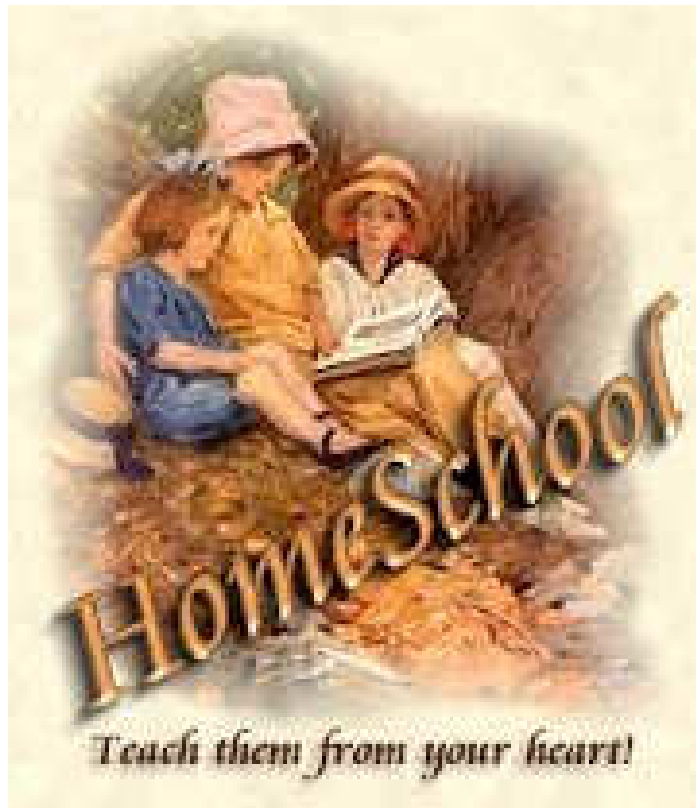


# **Western Nebraska Home Educators Network**



## **Parent/Student Cooperative Handbook**

# Index

Page 3	Forward
Page 4	Cooperative Purpose
Page 5	Absences Accidents or Injuries Age Requirements
Page 6	Announcements Attendance Cell Phones, Electronic Devices, Toys and Personal Items
Page 7	Class Schedule Framework
Page 8	Change of Address and Telephone Numbers Complaint Procedures Damages Deadlines Are Enforced
Page 9	Display Tables Donations
Page 10	Dropping/Adding Classes Fees and Fines
Page 11	Free Periods Illness Policy Loitering
Page 12	Medication Policy Orientation Meeting
Page 13	Parent Representative Parent Requirements Parent Supervision
Page 14	Planning Committee Morning Playschool Afternoon Playschool
Page 15	Preschool Playschool & Preschool Lunch Potluck Pre-Registrations
Page 16	Playground Duties
Page 17	Prayer Registration Day Schedule Changes Severe Weather Cancellation Solicitations
Page 18	Student Conduct Tardiness Visitors Volunteer Incentive Program Withdrawal from the Cooperative
Page 19-24	Volunteer Incentive Program Job Descriptions

## Forward

**Each family is responsible for becoming familiar with this handbook and knowing the information contained in it.** This handbook is intended to be used by homeschooling students, parents and volunteers as a guide to the rules, regulations and general information about the Western Nebraska Home Educators Network Cooperative. Parents are encouraged to use this handbook as a resource and to assist their family in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any Cooperative day, semester or year. The WNHEN board of directors reserves the right to make decisions and make rule revisions at any time to implement the cooperative program and to assure the well being of all participating homeschooling families. The board of directors will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the board of directors will make a decision based upon all applicable WNHEN policies.

## **Cooperative Purpose**

The Western Nebraska Home Educators Network Cooperative is an opportunity for homeschooling families to come together, once a week, to share their talents, skills and knowledge with each other in order to supplement our children's education.

We rely on each other to be successful in educating our children. Since it is a privilege to belong to a Cooperative such as this one, each of us needs to carry some of the responsibility for its success. Because our group has grown so quickly, we have introduced some practical guidelines to help keep our Cooperative running smoothly. Please take some time to familiarize yourself with this handbook.

Classes are taught by homeschooling parents and friends of our homeschooling community as a ministry to homeschool families. Some of the classes offered through the Cooperative may be impractical if not impossible to teach at home, such as band, choir and speech.

Parents have the opportunity to learn along with their children, gain an understanding of their child's strengths, abilities and learning styles in a classroom setting and receive a first-hand glimpse of how their child interacts in a group situation. Students have the opportunity to discover, expand and enlarge the world around them and benefit from the small class size and extra attention given at our Cooperative.

Classes offered through the Cooperative are not designed to take the place of what the parent teaches at home. Classes are designed to enhance the child's education, not replace it. Our Cooperative is not a charter or umbrella school. The cooperative does not offer a complete curriculum for any child. Parents remain the primary educator and are responsible for overseeing their child's educational needs.

**Our Cooperative is NOT a "moms day out", playgroup or a daycare. Families who participate in the Cooperative are expected to volunteer throughout the day.**

## **GENERAL INFORMATION**

### **Absences**

Regular attendance is critical to the student's ability to maximize their educational opportunities. Families should make a commitment to attend all nine (9) days of class. In the event a family must miss a class the following procedures should be followed:

1. **Pre-Arranged Absences:** 7-day (one week) advance written notice must be given to the Cooperative Coordinator and all Teachers if a parent, child or family is not going to be in attendance that week due to a pre-arranged absence such as family vacation, appointment, etc.
2. **Last Minute Absences:** If you are going to miss the Cooperative due to an unexpected illness, snow storm, accident or emergency the parent is responsible for contacting the Cooperative Coordinator and all teachers prior to the start of the Cooperative Day or as soon after the Cooperative starts as possible. Please leave messages on all phones.
3. **Unexcused Absences:** If you miss class and you have not contacted the Cooperative Coordinator and/or teachers by the end of the Cooperative Day, you will receive an unexcused absence. These absences count against your participation in the Cooperative for the next semester.

