

This handbook is designed to serve as the guidelines around which we conduct ourselves as a cooperative. Additionally please check out our website: www.svhe.com/co-op.htm. There you will find this booklet along with all the forms you'll need.

DATES

SUMMER MANDATORY INFORMATIONAL MEETINGS

Thursday, July 13, 2006 or Monday, July 17, 2006

7:00 pm Salina Heights Christian Church Fellowship Hall downstairs

You must attend one or the other.

Please bring your insurance and doctor information with you to complete the forms.

FALL 2006 REGISTRATION

Monday, July 24, 2006

7:00 pm Salina Heights Christian Church Fellowship Hall downstairs

Please make other arrangements for your children on this day.

WINTER MANDATORY INFORMATIONAL MEETING

Only if you are new to the co-op for the spring, you must attend a meeting on Thursday, Dec. 7, 2006, 12:00 noon at Salina Heights Christian Church in order to enroll.

SPRING 2007 SIGN UP

Thursday, Dec. 14, 2006

But let all things be done properly and in an orderly manner. 1 Corinthians 14:40

PURPOSE STATEMENT

Smoky Valley Home Educators Co-op considers itself a subsidiary of Smoky Valley Home Educators, and therefore falls under most of the same guidelines. Distinctively, the co-op is a group of home-schooling families who voluntarily join with one another to serve one another by providing quality, affordable cooperative classes for our children taught from a Christian worldview. In this setting, we additionally encourage one another to grow in Christ-likeness. We build friendships and mentoring relationships, and we learn to work together.

As SVHE members are seeking to provide a Christ-centered education for their children, we who lead SVHE Co-op feel a responsibility to help and not hinder that goal. Therefore, the SVHE Co-op leadership team has, with what wisdom and discernment is given by the Lord, attempted to ensure that classes are led by men or women who agree with all parts of Smoky Valley Home Educators' Statement of Faith and live a life pleasing to the Lord. However, it is the final responsibility of the parents to decide whether or not to enroll their child in an offered class under a certain teacher.

High school classes are designed to provide academic requirements for graduation, but it is the parents' responsibility to determine whether each class meets the requirement of their own home-school program. Most high school classes will also issue grades to help the parents, but the parent gives the final grade. SVHE Co-op is not a certifying body. The parents of the students are the ultimate teachers and are responsible for their children's education.

For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age, looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ . . . Titus 2:11-13

LEADERSHIP TEAM

| | |
|----------------------------------|---|
| Renee Rivera 820-8802 | Pre-K and Elementary Co-op Classes Coordinator Organizing Parent Helpers |
| Laura Von Bergen 823-2813 | Middle / High School Co-op Classes Coordinator Registration Supervisor |
| David & Karla Dennis 825-7012 | Head Choir Directors |
| Debbie Metzger 823-1488 | Band Director |
| Mona Peterson 668-2326 | Nursery Director |
| Mark Hoover 827-5008 | Co-op Treasurer |
| Karla Hoover 827-5008 | Co-op / Church Liaison |
| Karen Groot 823-7911 | Choir Treasurer |

Plans fail for lack of counsel, but with many advisors they succeed. Proverbs 15:22

REGISTRATION

At the mandatory informational meeting members attend, they will be asked to complete the following forms or bring them completed: (These forms can be found on www.svhe.com/co-op.htm).

Medical Release

Disclaimer

Conduct / Dress / Disciplinary Action Policy

Permission Slip

Parents, if you haven't completed these forms at home, please bring your doctor and insurance information to the meeting!

Completion of the forms will entitle you to proceed to the enrollment tables on registration day. You may not register until the forms are complete.

Registration day (July 24, 2006) is the only day offered to sign up for classes. No phone or mail-in registrations will be accepted before this date.

Registration will be open first to the leadership team and to those who are teaching a class. Registration will be on a first come-first serve basis.

The co-op fee for the 2006-2007 school year is \$22.00 per semester. This will be used to cover the building-use fee and administrative costs.

You must be a member of Smoky Valley Home Educators or any organized home-school support group such as the ones in Salina's surrounding communities to enroll in the co-op. Smoky Valley Home Educators has its own membership fee of \$22.00/email newsletter or \$27.00/snail mail newsletter per year. This entitles each family to voting privileges in SVHE, the monthly newsletter, and access to the SVHE library and members-only section of the website. This fee also supports scholarships and support group activities.

Students may not register or pay fees themselves. We ask that the parents register their children and pay the appropriate fees on registration day.

As you exit the enrollment tables, you will be expected to check out and pay all fees. You may also join SVHE that night. You will be able to write one check. Make checks payable to SVHE Co-op. **Band fees will be due the**

first day of band and checks should be made payable to Debbie Metzger.

