

Member Handbook

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ROOTS AND WINGS CHRISTIAN HOMESCHOOL CO-OPERATIVE

MEMBER HANDBOOK

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# I. Who We Are

Roots and Wings Christian Homeschool Co-Operative (hereinafter “Co-op”) is a not for profit organization located in Mokena, IL. Co-op is dedicated to assisting families in nurturing their children by providing excellent instruction from a biblical worldview and providing prayer, support and encouragement to strengthen our homeschooling families. Our group seeks to do this by offering quality academic and enrichment classes taught by parents and teachers who openly express faith in our Lord Jesus Christ and using curriculum that supports traditional values, Christian character, and biblical principles.

# II. Mission Statement

As shepherds of our children’s education, we will root our children in God’s word and teach, support, and encourage our children in their journey of academic learning and character development so that they will have strong wings to glorify God in their youth and throughout their lives.

# III. Statement of Purpose

To give our children roots in a Biblical worldview

To provide our children the skills to explore new concepts, think critically, and apply their knowledge in everyday life

To develop in our children Godly character and a passion for His ways

To encourage academic excellence and a love for learning

To support and strengthen families in their homeschool journey

To create a healthy learning environment that promotes teamwork

To give our children wings to soar into the future

# IV. Statement of Faith

The dual basis of our unity is our faith in Jesus as the Christ, the Son of the Living God, and our adherence to the Bible as the inspired text for our teaching and the one sufficient constitution for governing our Co-op experience.

We seek a unity of understanding in the essentials of our faith, yet we do not suggest that we must agree on all things pertaining to our walk in Christ. On many issues we have the freedom to disagree. We do ask, however, that all who accept and hold a leadership or teaching position in Co-op respect the following guidelines and resist any temptation to use their position as a forum from which to teach students other views.

We believe that God is Creator of our world and Lord of our lives. He wants to have a loving relationship with us.

We believe that Jesus Christ is the one and only living Son of God and our Savior. God opened the way of abundant and eternal life to all who call on Christ’s name through His death, burial, and resurrection. One day He will return to earth and call His own to Himself.

We believe the Holy Spirit is God himself encouraging, guiding, convicting, comforting, and transforming us in the way of Christ.

We believe the Bible to be the infallible Word of God.

# V. Communication

Email will be the primary means of communication. Members are responsible for checking their email on a regular basis to receive important news related to Coop. If you do not have access to email, please let someone on the Board know. Pertinent information will also be added to the Co-op’s [website](http://rootsandwingshomes.wix.com/roots-and-wings) as well as our [Facebook group.](https://www.facebook.com/groups/1715432965390391/)

Search Roots and Wings Christian Homeschool Cooperative.

# VI. Opportunities to Serve

This is truly a cooperative effort in that every family will play an important role in the success of this learning venture. Our desire is to not have anyone be overburdened by the role(s) they perform in the Co-op. We want for this group to be a blessing to everyone and not a burden to anyone. Nor do we want anyone's involvement with Co-op to have an adverse effect on the role they play in their families. You may support Co-op by assisting consistently in the following areas:

## Board

The Board is made up of six (6) persons who have been an active part of Co-op for at least one (1) full year (2 semesters). They will oversee the overall operation of Co-op, and to be the "last word" in any decision affecting the group. The Board consists of the Director, Administrator, Coordinator, Secretary and Treasurer. The duties of each Board member include, but are not limited to, the following:

## Director

The Director is responsible for holding the key to the building; opening and locking up the facility; scheduling, running, and seeing agenda for Board meetings; maintaining Co-op's website, coordinating class schedules and room assignments and filing proper tax documentation.

## Registrar

The Registrar is responsible for registration; collection and distribution of class tuition and fees; overseeing sign in/out procedures; and collecting and maintaining records for each member family as well as creating and maintaining registration forms.

## Coordinator

The Coordinator is responsible for handling conflict resolution; oversee student discipline; arrange, coordinate and manage all parent volunteers; and oversee cleanliness, order & safety. The coordinator is also the Teacher Liaison, overseeing teaching staff & related paperwork.

## Secretary

The Secretary is responsible for all communications and maintaining our email, and social networking site(s); publicity (i.e. fliers, business cards, online postings); and keeping accurate records of the Co-op Board meetings as well as creating room assignment labels.

## Treasurer

The Treasurer is responsible for managing the Co-op's bank account; issuing expense reimbursements; keeping accurate records of all transactions; maintaining records of income and expenses; handling insurance renewal and paying rent and liability insurance payments as well as creating class rosters.

## Liaison

The Liaison is responsible for being the central communication point between the board & teachers as well as parents interested in running special events, projects or fundraisers.

## Volunteers

Co-op relies on the help of each and every family. Without everyone's participation, Co-op would not run smoothly. If you have not fulfilled your volunteer duty in its entirety, your family's place in Co-op will be relinquished.

