

# Christian Home Educators of Sulphur Springs Cooperative (CHESS Co-op) Handbook of Operating Guidelines

## Co-op Structure

### Structure:

1. CHESS Co-op operates under a two-semester system, which includes a Fall Semester and a Spring Semester.
2. The membership meets on Monday mornings for three class periods, plus an opening ceremony and a dismissal.
3. Enrollment in CHESS Co-op is for one full year and for all class periods.

### Location:

The Co-op meets at Shannon Oaks Church on 1113 Shannon Road, East in Sulphur Springs, TX

### Schedule:

The Co-op runs by the following schedule:

09:00 – 09:25 – Set-up team arrive/set-up

09:30 – 09:45 – Membership arrives/Check-in

09:45 – 10:15 – Opening Assembly and Announcements

10:15 – 11:15 – 1<sup>st</sup> Hour Period

11:15 – 12:15 – 2<sup>nd</sup> Hour Period

12:15 – 1:15 – 3<sup>rd</sup> Hour Period

1:15 – 01:30 – Take students to sanctuary for pick-up. Dismissal and optional lunch; Tear-down team clean up.

\*The Committee reserves the right to increase/decrease the announcements and devotional time, and/or change class period times as necessary on any given week.

### Eligibility to Enroll:

Upon a majority vote of the Committee of Directors at a regular or specially called meeting, membership in this organization shall be extended to any current local homeschooling family that:

1. Has at least one child who is or will be a homeschooled student going into Kindergarten.

\*Kindergarten is defined as a child who is 5 years of age by September 1 of current school year.\*

2. Has a parent or legal guardian of all children registering who will enroll as the “Registered Adult” and who will actively participate in the Co-op and fulfill all Registered Adult Requirements.

Note: Any biological child, adopted child, child that is under the legal guardianship or child that is under legal foster care of the adult registering is eligible for enrollment. Any child under the care of the registering adult that does not meet these qualifications (i.e. a daycare child, a child that is babysat, grandchild (without legal guardianship), etc.) is not eligible for enrollment. Special Circumstances must be Committee approved.

3. Completes the registration packet in its entirety, to include all background and/or reference checks as required by CHES Co-op Committee and has all registration fees paid in full.
4. Agrees to acknowledge, respect, and always and fully abide by CHES Statement of Faith, Purpose, Core Beliefs, Handbook of Operating Guidelines, and any other governing documents as established by the Committee of Directors.

**\*The Committee reserves the right to accept or decline any application for enrollment.**

### **Termination of Enrollment**

A family or an individual's enrollment in CHES Co-op could be terminated for the following:

1. Unforeseen Circumstances – Situations that prevent a family or individual from attending CHES Co-op (job change, move etc.) would be cause for an honorable termination of enrollment. If, at any time during the semester, unforeseen circumstances require a family to break their commitment with CHES Co-op, the family should inform the Committee asap.
  1. Due to Co-op policy, a student is unable to attend unless he or she has a qualified Registered Adult in attendance.
2. Noncompliance – If, at any time during the semester, a family is known to be in noncompliance with these Operating Guidelines, the Adult or Student Commitment Letters, or any other governing documents, a special meeting between the family and the Committee will be scheduled to discuss the matter. After prayerful consideration and majority vote of the Committee, the Committee may terminate the family's membership.

### **Attendance Requirements:**

1. Weekly Co-op – Attendance at the weekly Co-op meetings is Required. Members will make it a priority to be in attendance every Monday during the scheduled weeks that the Co-op runs. All activities, appointments, commitments, work hours, travel, etc. should be scheduled outside of and around Co-op hours.
2. Opening Assembly – Attendance at the Opening Assembly of Co-op is required as it is very important to the functioning of the organization. No student or adult should linger in the halls or other areas of the facility, setting up classrooms, preparing for classes, or gathering their belongings, etc. during this time.\*Please notify a Committee member if there is a concern.
3. Classes – Attendance in classes is required. Every student, teacher, and helper needs to arrive to their classes on time and be in their assigned classes each week for the duration of the class period.

### **Remaining on Premise:**

1. Registered Adults – All registered adults must remain on premise for the entire scheduled Co-op time. If, due to extenuating circumstances, a Registered Adult needs to leave the premise, Committee approval must be given.
  1. Waiver of Liability and Authorization for Medical Treatment Form – This form must be completed and handed to the approving Committee member. The waiver must be completed in its entirety, with the signatures of the Registered Adult, the Responsible Adult and the approving Committee member.
  2. Copies – The original goes to the Responsible Adult and a copy goes to the Secretary who will keep the copy in a secure file. Copies are at the Registered Adult's expense.
  3. Required – No student may attend Co-op or be left at Co-op without the waiver being completed as per this guideline.

2. Students – Students must remain on premise during the entire scheduled Co-op time unless the Registered Adult has given permission, notified a Committee member and notified any teachers that will be affected by the absence.

### **Guests and Visitors:**

The Committee reserves the right to accept or reject any requests for visitors and guests.

### **Absences:**

When a member or family is going to be absent from Co-op, whether planned absence, illness, or emergency, the Service Hour Coordinator must be notified by text of the upcoming absence. A text should be sent prior to Co-op to all teachers that will be affected by the absence.

