



*Homeschool Cooperative (Co-Op)
Handbook*

2012 / 2013

General Info:

Co-op Coordinators: Tricia Schurmeier (tschurmeier@yahoo.com) and
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Co-Op Website: <http://www.life-co-op.weebly.com>

What is a Co-Op? A homeschool co-op is a **Cooperative** of like-minded homeschoolers that collectively provide resources to the group which results in a greater educational benefit to the participating families and students than can be achieved as a single family unit or individual student. In order to succeed, **ALL** members must participate at an expected level. The coordinators do not provide the co-op without the members; they merely facilitate the organizing of the co-op lab offerings and schedule. So, a co-op is just that – cooperation of all members.

This handbook is intended to provide the co-op members and prospective members with the information needed to know their responsibilities to the co-op and expected behaviors. Members should read it carefully and keep it handy to refer to as needed. Any errors noted in the handbook should be brought to the attention of the co-op directors.

Our Statement of Faith:

All teachings and activities within the co-op will support our statement of faith as stated below.

We believe the Bible is inspired of God and is inerrant and infallible in the original writings. We believe it is the only and final authority for faith and conduct. (II Timothy 3:16, II Peter 1:21)

We believe in one God, who is Creator of all things by a direct act, infinitely perfect and eternally existing in three persons - Father, Son and Holy Spirit. (Genesis 1:1, John 10: 30,37,38)

We believe by the miracle of the virgin birth that the Lord Jesus Christ, eternal Son of God, became man without ceasing to be God, in order to reveal God and to redeem man, that He died for our sins as substitutionary sacrifice and rose bodily from the dead for our justification. We believe He is now exalted at the right hand of God, that He is the Head of the Church, the Lord of the individual believer, that He is ministering as our Great High Priest and Advocate and that we are awaiting His bodily return. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, 7:25, 9:12, John 2:11, 11:25, Acts 1:11, Revelations 19:11-16)

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and that He convicts the world of sin, regenerates the believing sinner, and baptizes him into the Body of Christ. We believe in the continuing ministry of the Holy Spirit in the life of the believer by whose indwelling the Christian is enabled to live a Godly life which is our holy calling. (Ephesians 5:18, 4:1,30, 1 Corinthians 3:16, 6:19,20)

We believe that salvation is the free gift of God (neither merited nor secured in part or in whole by any virtue or work of man) to be received only by personal faith in the Lord Jesus Christ, in whom all true believer have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness and the divine guarantee that they will never perish. (John 3:16-19, 5:24, Romans 3:19, Ephesians 2:8-19, Titus 3:5-6)

We believe that man was created in the image of God, but that he sinned, incurring not only physical death, but also spiritual death, which is separation from God and which is inherited by every member of Adam`s race. (Romans 5:12-21)

We believe that the true Church is composed of all who have been regenerated by the Holy Spirit and thereby constitute a spiritual unity of believers, the Body of Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

We believe in the resurrection of both the saved and the lost - they who are saved unto eternal life and those who are lost unto eternal damnation. (John 5:28,29)

Our Philosophy:

FAMILY

We believe that the family is the basic governmental, social and spiritual unit created by God. In it, the child gradually learns self-government, social relationships, and develops a relationship to the Creator and Savior (Ephesians 6:1-3; Colossians 3:20).

PARENTAL RIGHTS AND RESPONSIBILITIES IN EDUCATION

We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9; 6:1-25; 4:1-4; Psalms 78:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter.

NATURE OF EDUCATION

We believe that all education is religious in nature, since one's view of the world and life inevitably is involved in teaching (Proverbs 2:1-8; 3:1-2; 6:20-23; Matthew 28:18-20); that every discipline of knowledge (whether it be a subject such as mathematics, science or history) will have as its final reference point a theistic or humanistic view of reality (Colossians 1:15-20; 2:8-15), and that there are not neutral academic disciplines.

Thus, we believe that all social, physical and cognitive knowledge should have at its beginning, the fear of God, and as its end the glory of God (Proverbs 1:7; Romans 11:33-36).

