



Naked Apple Tribe Handbook

Teacher Expectations

- Sign your acknowledgment to our Statement of Faith and keep all curriculum and teaching within those tenets of Faith.
- Be familiar with and abide by the Naked Apple Tribe Handbook, and ALL other Naked Apple Tribe Policies and Procedures.
- Adhere to the Naked Apple Attendance Policy as teacher attendance is critical to Co-op operations. We ask that you only commit to this role if you will be at Co-op consistently.
- In the event of your absence, notify Naked Apple Leadership as soon as possible but no later than 8:00am the morning of Co-op. Inform your assistant as early as possible of your absence, it is your responsibility to provide what they need to teach in your absence. If your assistant cannot cover the class, please notify leadership as soon as possible.
- All class curriculum material will be reviewed and approved by Naked Apple Leadership no later than September 1st.
- All books, videos, and songs will be reviewed and approved by Naked Apple Leadership at least one week before they are used in class.
- Submit one substitute lesson plan to Naked Apple Leadership by the first day of Co-op to cover any future unforeseen or last-minute absences.
- Plan, prepare, purchase supplies, etc. for the class you are teaching.
- Be on time for co-op and your class.
- Be kind and compassionate to all students.
- Proactively communicate with parents as needed, especially in academically rigorous classes.
- Teachers will follow the Classroom Behavioral Procedure for classroom conflicts. If you need to implement these steps, please submit a Behavioral Procedure Submission Form.
- Any activity that alters a student's appearance (face paint, hair dye, modification of clothing, etc.) will be approved by Naked Apple Leadership and parents at least one week before class.
- Excessively messy activities will be approved by Naked Apple Leadership at least one week before class (sand, slime, paint, glitter, animals, etc.). Also consider moving outdoors for these items.
- Activities that require the class to leave the main building require prior approval by Naked Apple Leadership. Teachers will provide contact information for the offsite period.
- When taking the class outside the main building, Teachers/Assistants will take attendance immediately prior to leaving the classroom, upon arrival at the destination, prior to leaving the destination, and upon arrival back at the main building.
- Ensure your room is clean and tables are in their original position before leaving your classroom. Wipes will be provided for cleaning up tables as needed. When planning activities please reserve enough time to clean your room before turning over to the next class.

- Save all receipts for supplies. To be reimbursed, submit a Reimbursement Form with a photo/copy of your receipt. Please keep the original receipt for your records.
- Leadership approval is required to exceed your class budget. Failure to obtain prior approval will result in no reimbursement.

Parent Expectations

- Co-op is not a drop off group. You must be present on site for the entirety of the co-op day, even while your child is in class.
- Make co-op a priority in your schedule. Our group only functions when everyone is pitching in and sharing in the work as well as the fun. If you cannot commit to attending every Wednesday for the predetermined calendar then this may not be the season for you to be a member.
- Complete your assigned jobs weekly.
- Guard your tongue. Speak encouragement. Beware of gossip. Be careful that your words are not hurtful to others. Once the words leave your mouth the damage is done.
- Clean up after your family.
- Please be aware & respectful of the religious, educational, political & family differences that are represented in our co-op.
- Actively work with teachers and leadership if behavior problems arrive concerning your child in class.

Student Conduct

- Be respectful and friendly to peers and adults.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Refrain from bullying or persistent use of rough, violent, and dangerous play.
- Students should keep their hands to themselves at co-op.
- Students should be on time to the start of co-op and each class block.
- Report inappropriate, bullying, and risky behavior to an adult.
- Persistent misbehavior will result in release from the co-op. Parents will be informed at all stages. Releases can be appealed by the parent/child with final decisions taken by the co-op leadership.
- PDA of any kind between students is unacceptable during the co-op day.

Classroom Behavior Procedure

Step one: Warning

- Verbal warning and redirection
- Be sure to verbalize to the student your expectations of their behavior

Step two: Warning Reminder

- Verbal Warning of next step's consequence (time out)
- Redirection to expected behavior

Step three: Time out

- Removal of student from the classroom to the hallway
 - Grades PreK: 2 mins with adult supervision
 - Grades K- 2: 5 mins with adult supervision
 - Grades 3- 8: 10 mins with adult supervision
 - High School: 10 mins no adult supervision necessary
- Prior to the student rejoining the class, speak to the student about the behavior that led to the time away from class and what you expect from them moving forward.
- Report to Co-op Leadership and the student's parents that this step was taken. This is necessary for documentation.

Step four: Removal from classroom

- In the event that the behavior continues or so severe, removal from the classroom is necessary
- Please escort the student to the parent room to ensure supervision.
 - Student will be returned to their parent's supervision
 - In the event the parent is teaching, students will be supervised in the parent room.
- Report to Co-op Leadership and the student's parents that this step was taken. This is necessary for documentation.

It is the expectation that all teachers will implement these procedures in their classes, this ensures consistency of expectation for all students. Please contact leadership with any questions or concerns. Our goal is to support you and your students!

Class Change Request

How do I make a request?

