

NYAC Handbook

Not Your Average Co-op

1. NYAC was formed to provide educational support and Christian fellowship for both students and parents who homeschool.
2. NYAC is a Christian organization; therefore, all of our curricula will be taught from a biblical worldview. We expect all teachers to abide by our core Christian values while teaching at the co-op, meaning that opposing religious views taught to our children will not be tolerated unless presented through the curriculum for a learning purpose. For example: scientific theories, politics and/or other world religious views may be written into our science, history or government curriculum as informative material in order to prepare our children for future discussion or debate. Personal opinions on these matters will not be discussed by teachers during class time.
3. NYAC's educational goals slightly differ between grade levels. Our nursery and pre-k classes are loving, exploratory learning experiences for the children. For elementary, we believe students learn best in a relaxed and fun environment; therefore, we will strive to keep class time hands-on and light-hearted. Our middle school department will provide a more structured and disciplined class time for the students to prepare them for entry into high school. High School classes will be structured and geared toward meeting college entry requirements.
4. The co-op calendar year will be broken down into two semesters. The calendar for the 2023-2024 school year will be determined at a later date.
5. The co-op day will begin at 8:45 am. We ask that families arrive on time between 8:30am-8:40am so that students and teachers are settled, prepared and ready to begin at 8:45am. Our morning will start at 8:45am. with the American flag pledge, Christian flag pledge, and Bible pledge. Important announcements and prayer will follow. Parents and students will then proceed to classes. Our Chapel time for this year has been moved to the end of the day from 1:30pm-2:00pm. Everyone is required to attend chapel on Wednesdays. Our weekly cleaning will also take place during this time.
6. We are a true co-operative; therefore, parents must be on premises at all times while their children are present. The accompanying parent is expected to teach, co-teach, assist, or serve as needed. We understand that special circumstances may occur during the school year when parents may need to briefly leave campus. In that event, parents may choose to leave another parent responsible for their child(ren) in their absence. In that event, both parties must sign the Parent Consent Form for their child(ren). This form is then held by the responsible party until the parent has returned. Please note that for any instance

where the parent is absent for more than half the day, that those absences will be counted as a full absence and is subject to the terms in the attendance policy portion of this handbook. Students are NEVER permitted to drive themselves to or from Co-op without their parent/guardian on-site. Driving age students can drive their own vehicles to co-op but only if their parent/guardian will also be at co-op that same day. If a parent must be absent and therefore has chosen to leave another parent responsible for their child(ren) then the child(ren) must be dropped off by their parent/guardian or brought to and from Co-op by the chosen responsible party.

7. Upon filling out the registration form, parents may request an age group or subject that they would like to teach. However, we cannot guarantee placement in a specific area. We will all work together to make sure that every area of co-op has sufficient parental supervision. Parents may be asked to move around during the day in order to sufficiently cover absences. We ask that you remain flexible and willing to comply with any changes being made each Wednesday. One of our top goals is to encourage each other and help each other in times of need.
8. All co-op classes are filled on a first-come, first-serve basis. We aim to have 10-15 students per class. Some classes may be combined as needed. Each classroom will be assigned a lead teacher and at least one assistant teacher.
9. Lead teachers will be responsible for preparing a lesson for your class each week and providing a syllabus for the students and teachers in your class prior to the start of each semester. Some classes will require the teacher to create the syllabus, other classes will have a loose syllabus already prepared. Having a syllabus is extremely important to our homeschool families so that we can prepare lesson plans at home to coincide with the co-op day. Lead teachers will be provided with a teaching curriculum or teaching guide by NYAC unless otherwise discussed. Curriculum must be followed for each class; however, please be flexible to use the curriculum in a way that best suits your classroom needs. Due to the short duration of our co-op school year, most curriculum will not be completed. Parents may choose to finish the curriculum at home with their children, if desired. High school teachers are required to keep a grade book for their students; however, the parent(s) is/are ultimately responsible for giving their child a final grade. Teacher training and/or assistance in writing a syllabus and keeping grades will be provided upon request. NYAC serves as a help for homeschool families' needs. We are NOT ultimately responsible for child(ren)'s education. Please understand that your parental role will be upheld as the final say regarding your child(ren)'s education. If we cannot assist you in those needs, please reconsider joining the co-op.
10. NYAC strives to create a supportive and encouraging environment for our families and hope to model the fruits of the Spirit found in Galatians 5:22-23a. Love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and

self-control are characteristics we value in a healthy co-op family. If a conflict should arise and cannot be resolved between parties involved, the leadership team will do their best to resolve the conflict as a group effort with all involved parties. Our philosophy comes from Matthew 18:15-16 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." If the problem cannot be resolved, you may be asked to leave. All members are expected to treat each other in a Christian manner. Disrespect, gossip, slander, any behavior that purposely causes conflict or threatens the safety of another person will not be tolerated and you will be asked to leave. In any of these cases, registration fees remain non-refundable.