### **Accidents or Injuries**

Report all accidents and injuries to the Cooperative Coordinator and WNHEN President.

The Western Nebraska Home Educators Network does **not** pay medical bills for participants injured while participating in WNHEN classes, activities or events. Parents are responsible for providing their own medical insurance for their family.

The Western Nebraska Home Educators Network and the facility at which the class, activity or event takes place shall not be held responsible or legally liable for any accidents or injuries that occur while participating in WNHEN classes, activities or events.

### **Age Requirements**

Morning Cooperative Classes (K-12) are open to any homeschooled child who reaches age 6 years prior to January 1 of the then-current school year and has not reached 21 years of age. The school year shall mean the period of instruction between June 1 and May 31.

Preschool Classes are ONLY open to homeschooling families who have school-aged children enrolled in Cooperative Classes. To enroll in preschool classes your child must reach age 4 prior to January 1 of the then-current school year. The school year shall mean the period of instruction between June 1 and May 31. Preschool classes run from 9:00 to 12:30.

Morning Playschool is ONLY available to families with children ages 0-3 who have school-aged children enrolled in Cooperative Classes from 9:00 to 12:30. **Students must be registered for playschool on or before the Cooperative Registration Day to be admitted.**

Afternoon Cooperative Classes (3-12) are open to any homeschooled child who reaches age 9 years prior to January 1 of the then current school year and has not reached 21 years of age. The school year shall mean the period of instruction between June 1 and May 31.

Afternoon Playschool is ONLY available to families with children ages 0-8 who have school-aged children enrolled in Cooperative Classes from 1:00 to 4:30 and who meet the afternoon playschool criteria, see *afternoon playschool*. Students age 9-21 who choose not to take a class, but remain on the premises while waiting for siblings to finish classes must register for playschool and remain in the playschool area with a parent or parent representative during such time. **Students must be registered for afternoon playschool on or before the Cooperative Registration Day to be admitted.**

### **Announcements**

Announcements are to be read each week during opening ceremonies.

Announcements must be approved by the Cooperative Coordinator and submitted twelve (12) hours prior to the start of opening ceremonies. Only in emergencies will special announcements be made.

### **Attendance**

Regular attendance is critical to the student's ability to maximize their educational opportunities. Families should make a commitment to attend all nine (9) days of class. Refer to our Absences policy for more information.

### **Cell Phones, Electronic Devices, Toys and Personal Items**

The use of cell phones, iPods, MP3 players, CD players or any other similar device that might serve to disrupt the class is prohibited. Students are asked to shut off all electronic devices while on the premises. Personal Items and toys not used for class purposes should not be brought to the Cooperative. Using a cell phone or electronic devices during class time or bringing personal items and toys from home is subject to the following consequences:

- 1st Offense: Teachers may confiscate cell phone, electronic device, personal item or toy. Students may pick up the item from the teacher after the class has been dismissed.
- 2nd Offense: Teachers may confiscate cell phone, electronic device, personal item or toy. The student's legal parent or guardian must pick up the item from the teacher.
- 3rd Offense: Teachers may confiscate cell phone, electronic device, personal item or toy. The item will be turned over to a Board of Directors member. A conference between the board member, teacher, parent and student must take place before item is returned.

## Class Schedule Framework

	<b>Playschool</b> (Nursery 0-1) (Toddler 2-3)	<b>Ages 4-5</b> (Preschool)	<b>Ages 6-8</b> (K-2)	<b>Ages 9-11</b> (3-5)	<b>Ages 12-14</b> (6-8)	<b>Ages 15-21</b> (9-12)	<b>Adult</b> (ages 19 & up)
9:00 to 9:15	<b>Meet &amp; Greet</b>	<b>Meet &amp; Greet</b>	<b>Meet &amp; Greet</b>	<b>Meet &amp; Greet</b>	<b>Meet &amp; Greet</b>	<b>Meet &amp; Greet</b>	<b>Set-Up</b> (Mandatory)
9:15 to 9:30	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>	<b>Opening Ceremonies</b>
9:30 to 10:00	Parent Directed Play Period (unstructured)	1st Period	1st Period	1st Period	1st Period	1st Period	<b>1st Period</b> Class, VIP or Parent Room
10:00 to 10:30	Parent Directed Play Period (unstructured)	2nd Period	2nd Period	2nd Period			<b>2nd Period</b> Class, VIP or Parent Room
10:30 to 11:00	Parent Directed Play Period (unstructured)	3rd Period	3rd Period	3rd Period	2nd Period	2nd Period	<b>3rd Period</b> Class, VIP or Parent Room
11:00 to 11:30	Parent Directed Play Period (unstructured)	4th Period	4th Period	4th Period			<b>4th Period</b> Class, VIP or Parent Room
11:30 to 12:00	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Recess</b>	<b>Lunch &amp; Playground</b>
12:00 to 12:30	Closing Ceremony	Closing Ceremony	Closing Ceremony	Closing Ceremony	Closing Ceremony	Closing Ceremony	<b>Clean-Up</b> (Mandatory)
12:30 to 1:00				or 6th Period	or 3rd Period	or 3rd Period	
1:00 to 1:30				7th Period	4th Period	4th Period	
1:30 to 2:00							
2:00 to 2:30				8th Period	5th period	5th period	
2:30 to 3:00							
3:00 to 3:30				<b>Clean-Up</b> (Mandatory)	<b>Clean-Up</b> (Mandatory)	<b>Clean-Up</b> (Mandatory)	<b>Clean-Up</b> (Mandatory)

**Parent/Student Note:** 3-12 grade students **not** participating in afternoon classes shall participate in Outdoor Play and Closing Ceremonies from 12:00 to 12:30. All 3-12 grade students participating in afternoon classes are **required** to be in class at 12:30.