1. Adults (as Teacher and Class Helper) – When an adult is unable to attend Co-op, he or she must notify the following:
  1. Class Helper – The Class Helper assigned to the Teacher’s class will step in as the substitute teacher during the absence. The Teacher is responsible for getting the class outline and necessary materials to the Helper and for making sure the Helper knows what material is to be covered and what assignments are to be completed/given to the students.
  2. The teacher of the class where the adult is assigned as the Class Helper – this way the teacher will know of the change and can plan accordingly.
  3. A text should be sent to the Service Hour Coordinator, no later than 8AM, with information regarding the reason for and the date of the absence, who will be covering as the substitute, how the substitute will get the materials, and if the adult’s children (Kindergarten age and above only) desire to attend Co-op for that day and who the Responsible Adult will be. Permission must be granted by the Service Hour Coordinator for adult’s children to be in attendance.
2. Students – When a student is unable to attend classes, he or she (or the parent) must notify the following:
  1. Teachers – The parent and/or student is responsible for arranging for homework assignments to be delivered to the teacher and/or receiving homework assignments from the teacher.
  2. Service Hour Coordinator – For the Committee to be aware of the absence.

The Service Hour Coordinator will be responsible for finding a temporary Helper from the “Floater” list for the substitute teacher.

### **Registered Adult Requirements:**

1. All Registered Adults are required to fulfill certain responsibilities within the Co-op:
  1. Teacher/Co-Teacher – A Registered Adult may be assigned as a Teacher/Co-Teacher. Upon learning the class will be offered, the Teacher/Co-Teacher will provide a course description of the class along with a fee per student to the Registrar prior to registration. Teacher/Co-Teacher must complete Teacher Register Forms and three References.

The Teacher/Co-Teacher is responsible for preparing each lesson (including any lesson a substitute teacher will be handling and ensuring the substitute has all materials needed), bringing the necessary materials to class each week, completing the syllabus (including adjusting as necessary for cancelled days), assigning coursework, and handling any other function needed for the class.

2. Class Helper – A Registered Adult may be assigned as a Class Helper. Class Helpers fulfill the church (if applicable) and Co-op’s policy of having two adults in each classroom and they assist teachers by taking attendance, collecting and handing out papers, helping students as needed, dealing with students that are being a distraction so that teachers may continue working with the class, etc.
    1. The Class Helper becomes the substitute teacher when the Teacher is absent from class. The Class Helper is not responsible for preparing for the class unless an agreement has been made between the Teacher and Class Helper.
    2. Class Helper periods are not free periods: Helpers must be in class for the duration of the period and be available to help as needed.
  3. Coordinator – A Registered Adult may be assigned as a Coordinator. The Coordinator is responsible for coordinating special groups; such as nursery, preschool, Open House, and Teacher Appreciation, etc. (Some groups may be under the direction of the Supply Coordinator.)
  4. Floater – A Registered Adult may be assigned as a Floater. Floaters fill-in as substitute Class Helpers, Hall Monitors, or any other positions that need filled. Occasionally, a floater may be asked to step-in as a substitute teacher if there is an emergency. Hall Monitor – A Registered Adult may be assigned as a Hall Monitor. Hall Monitors keep order, assist any student, visitor, or unauthorized person who may be roaming the halls during class period time. On occasion the Monitor may be asked to step-in to assist if the Teacher, Co-Teacher, or Class Helper needs to step out of classroom for a brief moment to comply with the two adults in a classroom policy. A Hall Monitor may also be asked to be a Bell Ringer- a person who rings a bell to dismiss classes.
  5. Facility Team – All Registered Adults are assigned or volunteer to fulfill set-up, tear-down, or clean-up each Co-op day and during extra Co-op events and activities. Service Hour Coordinator will supervise this endeavor.
2. A second parent and/or young adults in the family may also register to teach and/or assist in classes with Committee approval and as needed.

### **Volunteers and Independent Contractors:**

1. Volunteers – CHESS Co-op welcomes both alumni and non-alumni individuals who volunteer to serve as teachers and helpers even though they do not have children enrolled in the Co-op. Volunteers are required to be Committee approved, oriented, fill out and sign all forms in CHESS Co-op registration packet; along with 3 references.
2. Independent Contractors – From time to time a teacher may be brought in to cover a class where the expertise they offer would be a benefit to the students (e.g. upper level high school classes). Compensated individuals are considered Independent Contractors and upon Committee approval of the position, must complete orientation, fill out and sign all forms in CHESS Co-op registration packet; along with 3 references.

1. The cost of bringing in an Independent Contractor will be incurred by the families of students benefiting from these services and will be divided equally among all registered students of the class.

### **Day of Registration:**

Order of Registration – Co-op Membership will register in following order:

1. Committee of Directors
2. Teacher/Co-Teacher and Coordinator of 3 class periods (hour)
3. Teacher/Co-Teacher of 2 class periods (hour)
4. Teacher/Co-Teacher of 1 class period (hour)
5. All Others

Complete Forms – All forms must be fully completed and registration fees made ready before first day of co-op. Registrations will not be accepted with incomplete forms or without the full registration fee. Registration forms may include: Family registration form, student class selection form, service hour form, registered adult letter of commitment, student letter of commitment, family waiver and release of liability, medical treatment authorization, student information form, and teacher application form.

