

HOW TO BE NAKED

NAKED APPLE MEMBER HANDBOOK





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Naked Apple Tribe Member Handbook

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What makes Naked Apple Tribe?

Mission

Naked Apple Tribe exists to minister to homeschool families, connect them to Jesus and each other, and restore education to the home.

Vision

Build cooperative communities that raise the next generation of leaders to be Christ-followers with servant hearts and a Biblical foundation, equipped and willing to be the hands and feet of Jesus to the world.

Root Beliefs

At Naked Apple Tribe we believe:

- Scripture is God's living, written word
- Parents are the primary educators of their children
- Families are the building blocks of our society; we are called to be their refuge

Core Values

At Naked Apple Tribe we:

- Connect with Joy
- Shelter with Truth and Love
- Serve with Wisdom
- Restore with Hope
- Empower with Purpose

Statement of Faith

It is not required that you believe this Faith Statement to attend our co-op, all are welcome. We do ask you to respect our beliefs and not seek to undermine them. However, our teachers are asked to sign and declare their acknowledgement of our faith statement in order to ensure that all teaching aligns with these statements. Additionally, all Naked Apple Leadership team members must agree with and sign the Statement of Faith, professing their alignment with the tenets of the Christian faith.

I. We believe the Bible to be the inspired, inerrant, and infallible Word of God, and of supreme and final authority in faith and life.

II. We believe that there is one living and true God, an infinite, intelligent Spirit, perfect in all His attributes, and one in essence but eternally subsistent in three Persons: Father, Son, and Holy Spirit.

III. We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man is born with a sinful nature and is unable to justify himself before God.

IV. We believe the marriage covenant was created by God and is between one biological man and one biological woman. All other sexual relationships outside of covenant marriage are contrary to the Word of God.

V. We believe that Jesus Christ being fully God became fully man, born of a virgin, lived a sinless life, died on the cross, was raised bodily and resides at God's right hand, and will personally come again.

VI. We believe that salvation is a gift from God offered to all people, by grace alone, not by works, and is accepted by a personal faith in Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.

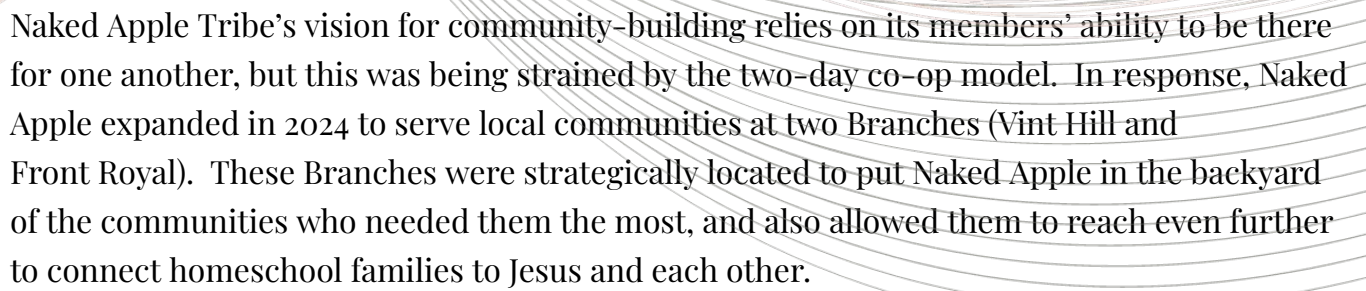
Our History

Naked Apple Tribe was founded in 2020 by Ashlee Sharrett, a homeschooling mom of 10 years looking for a co-op to connect with after moving to Virginia. She experienced difficulty finding a group close to her home that supported children across all age ranges. Noticing this gap in her area, she had a stirring from God calling her to action. With a passion for developing community, she set out to create her own co-op that would serve her family's needs and reach others.

The co-op formed organically with the originating families being recruited by word of mouth and the Lord's provision. In the first year, Naked Apple saw 10 families come together once a week in a small Warrenton, VA church to teach enrichment classes to 33 children and provide them a place to grow in community together.

As the demand for the co-op grew over the summer of 2021, Naked Apple set out to find a larger space that could accommodate the great growth they were experiencing. They found their current location at another church, just a mile down the road, and they began advertising to find new members. Naked Apple began their second year of operations with 82 students and 32 families. God had accelerated the growth of the community far beyond what everyone had imagined.

Ashlee and her leaders spent the next few years formalizing organizational processes and systems, and digging deeper into their mission, vision, and core values. Naked Apple was settling into a smooth operational rhythm as more and more families joined the Tribe. In 2023, unable to find a larger facility to accommodate the increase in members, Naked Apple added a second co-op day to the schedule to support more families. The Tribe grew to 52 families and 149 students that year, but with this success came unexpected challenges. The burden on the leadership team doubled by adding the second co-op day, and the Tribe grew to a size that made it difficult for families to maintain deeply personal relationships with each other.



Naked Apple Tribe's vision for community-building relies on its members' ability to be there for one another, but this was being strained by the two-day co-op model. In response, Naked Apple expanded in 2024 to serve local communities at two Branches (Vint Hill and Front Royal). These Branches were strategically located to put Naked Apple in the backyard of the communities who needed them the most, and also allowed them to reach even further to connect homeschool families to Jesus and each other.