## **Change of Address and Telephone Numbers**

Any change of address, telephone number or emergency contact telephone number should be reported to the Cooperative Coordinator, President and Secretary as soon as possible.

## **Complaint Procedures**

The proper procedures for a parent/student/family to make complaints or raise concerns about the classes, volunteers, or the cooperative in general are set forth below.

- Step 1 Schedule a conference with the person involved in the complaint matter.  
*Matthew 18:15 If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.*
- Step 2 Appeal to the Cooperative Coordinator if the matter is not resolved in step 1. *Matthew 18:16 But if he will not listen, take one or two others along, so that every matter may be established by testimony of two or three witnesses.*
- Step 3 Appeal to the Board of Directors if the matter is still unresolved in step 2. *Matthew 18:17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days.

## **Damages**

Any damages to the premises, such as marring tables, chairs, walls or the abuse of floors, windows or wall coverings will be assessed against the student as a fine. All fees and fines will be assigned by the Board of Directors, Facility Representative and/or the Cooperative Coordinator and will be assessed against the student as a fine. The failure of a family to pay fees and fines will result in loss of registering for future classes until the delinquent fees and fines are paid.

## **Deadlines Are Enforced**

Deadlines have been set for a reason and will be enforced. Parents should plan ahead, turn in forms early and contact the Cooperative Coordinator if they need assistance in meeting the deadlines. If circumstances prohibit you from meeting a deadline contact the Cooperative Coordinator immediately. Failure to communicate with the Cooperative Coordinator within 24 hours of the deadline may result in the loss of participation for your family.

## **Display Tables**

After the Fall and Spring Semesters there will be an event (talent show, musical, other) where Cooperative Classes have the opportunity to display their projects, pictures and papers that the students have worked on during the semester.

We also set aside a few tables for parents and students to display their work from home or their hobbies. If you've made a volcano, enjoy photography or want to share your hobby or talent, this is your opportunity to share those things with your homeschool family. Please refrain from selling things during this event. If you bring breakable items you'll be responsible for monitoring your table to see that they don't get broken.

After the event is over and before clean-up begins all students and/or parents should pick up their items on the tables. Leftovers may be discarded as we don't have space to store them over Christmas and Summer break.

## **Donations**

Donated materials are accepted, with the following guidelines:

- A. Items must be in good condition and appropriate for general circulation.
- B. The Librarian reserves the right to accept or pass on donated materials.
- C. Materials which have been donated and which the Librarian chooses not to add to the collection may be disposed of by the Librarian in the manner in which they see fit, which can include but is not limited to any of the following:
  1. Placing them in a "free" or "donation" box where other members may select them and make a donation for them if they so choose.
  2. Donating them to another organization that can use them.
  3. Donating them to missionaries or other families who can use them.
  4. Donating them to other libraries.
  5. Selling them at a Network function or at a local consignment shop.

Teachers are highly encouraged to donate books they purchased for use in a Cooperative class to the WNHEN Library when they are finished with it for future use.

## **Dropping/Adding Classes**

Students wishing to change their schedules must do so within 72 hours (3 days) of the first class. All schedule changes require parent, dropped teacher, added teacher and cooperative coordinators approval. Students who drop a class must select another class to take for the remainder of the semester. Absolutely no class changes will be made after 3 days of the first class. To drop and add a class follow the procedures below:

1. Students wishing to drop a class should speak with their parent about all schedule changes. **All students enrolled in the Cooperative MUST be in class, free periods are not allowed.**
2. Parents should contact the teacher whose class your child would like to add with your child's intentions to drop one class and your desire to add their class. The teacher will be able to tell you if the class is available or not. Teachers do not have to allow additional students after the registration day especially if kits, books or supplies had to be ordered in advance.
3. If the teacher does not approve your child for their class, your options are to keep the child in the class they are enrolled in or see if a class for students younger than your child are available. For example: your child is 10 years old and is enrolled in a class for ages 9-11, you may register for a class offered to ages 6-8. Please keep in mind, all students enrolled in the Cooperative MUST be in class, free periods are not allowed.
4. Once approved by the teacher whose class your child would like to add, the parent **must** contact the teacher whose class your child would like to drop and explain your child's intentions to drop their class. If you paid a fee for the dropped class, discuss your refund options with the teacher. It is up to the teacher to determine what if any fees will be returned.

## **Fees and Fines**

In order to participate in the Cooperative you must be a member of the Western Nebraska Home Educator Network. Yearly dues are established by the board and collected yearly. In addition to the yearly membership fee is the semester Cooperative fee.

Fees will be collected in specific classes to pay for materials used in class projects that become the student's personal property. Fees may also be collected to cover the cost of instructor manuals for the course being taught. **All fees are due on the Registration Day. Any child's fees not paid in full will not be permitted in class.**

## **Free Periods**

Every student between the age of 0 and 21 **MUST** be registered in a class while attending the Cooperative. Free Periods are not allowed on the premises.

## **Illness Policy**

If keeping a sick child home, remember that well children may only attend classes if their parent is on the premises with them.

People with the following symptoms should not attend:

1. Fever (within the last twenty-four hours)
2. Colored mucus (yellow or green snotty nose)
3. Diarrhea, vomiting or nausea
4. Eye drainage
5. Virus or infection (known to be contagious)
6. Rashes (including bleeding diaper rashes)
7. Head lice

Regular attendance is critical to the student's ability to maximize their educational opportunities. However, for the protection of the children and families involved we ask that you not attend for any of the illness' above.

The parent is responsible for contacting the Cooperative Coordinator and all teachers prior to the start of the Cooperative Day or as soon after the Cooperative starts as possible if students are missing class due to illness. Please leave messages on all phones.

