time!**

2. No running in the building.

3. No playing, loitering, or loud talking in the hallways.

5. Do not use the church telephone; call the church, or disturb the church staff for any reason. If you have a concern or need, please speak with one of the CCM leaders.

6. NO FOOD OR DRINK IS ALLOWED IN HALLWAYS OR GYM. ALL FOOD AND DRINKS MUST REMAIN IN DESIGNATED AREAS.

7. During CCM hours, children are not permitted to play in or around the parking lot or in front of the school.

13. No one is permitted in any areas of the school building not specifically designated for *Sancta Familia* co-op use.

DISCIPLINE POLICY

1. Every student is expected to behave in a proper and respectful fashion at all times. If a child disrupts a class session, he or she will be removed from the class and the parent notified.
2. If a parent fails to control the child's disruptive behavior, the co-op reserves the right to dismiss the child from that class.

CONFLICT RESOLUTION POLICY

"If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, truly I tell you, if two of you agree on earth about anything you ask, it will be done for you by my Father in heaven. For where two or three are gathered in my name, I am there among them." (Matthew 18:15-20)

Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important we agree on how to deal with these situations before they arise. We've chosen to base the structure of this policy on Matthew 18:15-20. Many disputes/differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and need not be discussed with others. If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve conflict between the two individuals involved. If either party is unsatisfied or a resolution cannot be met, they must seek the assistance of an objective party to mediate. As a last resort, the conflict will be taken to the other members of the leadership team, and they will make the final decision.

SEVERE WEATHER POLICY and SCHEDULE CHANGES

Sancta Familia is scheduled to meet on Wednesday mornings from 9:00 to 12:30 for a total of 18 meetings over the course of one academic year. In case of severe weather or other extenuating circumstances, please check for cancellations or other announcements by 8:00 a.m via email.

MEMBER COMMITMENT

Because we plan our co-op per year, the commitment between the members and the co-op should be for each academic year. While we realize that extenuating circumstances may arise which prevent your continued attendance, **please be committed to the academic year in which you are registered.** We are dependent on each of our members to make the co-op work. If members leave after classes have begun, it makes it difficult for the co-op to run smoothly.

