

The Rooted Co-op

Psalms 1:1-3(NIV): Blessed is the one who does not walk in step with the wicked or stand in the way that sinners take or sit in the company of mockers, but whose delight is in the law of the LORD, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither— whatever they do prospers.

The Rooted Co-op (TRC) is a Christian, family-oriented homeschool co-op committed to learning and growing together. Our main goals are to offer extracurricular learning opportunities for our children and encourage fellowship with participating parents and children. **We are not a “drop and go” co-op.** Members are expected to stay and volunteer by teaching and helping in the classes during all periods each week.

What we believe:

- We believe that learning should be a safe and fun experience.
- We believe in building a community to do life with, and being the village that we all need.
- We believe in keeping Christ at the center of all that we do.
- We believe that homeschooling is a calling and that children are a blessing from the Lord.

Thank you for doing your part to help The Rooted Co-op function smoothly. Please also remember each TRC family in your prayers. Pray for love, kindness, unity, and respect to be in our hearts, minds, and mouths. Pray for the leaders, our teachers, and all the families that make TRC a part of the education of their children. What a blessing it is to be able to homeschool our kids and to be able to fellowship with one another on a weekly basis!

Please let the Leadership Team know if there is ANYTHING you are concerned about, now or anytime throughout the semester. Serving others is serving God; we are here to serve.

Leadership Team:

The Rooted Co-op is led by a board of moms who are highly invested in Co-op for their own children. We all want to see Co-op succeed for years to come, and to build a strong community with other like minded families that our children can grow with.

Our Leadership team exists to help ensure there are multiple perspectives considered in every situation, that Co-op does not become an unbearable duty to just a few members and result in burnout, and to help facilitate day to day Co-op operations. Decisions for Co-op will be voted on by the Leadership team after prayer and consideration for what is best for all families involved.

Co-op Leadership team is expected to handle all situations with grace and love for the members involved. They are expected to conduct themselves in a manner that is above reproach. The Leadership team is here to serve all members of Co-op and make it possible to expand our opportunities for connection!

Members of the Co-op leadership team will still be required to lead classes each semester. There will be one member of the Leadership team designated as a “floater” each class period, in order to help mitigate any issues that may arise or provide support as needed.

Board members and duties:

Director- Rebecca Balaban, [REDACTED] responsible for communication to Members and Leadership team

Treasurer- Alexis Farrington, [REDACTED] responsible for financial budgeting, invoicing, receipts

Secretary- Jennifer Tawater, [REDACTED] responsible for note taking during meetings, website management

Church Liaison- Briley Seiffert, [REDACTED] responsible for communication between the church and Co-op

Event Coordinator- Emily Rubio, [REDACTED] responsible for maintaining Co-op calendar and coordinating events

General board member responsibilities may include: website maintenance, policy reform, conflict resolution, communication, set up and tear down, voting in Co-op decisions, sorting supplies, vetting new members, helping maintain daily Co-op operation, and most importantly- prayerfully covering and encouraging all members of Co-op.

Handbook and Policies

I. Membership:

TRC membership is open to home-educating families that are currently homeschooling at least one child. The oldest participating child in your family must be at least 5 years of age by August 1st. Classes will be available for members only, meaning a child must be registered and listed under the parent's registration form. TRC will approve membership requests in accordance with available/open slots, willingness to abide by TRC's statement of faith, policies, and code of conduct, and willingness to attend 3 community meetup events to ensure we are the right fit for one another!

Annual & Semester Fees Cover:

- Website Fees
- Class Supplies
- Cleaning Supplies
- Facility Fees

Fee Breakdown:

- \$50 annual fee per family, due each Fall Semester
- \$25 per child semester fee, ages four and up
- \$15 per child semester fee, ages 2-3 years
- \$65 per person background check fee, due upon acceptance

Students may not be dropped off at TRC classes without at least one participating parent remaining onsite. If a parent must leave due to an emergency and needs the assistance of a parent to oversee his/her child(ren), parent must communicate such a request to the Directors of the Co-op in writing and state the full name of the designated parent responsible for the oversight of the child(ren). Arrangements may be made for children to attend Co-op with another Co-op adult as the designated care giver for that day. This is considered on a case by case basis, and Leadership must approve.

