



CHRISTIAN HOME EDUCATORS ACADEMIC RESOURCE

building the future one lesson at a time

2024-2025 Handbook



Building the Future One Lesson at a Time.

Proverbs 9:10 - The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.

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Welcome

Christian Home Educators Academic Resource (CHEAR) was founded and created to provide a Christian learning environment that supplements education for homeschool families. We may be new in name but our admin team has over 14 YEARS of combined Christian co-op administrative experience ready to facilitate a true cooperative between seasoned tutors and homeschool families. Our directors and advisors have in excess of 50 YEARS of combined leadership service to the homeschoolers of North Texas. Our veteran homeschooling families and tutors include the original founders of DasCHE who were also the founding co-creators of our co-op 24 years ago. With CHEAR, you will be surrounded and encouraged by experienced veterans who have all been there and done that successfully!

A homeschool co-op consists of homeschooling families, dedicated tutors, passionate administrative team and a facility to partner with in ministry. Without one of these four key roles of the co-op we would not exist. It is intended not to replace education learned at home but supplement and enhance families' home education experience. The parent is the PRIMARY educator while enjoying the experience of having passionate tutors (not teachers) assist them in upper level courses and enrichment classes. We are providing the supplemental education by offering preschool programs, elementary enrichment classes and upper level core classes. Families can choose how many classes they wish to proceed with that best fits their needs. We recommend new families beginning with no more than four (4) classes per student to learn the process and become comfortable with the rhythm.

Classes will take place once a week on Wednesdays with the exception of a few upper level classes and fine arts programs that meet twice a week (Monday and Wednesday) during the school year. Many of these classes will include homework assigned by the tutor to be completed at home. As the primary educator, parents are to keep their student accountable on the assignments given and be responsible for grading their children's work. To this end, the tutor and the parent both have the responsibility to keep the student accountable.

In order to foster a proper learning environment and keep order in the daily operations of our class times a handbook of policies and procedures is to be followed by every member of CHEAR. In order to maintain clear communication and support our families it is necessary to provide guidelines that will keep our families safe, accountable and ready to pursue their school year at CHEAR.

As we pursue each and every school year, our needs will continue to grow. In order to best serve you and your family this handbook will continue to be updated yearly as needed by the administrative team and submitted to the advisory committee for review. If you find new ways to improve your experience we encourage you to speak with the administrative team your ideas and input. All considerations will be taken into account for future versions of this handbook.

Mission Statement

Our mission is to provide a holistic educational experience rooted in Biblical principles and Christian Values, fostering critical thinking, creativity, and a deep passion for learning in every student. We believe in the inherent value of each child and seek to cultivate a profound love for God and His creation in everything we do. Our commitment to inclusivity and relationship-building across diverse backgrounds and denominations enriches our co-op, empowering us to support and uplift one another on our homeschooling journeys. Ultimately, we aspire to equip our students as lifelong learners and devoted followers of Christ, empowering them to positively impact their families, communities, and the world for the glory of God.

Biblical Foundation & Statement of Faith

This co-op welcomes participants of any denomination to engage in classes, as we believe that we are all one in Christ Jesus (Galatians 3:28). Tutors must teach in a manner that honors Biblical principles, recognizing that the fear of the Lord is the beginning of wisdom (Proverbs 9:10), and that we should do everything in love (1 Corinthians 16:14). We believe that the Bible is the final and only source of authority in our lives, as it is God-breathed and useful for teaching, rebuking, correcting and training in righteousness (2 Timothy 3:16). Our core values and character traits are rooted in the Bible, and we believe that our faith in Christ is essential to our success as homeschoolers and as individuals, as we trust in the Lord with all our hearts and lean not on our own understanding (Proverbs 3:5-6). We are committed to deepening our understanding of the Bible and applying its teachings in all areas of our lives, as the Word of God is living and active, sharper than any two-edged sword (Hebrews 4:12).

We also believe that children are a gift from God and strive to provide them with Biblical teaching and raise them up in godly character, as we train them up in the way they should go, so that when they are old they will not depart from it (Proverbs 22:6).

