



HANDBOOK

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HANDBOOK & MEMBER EXPECTATIONS

Mission Statement

Partnership Homeschool Educational Association of Minnesota exists to provide affordable, quality, academic classes to homeschooled children while building Godly character and good study skills, as well as promoting a Christian worldview. We cultivate strong family relations and parental support in our membership.

Description

The Partnership Homeschool Co-op is located in Rogers, MN and is organized as an academic co-op with all families providing help as tutors. We have an average of 40-50 families and 150+ students each year. There are two hours of academic instruction each week, followed by an hour of "elective" type classes such as drama, art, games, etc. for older students beginning in 4th-5th grade depending on the year. Younger students have a snack and movement time in addition to their two academic hours. We provide classes for all ages from Nursery through High School. The co-op meets on Thursdays from 12:30-4pm for 12 weeks of instruction each semester (Fall & Spring) after having monthly picnics/park days during the summer for planning and fellowship.

Extra support time and fellowship is found through Moms' nights, weekly "moms' room" conversations, the MACHE convention, teen nights, and a year-end event. We plan several field trips and at times schedule group tickets to cultural events throughout the school year.

General Expectations

- This is designed to be an academic co-op. Adaptations can be made for learning and physical challenges, but the classes are geared to be core classes for which course credit could be given. Adaptations to the classes can include audiobooks, getting the class notes from the teacher or another student, or taking tests at home. Any modifications can be discussed with the teacher and must be approved ahead of time. These adaptations do not include not completing assignments. The teachers will grade assignments according to the syllabus. As a homeschooling parent, you are free to give your student whatever grade you deem appropriate, but that will be managed on your end, outside of co-op.
- Student commitment is expected. The moms/tutors spend many hours in preparation, and we expect students and parents to treat this as a serious commitment, not just enrichment classes. Our goal is to have the Partnership class (along with work at home) be your core curriculum for the year giving you the freedom to enrich this learning in the way that fits your family's style.
- We recommend students attend all three hours of class. But we also understand the importance of outside education & extracurricular activities. So we do not require attendance for all 3 hours. However, mom is expected to stay the entire duration of co-op.

- If your highschooler does not require either classes being offered during a particular hour. They have the option to apply to the leadership team and serve in a younger class for that hour. Approval for this will depend on being a student in good standing with no current disciplinary actions. They also have the option for a study hall hour.
- Each mom is responsible for their children from the time that they pull into the parking lot until they leave. Young children must not be left unattended at any time. They must be with their mom or with a sibling that is old enough to be responsible for watching them.
- Partnership is limited to certain parts of the church building. Children are not allowed in the office, kitchen, sanctuary, or other places that are not being used by Partnership Coop.
- Young children are not to have any electronic devices while unattended by their parents (including, but not limited to, smart phones, headphones, Kindle, ipads, cell phones) at Partnership.
- Parents are ultimately responsible for their children's behavior. Teachers or other moms may come to you and let you know if your child is talking in class, not completing their homework, not following the dress code or any other rule that is not being adhered. You are expected to speak with your child to remind them of the rules and ensure that the guidelines for attending Partnership are followed.

Attendance

- Obviously, life happens, and you may miss some sessions, but we need everyone present to make this work well. This is a commitment for the ENTIRE school year. Your absence puts a strain on your co-teacher and the rest of the members at Partnership. Absences equal to or greater than 4 co-op days, is a default on your membership agreement. We have many families on our waiting list and need to make sure the families in Partnership are truly committed to the group.
- Parents are expected to be on campus with their student(s). If that is periodically not possible, another parent should be assigned to be "parent for the day".
- Families are expected to arrive on time for Opening Announcements at 12:30. This is a significant time to develop group unity and to pass along important announcements.
- When a member needs a substitute to cover their responsibilities due to absence or illness, etc., it is their responsibility to find a substitute.