11. All co-op members will be added to our private NYAC Facebook page. This page exists as a communication tool for our families. The page will allow you to access files such as classroom schedules, the NYAC family directory, syllabi, etc. as well as post photos for our yearbook and such. Feel free to use the page as a place to encourage each other and share homeschool related information. Please do not abuse our Facebook page as a way of venting about an issue or problem you may have. Remember, if you would not shout it in a room full of 100 people, then you should not post it on Facebook. Please understand also that because of potential adult conversations, we will no longer be allowing students of any age to be on our main Facebook page. They can be added to other pages for Middle or High School but not the main page. Please do not hesitate to call any one of the leadership team members to help you solve an issue, if needed. We have found that Facebook can sometimes lead to unintentional miscommunications so please, Facebook responsibly. Facebook is our main way of communication. If you do not use Facebook, you will need to make your own arrangements for getting information about co-op.
12. NYAC believes that God has placed a desire on the hearts of homeschool families. We pray that, should you decide to join this co-op, it will provide more than a day of education. Our hope is that the kingdom of God will be furthered through the growth and fellowship of believers. Above learning academics, a strong foundation in Christ is essential for preparing our children for the future. We hope that the families involved will encourage each other in spiritual growth as well as educational growth. Furthermore, we will continue to seek God first in all matters concerning change or growth within the co-op.

*The fear of the Lord is the beginning of wisdom
and knowledge of the Holy One is understanding.
Proverbs 9:10*

13. NYAC Registration

- 13.1. The admission process for NYAC will include an application and an informal interview for new members. The interview will ensure that parents fully understand the goals of the co-op. In addition, we want all our homeschool families to benefit from the co-op each Wednesday as it is designed for growth and encouragement among homeschool families. No family will be allowed to participate in the co-op until an interview has been completed.
- 13.2. The registration fee for the co-op year is \$125 per family for up to 2 students. Each additional student is \$10. This fee is refundable up until the closing date of registration. In addition, co-op families are expected to purchase any required books, workbooks, notebooks, and all necessary school supplies. A supply list will be provided for each grade level.
- 13.3. High School students are required to pay a \$50 lab fee if taking a Science class. In addition, they are responsible for purchasing any lab kits, lab notebooks, and other supplies as deemed necessary by the lead teacher.
- 13.4. All Registration Forms, Liability Waivers, and fees are due by Tuesday, August 1st. Any registration forms mailed or received after August 1st, will require an additional late fee of \$35.00. Failure to pay all fees in full by the due date will forfeit your guaranteed spot in co-op. If you are removed for lack of payment, we will automatically go to the waiting list to fill your position.
- 13.5. Please understand that late registrations require schedule changes and affect all areas in the co-op dynamic.
- 13.6. Checks should be made payable to: Ashley Levin (*This is for bank purposes. They have recently began to balk at our NYAC payable checks*)

14. Policies and Procedures

- 14.1. **Students:** Students are asked to adhere to the following when attending co-op or co-op related activities and functions:
 - 14.1.1. Follow classroom rules:
 - 14.1.1.1. Respect your co-op teachers at all times.
 - 14.1.1.2. When a teacher is talking, you should be listening.
 - 14.1.1.3. If you have something to say, raise your hand.
 - 14.1.1.4. Have fun!
 - 14.1.2. Complete assigned homework

- 14.1.3. Comply with a modest dress code (no halter tops or spaghetti straps, no revealing clothing. No shirts with inappropriate graphics or language. Pants or shorts must be worn at or near the waist. Any shorts, skirts, or dresses should be at least fingertip length. If the co-op leadership deems attire inappropriate the student will be required to leave campus.)
- 14.1.4. Any adult or student found in possession of a firearm, knife(or weapon of any kind), tobacco, alcohol, or drugs will be asked to leave immediately and the appropriate authorities will be contacted as warranted. This will also result in permanent suspension from further participation in any co-op activities.
- 14.1.5. No toys or electronics (including cell phones) should be brought into the classroom unless approved by the teacher.
- 14.1.6. Students are not allowed to bring food or drinks (except water) into the classrooms unless approved by the teacher.
- 14.2. **Discipline:** Appropriate disciplinary measures will be taken when needed. The disciplinary policy is as follows:
 - 14.2.1. Verbally correct the child in a kind manner. Some teachers write the child's name on the board as a reminder of their warning.
 - 14.2.2. Time-out for repeated disobedience.
 - 14.2.3. If a child continues to be disruptive they will be taken to their parent for the remainder of the class period.
 - 14.2.4. Continuous disruptions in class may result in the student being removed from co-op. In this event, co-op fees remain non-refundable.
- 14.3. **Safety:** Pertaining to child protection - The safety of our students is of the utmost importance. The following policies are non-negotiable. Non-compliance of the policies below could result in the ejection from Co-op for the remainder of the school year with or without a refund at the Leader's discretion.
 - 14.3.1. All classrooms must contain AT LEAST **TWO (2)** ADULTS at all times. If an adult finds themselves alone in a class with a student(s)(not from the adult's immediate household) they must stand at the doorway of the class with the door open until another adult can come and assist.
 - 14.3.2. The door(s) of a classroom must NEVER be locked.
 - 14.3.3. If a student(not from the adult's immediate household) needs assistance in the restroom(wiping, unbuttoning/buttoning pants, changing clothes...), the assisting adult must be visible to another adult to oversee the assistance and the bathroom door must to be

propped open. If a parent/guardian wishes to be the sole assister in these instances then they need to notify the Leaders of NYAC ahead of time so we can make the necessary notifications.