- The requested class cannot be more than one group/age level above or below the child's assigned group/age level. Requests and explanations must be submitted to Leadership. Once the request is made, we will inform both the giving and receiving teachers, and the decision will rest upon both of them. You will receive the official answer from Leadership to help protect the anonymity of the teachers involved. Class supply funds you have already paid will be transferred appropriately.

What happens next?

- Please remember that there are many factors involved in this decision that do not directly involve the child in question. Perhaps the class is already very full. Maybe the class is a very young class and bringing an older student down would change the dynamic of the class in a way that makes the job more difficult for the teacher. Sometimes a class has a difficult child in it, and the teacher simply feels that the class is tough enough as it is. All

of those reasons are a good reason for the teacher to say no, yet not one of them concern the child in question. Sometimes the current teacher may disagree with the parent and think that the child is not ready to move up a level. Perhaps the parent wants a class change because he/she feels that their child has already mastered the subject matter of this class--the teacher might disagree and think that child has more to learn. The teacher might have a small class and she might need the numbers in the room in order to keep the projects, experiments, and curriculum plans working properly for the year. All of these are good reasons to say no.

- If you are a requesting parent and you receive a no, we ask that you do not pursue discussion with the teachers involved. If you feel the need to discuss it further, then bring it up with Leadership.

Background Checks

- Both parents of students (when applicable) at Naked Apple will submit background checks before the school year.
- Any adult who will be at co-op will need a background check before they will be allowed on premise. Background checks can take a few days so we require background checks to be submitted at least one week prior to the date your guest will be joining us.
- If you require additional background checks the cost per check is \$12. Please make arrangements with the Treasurer to pay that fee.

Guests

- Before bringing a guest, leadership needs to be notified and approve the guest.
- Guests are required to have background checks before they will be allowed on the premises. Please see our background checks policy for information on obtaining one
- Guests are required to stay with you during the co-op day and should not be wandering around the building. You are responsible for anything that happens because of a guest you bring.

Unaccompanied Students

- If your students will be attending co-op with another family you must get approval from leadership.
- Please fill out a Unaccompanied Minor form for your students who will be with another family.
- With permission from leadership High School (9th - 12th) students may attend co-op without an adult. This may account for no more than 10 co-op days.
- Unaccompanied High school students will be expected to abide by the code of conduct. This privilege can be revoked for failure to adhere to these policies.

Absences

- If your family has more than 6 absences in a year you will be put on probation for the rest of the year.
- Anyone with more than 6 absences will not be allowed to teach the next year.
- If your family has an extenuating circumstance that would require you to miss more than 6 co-op days in a school year, please COMMUNICATE this to leadership ahead of time if possible. We understand that sometimes there are circumstances that require more absences including extended illnesses, births, deaths, or other extenuating circumstances.
- Please schedule outside appointments on days other than Co-op days if at all possible. If you are not at co-op and another family member is not filling in for you, your children MUST go with you to the appointment or errand. No other co-op family will be allowed to guardian your child with the exception of High School Students Only. We are a co-op and not a drop off facility! A co-op requires each family to fulfill their commitment to the group. If another family member or Dad is available, they can fill in for you while you are out (they must be background checked). The Guardian is responsible for your jobs! Please see us if you have special circumstances that require guardianship.
- Maternity leave at co-op is 4 weeks unless you arrange different arrangements with leadership. If you are a teacher, please make sure your assistant has everything they might need while you are gone.
- If someone is bringing your children while you are out, they must have a background check and fill in for your jobs while they are at co-op. If they are unable to fill in at co-op then you need to check with Leadership if there is a way for your children to be at co-op while you are unable to fill your jobs.

Conflict Resolution

- The Word gives us instruction on how to handle conflict in our daily lives in Matthew 18: 15-17. At Naked Apple, we want to emulate that set up as best as we can
- First, if you have a conflict with another co-op member, start with having a PRIVATE conversation with them one-on-one.
- If there is still conflict that has not been resolved please speak to the Vice President of leadership and they will go with you to have another conversation with that person.
- After that, if the conflict is still not taken care of, leadership will sit down as a group with you and the person to discuss and find resolution for the conflict.

Safety

- Everyone will wear name tags.
- Sign in sheet and name tags for visitors (see the Vice President)
- Each child on campus should be registered in a class
- We will have hall monitors patrolling (orange vest) in the building and outside.
- First Aid kits are located in the event space.
- In an emergency, our meeting location is the parking lot. Please bring roster with you.
- If a student is injured in class, Teachers/TA's, please notify leadership and all parents involved in case the student needs to be taken to the doctor. A small bump in class may turn out to be a bigger issue later on.

Building/Stewardship

- Treat each other & the building with respect. No yelling and/or crazy running around.
- If you don't need it for co-op, please leave it in your car.
- Please do not let kids in the parking lot for safety.
- Nothing shall be attached or affixed to the walls, curtains, doorways, windows, ceiling tiles or equipment throughout the HCF facilities.
- The use of bicycles, Skateboards, Roller/Inline skates, and other similar items are prohibited in or about all HCF Facilities.
- No animals other than registered Service animals are allowed in or about the HCF facility without written permission.
- At the conclusion of each activity, all trash containers must be promptly emptied and removed from HCF facilities and may be placed for pickup in HCF's canisters behind the facility
- No food or beverages may be left in or about the HCF facilities after co-op.
- No smoking, drinking, or drugs on the premises.