If the only reason you are not participating in co-op classes, choir, or band is financial, please contact one of the treasurers listed under the leadership team heading on page 4 or the SVHE treasurer or Debbie Metzger regarding band.

All fees paid at registration are non-refundable so please make sure you first want to enroll in a class and understand the guidelines in this booklet.

In the event the parent later wishes to have her child drop a class for which she has signed up, it is the responsibility of the parent to notify the teacher and co-op director. A statement from the student will not be accepted.

Late registration: If you can not be present on the July 24, 2006 registration date, you may call Laura Von Bergen (823-2813) after that date to sign up your children. You still must attend one of the mandatory informational meetings. You will be considered enrolled when your forms are completed, your fees are paid, and you have signed up to serve. There will be a \$2.00 late registration fee.

It is up to an individual teacher's discretion whether or not to accept additional students after the first day of class if there is still room in the class.

Summary of fees:

Co-op Fee: \$22.00 / family / semester (\$2.00 late fee)

Covers: building-use fee, co-op administrative costs

Choir Fee: \$10.00 / student for intermediate and senior choir

\$5.00 / student for kinderchoir

\$30.00 maximum per family

Covers: music, choir administrative costs

SVHE Fee: \$22.00 / family / year for the email newsletter

\$27.00 / family / year for the regular mail newsletter

Covers: voting privileges in SVHE, the monthly newsletter, access to the SVHE library and members-only section of the website, scholarships and support group activities such as graduation, teen banquet, playday, etc.

Class Fees: vary

Covers: individual class costs, perhaps hiring the teacher

TEACHER / FACILITATOR / MEMBER GUIDELINES

Teachers / Facilitators may or may not be members of Smoky Valley Home Educators, but they must be able to agree with all parts of the SVHE Statement of Faith, abide by co-op guidelines, and the expectations outlined on the Teacher Expectations Sheet.

Co-op participants agree by payment of fees to abide by SVHE Co-op guidelines. Members may or may not agree with but must understand that SVHE does have a statement of faith which explains how the group is organized.

This is the Smoky Valley Home Educators Statement of Faith:

We believe:

1. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
4. That man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ can be saved.
5. That salvation is the free gift of God brought to the sinner by grace and received by faith in the Lord Jesus Christ whose substitutionary death on the cross paid the penalty for man's sin.
6. That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct, and empower the believer for godly living and service.
7. In the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned (1-6), should not hinder the unity of Christian home educators.

STUDENT PLACEMENT GUIDELINES

Children should be enrolled in classes that are geared to their current age / grade level.

At registration, priority will be given to students who are the age / grade level for which the class is geared. After that, if there is extra room in the class, it is up to the teacher's discretion to accept children who are either a little too young or a little too old for the class.

Students who are enrolled in classes above their age / grade level cannot be expected to receive extra help or attention from the teacher.

As a general rule, classes will be taught toward the middle to high end of the age / grade level to which the class is geared.

Most high school classes are offered to help students meet academic requirements for graduation. Therefore, it is expected that the teachers will teach at a high school level, and the students will be expected to take their studies seriously by completing assignments with a positive and diligent attitude. Most high school classes will offer grades to the parent based on the child's performance, but it is up to the parent to issue the final grade.

CONDUCT AND DRESS STANDARDS

Choir, band, and most co-op classes will meet at Salina Heights Christian Church, 801 E. Cloud Street. Since we are guests in this building, it is expected that students and parents will respect the property of the church. This includes . . .

- Staying in the study hall during class, not hanging out in the hallway
- Keeping feet off tables
- Sitting in the chairs, not on the tables
- Leaving the bathroom clean
- Picking up after oneself, throwing away trash
- Staying out of the office area of the church
- Wiping feet before entering church

In the classroom, students are expected to be respectful when the teacher or someone else is speaking. Talking back to the teacher will not be tolerated, nor will direct disobedience or rebellion. Students are also expected to be on time and come prepared for class. They will be expected to take their studies seriously by completing assignments with a positive and diligent attitude.

Since we are having school, dress should promote an attitude of work. Any words or pictures on clothing must be consistent with a Christian walk. We ask that students dress modestly and to that end, will maintain these specific standards:

- No spaghetti straps.
- No bra straps showing.
- No tummy revealing attire.
- Skirts need to fall to the knee.
- No underwear showing.

*Submit yourselves for the Lord's sake to every authority instituted among men . . .
1 Peter 2:13*

DISCIPLINARY ACTION GUIDELINES

The following actions will be implemented for students who violate the dress and conduct standards:

First Offense: The student will be asked to correct his attitude or actions by the teacher. No one else will be involved, and the correction will be delivered with grace. The incident will also be mentioned to the parent and her help will be enlisted to ensure the child understands the rules.

