

ONE ROOM, ONE HOPE CO-OP

Membership Guidelines & Agreement

PURPOSE

These Membership Guidelines outline the expectations and responsibilities of all One Room, One Hope members.

One Room, One Hope is a cooperative homeschool community that depends on the faithful participation, service, and support of every family. Membership is not simply enrollment in classes; it is a commitment to work together to provide a Christ-centered learning environment for our students and families.

Before registering each school year, all families are expected to carefully read, understand, and agree to these guidelines. Please prayerfully consider the commitment your family is making before joining the co-op.

Failure to uphold these guidelines, the Member Handbook, or other established policies will result in a membership review and, if necessary, suspension or termination of membership.

ANNUAL MEMBERSHIP COMMITMENT

Membership is for one school year, from September through May.

By registering for One Room, One Hope, your family agrees to participate for the full school year and to fulfill the responsibilities associated with membership, including attendance, volunteer service, and cooperation with co-op policies.

Families who voluntarily withdraw during the school year will no longer be considered active members and generally will not be eligible to re-enroll the following school year. Requests to return after withdrawing will be considered by the leadership team on a case-by-case basis.

ATTENDANCE & PARTICIPATION EXPECTATIONS

One Room, One Hope depends on the consistent participation of every family. Please register only if your family intends to participate regularly throughout the school year.

Each family's presence and involvement directly affects other students, teachers, and volunteers. When a family is absent, additional responsibilities fall on other members of the co-op.

Families agree to:

- Attend co-op consistently throughout the school year.
- Arrive on time and be prepared to participate.
- Notify the appropriate Director as soon as possible when an absence is necessary.
- Avoid scheduling routine appointments, vacations, or other activities during co-op whenever possible.
- Make appropriate arrangements to fulfill assigned responsibilities when an absence occurs.

ARRIVAL AND LATENESS

Members are expected to arrive on time and be ready for the start of co-op.

Teachers and volunteers must arrive early enough to prepare their classrooms and responsibilities before students begin class.

If a lead teacher expects to be late, they must notify the appropriate co-teacher and Director as soon as possible so arrangements can be made.

Repeated lateness will result in a membership review.

ABSENCE GUIDELINES

Unplanned Absences

If an absence is necessary because of illness or a family emergency:

- Notify the Operations Director by 8:00 a.m. whenever possible.
- Teachers must also notify their co-teacher and provide any needed lesson plans or instructions.

- Substitutes should notify the appropriate teacher and Director.

Planned Absences

For planned absences:

- Notify the Director as soon as you know you will be unable to attend.
- Teachers are responsible for arranging classroom coverage and providing necessary materials.
- Co-teachers and substitutes should communicate with the appropriate individuals regarding their responsibilities.
- Families responsible for supplies, activities, or special events must make arrangements for those responsibilities to be completed.

***More than two unexcused** absences may result in a membership review.

Unexcused absences are absences for reasons other than contagious illness, emergency, or another circumstance approved by the Director.

STATEMENT OF FAITH

One Room, One Hope is a Christian homeschool co-op that teaches from a biblical worldview. Membership requires agreement with the Statement of Faith found in the Member Handbook.

Families who do not personally profess Christian beliefs may still be considered for membership if they agree to respect the biblical teachings of One Room, One Hope and Grace Chapel and will not promote, advance, or encourage beliefs or practices that conflict with those teachings.

One Room, One Hope, in partnership with Grace Chapel, reserves the right to deny, suspend, or terminate membership when a student's, parent's, or guardian's beliefs or practices are determined to be inconsistent with the biblical standards upheld by the co-op.

MEMBERSHIP FEES

Membership fees may include registration fees, class fees, and applicable late fees.

Fees are due before or on the first day of co-op, to the lead teachers and or the Treasurer/Director. Students may not participate in classes until required fees have been paid.

By submitting a registration form, families agree to pay all required fees in a timely manner. Membership fees may be adjusted from year to year based on the needs of the co-op.

PARENT PARTICIPATION & VOLUNTEER COMMITMENT

One Room, One Hope is a cooperative ministry. The success of our co-op depends on every family contributing their time, talents, and service.

Each member family is expected to actively participate by serving in an assigned role throughout the school year. By registering, families are committing not only to attend but also to contribute to the operation and success of the co-op.