Chapel Expectations

- Children should sit with their parents during chapel.
- If you are uncomfortable attending chapel there will be a room available for you to use to quietly read or work on school work.
- The nursery will be open during chapel to take children who require a safe space to be loud and get wiggles out until they can return to chapel.
- Speakers have given up part of their day to come speak at chapel, please be respectful and give them your full attention during their message.
- Parents, children are watching you during chapel and worship, use this time to set a good example to them, be respectful and reverent during chapel. This is not a social time for parents or children.

Payments

- An annual non-refundable Family Registration will cover rental of facility, background checks, nametags, sanitizing supplies used on co-op days, and other miscellaneous things the co-op needs.
- Other costs will be determined per child per class as courses are narrowed down. Cost for classes will be determined by the teacher. The cost of each class will only cover supplies needed for the class. You may be responsible for purchasing any curriculum associated with the class but this will be specified beforehand.
- If for some reason a family or student needs to drop out of Co-op, the supply fee cannot be refunded after September 1st. A 50% refund of class supplies will be given if you pull out of co-op between class registration and September 1st. This is because supplies and curriculum have likely been ordered or used during the month leading up to co-op to be ready for the first day of co-op.

Illness

- Please help prevent the spread of illness!
- If in doubt, please don't come; fevers, throwing up, and green runny noses
- Children and Parents need to be 24 hours free of vomiting or fever before coming to co-op.
- Keep in mind not every sneeze/cough is caused by an illness (sometimes allergy related).
- Keeps hands washed throughout the day. Hand sanitizers placed throughout the building.
- TA's can wipe tables with wipes found in most rooms.
- LICE: please check your child periodically. To be sure we are all staying free of lice.
- Teach kids not to share hats, hair brushes while at co-op.
- Please notify leadership if you do find lice/eggs. Your anonymity will be respected.

Communication

- **Weekly Communication email comes out on Saturdays from Homeschool Life. Please make sure your settings are turned on appropriately so that you receive these.**
- **Facebook group.** If you take pictures of your class please post to our Naked Apple Seeds group on Facebook, not your personal FB page!
- **Website** www.nakedappletribe.com
- **Internet access**—at co-op, please only for use by teachers/students for classes, that is priority. We may have to change code if too many devices make it unreliable for teachers. Ask Leadership, and they will put the Wi-Fi password in your device for you—NO phones unless using for projection, audio, etc
- **Teachers, please let us know if you have someone in your class you think shouldn't be on your rosters either emailed/or on class registration page.**

Jobs

- Everyone will be assigned a job; the **Master Parent job chart** will be in a binder in the parent room in case you need to refer to it for what jobs you have.
- Before and After jobs are described in detail in the Co-op Binder
- Please seek your own replacement by posting on our groups, or personally contacting a sub. This makes leadership's job WAY easier
- Please realize the complexity of scheduling multiple parents, and not everyone can have their dream job. We are a cooperative working together to do whatever needs to be done
- Please utilize teens and students for clean up or set up jobs
- Cleaning happens after 4th Block. Fourth Block will be responsible for restoring their rooms.
- Teachers & TA's 4th block please wipe down tables and door knobs.
- Use the last few minutes of class and your students to help if you want.
- Morning jobs, please arrive by 8:30 am the first 3-4 weeks, after that, by 8:40 am is doable.
- Remember, anything left undone falls on Leadership to do before they can go home!
- TA's ask the teacher how you can help best; you will fill in in teacher's absence.

Family Files

- **Family files** are in the entry to the event space
- **Name Tags** are kept in your family file. Please put on first block you are at co-op and return them to the file before you leave co-op
- If a **child is absent**, sometimes the teacher will put their missed work in the FF, so check often
- This will be a place where you will find teacher and leadership communication.

Lunch

- **NO NUTS of any kind, we have kids with nut allergies and this is taken seriously**
- **Lunch Area:** The event space and designated areas are the only place food is allowed
- Parents of kids with allergies, it is your responsibility to inform your child's teachers and put a bright **sticker on your child's name tag** if you wish.
- Parents are responsible for their children at lunchtime. **Leaders end up cleaning up** after your child, we are not their mothers!
- Parents, please **supervise your children**, and help clean up their space. Haul in/Haul out!

Lost and Found

- Lost and found items in a tote or bin at the end of the day. It will be placed in the entrance to the event area during each co-op day.
- Be sure to gather all your children's items at the end of your co-op day
- Please do not bring unnecessary items to co-op to help us cut back on Lost and Found. If your child doesn't need it for co-op class it should stay in the car.

In Case of Snow

- For inclement weather days Naked Apple Leadership will assess road safety conditions and communicate co-op operations decisions to families via text, e-mail, and Facebook group.

We look forward to an awesome year, sharing our lives together, teaching and loving each other's children.