Second Offense: The teacher will bring the continuing problem to the attention of the director who will speak with the student and parent about the offense and ensuing consequences. The student will not be allowed to continue in class that day, and the parent may be required to attend future classes with the offending child. The parent, not the teacher, is ultimately responsible for the child's behavior.

Third Offense: The student will be permanently removed from Smoky Valley Home Educators Co-op classes and no refunds will be given for any fees paid.

If parents have a concern regarding a classroom matter, they are asked to take that concern first to the child's teacher/facilitator. Only if the problem is not resolved to everyone's satisfaction, should the co-op leadership team be involved. We desire to avoid gossip and back-biting; we want to encourage a mutual working out of problems between parents or parents and teachers with an attitude of Christian love that prefers one another over ourselves.

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

SERVICE REQUIREMENT

SVHE Co-op is a community of families who join together for mutual assistance and encouragement. We each understand that when we participate in co-op, we are not dropping off our children at a Christian school. In the spirit of cooperating with one another in offering educational opportunities to our children, we all agree to join in serving one another in order to accomplish our mutual goals. Each family involved in co-op has a role to play in co-op according to their individual talents, gifts, and abilities.

The leadership team expects that if your child is 11 or under, you are present in the building in a helping role.

Teachers / Facilitators who lead children age 11 or under must have a helper with them even if they feel comfortable without one. One of the roles of teachers will be to ensure a helper will be present each class day. The teacher may assign this job to a parent.

No matter what age the children, we ask that no man teach a class alone. An additional adult must be present at all times.

Some parents with young children may recognize that their young children aren't quite ready to be left alone in a class or they may require some extra assistance or discipline. If such is the case, we recognize that your children are an important priority to you, and you may need to be physically present with them in class, and that will be how you serve.

Families with high-schoolers, especially high-schoolers that drive, are also expected to contribute to co-op by serving. However, a parent of a high-schooler has the option of having their 14 year old or older child serve regularly or intermittently in her place. If the child isn't helpful or continually exhibits a bad attitude about helping, the parent will be asked to step in and fulfill the service role. The idea is to give our older children an opportunity to serve and learn.

Serving one another is a mandatory part of our co-op. Some may not be able to physically be present on co-op day to help. Please contact Renee Rivera if that is your case. Since we are a co-operative in which everyone pitches in, you then will be encouraged to serve Smoky Valley Home Educators in some other way. A few options are SVHE committee work, holding an

SVHE office, coaching an SVHE sport, helping in choir, planning an end-of-semester event for co-op, and calling to remind helpers.

Helper sign up sheets will be out on the registration tables on June 24. Please fill those in. If you don't sign up, you will be assigned a helping role.

A parent who is unable to fulfill a service responsibility due to illness, emergencies, or a planned trip out-of-town must arrange for her own sub by checking the sub pool list. If asked, subs should, if at all possible, accept the request. You may sign up to sub on registration day.

You, my brothers, were called to be free. . . . serve one another in love. Galatians 5:13

NURSERY POLICY

The nursery is open only to the children of teachers or teacher-helpers who are currently working in the building. Parents who are not teaching or helping are not allowed to leave their young children in the nursery. A parent must be in the building if a child is in the nursery.

The nursery is for children from birth through age 3.

When you check your child into the nursery, please bring a stocked diaper bag: diapers, change of clothes, wet wipes, any special attachment such as a pacifier. Make any food allergies known to the nursery director.

ILLNESS POLICY

Out of respect for others, we ask that you not bring your sick child to the nursery or to any co-op class or activity. Please do not just give a pain reliever/fever reducer and come anyway if your child is sick. He probably won't get much out of class anyway.

For the purpose of definition, we will ask that you keep a child home or stay home yourself if there have been any of the following symptoms in the last 48 hours:

- vomiting
- diarrhea
- runny nose with colored discharge
- cough
- temperature over 99
- any contagious condition such as chicken pox, head lice, pink eye, etc.

If you have a service role that day, please contact a sub as soon as you know you won't be able to help in order to give that person as much advance notice as possible.

If you are a teacher / facilitator and you need to stay home with a sick child or are ill yourself, please contact Laura Von Bergen (823-2813) or Karla Hoover (827-5008) and either one will note your information on the message board in the church entrance.

CHILD PROTECTION POLICY

All classrooms with children age 11 or under must have a second adult in the room. An adult is age 18 or over. A director will be free each hour to walk the halls, open doors, visit classrooms, etc. Under no conditions will a man allowed to be alone with any age student, not his child whether in the building or in a car for a field trip. The two adults rule also applies to field trips away from the building.

MISCELLANEOUS INFORMATION

There is a message board at the east entrance door of Salina Heights Christian Church. Messages will be posted there about classes, needs, upcoming events, etc. Please make a habit of checking it on arrival.

