

**SHANAN
COMMUNITY
CO-OP
HANDBOOK**

2011-12

Participation Requirements

1. Current registration with an Umbrella School (required by the state)
2. Homeschooling at least one child 1st grade or older (age 6 by 9/30/11)
3. Approval by Co-op Board after receipt of completed application, statement of faith, and full payment of fees
4. Signed Shanana Community Co-op Covenants (parents and children) and release from liability (attached to end of handbook)

Once a family is registered for the year, they will be expected to stay in Co-op for that year. If a family withdraws after the registration deadline, they will be ineligible to participate in Co-op for two full years. (Exceptions will be made on a case-by-case basis with board approval.)

Co-op Information

Shanana Community Co-op is a cooperative effort of homeschooling parents to teach specified subjects in order to supplement, not replace, our home education experience.

Shanana Co-op meets Thursdays, August through May. Our day begins at 9:45 AM with a Connection time for children and their parents. At 10:15 AM we divide into two, one-hour age-appropriate classes. Lunch break is from 12:15 - 1:00 PM. Children eating on campus must be supervised by their parent at all times. We divide again at 1:00 PM into two one-hour age-appropriate classes.

Each parent is required to teach two one-hour classes and "float" as assigned during the non-teaching hours to ensure we have adequate supervision in all classes. A parent must remain on campus at all times their children are present (see #17 Temporary Guardianship for only exceptions).

Fees: \$40/child per year. The fee applies to all children (babies & up). There is an additional supply fee of \$50 per student for those enrolled in any middle or high school level course. Additional fees may be assessed for certain courses by the instructor to cover materials used. Fees for the entire year are payable upon class registration.

Co-op Coordinator: Kelly Savage
(C)260-2414
kellysavage@comcast.net

Assistant Coordinator: Kristi Lockwood
(C) (949)350-7013
krlockwood6@gmail.com

Parent/Teacher Guidelines

1. **Connection time** - begins promptly at 9:45 AM. Everyone is required to attend and sit together as a family in Connection Time. The purpose of this time is to begin our morning connecting with our God as well as spend time connecting with each other. We will also take this opportunity to discuss any pertinent information for the day which could not previously be disseminated.
2. **Teaching responsibilities** - Every parent teaching on a team is required to teach two hours minimum and assist with floating as needed. Most subjects are taught by two-member teams, alternating teaching responsibilities evenly. On days when you are not presenting the lesson, you must remain in the classroom and have the following responsibilities.
 - a) **Maintain order** - It is your job to help the students be quiet and attentive. The teacher needs to focus on presenting the lesson.
 - b) **Know the location of all your students** - The only persons allowed on the 2nd floor are parents dropping off their preschoolers, those working in the preschool rooms and those making copies. If your class is meeting outside, all students - regardless of age - should be accompanied indoors to use the restroom, etc. No child should cross the parking lot without a grown up.
 - c) **Since students are exiting your class going to multiple classrooms, the non-teaching partner on each teaching team should always escort children to their next classes.** In order to ensure that adequate supervision is occurring during class changes, there should always be at least one teacher from each class in the hallway supervising students. Teachers of older students, please ensure that your students are courteous of the younger students during class change time as it will be somewhat hectic until everyone familiarizes themselves with where they need to be going. Every parent has a responsibility to correct students who are not exercising courtesy and respect during class changes.
 - d) **You may not:**
 - i) Talk on a cell phone
 - ii) Conduct competing conversations
 - iii) Prepare for your next class
3. **Substituting** - All teachers will be required to serve on an as-needed basis as a substitute. As a substitute, you will serve as a class helper in the absence of other teachers during the half of the day that you don't regularly teach. When possible, you will be notified of your assignment via e-mail during the week preceding co-op. Occasionally, you will be told that morning of the need for your assistance. Responsibilities as a substitute are spread evenly throughout all of the moms in the co-op group and every effort is made to utilize moms where they can be of the greatest assistance to the group. Serving as a substitute is as important as serving on a

teaching team. **Attendance is required and follows the same guidelines as stated for teaching teams.**