Purpose:

The purpose of the L.I.F.E. COOPERATIVE is to work together with other like-minded Christian families to enhance our children's educational opportunities by exposing them to creative learning experiences in various subjects. Our goal is to inspire our children to a love of learning. Our hope is that all members of the Co-op will earnestly seek the Lord to determine what they can bring to the Co-op from their own life experience to further enhance these opportunities for our children.

Membership:

All members of the LIFE Co-op must be current members of the LIFE Homeschool Support Group. Currently, the co-op size is based on the number of students. The limit will be no more than 115 students. This sizing is primarily based on the space available at Peninsula Baptist Church.

A Waiting List for the LIFE Co-op is maintained. All families/students on the Waiting List must be current LIFE Homeschool Support Group members. Please note that non-renewal of your LIFE Homeschool Support Group annual membership automatically eliminates your name from the LIFE Co-op Waiting List.

Schedule:

The Co-op presently meets for two semesters: ten consecutive weeks in the fall (September thru November) and ten consecutive weeks in the spring (January thru March) on Mondays from 12 noon to 4 p.m./5 p.m. at Peninsula Baptist Church, Brawley School Road, Mooresville. Monday mornings are also used for some of the co-op labs and paid labs. These labs will be held in the morning between 8:00-11:30. There will be a thirty minute lunch break from 11:30-12:00. Between 12:00-4:00/5:00 will be the enrichment labs. Note: Some of the middle school and high school labs will meet 16-18 weeks per semester versus the ten for most co-op labs.

Member Requirements:

The following are the basic mandatory requirements for Co-op Membership:

1. All Co-op members are required to facilitate a lab at least once every two semesters and be willing for the lab to be offered at any hour (12:00-4:00).
2. All Co-op members are required to assist in a lab as needed.
3. All Co-op members are required to take nursery duty as needed.
4. All Co-op members are required to act as hall monitor as needed.
5. All Co-op members are required to be a substitute facilitator in any Lab as needed.
6. All Co-op members are required to act as a lunch monitor as needed.
7. Each member is required to serve by working in the above (6) capacities a minimum of two hours weekly, but often more than two hours in order to meet the needs of the co-op. **All members must be available ALL four hours (12:00-4:00) for scheduling purposes.** See note below
8. All Co-Op labs must begin or end in prayer.
9. All Co-Op members will adhere to dates for co-op milestones (enrollment, syllabus submission, etc.) provided by co-op coordinators.
10. All Co-Op members will attend, at minimum, 80% of co-op days.
11. All Co-Op members will abide by the policies set forth in this handbook, such as policies regarding absence, discipline, dress code, etc.

Note: Remember, this is a cooperative and works when we all work cooperatively together. If you are going to be a member, then co-op needs to be priority during the co-op day. If you are asked to substitute or fulfill a role on a given day, it is expected that you will gladly accept. No one should plan anything during the co-op hours that can't be given up if asked to fulfill a co-op role that day. When you say "no" to a request to help, someone else has to fill that need. "Yes, I'll be glad to help" would be most appreciated and is in line with the requirements for the co-op membership as listed above.

Fees:

The Co-op fee for 2012-2013 is \$5.00 from each family each semester to cover the administrative costs of copying, etc. Any unused funds will be carried over to the next semester or will be used to purchase any necessary or desirable materials for the LIFE Co-op's use.

Lab Facilitators should determine the charge for each student for their lab to cover any cost the facilitator incurs. This includes copy fees, supplies, etc. This amount should be included on the syllabus submitted prior to the semester that lab will be offered. **Parents are to pay the lab facilitator before the first lab of the semester.**

Copy Station:

Copies cost \$.03 per copy. There is normally a pad to record your name and usage and a container for collecting the money at the Copy Machine. If it is not available, you are still responsible to get the information and money to Ronda Hart. PLEASE pay for all copies and record info at time of usage. This includes errors such as blank photocopies, miscopies, etc.

Communication to Members:

All information concerning the co-op, including upcoming dates, enrollment, announcements, etc. will be done primarily through the Website (www.life-co-op.weebly.com) and email. Please ensure that the co-op directors have your current email address. Check your email and the Website regularly to ensure you don't miss out on these important items.

