



North Pittsburgh STAR Co-op Guidelines 2010-11

You are invited to join this co-op (est. 2004) designed especially for people using K12. This co-op is a volunteer organization of schooling at home families who have joined together for this **primary goal: ☆ To progress through the K12 curriculum in a group environment.**

Additional goals include:

- ☆ To share the teaching load
- ☆ To provide a place for adults and kids to regularly connect (socialize) with other K12 families
- ☆ To provide a chance for group activities we can't do at home

That is the reason for our name **STAR: Success Through Academics and Relationships.**

The following guidelines are designed to inform you of the set up and to help things go smoothly at our co-op.

CONTACT PERSON: Kendra Detwiler at skdetwiler@verizon.net

LOCATION: Dorseyville Alliance Church, 3703 Saxonburg Boulevard, Pittsburgh, PA 15238-1065

DATES AND TIMES: We will meet selected Thursdays of the month starting in September and ending in May. Classes will run from 9:15 am until 3 pm. You may participate in as many or as few classes as you choose.

ORIENTATION: (For everyone) This will be the first day of the co-op in September at 9 am. There will also be classes that first day. We all need a chance to meet each other and discuss what is happening. Please make every effort for you and your child(ren) to be there.

REGISTRATION FORMS: Please complete the student and adult registration forms for each person attending the co-op. Mail to: Kendra Detwiler, 114 Lily Dr, Glenshaw, PA 15116. You will receive e-mail confirmation of the classes for your family. Each child **MUST** have an adult present at each co-op session who is responsible for him or her.

Returning families should hand in forms by May 31st. New families, please send your forms by August 31. You may join North Pittsburgh STAR co-op at any time during the school year, but we strongly encourage you to register as early in the year as possible. There is a limit to the number of kids each class can hold.

CO-OP REGISTRATION FEES: The co-op registration fee is \$20 per family for the entire school year. This fee is payable to "North Pittsburgh STAR Co-op" and is due at registration.

There are **NO** instructor fees. There may be nominal materials fees for certain elective classes. Each student needs to bring their own back pack and supplies (K12 materials, pencils, pens, crayons, scissors, glue, eraser, ruler, notebook, clip board, supplies the teacher assigns). Such supplies are provided for the preschool and kindergarten classes. Preschoolers need to have their own bag and lunch. Please label all personal items with your child's name.

BUILDING USAGE CONTRIBUTION: Dorseyville Alliance Church would like donations to help coverage usage of their building. Therefore, we families are to pay \$1.25 per child per co-op session, max of \$20 per child, max of \$50 per family towards building usage (paid by cash or check payable to "Dorseyville Alliance Church"). This can be paid in one sum for the year or made in two payments (September and January). This is tax deductible. If you wish to donate more, that is fine. If finances are an issue, please let Kendra or the treasurer know confidentially.

ALL MONIES are nonrefundable unless all classes are full and so you can't attend, thus precluding your child's participation in STAR Co-op.

CLASS DESCRIPTIONS:

PE: This class will focus on group games, calisthenics, and personal fitness exercises such as jump

rope, sit ups, etc. There is a short PE time at the beginning of the day and more PE time scheduled at the end of the day.

SCIENCE (9:45-11 am) and **ART** (11-12 pm): Each student should sign up for the grade level he or she is currently taking. The teacher will choose K12 lessons that are scheduled farther in the school year and lessons that are hands on and good to do as a group. Art students need to bring their own art shirt.

MUSIC (12:30-1:15 OR 1:15-2pm) Students should sign up for the course they are taking. The teacher will choose K12 lessons that work well for the group. This will be for music classes up to and including Intermediate 3.

LANGUAGE ARTS / MATH (12:30-1:15 or 1:15-2 pm): This includes K12 literature, composition, GUM, spelling, and public speaking as applicable to each grade level. Math concepts may also be incorporated. During this time the older students can also take part in electives such as debate, newspaper, first aid, and other topics.

