



**SCHOLASTIC  
CO-OPERATIVE  
HANDBOOK  
2019-2020**

*Supporting and promoting the home-education of  
school-age children by their parents  
according to the admonition of the Bible*

7/30/19

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## **Section I. INTRODUCTION**

### **Introductory Letter**

The Scholastic Co-operative was formed in the summer of 2000 for the purpose of providing academic classes for home school students, especially upper level students who require more advanced classes. As we enter a new year, we are thrilled and pleased to be offering a wide range of courses by a talented and experienced group of tutors to assist you in your home schooling efforts.

We believe that home schooling is a valid method of educating our children, offering many advantages of individualized instruction, one-on-one teaching, character training, mentoring, and closer family relationships. We believe that parents have the Biblical responsibility of educating their children. However, there are classes that benefit from a group setting and group interaction, or that require specially trained tutors, especially for students preparing for college.

This Co-operative was not conceived nor intended to be a school or a replacement for home schooling, but an enhancement to each family's home education program. To this end, we envisioned a venue where parents can choose from a variety of educational opportunities to augment their own teaching efforts. A family may choose one class for their child(ren) or several, as best fits their needs.

Classes meet weekly (some twice weekly) during the school year for activities that benefit from group interaction, such as discussion, foreign language practice, laboratory work, public speaking, music ensemble training, physical education, and more. Many classes require work during the week between class sessions, under the direction and supervision of the parents. Parents will be responsible for assigning grades to their students and for creating any necessary transcripts, using evaluations and course descriptions provided by the tutors. Thus, accountability of each student is both the tutor's and the parent's responsibility.

The DasCHE Co-operative strives to provide a stimulating educational environment, which encourages children to love learning. To this end, a structure has been provided through the guidelines set forth in the Co-op Handbook. Abiding by these policies is meant to foster a learning environment, keep the lines of communication open, and provide an efficient, day-to-day means of running the Co-op. We welcome suggestions as this endeavor continues to grow to meet the needs and wishes of the participating families.

## **Statement of Purpose**

The Scholastic Co-operative has been formed by families from the Dallas Christian Home Educators to provide academic classes for their children, specifically classes in those areas of instruction that are best taught in a group setting, or benefit from group interaction, and/or require more expert instruction. Classes for high school and junior high that are needed for graduation and college entrance requirements will be a priority.

Classes will reflect a Christian worldview and encourage Christian conduct and personal growth centered on God's word, the Bible. Classes will foster a love of learning, and will strive for excellence in educating our children for their further education and for their service as adults and ambassadors for Christ in God's world.

## **Biblical Basis (from the DasCHE By-Laws, 2009)**

Though any homeschooler is welcome to participate, this support group is doing all things in a manner which honors Biblical principles. We are adopting a limited statement to these fundamental principles: We believe the Scriptures to be inspired of God, inerrant and supreme, and the final authority of faith and life. We, therefore, hold as belief and conviction that children are given by God as a stewardship to the parent and not the state and that parents have the wherewithal and authority to teach and educate their own children. (Pr. 22:6; Deut. 6:6, 7)

We are establishing this position to avoid conflict, which could arise within a support group with differing motivations and philosophical approaches to education. By incorporating the Biblical Basis section in our By-Laws, we are not saying that all or any of our members have to be Christian. We are simply saying that as we implement laws and rules for our organization, we will acknowledge the Bible as the final source of authority for all of our decisions.

We are not trying to establish a religious group, for "acknowledgment" does not have the same meaning as establishment. One can acknowledge the presence and authority of a person, even a person with whom one disagrees, without having that acknowledgment lead to the establishment of a religious group. To acknowledge that the Speaker of the House wields much influence and power, and to acknowledge his position as possibly the most important position in Congress is certainly not the equivalent of establishing a religion to him; even to ask for his aid or assistance in a matter is not the establishment of a religion to him. The same is true of the acknowledgement of God and the Bible in our home school group.

The acknowledgment of God is an ingredient that must be included in our home school group in order for us to enjoy any form of widespread, continuing success. The Book of Proverbs declares: "In all your ways, acknowledge Him, and He will direct your paths." (Pr. 3:6) The Bible also records God as having promised: "Whoever honors me, I will honor. And whoever disregards me, I will disregard." (I Sam. 2:30)

## **Statement of Faith/Nicene Creed**

The Statement of Faith/Nicene Creed are the governing principles by which the Management Team, and our parent organization, DasCHE, intends to conduct the educational commerce of the Cooperative.

### **Statement of Faith:**

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **Nicene Creed:**

We (I) believe in one God, the Father, the Almighty, maker of heaven and earth of all that is seen and unseen. We (I) believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven; by the power of the Holy Spirit He was born of the Virgin Mary and became man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day, He rose in fulfillment of the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. We (I) believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshiped and glorified. He has spoken through the Prophets. We (I) believe in one holy catholic and apostolic Church. We (I) acknowledge one baptism for the forgiveness of sins. We (I) look for the resurrection of the dead, and the life of the world to come. Amen.

## **Section II. FREQUENTLY ASKED QUESTIONS**

1. What is the Dallas Christian Home Educators? The Dallas Christian Home Educators, DasCHE, is a support group that holds monthly meetings and provides many activities to support homeschoolers in the southwest Dallas area. Please see [www.DasCHE.org](http://www.DasCHE.org) for further information.
2. What is the DasCHE Co-op? See Statement of Purpose. The Co-op is under the umbrella of DasCHE.
3. If I am new to DasCHE or the DasCHE Scholastic Co-op, what do I need to do to enroll my children in Co-op classes? See section III.
4. Do I have to join DasCHE? Yes, DasCHE is our parent organization.
5. What does the Application Fee cover and how much is it? The Application Fee covers operating costs and building use. This fee is due at the time the application is completed online. See Section V.
6. To whom do I make checks for Tuition or Class Supply Fees? These are made out to the individual tutors. Class Supply Fees and one month's tuition are due at Registration. See Section V.
7. Who decides how much classes cost? Each tutor, with Management Team approval, decides on tuition based on class preparation time, grading commitments, and difficulty of subject matter.
8. Whom do I call if I have a question? See the Management Team list posted on the secure pages of [www.DasCHE.org](http://www.DasCHE.org)
9. How strict are the age ranges given for each class? Tutors determine the age ranges for their classes. These guidelines are strictly enforced. Any exceptions must be discussed with and approved by the tutor.
10. How do you determine who gets into a class? It is first-come, first-served. However, the individual tutor has final say on the number and composition of his/her class.
11. What if I change my mind about classes or about enrolling in the Co-op? See Section VI.
12. How can my friend get an application packet? Anyone who is not currently a member of Co-op must attend ONE of the several New Parent Meetings held over the summer.
13. What if I have an address change after I have registered? Please e-mail the Registrar or place a note in the Registrar's folder at the Front Desk area of Co-op. Changes to your profile (phone, email, address changes) can be done by logging on to [www.DasCHE.org](http://www.DasCHE.org) and updating your profile.
14. What are service hours? See section IV.