## **Loitering**

Families must vacate the premises immediately after dismissal, unless they are participating in organized activities sponsored by WNHEN or under the direct supervision of the Cooperative Coordinator.

### **Medication Policy**

Some persons are only able to attend the cooperative under the effective use of medications used in the treatment of chronic disabilities and acute illnesses. The following regulations have been developed for the protection of everyone involved in the Cooperative.

1. No medications shall be given to a child by anyone other than the Parent.
2. The Cooperative does not stock any medications. This includes all prescription and/or non-prescription medications such as aspirin.
3. Prescription medications must be brought to the Cooperative in a prescription container, properly labeled, including child's name, physician's name and directions for administration.
4. Non-prescription medications must be brought to the Cooperative in the original container. No loose capsules, tablets, aspirin or unidentified non-labeled substances shall be dispensed by the parent while on the premises.

### **Orientation Meeting**

A Parent Orientation Meeting will be held one week prior to the first day of class. **One parent and any parent representatives** from each family who desire to participate in the Cooperative **must attend this mandatory Parent Orientation Meeting** in the Fall. The Spring and Summer Cooperative Parent Orientation Days will be provided for new families who join us later in the year or for returning families who have never been part of the Cooperative. If you are unable to attend the meeting, your child will be unable to participate in any of the classes being offered that semester.

## **Parent Representative**

The Cooperative is a “family” affair. In order for families to participate in the morning cooperative a PARENT must be on the premises from 9:00 to 12:30. Parents should not leave the premises for any reason. Please plan your appointments, errands, meetings, and business affairs around the Cooperative. Parent Representatives are NOT allowed during the morning Cooperative. See *parent requirements*

A parent representative may be appointed for children ages 9 to 21 who are in grades 3 to 12 **ONLY** during the afternoon Cooperative from 12:30 to 4:30. A parent representative is a person with the official standing to act on behalf of a child who is attending the Cooperative without a parent. **A parent representative form must be signed and dated by both the parent and the representative on or before the Registration Day in order to be valid.**

Children between the ages of 0 through 8 must be in attendance with a parent at all times. Parent Representatives shall not be appointed to any child below the age of 9.

A Parent Representatives must be a legal adult. The average age at which one is considered a legal adult in the U.S. is 18. A legal adult is defined as a person who is able to legally work, participate in contracts, vote, marry, and join the military.

## **Parent Requirements**

Membership in WNHEN is a one-year commitment. To participate in the Cooperative parents must commit to paying the annual membership fee, the fall and spring Cooperative fees and any teacher fees for the classes your child would like to participate in. Parents shall remain on the premises from 9:00 to 12:30, teach or volunteer to assist in other areas at least two hours a week and assist with set-up and clean-up each week. Fall and spring Cooperative fees can be reduced or eliminated by parents who actively volunteer and participate in the Cooperative on a weekly basis. New parents shall pay the first semester Cooperative fees. Cooperative fee’s thereafter are pro-rated based on the parents previous semester volunteer service to the group.

## **Parent Supervision**

For our Cooperative purposes supervision means the act of a parent watching over their children while they participate in the Cooperative. Parents are responsible for guiding their children to the correct classes, assisting with their child’s behavior, taking their children to the restroom as needed, assisting their children during lunch hour, and being available throughout the Cooperative day to assist their child in any other matter that needs attending to. **Absolutely no unsupervised children are allowed on the premises where the Cooperative is held.** One parent from each family participating in the Cooperative **MUST** be in attendance while their children participates in morning Cooperative classes. Dropping off unsupervised children is **NOT** acceptable and is grounds for immediate dismissal from the Cooperative. See *Parent Representative* for additional information.

## **Planning Committee**

The purpose of the Cooperative Planning Committee is to assist the Cooperative Coordinator in the implementation of these policies and to assist with planning upcoming Cooperative classes. The planning committee shall run from June 1 to May 31. The Cooperative Coordinator shall chair this committee.

## **Morning Playschool**

Morning playschool is available to families with children ages 0-3 who have school-aged children enrolled in Cooperative Classes. Children must be registered for playschool on or before the Cooperative Registration Day to be admitted. Children who are NOT enrolled in Playschool are NOT allowed on the premises. **Drop-in's are NOT accepted.** Parents with playschool age children are expected to be in the playschool when they are not teaching or actively participating in a Cooperative Volunteer Incentive Program. Playschool is available from 9:00 to 12:30 with lunch being served from 11:30 to 12:00.

## **Afternoon Playschool**

The afternoon playschool wing is closed for cleaning from 12:00 to 12:30. **No classes will be taught after 12:30 for children ages 0-8 years old.** The playschool wing will be re-opened from 1:00 to 4:30 for children ages 0-8 and ONLY for one of the two reasons listed below:

1. If a parent with children ages 0-8 is teaching an afternoon class for grades 3-12. The parent is required to assign a parent representative on or before the registration day to watch over their children in playschool. The parent representative should be someone who is planning to remain on the premises in the afternoon and is available during the time you are teaching. A parent representative form must be on file and the parent representative must be willing to abide by rule #2 below. All children MUST be enrolled in afternoon playschool in order to attend. No unsupervised children are to be dropped off in the playschool wing at any time during the day (including afternoon), see *Parent Supervision*.
2. Families that have children ages 9 and up who are registered for afternoon classes and have no place else go go may stay in the playschool wing while their older children are in class. Parents must remain with their children in the playschool area and not wander to other areas of the building. The playschool area must be fully cleaned by the parent per the assigned cleaning regimen before leaving the playschool for the day. Any noncompliance will result in this privilege being revoked. Parents must register their children for the afternoon playschool and remain in the playschool during the times stated on their registration form. See *Parent Representative* for additional options on what to do with your young children in the afternoons.