### **Registration Deadline:**

1. Registration for Returning Member Families will be held before registration for New Member Families. Classes for the upcoming school year are dependent on the adults that have accepted a commitment to teach those classes; therefore, **all families must register on the registration date(s)**. Registrations received after this date will incur a \$20 late fee. If the late registration and the incurred late fee are not received by the deadline then set forth by the Committee, the family will be considered ineligible for enrollment in the upcoming school year.
2. Registration for New Member Families, if held on the same day, will be held after Returning Member Families have completed Registration. A time will be set by the Committee. Registration may be held on a different day but will always be after the Returning Member Families have registered if applicable. **All families must register on the registration date**. Late registrations of New Members are at the discretion of the Committee in deciding if enrollment will be for the current school year.
3. New Families who have recently moved into the area may be considered for enrollment in the upcoming year. All new families will be considered and must be approved by the Committee for enrollment.

### **Registration Fees:**

Co-op Registration Fees are due on the day of registration and are non-refundable. These fees help with the daily operation of CHESS Co-op, including but not limited to: facility fee (\$20/ year for 1 semester or \$30/year for full year), general supplies, classroom supplies, social supplies, administrative needs, kitchen supplies, and special events, etc. **The total fee per family is \$45 for fall semester only or \$55.00 for each current year – for both fall semester and spring semester.**

### **Class Fees:**

1. Class Catalog – Class fees are included in the Class Catalog for each class offered. These fees cover the cost of teacher-supplied copies, classroom materials, lab specimens, etc. Teachers may

also use class fees to help cover the cost of printing off extra material for their personal use to teach the lesson or to maintain a master copy of handouts, etc. Class fees may not be used to purchase curriculum unless the Committee has given express permission. Any curriculum purchased with class fees becomes the property of CHESS Co-op and must be handed in to the Committee once the class has run its course.

2. Master Class Fee List – A list of suggested maximum class fees for each type of class is included with the Catalog (Class) Description form. The purpose of this master list is to help teachers determine a reasonable class fee to charge for the class. The fees suggested are based off fees charges in previous years and actual surpluses or shortages of those classes.
3. Total Due – The total amount due for class fees per family is listed on the Family Class Assignment Form (FCA). The FCA is given to families after registration or orientation. All class fees must be paid in full by the required due date (as listed on the FCA) before the start of the new school year unless payment plan has been approved by Treasurer. Class fees are payable by check or cash and should be made out to “CHESS Co-op” and handed to the Treasurer personally.
4. Non-refundable – Class fees are considered non-refundable unless a class change is made.

### **Class Change Fee:**

The fee to make a Class Change is \$5.00 per class. This includes going from a class into Study Hall. This fee is in addition to any Class Fees charge in the catalog.

### **Instructor Fee:**

Instructor Fees charged by Independent Contractors will be divided amongst the students enrolled in the class.

### **Late Fees and Due Dates:**

Due dates and deadlines are in place to ensure that CHESS Co-op runs as efficiently as possible and to help Committee Members that rely on timely responses to complete their responsibilities within a tight timeframe. Late fees and/or other consequences will be implemented when these due dates and deadlines are missed as per various sections of these Operational Guidelines.

1. Registration – If families do not register by the Registration Date, a \$20 late fee will be assessed to their account. If the completed Registration Packet, the Registration Fee and the incurred late fee are not received by the date determined by the Committee, the family will be ineligible to register for Co-op and will forfeit all fees previously paid.
2. Class Fees – A \$20 late fee will be incurred for Class Fees not received by the Class Fee due date. If the total sum of the Class Fees and the incurred late fee are not received by the date determined by the Committee, the family will be ineligible to attend Co-op and will forfeit all fees previously paid.

The Committee, at its discretion, does reserve the right to waive or extend deadlines and/or fees, to forfeit previously paid fees, and to accept/deny payment extensions.

### **Refund of Fees:**

1. Registration Fees – are non-refundable
2. Class Fees – are only considered refundable when a Class Change is requested within the Class Change Window and approved by the Committee (see Section 8.09). Class fees will not be refunded when a request to change a class is made outside the change window.
3. Class Change Fee – are non-refundable
4. Late Fees – are non-refundable.

### **Class Fees: Reimbursements:**

Class Fee Reimbursements – Reimbursement of Class Fees for Teacher incurred expenses will be issued once properly documented receipts are received by the Treasurer. Reimbursement forms are available in attendance folder for completing. No reimbursements may be distributed without proper and completed documents along with receipts.

Reimbursements are to be turned in within 60 days of the incurred expense (as per IRS requirements) with the exception being end of semester expenses. All expenses need to be handed in before each semester ends unless approval is given by the Treasurer for an extended deadline.

### **Class Fees: Year-End Balances:**

All Class Fees are considered the property of the Co-op. Unless there is a significant Year-End balance of unused fees for an individual class, class fees will remain the property of CHESS Co-op and are non-refundable. Remaining balances will be designated to use as per Committee discretion.

### **Absence/Tardy Fee:**

A fine of \$25 will be issued to any Registered Adult who is absent or more than 15 minutes late without contacting the Service Hour Coordinator.