## **Section III. APPLICATION & REGISTRATION PROCEDURES**

### **Family Application Procedures**

#### **Application Procedure for New Families**

1. It is strongly recommended that New Families have home schooled for a minimum of one year prior to admission to Co-op.

2. Attendance is mandatory at one (1) of the several **Informational Meetings for New Parents** to be held prior to the fall semester. The first Informational Meeting for New Parents is held in May along with the Open House where you can meet the tutors and view students' work from the previous year. Additional meetings, without an Open House, are scheduled during the summer. Please see [www.DasCHE.org](http://www.DasCHE.org) for a calendar of these events. Your attendance will be verified before you receive any application information. New Families may choose to complete an online new family presentation in lieu of attending a New Family Meeting
3. **After attending a New Family Meeting, you may request membership by completing Dallas Christian Home Educators membership form**, with non-refundable \$25 application fee.
4. Once DasCHE membership form is completed accompanied by payment, you will receive an email with the link to the **New Family Additional Information form** for you to complete.
5. **Referrals** are required for application--two (2) references (it is strongly preferred that one of the references is another home school family who is a member of DasCHE, though it is not required). Please do not list family members.
6. **Interview** of family by the Management Team and/or DasCHE Board is required. Interview will include examination of child's most recent portfolio of home schoolwork and/or report card.
7. **Acceptance** letters will be sent via e-mail. Please make sure your e-mail address is current.
8. **Sign-up for Service Hours** prior to enrolling for classes is required.
9. Payment of first month's Tuition to each tutor (and any class supply fees, required for some classes) is due during online **Registration**. Please make these payments to the individual tutor according to their instructions. ***Students are not enrolled in classes until tuition is paid.***
10. Attendance at **Orientation** meeting just prior to the start of Co-op classes is strongly encouraged.
11. If parents or adult children (18 years or older) are willing to assist in a class, substitute for a tutor, a **criminal background check** is necessary. Background checks are also required for all parents.

#### **Application Procedures for Families Currently Enrolled In Co-op**

1. **Dallas Christian Home Educators membership renewal form**, completed online payable through PayPal, must be completed PRIOR to completing the Co-op application.
2. **DasCHE Co-op returning family application** will be available online two weeks prior to Open House date for each family who is currently enrolled in Co-op. The application now includes: Health form, Criminal Background form, and Signature page. The application link will be emailed to you. If you do not receive the email request to reapply, please contact web coordinator. The Co-op application needs to be completed and received by deadline along with appropriate fee payable through PayPal (see Application Fee for schedule of due dates.)
3. **Acceptance** letters will be e-mailed to families. Please make sure we have a current e-mail address.
4. Sign-up for **Service Hours**. Returning families will have an opportunity to sign up for service hours online throughout the summer or by contacting Service Coordinator at [servicecoordinator@dasche.org](mailto:servicecoordinator@dasche.org) prior to registration.
5. Payment of first month's Tuition (and any Class Supply Fees, required for some classes) is due during online **Registration**. Please make these payments to the individual tutor according to their instructions. ***Students are not enrolled in classes until tuition is paid.***
6. Attendance at **Orientation** meeting just prior to the start of Co-op classes is strongly encouraged.
7. If parents or adult children (18 years or older) are willing to assist in a class, substitute for a tutor, a **criminal background check** is necessary. Background checks are also required for any parent fulfilling their service hours.

#### **Application Procedures for Families who home school children other than their own OR have another family home school their children:**

1. Attendance is mandatory at one (1) of the several **New Family Informational** Meetings to be held prior to the fall semester for at least one of the families involved – the parent(s) of the child(ren) being home schooled and/or the family home schooling - unless both are returning co-op families. Contact the Co-op Administrator to see if attendance is required. The first Informational Meeting for New Families is held in May along with the Open House where you can meet tutors and view students' work from the previous year. Additional meetings, without an Open House, are scheduled during the summer. Please see [www.DasCHE.org](http://www.DasCHE.org) for a calendar of these events. You will be asked to sign an attendance sheet prior to receiving an any application information. Please inform the person conducting the meeting (usually the Co-op Administrator) of your home school arrangement, as it may be necessary to submit an additional application.

2. Both parties, parent(s) and family responsible for home schooling, must be members of DasCHE. Both need to complete separate **Dallas Christian Home Educators membership form** online. Dallas Christian Home Educators membership form, with PayPal payment, must be completed online PRIOR to applying to co-op. It is required to be a member of DasCHE in order to access Co-op application online. Based on the individual situation, a separate DasCHE Co-op Application may be required.
3. **Interview** of both parties (parent and home-school instructor) by the Management Team and/or DasCHE Board is required.
4. **Service Hours** are required; either the parent(s) or family providing home schooling will satisfy service hour requirements. Sign-up for Service Hours is required **prior to** enrolling for classes during online Registration. We strongly recommend that you contact the Service Coordinator by email PRIOR to Registration at [servicecoordinator@dasche.org](mailto:servicecoordinator@dasche.org).
5. Please note – refer to New Family or Returning Family Application Procedures, whichever applies, for additional information.

### **Eligibility of Students**

Admission is open to all home school students who meet both the Co-op's and tutors' requirements and are members of the Dallas Christian Home Educators. However, applicants shall be considered for admittance to the Co-op and registration in classes in this order:

1. Children Management Team members.
2. Children of tutors.
3. Children of families who are currently enrolled in Co-op, and have completed the Application materials and sent in the Application fee by the deadline.
4. Children of families who are NOT currently enrolled in Co-op, and have completed the Application materials and sent in the Application fee by the deadline.

DasCHE Membership Form (with dues) is to be completed online using PayPal for online payment and the family profile is to be updated. For new families, once Co-op Registrar receives notification of completed Co-op Application she will contact you via email to schedule an interview with Co-op Management Team. If you have any problems completing the DasCHE Membership Form or New Family Additional Information Form online, please contact the Co-op Registrar or click on the “contact us” link online.

**Waiting lists** for admittance to DasCHE Co-op may be maintained. Tutors will maintain waiting lists for their respective classes.

**No Co-op applications will be accepted after July 16** except by Administrative approval on a case-by-case basis. If approved there is a **\$75 Administrative Late Fee**.