Additional Classes:

Each LIFE Co-Op semester brings a variety of new and fresh learning opportunities for our children. At times, separate paid classes are offered. These classes are NOT part of the LIFE Co-op and are usually offered to all LIFE Homeschool Support Group members and sometimes to other homeschoolers, as well. The LIFE Co-op Coordinators will do their best to communicate to the LIFE Co-op any additional learning opportunities taking place on that day that we are aware of.

Inclement Weather:

The LIFE Co-Op follows Iredell-Statesville Schools in regards to any cancellations because of weather. In the case of a delay for the Iredell-Statesville schools, the Co-Op will only hold the afternoon classes, starting at 12:00 pm.

Facilities:

We have been blessed with a wonderful facility. Peninsula Baptist Church has been a gracious host to the LIFE Co-op and to the LIFE Homeschool Support Group. Therefore, we and our children are guests of Peninsula Baptist Church. Please be mindful of that while inside and outside the buildings. Peninsula has a very active calendar of events and has given us the use of their facility without cost. **PLEASE LEAVE THE FACILITY BETTER THAN WHEN WE ARRIVED.** We do not want to lose the privilege of using this wonderful facility!

Parent Responsibilities:

"Meditate on these things; give yourselves entirely to them, that your progress may be evident to all."

1Tim 4:15

1. **Be on time.** Others are depending on you and your children, so please be on time. If you have the first lab of the day, being ten minutes early would make a huge difference in getting the day started on a good foot.
2. **Be prepared.** Please make sure your child is prepared for their labs each week. Make sure they have the supplies they need and that they complete all assignments. Hold your child accountable for their assignments; do not do the assignments for them.
3. **Be sure your child(ren) understand what is expected of them.** Make sure they know and understand the student responsibilities (in the following section).
4. **Be diligent and faithful.** Please make sure you fulfill your obligations, follow up on items that may be needed by lab facilitators or the co-op directors, etc. Please make your concerns known to the co-op directors rather than complaining to another member.
5. **Take care of the facilities.** Please make sure you and your children treat the church with respect. Clean up all trash and leave the facility cleaner than you found it. We do not want to jeopardize the blessing of using Peninsula Baptist Church for our labs. Always enter and exit the building through the double doors in the back of the building by the fellowship hall. The toys in the nursery area are for nursery children. All other children should not be climbing on these toys. If they break, you will be responsible to replace them.
6. **Stay tuned into the communications.** Email and the Web Site updates are the most efficient way for the co-op directors to communicate to the large group on a timely basis. Please check your email daily and the Web Site regularly.
7. **Adhere to deadlines.** The deadlines are in place in order to keep the co-op working for us all. Any missed deadlines results in an impact to someone or the group as a whole. Please be "cooperative" and meet the dates as they are provided.
8. **Pay fees promptly.** Please pay your child's lab facilitator **before** the first day of co-op for any fee for their lab. There may be a specific date each semester that fees are due before co-op begins that semester.
9. **Show Respect.** Please help your children learn to be attentive to their lab facilitators, field trip leaders, and other adults and respectful of the property. We want to be a good witness for the Lord at all times, so we must watch our manners and our talk. Act, speak, and dress in a respectable manner.
10. **Keep illness away.** Do not bring a child to the co-op under these conditions:
 - a. Fever within the last 24 hours
 - b. Diarrhea/Vomiting within the last 24 hours
 - c. Any colored discharge from the nose, ears or eyes
 - d. Cough that has not been cleared by the doctor as non-contagious
 - e. Rash that has not been cleared by a doctor as non-contagious
 - f. Virus or infection known to be contagious
 - g. Any other illness or condition that is questionable as being contagious
11. **The nursery** is only to be used as a service for the parent during the hours when they are scheduled to work in the Co-Op (ie. facilitator, assistant facilitator, substitute, study hall monitor and/or hall monitor) unless the child was in the nursery the previous hour and the nursery workers are able to handle the number of children they have in their care.