4. **Teacher attendance** - Absences are only excused if the Co-op coordinator is notified **in advance** of the start of the co-op day. Call Kelly Savage first; if you can not reach her, call Kristi Lockwood. In addition, you must also contact your co-teacher (whether or not you are primarily responsible for teaching the week in question). Absences are excused in the case of sickness or other family emergency. Unexcused absences are defined as absences with no prior communication with the coordinators. Non-emergency absences (vacation, out-of-town guests, etc.), above two per semester, are considered excessive. Unexcused absences or excessive non-emergency absences will be grounds for dismissal from the Co-op out of consideration for the other members who are faithfully committed to fulfill their responsibilities. Special Circumstances are the only approved exceptions to the absence rules. If a family has unique circumstances that would require them to be absent for an extended period of time, they must present their situation to the Co-op coordinator who will bring it before the Board. Upon approval of the Board, the teaching family member must make arrangements with their co-teacher and the Co-op coordinator to divide the teaching time equally.
5. **Classroom discipline** - A disruptive student is a student who prevents the teacher from presenting the lesson and the other students from receiving it. These isolated incidents should be dealt with as follows:
 - a) First occurrence, the teacher will speak directly to the student (warning).
 - b) Second occurrence, the student should be taken to the Co-op Coordinator who will speak to the student and the teacher about the behavior. The incident will be written down in detail and placed in the student's file. The Coordinator will then relay the incident to the parent.
 - c) If the disruption continues, the student may be removed from the class for the remainder of the class period.
 - d) If the student is brought to the Coordinator again during the school year, the same procedures listed under "b" will be followed, and the student may be pulled from classes for the remainder of the day.
 - e) If the student is found to frequently disrupt the class, he/she may be dismissed from the Co-op.
6. **Classroom supplies** - Basic supplies are provided in the supply cabinets located in room 308 and 304 (e.g., pencils, crayons, scissors, glue, paint, construction paper, etc.) Special supplies may also be available in the cabinets - always check before purchasing more. Each class is allotted \$10 per student for the year. Please be a good steward of our limited resources and stay aware of your budget and your expenditures. All receipts for class purchases should be submitted to Laura Wolfe for reimbursement according to instructions set forth at the start of the year (include your name, address, and the class to which the expenses relate on the receipt).
7. **Copy machine** - We are allowed the use of the copy machine on the 2nd floor for Co-op classes. You must enter the ID code of 1201 before making copies. This is the code

for Co-op only. We are charged for every copy made, even if you use the front and back of the page. Please be good stewards of our money and use the copy machine carefully and wisely. Please be aware also that, as CLC (the preschool ministry of TPC) is conducted on Thursdays from 9:00 - 2:30 pm, we can only access the 2nd floor by the stairwell located near the elevator bank and it may be necessary to wait for others to make copies. The best solution is to make copies the week before they are needed either during your free time or after co-op hours.

8. **Cell Phones/Texting** - Students may have cell phones on campus only if they are in a pocket or backpack and turned off during class. Students may not make or receive calls or text messages while class is in progress. Calls and text messages should only be placed outside of class when absolutely necessary (e.g., talking to your parents or arranging transportation). If a teacher observes a cell phone being used in violation of these guidelines, then she has the right to confiscate it for the rest of the period.
9. **Internet Use/Computers and other Electronic Devices** - While it would be preferable for students to leave electronic devices at home, students will be permitted to use electronic devices if they comply with the following rules:
All open applications, games, movies need to be rated "E" for everyone or G rated and will only be allowed to be viewed/used during lunchtime (never in a classroom).
Teachers reserve the right to see what applications, browsers, and browser tabs are open on any computer or other electronic device.
Internet access on the 3rd floor of TPC is intermittently available.
10. **Lunch** - All parents will need to supervise their own child(ren) and make sure they remain in the designated area during lunch time. Children are not allowed to cross the parking lot without a parent or teacher for safety purposes. You will instruct your child(ren) to play fair, respect the church property, dispose of trash properly, etc.

When weather permits, the east lawn of TPC will be used for lunch. Families should bring picnic blankets and any other items to enable them to be comfortable outside each week.