Now entering year 5 of operations, Naked Apple serves nearly 70 families and 170 children. The Tribe's rampant success is attributed to its ability to serve the whole family through all phases of life, providing a safe, supportive place where members do life together. Naked Apple's growth in numbers has been accompanied by growth in reach and scope of influence. Though the Tribe started with only a few local families, its members now come from all over Northern Virginia to participate in Tribe activities and spend time together.

What We Do

Naked Apple Tribe Programs

Naked Apple Tribe saw two needs in our little tribe– social community and academic enrichment. Some families love to use our co-op as a complement to the teaching they do at home. Other families desire access to field trips or moms nights out. Many families want and need both of these things! In the past, these two opportunities came as one package; however, we now offer these as two separate opportunities for families in search of just one or the other. This comes in handy for families who register after our registration cap has been met. While you are stuck on the waitlist, why not join our social community in the meantime!

Naked Apple Community

- For those who aren't looking for classes, but want a support group full of field trips, group events, and moms' events to fill their cup as a homeschool family. Naked Apple Community is a perfect way for families who are on our waitlist to connect with the Tribe, while on standby to join co-op if a family opening comes available.
- Events: throughout the year
- Field Trips: the second week of each month
- Support group

* Previous Co-op members are offered free, lifetime Community membership

Naked Apple Co-op

- A weekly co-op full of enrichment and academic classes as a true compliment to your own homeschooling journey. We meet once a week from September to May. A typical co-op day involves four classes, separated by a lunch break and chapel period in the middle of the day. The academic classes can replace or enhance what you are currently using at home, while the enrichment classes will engage your child in a fun-filled

opportunity to learn about subjects that are not feasible at home. We welcome children from birth-12th grade, with appropriate class offerings for all ages.

- We do not have a preferred curriculum. All class subjects are based on what our volunteers are comfortable, confident, and interested enough to teach.
- With our co-op option you also gain access to all Naked Apple Community activities, events, and support groups.

Co-Op Standard Schedule

- Set Up: 8:45 a.m. – 9:15 a.m.
- Block 1: 9:15 a.m. – 10:05 a.m.
- Block 2: 10:10 a.m. – 11:00 a.m.
- Lunch: 11:05 a.m. – 11:35 a.m.
- Chapel: 11:40 p.m. – 12:10 p.m.
- Block 3: 12:15 p.m. – 1:05 p.m.
- Block 4: 1:10 p.m. – 2:00 p.m.
- Clean Up: 2:00 p.m. – 2:30 p.m.

- ❖ Lunchtime includes recess (if space allows) or fellowship time for parents and students
- ❖ Chapel time includes:
 - Games – if no recess can be provided
 - Worship – either live music or videos with movements
 - Bible teaching/devotional
 - Announcements of upcoming events, policy changes or reminders for the parent-student group, or other important co-op program information

Naked Apple Standard Events and Activities

- Back to School Pool Party
- Women's Retreat
- Bible Study
- Thanksgiving Potluck
- Father-Daughter Dance
- Moms' Nights Out
- Naked Apple Market
- Father-Son Events
- STEAM Fair
- Prom
- School Photos
- Men's Night Out
- Yearbook
- End of Year Bash

Naked Apple Treehouse Groups

- Smaller member groups within Naked Apple that build community and deeper connection by location (and age when applicable)
- Serve as a way for leaders to have direct connection with a smaller subset of Naked Apple member families
- Communication sources for important information
- A Place for members to ask for prayer and share needs in a smaller group that is locationally close to them.

Member Agreements

Teacher Expectations Agreement

Requirements

- Be on time for co-op and your class.
- Be kind and compassionate to all students.
- 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. 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.

Responsibilities

- Sign your acknowledgment to our Statement of Faith and keep all curriculum and teaching within those tenets of Faith.
- 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 the class. 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 two substitute lesson plans to Naked Apple Leadership by the first day of Co-op in accordance with the Substitute Plans Policy.
- Plan, prepare, purchase supplies, etc. for the class you are teaching.
- Proactively communicate with parents as needed, especially in academically rigorous classes.

- Teachers will follow the Classroom Behavioral Procedure for handling and documenting classroom conflicts. If you need to implement these steps, please submit a Behavior Feedback 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 before the day of class.
- Excessively messy activities will be approved by Naked Apple Leadership before the day of 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.
- 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.
- Naked Apple Leadership approval is required to exceed your class budget. Failure to obtain prior approval will result in no reimbursement.

Teaching Assistant Expectations Agreement

Requirements

- Be on time for co-op and your class.
- Be kind and compassionate to all students.
- Assistants must remain in their assigned classroom for the entire block.
If an assistant needs to leave they must get a replacement from the parent room.
- Follow the Classroom Behavioral Procedure for student behavioral issues.
Please utilize the Behavioral Procedure Submission Form to document each issue.