## **Preschool**

Preschool Classes are open to homeschooling families who have school-aged children enrolled in Cooperative Classes. To enroll in preschool classes your child must reach age 4 prior to January 1 of the then-current school year. The school year shall mean the period of instruction between June 1 and May 31. Preschoolers must be registered on or before the Cooperative Registration Day to be admitted. The cost of the Preschool will include one snack and supplies. Parents with preschool age children are required to be in the preschool when they are not teaching or actively participating in a Cooperative Volunteer Incentive task. Parents with both Playschool and Preschool age children should assist in the Playschool unless there is a shortage of volunteers in the Preschool.

## **Playschool & Preschool Lunch**

All children participating in Playschool (who are eating solid foods) and Preschool will eat between 11:30 and 12:00. Families may bring a sack lunch from home or bring at least one item each week for the Potluck (see Potluck). **Parents MUST go through the line with their playschool/preschool children.** This is a great time to talk to your children about taking only what they can eat, explain the concept of sharing and discuss nutrition. Seconds are available ONLY after everyone has went through the line.

## **Potluck**

Each week Cooperative participants have the option of participating in the Potluck. All Cooperative members and their immediate family (this includes working parents) are welcome to share in this time of fellowship together as long as they provide at least one food or drink every week they participate. This can be anything you desire: soups, casseroles, deserts, chips, cookies, salads, drinks, etc. Families not interested in the Potluck are welcome to bring a sack lunch from home.

When you arrive on Monday mornings be sure to drop off your potluck items in the kitchen. There will be a sheet for you to write down your name, what you brought and where you put it (in the fridge, oven, microwave, on the countertop, etc.).

## **Pre-Registrations**

Teachers and the size of each classroom determine the number of students in each class. Classes are filled on a first come first serve basis. For those interested in registering early we do accept Pre-Registrations in the following manner:

1. Board Members & Teachers may register for classes two weeks prior to the Registration Day via mail or email. All registrations must be received by the Registration Day or non-registered children are not allowed to attend.
2. Early Registration for everyone else begins one week prior to the Registration Day via mail or email. All registrations must be received by the Registration Day or non-registered children are not allowed to attend.

## **Playground Duties**

Playground duties will rotate among each of the families who participate in the Cooperative, with the exception of those parents who are teaching a class from 11:00 to 11:30 and then again from 12:00 to 12:30. This only excludes teachers, not assistant teachers or people in volunteer spots before or after lunch.

So that no parent goes hungry during the Cooperative day, we will have 2 parents out on the playground from 11:30 to 11:45 and then 2 different parents will go out from 11:45 to 12:00. Every attempt will be made to ensure that those serving on playground duty have a half hour break for lunch.

- If you are on the playground duty from 11:30 to 11:45, you will eat from 11:45 to 12:15. You are still expected to do your assigned clean-up jobs for the day, but have until 11:45 to get started on them. Feel free to ask the kitchen staff the day you serve on playground duty to hold any specific foods back for you ahead of time.
- If you are on the playground from 11:45 to 12:00, you will eat from 11:15 to 11:45. The kitchen Supervisors are aware you'll be coming in early to eat, just let them know you are on playground duty and they will get you set up to eat right away.

The playground rotation will be posted on the parent table. If you are sick or miss co-op on the day you are scheduled for playground duty, it is your responsibility to find someone to fill your spot, by calling another parent and asking them to switch days with you. Be sure you tell the Cooperative Coordinator when you call him/her about your absence that you are scheduled for playground duty that day. Either you or the person trading with you must make note of this change on the list posted on the parent table as the person you are suppose to relieve or who is relieving you needs to know about the change as well.

Please wear the Orange Vest provided by WNHEN while on playground duty. The vests can be found in the bucket under the parent table. Be sure to return them when you are done each week. This will allow the parents and all our children to know who is on duty each week. Parents can look outside, see you, and rest assured that someone is outside watching their children and the children will be able to identify you if there is any problem on the playground, such as sick or injured child.

It will be the responsibility of those who have playground duty from 11:45 to 12:00 to be responsible enough to go out at 11:45 and relieve the other person on time so that they can go in to eat lunch. The Cooperative Coordinator will come out at 12:00 and blow the whistle which indicates the start of closing ceremonies in the sanctuary or afternoon classes.

In the event we must cancel a week of classes due to weather or other unforeseen reasons, we have one built in make-up day. The people scheduled for playground duty the day classes are cancelled will then be moved down to the make-up day spot.

If weather does not permit for outdoor play, children will be sent to the sanctuary from 11:30 to 12:00.

## **Prayer**

We open our cooperative day with prayer, during the opening ceremonies, for those who wish to participate.

Teachers are free to pray before the start of their classes if they so desire.

Lunchtime prayer is left up to each individual.

## **Registration Day**

A Cooperative Registration Day will be held at least two weeks prior to the first day of class. Anyone wanting to participate in the Cooperative must register on or before the Cooperative Registration Day. All registrations must be postmarked by midnight the day prior to the registration day to be considered valid. Registrations postmarked or received after the deadline will not be accepted. Notification of the Registration Day will be distributed in the Cooperative Course Listing and in the WNHEN newsletter. Members participating on the Cooperative committee and the board of the Directors will assist with the registration day.

## **Schedule Changes**

See drops & adds

## **Severe Weather Cancellation**

The Cooperative Coordinator is authorized by the Board of Directors to cancel the cooperative in case of severe weather. The decision to cancel classes will be made at least one (1) hour prior to the start of classes. Parent notification will be posted on our private yahoo group or via phone for those family who do not have email access. Families are encouraged to call the Cooperative Coordinator or Board President prior to leaving home as to the cancellation of classes. Anyone outside a five mile radius of the cooperative location who is unable to attend classes that were not cancelled (due to the roads or weather conditions) and called the Cooperative Coordinator by 8:00 am the day of the Cooperative will not receive an unexcused absence and will still be eligible for volunteer incentive credit.

