

Revival Homeschool

# Co-Op Days

Handbook

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## What is Co-Op Days?

At Revival Homeschool, we believe in the importance of Christian parents supporting one another in their shared faith journey and homeschool endeavors. Our Co-Op provides a supportive community where kids can learn together and make friends, and parents can grow spiritually, connect with fellow believers, and encourage each other in their walk with Christ.

### **Ways Christian Parents Can Support Each Other:**

**Prayer Support:** We encourage parents to pray for one another and share prayer requests within the Co-Op community. Whether it's praying for wisdom in homeschool decisions, strength during challenging times, or thanksgiving for blessings received, prayer is a powerful way to support each other.

**Mentoring Relationships:** Experienced Christian homeschooling parents can serve as mentors to new homeschoolers seeking guidance in integrating faith into their curriculum. Mentors offer support, encouragement, and practical advice from a Christian perspective.

**Faith-Based Resources:** Sharing faith-based resources, such as curriculum recommendations, books, podcasts, or online resources, allows parents to enrich their homeschool experience with a Christian worldview.

**Community Service and Outreach:** Engaging in community service projects or outreach activities as a Co-Op fosters a spirit of service and compassion among families. These opportunities provide tangible ways to live out Christian values and instill a heart for serving others in our children.

**Biblical Teaching and Discipleship:** Ensuring that our co-op's curriculum and activities are grounded in biblical truth and principles reinforces our commitment to Christian education. We seek to disciple our children in the ways of the Lord and equip them to live out their faith boldly in the world.

**Encouragement and Accountability:** We strive to be a source of encouragement and accountability for one another, spurring each other on in faith and righteousness. By sharing our joys and struggles, victories and defeats, we strengthen our bonds as brothers and sisters in Christ.

### **Encouraging Fellowship and Unity:**

We invite all enrolled families to actively participate in building a Christ-centered community within Revival Homeschool Co-Op Days. Together, we can support and encourage one another in our shared faith journey and homeschool calling and partner with like-minded families in raising our children in the fear and admonition of the Lord.

## Parental Commitment and Shared Responsibility

Each parent has an assigned role or duty within the Co-Op, whether it's teaching, assisting in classes, organizing activities, or maintaining facilities. These responsibilities are crucial to the co-op's smooth operation. When parents fulfill their duties, it ensures that the workload is evenly distributed and that all aspects of the Co-Op function efficiently.

## Lunch

Parents are responsible for packing their child's lunches, snacks, and water for the day. They are welcome to bring lawn chairs or blankets to use on the back lawn during lunch.

## Curriculum

Each year, we study something different during Co-op Days. Parents are always asked for input on what that should be, and our staff relies on parents' input before making decisions. For K-6th grades, the days are split between four subjects, which always include God's word and can range from history to science to art. 7th-12th graders have individual classes to choose from.

Revival Homeschool provides curriculum and most supplies; however, parents are asked to supply some essential items for a child(ren) each year.

## Enrollment and Sign-Up Policy

To ensure a smooth and fair enrollment process, we have established the following procedures for signing up for Co-Op Days:

**Returning Families:** Families who are already enrolled in Revival Homeschool are given priority when signing their children up for Co-Op Days. This sign-up opportunity occurs at the Fall Launch event each spring, allowing returning families to secure their spots for the upcoming Revival Homeschool year.

**New Families:** Families new to our PSP can sign their children up for classes upon enrollment for the next Revival Homeschool year. This ensures that new members also have access to the enriching opportunities provided by our Co-Op.

### Class Size and Waitlists

To maintain a high-quality educational experience, we cap the number of students in each class. This helps keep the class sizes manageable and ensures that each child receives adequate

attention and support. Once a class reaches its maximum capacity, the Revival Homeschool office will start a waitlist. Families on the waitlist will be notified if spots become available.

## Instruction for Preschool-Aged Siblings

We are pleased to offer classes for siblings (aged 2-4) of enrolled students on Co-Op Days. Preschool-age children who are siblings of enrolled students but who are not formally enrolled in Revival Homeschool will be charged a fee to cover the cost of supplies for their classes. These classes are designed to provide a stimulating and nurturing environment for younger children, allowing them to benefit from early learning experiences.