Tasks

- Take attendance at the beginning of each class.
- Help the Teacher with classroom setup and cleanup.
- Remind students to stay on task, and redirect their attention as needed.
 - This may be through a tap on the shoulder, gentle eye contact with the student, or a verbal reminder.
- Give verbal warnings to students in accordance with the Classroom Behavioral Procedure as needed. If step 3 or 4 is implemented leadership should be notified at the time of occurrence.
- Maintain classroom cleanliness during/between classroom activities.
(e.g. storing supplies, staging student projects, tidying work areas)
- Collaborate with the Teacher to develop and present class curriculum.
Understand the substitute teaching plan and be ready to present should the teacher be absent.

Parent Expectations Agreement

- 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 yourself and your children, leaving the church building as you found it
- Please be aware and respectful of the religious, educational, political, and family differences that are represented in our co-op.
- Actively work with teachers and leadership if behavior problems arrive concerning your child in class.
- Pick up your child's projects from the craft pickup table before leaving co-op
- Turn off cell phones or put them on vibrate during classes. As adults we are setting the example for our children with regards to electronics.
- Although all teachers are given lists of allergies and medical, educational, and behavioral concerns, we also recommend that you speak directly to your child's teachers about these issues to ensure a line of communication is opened and any necessary accommodations can be addressed.

Student Conduct and Expectations Agreement

- Be respectful and friendly to peers and adults.
- Refrain from the use of bad language or racial/sectarian references. This includes electronic bullying using technologies like chat-rooms or texting.
- Students should keep their hands to themselves at co-op.
- Public displays of affection of any kind between students is not permitted.
- Refrain from bullying or persistent use of rough, violent, and dangerous play.
- Do not bring any weapons or any potentially harmful objects to the facility
- Report inappropriate, bullying, and risky behavior to an adult.
- Students should be on time to the start of co-op and each class block.
- Participate during class and complete any classroom responsibilities.
- Turn off all electronic devices during class, unless the use is necessary for the class, and with the clear direction of the teacher.
- Do not roam the halls during class time.
- No shoes with wheels are allowed at co-op.
- Persistent misbehavior will result in release from the co-op. Parents will be informed at all stages. Releases may be appealed with final decision-making authority held by Naked Apple Leadership.

Nursery Policy and Procedures

Naked Apple strives to deliver a safe and engaging space for our nursery students, and provide parents the opportunity to teach and assist during the co-op day. In order to successfully accomplish these goals, nursery workers must abide by the following expectations and operational guidelines.

Nursery Student Schedule:

1st Block: Facilitated learning time with lesson planned by our Nursery Leads

2nd Block: Facilitated learning time with lesson planned by our Nursery Leads

3rd Block: Restful, quiet time for kids to refresh after lunch and chapel

4th Block: Free Play

Expectations and Operational Guidelines:

- All teachers and assistants should engage with the children, help with clean up, support the lessons, and divide diaper changing/bathroom runs as evenly as possible.
- Nursery workers shouldn't be overly distracted with conversations between themselves and may need to put their own children down to engage and help with others.
- Regular diaper changes are the responsibility of the parent. Nursery workers will change diapers that are soaked or soiled, but not on a standard schedule.
- The nursery is not a hang out spot during lunch and chapel.
- Teachers should make efforts to make sure toy sets stay together, including not getting out too many sets at one time, making sure kids play with the sets in centers vs. mixing them in with the church's toys, etc.
- Kids should not be playing in the toy bins, pulling things out unattended, or playing with snack cups, and other supplies.
- Nursery items and classroom materials are not to be used for other classes without permission from a Nursery Lead or Naked Apple Leadership.
- Snacks intended for nursery students should not be used for other co-op students unless permitted by Naked Apple Leadership. Snacks should also be used one container at a time to prevent spoiling.

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
 - PreK: 2 mins with adult supervision
 - Grades K- 2nd: 5 mins with adult supervision
 - Grades 3rd- 8th: 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 Leadership and the student's parents that this step was taken. Document the event on a Behavior Feedback Form for retention.

Step Four: Removal from Classroom

- In the event that the behavior continues or is especially 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 Leadership and the student's parents that this step was taken. Document the event on a Behavior Feedback Form for retention.

It is expected 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!

Building Stewardship

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

Grievances Policy

Membership at Naked Apple Tribe is a blessing. Parents and/or students who are unable or unwilling to abide by the stipulations of the Member Handbook or other Naked Apple Policies are subject to progressive discipline measures, up to and including dismissal from Naked Apple. The Site Leadership Team may vote to revoke the membership of any family member (parent or student) or family in accordance with the following processes:

- During a co-op day, two Site Leadership team members will speak to the member about the issue. Reminders of the applicable policies will be provided, with the goal to receive from the member commitment to change the behaviors of concern.
- If the issue persists, the entire Site Leadership team will meet with the member to address behaviors, seek to understand obstacles (personal, family, medical issues, etc.) affecting the member's ability to comply with Naked Apple policies, define expectations, and lay out potential consequences for subsequent policy violations.
- If the member continues to violate Naked Apple policies after Leadership intervention, the Site Leadership Team may vote to dismiss the member.
- Membership removal decisions will be communicated in person (when possible), and a written notice documenting the justifications for removal will be provided.