- **We believe that the Bible** is the inspired, infallible, and authoritative Word of God (2 Timothy 3:16).
- **We affirm that there is one God**, eternally existent in three persons: Father, Son, and the Holy Spirit (Matthew 28:19).
- **We affirm the deity of our Lord Jesus Christ**, His virgin birth (Matthew 1:23), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death through His shed blood (Romans 5:8-9), His bodily resurrection (Luke 24:39), His ascension to the right hand of the Father (Acts 1:9-11), and His personal return in power and glory (Revelation 1:7).
- **We affirm that regeneration by the Holy Spirit** is essential for the salvation of lost and sinful man (Titus 3:5).
- **We affirm the present ministry of the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).
- **We affirm the resurrection** of both the saved and the lost, with those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation (John 5:28-29).
- **We affirm the spiritual unity** of believers in our Lord Jesus Christ (Ephesians 4:3-4).

Sanctity of Life, Gender, Sexuality and Biblical Marriage

CHEAR is a Christian co-op that is guided by biblical principles and values. The co-op's principles regarding marriage, sexuality, gender, and the sanctity of life are rooted in scripture. We believe that God established marriage as a covenant between one man and one woman (Genesis 2:24, Matthew 19:4-6) and that sexual intimacy is a gift from God to be enjoyed within the context of marriage (Hebrews 13:4, Song of Solomon 4:12-5:1). We also affirm that God created each person with a unique gender identity, which is grounded in biological sex (Genesis 1:27, Psalm 139:13-14). We believe that all life is sacred and should be protected from conception until natural death (Psalm 139:13-16, Jeremiah 1:5). These biblical beliefs inform our approach to education and shape our policies, practices, and interactions within the CHEAR community. We welcome families who share these beliefs and are committed to upholding biblical truth in all that we do.

CHEAR Advisory Committee

The Advisory Committee of CHEAR is an essential part of our organization, fulfilling a wide range of duties to ensure that we operate in accordance with our nonprofit 501(c)3 status and uphold the bylaws that govern our co-op. The committee serves as the board of directors for our organization, overseeing our operations, finances, and strategic planning. They are responsible for maintaining our nonprofit paperwork, ensuring compliance with legal requirements, and keeping the co-op accountable to its mission and vision. The Advisory Committee also meets once to twice a year to head up committees for events, working alongside parents and tutors who are actively involved in the co-op. Their collective wisdom and expertise help to shape our policies and practices, and their commitment to our community ensures that we continue to thrive and serve the needs of our students and families. We are grateful for the hard work and dedication of our Advisory Committee members and value their contributions to the success of our organization.

CHEAR Leadership Team

CHEAR Leadership is managed and facilitated by an administrative team made up of members in the organization. The Leadership team of CHEAR is in charge of handling communication with the facility staff, handling tutor classes, organizing and running the website, handling bookkeeping, treasurer responsibilities and family registration.

The Primary Function of a Co-op

A CO-OP IS:

- **Supplemental:** We provide supplemental education and we are an added bonus to your primary education
- **Educational:** Our classes are FUN but educational. Younger classes are aimed at learning how to love learning. Older classes are meant to challenge and support!
- **Resourceful:** We not only offer scholastic classes but have field trips, theater performing programs, contests, teen and elementary events, National Honor Society, Graduation, Gala and more!
- **Supportive:** We are your biggest cheerleaders in your homeschooling journey and aim to provide all of the content and opportunity to make your experience memorable!

A CO-OP IS NOT:

- **A Replacement:** We are not here to replace your schooling at home because you are the primary educator of your child.
- **Full-Time:** We cannot teach all that you need once a week. This is where parents and tutors partner together to help their student thrive!
- **School:** We do not function as a school with teachers, principals and additional staff. We are a collective group of homeschooling parents offering and working together to provide a learning experience.
- **For Everyone:** Not everyone's homeschool season allow the commitment and dedication to a homeschool co-op. We advise that you do the research, understand the commit required of you and your student, and the financial commitment before decide to apply.

The Primary Function of a Tutor:

A TUTOR IS:

- **A Partner:** They are here to provide a unique learning experience and help your child understand content they may be struggling with at home.
- **Encouragers:** They want to make learning fun and help the parent be successful in their learning.
- **Inspiration:** They can provide more hands-on experiments and projects that you may not otherwise receive at home. This is a chance for the kids to love all of the things they learn and want to continue learning more! Leave the slime and dissections to the tutors!
- **Independent Contractors:** Tutors do not receive pay from the co-op but rather are hired by the parents. You pick your students classes and hire that tutor to teach them. You also pay your tutors ON TIME every month.
- **Moms & Dads:** These tutors are parents within our co-op who have dedicated their year to teaching your student while earning additional income. Please commit to your contract with your tutor by paying on time and keeping your student accountable to the work being requested by them.