## Fees and Notifications

**Co-Op Days:** Participation in Co-Op Days is free for all enrolled Revival Homeschool families.

**Materials and Projects:** Occasionally, a fee may be required for specific books or projects. Parents will be notified in advance by the Revival Homeschool office or the Parent instructor regarding any such fees.

## Behavior and Conduct

### Expectations

As a Christian homeschool, we are committed to upholding biblical principles and fostering an environment of respect, integrity, and love. Our conduct in class should reflect these values at all times. Therefore, the following guidelines are established to ensure that our actions align with biblical teachings:

1. **Respect for Authority:** Students and instructors alike are expected to honor and respect authority figures as instructed in Romans 13:1-2, which states, "Let everyone be subject to the governing authorities, for there is no authority except that which God has established."
2. **Kindness and Compassion:** We are called to treat one another with kindness and compassion, following the example of Jesus Christ. Ephesians 4:32 reminds us, "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."
3. **Truthfulness and Honesty:** Honesty is a foundational principle of Christian conduct. Proverbs 12:22 states, "The LORD detests lying lips, but he delights in people who are trustworthy." Therefore, students are expected to be truthful in all their interactions and academic endeavors.

4. Purity of Speech and Behavior: Our words and actions should be edifying and reflect the purity and grace of Christ. Ephesians 5:4 admonishes, "Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving." Therefore, inappropriate language, jokes, or behavior will not be tolerated.
5. Respect for Diversity: While we hold to specific biblical beliefs, we also recognize and respect the diversity of backgrounds and beliefs within our community. Romans 14:1 instructs us to "Accept the one whose faith is weak, without quarreling over disputable matters." Therefore, discussions should be conducted with sensitivity and grace, respecting differing perspectives.
6. Conflict Resolution: In the event of conflicts or disagreements, students are encouraged to follow the biblical principles outlined in Matthew 18:15-17, which encourages direct communication and reconciliation.

Violation of these guidelines may result in disciplinary action, including but not limited to counseling, temporary removal from class, or permanent dismissal from Revival Homeschool, depending on the severity and frequency of the offense.

By enrolling in our co-op, students and parents acknowledge their commitment to upholding these biblical standards of conduct.

We believe that by adhering to these principles, we can create a learning environment that honors God and nurtures the spiritual growth and academic excellence of all our students.

## Tardiness

At Co-Op Days, we value punctuality as an essential aspect of respecting one another's ties and maximizing our learning opportunities. Tardiness disrupts the learning environment and can negatively impact the experience of both students and instructors. Therefore, the following guidelines regarding tardiness are established:

1. Arrival Time: Classes are scheduled to begin at 9:00 AM. Students are expected to arrive punctually and be prepared for class at the designated start time.
2. Parental Responsibility: Parents or guardians are responsible for ensuring that their child arrives on time for class. They should communicate any extenuating circumstances that may cause tardiness to the Director in advance.
3. Communication: In the event of unavoidable tardiness, parents are encouraged to notify the Co-Op leadership as soon as possible to minimize disruption and facilitate appropriate arrangements.

## Bathroom Use Policy

At Co-Op Days, we recognize the importance of providing students with access to bathroom facilities while ensuring that classroom disruptions are minimized. The following guidelines regarding bathroom use during class are established:

1. **Permission:** Students are encouraged to use the restroom before the start of class or during designated breaks. However, we understand that urgent needs may arise during class time. Students must seek the permission of the parent instructor before going to the bathroom.
2. **Discretion:** Students should exercise discretion when requesting permission to use the bathroom during class. If a student feels an urgent need to use the bathroom, they should quietly notify the instructor without disrupting the ongoing lesson.
3. **One at a Time:** Only one student will be permitted to leave the classroom to use the bathroom at a time, except in cases of emergency or exceptional circumstances approved by the Parent instructor.
4. **Timeliness:** Students are expected to use the restroom efficiently and return to the classroom promptly. The Parent Instructor or Director may address excessive or prolonged bathroom breaks.
5. **Responsibility:** Students are responsible for managing their bathroom breaks appropriately and minimizing disruptions to the class. Frequent or unnecessary bathroom visits may be addressed with the student and their parents to ensure that any underlying issues are addressed.
6. **Emergency Situations:** In the event of a medical emergency or urgent need, students should notify the instructor immediately, and appropriate assistance will be provided.
7. **Respect for Facilities:** Students should treat restroom facilities with respect and cleanliness. Any damage or misuse of restroom facilities may result in disciplinary action.