Site Leadership Teams may vote to dismiss the family member and/or family without completing the grievance procedures in the following circumstances:

- Member conduct poses a threat to the safety of other Tribe members, or is significantly detrimental to the well-being or reputation of Naked Apple.
- Members flagrantly disregard Naked Apple Policies.
- Members are dismissive of attempts at mediation.
- Members refuse to attend grievance meetings.

Conflict Resolution Policy

The goal of conflict resolution actions is to bring the body of Christ to one accord. Naked Apple strives to resolve conflict at the lowest level possible, starting with the members directly involved in a conflict. If initial attempts to resolve conflict are unsuccessful, Naked Apple Leaders will engage with the conflict resolution process by following the biblical principles established in Matthew 18:15-17.

The following procedures are followed for personal conflict resolution:

- Attempt to resolve the issue with a one-on-one, private conversation
 - If the conflict is between a member and a Teacher, or vice versa, this step should be skipped, and the members should move straight to engaging a Site Leader to resolve classroom issues.
- If the conflict is not resolved through private conversation, either member may request a Site Leader meet with all parties for a mediated conversation.
- If the conflict remains unresolved after Leader mediation, the members in conflict will meet with the Site Leadership Team (three or more Leaders) to adjudicate the issue.
 - At the conclusion of the meeting, a resolution will be implemented by the Site Leadership Team and documented on the Conflict Resolution Agreement.
 - All members in conflict will be required to sign the Conflict Resolution Agreement and abide by the conditions of the resolution.
 - If any member does not agree to, does not sign, or does not comply with the conditions of the Conflict Resolution Agreement, the Site Leadership Team may vote to dismiss the member without completing the grievance procedures.

Chapel Expectations

- Backpacks and other student items are not permitted in the Chapel.
- Chapel Rules
 - Eyes up front
 - No phones out
 - No Pokemon
 - Stay in your seats
 - Be Respectful
- Children 5th grade or younger will sit with their parents during chapel.
- If you are on lunch crew and have children under 6th grade, you will need to find a friend to be in charge of your children and sit with them during Chapel, or you need to find a replacement to do lunch clean up crew.
- If you do not wish to attend Chapel, a sitting room available for you to use to quietly read or work on school work.
- We encourage parents to attend Chapel, even with young children; we welcome the wiggles and sounds. 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.
- Moms of littles, feel free to bring something to keep them occupied during Chapel.
- Be respectful and give your full attention to the Chapel Speaker during their devotion.
- Parents – children are watching you during Chapel and worship, use this time to set a good example for them, be respectful and reverent during Chapel. This is not a social time for parents or children.

Financial Matters

Fees

Registration Fees (non-prorated during the year)

- Community Family Registration: \$200
- Co-op Family Registration: \$200

Student Fees (partial proration for late registration)

- Newborn - 1 year old with mom: Free
- Nursery (newborn - 3 years old): \$200
- Students (3 and up)
 - 3 Blocks: \$300 (must have a nursery student under 3 years old) + STEAM Fees
 - 4 Blocks: \$400 + STEAM Fees

* Families with five or more students receive a 10% discount on Student Fees.

** Please note, fees will not be refunded for student or family withdrawal/dismissal from co-op.

Payment Plan Option

- All class registration fees are due by August 1st of each co-op year.
- For families who need a more flexible payment option, a payment plan option (PPO) is available to divide class fees into equal payments over the course of the year.
- PPO class fee installments are split into 5 payments of 20% each, due on the first of each month from August through December of the associated school year.
- If class fees have not been paid and the PPO application form has not been completed by August 1st, an additional \$5.00 fee will be applied to the family account each week (unless the Tribe member is in contact with Naked Apple Leadership about modifying PPO arrangements).
- Families with unpaid balances not on PPO may have their co-op membership paused until all fees, including any late fees, are paid.
- If a financial hardship arises while on PPO, please contact Naked Apple Leadership to discuss prior to missing payment deadlines.

Scholarship Policy

Thank you for your interest in applying for a scholarship at Naked Apple Tribe, our community dedicated to assisting families who may require additional support in covering enrollment fees at Naked Apple. We firmly believe that financial constraints should not hinder anyone from joining our tribe. Below are the details regarding the scholarship application process at Naked Apple Tribe.

Eligibility: Families may apply for a scholarship for a portion of the family registration or the student fees.

Scholarship Application Period: The Scholarship Form will be open until June 1st. All applications must be submitted by the closing date to be considered.

Allocation of Scholarship Funds: After the closing date, the total amount available for distribution will be split equally among the students in the pool, up to a maximum of \$100 per student.

Confidentiality: All scholarship applications and related information will be kept confidential and used solely for the purpose of evaluating scholarship eligibility and distributing funds.

Refund Policy

We understand that life can bring unexpected changes, and sometimes plans need to be adjusted. For students withdrawing from co-op registration prior to September 1st, Naked Apple offers a 50% refund of student fees. No refunds for student fees are provided after September 1st as class curriculum and supplies are purchased in preparation for the start of co-op. Additionally, all family registration fees are non-refundable from the time of payment.