ELECTIVES (9:15-9:45 am and 2-3 pm): In the morning we will have preschool, activities for K-2, and group games/PE for grades 3-8. From 2-3 pm there will be a room for kids to play table games such as chess, UNO, memory, etc. This can count as supplemental school time and also be a great way for the kids to get to know each other. Other electives will be offered such as outdoor games, flag football, cooking, crafts, legos, etc. You may sign up for them via e-mail the week prior to each co-op day. We need volunteer teachers for this, so designate your interests on the registration form.

ADULT SESSION : There is a designated area in the foyer for adults to gather and swap ideas when they aren't helping out somewhere. We ask that at least one adult be there for watching the front door and for other safety/monitoring purposes.

PRESCHOOL: (offered during all class times): We have an area designated for children not yet in school. Curriculum will include songs, letters, numbers, shapes, colors, art, stories and more.

If you have a 4 or 5 year old who is doing kindergarten curriculum at home or you think your child would do well in the kindergarten class, please note that on your registration form. Depending on class sizes, we will try to accommodate that.

DRESS CODE: Please wear gym shoes and comfortable clothes. Modest attire is expected. No offensive graphics or sayings are to be worn.

CANCELLATION DUE TO BAD WEATHER: If Fox Chapel Schools are canceled or delayed STAR Co-op will be canceled. Since all K12 families are to have e-mail, Kendra will post the cancellation by 7:30 am. You can also call her at home to be sure. If the weather is iffy, please check your e-mail or call Kendra right before you leave to come. If schools are closed simply for cold weather or other reason besides bad road conditions, to cancel or not will be up to the leadership team.

ABSENCE: Please let Kendra know ASAP if you and/or your child will be absent. This helps with scheduling teachers and helpers. If you have a last minute cancellation and can't reach her at home, please call Kendra's cell. E-mailing the morning of co-op is not a good idea since sometimes the e-mail is delayed until after Kendra leaves for co-op, so call Kendra directly on co-op days. Please keep this cell number handy so if you run into difficulty en route to co-op you can call us. You may also give this number to family if they need to contact you at co-op. The church phone is set to the answering machine on co-op days.

SICKNESS: Please help us keep all of the children healthy by keeping your child out of co-op under the following circumstances: fever, vomiting or diarrhea within the past 24 hours; pink eye/conjunctivitis; contagious skin conditions; or other contagious ailments. In the case of lice, we

have a “no nit” policy for kids to return to co-op.

Because of the ages of the kids among us, immunity issues, and the desire to keep everyone healthy, we request that co-op members work with the leadership team to notify co-op families of illnesses when appropriate. This would include possibly exposing co-op members to CDC reportable diseases (see current listing at <http://www.cdc.gov/ncphi/diss/nndss/PHS/infdis.htm>), or other contagious ailments with significant side effects that it would be considerate to inform about. If in doubt, please contact the co-op leadership.
Thanks for your cooperation on this!

LUNCH TIME: Kids need to bring their own lunch and will be eating with their class. Fourth grade and older eat upstairs and third grade and younger eat downstairs. Many kids will be thrilled to have a chance to use a lunch box! Kids are not to snack during class time unless it is part of the curriculum. We ask each adult to let us know which class they want to monitor lunch in. Please let us know of any food allergies.

SPECIAL EVENTS: Some events we have are: spelling bee, science quiz, project gallery, talent show, class pictures, fire drill, and end of year party. We are open to including other ideas. Please contact Kendra with any ideas or if you want to help with one of the above events. In general, holidays are intended to be celebrated outside of co-op, otherwise we would be celebrating something all the time. In December there are Christmas/Winter holiday electives. In February there is a valentine’s exchange. Such holiday things should be at lunch or elective time so they don’t interfere with classes. Preschoolers may do more with holidays as they learn about the calendar and seasons.