## **Solicitations**

Families are encouraged to share their experience with organizations who welcome homeschoolers. In consideration of the large number of organizations that use raffles and other type of solicitations as fund-raising activities, and in the interest of fairness, all outside fund-raising activities will be restricted to written communication in the newsletter, or on the yahoo group and/or parent table. Families should not verbally approach any person in an attempt to sell items for another organization.

We also encourage families to share their home based business' with us. In consideration of the large number of home based business' in our group seeking additional members, sponsors or funding, all information distributed will be restricted to written communication in the newsletter, or on the yahoo group and/or parent table. Families should not verbally approach any person in an attempt to promote

## **Student Conduct**

Students are reminded that they are representatives of the Western Nebraska Home Educators Network. They should conduct themselves in a manner that will bring credit to the entire homeschooling community. Students are expected to observe rules and regulations established by our board of directors as expressed through this handbook. All parents should work cooperatively with one another if student conduct becomes a problem. Violations of these rules and regulations could lead to families becoming ineligible for volunteer incentive credits and/or removal from participation in the Cooperative.

## **Summer Cooperative Classes**

Summer classes are offered for six weeks during the summer. Students are encouraged to participate.

## **Tardiness**

Punctuality is a good work habit! Being tardy is defined as arriving to class after it has started causing undo disruptions. Teachers and parents should not detain student so that it makes them late for class. Please be considerate of the teachers and be on time. Tardiness may effect your family volunteer incentive points for the next semester.

## **Visitors**

Visitations by families wishing to observe the WNHEN Cooperative are welcomed. Families wishing to observe must submit a written request 24 hours prior to the visitation, to the Cooperative Coordinator.

## **Volunteer Incentive Program**

Each family is expected to attend the Cooperative on a weekly basis, assist with set-up and clean-up and volunteer to help throughout the Cooperative day. The amount of money your family is entitled to take off your cooperative fee is based upon your previous semester commitments. All new members pay the Cooperative Fee their first semester.

## **Withdrawal From the Cooperative**

Families who elect to drop out of the Cooperative must contact the Cooperative Coordinator with their intent to drop. No fees will be refunded to those who withdraw.

## **JOB DESCRIPTIONS**

### **Greeter**

Direct all the students into the sanctuary and all parents to their job duties. Arrive each week at 8:45.

### **Morning Activity Director**

In charge of Opening Ceremonies, Direct songs, exercise, magic tricks, whatever for ALL students. Arrive each week at 8:45.

### **Morning Activity Assistants**

Assist the Morning Activity Director, take children to the restroom, and teach in the absence of the Director. At times you may be in charge of a small group (0-15) students so you'll need to be prepared with some small group activities of your own. Arrive each week at 8:45.

### **Floater**

Check-in on all volunteer areas during your time slot. Assist if needed in any of the areas. Fill in for people who are absent. Clean up areas that have been neglected. Report anyone not fulfilling their tasks to the Cooperative Coordinator or Board President.

### **Kitchen Inventory**

Take Inventory of everything brought in for the Pot Luck and all supplies donated. Arrive each week at 8:30.

### **Morning Kitchen Assistant**

Clean off counters and stove. Put away items left out from church services. Make room in the fridge for Pot Luck items. Get out paper supplies for Pot Luck. Arrive each week at 8:30.

### **Morning Name Tag Director**

You'll be at the back of the sanctuary passing out name tags along with assisting younger children with their coats, backpacks, etc. Arrive each week at 8:30.

### **Morning Door Monitor 1**

Stand on inside of main doors and make sure none of the children leave the sanctuary. Arrive each week at 8:30.

### **Morning Door Monitor 2**

You'll be at the front of the sanctuary making sure none of the children go down the two back stairwells. Arrive each week at 8:30.

### **Early Bird Hall Monitor**

Make sure all children are in the sanctuary with the activity director during this time, no children should be wandering around inside or outside. Check to see the attendance box has been placed in the kitchen, send parents upstairs for opening ceremonies at 9:15. Arrive at 8:30.

### **Set-Up Classrooms Downstairs**

Straighten up the classroom, be sure tables are clear of any church projects from day before, etc. Set-up any tables and chairs needed in the classroom. Empty trash cans, vacuum if necessary. Arrive at 9:00.

### **Set-Up Nursery**

Straighten up the classroom and hallway, be sure toys are clean and in good repair. Clean up any area that may need it. Make sure classroom and hallway are safe for our 0-1 year olds. Empty trash cans, vacuum if necessary. Arrive at 9:00.

### **Set-Up Toddler Classroom**

Straighten up the classroom and upstairs bathroom, be sure tables are clear of any church projects from day before and the toys are clean and in good repair. Make sure our classroom and upstairs bathroom are safe for our 2-3 year olds. Empty trash cans, vacuum if necessary. Arrive at 9:00.

### **Set-Up Social Hall**

Set-up all the remaining tables and chairs, wipe off all the tables with a clean rag and any of the chairs that need it, clean up any messes left from church services, wipe off the high chairs. Sweep and/or mop if necessary, empty trash if needed. Arrive at 9:00.

### **Set-Up Parent Table**

Grab the Parent Table box and Lost and Found Box out of Virginia Mues' car each week. Set-up a table specifically for parent information. Neatly place all the information found in the Parent Table box out on the table. You may need to tape papers down so they don't blow off the table. Set the lost and found box on the table, you do not have to empty it. Place the parent box under the table with the orange playground vests in it. Make sure there is signage posted stating that is the parent table. Arrive at 9:00.