A TUTOR IS NOT:

- **A Replacement:** They are not the primary educator - that is the parent's responsibility.
- **Full-Time Educators:** They cannot provide all of the content that you need to successfully complete your curriculum. They are here to supplement and provide new ways to learn!
- **Babysitters:** Yes, we are a drop-off program but our tutors are not here to hold a student in class. They desire for the kid to actively participate, learn and engage in the class. *The tutor reserves the right as an independent contractor to dismiss a kid from class enrollment if they are a distraction to the learning environment.*
- **A 24-Hour Availability:** Our tutors are homeschooling parents whose first priority is to teach their own children at home. Please respect their privacy and homeschool season by minimizing communication outside of Wednesdays. Please request to meet with them at co-op if incidences arise.

The Primary Responsibility of the Parent:

TO THE CO-OP:

- **Participate:** It is important that the parents engage and actively participate within our organization. We may be a drop-off program but we rely on parent ideas and initiative to provide all that we can for our students
- **Handbook:** We rely on our parents to follow the handbook policies regarding dress code, time management and behavior of our membership.
- **Service Hours:** That you commit to the service hours that you signed up for and find your replacement if you cannot come.
- **Communication:** Be responsible for following up with email communication from the co-op or the tutors!

TO THE TUTOR:

- **Tuition:** Pay ON TIME to your tutors each month. Tuition is due on the 1st Wednesday of each month. Failure to communicate up to 3 times with the tutor about delays will result in discussion with the Leadership Team.
- **Accountability:** Keep the students accountable to the homework provided by the tutor. Reinforce what the student is learning each week.
- **Communication:** Be responsible for following up with email communication from the co-op or the tutors!

Tutors

Tutors at CHEAR are considered self-employed and independent contractors. They are responsible for their own class policies, communication, bookkeeping and tutor fees. While our tutors play a crucial role in supporting our students' academic and spiritual growth, it is important to note that they are not full-time teachers. Our tutors are here to provide supplemental teachings, to enhance and reinforce the instruction that our students receive at home from their parents.

- Tutors complete a membership application, provide a course description with their class proposals, provide a biography.
- Tutors complete a background check and complete a Child Abuse Awareness Training through Protect My Ministry.
- Tutors sign a Statement of Faith acknowledging that our co-op teachings are based on Biblical Truth upon which this co-op was founded. We require them to provide their class descriptions and materials to approve.
- Tutors are allowed to discuss topics such as abortion, modern feminism, homosexuality, and theory of evolution are permissible in upper level core classes only from a Biblical Worldview.
- Tutors determine their tuition and supplies for their classes.
- Tutors may require their families to purchase supplies and textbooks in addition to what is covered in their supply fee.
- Tutors have the RIGHT to deny a family enrollment at registration or anytime during the year.
- Tutors have their own policies for grading, requirements, assignments and how the class curriculum is planned throughout the year. But it is the parents responsibility to keep their students accountable to the curriculum and grading because the tutor is not the primary educator.
- Tutors will keep in constant communication regarding their class information. Be on the lookout for these emails!

Communication

- **Email:** Emails will be sent frequently by the organization, tutors and administration pertaining to your membership and classes. It is the members responsibility to know current information (deadlines, changes, etc.) **CHECK YOUR EMAIL!**
- **Tutor Communications:** Tutors will provide their communication preferences when they send their welcome emails
- **Calendar:** We will have a community Calendar on the website detailing events and class schedules
- **Facebook:** We have a Facebook Group for our Members ONLY that we use in addition to email correspondence
- **Administration Emails:** To email a member of the administrative team, please visit the website for contact information
- **Text Opt-in:** Every member is advised to Opt-in to receive text messages from the organization in the event of an emergency, drills, lockdowns, extreme weather, fire and application reminders. You can select this option in our member profile.

The Administrative Team will take a day off on Thursdays following co-op. They will not be available to respond to phone calls, emails or other forms of communication at that time. We believe that giving the administrative team a day off from communication will allow them to recharge and come back stronger to better serve the families within the organization. Every member, including administration, tutors and advisory committee are homeschooling families. With that in mind, please limit communication until after 2 P.M. to respect homeschool hours. Boundaries are important to every member in our homeschool journey!

Returning and New Family Membership Rates 2024-2025

The fees for membership apply to the expenses and ongoing administrative costs for the entire year as it pertains to the facilities rental, administrative staff paychecks, and needs throughout the year.