Please respect the 5 minute warning to stop socializing, clean up and line your children up with their class. When eating lunch outdoors, the first whistle warning is at 12:50 (clean up) the second whistle is at 12:55 (line up & students follow teachers to class). As time for each class is limited to 55-60 minutes, it is critical that all students be lined up promptly and that teachers be ready to take their students to class at 12:55 in order to prevent those classes meeting 3rd hour from being shortchanged.

On days that the weather precludes our eating outdoors, designated rooms will be available for lunch. Children should be in one of the designated rooms (not in the hallway) and the rooms need to be cleaned completely by 12:55 in order for teachers meeting in those classes beginning at 1 pm to do so.

Room 318 will be available to MS/HS students for lunch on a weekly basis. At least one parent will be present in the room and the same guidelines above apply. In addition,

- students should remain IN room 318 if they elect to participate in the "teen" lunchroom (not in the hallway outside the room);
- laser guns or similar "sporting apparatus" should be saved for outside use;
- any moms who are dining in room 318 acting as "monitors" should be accorded the same respect as a teacher in a classroom.

11. Dress code - In 1 Corinthians 6:19, we are told that the body given to us by God is the "temple of the Holy Spirit". We are also told that, young or old, we are to be an example to others "in word, in conduct, in love, in spirit, in faith, and in purity", 1 Timothy 4:12. Our desire is to communicate to others (in the way we dress) the conduct, faith and purity mentioned in 1 Timothy. As such, we would request that clean, modest clothing be worn while on campus. Modest clothing is defined as such - *clothing should not be excessively tight, loose or see-through. Short skirts or short shorts are not allowed. Stomach, cleavage and undergarments, including girl's undergarment straps, must be completely covered at all times. No inappropriate messages on clothing.*

Violations of dress code will result in a warning from the Co-op coordinator. If warranted, the student may be asked to change clothes for the day. Continued violations may result in dismissal from co-op.

12. Snacks - On occasion (infrequently) a lesson may be supplemented by some special type of food which is particularly relevant to the learning experience that day. Snacks, however, should not be provided in a classroom unless that requirement is met. Sugary snacks should not be distributed either for ingestion in class or to be taken home. If you intend to provide snacks in your class, please notify the parents of the affected students in advance so any necessary substitutions can be made.

13. End-of-day - There are some responsibilities at the end of the day that we must all be aware of.

Room clean-up - If you are teaching in a 2:00 PM class, please wipe down the tables. In addition, floors should be hand cleaned (pick up trash on the floor that can be visibly seen). Also, tie up your trash bag, set it outside your door and replace it with a new bag from the bottom of the can (if available). All trash bags must be removed to the dumpster at the end of the day.

Older students may help by carrying trash bags downstairs to the outside trash bin.

Student pick-up - Babies, toddlers, and preschoolers will be brought upstairs to meet their mothers at the end of the day. 1st through 6th grade students will be assigned to a classroom for pickup at the end of the day. All students in this age group should remain in their pickup classroom until picked up by their mother. Students must be picked up promptly at 3:00 PM.

14. Communication guidelines - Good communication is imperative - we must work to communicate effectively and efficiently among our group. We have two main sources of communication.

E-mail- Check your e-mail daily, if possible. Occasionally, last minute instructions are sent out via e-mail that you will need to be aware of before coming to Co-op on Thursdays. Weekly e-mails are typically sent out on Tuesday evening, so ensure that you read these before co-op on Thursday. Most e-mails will come from Kelly Savage, but replies might need to be sent to someone else. **When a reply to an email is required, please be certain to whom the response must go.**

Mailboxes - File folders need to be checked every Thursday after Co-op. Important papers may be put in the folders throughout the day. The mailbox will be located in the entryway by the elevator bank. Be sure to check the hallway floor for other announcements and items your child(ren) may need to take home. We cannot store projects, etc. so they will be thrown away if not collected.

15. Mom's area and mom's free time- The mom's area is set aside for moms only. Moms may use it as a retreat and place of fellowship during their non-teaching/floating hours. The only babies allowed in the mom's room are quiet, immobile infants. Other children must remain in their classrooms. Moms are welcome to attend their child's class during their non-teaching/floating hours. However, moms may not take younger children with them into an older child's classroom. If special situations arise, please speak with the coordinator.