Event and Field Trip Payment Policy

- All payments for events and field trips are due by the registration deadline specified for each event.
- Registration is only completed once payment has also been submitted. If payment has not been received by the date specified on the registration, the family's reserved spots for the event will be relinquished.
- All events and field trips are non-refundable.
- In the event of financial hardship, please contact Leadership to discuss payment options prior to the event registration deadline.

Class Budget Policy

- Class budget numbers will be available to the teachers on August 1st based on the student enrollment at that time.
- Class fees are set at a default value of \$50 per student, but may also include STEAM Fees dependent on the material or resource needs of the class.
- The class budget available to spend on August 1st will be limited to 75% of the total class and STEAM Fees.
 - Budgets are initially limited to 75% of the total fees paid to ensure that the class curriculum can be delivered within the budget restrictions, while allowing for flexibility if changes to the class activities necessitate additional funding throughout the year.
 - Additional budget allotment can be released as needed at the Treasurer's discretion following detailed review of the class's budget plan for the year.
 - In March each year, the Treasurer will conduct a planned review of each class's budget and work with the teacher to determine how much of the remaining 25% of the class budget should be distributed.
- Class fees can be used for materials and resources necessary to meet the stated objectives of the class. These include but are not limited to:
 - Curriculum and other lesson planning resources
 - Consumables (writing utensils, paper, scissors, etc.)
 - Craft supplies and storage containers
 - Reading books and work books
 - Online software programs and membership fees
- Excess class budget that is not utilized for specific class or student needs will be rolled into the co-op's operating budget to be used at the discretion of Naked Apple Leadership (e.g. event and field trip cost reduction, registration and class fee scholarships, critical operating equipment and technologies, etc.).

Class Reimbursement Policy

- All teacher class reimbursements can be submitted by logging in to Naked Apple Homeschool Life and selecting the “Naked Apple Reimbursement” Icon in the center of the homepage.
- When submitting receipts, please ensure the receipt validates completion of payment (not just an invoice of charges billed). For example, an Amazon invoice will show the date the payment method is charged under the Grand Total once payment has been completed.
- To assist with processing reimbursements, please keep personal purchases on separate transactions from co-op purchases.
- Naked Apple is unable to process any reimbursement without a receipt.
- All class reimbursement receipts for the first semester must be submitted no later than the first Wednesday of December for the school year.
- All class reimbursement receipts for the second semester must be submitted no later than the first Wednesday of May for the school year.
- All leftover supplies paid for with the class budgets should be returned to Naked Apple at the end of the year.
- For any unusual purchasing situations, please contact the Naked Apple Treasurer prior to making the purchase. For all other questions regarding reimbursements, please contact the Naked Apple Treasurer.

Procedures for Corporate Services

Registration

- Registration for returning Naked Apple Tribe member families opens the first day of co-op in March during the preceding school year. Registration is restricted to returning members only until the open house event for prospective new members (typically hosted in April), at which point registration opens to the public.
- Students are registered for the appropriate classes according to their age as of September 1st. This age cutoff defines the associated grade level the students are assigned to for class selection.
 - Pre-K 3/4 = 3
 - Pre-K 4/5 = 4
 - K = 5
 - 1st = 6
 - 2nd = 7
 - 3rd = 8
 - 4th = 9
 - 5th = 10
 - 6th = 11
 - 7th = 12
 - 8th = 13
 - 9th = 14
 - 10th = 15
 - 11th = 16
 - 12th = 17
- Classes are defined by the specific grade ranges they serve (e.g. 1st - 3rd, 9th-12th).
- Families wishing to enroll students in classes that do not align to their age/grade must follow the class override process:
 - Complete registration fully by enrolling their students in the requisite number of classes from the course selections available for their age/grade.
 - Submit a Class Change/Override Form for the students' desired courses outside their age/grade range.
 - When registration is finalized for all families, Site Leadership will review class enrollment and determine if any changes will be processed in accordance with the Class Change/Override Policy.

Class Selection by Families

- Class Selection occurs during the first week of July; tiered access to the class selection tool rolls out as follows:
 - July 1st: Teachers teaching two or more classes
 - July 3rd: Teachers teaching one class
 - July 6th: All other members
- Every child present at co-op should be registered in a class for each of the four blocks during the co-op day (unless the family is only attending three blocks, in accordance with the Member Registration Policy).
- Students should be registered in their age/grade appropriate classes. If parents wish to register their student outside of their age/grade they will fill out a Class Override/Change Form to submit their request.
- Parents will also use the class selection tool to register for their volunteer jobs during the co-op day (a total of four assignments including the floater/off period):
 - If teaching two classes, please register for one job period and one floater period
 - If teaching one class, please register for one class as the Teaching Assistant, one job, and one floater period
 - If teaching no classes, please register for two Teaching Assistant positions, one or two jobs, and/or one floater period

Co-Op Policies

Substitute Lesson Plans Policy

Teachers are responsible for providing substitute lesson plans to be utilized in the event they are absent from co-op.