Returning Family Membership Fees for 2024-2025:

1. \$175 Membership valid the whole month of May
2. \$200 Membership valid June 1st @ 8 PM
3. \$225 Membership valid June 9th @ 8 PM
4. \$250 Membership valid June 16th @ 8 PM
5. \$275 Membership valid June 21st through August

New Family Application Membership Fees for 2024-2025:

1. \$25 Non-refundable Application Fee
2. \$250 Membership valid May 7th
3. \$275 Membership valid June 1st @ 8 PM
4. \$300 Membership valid June 9th @ 8 PM
5. \$325 Membership valid June 16th @ 8 PM
6. \$350 Membership valid June 21st through @ 8 PM

***NOTE:** After you are accepted as a new family post-interview, you will be charged the rate based on the timeframe that you first applied.*

Steps to Apply as New Families

1. New families are required to pay a **non-refundable \$25** application fee and confirm an interview date.
2. New families must provide two family references, with one reference from an active organization such as a church, co-op, or scouts. While not mandatory, it is recommended to have at least one reference from CHEAR.
3. New families are responsible for following up with their references to ensure completion before the interviews to secure their interview slot.
4. Interviews, conducted by the Administrative Team, tutors, and veteran members, offer a choice of five available days. These interviews delve into detailed questions, address inquiries, and facilitate getting to know the family, aiming to assess compatibility between the co-op and the family.
 - o All members involved in the CHEAR academic year, including parents (or both sets of parents in divorced families), all children within the same household regardless of enrollment, and any primary educators representing the family, are required to attend the interview. This is mandatory so that all parties hear the details regarding participation and that we understand everyone's role.
5. Following the leadership's decision, applicants will receive an acceptance email from the Registrar and proceed with completing their membership and paying membership dues.
6. New families can select their service hours starting from July 9th. Service Hours must be fulfilled before progressing to the next step.
7. After selecting service hours, new families will await class registration opening on July 16th.
8. On July 16th, families can choose their classes online.
9. Upon the conclusion of registration, families will await communication from their assigned tutor.

Service Hours

Service hours are an essential aspect of being a part of a homeschool co-op. Service hours help to build a sense of community and unity within our co-op. By working together each week providing security and management at co-op, we strengthen our relationships with one another and foster a spirit of cooperation and teamwork. With the exception of tutors and the administrative team, each family is required to work 24 service hours per year at CHEAR. One person missing for the week can have negative impacts on our daily operations. If you are to miss a week of co-op it is your responsibility to find a replacement for that week and swap that persons hours to maintain your requirement. This can be used via our Facebook Group, member directory, etc. If you cannot find a replacement, the admin will be in communication with you with alternative needs throughout the year. *Tutors are exempt from committing to service hours.*

Service Hour Positions:

- **Crew Shift Lead:** You will be responsible to lead all volunteers on Morning or Afternoon Shift. You will check in on all members on shift to ensure that they are doing their tasks. This also includes special events on Wednesdays such as Preview Day, Grandparents Day, etc. The goal is to alleviate the admin team by serving as coordinator and being the go-to for any issues. *(Available ONLY for veteran members to choose)*
- **Morning & Afternoon Shifts:** may include but are not limited to security, check-in stations, cleaning crew, hallway monitors, helping at events, etc.
- **Lunch Hour Shifts:** There are two lunch shifts in which parents will help maintain order during lunch time, help children clean up and also assist during a quick recess time.
- **Event Crew:** These are positions are for alternative needs if you are behind in your hours and need to catch up.

Here are the selections of hours to choose from:

Morning Crew Shift Lead: 8:00 AM to 12:00 PM (4 Hour Shift)

Morning Crew: 8:00 AM - 12:00 PM (4 Hour Shift)

Afternoon Crew Shift Lead: 12:00 PM - 4:00 PM (4 hour Shift)

Afternoon Crew: 12:00 PM - 4:00 PM (4 Hour Shift)

Elementary Lunch Hours: 11:25 - 12:25 PM (1 Hour Shift)

High School Lunch Hours: 12:20 - 1:20 PM (1 Hour Shift)

You **cannot** serve a 4 hour shift and 1 hour lunch together.

You **can** serve two 4-hour shifts (8 total).

You **can** serve both lunch shifts (2 total).

Service Hour Q&A

What do I do with littles or kids not enrolled? We will pick a position suitable to accomodate the kids that are with you on shift.

Can I pay someone to cover my hours rather than swap? Yes, parents have done this before and it is permitted.