16. Good stewardship - Good stewardship of the property we are utilizing is imperative for us to continue to be able to meet at TPC. Accordingly, we need to establish an overall mindset of "Leave it the way you find it".

This means that **all** teachers (not just those at the end of the day) need to follow general cleaning guidelines in wiping down tables and hand cleaning floors. A vacuum cleaner and cleaning solution will be available if needed. Check with the coordinator or assistant coordinator for specific locations.

All materials must be stored **within** the supply cabinets located in rooms 304, 308, 310 or 318. Please do not store materials on top of the cabinets or elsewhere in the rooms. It is necessary to self-govern your children to minimize running or "rough-housing" while in the halls between classes, before and after lunch, and at the end of the day. Parents must also keep their children from misusing the property.

17. Temporary Guardianship Exception - If the following form is properly executed and on file with the Co-op coordinator, a parent may be absent from campus under the limited exceptions which follow. These exceptions are only valid if the Co-op coordinator has been notified prior to the absence. If the Co-op coordinator is not available by cell phone or in person, Kristi Lockwood may be contacted as an alternate.

The only times that a primary grade (or younger) student may be present on campus without a parent are: (1) if a parent must leave immediately due to an emergency, (2) during the time a parent needs to leave at lunch to pick up or deliver an older student participating in another tutorial, or (3) if a parent is out of town and another adult who

is not a member of co-op (e.g., grandparent or other relative) brings the children and acts in the role of the parent throughout the co-op day. In any of these circumstances, if the form is on file and the Coordinator is notified, a parent may leave any children in her family under the care of the designated guardian.

MS/HS students may be present on campus without a parent under the circumstances listed above for primary grade students. In addition, a MS/HS student may be on campus in the absence of a parent if the parent must remain at home due to illness in the family. In this situation, if the form is on file and the Coordinator is properly notified beforehand, any MS/HS student may come to Co-op with another family and attend classes even though a parent is not present on campus.

Repeated requests for exceptions to a parent on campus may result in denial of the privilege for the family in question for the remainder of the co-op year. In addition, please remember that non-emergency absences are limited to two per semester without prior consent of the board.

- 18. Non-teaching responsibilities** will now be divided equitably and fairly among all co-op families. There will be a schedule and every family is expected to sign up to fulfill specific duties on a recurring basis. Examples of such responsibilities include: leading Connection Time, setting up rooms, common area clean up, and coordinating "optional days" at the end of the semesters. A list will be distributed for each family to sign up to fulfill a specific commitment. If you are absent one week and unable to fulfill your commitment, you will be responsible to find a substitute.

2011-12 CALENDAR

August 25th - First semester classes begin

November 17th - Last day of first semester classes for primary grades

November 24th - Thanksgiving

December 1st - classes held for MS/HS students; optional activities for younger students (families who only have students in 6th and under involved in primary co-op classes may opt to attend, students and teachers of MS/HS classes will conduct class as normal - more details and explanation to follow

December 8th - last day of MS/HS classes; optional activities for younger students (see December 1st)

January 5th - Second semester classes begin

March 15th - Spring break (note, this is NOT the same week as Williamson Cty)

April 19th - Last day of classes for primary grades

April 26th - Classes held for MS/HS students; optional activities for younger students (same as December 1st and 8th)

May 3rd - Last day of MS/HS classes; optional activities for younger students (same as April 26th)

SNOW DAY PROCEDURE

Shanan Community Co-op will follow the same schedule that the Franklin Special School District follows. If they start late, we will also start at the same time. If they are closed, we will also close. An e-mail will always be sent out to all families in the event that classes are cancelled or starting late.

SHANAN COMMUNITY CO-OP COVENANT AGREEMENT

This covenant must be signed by the parents participating in the Co-op program. In addition, a Shanana Community Co-op Children's Code must be signed by children 6 years of age or older, who participate in this Co-op.