Tutoring Commitment

- Parental commitment is expected as well. You will spend time outside of class preparing as a tutor and doing additional work with your children. Parents are expected to purchase textbooks, and follow along with assigned homework for classes.
- All of our tutoring positions are co-tutoring positions. Your first year, you will be paired with an experienced partnership member so you have some guidance to help you through knowing how our group operates. Tutoring teams are equally responsible for class teaching and management, and it will be up to the individual team to assess how best to use their skill sets together as a team. This is a very supportive environment in which to learn and grow as an adult, and we want you to succeed. All of us have different gifts, and it is the goal of Partnership to use those gifts to glorify God.
- Highschool core-class tutors:
 - A detailed syllabus must be presented by the first day of co-op which entails: lesson plans/reading assignments for every week

- A grading policy (a percentage on how the class, assignments, tests, attendance and involvement will be graded).
 - A written policy for grading late assignments.
- If you (the tutor) are absent you must find a substitute. You may not combine classes, thereby reducing the number of tutors.
- If your class is off property (perhaps at a park, etc...) you must have at least 2 parents present with the class.
- Partnership is a Christian co-op as stated in our mission statement. Classes will be taught from a Christian worldview with no apologies. We have no denominational affiliations. Doctrinal theology will not be taught or covered in classes. We expect all parents to do their best to come together in unity for the good of our group and set aside denominational differences that we may have.
- If you desire to bring in additional resources for your class to supplement a lesson, please choose the most conservative approach. We want to be respectful of the fact that our families come from a wide variety of theological backgrounds and all have varying personal standards for their families. This is especially true regarding secular resources (music, movies, books, etc...). If you are unsure, please check with the board.
- We believe God instituted the family and appoints parents to be the caregivers and protectors of their children. We expect all tutors to encourage their students to have open communication with their parents about what is taught, spoken, or done in class. If a student has a concern regarding a class or tutor, it is perfectly acceptable for a student to go to their parent; the parent can then go to the tutor for clarification.
- If additional instructions are given by the board regarding your class, we trust they will be carried out and without modification.
- Any electronic communication between teachers and students should include a copy to the parent(s). This is for accountability as well as safety.
- Homework posted electronically, must be posted by midnight on Thursday.
- Special accommodations may be considered on a case-by-case basis and must be pre-approved, defined, and accepted by both the tutor and parent.
- Parents must observe the schedule. Plan time to clean up, so the next class can start on time. Do not dismiss classes early.
 - 1st hour: 1:00 - 1:55
 - 2nd hour: 2:00 - 2:55
 - 3rd hour: 3:00 - 4:00
- At 4:00 any nursery kids to 3rd graders must be picked up from their classes. After 4:00, students may join us in the great room area, or moms room, to prepare to leave the building.
- The Board of Partnership welcomes suggestions and ideas about how to make co-op run more smoothly and efficiently. We do our best to accommodate everyone's thoughts, ideas and desires. If you do not agree with a specific decision, please let the board know. We do ask that everyone be careful to make sure that your words and attitudes cultivate a respectful and encouraging atmosphere at Partnership.

Non-tutoring Commitment *(subject to change)*

- Because this is a cooperative endeavor, we expect all members to step up and do their part to make the group run smoothly. We have a "SignUpGenius" with different volunteer positions and committees available to help participate in running a smooth group. Remember, many hands make light work!
- 1 time each semester every family will be expected to provide the following 3 services:

- Work 1 to 2 assigned hours in the nursery or in gym-time as a helper. Please be on time!
- Bring food for the mom's room. Plan for 15-20 eaters (not snackers). Bring an entrée, side dish, and dessert to share.
- Be assigned a duty of either breaking down the moms room, vacuuming, or cleaning the bathrooms.
- We also have Volunteer Committees each mom is required to sign up for during the year. They are not meant to be stressful or time consuming but help Partnership run more smoothly and promote fellowship and friendship among our families. Some of our committees are:
 - Field trip committee, Meal & Blessing Committee, Highschool Gatherings, Mom's Room Set Up, Building Closer. (A more detailed list is available on the *Sign Up Genius*.)
- It is up to you as a parent to keep track of your child's progress in class.
- Families are expected to have regular access to a computer with internet access since most communication is disseminated through our website and emails.