## Policy on Dropping Off Children

To maintain the integrity and effectiveness of our Co-Op, parents are generally not permitted to drop their children off for classes and leave the premises. We understand that there may be exceptional circumstances, such as emergencies, that require a parent to leave temporarily. In such cases, the following procedure must be followed:

1. **Emergency Notification:** The parent must contact the Revival Homeschool office as soon as possible to inform them of the emergency and request permission for a one-time exception.
2. **Temporary Arrangements:** The Revival Homeschool office will work with the parent to ensure that appropriate temporary supervision is arranged for their child during their absence. This may involve assigning another responsible adult to oversee the child's activities until the parent returns.
3. We appreciate your understanding and cooperation in adhering to this policy. By remaining engaged and present, you contribute to a thriving, safe, and collaborative learning environment for all our children. Thank you for your commitment to our Co-Op's success and community spirit.

## Student Cell Phone Policy

At Co-Op Days, we recognize the importance of technology in today's society while also acknowledging the need to create a conducive learning environment. The following guidelines outline the cell phone policy for students during class and on campus:

**Cell Phone Usage:** Cell phones should be turned off or set to silent mode during class time to minimize disruptions. Students are not permitted to use their cell phones for personal use, including texting, social media, or browsing the internet unless explicitly directed by the instructor for educational purposes.

**Exceptions:** In cases where cell phones are required for specific educational activities or projects, instructors will provide clear guidelines on their usage and ensure that students use them responsibly and appropriately.

**Emergency Situations:** In an emergency, students may use their cell phones with permission from the instructor. However, they should do so discreetly and without disrupting the class.

**Personal Responsibility:** Students are responsible for the safety and appropriate use of their cell phones while on campus. The Co-Op is not liable for any loss, damage, or theft of cell phones brought onto campus.

**First Offense:** Upon the first instance of violating the cell phone policy, the student will receive a verbal warning from the Parent Instructor or Co-Op staff.

**Subsequent Offenses:** Continued violations of the cell phone policy may result in temporary confiscation of the cell phone or notification of a parent or guardian.

**Repeat Offenses:** Persistent disregard for the cell phone policy may result in more severe consequences, such as temporary suspension from class or campus, at the discretion of the Co-Op director and leadership team.



## Dress Code-Modesty-Philosophy

As Christians, it is our desire for students to please the Lord and be a good witness to others in both appearance and behavior. There is a definite relationship between good dress habits, good work habits, and proper Revival Homeschool office behavior. We require students to dress modestly without drawing undue attention to themselves. Why? Modesty is centered on the assumption that each student is valuable because they are made in God's image—not because they are physically attractive to the opposite sex or because their appearance conforms to the expectations of the world. Each element of the dress code is outlined with this assumption in mind. To that end, students should avoid extreme or questionable fads and fashions. We believe that proper student dress, along with continual effort for good attitude and behavior, are essential elements of our wholesome Christian learning environment. Revival Homeschool office reserves the right and sole discretion to determine that which "attracts undue or excessive attention to the wearer . . ." and is, therefore, unacceptable.

## Dismissal from Program

Persistent disruptive behavior, disrespect towards peers or instructors, bullying, harassment, or any behavior that undermines the safety and well-being of others and the learning environment may result in dismissal. Unauthorized dropping off of kids will result in immediate dismissal from Co-Op Days.