The following are volunteer positions:

Set-Up Crew

People who arrive before Co-op to set up the classrooms.

## Clean-Up Crew

People who will stay after classes end each week to assist in cleaning the building. Duties will include sweeping, vacuuming, cleaning bathrooms, collecting trash, and any other cleaning required.

## Hallway Monitor

A person who roams about the building ensuring the safety and wellbeing of the students.

## Front Door Monitor

The person responsible for allowing members in the secured entrance. This person needs to be able to answer questions, maintain traffic flow, and direct people to their correct places.

## Front Desk Monitor

Monitors front desk and all information on the table. This person will assist in the check-in and check-out procedures as well.

Study Hall Monitor

A person who keeps study hall peaceful and orderly. In case of an emergency, Study Hall Monitor will also take the role of teacher to lead signed-in students in the emergency procedure.

Floater Volunteer

A person who is available to fill in as needed.

# VII. Parent and Student Responsibilities

Please also see Parent Responsibilities & Expectations Agreement

Parent Responsibilities:

1. Respect and adhere to all guidelines.
2. Read through all guidelines with their children and encourage adherence to them.
3. Review with children how they are to conduct themselves in a classroom setting.
4. Monitor the behavior of their children. They are to check with their child’s teacher periodically to inquire how the child is doing in their classroom.
5. Be willing to adhere to the Discipline Procedures found in Section VIII.
6. Check email on a regular basis, as this is the primary method of communication within the group.
7. Arrive on time.
8. Once Co-op has ended for the day, be prompt in gathering up your children and belongings and relocate outside to socialize. This will allow the Clean-Up Crew and Board Members to quickly complete their duties.

Student Responsibilities:

1. Respect and obey those in authority and follow directions in the classroom.
2. Respect their peers. No pushing, hitting, shoving or horseplay. Use respectful language and kind words. Bullying will not be tolerated.
3. Respect church property.
4. Conduct oneself in a safe and orderly manner.
5. Be prepared for class (reading, homework, etc.)
6. Unless teacher states otherwise, cell phones and all electronic devices are not to be used during class and are expected to be kept in backpacks.

# VIII. Discipline Procedure

If a child is being uncooperative, disruptive or disrespectful, the following procedures will be followed:

1. The child will be spoken to by the adult that is in charge.
2. If unacceptable behavior continues, the child will be asked to sit out for a time to be determined.
3. If the child still exhibits unacceptable behavior, the child will be removed from the remainder of class that day and the parents will be contacted immediately.
4. If the child repeats the unacceptable behavior the following week, the parent will be required to stay in the class with their child.
5. If the child repeats the unacceptable behavior the following week, the child will be removed from the class until a meeting can take place between the teacher, parent, child and at least two members of the Board to discuss whether the child can return to class or will need to sit out the remainder of the session.

Please note that if a parent feels the need to discipline their own child, they should not do so in front of other children, but rather do this in private.

# IX. Conflict Resolution Procedure

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise.

In using Matthew 18 as our guide, if a conflict arises, parents and teachers should seek to resolve the issue on their own. If either party is unsatisfied or a resolution (when all parties reach mutual agreement or understanding) cannot be met, the parties then need to seek the assistance of Board, and they will prayerfully make a final decision.

# X. Building Use Rules

1. No running.
2. No ball playing in or around the building.
3. No Heelie sneakers permitted.
4. No pocket knives permitted.
5. No food allowed anywhere at any time other than the designated snack time and area. Only water in covered containers is permitted in the classrooms.
6. Children are not to open any outside doors to allow someone in or out.
7. No one is to go into the church office without permission from someone on the Board.
8. Check several times prior to leaving to ensure that you have all of your family’s belongings, including take home papers.

Please remember that Parker Road Bible Church is our host. We need to behave as guests while using their facility and equipment. Accidents will happen. This is expected. If, however, property and/or equipment are damaged intentionally or as a result of disregarding the rules of conduct set forth in this handbook, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.

# XI. Weather-Related Cancellation

If we are experiencing bad weather, the Secretary will determine whether or not to cancel classes. They will base their decision in part upon their local school district's canceling of their classes. The Secretary will email each family if classes are canceled. Please make sure you provide an accurate email that you can be reached at. If you are unsure of whether or not classes will be canceled, please check the Co-op [Facebook](https://www.facebook.com/groups/1715432965390391/) page. A cancellation will be posted by 8:00 am.

# XII. Illness Policy

For the consideration and wellbeing of others, please do not bring a child to Coop who is experiencing the following symptoms:

1. Fever - A child should be fever free, without medication, for at least 24 hours
2. Colored mucus (yellow or green snotty nose)
3. Diarrhea, vomiting or nausea
4. Eye drainage or crusty eyelids
5. Virus or infection known to be contagious
6. Rashes or ring worm
7. Head lice

# XIII. Allergies

We are a nut free facility.