Visitors: Visitors are permitted to attend on an occasional basis with TRC Leadership approval. Non-enrolled children may not attend classes. Students must be enrolled in each class they attend.

II. Teaching / Submitting Classes

Returning members are required to submit at least one class per family each semester. New members are encouraged to submit class ideas, but not expected to lead a class until after their first semester of attendance. We highly encourage members to submit classes they would enjoy teaching as that always makes the time much easier and fun for everyone involved. Classes may be adjusted to accommodate activities specific to a holiday as long as such holiday is observed by TRC. (For more information please refer to the Observed Holidays section of the handbook.)

A poll may be given to members to gauge student interest, so that Leadership may do their best to accommodate the overall desires of Co-op members. Class submissions will be reviewed by Leadership and class options will be posted as soon as possible prior to registration opening. Lead teachers will be notified prior to posting.

III. Supervision of your children:

For safety reasons and out of respect for the church facility, every child must be in a classroom, with a teacher, or with their parent(s) while at the church. We believe it is a privilege to be allowed to hold our classes at the church, and it is important to protect the safety rules of their office staff. Please do not allow your children to go to their classrooms until 5 minutes before class and please escort all children 5 and under to their respective classes. Line ropes will be provided for the younger age groups. Older students may go to their respective classes; however, they must wait quietly in the hallway until the teacher is able to be in the room. Teachers sometimes need a few minutes to transition their own child(ren) to/from classes or to get into their classroom after teaching in another room. That said, no child is allowed in a classroom without an adult present. Parents are solely responsible for the supervision of their own children before classes begin in the morning and during lunchtime.

IV. Facilities:

Members and their children must treat the church and its property with respect. Our actions directly affect the facilities that we use. Please help to keep it clean by picking up trash, cleaning up after yourselves, flushing the toilet after use, having food and drink only in the designated areas, etc. Students/children must not destroy or deface church property in any way. No climbing on the chairs or tables is allowed.

**If a child/student is found breaking these rules (or being destructive to the church facilities in any way), he or she will be sent to their parent for the remainder of classes that day and a meeting will be required between child, parent, and TRC Leadership. Depending on the damage, financial restitution may be required by the responsible party. If a second offense occurs, it could be grounds for dismissal from the co-op program.*

V. Class times / inclement weather:

We meet for the Fall and Spring semesters. Each semester lasts for 10 weeks. The Fall semester starts in September and ends in November. The Spring semester starts in February and ends in May. Exact dates are posted on our calendar. There is one week off in the Spring semester for Spring Break in March. Co-op weekly meetings are held on Fridays from 8:30am – 1pm.

TRC will follow BISD closings in bad weather. If the weather changes during classes, the Leadership Team will be responsible for making the call to close early and will properly communicate to all members.

VI. TRC Classes:

Class scheduling is subject to changes by the Leadership team on a semester-by-semester basis.

Students are expected to be on time for their classes and have all the required materials with them. Because we, as parents, are responsible for our children's home school education, we need to be sure our children have the necessary materials for the day.

In case a student is enrolled in a class that may not be a good fit for the child, please know the TRC Leadership team will work with the teachers to help the child succeed in such class. In order to maintain a successful academic and social environment within the classroom, students may be asked not to re-enroll for such classes the following semester. If you feel your child, or a child in the class you are teaching is struggling, please contact the Leadership team immediately. If the class is too challenging for the student and changes are immediately necessary, TRC Leadership will work with the parents of the student to find a more suitable accommodation.

Registration Status: Tier determines the order of class registration.

- First to register: TRC Leadership
- Next to register: Returning Family
- Final registration: New Families

For logistical reasons, some classes may have limited space and the registration may fill up quickly. We recommend discussing class preferences with your child prior to registration day to determine which classes interest them most. Please note: parent registration spaces are also limited and may fill up quickly. If there is a true need for you to attend class with your child, please contact Leadership prior to registration day so accommodations may be considered.