12. **Agree to the discipline policy for you and your children.** The policy is in place to ensure the co-op is an effective Christ-centered learning environment.
13. **Unattended students.** All students, regardless of age, must either be enrolled in a lab, in study hall, or be with a parent during co-op hours. No student may be left unattended.
14. **You are empowered.** As a cooperative organization, ALL parents, in partnership with the co-op directors, are responsible and empowered to enforce co-op rules and expectations.
15. **Be the parent.** Parents should monitor their children's behavior. Appropriate disciplinary measures should be taken privately. Uncooperative or disruptive children will be removed from activities. Parents assume full responsibility for their child(ren) while at co-op.
16. **On-site presence.** Parents will be on-site at all times during the co-op or adhering to the absence policy. This also includes adhering to the policy for drop-offs.
17. **Awesome privilege.** Always keep in mind that being able to homeschool and be a part of this co-op is an awesome privilege and blessing from the Lord. Treat it as such and work as unto the Lord for our children and the co-op. Instill this thankfulness in your children and encourage them to not take the co-op for granted and to make the most of the opportunity they have.

Student Responsibilities

1Timothy 4:12 "Let no one despise your youth, but be an example to the believers in work, in conduct, in love, in spirit, in faith, in purity."

Please abide by the following rules:

- **Respect others and their property.** Encourage and include each other; be kind. No teasing, no yelling, no cussing or other derogatory language and do not use God's name in vain (don't misuse God's name or use it irreverently). Don't touch what doesn't belong to you. Treat lab facilitators, parents, other students, and our host facility/staff courteously and with respect at all times.
- **Obey and respect your Lab Facilitators.** Follow lab rules, do your work, actively listen and participate in the lab.
- **Be on time.** Be in your seat in your lab at the designated time. Skipping lab will not be tolerated.
- **Be prepared:** Bring all supplies needed such as pencils, paper, and books and complete ALL assignments on time.
- **Stay in designated areas.** Be in lab, in the lunchroom, or in study hall at all times while at co-op. Do not loiter in the hallways, the bathrooms, or the parking lot. Empty classrooms, the gym, the stairwells, outside of the church building or areas outside designated co-op areas are off limits, unless you are traveling to or from lab, exiting the building at the end of the day or in an emergency. Always enter and exit the building through the double doors in the back of the building by the fellowship hall.
- **Take care of the facilities.** Please make sure you treat the church with respect. Clean up all trash and leave the facility cleaner than you found it. We do not want to jeopardize the blessing of using Peninsula Baptist Church for our labs. The toys in the nursery area are for nursery children. All other children should not be climbing on these toys. If they break, you will be responsible to replace them.
- **No fighting or bullying** will be allowed. Students have the right to ask other students to stop, or leave them alone. If this is ignored, it is considered bullying.
- **No PDA.** All public display of affection should be reserved for outside of co-op.
- **Be quiet in the halls between labs**—absolutely no yelling or running. We are guests of Peninsula Baptist Church and we need to be mindful of the business that is going on with the leaders of the church, other church activities and the preschool.
- **Come to study hall prepared to study.** When in study hall, be quiet and courteous of other students completing their work....no chatting. Students must adhere to study hall policies; failure to do so will result in loss of this privilege.
- **Adhere to the dress code policy.**
- **Stay on campus.** Remain within the designated co-op boundaries of the church. Remain within the church during co-op hours unless leaving for the day.
- **No electronic devices, including cell phones, iPods, iPhones, etc. may be used during co-op labs unless directed by the facilitator in a lab activity.** These devices will be taken by the facilitators if they are out during lab time.

Discipline and Standards Policy:

Students are expected to cooperate with basic Christian standards of behavior and conversation.

Please know that all ministry, including the ministry of discipline, is done with respect, love, and mercy, always seeking God's guidance and will. Parents' support of the LIFE Co-Op disciplinary policy is expected. Only by working together – lab facilitators, co-op directors, steering committee and parents – can we effectively provide our children with a loving, enjoyable, effective place of learning. Our discipline policy was created to facilitate that goal.