FINANCIAL COMMITMENT & MEMBERSHIP DUES

Non-Refundable Holding Fee

- The non-refundable holding fee must be paid by the last day of co-op for the coming fall.
 - This fee goes toward your membership dues
 - It must be paid by the last day of co-op or you lose your teaching position.
 - The holding fee must be paid by the Class Planning Meeting (in the Spring) in order to attend and vote at the meeting.

Membership Dues

- Membership dues paid in full by June 15th.
 - Membership dues not paid in full will result in the loss of your membership altogether.

Commitment Check

- In addition, a **non-dated** check in the amount of \$350 must be turned into the Treasurer by June 15th. Checks will NOT be deposited unless the member defaults on their membership agreement.

Class Fees

- Class registration opens up around mid-July every year.
- Class fees are due and are non-refundable after August 15th.
 - A \$25 late fee will be applied to class fees not paid by August 15th.
- New members joining in the summer are expected to have their membership dues and class fees paid in full within 2 weeks from their acceptance date.
- Tutors who do not have a child in their teaching class and need the textbook, can include the cost of the textbook in their class budget at the beginning of the year. They can submit their receipt to be reimbursed out of said budget. Any curriculum paid for by Partnership must be turned in to a board member by the end of the year. Classes will each have a fee associated with them to account for supplies needed.
- Changes in classes can be made the first 2 weeks of Partnership with partial refund returned to the family (50%). This will be issued in the form of a credit that can be used to pay for items at Partnership. After the first 2 weeks of classes, no refunds will be offered due to changing classes. Any books or supplies purchased on your child's behalf will not be able to be refunded. Credits issued will be considered for Partnership use. If a family chooses not to return to partnership any remaining credits will default to the general fund.
- If damage occurs to the building that requires use of our Insurance to repair, students involved in creating the damage will be expected to share the costs of that repair. The Leadership team will determine what monetary amount will be needed and how much of that cost will be passed onto the family.



POLICIES

Weather Policy

Partnership will follow the Elk River school district #728 when canceling co-op due to weather or snow emergencies. We will also send out an email and group text if we need to cancel co-op for the day. Partnership may be extended 1 week to make up for the missed co-op day.

Well Child (Sick) Policy

If you or your child has had any of these symptoms within the last 24 hours, we ask that you please do not bring that child to Partnership. They will not be admitted to class with any of these symptoms. If symptoms develop on campus, we will expect you to remove your child from the class immediately.

- vomiting, fever, diarrhea, thick/green runny nose

****If you are unable to attend Partnership due to an illness, it is your responsibility to find a substitute for your class. There is a category labeled "Substitute Requests" on our forum section of the website, you can use that to request a substitute. If it is last minute notice, we recommend personally calling the other moms.*

Bathroom Policy

Our goal in practicing these protocols is to maintain healthy relationships, encourage appropriate boundary management, protect the integrity of our teachers and volunteers as well as protect the children and youth from possible misconduct and abuse.

CHILDREN WHO ARE NOT POTTY TRAINED AND/OR NEED ASSISTANCE IN THE BATHROOM:
The child must be accompanied to the bathroom by their parent.

FOR CLASSES LOCATED IN THE KIDS COVE ROOMS (Children who are potty trained and do not need assistance).

- First, ensure each bathroom is vacant. Allow one child at a time into the bathrooms. Handwashing station is outside the bathrooms.
- If a student needs an additional bathroom break, the other teacher must accompany the student and follow the above procedure or contact the child's parent to have them bring their child to the restroom.

FOR CLASSES USING THE BATHROOM IN THE MAIN HALLWAY:

- First, ensure each stall is vacant. Keep the main door propped open, while standing in the doorway.
- Allow 1 student at a time in the bathroom to use a stall.
- Once that child is washing their hands the next student may be allowed in to use the bathroom stalls.