- Each Teacher will submit 2 substitute lesson plans by the first day of co-op.
- Teachers will use the Naked Apple substitute plan template to create their lessons to ensure cohesiveness and simplicity of all plans.
- Directions for all activities will be provided in the lesson plan with clear concise details that are understandable for others to follow.
- If a youtube video is in the lesson plan, please provide the full title of the video and creator for the substitute teacher to search for it (e.g. Turkey Chase Fall Brain Break by Go Noodle). This also applies to websites.
- All substitute lesson plans will be printed and submitted to the Naked Apple Lead Teacher to be maintained onsite at the co-op, so they are easily accessible in the event of a teacher's absence.
- When submitting lesson plans, please provide all materials that are needed to execute the plan in a clearly labeled box or bag to be stored at the co-op.
- As soon as a teacher is aware they will be absent, they will notify their Teacher Assistant and the Naked Apple Lead Teacher.
- Additional substitute lesson plans are to be submitted within two weeks of utilizing all previous sub plans.
- For all lesson plan questions, support, or guidance, please contact the Naked Apple Lead Teacher.

Class Change/Override Policy

- Class changes and overrides are subject to the approval of Naked Apple Leadership.
- Please refrain from approaching teachers directly regarding class changes; Leadership will engage teachers regarding the feasibility of the requested class change or override.
- 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 in writing using the Class Change/Override Form.
- When considering the opportunity for a class change or override, the Naked Apple Lead Teacher will provide a recommendation based on their observation and assessment of the student's academic skills and social development.
- Leadership will discuss the request with the Lead Teacher, as well as the giving and receiving teachers to make a final approval decision.
- Leadership will communicate the approval decision directly to the requesting parent. If the request is denied, parents are asked to not pursue the issue with the teachers involved. Further discussion or appeals should be directed to Leadership.
- Class changes made within the first two weeks of the co-op will result in additional class fees if the new class has a higher cost than the student's current class.
- If the new class has a lower cost, no refund will be provided as it is likely that supplies have already been purchased for the student's previous class.
- After the initial two-week period, any class changes will incur the entire second class fee.

There are many factors affecting Leadership's decision to approve or deny the class change/override request. The input of the Lead Teacher, giving teacher, and receiving teacher is crucial in informing the decision, especially assessments of the student's academic readiness and level of subject mastery. There are also factors to consider that may not directly concern the child in question. Some additional considerations include:

- Class enrollment numbers versus capacity
- Curriculum, project, and/or experiment plans affected by class size
- Age and abilities of current students
- Student/Class personality dynamics

Background Check Policy

- Both parents of Naked Apple students (where applicable) will submit to background checks before the co-op year begins.
- Background checks are performed by Naked Apple using the Protect My Ministry services platform. Naked Apple and its affiliates will not accept other organizations' background checks in lieu (e.g. churches, employers, etc.).
- Background checks are good for 3 years. Returning members will renew their background check at the direction of Site Leadership when it has expired.
- Any adult who will be at co-op will need a background check before they will be allowed on the premises. 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.
- Additional background checks cost \$12 each, and will be paid for by the responsible hosting member.
- Background check results are confidential and only divulged to Governing Board and Site Leadership team members.

Family Absences Policy

- We are a co-op, not a drop off! Co-op requires everyone to fulfill their commitments.
- I commit to fulfilling my weekly duties to keep the cooperative spirit of Naked Apple alive, and to minimizing disruptions to our children's classes. Naked Apple recognizes that there may be unforeseen events that occur; however, I understand that recurring absences will result in my membership being put on probation for the next year. If my absences continue to be impactful then I understand I will be asked to switch to the Naked Apple Community option until I can adhere to the attendance policy.
- If your family has extenuating circumstances that require you to miss more than six co-op days in a school year, please communicate this to leadership ahead of time, if possible. We understand there may be circumstances that require more absences including extended illnesses, births, deaths, or other extenuating circumstances.
- Please schedule appointments on non-co-op days if possible. If you are unable to deconflict with the co-op schedule, a substitute guardian (who completes Naked Apple's background check) must be at co-op to maintain responsibility for your students. Other co-op families may act as guardians for High School Students only.
- The Guardian is responsible for the absent parent's jobs. Please discuss with Site Leaders if there are special circumstances or guardianship needs.
- Maternity leave at co-op is 4 weeks unless you make different arrangements with the Site Leadership Team. If you are a teacher, please make sure your assistant has everything they might need while you are gone.
- Unexpected absences - post on the Facebook absence post that you will be absent and what blocks you serve. If you are not a Facebook member contact the Lead Teacher by text before 8:00 a.m. on the day of your absence.
- Planned absences - contact the Lead Teacher as soon as it is known that you will be absent. You will also need to post on the Facebook absence post that you will be absent and what blocks you serve the week you are gone.
- If time and circumstances allow, contact your Teaching Assistant to let them know of your absence and to pass on the substitute lesson plan.
- Failure to notify the Naked Apple Lead Teacher of an absence will result in:
 - First offense - verbal policy reminder from the Lead Teacher
 - Second offense - policy expectations discussion with Site Leadership
 - Subsequent offenses - chronic failure to notify may result in changes to job assignments in the current year, and membership decisions in future years

Out-of-Region Registration Policy

At Naked Apple, our vision is to build cooperative communities that raise the next generation of leaders to be Christ-followers with servant hearts and a Biblical foundation, equipped and willing to be the hands and feet of Jesus to the world. To achieve this vision, it is essential for members of our Tribe to actively participate at the designated Naked Apple location for your region.