Because we are a cooperative program, we feel that it is especially important that we agree on these matters. We will all be actively involved in this capacity. Please read the Parent and Student Responsibilities and Discipline Policy carefully. Please explain these to your children and make sure you and your children understand them.

Correction for misbehavior is a Biblical concept, and a part of any instruction and learning. Our desire is to have this policy in place to not suppress the students within the co-op, but to ensure we maintain a healthy environment. If we are tolerant of disrespect and bad behavior within the co-op, then we do an injustice to our children.

No LIFE Co-Op student will receive any type of corporal punishment by a person other than the parent. Discipline by co-op members should be done in a positive manner.

Discipline Policy

1. If the student is not adhering to the Student Responsibilities, the student will be given a verbal warning by the lab facilitator, hall monitor or other parent, with the expectation that the student will correct the behavior. This should be done in a positive, loving, caring manner.
2. If unacceptable behavior continues, the student will be given another verbal warning by the lab facilitator, hall monitor or other parent, and their parent will receive a written notice at the end of that day.
3. If unacceptable behavior continues the following week(s), the child will be taken to his/her parent for the rest of the day. The student is subject to being withdrawn from this particular lab if behavior is not corrected. The lab facilitator will notify the Co-Op Leadership of this situation at the end of the day.
4. If this behavior continues in subsequent labs (3 or more weeks) the student may be dismissed from the lab and may be withdrawn from the co-op and no fees will be refunded. Any other participation in future co-op semesters will be for a probationary period. The LIFE Homeschool Co-op reserves the right to expel any student from the co-op if disruptive or non-compliant behavior fails to be curtailed or corrected.
5. Parents need to be willing to allow the lab facilitators, hall monitors and other leaders to discipline their children according to the procedures outlined above and must be willing to abide by the lab facilitator's decision to dismiss their children from the lab if the facilitator deems it necessary.
6. If anyone needs guidance on the policy, they should discuss with the co-op directors.

Examples of the Discipline Policy

The following are examples of how the discipline policy should be exercised.

1. Abraham is a student in Mrs. Johnson's lab. Abraham is teasing Jonah and is being distracting and disruptive to the lab. Mrs. Johnson tells Abraham that he is to stop teasing Johah and listen to her. Abraham immediately stops the inappropriate behavior and becomes an active participant in Mrs. Johnson's lab. No further action is needed as the behavior is corrected (did not recur).
2. Tiffany is a student in Mrs. Ham's lab. Mrs. Ham instructs the lab to get their book out and open to chapter two. Tiffany doesn't follow the instructions. Mrs. Ham instructs Tiffany to get her book out, which Tiffany reluctantly does. Later in the lab that day, Mrs. Ham assigns homework for the following week and Tiffany doesn't even write down the assignment.
The next week comes and everyone has their homework completed except Tiffany. The discussion in the lab centers on the answers to the homework questions, in which Tiffany does not actively participate.
Mrs. Ham is knowledgeable of Tiffany's abilities and knows that Tiffany not complying with her instructions is not due to any learning or behavior diagnosed condition. Mrs. Ham decides she should make Tiffany's mother aware of the situation after this behavior and attitude has been displayed for more than two weeks. She sends a written notice to Tiffany's mother.
Tiffany returns the next week with her homework completed and actively participates in the lab from the week forward. No further action is needed as the attitude is drastically improved and the behavior is corrected (did not recur).
3. Jesse is a student in Mr. Gill's high school science lab. Mr. Gill repeatedly instructs Jesse to not disrupt the lab in the first week of co-op. Jesse will stop for a few minutes, but soon returns to the disruptive behavior. Mr. Gill knows that Jesse does not have a behavior condition that is leading to this behavior; it is basically disrespect and lack of self-control being displayed. Mr. Gill sends a written notice to Jesse's mother after the lab. The next week arrives and Jesse continues the same behavior pattern despite warnings from Mr. Gill. Mr. Gill decides that he cannot allow the situation to continue for the benefit of the remaining students, so he asks his assistant, Mrs. Darcy, to escort Jesse to his mother. When the next week arrives, Jesse continues the disruptive behavior. This is the third week and Jesse is once again removed from the lab. The co-op leadership decides that it is best for the lab that Jesse be withdrawn from Mr. Gill's lab for the remainder of the semester. The co-op leadership finds that Jesse had been behaving in similar fashion in his other labs, but the other lab facilitators have tolerated the behavior while their lab and other students have suffered. The co-op leadership speaks with Jesse's mother concerning the situation. Jesse's mother defends her son and says he is just a being a typical boy and the lab facilitators are overreacting. The co-op leadership speaks to her about the discipline policy and explains that Jesse's behavior needs to change so that the Jesse and his peers can benefit from their co-op labs. The next week arrives and Jesse is still disrupting his labs and is dismissed from Mr. Gill's lab. The co-op leadership meets again with his mother and lets her know that Jesse is being dismissed from the co-op for the remainder of the semester.
4. Violet is a student at the co-op and is running in the hall. The hall monitor stops Violet and reminds her to walk. Violet complies, but is found to be running several other times; each time receiving a verbal warning to not run. During the next week's co-op, the hall monitor