After first semester: New Family status is changed to Returning Family status

VII. Class Absence Policy:

In order to properly staff each classroom, regular attendance from registered parents is crucial. That said, TRC Leadership will follow this policy in order to ensure a successful semester and an even workload for all members.

- If a family (parent and/or student) misses three or more class days in one semester, that family will be reconsidered for TRC membership. Circumstances for absence will be considered by Leadership with grace.
- If a family is a no-show (no call/text) more than once without contacting the Leadership Team prior to the absence, they will be reconsidered for TRC membership. Emergent situations are an exception.

TRC understands extenuating circumstances; some exceptions may apply at the discretion of the leadership team. We believe that Co-op is an opportunity to build community and be a village to one another. Life happens and we understand! Our request is simply that you do all you can to prioritize Co-op attendance.

VIII. Character and Conduct:

It is our desire to put God first in all that we do and to live according to Biblical standards. We are called to train our children in such a way as to reflect Godly character in all we do. To accomplish this, we are asking for you to abide by the following rules during Co-op:

- I will respect others and all property with my words, actions, and attitude by respecting the teacher, other children and building at all times.
- I will wear clean, modest clothing that covers all undergarments, chest, stomach, and back.
- I will not bring electronics to Co-op without prior authorization from a teacher or Co-op leadership.
- ***I will show up on time ready to teach/learn!***
- I understand that the disregard of any of these rules will result in the immediate application of the disciplinary policy. I have read and agree to comply with all TRC Co-op rules and regulations.

Gossip will not be tolerated. As brothers and sisters in Christ, we are to encourage one another to love and do good deeds. ("Let no unwholesome word proceed out of your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear." Ephesians 4:29) In whatsoever you do, do it in the name of the Lord (Colossians 3:23).

IX. Cancellations / Transfers / Refunds / Returned checks:

Payments to TRC:

- a. **All fees are non-refundable.** Coop fees are charged by our Treasurer, per family, per semester. Members who have not paid their invoice by the due date each semester will have their log-in disabled, pending receipt of payment. If there is financial hardship, please contact the Leadership team to see if arrangements can be made. We do not want to see anyone refrain from Co-op due to financial means.
- b. Returned check policy: If a check is returned, the member will be responsible for the amount of the check plus all bank fees. Payable through TRC's website.
- c. Membership and supply fees are billed in full; fees cannot be prorated.

****If a family's registration is cancelled due to breaking TRC's rules or regulations, including but not limited to the attendance and conduct policies, paid fees will NOT BE REFUNDABLE. Please understand fees are used at the beginning of the semester and TRC Leadership will have no way to recover those funds once registration has closed., no exceptions.****

X. Class / Event Ages:

All our activities are based upon age by August 1st for the fall semester, and January 1st, for the spring semester. In most cases, we will adhere to these age standards. However, we believe that homeschooling allows students to learn and grow at their own pace, and we recognize that this may lead to some adjustments. Adjustments to your child's class placement may be considered on a case by case basis, with weigh in from the Leadership team and your child's teachers. We ask that you honor the decision made by the Leadership team. Current class ages are: ■ Babies age 0-1 ■ 2-3 years old ■ 4-5 years old ■ 6-8 years old ■ 9+ years old

XI. Illnesses:

Please be considerate of others regarding illnesses. If you or your children are sick, please stay home. The following are guidelines to help you to determine if you need to call in:

- a. Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- b. Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- c. Diarrhea: 2 or more loose stools within the last 4 hours.
- d. Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- e. Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- f. Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- g. A child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.
- h. The illness prevents the child from participating comfortably in activities, including outdoor play

It is the responsibility of the leading teachers to contact the back up teacher assigned to the classroom when needing to be absent. ***Please know you must communicate your absence with the Leadership Team to avoid being counted as a No Call/No Show.*** Leadership must always know of any absence in order to ensure proper class coverage.

XII. Special Needs, Diagnoses, & Accommodations

Our desire is to create a safe, supportive, and successful environment for every child God brings into our community. In order to best serve your child, we kindly ask that parents inform TRC Leadership of any medical diagnoses, learning differences, behavioral needs, allergies, or other conditions that may affect your child's participation, safety, or success during Co-op hours.