- (*bathroom policy continued...*) Students from a different class, needing to use the bathroom, can be redirected to use another bathroom (i.e... the Great Room bathrooms or the single bathroom located in the hallway to Kid's Cove).
- If a student has disabilities or special needs, teachers must verify with the parent on the best protocol for that child.
- Parents will be notified immediately if any incidents occur.
- Partnership highly recommends making sure your child(ren) have used the restroom BEFORE announcements each week. Bathroom breaks, whether individual or involving the entire class, disrupts class time for both teachers and students.
 - Younger classes are allotted a bathroom & snack break 2nd hour.
 - Older students are allowed to use the restroom when needed but the preferred time is in between classes.

Child Pick Up Policy

- Students from younger classes must be picked up by mom.
- If the mom is unable to pick up their younger children, a sibling or another parent may pick up the student as long as they have a signed written note.
 - Permission slips can be found in the black box.
- Grades for parent pickup will be determined at the beginning of each school year.

Conflict Resolution

- If a conflict or concern were to arise between two parents, the best course of action is to first go directly to the other person and see if the people involved can come to an agreement or resolution on their own. If after speaking, the parents do not feel the conflict was resolved and would prefer the Partnership Board help facilitate coming to an agreement, you may then email the Partnership board to request a meeting. Please do so in a timely manner. All board members and persons involved must be included in the email and in all communication. The board will review the email and reply to all parties to schedule a meeting. Everyone involved must be present at the meeting. If any of the concerned parties are absent, the meeting will not take place. If the Board does have to intervene then all parties will agree to abide by their decision. By the same token, as tutors, we need to talk to the parents if there is an issue. We are all working together!



STUDENT & CLASS EXPECTATIONS

Below is a simple guide to help you know the skills you can work on in a classroom together with the students. Please understand that not every student will have mastery of these skills, but we can work with them to develop good habits over time. Being encouraging is key! Generally, Kindergarten – 6th grade teachers work together to try to offer the same themed classes for science and/or social studies in order to help families enrich their studies together.

Pre-School – Third Grade:

Our goal in this age group is to help develop a love for learning, to build character, and to teach skills necessary for a classroom setting. Some of these things may include:

- weekly reading assignments to be completed with parent
- some *optional* homework may be expected
- emphasize a love for learning
- generosity: sharing with others
- kindness: in word & deed
- exercise self-control
- orderliness: following directions
- gentleness: words | hands | feet
- respect authority, peers & property
- games | puzzles | songs | activities
- practice cooperative teamwork skills
- raise a hand to answer questions
- clean-up w/ teacher's direction
- line-up/walk; active listening
- a student must have reached the age of 4 (and be potty trained) by the beginning of a semester to be in the Preschool class and age 5 for Kindergarten.
(Exceptions must meet board approval.)

Fourth – Sixth Grade:

As these students grow we want to continue to emphasize character while beginning to develop more academic skills to prepare them for the coming years.

- generosity: contribute in class
- kindness: in word & deed
- exercise self-control
- gentleness: in words & actions
- respect authority, peers & property
- practice cooperative teamwork skills
- activity based learning
- textbook may be incorporated
- develop writing skills
- practice organizational methods

- Weekly reading assignments
- introduce projects | presentations | essays | reports
- some homework may be expected
- assignments will be evaluated or graded

Seventh & Eighth Grade:

These grades will emphasize character and be focused on teaching both academics and the organizational and communication skills necessary to succeed in high school and beyond.

- character traits & etiquette as above
- arrive w/ completed homework
- time management & organizational focus (3-ring binder, etc.)
- student accountability expected
- expect some level of homework
- practice cooperative teamwork skills
- practice verbal and electronic communication with teachers
- projects | presentations | essays | reports at the tutor's discretion
- assignments will be evaluated or graded

High School - 9th – 12th Grade:

The high school years will continue to include character training while offering academic content that can be considered credit for a high school transcript. Time management, taking pride and ownership in work, self-motivation, and organizational tools will be an integral part of these classes.

