

All Saints Homeschool Co-op Handbook 2018 - 2019



*O Infant Jesus, eternal wisdom
made flesh, Who shed Thy blessings so
generously on all, and most especially
on school children and students who
trust in Thee, please look kindly
on me as I implore Thee to guide and
assist me in my studies*

All Saints Homeschool Co-op 2018-2019 Handbook

Contact Information

Email address: allsaintshomeschoolcoop@gmail.com

Location of Classes

Church of All Saints Parish Center
430 5th St. NE
Minneapolis, MN 55413

Schedules, Calendar, and Course Listings

Visit our website: <http://www.allsaintscoop.com>

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“Now this is eternal life: that they may know Thee, the only true God, and Jesus Christ, whom Thou hast sent...”

-John 17:3

The All Saints Homeschool Co-op seeks to educate our students in traditional Catholic precepts by faithfully adhering to the holy Magisterium of the Roman Catholic Church and passing along the Church’s beautiful tradition of prayer and study. We are grateful for the guidance, structure, support, and teaching offered our co-op from the Priestly Fraternity of St. Peter, in residence here at the Church of All Saints in northeast Minneapolis.

Through a structured and substantial program, we hope to assist homeschooling parents in their tasks and unite together as branches around Christ, the Vine. *“Abide in me, and I in you. As the branch cannot bear fruit of itself, unless it abide in the vine, so neither can you, unless you abide in me. I am the vine: you the branches: he that abideth in me, and I in him, the same beareth much fruit: for without me you can do nothing.”* (John 15:4-5)

MISSION STATEMENT

Our aim is to assist families in providing a high quality, solid Catholic education so that our children can grow in fidelity, sanctity, and knowledge and, so-equipped with the light of Christ, radiate that light to all the world. We exist to help save souls!

STATEMENT OF FAITH

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son, our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He rose again from the dead; He ascended into Heaven, and sits at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

ALL SAINTS CO-OP GOVERNANCE

The Interim Chairman/Chief Executive Officer is Mr. Jacob Flaherty. He has the final say in all decisions regarding the All Saints Co-Op.

The executive officers of the All Saints Co-op are comprised of six volunteers from the following areas of co-op:

1. Operations - Mary Orbeck
2. Administration - Carley Sonnen
3. Finance - Elizabeth Miller
4. Education - Mara Poole
5. Enrichment - Stephanie Skulley
6. Public Relations/Communication - Jacob Flaherty

These officers are responsible for managing the volunteers that fall within their area. They will meet monthly throughout the school year.

DRESS CODE AND CODE OF CONDUCT

“And be not conformed to this world...”

-Romans 12:2

Educational research shows that students with a school uniform or a dress code do better academically and socially. Assumedly, when clothing ceases to be a distraction, academic work improves. While allowing for personal expression, the goal of both our Dress Code and Code of Conduct is to help our children dress and behave in a manner that will both glorify God and help them academically succeed.

DRESS CODE

Option A

1. Boys 7 and up: Oxford or polo shirts (white or other color), dress pants/slacks black or navy, belt.
2. Girls 7 and up: Oxford, polo or blouse (white or any color), skirt/dresses below the knee to mid-calf or longer.
3. Girls under 7: Proper underclothes must be worn under skirts.

Option B

1. Boys/Young Men: Uniform oxford or polo shirts (white or blue) with navy or black pants, sweaters and jackets navy or black and plaid ties.
2. Girls/Young Women: Uniform oxford, polo or blouse (white or blue) with navy, black, or plaid skirts (below the knee to mid-calf or longer), sweaters and jackets navy or black and plaid ties.

See the French Toast All Saints Uniform website and Hannah Lise website for your options:

<https://www.frenchtoastschoolbox.com/schools/all-saints-co-op-QS5FHVB> and <http://www.hannahlise.com/>

*Please note that the French Toast skorts and jumpers run small. Please verify all measurements on the French Toast website but place your order on the All Saints specific website. Make **SURE** you measure your daughter, as skirts that are shorter than the stated code will not be permitted at the co-op. It is your responsibility to measure and order accordingly.

Boys -

1. Jeans, sweatpants, and shorts are never permitted. (Those taking P.E. should bring the additional clothing called for by the tutor of that class).
2. Pants must be worn at the waist with a belt.
3. Hats are not to be worn inside the classroom.
4. T-shirts advertising tobacco, alcohol, or containing inappropriate sayings are not allowed.

Girls -

1. No yoga pants or leggings are allowed without a dress or skirt to the knee or lower.
2. The tops and bottoms must overlap so midriff skin is not exposed.
3. Necklines should not be revealing.
4. Shoulders must be covered.
5. Skirt-length is, at a minimum, below the knee.
6. Undergarments should not be seen.
7. T-shirts advertising tobacco, alcohol, or containing inappropriate sayings are not allowed.
8. Make-up is permitted, but it must be in good taste, be in neutral colors and of natural tone only.

CODE OF CONDUCT

“Be you therefore perfect, as also your heavenly Father is perfect.”

-Matthew 5:48

*General Expectations

1. All students will abide by Catholic standards in their speech and in their actions, showing kindness, responsibility, and honesty towards adults, their fellow students, and for all property.
2. All students will refrain from disruptive and distracting behavior during class, and be attentive and cooperate with tutors, helpers, and fellow students at all times.
3. All students should be mindful of younger children and be thoughtful of their safety.