Who can cover my shift? Only your spouse listed in your profile OR a member of the co-op can cover your hours.

Tuition and Supplies Fees

Tuition is due at the first Wednesday of every month for a total of 8 equal payments. Your 1st Month Tuition will cover December and May.

July - 1st Month's Tuition & Supply Fee Owed

September - 2nd Tuition Payment

October - 3rd Tuition Payment

November - 4th Tuition Payment

December - NO TUITION

January - 5th Tuition Payment

February - 6th Tuition Payment

March - 7th Tuition Payment

April - 8th Tuition Payment

May - NO TUITION.

Each tutor at CHEAR is an independently contracted individual, and the co-op does not process paychecks for them. Therefore, it is crucial for parents to *stay organized* and *manage payments* to all tutors promptly. This includes reading emails to understand their preferred payment methods and ensuring payments are made on time.

Late payments will incur a fee of \$10 per week, payable directly to the tutor. If a payment is overdue by the third week, the administrative team will contact the parent via email, issuing a warning about the past-due tuition and and potential consequences, which may include dismissal if late payments persist.

Maintaining timely payments to all tutors is essential to uphold your membership status with the co-op.

After registration, you are required to pay supply fees by end of the week. Unpaid tuition & supply fees by Monday, July 22nd at 9 PM will drop you from the class. Following registration, all tuition owed for September will be paid depending on the time your class starts (Early Classes vs. Regular Start). IT IS THE PARENT'S RESPONSIBILITY TO PROVIDE SUPPLIES NOT OFFERED BY THE TUTOR. For example, backpacks, pencils, paper, etc. Please read the emails to understand what is expected of you.

Add/Drop Policies

Although circumstance and needs change, dropping classes from your schedule post-registration is DISCOURAGED. Upon registration, as an organization, we expect your enrollment to be concrete and your commitment to be year-long. Your tutor has made plans, post-enrollment, to purchase their supplies for your student and teach them all year. Please honor this commitment by selecting your classes carefully so you do not have to make a decision to drop later. The policies in place for adding and dropping a class require fees to not only the tutors but also administrative fees. *It is NOT the co-op's policy for tutors to return or refund any tuition paid prior to any adds or drops.* See the financial commitments in the graphic on the next page.

Process of Add/Dropping

1. Reach out to the tutors for prior approval. If there are unpaid balances due before submitting you must pay them before getting approval.
2. Submit the add/drop form after you have received approval.

3. Pay the Drop Fees of \$25 per class / per student or Add Fees of \$10 per class/ per student. These charges will be made payable through the website.
4. Pay the Tutors what is owed based on the calendar deadlines below.

Add/Drop Tuition & Fee Schedule

July 17th, 18th and 19th by 6 PM	Administrative Fee of \$15 / Per Drop Administrative Fee of \$10 / Per Add Withdrawal Fee \$75 / Per Student	**REGISTRATION WEEK** Any changes made to your schedule that week will owe the add/drop fees. Tuition & Supply Fees DUE from final changes by July 22nd.
August 5th - 9th by 6 PM	Administrative Fee of \$25 / Per Drop Administrative Fee of \$10/ Per Add Withdrawal Fee \$75 / Per Student	Adds: Supply Fee owed and 1st month's tuition Drops: Supply Fee and 1st Months Tuition forfeited
September & October	Administrative Fee of \$25 / Per Drop Administrative Fee of \$10 / Per Add Withdrawal Fee of \$75 / Per Student	Adds: Supply Fee Owed & 1st Month Enrolled Tuition Drops: Supply Fee & Current Month's Tuition Forefeited
November 1st 6 PM	Administrative Fee of \$25/ Per Drop Administrative Fee of \$10/ Per Add Withdrawal Fee \$75 Per Student	Adds: Supply Fee Owed and Current Month's Tuition Drops: FULL YEARS TUITION OWED
<ul style="list-style-type: none"> All Add/Drops Submission throughout the year are only open the <u>last week of the month</u>. All Add/Drops during the open timeframe will not be officially registered for the new class until the following Monday or Wednesday of the new month. For example, 		

****Registration Week** will only owe the add/drop fees owed to the administrative team. We encourage you to know your schedule fully to avoid the fees. Once we finalize your schedule for the year then you will pay the tutors by July 22nd. Tutors will send out their welcome emails by Friday evening the 19th.

