

Discovery Co-op Policies and Procedures

STATEMENT OF PURPOSE

We are a values and character based home school cooperative. We run solely on parent and community volunteers to provide students enrichment classes that will excite them on the path of learning. We welcome all families who are ready to make a commitment of time, a respect for others religious beliefs and who will follow the co-op guidelines. This means we do not require any statement of faith and we accept students for enrollment in any and all educational programs without regard to race, sex, religion or national origin. We are not a school and do not plan on becoming a school. We are a parent run co-op.

Religious Affiliation

We have a working liaison with First Cumberland Presbyterian Church. We work closely with the leaders of the church on issues that arise from various situations affecting the co-op.

What makes our co-op unique?

We have designed the classes for the purpose of building friendships from preschool through sixth grade. 7th and 12th graders will attend PE class together, but will then get to choose what classes interests them for the other four classroom periods. This allows for students to truly become friends, keeps the smaller children together through most of the day. In addition, there are a few classes that mix all age groups so children can learn from all ages. We expect all children to treat each other with respect. We do expect to add more classes to the schedule as our community grows and more parents volunteer to teach classes.

Classroom Experience

- We will offer both academic and enrichment classes, both options provide students with many group interactions in each class.
- Each teacher will provide a syllabus and any materials needed for the class.
- Please come to class prepared to learn and to treat others with respect and kindness.
- Most classes will not require homework, but their might be on occasion an assignment given to enrich the learning experience of the class.
- For the safety of the students, each classroom will be locked at the beginning of the class and there will be both a teacher and an assistant in the classroom at all times.
- Each student needs to come to school with a backpack to keep papers and personal items.
- Please do not bring anything to school that you could lose.

Parent Requirements

- This is an interactive homeschool co-op and parents are required to volunteer/teach each week. If circumstances require you to be absent, please find a volunteer who can substitute teach on your behalf or fill your role in the co-op.
- You must accompany your child into the building and sign in and out as both a parent and student.
- Please do not use classroom time to talk with teachers about your children.
- Please check your email weekly for any updates that we might have.
- Discovery Co-op reserves the right to place you in any job as our needs dictate.

Illness Policies

1. Illness:

- a. Excessive cough or runny nose—clear, yellow, or green from nose, throat or eyes. The only exception to this is allergic symptoms that have been diagnosed as allergic by a doctor. If your child has a bad cold and you can lessen their symptoms with antihistamines and/ or cough suppressants, so that they are not “shedding” the virus continuously throughout the day, they are welcome to attend.
- b. Bacterial infections that are treated by antibiotics—please make sure that your child has been on the antibiotic regimen at least 24 hours before returning to class—this would include such things as pink eye and strep throat.

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- c. Vomiting, diarrhea, or fever—your child should be symptom free for at least 24 hours before coming to class.
- d. Rash—do not bring your child to class with any rash UNLESS it has been diagnosed by a doctor as non-contagious.

DISCIPLINE GUIDELINES

As a co-op we expect the children to behave with high standards of character and integrity. We understand children are “works in progress” as it relates to standards of behavior. So when this happens we have established guidelines for students to be aware of and follow while in our co-op setting. Please review these standards and the disciplinary policy with your children before attending the co-op.

Student Discipline Guidelines

1. **Be respectful and obedient during the day.** This includes respecting the teachers, Assistants, and any other adult, fellow students, and property.
 - Absolutely no language that includes swearing or is disrespectful in nature.
 - Aggressive language or behavior will not be tolerated.
 - Lack of respect for property or other students will result in community service or more serious consequences which could include removal from co-op.
2. **Come prepared to class as requested by your teachers.** ☑ Bring all needed supplies.
 - Homework should be completed neatly and on time.
 - **A hall pass is required to leave a classroom.**
 - No one should be in the hall for any reason between classes without a hall pass.
 - Requests to leave class should be only in emergencies. Use the restroom between classes.
3. **Dress Code:**
 - Dress modestly and do not wear offensive clothing.
 - Undergarments should be worn but not seen.
 - Pants must be worn at the waist; no sagging allowed.
 - Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves.
 - No midriffs or cleavage should show.
 - Shorts, skirts and dresses must be no shorter than 2 inches above the knee.
 - Leggings may be worn, but please make sure the bottom area is covered.
 - Clothing and accessories must not display offensive language or images.
 - Discovery Co-op reserves the right to determine what unacceptable dress is.
4. **Bring only items needed in class to co-op,** leave all distracting toys at home.
 - Please do not bring toys to the co-op unless asked in class for a specific purpose.
 - Do not bring trading cards, or occult related games (i.e., Pokemon, Harry Potter) or materials to co-op.
 - These will be confiscated and only returned to the parent.
5. **Clean up after yourself.**
 - Place all trash in proper containers.
 - Leave all rooms better than you found them.
6. **Follow all rules set by the church.** No running in hallways. No hee-ies allowed inside the church. Use inside voices while inside the building. The playground area is reserved for children twelve years of age and younger with adult supervision.

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7. **Food, including lunch, must be eaten only in the designated lunch rooms.** No food or drink is allowed in classrooms except as part of planned educational activities.
8. **No visitors are allowed to accompany students to classes without the approval of an administrator on duty.** No one will be allowed in the building without proper TC ID or signing in as a guest.

Disciplinary Policy

- 1st--Warning from teacher or adult in charge.
- 2nd – Student will be removed from class and the parent called.
- 3rd –Student will have appropriate consequences depending on the offence. These might include removal from class for a number of weeks, parent attending class with the student, or Discovery Co-op tasks.
- 4th —A meeting with the student, parent teacher and Director. Child may not be allowed back in class until this meeting takes place.
- 5th--Extreme offenses may require immediate dismissal from Discovery Co-op.

Weather policy

- We follow the Knox county school district as it relates to school closings due to weather related issues.
- If a snow day does occur we will add an extra school day to the end of the semester. If multiple snow days occur we will still only be adding one extra day at the end.

FINANCIAL OBLIGATIONS

- If checks bounce, they must be repaid along with any charged bank fees in cash. From that time forward, that family must pay in cash.
- Eventually we are hoping to be able to use PayPal for ease of payments to the school. Will update all parents when this feature becomes available.
- Pre-paid funds are **non-refundable**. These include the registration fees and building rental fees.
- Payment for each month are due by the 3rd Wednesday of every month. There is a late fee of \$10 a week for being late.
- The registration fee covers materials for classes such as art supplies or science experiment supplies, a few co-op parties, any printing costs. A full accountability of how the money is spent will be reported at the end of each semester.
- The monthly fee is strictly insurance and building rental costs.

Lastly...

- Because we are a new co-op, we are learning as we go.
- Please be considerate as we work through problems that arise or need to adjust each semester due to feedback from parents.
- Please feel free to call/text the director, Emily Honeycutt at 865-661-4967 or email at knoxdiscoverycoop@gmail.com
- Please understand, Emily is NOT paid to run this co-op and is a volunteer administrator and director. She will do her best to get back to you in a timely manner. Please remember she also is an active member in her church community, a wife, Mother and a homeschooler to her children. She will do her best in running this co-op, but she cannot do this co-op on her own and will need everyone's support and grace as we build this co-op together.
- We are excited to get to know your family and for our children to all benefit from this co-op together.