### **Hardship Requests:**

If a registering/registered family is having trouble paying registrations fees and/or class fees due to a hardship, a written request may be sent to the Committee for consideration of an extension of the payment deadlines. All questions concerning Hardship Requests should be directed to the Treasurer.

### **Class Change Process and Questions:**

All Class Fees, Class Change Fees and refunds (if applicable) must go through the Treasurer. No fees are to be exchanged between teachers and parents. All questions regarding fees, refunds, reimbursements, etc. should be directed to the Treasurer.

### **Cancellation of Classes:**

Classes may be cancelled after registration due to lack of student interest, teacher unavailability, or for other reasons as determined by the Committee.

1. Teacher and Class Helper – If another teaching position is available, the Teacher of the cancelled class will be asked to take what is available. If a class is not available, the Teacher will instead be assigned to a helper position. This policy also applies to the Class Helper of a cancelled class.
2. Students – Students registered for a class that is cancelled will be placed in their 2<sup>nd</sup> or 3<sup>rd</sup> class choices as listed on the Student Class Selection Form.

### **Accountability in the Classroom:**

For accountability purposes, CHESS Co-op will strive to have two adults in each classroom. The Committee will do its best to schedule substitutes as needed in keeping with this purpose. CHESS Co-op will also allow for husbands and wives to be a teacher/helper team when this partnership will work the best for the class.

### **Safety:**

1. Emergencies – All classes will take attendance at the start of each class period. In the event of an emergency, head counts will be verified against attendance forms. Teachers will receive emergency plans so that all members may be prepared to handle themselves in an emergency. Emergency exit strategies will be explained during Orientation.
2. Student Safety – Teachers and Class Helpers will ensure that classes remain a safe environment for all students by monitoring activities and student interactions, and by maintaining the Co-op's policy of having two adults in each classroom. Safety precautions will be taken in regards to experiments, food handling/serving, and all other activities offered during Co-op classes and events. Health precautions will also be taken to ensure students are not exposed to contagious illnesses and diseases.

### **Class Preparation:**

To help the classes of CHESS Co-op run as efficiently as possible, it is very important that both teachers and students come to class each week fully prepared.

1. Students – Students are responsible for ensuring that homework, and special assignments, are completed on time and handed to the teacher on time. The student will also seek the teacher's assistance if he or she has any questions about an assignment. Parents may need to assist their children with completing outside class work (e.g., checking work, visiting the library, obtaining books, conducting research, etc.) students must also come to class with all required supplies and materials.
2. Teachers – Teachers are responsible for ensuring that all lesson plans are prepared, activities are ready, and all copies and/or materials needed are on-hand for class. For any assignments or homework given, the teacher will ensure that every student has a clear understanding of the work expected with pending due dates, etc. all assignments and class work will reflect the original class description unless the teacher has notified all students and parents by email or letter of any changes to the curriculum. If a student struggles in the class, the teacher should do all he or she can do to help the student, including notifying the parent if necessary of any problems that cannot be easily resolved (e.g., student not prepared on a regular basis for class, or does not complete assignments, etc.).

### **Concerns in the Classroom:**

1. Student Performance – As each teacher is committed to giving his or her best, it is imperative that all students are faithful to complete their assignments in a timely manner. In the event a student comes to class unprepared on a regular basis. The teacher is responsible to notify the parent. If the situation continues, the teacher will notify the Committee and the Committee will meet with the family. If no resolution can be reached, the Committee reserves the right to pull the student out of the class.
2. Teacher Performance – As each family is committed to giving their best for the sake of every student, it is just as important that every teacher comes to class fully prepared. If a teacher comes to class unprepared on a regular basis or the teacher's performance affects the students, the Committee will meet with the teacher to discuss solutions. If no resolution can be reached for the benefit of the class, the teacher's family's enrollment in CHESS Co-op will be terminated.
3. Handling Concerns – For any issues in the classroom (a consistently unprepared student or teacher, concerns of disrespect by any individual, lack of evidence of work, student behavior towards other students, etc.) the individual needs to prayerfully go to the other parties involved: teacher student parent/legal guardian. All parties should work toward the goal of resolution and



understanding. In the event a workable solution is not attainable; the Director or Assistant Director should be notified to help resolve any issues.

4. Special Challenges – If a student is struggling and needs to be temporarily removed from the classroom the sanctuary or designated area is available for the parent/guardian to remain with the student. If the parent/guardian must remain with the student the Service Hour Coordinator will find a replacement for the Registered Adult's position. No students may be left unattended during Co-op hours. Students may not stay with their parent/guardian in the classroom where they teach or help unless the student is assigned to that classroom. Flexibility may be granted, by the Committee, for Nursery through Pre-K students. If the student's struggles cause concern with classes or prohibit the parent/guardian from fulfilling the Responsible Adult requirements, the Committee will meet with the family to determine if there is a workable solution and if attending Co-op is in the best interest of all parties.
5. Special Needs – Children who may need one-on-one attention will be accommodated, when possible as determined by the CHESS Co-op Committee.