We recognize that some families' circumstances may necessitate enrollment at a Naked Apple location outside their designated region. To accommodate these situations, Naked Apple has implemented the following policy:

Out-of-Region Registration:

- Families wishing to register for a Naked Apple location outside their designated region will submit an Out-of-Region Request Form to be placed on the associated location's waitlist.
- On August 1st of each calendar year, leadership will assess each location's availability to accommodate out-of-region student enrollment requests. If a waitlist family has students in multiple grade ranges, availability for each student will be assessed independently.
- Families desiring to attend multiple locations may register within their designated region, and submit an Out-of-Region Request Form to be placed on the other location's waitlist.
- Registration fees are charged at each location for which students are enrolled.
- Registration fees paid for one location may not be transferred to another location.
- Registration fees for out-of-region locations must be paid within one week of notification of student space availability. If fees are not paid within one week, the family's waitlist position will be forfeited.

Co-Op Guidelines

Calendar of Events

Below is a list of Naked Apple's key operational and administrative events with their approximate dates or target months:

- Back to school Bash: Second week of September
- Father-Son Event: October
- * Women's Retreat: Second weekend in November
- Thanksgiving potluck: Week before Thanksgiving Break
- * Naked Apple Market: First week of December
- * Pastor Day: January
- Class Submission Opens: First week of February
- Great Wolf Lodge : Second week of February
- Class Submission Closes: Third week of February
- Father-Daughter Dance: February
- Registration opens: First week of March
- * STEAM Fair: March
- Open House: Last week of March and first week of April (two separate events)
- * Easter Egg Hunt: The week before Easter
- Photo Day: April
- * PROM-ISH: April
- Teacher Appreciation Lunch: End of April/Beginning of May
- Graduation: First week of May
- End of Year Bash: Second week of May

Communication

- Naked Apple members have access to our private Facebook group, will be added to our internal email distribution lists, and may opt-in to receive text messages for certain activities.
- Within reason, all members are expected to read Naked Apple emails, Facebook posts, and texts, and respond in a timely manner to any communications from the Naked Apple Leadership Team.
- Weekly communication emails are delivered through Homeschool Life. Please make sure your email settings are enabled appropriately to receive these updates.
- Announcements are made at the end of Chapel, all parents not working in the Lunchroom are expected to be present to stay properly informed of changes, tasks, requests for assistance, and upcoming events.
- The Site Leadership Team has an open-door policy, and you must proactively communicate issues so they can be properly addressed. Leadership is available any time during the co-op day and for 30 minutes after co-op. If neither of those times work, you are welcome to email or call Leadership during the week, but in-person communication is the preferred method.
- WiFi access at co-op is only permitted for use by Teachers and students for class curriculum needs.

Parent Jobs

- Everyone will be assigned jobs as part of their duties at co-op; the **Master Parent Job Chart** will be in a binder in the Parent Room for reference.
- Jobs are described in detail in the Co-Op Binder.
- 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 seek your own replacement, if you plan to be absent, by posting on our groups or personally contacting a sub.
- Please utilize teens and students for clean up or set up jobs.
- Cleaning happens after 4th Block, please wipe down all tables, work surfaces and door knobs. Teachers are responsible for restoring their rooms.
- Use the last few minutes of class and your students to help if you want.
- Teaching Assistants – ask the Teacher how you can help best. You may fill in as the substitute in the Teacher’s absence.
- Morning jobs, please arrive by 8:20 a.m. the first 3-4 weeks, until the co-op routine is fully in place. Start time can be moved to 8:30 a.m. when feasible.
- Remember, anything left undone falls on Leadership to do before they can go home!

Lunch Policies

- **NO NUTS of any kind, for the safety of students with nut allergies.**
- Parents of students with allergies, it is your responsibility to document their allergies in their registration information and discuss with their Teachers. Name tags can be marked with an “allergy alert sticker” if desired.
- **Lunch Area:** Food is only permitted in designated eating areas.
- **Parents are responsible** for their children at lunchtime, including their behavior and the cleanliness of the areas they utilize. Please **supervise your children**, and help clean up their space.

Lost and Found

- Be sure to gather all of your students' items at the end of the co-op day.
- Lost and Found items will be placed in the designated location whenever they are identified.
- Unclaimed items will be stored for a period of time and placed in the designated location for retrieval in subsequent weeks.
- Please do not bring unnecessary items to co-op. If your student doesn't need it for class, it should stay in the car.

Emergency and Safety Requirements

Safety Procedures and Guidelines

Two Person/Two Deep Policy

- The safety of our children and parents at Naked Apple is of utmost priority. For the protection of both our teachers and our students, two adults must be present when interacting with students who are not their own children. This includes:
 - During regular classes - a Teacher and Teaching Assistant will normally be present. If either adult must leave the room then another adult (hall monitor, floater, Leader, etc.) must take their place until they return
 - Bathroom breaks
 - In general, students in 1st grade and above are permitted to take bathroom breaks unsupervised (with the permission of the classroom teacher). Adults filling the Hall Monitor job position are available to escort children to the bathroom but will remain outside the bathroom.
 - For students younger than 1st grade, bathroom breaks will generally be taken by the entire class at the same time, escorted by the Teacher and Teaching Assistant together.
- Adults may not have one-on-one conversations with students behind closed doors.