### **Family Registration Procedures**

- 1 Families will sign their students up for classes on online via the DasCHE website. Visit the DasCHE website for dates when registration will start and end.
- 2 Families will be required to sign up for Service Hours prior to enrolling students in classes. Email the Service Coordinator at [servicecoordinator@dasche.org](mailto:servicecoordinator@dasche.org) if you have not received a link to sign up or for more information.
- 3 Each student should have a class selection for every period. If they student will not be on camps in a given period, parents should select OFF CAMPUS. If the student will be with their parent while on campus, parents should select WITH PARENT.
- 4 Students need to be supervised at all times by being enrolled in a class, study hall, or off campus. Students listed as “With Parent” or “Off Campus” will be expected to be either “With Parent” or “Off Campus.”
- 5 *Study Hall* may be taken only in conjunction with other classes. No more than one (1) Study Hall is allowed without Administrator approval. Two such periods may be considered under some circumstances, with the permission of the Administrator or Administrative Assistant. Study Hall is ONLY for students' 8<sup>th</sup> – 12<sup>th</sup> grade.
- 6 Tutors will have final choice on class size and composition.



Please note - if your student is enrolled in a Monday/Wednesday class, student is required to be in class, in study hall, with parent, or off campus.

### Tutor Application Procedures

To teach in the Co-op, an applicant must:

1. Complete and submit a tutor application form, including information necessary for a background check.
2. Submit a course proposal for each class with class syllabus and sample assignment sheet.
3. Give references.
4. Interview with Co-op administration.
5. Class offerings are considered on the basis of the Co-op's four-year plan, scheduling needs, and classroom space.

## SUGGESTED FOUR YEAR HIGH SCHOOL PLAN

HIGH SCHOOL	Year 1	Year 2	Year 3	Year 4
English	Composition	Composition	Composition	Composition
	American Literature	American Literature	American Literature	American Literature
	British Literature	British Literature	British Literature	British Literature
	World Literature	World Literature	World Literature	World Literature
History	American History	American History	American History	American History
	World Survey	World Survey	World Survey	World Survey
	World Geography	World Geography	World Geography	World Geography
	Gov/Econ	Gov/Econ	Gov/Econ	Gov/Econ
Science	Physical Science	Physical Science	Physical Science	Physical Science
	Biology	Biology	Biology	Biology
	Chemistry	Chemistry	Chemistry	Chemistry
	Anatomy and/or Physics	Anatomy and/or Physics	Anatomy and/or Physics	Anatomy and/or Physics
Math	Pre-Algebra	Pre-Algebra	Pre-Algebra	Pre-Algebra
	Algebra 1	Algebra 1	Algebra 1	Algebra 1
	Algebra 2	Algebra 2	Algebra 2	Algebra 2
	Geometry	Geometry	Geometry	Geometry
	Pre-Cal	Pre-Cal	Pre-Cal	Pre-Cal
Foreign Language	Latin 1	Latin 1, 2	Latin 1, 2	Latin 1, 2
	Spanish 1	Spanish 1, 2	Spanish 1, 2	Spanish 1, 2
	French 1	French 1,2	French 1.2	French 1,2
	Sign Language 1	Sign Language 1, 2	Sign Language 1, 2	Sign Language 1, 2
Electives	Music	Music	Music	Music
	Art	Art	Art	Art
	Drama	Drama	Drama	Drama
	PE	PE	PE	PE

### Section IV. FAMILY SERVICE HOURS

A parent from each family, excluding tutors and management team members, is **required** to work for at least 25 hours per Co-op year and serve in a designated service job. Upon Returning Family Membership Renewal or upon New Family Admission Acceptance, a link will be sent giving families an opportunity to sign up for service hours. Service Hours Sign-Up must be completed and approved by Service Coordinator before a family is cleared to register for classes.

Parent workers are essential to the security and smooth operation of the Co-op. Please be on time and plan to work the entire shift. If you are unable to work your scheduled time, it is your responsibility to find a sub (must be a Co-op member) and to let the Service Coordinator know who will serve. If you are late to or miss your assigned job, you will be asked to make up that time and work additional hours as well in order to fulfill the service hours requirement. Failure to fulfill this requirement may result in dismissal from Co-op or restriction from participating in graduation.

Before the start of Co-op classes, a Service Hours Schedule will be posted online at [www.dasche.org](http://www.dasche.org), under Scholastic Co-op Schedules.

**If you have any questions, please contact the Service Coordinator at [servicecoordinator@dasche.org](mailto:servicecoordinator@dasche.org).**

**Service positions available are as follows:**

### **Morning Team**

**7:45 am – 12:30 pm            5 Service Hours**

Parents will be assigned various positions around campus that will include security, scanning name badges into computer system, monitoring hallways and exterior doors, maintaining restrooms and common areas, etc. Upon arrival, each parent will be assigned an area and depending upon assignment, given a clipboard with a detailed job description and a walkie-talkie to facilitate communicating with the service coordinator. All service workers will be expected to serve their entire shift unless previous arrangements have been made with another DasCHE parent to work part of hours.

### **Afternoon Team**

**12:00 noon – 4:45 pm            5 Service Hours**

Parents will be assigned various positions around campus that will include security, scanning name badges into computer system, monitoring hallways and exterior doors, maintaining restrooms and common areas, disposing of trash, etc. Upon arrival, each parent will be assigned an area and depending upon assignment, given a clipboard with a detailed job description and a walkie-talkie to facilitate communicating with the service coordinator. Afternoon Team will work together to clean up, tear down, and restore the church building to its original order at the end of the day. All service workers will be expected to serve their entire shift unless previous arrangements have been made with another DasCHE parent to work part of hours.

### **Lunch/Outdoor Team**

**11:00 am – 12:15 pm            1.5 Service Hours**

Parents will monitor students in gym and outside to ensure their safety and consideration for others. These service workers will pick up trash, clean up spills, redirect roughhousing and other play that can harm or is inconsiderate of other students or is inappropriate for the space.

### **Other Positions**

Other service opportunities available may include such events as Orientation, Pictures, Picture Make-Up, for a credit of 2-4 service hours. There are also positions available each week, 7:00 am – 8:30 am to assist with Set-Up and 3:15 pm – 4:45 pm to assist with Tear-Down. For families with extenuating situations, a very limited number of jobs that can be done at home are available. (Please Note: Employment of both parents is not considered an extenuating situation.) These positions can be applied for by contacting the Service Coordinator.

## Section V. FEE & TUITION POLICY

### Application Fee

This fee covers the cost of the application process, as well as the ongoing administrative costs throughout the Co-op year, including building-use fees. It is due at the time the application is completed online and is non-refundable. The Application Fee will vary on a sliding scale according to the following schedule:

Application/Signatures/Fees returned by 8pm May 08	\$200.00 (Active families only)
Application/Signatures/Fees returned by 8pm May 31	\$250.00
Application/Signatures/Fees returned by 8pm June 30	\$300.00
Application/Signatures/Fees returned by 8pm July 16	\$350.00

There may be an additional application fee for families who home school children other than their own. Please see “Application Procedures for Families who have Another Family/Adult Home School Their Children” in Section III.

**No Co-op applications will be accepted after July 16** except by Administrative approval on a case-by-case basis. If approved there is a **\$75 Administrative Late Fee**.

