

H.O.P.E./Co-op

(Homeschool Organization for Preparatory Education)

2019-2020 Policies and Procedures

Mission Statement:

To bring homeschooling families and qualified tutors together in small group tutoring situations for the purpose of rigorous, college prep high school courses.

This home school co-operative was formed in 2005 by Kathi Overby for the purpose of providing rigorous, college prep high school courses in a small group tutoring situation. Kathi "retired" in 2013 when her youngest graduated. She turned the day to day operation over to a five member steering committee. As we enter a new year, we are thrilled and pleased to offer a wide range of courses taught by a talented and experienced group of tutors to assist you in your home schooling efforts.

We believe that home schooling is a valid method of educating our children, offering many advantages including individualized instruction, one-on-one teaching, character training, mentoring, and closer family relationships. However, there are classes that benefit from a group setting and group interaction or that require specially trained tutors, especially for students preparing for college.

This co-op was not conceived of as, nor intended to be, a school or a replacement for home schooling, but is meant to be an enhancement to each family's home education program. To this end, we envision a venue where parents can choose from a variety of educational opportunities to augment their own teaching efforts. A family may choose one class for their student(s) or several, as best fits their needs.

Currently our classes meet on Mondays and Wednesdays between the hours of 8:30am - 3:30pm. Each class session is 1 1/4 hours for a total teaching time of 2 1/2 hours per week. You, the home school parent, "hire" the tutor individually and thus pay them directly. If you have comments or complaints about his or her class, you deal directly with them. There is no "principal" per se. Each tutor sets his/her own tuition and fees. You should plan for roughly \$500 per class/per student/per year or about \$250 for a semester class. All of our tutors are either professional teachers in their field, have a master's degree in the subject being taught, or are highly trained professionals in the field. Tuition & fees will be published in early spring each year as we make out the new class schedule.

There is also a yearly co-op registration fee per student. This covers cleaning supplies, building rental, insurance and replacement of anything that co-op attendees may damage at the church and other equipment necessary for our classes.

Each family is responsible to have a parent, or other adult, work a total of eight hours as a duty parent. Most parents will accomplish this by being a monitor and the on-call person in case of a student illness or injury. This way we do not impose on the church staff and parents have an opportunity to see co-op "in action." A refundable parent duty deposit of \$50 is required and then returned once your duty requirement has been fulfilled.

Registration process:

- 1) Returning families in good standing will be given an opportunity to register for classes in April for the upcoming school year. Seniors are given priority of registration and each class is registered using a random lottery selection process (what we've always done.) Eighth graders are allowed to register under very specific circumstances; (i.e. If there are spots available in either Algebra I, Spanish 1, Physical Science or Intro to Writing current families with eighth graders may enroll in those classes only after all high school students have registered.)
- 2) New families will be invited to participate as there is space available in classes after all current and returning families have been given an opportunity. Any new family should request an application via email at gr8classes@yahoo.com. These families will be considered for registration after all current students and any of their younger siblings have registered.
- 3) New families and new students of current families will be required to attend a **MANDATORY new family/student orientation meeting in the fall**. Your student will not be able to begin classes unless at least one adult from the family and the current student(s) being registered attends this meeting.
- 4) There will be a curriculum fair/open house sometime in mid-March or early April prior to registration. Current tutors will be available to speak with potential students and their parents and have the curriculum to be used available to preview. This fair is open to both current and potential families.
- 5) Prior to registering for ANY class -
 - A \$100 student registration fee per student will be due. This fee covers facility expenses, insurance and supplies. **Payable to H.O.P.E. Co-op.**
 - A signed copy of the policy and procedures for the current year must be submitted.
 - A signed copy of agreement to our Behavior Policy must be submitted.
 - A signed copy of the liability release with insurance information must be submitted.
- 6) As you sign up for each class –
 - \$75 non-refundable deposit per student made **payable to the tutor of the class.**
- 7) **Drop/Change policy –Changes to the student's registration schedule are strongly discouraged.** Our tutors make plans to be with the Co-op for the full academic year based on your commitment to them at registration. Carefully consider your student's schedule before registering for classes. By registering your child for a class, you are agreeing to take this class and to pay all tuition for this class. All classes will be considered firm on May 31, 2019 and full tuition will be due at orientation unless that spot is filled by a new registration off of the wait list. In that instance, only the non-refundable tuition deposit will be retained by the tutor. Refer to the Drop Policy for further details.
- 8) **Each class will have a strict limit of 14 students with very rare exceptions considered case by case by the board.** Once a class is full, we will form a wait list. If students drop the class, the wait listed students will be added in the order they registered.
- 9) After registration, you will be given a chance to sign-up for **Parent Duty**. There will be a very limited number of alternate parent duty opportunities available, but most parents will need to sign up for either one

