



**C3 Educational Co-op**  
**Parent/Student Handbook**  
**2022-2023**

# Co-op Staff Directory

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The staff is responsible for the general running of the co-op each session. We will work together with you as parents to provide appropriate classes for students, set up a schedule that benefits as many members as possible.

As a staff we assess how fees will be assigned and collected, and assign duties based on overall need and the preference of the members. We welcome comments and suggestions. Please contact any of us if you have anything you would like addressed.

## **Our Mission:**

We partner with families in Centre County to inspire Generations to be world changers for Christ

## **Who We are:**

We are a Christian homeschool cooperative working in partnership with families to combine a classroom experience with the benefits of homeschooling.

**Our Vision:**

1. We will facilitate a quality educational experience within a Biblical worldview.
2. We will equip children with the educational tools, mindset, and encouragement to become lifelong learners who can discover how God has uniquely made them to impact the world around them.

**Our Method (An overview):**

Students in grades K -12 learn for 32 weeks in classes taught by passionate teachers. The students are then assigned lessons to complete at home with the parent or guardian serving as a co-teacher. The program covers a full year of instruction in Math, Language Arts, History, Science, and the Arts. Additionally, students in middle and high school can choose some exciting electives.

This Hybrid model of education encourages parents to be directly involved with their child's learning process, without having to prepare lessons and come up with creative projects. Families now can have the time to work, learn, and play together, with the freedom to discover each child's strengths and passions.

**Hybrid homeschooling has tremendous advantages:**

- Students benefit from in-class time with teachers and peers. This gives them the opportunity for discussion, feedback, and pushback from various perspectives.
- Parents benefit by having help with teaching and grading.
- Communities benefit from having additional education opportunities available to families.
- Co-ops benefit from an expanded student population with actively engaged parents.

**Goals:**

1. By using appropriate curriculum and teaching methods, help students acquire knowledge, understanding and practical wisdom.
2. To help students become skilled thinkers and communicators within a Biblical worldview.
3. To facilitate a love for learning thereby motivating students to become life-long learners.
4. To cultivate a love relationship with God and others.

**Misbehavior will be handled as follows:**

1. On the first offense, the teacher or appropriate adult will talk to the student about his/her inappropriate behavior. This will serve as a warning to the student to change his/her behavior.
2. On the second offense, the teacher will discuss the student's behavior with the child's parent.
3. On the third offense, the child's behavior will be discussed in a meeting with the parent, the teacher, and the director
4. On the fourth offense, the child will sit out of the class for a specified time ranging from one week to the entire semester. There will be no refunds.

\*Younger students (6'ish and younger) may need more guidance in regard to inappropriate behavior. These students will be given more latitude as teachers work with them each week. However, your child's teacher will still consult you and steps will be taken to remove your child from class if your child's behavior causes serious disruptions to the classroom.

**C3 Educational Co-op Guidelines:**

Clothing should be neat, modest, and appropriately sized. An attendee should not be dressed in such a way as to draw attention to their body, but to respect and honor God, themselves, and others. Anyone flagrantly disregarding these criteria will be asked to leave.

Romans 14:21 -- It is a noble thing not to eat meat, or drink wine, or do anything that makes your brother stumble.

1 Corinthians 10:31-32 -- Therefore, whether you eat or drink, or whatever you do, do everything for God's glory. Give no offense to the Jews or the Greeks or the church of God,

## **ABSENCE PROCEDURES:**

**Planned absences-** Please let your teacher know ahead of time if you will be absent. It's okay to travel, but if you plan to be out for an extended time it is your responsibility to communicate that with your teachers and make sure you have assignments and are prepared for class upon your return.

**Unplanned absences (sickness/family emergency)- If you or your child have been sick (fever, diarrhea, vomiting, flu or Covid symptoms, etc.) within the 48-hour period prior to co-op, please do NOT attend co-op that week.**

### **Teachers: If you are unable to teach in your scheduled class:**

Notify your assistant (or if your assistant is not available, another replacement) to ensure that they will be able to teach the class and arrange for the transfer of any needed materials.

Have a lesson prepared in advance that may be presented by the assistant.

Notify the Director that you will not be in attendance that day and that your helper is ready to teach.

### **Helpers: If you are unable to help in your scheduled class:**

Notify the teachers in your class of your absence. Ask if they want you to find a replacement. If so, go to the next available person on the duty sheet and ask them to cover for you.

Contact the Director **BEFORE** co-op and let her know you won't be there. Call or text especially if you don't know of your absence beforehand.

## **COMMUNICATION POLICY:**

Our main method of communication will be on our Band App and email. Please check them regularly to stay informed as you will be responsible for the information given. If your email address or phone number changes, please inform the Director as soon as possible. **NO CELL PHONE POLICY** If your student has a phone it must be off and in their bag or we will take it for the day.

## **VISITORS:**

Guests, family members, and children are welcome to visit co-op. Please request permission for guests visiting.

Inform your guests that there may not be supplies for them in certain classes.

Have your visitors sign in at the sign-in table and get a name tag. Please have them return the visitor's name tag when they leave for the day.

Siblings of co-op students are welcome to visit during public school holidays, but they must join an age-appropriate class.

**FEES:**

There will be a nonrefundable \$100 registration fee due online at the time of registration for each child as well as a monthly tuition fee of \$300 per child due at the beginning of each month for the hybrid program and a \$50 tuition fee for those just participating in the Friday only co-op. These fees will be used to pay for supplies in the use of the building, supplies and equipment for co-op, celebrations, parties, or activities, the co-op's website, background checks, and teacher payment.

**Handling Concerns:**

We will follow the Matthew 18 principles here at C3 Co-op. We will not tolerate gossip at any level. If you have a problem or concern with anyone, student or adult, please go to that person first and try to resolve the situation. If an agreeable solution cannot be reached, then the offended party is to come to the director privately and all parties involved will be brought in to solve the issue and so on. The director will not deal with any issue that has not been first brought to the attention of the parties involved first.