- 14.4. **Attendance:** This is your co-op. We cannot function without you. It is imperative that you make every effort to be at co-op each week. Our threshold allowance for absences before we must cancel co-op due to insufficient attendance is 7 families and/or 3 lead teachers. Once we reach one of those thresholds we will not have enough families attending to supply enough coverage for each class and therefore must cancel for that week. High School teachers can opt for video classes on those canceled days as needed. In addition to the below, please see the “NYAC Expectation Agreement” for further expectations of the roles/responsibilities for Teachers and Assistants. If you must be out:
- 14.4.1. Arrange for your co-teacher or a substitute to teach the class
 - 14.4.2. Notify all leaders of your intended absence and who will cover the class.
 - 14.4.3. If absence is last minute due to illness or emergency, contact all leaders through *FB Messenger and text messaging*. Facebook posts are ***not*** a sufficient way to notify leadership last minute and may not always be seen.
 - 14.4.4. Absences should not exceed 3 Co-op days per school year. Missing one co-op day is missing an entire week of class. Excessive absences or numerous consecutive absences may result in your removal from the co-op.
 - 14.4.5. Please be **ON TIME**. Co-op begins promptly at 8:45 am. Please be seated in the sanctuary by 8:40 am so that we can begin on time. Any member arriving past 8:45am will be considered tardy. Tardies are described as any late arrival to co-op past 8:45am and/or early dismissals/departures from Co-op. Every 4 tardies within a semester will be counted as one (1) absence. Leaving early from Co-op also counts as tardies and will be added to the tardy tally. Leaving early from Co-op due to a child or adults unexpected illness will not be considered a tardy.
- 14.5. **Illness:** If you or your child is sick or has been sick with: fever, diarrhea, and/or nausea/vomiting, in the 24 hours prior to co-op, please do not attend class. If a member of the family has been diagnosed with the flu or any other highly contagious illness or condition (Lice, HFMD), no member of the family should attend co-op until the risk of contagion is gone. If the leadership team deems you or your child too ill to be in class, you will be asked to leave.
- 14.6. **Weather Policy:** We will follow the Desoto County School cancellation policy. However, the leadership team has the right to cancel co-op or

close early at their discretion. Your safety is more important than our classes.

- 14.7. **Food Allergies:** NUTS AND NUT PRODUCTS are allowed on church property during co-op. If your child has food allergies, please be sure to list them on the registration form and notify their teachers. If food will be used or served in class, teachers need to verify that the food is safe for all students involved.
- 14.8. **Cancellation of Classes:** The leadership team reserves the right to cancel co-op classes due to weather or excessive illness. In the event of cancellation, you will be notified by telephone, text, email, and/or our Facebook page.
- 14.9. **Clean Up:** Teachers are responsible for cleaning and maintaining all rooms and restrooms used by co-op. If you have a project in your class that is messy, please clean the room before you leave. Students must clean up behind themselves at lunch. All lunch trash should be thrown away and tables cleaned before the students return to class. It is very important to be respectful guests of the church and leave the building cleaner than we found it. The last 30 minutes of the day from 1:30pm-2:00pm has been designated for Chapel and Cleanup this year. All adults will be placed on a cleaning team. Cleaning teams will take turns cleaning the church during this 30 minutes every other week. Cleaning tasks will be handed out at random and must be completed by or before 2:00pm. Students in 2nd grade and higher will be added to a cleaning rotation to help the cleaning crew at least twice during the school year. We have found it to be a motivational tool for the kids to help with the task of cleaning the church to get an understanding of the importance of cleaning up after themselves and honoring our ability to utilize God's house for our Co-op.
- 14.10. **Communication:** Our main communication will be through our Facebook page. It is important to regularly check our private Facebook page for any announcements, updates, or resources.

Leadership Team

Please email us at nyaccoop@gmail.com

Amanda Palmer
Ashley Levin
Tiffany Case

craftya23@gmail.com
Ashley@harvestob.org
Tiffanymcase@outlook.com

901-833-8860
901-334-6761
662-782-9016

NYAC Handbook Agreement

I, _____, have read and fully understand all the information in the NYAC Handbook. I agree to follow all policies, procedures, and expectations stated in the NYAC Handbook. I also understand that by not following these policies, procedures, and/or expectations to the best of my ability that my involvement with NYAC may be terminated with or without a refund of my membership dues at the leadership's discretion.

Member Signature

Date