### **Evidence of Work & Required Syllabus:**

1. Open House – All classes will be represented at Open House by performance and/or display.
2. Syllabus – Teachers will provide either a syllabus and/or class summary of material discussed, reviewed or used in class. A syllabus is required for all high school level classes. A hard copy (or emailed copy) of the syllabus will be given to each student at the beginning of each semester. The syllabus should be revised when any changes are made and reissued to the class. A detailed summary from the Course Catalog may be used by teachers as the summary for the class. No class should consist of only reading from a textbook.

### **Nursery through 2<sup>nd</sup> Grade:**

Classes are offered for younger siblings of students that are enrolled in K5 through 12<sup>th</sup> grade with the following qualifications:

1. Nursery - available for ages 0-2 years old
2. Emerging Learners – (Pre-K – Kindergarten) – available for ages 3-5; children must be completely potty-trained and able to use the bathroom independently to be placed in this class. Children who are not at this level may need to remain in the Nursery class. Students must be age three by September 1 of the year being registered for.
3. 1<sup>st</sup> and 2<sup>nd</sup> Grades – available for ages 6-7; children must be able to recognize numbers and letters and be comfortable using writing utensils, learning how to write, and learning to use math concepts. Children who are not at this level may need to remain in the Emerging Learners class. Students must be age six by September 1 of the year being registered for.

### **Illnesses:**

For the health of the Membership: Any individual that has had a fever, vomiting, diarrhea, yellow or green-colored discharge from the nose or eyes or a croup/whooping cough, within the last 24 hours may not come to any Co-op event.

### **Contagious Conditions:**

For the safety of the Membership: Any individual that has a contagious disease, skin infection or parasitic infestation (e.g., lice, pink eye (conjunctivitis) scabies, ringworm, chicken-pox/shingles, etc.) is prohibited from attending all Co-op related activities. For lice infestations, individuals must be completely clear from adults, pupae and eggs (or knits) for one week before resuming Co-op activities.

### **Medical Treatment Authorization:**

Medical Treatment Authorization – This form is completed as part of the Registration Packet and is kept on file by the Co-op for the duration of the year. The authorization grants the Responsible Adult and the Committee the right to seek medical care when the Registered Adult is absent from Co-op.

No student may attend Co-op events without the presence of the Registered Adult or the completed Medical Treatment Authorization.

### **Food in the Sanctuary:**

At no time is food or beverages (including gum) allowed in the sanctuary of Shannon Oaks Church. This policy is strictly adhered to and individuals will face disciplinary measures for failing to follow this guideline.

### **Inclement Weather:**

1. During inclement weather, CHESS Co-op will follow the policy of Shannon Oaks Church which is based on the SSISD.
2. Make-up – The calendar will allow for one make-up day at the end of each semester. The Committee reserves the right to not schedule a make-up day into the calendar.

A message will be posted to the CHESS Co-op on-line Loop and private face book page by 7:30AM the day of Co-op with information on closings. All inclement weather questions should be directed to the Director.

### **Member Questions and Concerns:**

1. Committee availability – CHESS Co-op strives to schedule a minimum of one Committee member in the Committee Room during each class period to be available to help with any needs of the membership. Committee members may also be contacted as per their contact information in the CHESS Directory. Comments and suggestions from the membership are always welcomed by the Committee.
2. Concerns with CHESS Co-op policies or decisions – Members with questions or concerns about CHESS Co-op policies or Committee decisions, etc. should prayerfully discuss those concerns with a current Committee member.
3. The Committee strives to make policies and decisions in the best interest of the Co-op with much thought and prayerful consideration. At no time, should a member cause dissent or division in the Co-op because of a policy or Committee decision they may disagree with. The member should always go directly to the Committee with any concerns. The Committee welcomes the opportunity to discuss these concerns.

### **Facility Team (aka Set-up & Tear-down Crew):**

In keeping with the meaning of “Cooperative” so that all families benefit and so the “Many hands make light work”, the Facility Team is made up of Co-op families. Volunteer families are asked to sign-up to be part of a Set-up and/or

Tear down Team. Registered Adults without teaching positions will be automatically assigned to the Set-up/Tear-down Team and will be placed as needed by the Service Hour Coordinator. The Service Hour Coordinator will organize the Set-up/Tear-down Team for the most efficient use of the families assigned.

1. Set-up – A minimum of two families is needed for the morning set-up. The Set-up team is required to arrive at the facility by 8:15a.m. (to begin set-up at 8:20a.m.)
2. Tear-down & lunch clean up – A minimum of three families is needed for the afternoon tear-down. The Tear-down and lunch clean up team is required to stay until 1:30 p.m. to ensure the facility is left in a better state than when set-up began.

All set-up, tear-down, and lunch clean-up questions should be directed to the Service Hour Coordinator.

### **Clean-up of Classrooms:**

Teachers should allow for a few minutes at the end of each class for clean-up. Students should help before leaving for the next class to include sweeping up the floor and wiping down the tables and chairs as necessary. No class should have to clean-up from the previous class.

### **Use of CHESS Co-op Copier:**

CHESS Co-op has a copier that prints black and white copies and is set-up in the main entrance: Foyer. The copier is for administrative and classroom purposes only.

A log will be kept next to the copier so that the amount of use, ink, and paper may be kept track of and deducted from teacher's class budget.