full day or two half-day parent duty slots. The roster will be published soon after registration is over. Students will not be allowed to begin classes if parents have not signed-up. Please email us at gr8classes@yahoo.com **PRIOR** to registration if you have extenuating circumstances and we will attempt to find an alternate duty. There is no guarantee this will be possible. See parent duty section for additional information.

10) FULL tuition and all supply fees are due at the orientation meeting in August for ALL classes including spring semester classes. If this policy presents a hardship, alternate payments may be approved prior to orientation by the individual tutors.

11) The parent duty deposit of \$50 will be due at orientation and will be refunded after fulfillment of the 8 hour parent duty service.

PLEASE REMEMBER: Bring enough checks to registration to allow for the deposit for each class and also for the Co-op registration. Please make the class deposit checks out directly to the tutor and **reference the student name and class in the memo section.**

Drop/Change Policy

Changes to the student's registration schedule are strongly discouraged. Our tutors make plans to be with the Co-op for the full academic year based on your commitment to them at registration. Carefully consider your student's schedule before registering for classes. This is why we are offering the curriculum fair/open house, which will allow you to vet the tutor and make sure that your student is capable of the level of work required by that class. By registering your child for a class, you are agreeing for your child to take this class and to pay all tuition for this class.

However, as we know that unforeseen circumstances may arise, we will allow ONE (1) change between registration and May 31, 2019. After this one, any change request will need to be accompanied by a \$10 administration fee made payable to H.O.P.E. Co-op and sent by mail to: Carol Brizzolara, 5420 Centerwood Road, Little Rock, AR 72207. The deposit for each class is non-refundable after registration is complete.

All class registrations will be considered firm on May 31, 2019. This serves several purposes:

- We will know at that point whether or not a class is going to "make," giving you time to make alternate plans if need be
- It will give the teacher time to plan for classes without the threat of not being reimbursed for expenses incurred and time spent preparing over the summer
- It will give the students on the wait lists time to make other arrangements.

If a situation comes up after May 31, 2019 that necessitates dropping a class, you are responsible for paying the entire amount of tuition, unless there is a student on a wait list who is willing to step into the spot prior to class start. You may email gr8classes@yahoo.com to find out if there is a wait list. If no wait listed student is willing or able to take your spot, you will be responsible for paying the entire amount of tuition no later than orientation in August.

Parent Duty

Parent duty is your eight-hour commitment to serve the co-op. Each family will be responsible to provide a responsible adult, 21 years of age or older, to perform this duty. It is very important for each parent to do their part in order for the co-op to run smoothly. There is a \$50 refundable parent duty deposit that is due at orientation. Most parents will need to plan to serve either one full day as parent duty monitor or two half days. If there are extenuating circumstances, we have a limited number of alternate duties that do not involve being monitor, but you must make arrangements for this prior to registration by emailing the co-op at gr8classes@yahoo.com. We cannot guarantee an alternate parent duty.

Please be on time as others are depending on you. If you are up to 15 minutes late for your shift, we will retain \$10 from the deposit. If you are later than that, we will retain \$25 of the deposit and your family will register for classes the next spring AFTER all families who faithfully fulfilled their responsibility. Please stay until your replacement arrives or the last student has left or been retrieved after classes end.