Secure Building Accesses

- Doors to the co-op building will be unlocked for family arrivals 30 minutes before the start of co-op classes, and be locked 15 minutes after the start of co-op.
- Doors should remain closed and locked during the co-op day. If this is not possible, then an adult should be stationed at the door to monitor for students and unannounced personnel attempting to transit in and out of the building.
- It is recommended to restrict normal building access to one combined, primary entrance and exit path to simplify the building security posture and monitoring responsibilities.

- Any members needing to be let in or out during the day will require assistance from another member who can verify their permission to be onsite.
- Guests should connect with their sponsoring member to arrange an arrival/meeting time to ensure they can be readily escorted into the building.
- Guests and unannounced visitors should not be permitted into the building by members who cannot verify their identity or need to be on the premises. Please escalate the presence of any unknown personnel to Site Leadership.
- At the end of the co-op day, doors should be unlocked to facilitate class load-out and transport of materials. Site Leadership must ensure the building is secured and locked prior to leaving the premises.

Visitors

- Families arranging a visit to Naked Apple during the co-op year will submit the appropriate visit form, located on our website under “Schedule a Visit”.
- If members will be bringing a visitor or additional students to co-op with them, contact the Director in advance so they properly prepare for their arrival.
- Visitors must submit a background check before they will be allowed to visit co-op. The cost for this is \$12 per background check.
- Visitors are required to abide by all Naked Apple expectations, guidelines, rules, policies, and procedures per the Member Handbook.

Picking Up Students from Classes

- Only the parent/guardian that is physically present with their child and/or listed as the responsible adult on the member’s account may collect and remove their child(ren) from the building. The only exception is when the parent/guardian gives express permission to the Naked Apple Leadership Team for another adult to do so.
- Teachers of Nursery and Preschool should keep kids in their classrooms until a parent or older sibling comes to take the student at lunch break and the end of the day.
- Any students not picked up within 10 minutes of the end of the co-op day should be escorted to the Nursery to be supervised until their parent/guardian is able to retrieve them.

Attendance Procedures

- Teachers/Teaching Assistants will take attendance at the beginning of each class with the attendance sheets provided in the room folder for each classroom.
- If teachers take their class out of the building, they will take attendance before exiting the classroom and upon arrival of their destination. When they leave their destination to return to the classroom they will again take attendance before leaving and upon arrival to the classroom (bookend attendance checks to verify no one is left behind).
- In the event of unplanned building exits (e.g. fire alarm or other emergencies), the Teacher/Teaching Assistant will bring the attendance sheets along with the class and take attendance upon arrival at the destination. Any roll call discrepancies will be escalated to Site Leadership immediately.

Background Check Policy

- Both parents of Naked Apple students (where applicable) will submit to background checks before the co-op year begins.
- Background checks are performed by Naked Apple using the Protect My Ministry services platform. Naked Apple and its affiliates will not accept other organizations' background checks in lieu (e.g. churches, employers, etc.).
- Background checks are good for 3 years. Returning members will renew their background check at the direction of Site Leadership when it has expired.
- Any adult who will be at co-op will need a background check before they will be allowed on the premises. 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.
- Additional background checks cost \$12 each, and will be paid for by the responsible hosting member.
- Background check results are confidential and only divulged to Governing Board and Site Leadership team members.

Emergency Procedures

Emergency Event

- In the event of any emergency situation, the responding adult will immediately alert or send a runner to alert the nearest Leadership Team member.
- If there is doubt as to whether an emergency exists, or if the health/safety of a student is in question, contact a Leadership Team member and they will make that determination.
- Teachers are encouraged to use first aid kit supplies to treat small injuries. Contact a Leadership Team member with injury information and they will assist you in retrieving supplies.
- Leadership will inform parents of any injuries sustained by their student during the co-op day. Teachers will fill out a Medical Incident Report to document the event.

Fire or Fire Alarm

- First observers of fire will immediately pull the nearest fire alarm.
- In the event that the fire alarm is activated or if teachers are instructed to evacuate, teachers will take responsibility for their students, grab their attendance records, and immediately lead them out of the nearest exit to the parking lot of the building.
- Adults in the parent room will assist bringing out children from the nursery to the assembly point.
- Upon exiting the building, teachers will have the students remain in a group and make their way to the assigned location per each location's Handbook. When teachers reach the assigned fire area they should immediately take attendance and notify Leadership of their class status.
- Ensure that all students are present and remain there until the all-clear is given. The Leadership Team will clear the building, so do not attempt to remain behind and assist.

Building Lockdown

- In the event a lockdown of the building is required, each classroom's door should be locked and/or barricaded and students should be moved away from windows and doors. The door should not be opened until the all-clear is given by Site Leadership.