- character traits & etiquette as above
- all skills in 7th – 8th are prerequisites
- arrive w/completed homework
- promptly arrive to class
- polish time management & organizational skills
- student accountability expected
- homework should be expected
- occasional quizzes
- actively include cooperative teamwork skills
- attitude: 'I own my education'
- attitude: give my best for self / God's glory
- polish verbal and electronic communication w/teachers
- projects | presentations | essays | reports at the tutor's discretion
- All assignments will be evaluated or graded (if help is needed, tutor will provide answer key to parents so they can correct for their child)
- traditional grades will be given
- a high school orientation meeting at the beginning of the year will help to establish expectations so that students may "own" their own education.



PARTNERSHIP GUIDELINES & CODE OF CONDUCT - **TEEN** **AGREEMENT**

Each family is ultimately responsible for their children's behavior. If your child's behavior becomes disruptive to his/her group in any way, you will be notified of the problem by the tutor or other supervising adult, so that you may work to correct it. If the problem persists, the leadership board may be asked to participate in the resolution of the issue/problem. Participation in Partnership is a privilege that could be revoked if behavior problems were to remain consistent and not be corrected. Should this happen, no refund of dues/fees would be issued. We expect people to use common sense and follow Christian principles. Don't wait to deal with problems!

Based on Jesus' teaching of Matthew 22:37-39, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets." We encourage Christ-like behavior through respect for God, authority, others, property, and academic excellence. We expect people to use common sense and follow Christian principles.

STUDENTS ATTENDING ANY ACTIVITIES OR CLASSES ARE EXPECTED TO:

- Do all Partnership work in and out of class with excellence for the glory of God
 - Do homework with diligence and turn it in on time
 - Be honest in ALL work – no cheating or plagiarism
- Not have any electronic devices (including, but not limited to, smart phones, headphones, Kindle, ipads, cell phones) at Partnership (1pm - 4pm) except as approved by a teacher for class purposes. (Please speak with leadership if accommodations need to be made for a learning disability.) Consequences are as follows:
 - 1st time: Phone taken away, \$5 fine to get phone back
 - 2nd time: Phone taken away, \$10 fine to get phone back
 - 3rd (or more) time: Phone taken away, \$50 fine to get phone back
- Social Media - We know one of the best ways for you to connect and plan events is through various forms of social media. The current social media forums approved as Partnership tools are Google Chat, The Partnership Middle/High School Forums, text threads, and email forums.
 - I agree that ALL Partnership Forums/chats/email threads are strictly for Partnership students. Therefore, I will NOT add anyone to any of the groups who is not a member of Partnership (this includes past Partnership members).
 - If someone is ever added that is outside of Partnership, a parent or Partnership Board member will be notified, the chat will be deleted, and a new one created.
 - I agree not to use any language or pictures/memes that could be considered inappropriate in any way.
 - I agree to be respectful of myself and others in the words and images I use. This includes agreeing not to use social media to mock, tease, embarrass, gossip or reveal secrets.
 - I agree to immediately tell an adult family member if any threatening or inappropriate messages are posted on a Partnership related text/ chat/ forum.
 - I agree to acknowledge that everything I put online is permanently available, even if it can be immediately deleted or hidden, it can still be found.
- Dress appropriately
 - No exposed bellies or exposed cleavage