### Scholarships

The Co-op offers Scholarships in the amount of the Application Fee. These are offered on a first-come, first-serve basis. To request a scholarship, a Co-op family needs to send a brief letter stating their need, along with a letter from their pastor (or has pastoral oversight such as an elder, small group leader, or SS teacher) and a member of DasCHE. Mail, email or give these to the Co-op Administrator. These do not need to detail financial status, but state that the family is in need of the scholarship. The scholarship is retroactive for the current co-op year. Because tutors are individual contractors, the Co-op has no oversight of the scholarships tutors may or may not offer. Families will need to contact individual tutors to request their policy regarding tuition scholarships.

### Tuition Payments

Tuition payments are **paid in 8 equal payments, for all classes**, eight times a year. The first payment of one-month tuition is due, along with any class supply fees, at registration. Tuition typically will be paid on the first Wednesday of each month (no payments in December and May). Please see the DasCHE Co-op Calendar for the schedule of tuition payments.

Checks for classes should be **made out to the individual tutors**.

- Do NOT make **tuition** checks out to DasCHE or to DasCHE Co-op.
- Contact tutors for additional payment options they may offer.

### Check Writing Tips

Write the **student’s name**, the **class name**, and the **class period** on the memo portion of each check. These checks should be made out to each individual tutor, study hall monitor or nursery worker. *Do NOT make tuition checks out to DasCHE or to DasCHE Co-op.*

**Failure to pay DasCHE related fees or tuition may result in forfeiture of future admission or dismissal from Co-op.**

Mr./Mrs. Parent	1234
Address, Texas	
Pay to the Order of _____ Tutor Name	\$ 25.00
_____ Twenty-five and no/100	dollars
Memo Student Name	_____ Parent Signature
Class Name	
Class Period	

## Late Fees

Tutors are allowed to charge a late fee for tuition that is not paid on Tuition Day. Tutors may determine the amount of the late fee.

*Our tutors have made their plans to be with the Co-op for the full academic year based on your commitment to them. Please honor your commitment by being faithful in tuition payments, class attendance, and class preparation.*

## ID Badge Replacement Fees

All students, parents, tutors, and visitors at Co-op will wear ID Badges on a lanyard around the neck. Temporary name badges are available at the front desk. If you have forgotten or lost your name badge, you will need to sign the ID badge book in order to get a temporary ID badge. After the third (3rd) occurrence of a temporary ID badge request, a new ID badge will automatically be made for a charge of \$5.00, payable to DasCHE Co-op. If you have lost your ID badge, simply request one by signing the ID Badge book at front desk and pay the \$5.00 replacement fee. The new ID badge will be ready the next co-op day following the request.

## Art Box Storage Fee

There is no provision to store art boxes. It is the student/parent's responsibility to make sure art boxes are not left unattended after 4:00 pm. Any art boxes left on location will be taken home by the facility coordinator and a \$5.00/art box/week fee will be charged and must be paid before the art box is returned.

## Lunch Tab

The Co-op keeps an ongoing lunch tab for students/parents who do not have cash on hand and ask to charge food items. In addition, ID Badge replacement fees and art box storage fees are added to the lunch tab. The lunch tab will be sent via email once per month and is due monthly on Tuition Day. Payment should be made to "DasCHE Co-op" by check.

## Section VI. CLASS ADD/DROPS & CO-OP WITHDRAWAL POLICY

### Class Add/Drops

**Changes to the student's registration schedule are strongly discouraged. Our tutors have made their plans to be with the Co-op for the full academic year based on your commitment to them. Please honor your commitment by being faithful in tuition payments, class attendance, and class preparation.** Carefully consider your child's schedule before registering for classes. By registering your child for a class, you are agreeing for your child to take this class and to pay all tuition for this class. Excessive class drops will be brought to the attention of the Administrator and DasCHE Board for consideration of that family's standing within Co-op. While it may be deemed necessary to drop a class, *it is NOT Co-op policy for tutors to return/refund any tuition that was paid prior to dropping a class.*

Changes to student class schedule will take place **Online Only**. *There will be NO changes without the Online ADD/DROP form being completed.* Co-op Management and tutor approval are required for add/drops.

**\$10.00 administrative fee** per student, **per class period** will be charged and made payable to "DasCHE Co-op," and tuition will be due according to the following schedule. Add/Drops will not be complete until add/drop payment and tutor approval is received.

## Add/Drop Payment Schedule

Add/Drops up to 4:00 pm of the second day of Co-op.	<p>Administrative fee of \$10/class period is payable to “DasCHE Co-op.”</p> <p><b><u>Adds:</u></b> prior tuition payable to tutor.</p> <p><b><u>Drops:</u></b> Class Deposit (Tuition payment #1 &amp; supply fee) will be forfeited. Tutor will refund tuition payment #2 if applicable.</p>
Add/Drops classes from the second-class day after 4:00 pm through the sixth day of Co-op.	<p>Administrative fee of \$10/class period is payable to “DasCHE Co-op.”</p> <p><b><u>Adds:</u></b> prior tuition and supply fee payable to tutor.</p> <p><b><u>Drops:</u></b> tuition payments 1-4 must be paid to the tutor.</p>
Add/Drops classes after 4:00 pm on the sixth day of Co-op.	<p>Administrative fee of \$10/class period is payable to “DasCHE Co-op.”</p> <p><b><u>Adds:</u></b> prior tuition and supply fee payable to tutor.</p> <p><b><u>Drops:</u></b> <b>Full year’s tuition</b> must be paid to the tutor.</p>

Add/Drops to be done in the following order:

1. Parent discusses *Add/Drop with the tutor*.
2. Parent completes add/drop form online. Each tutor initials this form in the *Approved column* to verify their approval.
3. Parent receives invoice from treasurer and submits appropriate fees made payable to “**DasCHE Co-op**” (\$10.00 per student, per class period change) and applicable tuition payments according to the add/drop tuition payment schedule above.
4. Administrator or Admin Assistant approves add/drop change.

### Co-op Withdrawal Policy

Please inform Co-op Administrator and tutors of withdrawal and fill out an Co-op withdrawal form online. A \$35 withdrawal fee, per student, is due at the time of the withdrawal. Please refer to the add/drop payment schedule for applicable tuition payments.

Application fees shall not be reimbursed if a family withdraws from the Co-op or drops any classes prior to the beginning of classes or during the Co-op year. Any paid tuition and class materials fees shall not be reimbursed if a family withdraws or drops any class prior to the beginning of classes or during the Co-op year.

However, if problems in scheduling classes arise, contact the Administrator to work out a solution. If scheduling problems cannot be solved, and no classes can be scheduled for that family’s students, so that the family must withdraw from the Co-op because of scheduling problems, the Application Fee shall be returned.