Parents are expected to serve in one of the following roles:

- Lead Teacher
- Co-Teacher
- Permanent Substitute
- Leadership role

In addition, all parents should be willing to assist with other co-op needs as they arise.

While the leadership team will make every effort to honor teaching and volunteer preferences, assignments will ultimately be made according to the needs of the co-op.

Once a family accepts a classroom assignment, other families and students are depending on that commitment. Except in cases of illness, family emergency, or other circumstances approved by the Director, families who withdraw from their assigned responsibilities during the school year may not be eligible to return the following school year.

CODE OF CONDUCT

One Room, One Hope seeks to create a Christ-centered environment where students and families can learn, serve, and grow together.

All participants—including students, parents, teachers, and volunteers—are expected to demonstrate courtesy, respect, responsibility, and kindness toward others. All families are expected to serve in a manner that honors Christ and reflects excellence.

Members agree to:

- Arrive on time and prepared to fulfill their responsibilities.
- Follow the Statement of Faith, Member Handbook, and co-op policies.
- Treat teachers, students, parents, church staff, and the facility with respect.
- Accept guidance and correction from adults and leaders with humility and respect.
- Take responsibility for their own actions and the actions of their children.
- Maintain a positive and cooperative attitude.
- Avoid gossip, complaining, slander, or conversations that create division within the co-op community.
- Use respectful language and avoid profanity, vulgarity, crude joking, or unkind speech.
- Treat others with dignity and kindness. Bullying, intimidation, teasing, or cruel behavior will not be tolerated.
- Respect personal space and physical safety. Running, roughhousing, pushing, kicking, hitting, climbing on furniture, or unsafe behavior is not permitted.
- Remain within approved areas of the church facility.
- Use church equipment and spaces only with permission.
- Follow all safety guidelines. Weapons, including knives, bows and arrows, or other tools, are not permitted unless specifically required for a class.
- Refrain from smoking, illegal drugs, alcohol, or other prohibited substances.
- Follow classroom technology expectations. Cell phones, electronic games, and personal music devices are not permitted during class unless approved by the teacher.
- Refrain from cell phone use during responsibilities unless needed for an emergency or co-op-related communication.

Parents are responsible for reinforcing these expectations with their children and supporting teachers and leaders in maintaining a safe and respectful environment.

DRESS EXPECTATIONS

Students and parents should dress in a manner that reflects respect for the Lord and consideration for others.

Clothing should be modest, appropriate for a learning environment, and free from inappropriate words or images.

Examples of inappropriate attire include visible undergarments, exposed midriffs, excessive cleavage, excessively short clothing, or clothing with messages that are inconsistent with the values of One Room, One Hope.

LEAD TEACHER RESPONSIBILITIES

Lead teachers commit to teaching their assigned class from September through May and are responsible for creating a prepared, organized, and welcoming classroom environment.

Lead teachers agree to:

- Arrive on time and prepare the classroom before the start of class.
- Follow the approved curriculum plan and maintain lesson plans in the designated location so they are available if needed.
- Teach in alignment with the Statement of Faith and notify parents in advance of sensitive topics that may be discussed.
- Communicate clearly with co-teachers and substitutes regarding classroom expectations and weekly responsibilities.
- Provide lesson plans, materials, and instructions necessary for classroom coverage during an absence.
- Communicate student expectations to parents, including assignments, homework, and classroom requirements.
- Follow the Student Code of Conduct and established discipline procedures.
- Work with co-teachers to provide appropriate supervision and support for all students.
- Limit personal conversations during class time.

Lead teachers are responsible for tracking class expenses. All expenses must be recorded on an itemized expense report, and receipts must be photographed and submitted to the Treasurer/Director at the end of each semester.

Any remaining class funds will be returned to the general One Room, One Hope fund.

If a teacher must permanently step away from teaching due to unforeseen circumstances, all remaining funds, purchased materials, and an updated expense report must be returned to the Treasurer/Director for use by the replacement teacher.

CO-TEACHER RESPONSIBILITIES

Co-teachers commit to assisting their assigned classroom from September through May.