Withdrawal Policies from CHEAR

A withdrawal from Co-op is to no longer attend any scholastic classes within the organization but your membership with still remains intact. You will be able to participate in events such as Graduation and the CHEAR Ball & Banquet with your membership dues.

If you are withdrawing from the co-op, please follow the add/drop policies and submit the same form.

A **\$75 withdrawal fee** per student will be paid directly to the co-op along with what schedule of tuition you owe based on the timeline of the add/drop calendar. *There will not be any \$25 drop fees per class applied if it is a complete withdrawal.*

In the event that a family withdrawals from the co-op, they understand membership fees will not be reimbursed.

*****If a family withdraws from the co-op and does not pay the tutor what is owed before withdrawing and has outstanding balances due, they forfeit their participation in field trips, Graduation, and Ball & Banquet. In addition, the opportunity to re-apply the following year will be prohibited.*****

Additional Fees

ID Replacement: If you are missing a badge, you can use a temporary badge up to your third (3rd) occurrence. Any badge after the third occurrence will be issued a \$5 badge replacement fee. Temporary badges will be worn appropriately across the upper torso (not the leg, the arm, the belly, the backpack, etc.).

Car Tags: The first car tag issued with your new ID's is complimentary. Any lost or broken tags will need to submit a request and pay a \$5 replacement fee.

Student Helper Fee: Students have the opportunity to serve a tutor's class for a full period if they have empty space in their schedule. We highly encourage this for service opportunities to the tutors who need extra hands. The availability depends on the tutors needs and is applicable only for 7th - 12th grade only. All Students must submit a request to be a helper prior to registration and the tutor will reach out. The fee to apply for one class for the whole year is \$30.

Field Trips: We will have multiple planned trips all year long but it is the families priority to pay for their group.

Gala: Our Gala (prom) is a separate cost outside of membership and varies each year.

Graduation: Graduation is a separate cost outside of membership and varies each year.

Registration for Classes

Registration begins as follows:

Administrative Team: July 14th

Tutors with Families: July 15th @ 8 AM

Returning Families: July 15th @ 10 AM

New Families: July 16th @ 10 AM

Families will select their students schedules for the entire year on their registration date. Every class period must be entered into their schedule so that no period is considered "empty." This helps administrative team on security purposes if needed. The four options for each class periods are as follows:

1. **Class Registration - classes they will be attending.**
2. **With Parent - meaning the parent is ON CAMPUS and the student is with them.**
3. **Off-Campus - the student is not on campus that period.**
4. **Off - Campus Lunch - High School Students 9th - 12th grade have written permission from parents to go off-site for lunch.**
5. **Student Helper - Registered to serve in a tutors class**

****Registration Week will only owe the add/drop fees owed to the administrative team. We encourage you to know your schedule fully to avoid the fees. Once we finalize your schedule for the year then you will pay the tutors by July 22nd. Tutors will send out their welcome emails by Friday evening the 19th.**

Attendance Policies

1. **Be on time for class and inform your tutors if you are running late.**
2. **If you cannot attend class please notify the tutors asap so they can be aware!**
3. **Commit to attending every week.** If unforeseen circumstances has caused multiple consecutively missed classes please notify the tutors and admin.
4. **Be in Dress Code in order to attend co-op for the day.**
5. **Follow the behavioral guidelines while on campus.**

Special Needs

At CHEAR, we strive to create an inclusive and welcoming environment for all students, including those with special needs. We do not discriminate against students with disabilities or special needs, and we are committed to providing equal access to educational opportunity with non-disabled peers. However, it is important to note that we may not be equipped to provide specialized services or accommodations that some students may require. Therefore, it is the responsibility of the student's parents to notify us and their tutors of their child's needs so that we can work together to determine the best course of action. We are dedicated to working collaboratively with families and tutors to ensure that every student has the opportunity to reach their full potential.

Student Expectations

- Attend classes regularly and arrive on time
- Participate in class discussions and activities
- Respect the tutor and other students by following classroom rules and being courteous
- Complete homework and assignments on time
- Be respectful to all authority.
- Bring necessary materials and supplies to class
- Ask questions and seek help when needed
- Communicate respectfully with classmates and tutors
- Represent the co-op positively in the community
- Seek conflict resolution as Biblically necessary.