CLEAN UP: Everyone is expected to clean up their own messes and their classrooms, especially at lunch time. The last classes of the day are expected to do the final clean up for that room. We would appreciate some people volunteering to help clean up non classroom areas.

TEACHING/ASSISTING: We need all adults to teach or assist in at least two classes. Some of you may want to be mentored into teaching a classroom of kids, just let Kendra know that. You may teach any grade whether your child(ren) are in that grade or not. The music, art, language arts, and science classes will all use K12 curriculum. Please see note regarding copyright and non K12 students using k12 curriculum.

Curriculum for health/PE/safety and the electives can be made up by those teachers or curriculum can be given to them. The preschool curriculum will be made up for those who volunteer to help in that area. For electives and preschool, the lesson themes need to be posted three days ahead of time so adults are aware of the topics.

We are not teaching curricula other than K12 at this co-op, though you may supplement into the K12 topic. Controversial topics may come up in the classroom. This includes such topics as religious instruction and politics. When those topics are brought up by the students, the adults should explain that the issue has many viewpoints and would be best discussed at home. Teachers are not to discuss such topics in class. Please let the parents of all children present know of the conversation.

If you need to be reimbursed for materials, please let Kendra know before purchasing items.

Please arrive to class early. If you cannot make it to teach a class, please find a replacement for that day and let Kendra know who your replacement is. You will be given a class list so you can notify parents of what lessons will be taught and what K12 materials need to be brought.

If there are any major problems with a child, please go to the parent. If the problem cannot be solved, please go to Kendra. Students are expected to read and adhere to the policies as signed on the registration form. Please also note the discipline policy.

LIABILITY RELEASE: At the first co-op day you attend we will ask you to sign a liability release form for Dorseyville Alliance Church and the co-op. Also, this is a not for profit co-op run by volunteer parents. We ask that you release from ANY AND ALL claims those parents running the co-op.

CO-OP INFO SHEET AND YAHOO GROUP: The StarCo-op@yahoogroups.com is to be used for co-op issues and educational things ONLY. Please be sensitive to what you post. Please use individual addresses for personal issues. The co-op family info sheet is also only to be used for co-op and not to be sold or given out to others.

CO-OP GROUP DESCRIPTION: This co-op is parent run and not run by any school. We have members that utilize K12 curriculum through direct purchasing or cyber schools such as Agora and PAVCS. There are also some utilizing other school materials at home. Also, most co-op members have strong religious and political beliefs, but it is the desire of this co-op to welcome all families regardless of backgrounds, beliefs, or method of teaching. Additionally, all are expected to be considerate of everyone. Adults are free to respectfully discuss controversial topics with each other, but outside of the classroom.

Due to the expectations of the co-op and the K12 curriculum, at least one child in each member family must be utilizing the K12 curriculum. Exceptions may be made by the leadership team.

CO-OP LEADERSHIP STRUCTURE: Kendra Detwiler is the leader and contact person. There is a team that assists her in decision making and planning. There is also a treasurer. Planning meetings are held before the school year starts, mid year, and near the end of the school year. ALL parents are welcome and may voice ideas and suggestions at that time or contact Kendra or the leadership team at any time of the year. Constructive comments are encouraged. All suggestions are taken into consideration by the co-op leadership team and decisions are made in the best interest of the entire co-op. Some issues will be voted on and for some decisions leadership will make the call.

STUDENT SPECIFIC GUIDELINES

- Each student must have a guardian present at the church
- Come prepared for class
- Participate positively in class
- Be respectful of everyone
- No profanity of any kind (on clothes, hand gestures, spoken, etc.)
- No fighting, spitting, biting, hitting, tripping, or name calling
- No running
- No throwing food
- Students need to be in their classes
- Eating and drinking are to be done at lunch only
- No head phones, Walkman's, game boys, toys, etc. in class
- Stay away from the stage, instruments and speakers
- Please ask for permission to leave classrooms
- Please arrive before your class is supposed to start.
- Please note the discipline policy.