Co-teachers agree to:

- Support the lead teacher with instruction, classroom management, and student needs.
- Fill in and teach the class when the lead teacher is absent and/or on an agreed upon rotating basis.
- Assist students who need additional help with assignments or classroom expectations.
- Help address behavioral concerns appropriately.
- Assist equally with classroom setup and cleanup.
- Communicate regularly with the lead teacher regarding classroom needs.

PERMANENT SUBSTITUTE RESPONSIBILITIES

Permanent substitutes commit to being available during their assigned class period from September through May.

Permanent substitutes provide important support by helping ensure classes can continue when regular volunteers are unavailable.

Permanent substitutes agree to:

- Be available when called upon to substitute.
- Accept substitute assignments regardless of class subject or age group unless prevented by contagious illness or family emergency.
- Serve as the lead teacher when both the lead teacher and co-teacher are unavailable.

If declining substitute assignments becomes a repeated pattern without an approved reason, membership may be reviewed.

TEACHER OR PARENT HELPER REMOVAL & REPLACEMENT

If a teacher, co-teacher or parent helper is unable to fulfill the responsibilities outlined in these guidelines, the Member Handbook, or co-op policies, the Leadership team reserves the right to remove and replace that individual.

If the individual is a Leadership team member, they will temporarily step away from related responsibilities while the matter is reviewed.

The individual involved agrees to cooperate with the decision made by the leadership team. Once the situation has been resolved, the Leadership team may determine whether reinstatement is appropriate.

STUDENT EXPECTATIONS

Students are expected to treat teachers, co-teachers, classmates, and other adults with respect, courtesy, obedience, and attentiveness.

Students are expected to:

- Participate fully in class activities and follow teacher instructions.
- Bring required materials and complete assigned work.
- Listen when others are speaking.
- Stay in their assigned classrooms unless given permission to leave.
- Respect classroom materials and shared supplies.
- Use kind words and actions toward others.
- Keep hands, feet, and personal belongings to themselves.
- Follow directions promptly and respectfully.

Adult co-op members may provide verbal correction and guidance to any student. Adults should seek to encourage positive behavior while addressing disruptive behavior according to the discipline procedures below.

Teachers are expected to apply classroom expectations consistently and fairly to all students.

Students should keep items unrelated to class activities stored away. Teachers may remove distracting items and return them to the student's parent or caregiver at the end of the co-op day.

STUDENT DISCIPLINE PROCEDURES

The purpose of discipline is to restore respectful behavior, maintain a safe learning environment, and help students grow in responsibility.

First Offense

The teacher or adult leader will address the behavior, explain the concern, and remind the student of the expected behavior.

Second Offense

The student will receive another reminder and may be moved closer to an adult or separated from classmates. The student will be reminded that continued behavior will result in removal from class.

Third Offense

The co-teacher will remove the student from the classroom and bring the student to the designated supervision area (the nursery) for the remainder of the co-op day. The parent will be notified.

If a student refuses to leave appropriately or continues disrespectful behavior, the family will be asked to leave for the remainder of the day.

Repeated disruptive behavior will result in a review of the student's participation and the family's membership at co-op.

Immediate Removal

If a student's behavior is aggressive, unsafe, threatening, or significantly disruptive, the teacher may skip the first two steps and remove the student immediately.

Teachers are expected to consistently uphold these expectations for all students. No student is exempt from following the Code of Conduct.

CONFLICT RESOLUTION

One Room, One Hope desires to handle conflict in a manner that reflects Christ, promotes restoration, and protects the unity of our co-op community.

When concerns or conflicts arise, members are encouraged to first pray, seek wisdom, and consider whether the matter can be resolved through forgiveness and understanding.

If a concern needs to be addressed, members should follow the principles of Matthew 18:15–17:

1. **Address the concern directly.**

Speak privately and respectfully with the person involved, seeking understanding and restoration rather than blame or retaliation.

2. **Seek help when needed.**

If the concern involves students and cannot be resolved between them, parents should work together to help mediate the situation.

3. **Involve leadership if necessary.**

If the matter remains unresolved, the concern may be brought to the appropriate Director for review.

4. **Board involvement.**

If further action is needed, the matter may be brought before the Board. The Board will seek to understand the situation, hear from those involved, and determine an appropriate resolution.