Parent or Guardian Expectations

- Be the primary educator for their child and oversee their homeschool education.
- Attend mandatory meetings and events for the co-op.
- Ensure their child is prepared and on time for classes.
- Be responsible for their child's behavior and actions while at the co-op.
- Communicate regularly and effectively with their child's tutor(s) and other co-op parents.
- Fulfill any necessary volunteer commitments or service hours.
- Follow co-op policies and procedures outlined in the handbook.
- Provide necessary supplies or materials for their child's classes.
- Respect and support the beliefs and values of the co-op.
- Be available to be on campus full-time if situations or events of your student require full-time monitoring.
- Show respect to all admin, tutors and parents.
- Seek conflict resolution as Biblically necessary.
- Commit to your service hours and schedule.

Behavior Guidelines

Maintaining a positive and respectful learning environment is essential for our homeschool co-op to achieve its goals. As such, we have established behavioral guidelines that all members are expected to follow. These guidelines apply to co-op, field trips or other co-op sponsored events. Our actions and attitudes should always be in honor of our Lord Jesus Christ, as stated in Colossians 3:17: "Whatever you do in word or deed, do all in the name of the Lord Jesus."

- **Illness:** Do not bring a student or attend the co-op if feeling ill. This includes a fever within the last 24 hours, signs of a fever, bad cough, nasal discharge, vomiting, diarrhea. Please notify your tutor if there is an absence due to illness.
- **Respect Property:** It is of great importance that we set a good example of homeschooling and protect the facility we have been granted to use.
 - Throw away your trash
 - Pick up trash
 - Do not run in the building
 - Do not write on whiteboards without permission
 - Do not be in a room not intended for use.
 - Do not abuse facility equipment.
- **Dress Code:** Students, Parents, Tutors and Staff should arrive in dress code for class.
- **Weapons:** Do not bring knives, weapons (this applies to play weapons and real weapons), or any item that will cause disruption.
- **Boyfriend-Girlfriend:** Displays of affection common amongst a romantic boyfriend-girlfriend relationship are prohibited while on campus and is reserved for parental guidance outside the co-op.
- **Smoking, vaping, drugs or alcohol** is prohibited and not allowed on campus.
- **Appropriate Behavior:** No running, yelling, profanity, horseplay and disrespectful behavior. Address adults appropriately by using titles such as Mr., Mrs., Miss., or Coach. Immoral and dangerous behavior will not be tolerated and a parent will be notified immediately by another parent, tutor or administrative team member.

In the event that a member violates these guidelines, we have established discipline guidelines to address the situation. The first step is a verbal warning from the tutor or coordinator, followed by a written warning if necessary. If the behavior continues, parents will be notified and may be asked to remove their child from the co-op for a set period until a resolution can be made. We hope that these guidelines will help to create a safe and supportive environment for all members of our co-op.

Conflict Resolution

As a Christian co-op, we believe in the importance of biblical conflict resolution. In Matthew 18:15-17, Jesus outlines a clear process for resolving conflicts among believers, beginning with addressing the issue privately with the person involved and progressing to involve other trusted individuals if necessary. Our co-op seeks to follow this model in resolving conflicts that may arise within our community. We encourage families and tutors to first attempt to resolve conflicts with each other directly, seeking reconciliation and restoration in a spirit of love and humility (Ephesians 4:1-3). If this proves unsuccessful, we advise seeking the guidance of a the administrator of CHEAR to come together to find a solution (Proverbs 11:14, Proverbs 15:22). Only as a last resort, and after exhausting all other options, would we suggest involving parts of the advisory committee in the conflict resolution process (James 1:19-20).

By following this biblical model, we aim to promote peace, unity, and healing within our community, and to honor God in all that we do.

Steps of Addressing Conflict:

1. Go to the person (tutor, member, etc) to seek resolution
2. If resolution is not made and should require immediate attention please notify the administrator. An incident report will be filed when administrative team is involved.
3. Administrator will seek to resolve the situation and if it there is need to escalate then the administrator will seek counsel from the advisory committee.
4. Advisory committee will then handle the case as needed.

Discipline and Suspension

In the event that a member of our homeschool co-op engages in behavior that violates our behavioral guidelines or poses a risk to the safety of others, we may need to take action to dismiss or suspend that member. Dismissal or suspension will only occur after a thorough investigation and consideration of all relevant factors. Dismissal may occur if the behavior is severe or persistent, while suspension may be used for less severe infractions or as a temporary measure while an investigation is conducted. Parents will be informed of the decision and the reasons for it, and may have the opportunity to appeal the decision if they so choose. We take the safety and well-being of all members of our co-op seriously, and will do our best to ensure that any necessary dismissals or suspensions are handled with sensitivity and fairness.