1. Copy Right Laws – All rights reserved – Be aware of what you can and cannot copy.
  - A. Prohibited - Some materials may not be reproduced in whole or part in any form or by any means without permission from the publisher.
  - B. Permission to Reproduce –For some materials permission is granted for classroom use only. Reproduction for an entire school system is prohibited.
  - C. Permission to Reproduce – For some materials permission is given for the whole school system only.

### **Wi-Fi Use at Facility:**

1. Accessibility – The facility does have Wi-Fi that the Co-op may access for limited classroom use only. Accessibility is limited to certain areas in the building and is only available to a limited number of guest users at any given time. Therefore, any teacher or class that needs to access the Internet for classroom use must ask for permission from the Committee and upon approval will be given the access code. Classes that are set-up to use computers on a regular basis will be given the access code to use for the duration of the class.
2. Personal use – Due to the agreement between CHESS Co-op and Shannon Oaks Church, no one may use the church's Wi-Fi for personal use. To keep the access open for the purpose agreed upon, any member that has been given past access must remove the code from their system once the class where the access was originally needed is finished.

All questions related to Wi-Fi use during Co-op hours should be directed to the Director or Assistant Director.

### **Lost and Found:**

Items left by the Membership will be placed in the Lost and Found bin and will be located at the counter in the Foyer the following Co-op meeting. If not claimed within two weeks, the items will be disposed of.

### **Property Damage:**

A member family will be held responsible for any expenses incurred by CHESS Co-op for the repair and/or replacement of any CHESS Co-op or facility property whose damage or loss is the result of the failure to follow these guidelines or is the result of carelessness or purposeful neglect or abuse by either a student or an adult of said family.

### **Animals on Premise:**

1. Permission required – Any family or teacher that wishes to bring any type of animal to Co-op or to a Co-op sponsored event must send an email request to the Committee for permission one week prior to bringing the animal into the facility and/or event. No animal may be brought on premise without the express permission of the Committee. Any animal to be considered must be house trained or, if a small animal, contained in a carrier. A Pet Waiver and Responsibility Form must be completed and handed in to the Director or Assistant Director. The family or teacher that receives permission to bring an animal on premise will be fully responsible for all clean-up associated with the animal and for any damage, harm or injuries that may occur.
2. Consideration of others – The Committee reserves the right to accept or deny any request to bring an animal to CHESS Co-op activities or events. The Committee will especially consider any allergies other members may have that could be affected by an animal on premise. Teachers, students, and classes will also be considered when a request of this nature is being considered.

\*Note: Working service animals that are necessary to Co-op members will take precedence over other considerations.

### **Electronic Devices:**

Texting, emailing, taking pictures, searching the web, use of social media, gaming, and any other use of electronic devices are not to be used in class or during announcement times unless initiated by a teacher or another adult. However, these devices may be used during study hall if there is prior parental approval and the device in no way distracts the other students from their work. If the device is used without approval and/or becomes a distraction, the student may lose the device until the end of Co-op where the teacher or Committee member will hand the device back to the parent. Cell phone volumes should be muted or turned to “vibrate” so as not to disturb others. Conversations by cell phone should be held in an area that will not disrupt classes or others. Teachers and Class Helpers should refrain from using cell phones or other electronic devices during class with exception of taking pictures or references pertaining to the class.

### **Contact Emails:**

Director	<a href="mailto:chesscoopdirector@gmail.com">chesscoopdirector@gmail.com</a>
Assistant Director	<a href="mailto:chesscoopassistantdirector@gmail.com">chesscoopassistantdirector@gmail.com</a>
Secretary	<a href="mailto:chesscoopsecretary@gmail.com">chesscoopsecretary@gmail.com</a>
Treasurer	<a href="mailto:chesscooptreasurer@gmail.com">chesscooptreasurer@gmail.com</a>

Service Hour Coordinator	chesscoopservicehourco@gmail.com
Registrar	chesscoopregistrar@gmail.com
Supply Coordinator	chesscoopsupplyco@gmail.com

### **Meetings:**

The Committee will meet minimum of (10) times per calendar year, usually during each Co-op day and 2<sup>nd</sup> Friday of each month. Meetings will start in the month of July and end in April. No meetings are held in the month of May, June, and December (unless there is an urgent need for Committee business to be conducted).

### **Fiscal Year/Committee Year:**

The fiscal year for CHESS Co-op runs from July 1 through June 30. The Committee year follows the co-op year. Committee members can change/be added to positions after the books close for the previous co-op year.

### **Elections:**

Elections will be held during the Spring Semester, with newly elected Committee members officially taking office July 1<sup>st</sup> of their election year. Each Committee member will hold office for a term of two years.

#### 1. Elections

- A. Odd year positions – Elections for Director, Secretary, and Service Hour Coordinator will take place during the Spring Semester of odd years.
- B. Even year positions – Elections for Assistant Director, Treasurer, Registrar, and Supply Coordinator will take place during the Spring Semester of even years.

#### 2. Re-election

- A. Committee members are eligible for immediate re-election after their 1<sup>st</sup> term.
- B. A one year hiatus is required for any Committee member serving four consecutive years.