We recognize that, occasionally, extenuating circumstances occur which require a family to withdraw from Co-op; please bring these situations to the attention of the Administrator.

## Section VII. BEHAVIORAL & DISCIPLINE GUIDELINES

### Parent Guidelines

1. **Service Hours:** Parent workers are essential to the smooth operation of the Co-op. Please be on time as others are depending on you. If you must miss your scheduled work time, please call the Service Coordinator and arrange for a substitute. If you are late to or miss your assigned job, you will be asked to work other hours in order to fulfill the Service Hour requirement. Failure to fulfill this requirement may result in dismissal from Co-op. **If you have any questions, please contact the Service Coordinator @ [servicecoordinator@dasche.org](mailto:servicecoordinator@dasche.org) Following Registration, service calendar will be posted online at [www.DasCHE.org](http://www.DasCHE.org).**
2. **Absences or tardiness:** Please contact the tutor at least the night prior to class for expected absence or tardiness, or if absolutely necessary, the morning before class. Failure to inform a tutor of absence or tardiness will invoke the Open Communications Policy, second provision. Repeated failures may result in dismissal from the class or from Co-op. **Do not call the church office** to report absence or tardiness.
3. **Illness:** Do not bring a child to class who is not feeling well, has a fever or has had a fever within the last 24 hours, has a bad cough or purulent nasal discharge, vomiting, diarrhea, 'pink-eye,' possible contagious rash, or any other signs of illness. Please contact the tutor the night before class (if possible, or the morning of class if a child awakens ill) to report the absence. **Do not call the church office** to report absence.
4. **Supplies:** Each child should bring a backpack or school bag, labeled, to carry his/her supplies. Everything should be labeled. **Lunches** brought from home should be labeled. There is no provision to store art boxes at the church. It is the student/parent's responsibility to make sure art boxes are not left unattended after 4:00 pm. Any art boxes left on location will be taken home by the facility coordinator and a \$5.00/art box/week fee will be charged.
5. **Behavior:** Unruly, dangerous, and/or disrespectful behavior will not be tolerated. Parents have a responsibility in helping their children understand and follow the rules for behavior. Parents will be notified of any unacceptable behavior. Warnings by a tutor or administrator regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/administrator conference will be convened, depending on the nature of the report or if a student has 3+ Incident Reports on file for the academic year.
6. **"Boyfriend-Girlfriend"** type activities should be reserved for parental guidance outside of Co-op.
7. Please help your child observe the **dress code** for all Co-op classes and activities as outlined in the Handbook. Parents are also asked to observe the dress code while on campus.
8. **Social activities**, such as birthday or party invitations, need to be conducted outside of Co-op time.
9. **Supervision:** Elementary students who are not enrolled in a class or study hall must be with a parent. Junior and Senior High students should be enrolled in a class, study hall, or off campus (not "with Parent"). Unsupervised children are **not allowed** and will be placed in study hall, charged to the parent. Study Hall payment will be made payable to the study hall tutor. Failure to observe this rule may be grounds for dismissal.
10. **Scan In/Scan Out:** Every time students or parents enter or leave the building, they must scan their ID badge at the desk. A parent or other responsible adult must be available for contact in case of an emergency or disciplinary issue.
11. **ID Badges** will be worn at all times by every person at Co-op. When a replacement ID badge is made, a \$5.00 replacement fee is charged.
12. **Visitors** must have prior permission from Administrator and tutor(s). They must sign in and obtain a visitor ID badge at the front desk. Visitors are asked to observe the dress code. For security reasons, all visitors will be accompanied by a member of the management team during their visit. No children or students will be allowed to attend/visit/observe any classes unless accompanied by their parent.
13. Inability of a child to move from class to class independently, or to work independently, may require a parent to remain on the co-op grounds to help the child in these matters.
14. **Education:** DasCHE Co-op is not a school. Parents have the responsibility to carefully choose classes that add to their home schooling effort and are of benefit to their child's education. Parents have the responsibility to contact the tutor for any information that the parent needs for their own home school records and/or transcripts. (Transcripts and grades are the responsibilities of the parent, not the Co-op). Parents have a responsibility, along with their children, to make sure students are fully prepared for classes and complete all assignments. Students not completing homework assignments on a repeated basis may be asked to leave that class. In the case of absences, parents or students are responsible for contacting the tutor to report the absence and to obtain any make-up work.

15. **Fees:** Application fees, class supply fees, and tuition fees are due as prescribed in the Handbook. Parents are responsible for timely payments and for all Late Fees if payments are tardy. Failure to pay fees is grounds for dismissal. Please discuss any extenuating circumstances concerning payment of tuition fees with each tutor.
16. **NO** smoking, alcoholic beverages or illicit drug use by students or parents on campus or at DasCHE sponsored activities is allowed.
17. Parents are responsible for checking for the [www.DasCHE.org](http://www.DasCHE.org) website and their emails regularly, for any announcements or information related to the Scholastic Co-op.
18. Students must be picked up promptly at the end of their classes. Students need to wait for pick up at the front door.
19. **We do not have a phone available for student or parent's use. Do not call the church office** to report absences or tardiness. **Call the church office for emergencies only.**
20. Please do not park near the church office entrance or East parking lot. Park away from the dumpsters to prevent any damage to your car and to allow for garbage pickups. Park only in designated parking spaces in the West parking lot.

## Student Guidelines

1. **ID Badges** will be worn on a lanyard around the neck at all times. Temporary name badges are available at the front desk. If you have forgotten or lost your name badge, you will need to sign the ID badge book in order to get a temporary ID badge. If there are three (3) occurrences of a temporary ID badge request, a new ID badge will automatically be made for a charge of \$5.00, payable to DasCHE Co-op. If you have lost your ID badge, simply request one by signing the ID Badge book at front desk and pay the \$5.00 replacement fee. The new ID badge will be ready the next co-op day following the request.
2. Please **walk** in the building. **No "wheelies/skateboard shoes" are allowed.**
3. Appropriate **behavior** is required at all times. No running, yelling, horseplay, profanity, or disrespectful behavior is allowed. To this end, adults will be addressed by their proper titles (for example, Miss, Mrs., Mr., Coach). Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated. Warnings by a tutor, another adult, or administrator regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/administrator conference will be convened depending on the situation or if a student has 3+ Incident Reports on file for the academic year.
4. **Listen** when the tutor is speaking. Please raise your hand if you want to be recognized.
5. Bring the **supplies** required by your tutor(s) to class every week. Come ready for class with all assignments prepared. Failure to bring supplies &/or be prepared may result in you being asked to leave class and disciplined according to the Handbook guidelines.
6. **Ask** permission to leave the classroom.
7. **Keep** your backpack/schoolbag with you or in a safe place at all times.
8. **Label** all supplies, your lunch, your coat, and your backpack/schoolbag. There is no provision to store art boxes at the church. It is the student/parent's responsibility to make sure art boxes are not left unattended after 4:00 pm. Any art boxes left on location will be taken home by the facility coordinator and a \$5.00/art box/week fee will be charged.
9. Modest dress is expected of all students. Please refer to the **Dress Code**.
10. Social activities are **not** appropriate during Co-op. Party invitations should not be distributed during Co-op. In order to minimize hurt feelings among the students, discussion of social activities should be kept to a minimum.
11. **"Boyfriend-girlfriend"** type activities, including displays of affection, should be reserved for parental guidance outside of the Co-op.
12. **Leave at home:** knives, weapons (play or real), or any other item that could lead to danger or disruption during the Co-op time. If any item causes a disruption during Co-op time, they will be taken up by the tutor and/or administrator and returned to the PARENT at the end of the day.
13. **No** smoking, alcoholic beverages or illegal drugs are allowed.
14. **Please do not enter the church office or preschool area.**
15. Students are not allowed to bring visitors to class.
16. Students should not use their cell phones during class. Tutors may choose to collect cell phones being used and either return them at the end of class or the end of the co-op day.