Visitors

Visitors are welcome to come to the co-op. However, please follow the policies for visitors:

1. Visitors must be given administrator approval prior to the co-op day they are attending
2. If a member is visiting a class, after admin approval has been made, the tutor must be asked permission to attend the class.
3. Alumni students can visit after admin approval and only during lunch hours unless otherwise approved by a tutor to attend class.
4. Class tours are not available unless during a scheduled Preview Day (during the second semester) OR through advanced arrangements made with the Chief Administrator.

Facility and Emergencies

The host-facility where we hold our co-op classes have their own emergency protocols by which we will strive to abide by. These protocols will be prepared for each service hour volunteer, parents and tutors so they can be ready in the case of emergency. These will be provided prior to the start of the school-year.

In the event of a lockdown, fire, or severe weather threat, the co-op administrative team will notify by email and text any updates as needed. While opt-in for receiving text messages is optional, we highly recommend at least one primary parent sign up for text messages.

Snow/Weather: In the event of severe inclement weather with ice and snow, we will follow the plans of the local ISD. However, due to families traveling from all over the metroplex, sometimes a decision has to be made prior to any calls from the ISD.

Dress Code

Students, tutors, administrators, parents and visitors are required to dress modestly and respectfully while attending Co-op classes on Monday or Thursday. Failure to comply with abiding by the dress code will result in possible dismissal from the co-op. Please respect this simple request!

Dress code is as follows:

1. Tops:

- a. Modest neckline and length
- b. Sleeveless tops require a strap at the shoulder or a width of 3 fingers
- c. Normal-sized armholes for sleeveless tops
- d. Off-shoulder tops permitted if the shirt underneath the top is within dress code
- e. No midriff exposure; top covers the waistline and not at or above it.
- f. No shirts with lettering or images that contain or depict nudity, profanity, vulgarity, or that promote or support lifestyles, behaviors or beliefs which are contrary to scriptural mandates

2. Bottoms

- a. Shorts (including for boys) should not exceed 3" above the knee
- b. Skirts or dresses should fall within the range of 2" to 3" above the knee
- c. Jeans with holes, rips, or tears should be no higher than 3" above the knee. Any skin exposure above this mark must be worn with biker shorts or leggings for coverage
- d. Athleisure bottoms, leggings, and yoga pants are permitted with a top that provides adequate coverage.

3. Additional Dress Codes

- a. Shoes are to be worn at all times and be appropriate for activities
- b. Co-op ID Badges are required to be worn around the neck with a lanyard
- c. Temporary ID Badges must be worn around the neck with a lanyard

Any questions or clarifications regarding dress code policies please see an admin member

Order of consequences for dress code violations:

1. They will receive a verbal warning and an incident report will be filed.
2. They will receive a verbal warning, asked to go home and change, and an incident report will be filed.
3. They will receive a verbal warning and a notice of possible suspension.

****Exceptions to this dress code will apply to any class with a specific dress code. Please read your tutors policies.****

CHEAR Administrative Team reserves the right to make on-going decisions concerning clothing and grooming issues.

Event Participation with Membership

Membership includes the participation of the following events:

1. Graduation
2. CHEAR Ball & Banquet
3. Contests within the co-op
4. Field Trip Participation
5. Mission Trips or Study Tours

Graduation: Parents of Seniors will be required to be part of the planning committee led by a member of the advisory committee in order for their student to attend. It is a priority of our co-op that families be involved in many aspects of this organization. Senior parents will train and advise parents of Juniors for the next year.

Ball & Banquet: Parents of Seniors will be required to be part of the planning committee led by a member of the advisory committee in order for their student to attend. It is a priority of our co-op that families be involved in many aspects of this organization. Senior parents will train and advise parents of Juniors for the next year.

Field Trips: Field Trips are encouraged to be planned by parents in an effort to provide opportunities throughout the year. If you feel call to lead field trips, please notify the administrator so we can plan a committee group!

Graduation and Ball will require additional fees to participate. Prices are subject to change every year.

Review of Co-op Handbook Policies

The administrative team responsible for managing the organization's policies and procedures reviews the co-op handbook on a yearly basis, or as needed, depending on various factors. Any updates will be finalized with the Advisory Committee prior to signing the new application for membership. It is important to note that while the handbook serves as a comprehensive expectation for families, it is not a one-size-fits-all solution to all circumstances regarding incidents, violations and tuition concerns. Administrative Team will continue to use the handbook as a guideline in making appropriate choices in all circumstances.