finds Violet running again, verbally warns her and issues a written notice to her father. In subsequent weeks, Violet is witnessed walking and never running in the hallways. The behavior is corrected and no further action is needed.

It is difficult to provide examples of the discipline policy that will address every situation that could arise, but the above provide examples of the process to be followed. Our desire is to have this policy in place to not suppress the students within the co-op, but to ensure we maintain a healthy environment. If we are tolerant of disrespect and bad behavior within the co-op, then we do an injustice to our children.

Everyone is expected to administer the discipline in a positive manner so that the children learn appropriate behavior.

Cooperative Job Descriptions:

Lab Facilitator:

Responsible for the following:

- Submit a syllabus for the lab you want to offer by the deadline given by the co-op coordinators.
- Plan your lab for a ten-week session.
- Respect the Statement of Faith in regard to all discussions held in lab and defer any questionable discussions to the home and parents of the students.
- Order/purchase appropriate materials. Include these in the fee for each student at the beginning of the semester.
- Be on time and ready for children when they arrive.
- Secure a substitute to assist the assistant facilitator in the event you need to miss a lab.
- Have all materials ready ahead of lab time. Give your very best efforts to your students; we want to pursue excellence in education!
- In case of your absence, a substitute lesson with instructions, supplies, copies, etc. should be provided to your assistant or assigned substitute.
- Give your very best efforts to your students as unto the Lord. Facilitate the lab for your students at the same standard you expect your child(ren) to be taught.
- Start and end promptly. All labs will be dismissed with a signal (bell or some other instrument) when labs are to change. Plan time for clean-up in order to be ready to leave at the top of the hour. Please be considerate of other lab facilitators and their lab times by clearing the room quickly at the top of the hour.
- Begin or end your lab in prayer.
- Provide the parents of your students with a written copy of your lab expectations for completion of assignments, supply list, etc. as needed.
- There is an established discipline policy provided in every member handbook. Please follow this policy in addressing problems within your classroom. Contact the co-op directors if you need assistance in any regard.

(When deciding what materials to offer the children, please do some research to see if perhaps there is a book on the subject that would be nice to keep in their home in lieu of copying pages, if the cost would be about the same.)

Lab Assistant:

Responsible for the following:

- Be on time and ready for children when they arrive.
- Assist the lab facilitator with lab materials as needed.
- Fill in for the lab facilitator in the event he/she needs to be absent.
- Secure a substitute if you will be absent for a lab.
- Walk preschool children to and from the restroom. Kindergarten and up can use hall pass.
- Refrain from visiting during lab time. Give your attention to helping the lab facilitator by being engaged with the lab and monitoring behavior.
- **IF THIS IS THE LAST LAB** of the day for the classroom, take trash to the dumpster, replace new liner in pail and vacuum the floor. (2 vacuums are available to the Co-op to use.) **Place tables/chairs back according to the "Wednesday diagram" posted in the room.**
- Assist the lab facilitator in enforcing the expected behavior of all students in accordance with the Student Responsibilities outlined in the Handbook.
- Ensure that students ask for permission to leave the room and that they have the hall pass with them.