## Dress Code

Students, tutors, administrators, and parents are expected to dress modestly and respectfully, in keeping with a Christian worldview, while attending Co-op or Co-op related activities. To this end, a dress code will be enforced. Failure to comply with the dress code will fall under the Open Communication Policy and/or Student Misconduct Policy. Refusal to abide by these rules may result in dismissal from the Co-op.

ID badges will be worn at all times during Co-op, on a lanyard around the neck.

Shirt/blouses will have sleeves or normal armholes, modest neckline, and be of modest length, i.e., no tank tops or halter-tops, no spaghetti straps, no bare midriffs. No midriff skin, front or back, may be seen while the wearer is standing, sitting, bending over, reaching or moving. Any student showing midriff skin will be given a T-shirt to wear for the remainder of the day. No disruptive writing or pictures (vulgarity, violence, etc.) on T-shirts or other articles will be allowed. No see-through, skintight or other distracting clothing. Pants, shorts and skirts will fit properly around the waist. Shoes should be worn at all times. Shoes should be appropriate for all scheduled activities. (For example, a PE tutor may require tennis shoes for PE class).

All dresses, shorts, and skirts are to be no more than two (2) inches above the knee in both the front and back. **Please note that the "fingertip" guideline no longer applies.**

Tights and leggings are to be worn with a shirt, tunic, or skirt that is no more than two inches above the knee. This includes yoga pants, or any type of snug exercise attire.

Rips, tears, and holes in pants and jeans **that expose skin** are to be no higher than two (2) inches above the knee.

**The Co-op reserves the right to make on-going decisions concerning clothing and grooming issues.**

## Open Communication Policy

In order to maintain unity and balance within the Co-op, we encourage each of you to bring your concerns and problems about Co-op to the Administrator or applicable Management Team member. Without honest and open communication, we cannot hope to function and grow as a group.

In order to facilitate this process, an open-door policy will be in effect for all Co-op members. This policy will be two-fold in purpose. The first will address the need of any Co-op member to voice an opinion or suggestion to the Co-op leaders. The second will enable Co-op leaders to address a Co-op member in regard to neglect of Co-op guidelines.

Under the Co-op Open Communication Policy, all Co-op members are encouraged to put in writing and to discuss any concerns or problems regarding the Co-op with the Administrator. If a Co-op member has difficulty or a complaint against someone, that person should first be contacted to discuss this; the Bible instructs us to go to the offending person(s). If that does not resolve the issue, the member may ask the Administrator to intervene. The member has the right to discuss his/her problems or concerns freely, openly, in confidence, and without fear of retaliation. Complaints or problems with Co-op policy may be directed to the Administrator. Depending on the nature of the complaint, the Administrator may take the problem to the Management Team for evaluation.

While the Open Communication Policy guarantees any member family will be heard, this policy cannot promise any one individual's opinion will prevail. If the member believes, after the initial meeting with the Administrator and/or Management Team, that his/her concerns were not adequately addressed, the member may request to meet with the DasCHE Board.



From time to time, member families may need to be reminded of the Co-op guidelines as set forth in the Handbook. These include, but are not limited to, absences, tardiness, late payments, dress, incomplete or failing work or general conduct. A tutor and/or administrator will contact and/or meet with said member. Confronting the situation in a timely manner will hopefully encourage members to support the Co-op in action, word and spirit. It is the policy of the Co-op for the Administrator and a Management Team member to meet with a family if the situation warrants, or if the family/student has 3+ Incident Reports on file for the current academic year. Should the situation warrant, and if the behavior continues without regard to Co-op policy, the Co-op member family may be asked to withdraw from a class or the DasCHE Co-op.

In summary, the Management Team and members of Co-op desire that all members act according to biblical principles in our efforts to communicate with one another. All are encouraged to address their concerns as set forth in this Open Communications Policy, and not discuss concerns or problems with other members. We are admonished biblically to refrain from gossip and idle talk, and to take our concerns first to any who have offended us. It is the hope of this Co-op that this Open Communications Policy will provide for the needs and concerns of all families and officers in the Co-op.

### **Student Misconduct Policy**

Section VII of the Co-op Handbook addresses the behavioral standards expected for all Co-op students. These standards apply for the duration of the Co-op day, as well as any field trips or other Co-op sponsored outings and activities. In the event a student refuses to conform to these guidelines, a tutor, Administrator, Management Team Member, or other responsible adult has the authority to correct the student and expect obedience. Should the student continue the unacceptable behavior, the adult has the authority to remove the child from the classroom and/or activity. The adult, tutor and/or administrator will contact the parent(s) of the child and inform him/her of the student's misconduct. After correction from the parent, the student will be permitted to return to the class on a probationary status. Should the student refuse to come under scriptural obedience, she/he will refrain from attending Co-op classes and activities until willing to do so. Continued misconduct may be grounds for dismissal from the class or Co-op. This policy shall not be used lightly or without fair warning to the student. Over-correction for simple childish behavior should not be the norm. In this case, the child should be redirected and encouraged. Talking with a parent for any insight in dealing with a child is advisable. This, however, does not give permission for behavior to continue unchecked that disrupts the entire class. Tutors, Management Team members, or other responsible adults will NOT use corporal punishment in correcting students.

If the parent wishes, or in the rare case when the situation cannot be resolved, the Open Communication Policy may be invoked.