# XIV. Registration Procedures

Registration will be time stamped at the time of completion.

Registration link will be available on our website.

# XV. Registration Fees

Co-op is designed to be financially accessible to all families.

Registration Fees will be used to gain access to the host church's facilities. All fees, including any extra class supply fees, must be paid IN FULL on or before Orientation. If fees are not paid in full by that time, student(s) will be dropped from class(es) and any payments received, except registration and insurance, will be returned to the parent.

Fee breakdown:

## Registration Fee

$25 Current Families

$30 New Families

$35 Late Registration

## Insurance Fee

$13 fee per enrolled student for accidental/liability insurance. This amount is set by our insurance company.

Class tuition/fees

Note that some classes will have additional fees. See class description for details.

# XVI. Refund Policy

Registration Fees and Insurance Fees are not refundable. Tuition is refundable only if the student is withdrawn by the cut off date.

# XVII. Auditing Classes

Auditing (attending without paying tuition) of classes is not permitted. Only students enrolled in the class are eligible to attend class.

# XVIII. Teacher Employment

Co-op does not employ teachers. The teachers are independent contractors under the employment of the families who have a student attending his/her class. We are simply a Co-op at which teachers and students can convene, providing assistance to homeschool academics and enrichment. The Board does, however, maintain supervisory authority.

# XIX. Emergency Contact

We are independent of the church’s operation and ask that you not call Parker

Road Bible Church regarding Co-op matters. Please address all inquiries to a Board member. In case of emergency and need to contact someone at Co-op, call 708~712~5889 (Claire).

# XX. Emergency Procedures

Fire Emergency

If the Fire Alarm Sounds:

* Evacuate immediately using the nearest exit safely available (building map available on classroom emergency clipboard).
* Take a head count. Line up your students and direct them to the nearest emergency exit. Ensure every student has left your classroom, close the door, and turn off the lights. Follow your class out of the building. Take your emergency clipboard with you.
* Walk quickly and quietly. Do not run.
* Feel all doors with your hand before opening. IF the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire. Windows can be used to evacuate the building if you cannot safely exit via a door.
* If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
* Proceed to the outdoor meeting area: 75 feet away from the east side of the building (toward Parker Road).
* Have students sit in a line.
* Take attendance and ensure that each of your students is present. Report to Emergency Director if anybody is missing. Immediately after taking attendance, hold your clipboard in the air with the green “All Students” sign showing if you have all of your students and the red “Director Needed” sign in the air if anybody is missing.
* Emergency Director will confirm with every teacher that each student is accounted for.
* Do not release any student to their parents unless they show their family lanyard or ID and sign the attendance sheet to signify that they are taking their child.
* The hall monitor will be responsible for clearing the bathrooms and the hallway.
* Fire extinguishers are located:
	+ inside the front interior double doors
	+ across from the women’s restroom
	+ outside of the kitchen
	+ kitchen, near microwave
	+ northwest corner of gym
	+ northwest corner of sanctuary
	+ east hallway
	+ upstairs attic

Tornado Warning

A series of three whistle blows, repeated until all classrooms are moving toward the safety areas.

* Line up your students and direct them to the kitchen, hallway outside of the kitchen, or bathrooms.
* Take emergency clipboard with you. Move quickly, but do not run.
* Have students sit quietly and take attendance.
* Take attendance and ensure that each of your students is present. Report to Emergency Director if anybody is missing. Immediately after taking attendance, hold your clipboard in the are with the green “All Students” sign showing if you have all of your students and the red “Director Needed” sign in the air if anybody is missing.
* Wait in the gym with your students until you hear an announcement from the Director that the tornado warning is over.
* If parents insist on taking their child, they must show their family lanyard or ID and sign the attendance sheet to signify that they are taking their child.
* All outside entrances will remain locked and will NOT be monitored.
* Take attendance when you return to your classroom.

Intruder/Active Shooter Emergency Action Plan

Long whistle blows will sound

When a hostile person(s) is threatening or actively causing harm within the building, you will have to use your best judgment for the safety of you and your students. The following procedures are recommended:

* Evacuate your students if possible, including a window.
* Block yourself in the room you are in at the time of the threatening activity.
* Direct your students to take cover out of sight.
* IF communication is available, call 9-1-1.
* Do not stay in open areas.
* Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
* Turn off all lights and audio equipment.
* Try to stay calm and be as quiet as possible.
* If for some reason you are caught in an open area, such as a hallway or main congregation area, seek cover.
* If you think you can safely make it out of the building by running, then do so.
* If you are caught by the intruder and are not going to fight back, follow their directions and don’t look the intruder in the eyes.

Information take from Illinois.gov “Active Shooter: How to Respond” and minnonitemutual.com