### **Upstairs Hall Monitor**

Responsible for taking younger students to the bathroom, making sure all children are in class, fetching items for teachers, collecting attendance sheets which will be placed in the attendance box in the kitchen and other duties as assigned during the day.

### **Downstairs Hall Monitor**

Responsible for taking younger students to the bathroom, making sure all children are in class, fetching items for teachers, collecting attendance sheets which will be placed in the attendance box in the kitchen and other duties as assigned during the day.

### **Facility Supervisor**

Shovel the walk if needed, pick up trash inside and out, straighten up areas that need it, clean up any spills or other messes, etc. **Check on restrooms hourly and clean accordingly.** Check toilet paper and paper towels, flush toilets, empty trash cans, and tend to any other messes.

### **Kitchen Supervisors**

Kitchen Supervisors oversee the entire kitchen and and Pot Luck, assist with clean-up after lunch, and remind those leaving at 12:30 to take their dishes. It possible remind afternoon teachers that they have items to take and where to look for them.

### **Kitchen Set-Up Crew**

Make sure all tables and chairs are set up for lunch in the social hall, clean-off and wipe down tables and chairs, wipe off high chairs, get out paper products, help set out items brought for pot-luck, and in general assist the kitchen supervisors with anything that needs done during this time.

### **Kitchen Serving Crew**

Assist the Kitchen Supervisors during lunch. Clear off any empty dishes, make sure there are plenty of paper products available, assist younger children through the line if needed, pour drinks, serve dessert and help wherever you are needed.

### **Kitchen Clean-Up Crew**

Clear the pot-luck table, scrape any dishes that need it, put away paper products, wipe off tables used for pot-luck items, help package any left-overs, assist with washing dishes, gather trash in kitchen and social hall, mop and sweep the kitchen and pot-luck area, set out clean dishes for people leaving at 12:30 and in general assist the kitchen supervisors with anything that needs done during this time.

### **Half Day Activity Director**

In charge of Closing Ceremonies. Use a whistle to call students in for 12:30 classes and closing ceremonies. Direct songs, exercise, magic tricks, whatever for ALL students leaving the facility at 1:00. Parents will be scheduled to help with clean-up during this time so be sure you schedule enough activities to keep the students busy from 12:00 to 12:30.

### **Half Day Activity Assistants**

Assist the Half Day Activity Director, take children to the restroom, and teach in the absence of the Director. At times you may be in charge of a small group of (0-15) students so you'll need to be prepared with some small group activities of your own. You may leave after the last child has been picked up.

### **Half Day Name Tag Director**

You'll be gathering name tags along with assisting younger children with their coats, backpacks, etc. If name tags are lost, ruined or go home, it will be your responsibility to have a replacement for the children the following week. You may leave after the last child has been picked up.

### **Half Day Door Monitor 1**

Stand on inside of main doors and make sure none of the students leave the sanctuary without their parent. You may leave after the last child has been picked up.

### **Half Day Door Monitor 2**

You'll be at the front of the sanctuary making sure none of the students go down the two back stairwells. You may leave after the last child has been picked up.

### **Clean-Up Nursery**

Straighten up the classroom and hallway, be sure toys are clean, in good repair and put away in their proper places. Cribs should be neat and orderly. Shut and lock windows, empty trash cans, vacuum nursery and hallway, place lost items in the lost and found box on the parent table, shut off TV/VCR and turn off light on your way out.

### **Clean-Up Nursery**

Straighten up the classroom, be sure toys are clean, in good repair and put away in their proper places. Tables and chairs should be wiped down. Clean the bathroom, flush the toilet, shut and lock windows, empty trash cans, vacuum classroom, place lost items in the lost and found box on the parent table, and turn off light on your way out.

### **Clean-Up Social Hall**

Clean off all tables, wipe down chairs, and high chairs, take down all of the tables except for 3 (leave the parent table and Pot Luck Tables up). Fold all the chairs, Sweep and mop entire basement including Social Hall and hallway.

### **Clean-Up Parent Table**

If there are items on the table that need delivered to specific people (such as the newsletters) deliver those, everything else should be placed neatly in the tote that can be found underneath the parent table. Fold the orange vests if they aren't already neatly placed in the box. Straighten up the lost and found box. Leave both boxes neatly packed on the parent table

### **Clean-Up Downstairs Classrooms**

Any classrooms not being used from 12:00 to 12:30 should have the tables wiped down and chairs folded or pushed under the tables. Shut and lock windows, empty trash cans, clean chalkboards, vacuum classroom, place lost items in the lost and found box on the parent table, straighten up any areas that need it and turn off the light on your way out. Classes being used from 12:00 to 1:00 should have the garbage emptied.

### **Clean-Up Downstairs Restrooms**

Wipe down sinks and toilets, empty trash cans, clean mirrors, shut and lock windows, vacuum (or sweep and mop), and replace any items needing replaced such as soap, toilet paper, paper towels, etc. Vacuum the stairs from the basement to the main entrance.

### **Nursery Director (ages 0-1)**

**This is a two hour commitment 9:30 to 11:30.** You will be the one constant person in the classroom that the children can identify. Your job is to oversee the nursery and to oversee each child's general well-being, take attendance and make sure children stay in the playschool wing. Some children may float between the nursery and toddler classroom, which is fine. As the nursery director you are responsible for knowing the whereabouts of the students who registered for the nursery. The Playschool wing is closed from 8:30 to 9:30 for cleaning and again from 11:30 to 12:30 for lunch and cleaning

The Nursery Director volunteer does **NOT** have to help with set-up and clean-up as your two hours of volunteer time is complete by serving in this role, please note: you are expected to be on the premises from 9:00 to 12:30.

This room will also serve as the designated Parent Room for those parents who have free time and want to visit with one another. All parents should be welcomed in the nursery. As director, rely on your assigned monitors to help you, but if you are short handed don't be afraid to ask the parents who are there to visit to lend a hand.