This information allows our teachers and helpers to be prepared, patient, and equipped to support your child in a loving and appropriate manner. All information shared with Leadership will remain confidential and will only be communicated to teachers or helpers on a need-to-know basis for the well-being of your child.

We understand that every child is uniquely created by God, and we want to partner with you to ensure they feel safe, understood, and included. If your child requires specific accommodations, support strategies, or medical considerations, please speak with Leadership before the semester begins or as soon as new needs arise.

Thank you for helping us create a Christ-centered, compassionate environment where every child can thrive.

XIII. Accidents / Incidents Involving Children

At The Rooted Co-op (TRC), the safety and well-being of every child is of utmost importance. While we make every effort to provide a safe environment, we understand that accidents and unforeseen incidents may occasionally occur. The following procedures are in place to ensure that each situation is handled promptly, responsibly, and with care.

a. Immediate Response:

If an accident or injury occurs, the supervising adult or teacher should remain calm and attend to the child's immediate needs. Minor injuries (such as small scrapes or bumps) should be treated with basic first aid supplies from the designated first aid kit located on site. If the injury appears serious, do not move the child. Seek assistance from a TRC Leadership member immediately.

b. Parental Notification:

Parents will be notified as soon as possible following any incident involving their child, regardless of severity. For minor incidents, notification may occur at pickup. For more serious injuries or behavioral incidents, the parent will be contacted immediately by phone or text.

c. Incident Reports:

Any accident or incident resulting in injury, distress, or significant disruption will be documented on a TRC Incident Report Form. This report should include the date, time, location, description of the incident, action taken. A copy will be provided to the parent upon request.

d. Medical Emergencies:

In the event of a medical emergency, 911 will be called first, followed by immediate contact with the child's parent or guardian. A Leadership member will remain with the child until the parent arrives or emergency services assume care. Parents are responsible for any medical costs incurred due to emergency care.

e. Follow-Up:

After an incident, TRC Leadership will review the situation to determine if additional safety measures or policy adjustments are needed. Our goal is to maintain a secure and supportive environment where all children and families feel cared for and protected.

We thank all participating families for their cooperation in helping us uphold a safe, God-honoring environment for our children and volunteers.

TRC STUDENT POLICIES AND DRESS CODE:

Please go over these policies with your children before each new semester begins. Please note that these rules are created for the enjoyment, safety, and respect of our families that attend, as well as for church members. Our behavior should always be above reproach to always glorify God through our actions.

XII. Code of Conduct for Students:

All TRC groups and activities, unless otherwise noted, are reserved for TRC members only.

- a. Show respect in your class by:
 - 1. Not being disruptive
 - 2. Paying attention and doing your best
 - 3. Listening and following the directions of your teachers
 - 4. Not leaving the class unless you have permission
 - 5. No cell phones, iPod, headphones, gaming devices, etc. unless authorized by the teacher during class

- b. Show respect to others by:
 - 1. Speaking kindly to other students and teachers
 - 2. Not whining or complaining
 - 3. Not verbally or physically bullying other students
 - 4. Do not invade the personal space and property of others

- c. Show respect to our facility by:
 - 1. Staying off the stage and not touching sound equipment or musical instruments
 - 2. Not having food or drink outside of the designated areas
 - 3. Not running, yelling, or being wild inside the building
 - 4. Being in the rooms and areas you are supposed to be for your classes
 - 5. Cleaning up after yourself
 - 6. Not throwing trash inside or outside the building
 - 7. Respect the boundaries outside:
 - 8. Do not go in front of the church or into the parking lot without your parents
 - 9. Stay in the playground area of the church unless with a teacher or parent

*If a student is disruptive in class or at a TRC activity, they will be given one verbal warning. If there is a second offense, they will be sent to spend the remainder of that class or activity with their parent(s).