If you must miss your scheduled work time, you are responsible for finding a sub and contacting the email address with the change. We are asking that you find a buddy at the beginning of the year for emergencies. If you cannot find a buddy, we can assign one to you.

Please make plans to have a responsible adult from your family serve the eight hours. We ask that you NOT pay someone else to do your parent duty. Any family not participating in the 8-hour parent duty commitment will register for classes AFTER those families who faithfully fulfill their duty. Again, if there are extenuating circumstances, please contact us by email to discuss a solution.

You will be given explicit instructions regarding what to do when you are “on” duty, but here is a partial list just to give you an idea what it entails:

Make the Rounds

- This includes the study hall rooms, hallways, main room, kitchen, entryway, and any empty classrooms.
- Periodically look out over and monitor activity in the parking lot

If an occasion arises that you must intervene in an unwanted student behavior, please ask for the student’s name and jot it down. Then, if you decide the incident warrants reporting to us on the steering committee, you will have that information.

Inclement Weather Policy

Co-op will follow the inclement weather policy for the Pulaski County Special School District. Enough of our demographic lives in those areas of Central Arkansas that it makes the most sense for us to follow their schedule. If the PCSSD cancels school, then co-op will be closed. IF they have a delayed start THEN we will delay our start to 9 a.m. and first period will be 30 minutes shorter, but the rest of the day will go by our normal schedule. If PCSSD is out for holiday, please watch your email and our Facebook page for announcements. As always, if your family's driving situation is treacherous EVEN IF we do have co-op, please stay home and stay safe. If an individual teacher needs to cancel classes, they will email families separately and let you know that class needs to be cancelled. So, once again **CO-OP WILL FOLLOW THE PULASKI COUNTY SPECIAL SCHOOL DISTRICT'S INCLEMENT WEATHER POLICY!!!!!!**

Visitor/Guest Policy

Generally, no students are allowed on campus unless they are registered for classes. Children of the parent on duty are welcome, but must be supervised by his/her parent and the parent must be attentive to fulfilling their H.O.P.E. duties of supervising students, assisting with set-up and clean up, and monitoring hallways, empty classrooms and the study hall and lunch room.

General Rules/Guidelines

- Overall, the main rule that we ask that everyone abide by is respect. Respect for the facility, the tutors, the parent on duty, and/or the steering committee members.
- Do not call the church office. We are completely separate from the church and do not want to interfere with them. Keep the parent duty roster handy, so that you can call the parent on duty if you need to relay a message to a student or have other communication needs during the class day.
- If a child is not feeling well or has a fever, cough, etc., keep them home.
- Label belongings--we have an enormous amount of lost and found items by the end of the year.
- We expect students to be mature enough to not participate in unruly, dangerous, destructive, or other unacceptable behavior. We are not equipped to deal with ongoing disruptive behavior and your student may need to find an alternative to co-op if he/she receives a warning that goes unheeded.
- NO smoking (includes electronic), alcoholic beverages or illicit drug use or possession of drug paraphernalia by students, parents or teachers on campus.
- Public displays of affection (PDA) are strongly discouraged. Each family has different ideas of what is and is not acceptable. Therefore, we just ask that any form of affection of a romantic nature be reserved to somewhere besides our campus.
- There is no particular "dress code" for our co-op. However, again we expect our students to be mature enough to make wise decisions in their apparel and respect other families that may be more conservative.
- Students are encouraged to leave campus if they have more than one free period between classes. This has not been highly monitored in the past and at this point we don't find it necessary to start, but we reserve the right to ask any student to leave campus should they become a disruption to other classes going on. They may also be banned from "study hall" if they are continually disruptive.
- We have an "open campus." This means that whether or not a student leaves campus is between the student and his/her parents. We do not monitor students' comings and goings and do not check them in and/or out of campus. Please discuss with your student what is acceptable to you in this regard.
- H.O.P.E. Co-op is **NOT** a school. Parents have the responsibility to carefully choose those classes that add to their home-schooling effort and are of benefit to their child's education. Parents have the responsibility to contact the tutor for any information that the parent needs for their own home school records and/or transcripts. Transcripts and grades are ultimately the responsibilities of the parent, not the co-op. We encourage our tutors to send out "grades" upon completion of a semester, but it is still up to the parents to determine the transcribed grade. Parents have a responsibility, along with their children, to make sure students are fully prepared for classes and complete all assignments. Parents or students are responsible for contacting the tutor to report an absence and to obtain any make-up work.
- Students must be picked up or leave promptly at the end of classes. If a student is left on campus past 3:45, the parent on duty will probably be giving you a call to find out why, as the duty parent is required to remain on campus until the last student has left the premises.