### **Nursery Monitors (ages 0-1)**

Assist the Nursery Director with the tasks assigned. Help keep the classroom in a safe, clean, orderly fashion for the safety of the children using it. Watch and take care of all the children's needs while in the nursery, including those that don't belong to you. *Children may float between nursery and the toddler classroom, keep in mind our 1:5 ratio and assist in the toddler classroom if asked to do so by one of the directors.*

### **Ages 2 & 3 Director (Toddlers)**

**This is a two hour commitment from 9:30 to 11:30.** You will be the one constant person in the classroom that the children can identify. Your job is to oversee the classroom and to oversee each child's general well-being, take attendance and make sure children stay in the playschool wing. Some children may float between the Toddler Classroom and Nursery, which is fine. As the Toddler Class Director you are responsible for knowing the whereabouts of the students who registered for the toddler program. The Playschool wing is closed from 8:30 to 9:30 for cleaning and again from 11:30 to 12:30 for lunch and cleaning

The Toddler Class Director volunteer does **NOT** have to help with set-up and clean-up as your two hours of volunteer time is complete by serving in this role, please note you are expected to be on the premises from 9:00 to 12:30.

Note: This Nursery will also serve as the designated Parent Room for those parents who have free time and want to visit with one another. As Toddler Class director, rely on your assigned monitors to help you, but if you are short handed don't be afraid to ask the parents who are in the nursery visiting to lend a hand.

### **Ages 2 & 3 Monitors (Toddlers)**

Assist the Toddler Class Director with the tasks assigned. Help keep the classroom in a safe, clean, orderly fashion for the safety of the children using it. Watch and take care of all the children's needs while in the classroom, including those that don't belong to you. *Children may float between the nursery and toddler class, please keep in mind our 1:5 ratio. Assist in the nursery if asked to do so by one of the directors.*

### **Ages 4 & 5 Teachers (Preschool)**

Teachers are responsible for taking attendance, preparing materials for class, arranging for assistants to take over in case of accident or illness, contacting Cooperative Coordinator if issues arise as soon as possible. Classes shall not be cancelled for any reason. Classes must be scheduled at the Planning Meeting.

### **Ages 4 & 5 Assistants (Preschool)**

Two assistants will be assigned to the class every half hour. Your job is to assist the teacher as needed, take children to the restroom as needed, or teach the class when the teacher is absent. Only children ages 4 & 5 should be in this class, if you have younger children who need your attention please volunteer in the playschool wing.

### **Ages 6, 7 & 8 Teachers**

Teachers are responsible for taking attendance, preparing materials for class, arranging for assistant to take over in case of accident or illness, contacting Cooperative Coordinator if issues arise as soon as possible. Classes shall not be cancelled for any reason. Classes must be scheduled at the Planning Meeting.

### **Ages 6, 7 & 8 Assistants**

One or two assistants will be assigned to each class every half hour. Your job is to assist the teacher as needed, take children to the restroom as needed, or teach the class when the teacher is absent. Only children ages 6, 7 & 8 should be in this class, if you have younger children who need your attention please volunteer in their classroom.

### **Ages 9, 10 & 11 Teachers**

Teachers are responsible for taking attendance, preparing materials for class, arranging for assistant to take over in case of accident or illness, contacting Cooperative Coordinator if issues arise as soon as possible. Classes shall not be cancelled for any reason. Classes must be scheduled at the Planning Meeting.

### **Ages 9, 10 & 11 Assistants**

One assistant will be assigned to each class every half hour. Your job is to assist the teacher as needed, take children to the restroom as needed, or teach the class when the teacher is absent. Only children ages 9, 10 & 11 should be in this class, if you have younger children who need your attention please volunteer in their classroom.

### **Ages 12, 13, & 14 Teacher**

Teachers are responsible for taking attendance, preparing materials for class, arranging for assistants to take over in case of accident or illness, contacting Cooperative Coordinator if issues arise as soon as possible. Classes shall not be cancelled for any reason. Classes must be scheduled at the Planning Meeting.

### **Ages 15 & up Teacher**

Teachers are responsible for taking attendance, preparing materials for class, arranging for assistants to take over in case of accident or illness, contacting Cooperative Coordinator if issues arise as soon as possible. Classes shall not be cancelled for any reason. Classes must be scheduled at the Planning Meeting.

### **Ages 12 & up Assistants**

Assistants for this age range are optional. Teachers may request an assistant at the planning meeting. Contact the teacher for details on the duties he/she will need you to complete. Teachers who know they will miss a class, must have an assistant in class each week, who is willing to take over the class the week they will miss.

### **Afternoon Playschool Monitor**

Monitor teachers children ages (0-8) while they are teaching. If non-teaching children are in the afternoon playschool, their parents should accompany them. If you do not find the classroom clean at 12:00 or you have children dropped off (other than those who have a teaching parent) let the Cooperative Coordinator know immediately. The parents and teachers who utilize this service are required to clean-up the playschool wing prior to leaving the premises.

### **Afternoon Classroom Clean-Up**

The last teacher (or parent) in the classroom for the day is responsible for wiping off tables and folding up chairs in their classroom. Shut and lock windows, empty trash cans, clean chalkboards, place lost items in the lost and found box on the parent table, and straighten up any areas that need it. Report any damages to the Cooperative Coordinator.

### **Afternoon Vacuuming**

Once the teacher has cleaned up their portion of the classroom you may go in and vacuum. Make sure windows are shut and locked. Straighten up any areas that may need it. Shut off the light and close the door when you are finished.

### **Afternoon Sanctuary Clean-Up**

Straighten up the pews. Place lost and found items in bucket. Make sure all windows are shut and locked and all lights are off. Clean up the pulpit area and Stairways.