Sometimes co-op classes may have to be cancelled due to snow and/or ice. Please listen to KSAL or check ksalink.com for information. Parents can also check www.svhe.com which will be kept updated.

Students are expected to have class materials and books by the first day of class.

SVHE owns a copier that is located in the church at the bottom of the east stairs right off the kitchen/fellowship hall area. A sheet of paper will be posted; please write your name, number of copies, and your purpose for copying. Karla Hoover will submit a bill at the end of each semester to each teacher. Teachers are responsible for paying their copying bills. Checks will be payable to SVHE Co-op. Copies are 5 cents each. Teachers may want to charge a class fee to cover the cost of copying class materials.

1st hour classes meet from 8:50 – 9:50

2nd hour classes meet from 9:55 – 10:55

3rd hour classes meet from 11:00 – 12:00

12:00 – 1:00 There are tables set up in the fellowship hall if families wish to bring their own lunches.

Choirs meet from 1:00 – 2:30

Bands and some afternoon classes meet from 2:30 – 4:30

Permission Slip

I, _____ give Smoky Valley Home Educators Co-op teachers permission to take my children, _____

_____ on whatever field trips they deem educational, fun, or important to understanding the class material. I understand that there will be two adults on each trip, I will be notified two weeks in advance of an upcoming field trip, that the leader will bring emergency information, and that all children riding in cars will have their own seat belt.

Signature: ✍ _____

Conduct / Dress / Disciplinary Action Policy

I, _____ state that I have read and had explained to me and will abide by the Smoky Valley Home Educators Co-op disciplinary action guidelines and conduct / dress code. I will also ensure that my children do so.

Signature: ✍ _____

Disclaimer

I specifically release the leadership of SVHE Co-op as well as the leadership and members of Smoky Valley Home Educators and the leadership and membership of Salina Heights Christian Church from any and all claims, loss, damage, or expense arising out of or from any accident or injury or occurrence resulting in loss to my person or property.

Signature: ✍ _____

SMOKY VALLEY HOME EDUCATORS CO-OP MEDICAL RELEASE


Family Last Name _____
Father's Name _____ Mother's Name _____
Father's Phone Number _____ Mother's Phone Number _____
Home _____ Work _____
Work _____ Cell _____
Cell _____

| Children's Names | Birthdate/Age | Allergies/Medical Problems? |
|------------------|---------------|-----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Emergency Contact _____
Relationship to Children _____
Phone Numbers: Home _____ Work _____
Cell _____

Name of Family Doctor _____ Phone Number _____
Name of Health Insurance _____
Policy Number _____
Name of Insured _____

I, _____ (parent/guardian) of above children (minors) understand above children will be supervised during co-op classes, choir, and band and that if serious injury or illness develops, medical and/or hospital care will be given. I hereby give my permission to the attending physician to perform the following, but not limited to, activities: hospitalization, diagnosis including taking specimens and x-rays, giving blood transfusions, injections, and medications, anesthesia, and surgery for my child. I affirm that the information set forth above is true and correct to the best of my knowledge. I also understand that the leaders of Smoky Valley Home Educators Co-op will attempt to contact me prior to securing medical treatment, but that this consent is given in case I am not available in an emergency.

Parent Signature  _____ Date _____

EXPECTATIONS FOR TEACHER / FACILITATORS

If your group includes children 11 or under, you must have an adult helper age 18 or over in your classroom and on field trips. Men who teach classes or lead field trips must have an adult helper no matter the age of the students.

Teachers are expected to attend registration. They can sign up their children prior to general registration. Then they should sit at their table to answer questions and help complete the class fees sheet.

A teacher's children must be independent of her. Independence comes at different ages for different children. A parent who desires to teach will need to wait for this sign of maturity.

Teachers will be expected to put planning time into their lessons prior to each class session. It is definitely a working role requiring faithfulness.

Teachers will be responsible for paying their copying bill at the end of each semester.

Teachers can set their own class fees to cover the cost of copying, materials, books, etc.

Teachers are expected to abide by the guidelines of the SVHE Co-op as stated in the co-op handbook.

Teachers must be able to agree with the Smoky Valley Home Educators Statement of Faith. It is printed out in the co-op booklet and is also on the website: svhe.com. Use the by-laws link.

Since faith without works is dead, teachers must also exhibit attitudes and actions that demonstrate they have placed their faith in Jesus Christ. We all fail every day and stand in daily need of confession, mercy, and forgiveness. However, we ask that, generally, the life of the teacher be characterized by the fruits of the Holy Spirit (love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, and self-control) rather than the acts of the flesh including sexual immorality, drunkenness, idolatry, hatred, jealousy, fits of rage, selfish ambition, sensuality, strife, dissensions, and sorcery. (Gal. 5)