- No exposed undergarments, ie. bra straps or boxers showing
- No writing or graphics that promote unChristlike behavior
- No pants with writing on the rear
- No pants/jeans with large or excessive rips, tears, or holes on the upper thigh (front or back)
- No fishnet stockings
- Shorts and skirts must be no shorter than 2 inches above the knee.
- When wearing form fitting pants, a shirt, tunic, or dress must be worn over the pants that completely covers their backside.
- Behave politely towards others with our bodies and our words
 - Keep your hands to yourself and your words kind
 - No teasing or name calling
- Respect the property of others at Partnership. Do not take or try to access anything that does not belong to you.
- Treat equipment and facilities carefully. Clean up after yourself throughout the building
- Stay in approved areas and use designated entrances. No running in the halls or wandering through the building.
- Have no snowball fights
- Bring no bikes, scooters, skates, skateboards in parking lot areas
- Have no soda pop or gum in classrooms, unless it's a class event
- Listen politely at all times, especially in class
- Follow instructions from any adult at Partnership. Every Partnership parent is authorized to enforce the above guidelines.
- Refrain from all drug use, including but not limited to vaping, smoking, drinking alcohol.

Consequences for misbehavior may include the following and would increase in level depending on the severity of the behavior or if it is a habitual or repeated action:

- Verbal correction by teacher or other adult
- Reporting of incident to parent
- Loss of credit and/or appropriate negative impact on class grade
- Reporting of incident to parent and leadership
- Confession & apology to the offended person/teacher verbally and/or in writing
- Confession & apology to the entire class
- Attend a meeting with both parties involved and at least two members of the leadership team
- Time spent in an appropriate service project to benefit our group or others
- Suspension or expulsion from Partnership
- I agree to conduct myself in a biblical manner in relationships and conflict management within Partnership. (Matthew 18) – practicing the fruits of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control rather than having a critical spirit, gossiping, being slanderous, or quarreling.
- I understand that as an older member of this Co-op, the younger students look to me to set the tone and the standard. I will treat all students with love and respect.
- I understand what Plagiarism is and agree to do all I can to avoid it. I understand the consequences for Plagiarism and cheating.
- I agree to conduct myself honorably in all my email and online discussions
- I agree to stay out of all prohibited and locked areas (stages, elevators, pastoral wing) and to treat this facility with respect.

By signing below, I agree to have thoroughly read & abide by the above guidelines:

Print Student Name

Date

(Student Signature)



PARTNERSHIP GUIDELINES & CODE OF CONDUCT

MEMBER AGREEMENT

I agree & understand that:

- **Partnership is a faith-based co-op.** God is the center of our family and we strive to live accordingly. We will endeavor to keep Partnership a safe, supportive, and encouraging environment for all members/students.
- **Partnership is an academic co-op.** I will make Partnership's classes a priority and assist my children with their assignments. Children in middle school or higher that have graded work are expected to complete their assignments in a timely and diligent manner.
- **Membership commitments are for the entirety of the school year.**
- **Weekly attendance is required.** I will arrive weekly and not miss 5 or more co-op days. In the event, I am unable to attend, I am responsible to find a substitute teacher and cover any additional responsibilities I may have for that day.
- **I am expected to arrive no later than 12:30 and stay until my daily responsibilities have been completed.**
- **I am required to teach.** I will need to spend time, outside of Partnership, planning, prepping, and grading assignments for my class.
- **Teaching responsibilities must be equally shared between myself and my co-teacher.** I will respect my co-teacher by fulfilling my half of the teaching responsibilities. I understand that lack of commitment presents a burden and adds stress to my co-teacher.
- **Aside from teaching, additional expectations are required** (i.e... fulfilling my *Committee* responsibilities, bringing food and volunteering, etc...)
- **I am expected to conduct myself in a biblical manner in relationships and conflict management within Partnership.** (Matthew 18) – practicing the fruits of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control rather than having a critical spirit, gossiping, being slanderous, or quarreling.
- **My children are also expected to abide by Partnership's rules and guidelines.**

I, (print name) _____ and the members of my family have thoroughly read, understand, and agree to abide by the requirements, expectations and statement of faith set forth by *Partnership Homeschool Co-op*. Failure to honor or meet any of these rules & expectations is in violation of this agreement. I understand my membership will be terminated, and my Commitment Check deposited.

Member/Mother's Signature

Date

Print Family's Last Name