Hall Monitor:

Responsible for the following:

- Be on time and ready. Monitor the following:
- **BE AWARE OF PERSONS IN THE BUILDING.** Co-op Members use the Fellowship Hall (back) entrance and most church business is conducted at the church front entrance. Question anyone entering through the back entrance that is not part of our Co-op. Direct individuals to the Church Office when necessary.
- Make sure double doors leading to the office on both hallways are closed.
- Make sure all LIFE members enter/exit through the back door by the Fellowship Hall
- Make sure that any student in the hallway during lab time has a hall pass and that they promptly return to lab. If no pass, they need to be escorted back to their lab or their parent.
- Make sure that all "hallway conversations" are moved to the hallway between the Fellowship Hall and the Family Life Center.
- Make sure all children **WALK quietly** in the hallways.
- On occasion, assist Lab Assistants with walking preschool children to and from the restroom and to their next lab.
- Do not allow any student to leave the building without permission.
- The Hall Monitor will be positioned at the copy room so they can see the back hallway and the F-hallway. Ensure no one leaves the building. The E-hallway will be monitored by one of the Study Hall attendants.

Substitute:

Responsible for the following:

- Replace Lab Facilitator, Lab Assistant, Nursery Worker, Hall Monitor when necessary.
- Be on time and ready. When not substituting, please stay near the Fellowship Hall (back) entrance as a back-up to the Hall Monitor on duty the same hour.
- **MUST** remain in the facility and be accessible during the hour you are scheduled in the event of the unexpected necessity of a substitute replacement assignment.
- In the event of a Substitute not able to fulfill a commitment to a Lab Facilitator, the Substitute must find a replacement substitute and report such change to the Lead Facilitator or Assistant Facilitator of the Lab.

Childcare/Nursery Worker:

LIFE Co-op offers childcare (for preschool age or younger family members) to Co-op members who are facilitating/assisting in a Co-op Lab during that hour ONLY.

Responsibility of Childcare Workers:

- Be in the Childcare/Nursery on time.
- Be responsible for the safety and well-being of children enrolled in child care.
- In the event of your absence, the Childcare Worker must arrange a Substitute to fill the specific hour.

Lunch Monitor:

Between 11:30-12:00 the Fellowship Hall will be available for anyone wanting to eat their lunch. Anyone using the Fellowship Hall for lunch will be responsible for cleaning up their trash and ensuring the table and floor is left as they found it.

Responsibility of Lunch Monitor:

- Be in the Fellowship Hall on time.
- Monitor the Fellowship Hall during the thirty minutes for lunch to ensure the parents and students using it leave it clean.
- Sweep the floor and wipe the tables.
- In the event of your absence, you must arrange a Substitute to fill the slot for lunch.

Study Hall Attendant:

Responsible for the following:

- Be on time and ready for children when they arrive.
- Refrain from socializing during the study hall time as it can be distracting to students that are trying to study.
- Ensure that students in study hall are quiet in keeping with an environment conducive for studying.
- Secure a substitute if you will be absent.
- Ensure that students ask for permission to leave the room and that they have the hall pass with them.
- One Study Hall Attendant must be placed at the door so they can monitor the E-Hallway.

Absences Policy:

1. Parental Absence for Entire Day

In the event that you will be absent from Co-Op, please make necessary arrangements to provide a substitute for your position(s). If the designated substitute is already filling a position, it is your responsibility to arrange another parent to cover your position in your absence and notify the Sub Coordinator. Peninsula Baptist Church's Safe Child Policy requires two adults to be present in all labs, so you need to make sure someone is in place to replace you in all your assigned roles.

If your student attends when you are absent, they must come with a completed Temporary Guardian form (available on the Web site).

2. Temporary Parental Absence During the Co-Op

In the event that the parent needs to temporarily leave Peninsula Baptist and the Co-Op when not assigned to a job, the parent **MUST** have a designated parent responsible for their children and their actions during the parent's absence. The parent is to fill out their contact info on the Off-site Spreadsheet Form on the table in the back hallway so we have a record of who is responsible while the parent is away. The LIFE at Lake Norman Homeschool Group and the LIFE Co-Op cannot be held responsible for students in the parent's absence.