Because we value the participation of the parents in the educational process:

- We commit to teaching classes as assigned in the Co-op and being present for our teaching times.
- We commit to faithfully serving as a floater as assigned.
- We commit to arriving at Connection time by 9:45 AM each Thursday, sitting together as a family and helping maintain a worshipful environment.
- We commit to remaining on campus when not teaching.
- We commit to responsibly watching our children at lunch.
- We commit to picking up our children promptly.
- We commit to following the guidelines for good communication to the best of our abilities.
- We commit to being good stewards of the Co-op monies and the Church property.
- We commit to instructing our children to respect the Church property.
- We commit to showing respect for each other by presenting concerns about class issues to one another in private.
- We commit to instructing our children to demonstrate respect, attentiveness, obedience and gratitude toward all teachers and other adults on the Church property.
- We have read, in its entirety, the *Shanan Community Co-op Handbook* and do covenant to uphold the procedures listed therein.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

SHANAN COMMUNITY CO-OP CHILDREN'S CODE

I understand it is a privilege to participate in the Co-op classes with my home school friends. I will agree to the following:

Because I love Jesus:

- I will try to honor God in everything I do.
- I will obey the Bible.

Because I respect the Church:

- I will respect those who work in the Church building by walking quietly through the building, so as not to disturb them.
- I will not wander away from my class and go anywhere on the Church property without my parent or teacher.
- I will respect the church property. I will clean any mess I make.

Because I respect my Community:

- I will take care of any building in which we meet or visit.
- I will show respect for adults working anywhere we go.

Because I like Co-op classes:

- I will show appreciation for the work my teachers have done in preparing for class by listening carefully, doing my best, and coming to class prepared.
- I will complete my assignments to the best of my ability.
- I will speak respectfully to my teachers and other adults.
- I will obey instructions given me by my teachers and other adults.
- I will be truthful.

Because I want to be a good friend:

- I will treat my classmates as I would like to be treated.
- I will respect my classmates work and listen to them respectfully.
- I will be a peacemaker and not disturb others in my class.

Signed by student: _____ Date: _____

Signed by parent: _____ Date: _____

**Shanan Community Co-op
Liability Release**

Student's name(s): _____

I/We hereby release Shanan Community Co-op, the members of the Shanan Community Co-op board and First Baptist Church of Franklin doing business as The People's Church, its officers, staff and agents from any and all liability arising out of any injury, damage, or loss which may be sustained by our family while participating in classes and activities offered by Shanan Community Co-op.

Signature of parent or guardian: _____

Date: _____

**SHANAN COMMUNITY CO-OP
TEMPORARY GUARDIAN ASSIGNMENT FORM**

Policy Statement

As a matter of local codes enforcement and Shanana Community Co-op's intent to follow these local codes, the Shanana Community Co-op leadership requires that at least one (1) parent of each child attending a co-op training class or special events program be present on the campus of said training or program while their child is attending or participating.

There are times, however, that situations warrant the parent being away from the premises for a short period of time. Permissible events include, but are not limited to: sickness of another child, the need to transport a non-participating child to another engagement away from the premises, an emergency situation requiring the vacating of the premises, etc. In those situations, the parent should notify Shanana Community Co-op leadership of their situation. The parent may designate a temporary guardian to act on their behalf while they are away from the premises. If no temporary guardian has been established, then the parent is required to take all children with them as they leave the premises. **Under no circumstances shall a child who does not have a parent or a temporary guardian assigned to them be left on the premises.**

Acknowledgement & Assignment

Having read this policy, we, _____, agree to accept and abide by this agreement. Furthermore, in the event we need to exercise this policy, we acknowledge the following individual as the primary temporary guardian for our child(ren): _____.

If the Primary Temporary Guardian is not available or unable to fulfill the requirements of this agreement for any reason, we recognize the following individual as our secondary temporary guardian for our child(ren): _____.

In the event of emergency or injury, we authorize the Primary Temporary Guardian or the Secondary Temporary Guardian if the primary is unavailable, to act on our behalf as respects our child(ren) in a prudent, reasonable and safe manner. The Guardians assigned above will make every reasonable attempt to notify us if such a case occurs.

This agreement pertains to the following child(ren): (Please list all children involved in Co-op)

Child's Name

Child's Name

Child's Name

Child's Name

Parent's Signature

Date