Throughout the process, all parties should refrain from gossip, slander, bitterness, or unnecessary discussion with others.

If a Board member is directly involved in a conflict requiring Board involvement, that member will temporarily step away from related discussions and responsibilities until the matter has been resolved.

FACILITY CARE & GRACE CHAPEL EXPECTATIONS

One Room, One Hope is grateful to Grace Chapel for graciously providing a facility for our co-op. As guests in this church,, we desire to represent Christ well by respecting the building, following the church's guidelines, and caring for the facility responsibly.

All co-op families agree to:

- Read and sign Grace Chapel's building usage agreement before the beginning of the school year.
- Complete any required background checks and liability forms.
- Follow all facility rules and requests established by Grace Chapel and One Room, One Hope leadership.

Maintaining a positive relationship with our host church requires every family's cooperation.

At the end of each co-op day:

- Classrooms must be cleaned, vacuumed, and sanitized.
- All supplies, personal belongings, and classroom materials must be put away or taken home.
- Bathrooms should be checked for cleanliness, including flushed toilets, clean countertops, and picked-up floors.
- Toys, bikes, and recreation items must be removed from the parking lot and church areas before leaving.

Repeated failure to care for the facility or follow Grace Chapel's requirements may result in membership review or termination.

ILLNESS POLICY

The health and well-being of our families is a priority. Please use wisdom and consideration when deciding whether your family should attend co-op.

Students should not attend One Room, One Hope if they are experiencing any of the following:

- Fever of 100 degrees or higher within the past 24 hours.
- Harsh or croup-like cough, unless known to be related to allergies.
- Yellow or green nasal discharge.
- Vomiting, diarrhea, or loose stools within the past 24 hours.
- Flu or flu-like symptoms within the past 48 hours.
- Head lice, impetigo, ringworm, pink eye, open sores, or draining wounds.

If one child in a family is experiencing these symptoms, please use discretion regarding whether siblings should attend.

If a student becomes ill during co-op, parents will be contacted and may be asked to take the child home.

Families should also avoid attending co-op if someone in the household has experienced a stomach illness within the previous seven days, especially if all of the children have not yet had the stomach bug.

Please use consideration when sending children who have recently been exposed to highly contagious illnesses, such as influenza, strep throat, or other communicable illnesses.

When in doubt, please choose caution out of consideration for the health of the entire co-op community.

HANDBOOK REQUIREMENT

All co-op families are required to read and sign the One Room, One Hope Member Handbook before the beginning of the school year.

The Handbook contains additional policies, procedures, and information that support the expectations outlined in these Membership Guidelines.

Families are also required to complete any additional documents required by Grace Chapel or One Room, One Hope, including facility agreements, liability forms, and background checks when applicable.

Failure to follow the Handbook, these Membership Guidelines, or other established policies may affect a family's ability to participate in One Room, One Hope.

MEMBERSHIP REVIEW

The Director, the leadership team and the Board reserve the right to review, suspend, or terminate membership when necessary to protect the mission, safety, and well-being of the One Room, One Hope community.

Membership review may occur due to, but is not limited to:

- Failure to fulfill attendance or volunteer commitments.
- Repeated violations of the Code of Conduct.
- Failure to follow co-op policies or facility requirements.

- Behavior, beliefs, or practices that conflict with the standards upheld by One Room, One Hope and Grace Chapel.

Whenever possible, concerns will first be addressed through communication, accountability, and restoration. However, the Director and the Board may take action when continued participation is determined to be harmful to the co-op community or inconsistent with these guidelines.

FINAL AGREEMENT

One Room, One Hope Membership Guidelines and Policies exist for the benefit, safety, and growth of our students, families, co-op community, and host church.

As members of One Room, One Hope, we desire to honor Christ in our words, actions, attitudes, and service.

Colossians 3:17 reminds us:

“And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.”

By accepting membership in One Room, One Hope, you acknowledge that you have read, understand, and agree to follow these Membership Guidelines, the Member Handbook, and the expectations of the co-op community.

By accepting membership, you agree to the above terms and conditions.

Parent/guardian signature: _____

Date: :_____

Student signature _____

Date: _____

Student signature _____

Date: _____

Student signature _____

Date: _____

Student signature _____

Date: _____