3. Student Absence from Co-Op Labs

If your student is going to be absent from any Co-Op labs, the parent must notify the appropriate lab leaders. Students must have their parent's prior permission to not attend a lab. It is the responsibility of the parent to ensure that students attend their assigned labs. The LIFE at Lake Norman Support Group or the LIFE Co-Op cannot be held responsible for students who do not attend scheduled labs.

4. GREATER THAN 2 ABSENCES – dismissed from co-op

If your family is absent more than two times in one semester (30% or more of labs), you will be dismissed from the co-op effective with the following semester. This does not include excused absences for sickness. Too often we have people missing co-op for things such as regular doctor appts., sports, and other activities that take them away for a full co-op day more than 2 times in a given semester. This often means the parent and students are missing 30% or more of the labs in a given semester, and can be a burden to the co-op. Also, the students are missing a significant portion of the co-op labs and it is questionable the value they are getting from co-op participation. Given that we have many other families waiting for the opportunity to participate in the co-op, it is in the best interest of everyone to have members that can participate as fully as possible and make the ten weeks of co-op a priority.

Dress Code:

1. Clothing must be modest.
2. Necklines must be modest.
3. Unusual attire associated with immoral or improper ideas or with an anti-Christian message should not be worn.
4. Skirts, shorts and dresses must be a modest length.
5. Halter tops, tank tops, spaghetti straps, tight clothing and/or visible cleavage are unacceptable.
6. Bare midriff, front or back, is unacceptable.
7. Underclothing should not be visible at any time. This includes underwear above pants when shirts are raised or when sitting down.
8. If you aren't sure something is appropriate to wear, please don't wear it.

Let's honor one another and not cause our brother or sister to stumble. Failure to abide by the dress code will result in disciplinary action in accordance with the discipline policy.

Substitute Process:

1. Submit a Substitute Form to the Substitute Coordinator as soon as you know that you will be out for a given co-op day, including who will be your substitute for your labs in your absence. You are responsible for finding your own substitute, using the sub list and who is available for each hour as a resource to find a sub.
2. For last minute substitute needs, call the Substitute Coordinator to request a substitute. Please use this for **sickness and emergencies only**, and **NOT** for lack of planning ahead. Unless it is sickness or emergency, you need to find your own substitute and notify the Substitute Coordinator.
3. The Substitute Coordinator will post a list each week on the copy room door for the substitutes that will be filling in that day. The regular subs should check this list to see if they are slotted for that day. If they are not assigned for their hour, they should stay in the back hallway for their assigned sub hour in case they are needed last minute.

Reminder – lab facilitators should prepare their assistants to take over their lab if they need to be out. The substitute will not be prepared to lead the lab in most cases.

Student Driving Policy:

LIFE Support Group, LIFE Co-op and Peninsula Baptist Church are not responsible for any student that drives to and/or from co-op.

Every student that wants to drive to/from co-op is required to have a Student Driving form completed by their parent and on file with the co-op directors each school year.

In addition, any parent that wants to allow their child to ride with another student needs to complete a form as well. No student will be allowed to leave with a student driver unless the co-op directors have a form on file from the parent giving permission to do so.

Any parent allowing their student to drive to and/or from co-op or to ride with a student driver take all responsibility for what happens to the student once they are outside of the co-op/church facility. LIFE Support Group, LIFE Co-op and Peninsula Baptist Church are not responsible for any student that drives to or from co-op.

Comments/Suggestions for Co-op Improvements:

Although we feel the co-op is of high quality, we are always looking to increase the value of it for the members. We gladly accept your comments/suggestions for consideration. They should be made in writing or in email to the co-op coordinators. If the suggestion is deemed beneficial for the **entire** group, the co-op coordinators will determine the best time to implement the change and will communicate that change to the group.

Love the LORD your God with all your heart and with all your soul and with all your strength. ⁶ These commandments that I give you today are to be upon your hearts. ⁷ Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Deuteronomy 6:5-7