### **Information Included in Incident Report**

Date/Time/Location: \_\_\_\_\_  
Parties Involved: \_\_\_\_\_  
Detailed Description of the Incident: \_\_\_\_\_  
Action Taken (if applicable): \_\_\_\_\_  
All parties notified (or to be notified) about results/outcome: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-op will take no action until the parties involved have exhausted ALL biblical avenues of resolution.**

### **Dismissal from Co-op**

Families and/or students may be asked to leave the Co-op for failure to comply with behavioral guidelines, failure to pay fees and tuition, excessive absence or tardiness, repeated instances of incomplete or failed schoolwork, infractions of the policy stated in the Co-op Handbook, or other disruption of Co-op. All effort will be made prior to dismissal using the Open Communication Policy to try to resolve any problems or issues. It is our sincere wish that all situations be resolved for the benefit of everyone--families, students, tutors and Management Team. Families may have a hearing with the Administrator and DasCHE Board prior to dismissal according to the Open Communication Policy.

## Section VIII. ADMINISTRATIVE RESPONSIBILITIES

### Organizational Chart of DasCHE Scholastic Co-op



### Management Team Responsibilities

An Administrator or designee shall be on campus at all times. Management Team members will agree to statement of faith/Nicene Creed and a criminal background check and

1. **Administrator:** Shall oversee the Parent's Mandatory Informational Meetings to be held each summer, the selection of tutors, admissions and the day-to-day operation of the Co-op, with the assistance of the Management Team.
2. **Assistant Administrator:** Shall keep all communications, announcements and paperwork related to the Co-op, and assists the Administrator
3. **Treasurer:** Shall handle Application Fees and Tutor Building Use Fees and keep financial records of funds (including snack bar) for inspection by the Administrator and DasCHE Board.
4. **Web Coordinator:** Shall oversee the website: [www.DasCHE.org](http://www.DasCHE.org)
5. **Service Coordinator:** Shall oversee sign-up and management of service hours.
6. **Registrar:** Shall register families and students in the database, issue ID badges, and process Add/Drops.
7. **Facility Coordinator:** Shall oversee building set-up/clean-up.
8. **Snack Bar Coordinator:** Shall oversee the snack bar, its volunteers and monies from the sale of snack items.

### Tutor Responsibilities

1. Tutors will complete an application with course description, tutor biography, and syllabus, and agree to a **criminal background check** as well as complete Sexual Abuse Awareness Training through Ministry Safe to teach at the DasCHE Scholastic Co-operative. Tutors will agree to abide by the Statement of Purpose, the Statement of Faith/Nicene Creed, and the Dress Code.
2. The Co-op Administrator and Admin Assistant approve tutors and classes after checking references, class content and the availability on the Co-op schedule.
3. Though any homeschooler is welcome to participate, DasCHE (Dallas Christian Home Educators) conducts itself in a manner which honors Biblical principles. As such, tutors must abide by the Statement of Faith/Nicene creed and present subject matter from a **Biblical** worldview in a Godly manner and not endorse to their students any tenets of secular humanism; for example, the theory of evolution, abortion, one-world government, modern feminist philosophy, or the promotion of homosexuality as an acceptable, alternative lifestyle. This does not preclude the discussion of these topics within the framework of a Christian worldview. **It is strongly recommended that tutors note on the detailed course descriptions given to prospective families at Open House whether they agree to the Statement of Faith/Nicene Creed as stated in DasCHE Co-op Handbook, and include a brief personal testimony in their tutor biography to better assist parents in making informed choices as to tutors and classes.**
4. Once a Tutor has committed to teach a class, it is expected that the class will be taught through the remainder of the Co-op year. Therefore, no changes in any class, including content, fees, duration, or teaching personnel may be made without the PRIOR approval of the Co-op Management Team.

### **Tuition and other fees:**

5. DasCHE Co-op tutors are self-employed, independent contractors paid by individual families, and they are responsible for keeping their own financial records and reporting to the IRS. No W-2 forms are issued since the Tutors are not employees of the Co-op, a division of the Dallas Christian Home Educators, a non-profit 501(c)(3) organization.
6. Supply fees and monthly tuition proposed by tutors will be set following review by the Management Team. Amounts cannot be raised after initial review unless approved by the Co-op Administration; therefore, tutors should carefully set supply fees and monthly tuition. Collection of monthly tuition is the responsibility of the individual tutor; the Administrator may assist at the request of the tutor.
7. Tutors agree to pay the required tutor fees as determined by the Co-op Management Team in consultation with the DasCHE Board, of \$3.00 per student. This *excludes* any of your own children that are in your class or children of adult helpers who consistently stay during your class each week. This fee also applies to any student to whom you have decided to waive tuition or trade out tuition. The Co-op Treasurer will calculate the monthly tutor fees, which should be paid to the Co-op no later than a week after Tuition Day (check or PayPal ONLY, no cash will be accepted.) **Late payment of the monthly Tutor's fees will result in a late fee of \$10.00, payable to "DasCHE Co-op."** Explanation of the monthly Tutor Fees: There has been some confusion in the past regarding the purpose of the Tutor fees. The reason for charging a monthly fee is fairly simple: just as a crafter pays a rental fee for space at a craft fair to sell his crafts, the Tutor fees are essentially "rent" for the tutor's cottage industry. These fees go directly into the operating budget of DasCHE Scholastic Co-op and help pay for building usage fees, insurance, building damage repair, and general office supplies among other miscellaneous expenses. These are all on-going monthly expenses, and though Co-op families, through their application fees, pay for some of these expenses, Tutors also pay a percentage of their monthly earnings back to the Co-op for the reasons stated above as well as the services they are provided with as Co-op Tutors (including family registration screening and processing, facilities management, advertising of classes, etc.)
8. Treasurer will provide an envelope for monthly tuition payments which will have the class rosters attached. If the tutor removes the class rosters on tuition payment days and would like the roster pages replaced for the following month, a \$10 fee will be charged, payable to DasCHE Co-op. Additional roster page requests should be made to the co-op registrar.
9. Tutors may require common supplies to be brought to their classes, such as paper, pencils, notebooks, pens, etc. The tutor may supply other specialized supplies needed for the classes (i.e.: science supplies purchased in bulk at beginning of the year – beakers, chemicals, dissection supplies, etc.) and the tutor may charge a Supply Fee to cover the cost of these materials, but the fee must be explained in course proposal. Other expenses that occur throughout the year should be rolled into the monthly tuition.
10. Tutors may require certain texts for use in their class(es) to be purchased by the parents.

### **Communication:**

11. Tutors, in association with this Co-op, are expected to be loyal to the concept of home schooling when in the public arena.
12. Tutors should have a love for the subject they teach and a love for teaching students. They must make their class(es) a priority and commit to following through with their goals and expectations set forth for the students and parents. Tutors will communicate these goals and expectations to the parents by submitting a detailed course description for viewing by the applicants at Open House and online Registration. A syllabus or outline, which should include a preliminary schedule for class assignments and projects, should be given to parents upon registration. Assignment sheets should be given as necessary so that parents can assist students in any homework assigned.
13. Tutors should contact parents in the event a student is not performing according to the standards required by the class, as soon as the tutor is aware of this situation. Direct communication with parents and students should be handled by the tutor throughout the year, and it should be followed according to the established Open Communication Policy as stated in the Handbook.
14. Tutors will create a parent/student email loop so that good communication will be maintained. This is also helpful in case of a snow/ice day or any other time sensitive announcements may arise.
15. Tutors will be assigned a username and password for online access to [dasche.org](http://dasche.org).