## Class Room Procedures

### Copies

#### Procedure:

1. **Submission of Requests:**
  - All photocopy requests must be submitted via email to the Revival Homeschool office
  - Requests must be sent at least one week prior to the class date.
  - Late submissions may not be accommodated if received at the last minute.
2. **Details to Include in the Request:**
  - **Color or Black and White:**
    - Specify if the copies should be in color or black and white.
  - **Number of Copies:**
    - Clearly state the total number of copies needed.
  - **Two-Sided or Single-Sided:**

- Indicate if the copies should be printed on both sides of the paper (two-sided) or on one side only (single-sided).
- **Stapling:**
  - Indicate if the copies need to be stapled.

## Spending and Reimbursement

Before making any purchases, please check our existing supply inventory first. If the needed item is not available, you must obtain preapproval from the Revival Homeschool office before purchasing. All receipts must be submitted to our office within two weeks of the purchase date for reimbursement.

## Prayer

Prayer is important in our Christian Co-Op because it helps us center our hearts and minds on our faith in Jesus and our shared purpose. It encourages us to rely on the Holy Spirit to guide our actions and interactions with kindness and compassion. By beginning our time together with prayer, we invite God's presence into our activities, seek His wisdom, and strengthen our commitment to living out Christian values in our educational journey. We ask that all Instructors begin their class with a prayer to set a positive tone for the day. It's a great way to bring everyone together and start on the right foot.

## Bathroom time

For bathroom breaks, children in grades K-3 must be accompanied by an adult. Older students must ask for permission before leaving class to use the restroom. This ensures safety and helps maintain a smooth classroom environment with the fewest disruptions.

## Discipline

Students who are disrespectful to fellow students and parent instructors and disruptive must be dealt with immediately for the preservation of a good learning environment. Parent instructors and helpers are to speak to the child about their behavior in a calm, loving, yet firm way that explains what the child has done wrong and that if the child does not correct their behavior, the child will be handed over to their parents for the remainder of the class. Any child who is repeatedly breaking the rules may be sent to the Revival Homeschool office.

## Signing In-2 years-3rd grade

Parents are required to sign their child(ren) in and out. This ensures their safety and helps us keep track of attendance.

## Morning Announcements

All parents and children participating in Co-Op Days will meet at 8:45 AM on the playground for announcements and prayer.

## Parent Job Descriptions

### Parent Instructors

- Lesson planning and syllabus: A lesson plan must be turned in to the Revival Homeschool office in August before classes start for prior approval.
- Arrival 8:30 AM - All Parent instructors must arrive by 8:30 AM to set up their class and pray with their team.
- Communication: A week before each class, an email must be sent to the class parents outlining any needs of the upcoming class, etc.
- Duties
  - Will teach 1 of 4 subjects that are planned for the class.
  - Work with the other three parent Instructors to divide tasks and accomplish goals according to the syllabus provided by the Revival Homeschool office.
  - Take attendance.
  - Keep class on track, focused, and disciplined to do work in the time frame.
  - Communicate with table leaders and assistants what is needed for projects.
  - Hold mini-meetings before class to pray and prep as needed for class.
  - Turn in the Attendance sheet to the Revival Homeschool office at the end of the day.

### Table Leaders

- Each helper will assist the Instructor with carrying out the instructions for a project given in class.
- Maintain order at each table.
- Assist kids in projects.
- Guide parent helpers in helping the kids.
- Be in charge of cleaning up your table.
- Clean up after class.
- Listen to kids recite memory verses and mark sheets.
- Gather and prepare supplies for your table.

- Walk students to the bathroom when they have to go during class.
- Fill in for table leader if absent.
- Sit next to any student who needs extra help or who is misbehaving.

## Hall Monitor

Hall Monitors will monitor activity in the halls on the first and second floors of the west side of the main church building. Your focus will be keeping kids from lingering in halls, stopping and questioning anyone who does not have a pink or green badge, and reporting any unwanted visitors or odd behavior. The main building is an office for several ministries, as well as the Revival Homeschool office. Noise above a normal speaking voice is discouraged. Keep children off the elevator unless they're absolutely unable to take the stairs. Report any suspicious behavior to the Revival Homeschool office via radio—direct church visitors to the church admin office.

- Walk the halls inside the church upstairs and downstairs and make sure everything is okay.
- No running in the halls.
- Check if classes need anything.