### **Candidates:**

A candidate for the CHESS Committee must have been active in the Co-op for two semesters prior to being nominated and must intend to maintain an active enrollment in CHESS for the duration of their term. Committee members are expected to attend all Committee meetings, assist with Committee business and fulfill their job discretion as listed below. A husband and wife (where both hold teaching positions in the Co-op) may share a position on the Committee as co-Committee members and would count as one vote. Candidates for Director must have served on the Committee for a least two semesters prior to being nominated for that position. The Committee may, at its discretion, approve the nomination of a member for a Committee position when the member has been active for less than two semesters.

### **Nominations:**

Nominations will be accepted during the Spring Semester with the vote taking place on a date determined by the Committee. All nominations should be emailed to the Director. Incumbent Committee members who desire to remain in their position should submit their intentions in the form of a nomination. It is the responsibility of the current CHESS Committee to ensure that there is at least one qualified candidate for each open Committee position.

To ensure a smooth transition, incumbents will assist newly elected Committee members in becoming familiar with their positions. The membership will be notified of election results by a verbal and/or email announcement.

### **Termination of a Committee Position:**

Any Committee member who is unable to fulfill their duties may resign by submitting a written letter of resignation to each member of the Committee thirty days prior to vacating the office, except in case of emergency. A Committee member may be removed by majority vote of the current Committee when, in their judgment, said Committee member has been found to be involved in immoral or unethical behavior, causes harm to the Co-op or its members, does not abide by the Operating Guidelines or any other governing document of the Co-op, and/or is not upholding their job duties. In the event of a vacancy on the Committee, the Committee must nominate and approve another qualified member to complete the remainder of the term within thirty days of the vacancy.

### **Duties of the Committee:**

#### 1. Director

- Responsible for the overall functioning of the organization.
- Oversees all Committee positions and works closely with all Committee members to ensure each one has the support they need to fulfill their responsibilities.
- Sets times and dates for Committee meeting, presides over all Committee meetings, and sets and distributes agendas.
- Works closely with the Assistant Director to determine Co-op schedule and to handle the daily operations of the Co-op.
- Prepares opening announcements.
- Works with Assistant Director to revise operational guidelines, and other governing documents.
- Works with Committee members regarding the structure and planning of the Co-op events
- Handles all areas of concern and problems within the Co-op.
- Acts as liaison between Host Church staff and Co-op; speaks with Facility staff on a regular basis to keep communication open.
- Handles elections of Committee members during Spring Semester.

#### 2. Assistant Director

- Fills in for Director as needed.
- Works to assign classrooms, gathering needed information from Registrar and Service Hour Coordinator.
- Aides and oversees Registrar and Service Hour Coordinator, and other Committee members as needed to determine teacher and helper positions and to determine classes offered.
- Makes classroom map – provides copy to all Committee members.
- Insures discipline forms are up to date, provides them to secretary for teacher folder.
- Responsible for handling discipline issues.
- Works with Treasurer to keep insurance and tax information up to date.
- Provides safety plan to Secretary for Teacher Folder.
- Works with all Committee members to ensure all forms are up to date.
- Works with Director to revise Operational Guidelines and other governing documents.
- Working knowledge of Operational Guidelines and all governing Co-op policies.
- Works with Registrar and other Committee members to ensure all registration forms and Operating Guidelines are kept current and distributes to membership.
- Gives final approval of Teacher Folder assembled by secretary.

- Gives final approval of class schedule, submitted by Registrar.

### 3. Secretary

- Records all business conducted at Committee meetings and submits minutes to Committee members within two weeks.
- Keeps copies on hand of the various forms used by the membership.
- Maintains current registration forms and all waiver forms for one year.
- Updates and distributes membership directory and emails corrections as needed.
- Assembles orientation folders, packet, and map; provides to Assistant Director for approval.
- Maintains up-to-date CHESS Information Table, communication box, and name tags.
- Prints name tags with class assignments at the start of each semester.
- Keeps copy of current Treasurer report.
- Maintains Policy for Volunteer Certifications, keeps track of current/expired clearances, helps members to understand what is required.
- Prepares student allergy, disability, and special needs master list and notifies all teachers involved.
- Maintains all records and documents in an orderly manner.
- Prepares Teacher Folders which consists of: Attendance Sheet, Discipline Form, Safety Plan, Teacher Reimbursement Form, Classroom Supply Need Form, Information of student allergies, disability, and special needs, and Class Schedule.
- Prints Family Registration Form and Co-op Map for all families for orientation

### 4. Treasurer

- Receives registration fee.
- Receives class fees, class change fees, and late fees directly from all families.
- Provides each family with an invoice.
- Works with families who need payment plans. Keeps records and ensures all payments are made on time.
- Receives fees for special events and activities.
- Receives Reimbursement Forms from Teachers and processes them in a timely manner.
- Pays all teachers appropriate class fees reimbursements. Keeps ledger displaying current balance for own records as well as in the Teacher Folder.
- Provides Secretary with teacher reimbursement forms and updates as needed.
- Ensures all fees have been collected. Reports to Director any that are delinquent as soon as they become delinquent.
- Ensures all names and signatures at the bank are up-to-date and to change as needed.
- Keeps accounting books and reconciles the Co-op's checkbook monthly.
- Receives bills and expense receipts and disburses funds.
- Provides written income and expense statements to the Committee monthly and gives verbal statement at each meeting. (Monthly written reports: Statement of Revenues and Expenses, Statement of Financial Position, Comparison Actual to Budget Statement).
- Presents Budget, 2 meetings prior to first day of co-op, to Committee for review and approval.
- Provides a yearly written financial report to CHESS Committee.
- Submits donation and/or rental fee to facility.
- Works with Assistant Director to keep the insurance policies up-to-date and to handle insurance claims.
- Works with Secretary as needed on issues related to Treasurer position.
- Works with other Committee members to verify all funds collected for events.
- Files all yearly legal documents and tax information as required by law.