### **In class Responsibilities:**

16. Minimal assignments, tests, or projects should be assigned during Thanksgiving, Christmas, and Spring Break. We feel parents, students, and tutors need some vacation time. In giving assignments, remember that students have other classes, both at the Co-op and at home.
17. Tutors should keep attendance and tardiness records. Tutors are not required to complete transcripts or give grades, but should evaluate students at least twice a year so that parents may assign grades as required by their own home schooling. Any grades given to students (such as on a report or paper) should be made available to parents to help in their grading.
18. Tutors will follow the discipline procedures as outlined by the Handbook. No corporal punishment shall be used to discipline students.
19. Tutors may determine their prerequisites for their class(es) and have final say in their class size and students registered in their class(es) beyond the minimum four students required.
20. Tutors are expected to follow the Dress Code.
21. Tutors may have assistants in their classes and make provision for their compensation. In the event of tutor absence, the tutor must arrange for a substitute, provide instructional materials, and compensate accordingly. Tutors who require a substitute must let the administrative team know of their absence. Substitutes must have a background check. Tutors must supply Substitutes with class list and emergency procedures. Substitutes will notify the administrative team when they arrive and sign in. Study Hall should never be substituted for an instructional class except in an emergency situation. Because tutors should expect to receive compensation for instructional classes only, the tutor should refund tuition for a cancelled class. **The Co-op makes no provision for substitute tutors. Tutors are responsible for finding their own substitutes.**
22. Tutors are expected to be on time and stay with their class at all times. Unforeseen trips to bathroom or to talk to administration requires another tutor to supervise your classroom. Phone use must be used only in an emergency. No personal phone use during teaching time.
23. The **last tutor** in each room will ensure that their classrooms are returned to the original condition prior to leaving. This includes erasing/cleaning the whiteboard, replacing chairs and tables, picking up trash on the floor, vacuuming or sweeping if necessary, closing windows and blinds, replacing all church equipment, and placing trash downstairs on the floor in front of the kitchen, and turning in the walkie talkie to the designated bin. In order to keep rooms clean, **NO FOOD OR DRINKS (except water) ARE ALLOWED IN THE CLASSROOMS.**

### **Security/Health issues:**

24. The Co-op, with approval from FBCM, will be responsible to conduct two fire drills, one tornado drill and one lock-down during the school year. Tutors will follow the map provided in each room. Tutors will be responsible to have a printed copy of emergency procedures with their class roster(s) and will discuss emergency procedures with their students. Please note students with special medical issues are marked with a red dot on their ID Badge. Their conditions are listed in the DasCHE Emergency book kept online at the student center front desk computer. Please refer to DasCHE Emergency book for emergency procedures to include lock down, weather, and medical emergencies.
25. Visitors must get prior approval from the Co-op Administrator and individual tutor. If approved, they must sign-in at the front desk and wear a visitor name badge. For security reasons, all visitors will be accompanied by a member of the management team or other designated person during their visit. No children or students will be allowed to attend/visit/observe any classes, unless accompanied by their parent.
26. Tutors will check that students are wearing ID badges on lanyards around their neck. If a student is not wearing a badge, tutor will send student to front desk to get a temporary ID badge. If a student/tutor requests a temporary ID badge two or more times, a replacement ID badge will be made - replacement ID badges are \$5.00.
27. All scheduled activities, rehearsals, extra classes, and field trips need to be submitted to the Administrator or Admin Assistant to be placed on the Co-op Master Calendar. If planning a field trip or class day off campus, tutors need to get a Parent Permission Slip from parents and turn it in to the Administrator/Admin Assistant prior to the scheduled event.

## Section IX. OTHER

### Announcements

Announcements pertaining to the Co-op, or of interest to the Co-op, will be posted on the DasCHE website. **It is the parent's responsibility to check this regularly** at [www.dacshe.org](http://www.dacshe.org). Reminders for tuition, lunch menus, picture day, etc. are sent out via email.

### Ice/Snow Days

In the event of ice and/or snow the DasCHE Co-operative follows the Mansfield ISD posting for school delays, closings, or early dismissal. Check the local TV stations or the Mansfield ISD website: [www.mansfieldisd.org](http://www.mansfieldisd.org). Any closings or delays will also be posted on the DasCHE website: [www.DasCHE.org](http://www.DasCHE.org).

- Tutors will email students regarding assignments that were due and/or assignments for the following week.
- It is the policy of DasCHE that **tuition is paid** for missed classes due to unforeseen weather conditions.

### Log in/Log Out Procedures

Every student, tutor, and parent on campus will be expected to scan their name badge to access the building. An electronic log will be kept of all students, tutors, and parents present at Co-op. A PARENT, another AUTHORIZED ADULT, or a RESPONSIBLE STUDENT is responsible for "scanning in" each child attending Co-op using the student name badge, along with the electronic sign in system when the child arrives on campus and for "scanning out" each child as each child leaves Co-op. If children leave for any portion of the Co-op day, EACH arrival and departure must be noted. This measure is extremely important in assuring the safety of our students. Responsible students may scan themselves in and out of Co-op.

### Lost and Found

The Co-op will maintain a lost and found. Please take all items found during Co-op day to the Co-op front desk, and address all questions about lost items to a Management Team member. **Do not contact the Church office staff about lost items.** Items left in the lost & found will be donated twice yearly; the last Wednesday before Christmas break and at the end of the Co-op year.

### Lunch

A lunch period is provided each Co-op day. The lunch menu is emailed weekly. Students may purchase a lunch (cash or Lunch Tab) or bring a lunch and drink from home, clearly labeled with their name. Please remember that no refrigeration is available for personal use, so please pack non-perishable food and drink. There is also no microwave available to use.

### Visitors

Prospective Co-op families are invited to visit the DasCHE Scholastic Cooperative. Visitors **MUST** receive **PRIOR** approval from the Co-op Administrator and tutor(s) if visiting classes. All visitors must sign in at the front desk and wear a visitor ID badge. Visitors are encouraged to observe the dress code. For security reasons, all visitors will be accompanied by a member of the management team or other approved person during their visit. No children or students will be allowed to attend/visit/observe any classes unless accompanied by their parent.

**We wish to thank** our outstanding tutors who give so much time and effort to our students, and to thank our families whose commitment and assistance has made this Co-operative possible. And, of course, we thank our Heavenly Father for His many blessings on this Co-op and give Him all glory and honor.

Please remember our Co-op - the families, tutors, Management Team and DasCHE Board in your prayers.