XIII. Discipline

If a student chooses not to honor the people around him/her, even after instruction is given, the following steps will be taken:

- a. *First offense* – the student receives a written warning from Co-op Leadership. This warning **MUST** be signed by the student’s parent(s) and returned the following Co-op school day. No student will be allowed to return to class without it.
- b. *Second offense* – the student is removed from class and the student’s parent will be located or contacted. The student will receive a second written warning and his/her parent(s) will be required to meet with the teacher and Leadership to go over offenses. Student will be expected to change behavior and follow the Code of Conduct.
- c. *Third offense* – Parents will be required to remove the student from the Co-op for the remainder semester/year.

It is important to clarify that all offenses will be included in this policy. The disciplinary actions are not applied to three of each kind of offense. That said, each time it is necessary to write a written warning such will count towards the three-strike policy.

XIV. TRC Dress Code:

- a. NO low-cut, tube, halter, backless, or spaghetti strap tops. Shirts must be long enough to cover the stomach and back, even when raising arms.
- b. NO short skirts, dresses, or shorts. They must cover the bottom when bending over and the bottom of the shorts/skirt must reach at least fingertips when arms are held down by side.
- c. Undergarments must not show.
- d. One-piece swimsuits are required, or a T-shirt must be worn over other suits. NO offensive, rude, alcohol or drug-related sayings or pictures on clothing. NO gang-related apparel or chains are worn on clothing.
- e. PANTS must fit and be worn up around the waist.

**Event or activity leaders reserve the right to make determinations concerning dress code violations and may restrict the involvement of the student. Your child may be asked to change into clothes that comply with the dress code or put a cover over their clothing, or they may be required to leave the event. Clothing shouldn't be a distraction to others while attending classes.*

XV. Building & halls:

- a. Your children are your responsibility. Please be aware of where your children are and how they are conducting themselves anytime they are not in class. Be sure they wait in the hall until the teacher or helper is in the classroom.
- b. Treat the building with respect. Please keep the halls and classrooms neat and remove any trash or personal belongings before you leave the area.

XVI. Food, drink, and restroom usage:

- a. Students may only take water to classrooms.
- b. Please empty liquids into the sink before disposing of drink containers.
- c. Snacks may be enjoyed in designated areas.
- d. Snacks are permitted in classes when part of class activity, if needed due to illness, or as part of the littles as needed and instructed by parent(s).

- e. Try to have your child use the restroom prior to class time to eliminate distractions during class.
- f. Keep restrooms clean: toilets flushed, pick up trash, wipe counters of splashed water or spilled soap after hand washing, and notify the Leadership team if the toilet needs plunging or other attention.

XVII. Photography/Video:

- a. While participating in events sponsored by TRC, it is possible that photographs or videos may be taken of attendees. In order to protect the privacy of our members, it is the policy of this group that any image taken at a TRC event, containing persons other than your immediate family, may only be used for the express purpose of personal viewing, TRC yearbook, or TRC website. Members may not use the images for social media (Facebook or other online sites), publishing, or email distribution without the express consent of all persons represented in the image.

XVIII. Observed Holidays:

The holidays below may be observed during class. If you have any questions or concerns related to a specific holiday below, please feel free to email TRC's Leadership.

- a. New Year's Day
- b. Valentine's Day
- c. Easter
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Thanksgiving
- h. Christmas

The Rooted Co-op Statement of Faith

Members of The Rooted Co-op do not necessarily need to personally agree with this statement but need to be aware that these are the beliefs of our Co-op Leadership, and most classes will reflect these beliefs.

- The one true God who lives eternally in three persons - the Father, the Son, and the Holy Spirit.
- The love, grace, and sovereignty of God in creating, sustaining, ruling, redeeming, and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God - fully trustworthy for faith and conduct.
- The dignity of all people made male and female in God's image to love, be holy, and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.
- The incarnation of God's eternal Son, the Lord Jesus Christ - born of the Virgin Mary, truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin, and defeating evil so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection: His ascension to the Father, and His reign and mention as the only Savior of the world.
- The justification of sinners is solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship, and enables our witness.
- The Church, the body of Christ both local and universal, the priesthood of all believers - given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfill the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

(The Evangelical Alliance Basis of Faith, 2005 revision)