## 5. Service Hour Coordinator

- Works with Registrar to determine teacher and helper positions needed for classes offered.
- Works with Director and Assistant Director to determine classes to be cancelled due to abundant membership absences & not enough helpers to fulfill helper positions.
- Maintains weekly substitute lists for families not attending or out due to illness.
- Updates adult location list: provides copy to Master Binder, Directory, and Assistant Director
- Oversees setup and tear down of facility before and after each Co-op use.
- Communicates with Co-op membership regarding schedule and responsibilities and organizes weekly assigned families for setup and tear down.
- Deals with facility issues such as messes, improper cleanup, equipment, etc.
- Works with various Committee members to understand needs of special Co-op events and provides setup and break down of these events.
- Arrives prior to Co-op to prep everything before setup and stays after Co-op is finished to ensure break down is completed or coordinates another Committee member to do so.
- Determine which families will be on the setup and tear down team.
- Communicates regularly with the Committee in regard to how set up and tear down can be improved, address concerns.
- Makes master copies of set up and tear down chart for Facility Team.
- Written report presented at the end of each semester noting families with excessive absences to be added to year end meeting minutes.
- Documents how many absences each family has.

## 6. Registrar

- Submits all registration papers to the appropriate Committee member.
- During Spring Semester initiates class suggestions from membership.
- Gathers class descriptions from teachers.
- Organizes Master Class Suggestion list, Class Preference form, and Catalog Description form in preparation for determining the class catalog.
- Determine classes offered and finds teachers to fill positions. Submits to Assistant Director for approval.
- Creates Class Catalog and Schedule.
- Prepares Student Class Selection forms and Class Helper Preference forms for registration. Revises all registration documents as needed and submits to Assistant Director for approval.
- Registers new members and ensures they have read and understood CHESS Co-op's Operating Guidelines and other governing documents.
- Determines if classes are to be cancelled due to lack of enrollment-makes necessary changes and adjustments to effected students' schedules.
- Prepares and distributes family class assignments forms (FCA) – Provides copy for Master Binder.
- Handles class changes by communicating with teachers, updating FCA's and adjusting class roster: provides copy for Master Binder, Director, Assistant Director, and Service Hour Coordinator.
- Sends FCA forms to Treasurer.
- Updates student location list: provides copy for Master Binder, Director, Assistant Director, and Service Hour Coordinator.
- Creates and distributes Membership Directory.
- Provide Secretary with attendance sheet for Teacher Folder.
- Update Roster and attendance sheets.
- Email Class Roster.



-enclose a note to teachers for them to contact parents of their students; letter or email is to include personal introduction and welcome and supplies needed for their class. This letter is to be sent no later than two weeks before the first day of co-op.

#### 7. Supply Coordinator

- Works with teachers and Treasurer regarding equipment and supply needs for the classroom; provides list to Assistant Director.
- Purchases or acquires various supplies needed for classroom and facility clean up.
- Works to ensure each classroom has needed equipment and supplies as requested by teachers, including cleaning and/or other needs for a special class a teacher may hold.
- Maintains supplies for Co-op printer and purchases as needed.
- Makes and provides classroom supply need form and gives to Secretary for Teacher folder.
- Responsible for coordinating semi-annual Open House (oversee if Registered Adult volunteers to coordinate). Ensuring Teacher participation, Program, are finalized, and budget is adhered to. Secures MC and Tech personnel. Provides script to all involved a minimum of 2 weeks in advanced. Makes sure there is sufficient communication between co-op and facility.
- Responsible for coordinating Teacher Appreciation (oversee if Registered Adult volunteers to coordinate). Ensures budget is adhered to.
- Senior Recognition. (oversee if Registered Adult volunteers to coordinate). Ensures budget is adhered to.
- Plans orientation.

#### **Additional Committee Responsibilities:**

1. All Committee members are responsible for finding coverage for their specific duties when they are unable to attend regular Co-op, special events or Committee meetings.
2. All Committee members will sign a Committee Member Letter of Commitment, CHES Leadership Statement of Faith, Core Principles and provide references by April 1<sup>st</sup> for the current year.

#### **Dissolution:**

“Upon the dissolution of Christian Home Educators of Sulphur Springs, Co-op, all assets shall be distributed to the larger governing Committee: CHES Support Group.

#### **Changes to These Guidelines:**

This document provides guidelines and policies on the operations of CHES Co-op. In addition, it describes what is expected of the entire CHES Co-op Membership. The Committee, at its discretion, maintains the rights to change, add to, or delete these Guidelines without prior notice. The membership will be notified of change to these guidelines either by email or by an announcement during the Monday morning “Opening Assembly” time. All questions regarding these guidelines should be directed to the Director.