## Field Supervisor

The field is for all the kids, but specifically kids ages 13 and up. Field Supervisors are required to wear a safety vest, whistle, and radio. Your shift will take place either on the side of the field under or near the white EZ up or on the field. Your main objective is to discourage poor behavior amongst the kids and make sure that they do not go into the parking lot. Report issues to one another and to the Revival Homeschool office via the radio.

- Supervise each side of the field.
- Make sure kids are behaving.
- All trash and toys are picked up at the end of lunch.
- Must wear Vest and Whistle.

## Playground Supervisor

Small playground - ages 2-4

Large playground - ages 5-12

Your job is to ensure that the kids are using the play equipment safely and properly and that no one who is not part of Revival Homeschool is using the playground. Also, keep an eye on all gates to ensure that they are closed and latched at all times.

- Must wear vest and whistle.
- All kids are abiding by age limits on both playgrounds.
- Enforcing safety and proper usage of equipment.
- Helpers are wearing vests.
- Make sure gates are closed.
- Trash is picked up at the end of each day.

## Safety

- Walk all campus and report any odd behavior.
- Report any parked cars with unknown people in them to the Revival Homeschool staff.
- All parents assigned to a safety position will be asked to wear a safety vest and whistle and will be required to carry a radio in addition to their parent name badge. This will make it easy for you to be identified by Revival Homeschool and church staff.

## Hospitality

- Set up coffee and water and clean up after.
- Report supply needs to Revival Homeschool office and purchase if needed.
- Must stay in Room 5 (8:00 AM-10:00 AM Setup. 11:00 AM-1:30 PM).
- Clean Up.
- Take sign-ups for future snacks.
- Help plan special events for parents.

## Campus Walker

You will report to your position at your assigned time. The focus of your position is to maintain eyes on the campus as you walk around two specific areas of the Revival Christian Fellowship campus. The walkways that are around the outside classrooms 31, 32, 33, and 34, the playground, the backfield, and the front and back areas of the church, in addition to the parking lot, are in one position. The walkways around the perimeter of the church's main front entrances, side and back entrances, in addition to the parking lot. Your job is to keep an eye on these areas for any suspicious behavior or people: erratic behavior, people sitting in cars, unknown visitors, etc. Report any suspicious behavior to the Revival Homeschool office via radio. Direct all visitors to the church office.

## Late Check-In

The purpose of this position is to track any persons entering the campus. Please report to room 0 by 8:55 AM. Anyone arriving past 9:00 AM. to Co-Op Days must enter the building through room 0 outside the entrance. Once signed in, you'll allow them entry. (this does not apply to people doing church business). All church visitors need to be directed to the church admin office. Please be sure that all parents wear their badges. If, for some reason, they don't have their badges, you'll give them a "guest" badge. At 11:00 AM, close the outside door and bring a sign-in sheet to the Revival Homeschool office. Report any suspicious behavior to the Revival Homeschool office via radio.

## Safety and Security

### Background Checks

All adults on campus during Co-Op Days are required to submit to a background investigation. All background checks will be administered in accordance with AB506.

### Two Adult Rule

Children must never be alone with one adult at any time. Revival Homeschool requires that kids always be in the presence of at least two adults.

### Big vs. Little Playgrounds

Each of the playgrounds on our campus has designated age limits and restrictions imposed by the church for the reasonable safety of the kids using them. The small playground is limited to kids aged 2-4, and the big playground is for kids aged 5-12. There are no exceptions.

### Field

The backfield is for all kids to enjoy, but mainly for the older kids to play sports. We also welcome parents to bring lawn chairs and a picnic lunch to enjoy while on campus.

### Training Day

Before Co-Op Days start in the fall, all families enrolled in Co-Op Days will be required to attend our annual Safety Training Day in August. We will be trained on what to do in case of an on-campus emergency, including active shooter and threat training, threat assessment, light first aid, etc.

## Name Badges

For safety reasons, all parents and kids on campus must wear a name badge. Everyone will be issued one badge initially; any replacements will incur a fee. Thank you for helping us keep our campus safe.