FREQUENTLY ASKED QUESTIONS

To whom do I make checks for Tuition or Class Supply Fees?

These are made out to the individual tutor.

Who decides how much classes cost?

Each tutor, with steering committee approval, decides on tuition and supply fees. This total is based on class preparation time, grading commitments, supply needs, and difficulty of subject matter.

Whom do I call if I have a question?

For general questions, please email us at gr8classes@yahoo.com. This email is manned by unpaid steering committee members and questions may not be answered for up to one week. For questions about your student's individual classes, please contact the tutor directly. He or she should have given you an email contact at the beginning of classes.

How strict are the age ranges given for each class?

Tutors determine the age ranges for their classes. These guidelines are strictly enforced. Any exceptions must be discussed with and approved by the tutor prior to registration.

How do you determine who gets into a class?

The lottery system employed at registration determines the order for enrollment and students are registered by grade. Each class is limited to 14 students maximum with rare exceptions.

What if I change my mind about classes or about enrolling in the Co-op?

Please see registration section regarding the drop/change policy.

How can my friend get an application packet?

New families need to first email the co-op at gr8classes@yahoo.com to request an application. These families will be considered after all current families have registered.

What if I have an address change after I have registered?

Please e-mail the co-op at gr8classes@yahoo.com

What if I can't be at Registration to enroll my children in classes?

You may send a friend, relative, your student, or an older sibling to enroll your students. However, we must also have all necessary forms signed and on file, or they need to bring them, as well. Please make sure you have alternate classes listed, so that your friend or relative can substitute a second choice if your first choice class is closed. Don't forget to send adequate checks for each tutor's non-refundable deposit.

H.O.P.E./Co-op Policies Agreement

TUITION POLICY –

Should the student withdraw from a class

- After registration the entire \$75.00 deposit will be retained by the teacher.
- After May 31, 2019, the entire tuition will be due and payable at orientation, unless the student's registration is covered by an admission from a wait list of the class.

SCHEDULE CHANGES --

After registration we will allow one (1) free schedule change per student. Then any additional schedule changes will require a \$10 fee payable to: H.O.P.E.

Any schedule changes after May 31st will require full tuition payment for any dropped classes unless arrangements can be made to fill your spot from a wait list.

PARENT DUTY POLICY –

Each family will be responsible for eight (8) hours of parent duty. This can be done all in one day or broken up into two different four (4) hour time slots. The family member who serves as parent on duty should be twenty-one (21) or older.

A \$50.00 parent duty deposit will be collected at orientation in the fall. This deposit will be refunded upon completion of the eight (8) hours.

There are occasionally alternative duties that can be accomplished throughout the year, so if you are unable to complete the normal parent duty, please make arrangements **prior to orientation** to fulfill an alternate duty with a similar eight (8) hour commitment.

BEHAVIOR POLICY –

We are NOT a school. We are cooperative of parents who have come together to procure a small group tutoring situation for our students. Your arrangement is made directly with each of the teachers. The committee is for the purpose of providing direction, administration, and to set and enforce policy. Therefore, we are not equipped to deal with ongoing behavior issues from students.

It is expected that the students be respectful and considerate of the teachers, the parent on duty (including any committee members), and the church facilities and staff. We will provide a more comprehensive behavior agreement for the students to sign at orientation in the fall.

I have read and understand each of these policies. I have also received and read the Policies and Procedures handbook for the year 2019-2020:

Signed: _____