*Student Expectations

1. No weapons of any kind, including, but not limited to guns, knives, pocket knives, or lasers are allowed on-site at any time. Any of these items found in a student’s possession will be confiscated and returned to the parent. Further disciplinary action will follow.
2. No electronic devices, electronic games, ipods, MP3’s, or cell phones are allowed on-site. Cell phones may only be in the possession of a parent or the student’s guardian (18 years or older). If a student brings a cell phone to co-op they need to turn the phone off and check the phone at the front desk and kept safe until the end of the day. Any electronic items found in the possession of a student will be confiscated and locked-up until the end of the day. An exception: if an electronic device is being brought to co-op for the purpose of a class presentation, that item must be put away before the class and immediately after the class.
3. Students may use computers by themselves, for homework purposes only. (The computer screens must be in plain view of the hall monitor).
4. No skateboards, heelies, or similar recreational toys are allowed on-site.
5. No street drugs, tobacco, alcohol, or drug paraphernalia are allowed on-site or in vehicles.

*Process for Resolving Issues and Violations

(Individual circumstances will be a contributing factor to discipline procedures; All Saints Homeschool Co-Op officers reserve the right to bypass the procedures below in certain situations).

Excellent Christian behavior is encouraged at all times and assists the precept of helping souls reach the ultimate goal of Heaven. Positive reinforcement of good behavior and redirection will be promoted as needed. If a child is in need of additional guidance the following procedures will be adhered to:

For Minor Offenses, including, but not limited to:

1. Inappropriate language
2. Class disruption
 - a. Struggling to listen/pay attention
 - b. Talking out of turn
 - c. Not keeping hands to themselves
3. Misuse of co-op property or personal property
4. Electronics violation (iPod, MP3, cell phone, games)
5. Skateboards, heelies, etc...
6. Food in non-designated areas
7. Gambling

1st Offense - The tutor will approach the student either during and/or after the class outlining the issue and the steps to be taken.

2nd Offense - The tutor will fill out a *Behavior Slip* and give it to the attendance taker. He/she will pass it to the Behavior Advisor who will then, in turn, email the parents (cc'ing the Administration and Communication Advisor). (The same method of correcting dress code violations will be enacted).

3rd Offense - The tutor will inform the administrator and behavior advisor of the offenses. The tutor, administrator, behavior advisor, and parents will meet.

For all behavior violations, it is expected that the child will apologize and ask for forgiveness, according to his/her age level. The demonstration of asking for and receiving forgiveness is laudably vital for the spiritual life of everyone at any age! For Major Offenses, including, but not limited to:

1. Abusive Language/Blatantly Crude Language/Blasphemy
2. Fighting/Physical Aggression
3. Overt defiance
4. Out-of-control behavior
5. Harassment/bullying
6. Electronics violation (inappropriate material on a computer screen/phone)
7. Cheating
8. Dishonesty
9. Weapons of any kind

1st Offense - An email will be sent by the tutor to the administrator, who will then email the parents and the behavior advisor, outlining the issues and meeting request. The student, both parents, and behavior advisor meet to resolve the issue.

2nd Offense - Student and both parents meet with behavior advisor and administration officer. A suspension from All Saints Homeschool Co-op may result.

3rd Offense - Permanent expulsion/dismissal from All Saints Homeschool Co-op.

DAILY SCHEDULE

ARRIVAL TIME

1. Families should check-in on main floor of parish center between 8:00 - 8:15 am.
 - a. Check your volunteer schedule
 - b. Sign up for pizza lunch
 - c. No small children may leave the building without an adult.
2. Proceed upstairs to the main hall.
3. Prayer will begin at 8:20 am. The first class will start at 8:30 am.
4. Class dismissal will follow and students will proceed to their classrooms.
5. The bell will ring when it is time to switch classes.

RECESS

1. Your child will return to the main hall prior to recess.
2. Please remind your child to use the restroom prior to recess.
3. Snacks can be given at this time.

4. Volunteers will monitor play during recess. You may stay inside with younger children or join the others outside.

MASS

1. Families are strongly encouraged to participate in the 12:15 pm Mass. Parents are responsible for their children during this time.

DISMISSAL

1. Please make sure you take all of your family belongings.
2. Please clean up your area.
3. You must sign your family out at the end of your school day.

PARENT EXPECTATIONS

1. All parents must sign a waiver and release of liability form for All Saints Homeschool Co-op.
2. Families are expected to arrive promptly so classes can start on time.
3. All outside playtime must be supervised by the child's parent(s) if there is not a volunteer supervisor scheduled for the outside area. This applies to ALL children.
4. We do not have a "drop off" policy at this co-op. The parent, or the registered, designated adult who has been placed in that position by the parent, is responsible for their own child(ren) during the hours of the co-op.
 - a. To designate another adult (like a grandparent) to accompany your child(ren), please visit our website and download and fill out the *Designated Adult Authorization* form. Please bring to co-op or email a copy to the allsaintshomeschoolcoop@gmail.com prior to the start of co-op. For security purposes, all children must be signed in and out with a parent contact phone number and signature each week. Children are not allowed to leave the building without a parent, unless other arrangements have been made with the administration.
5. Parents must pay tuition on-time and all payments must be made directly to the tutor.
6. All volunteers must be *Virtus*-trained and be willing to be a classroom volunteer when needed and if able to.
7. Parents who have children with any kind of food allergies must fill out the *Emergency Care Plan* form provided by the co-op.

PAYMENT SCHEDULE

The registration fee is due at the time of registration (August 25th Parent Orientation Meeting) and is non-refundable. This secures each family's spot in the co-op. Tuition and registration fees and supply fees should be made in full at the mandatory orientation meeting. Please make payments directly to the tutor. Failure to pay tuition will result in the student's dismissal from class. Note - all class payments are non-refundable after our August orientation date, save extremely rare mitigating circumstances.

VOLUNTEER RESPONSIBILITY

The All Saints Homeschool Co-op is run entirely by volunteers, therefore each family's volunteer participation is vital. There are many different ways to assist as a volunteer at the co-op. The first priority is to adhere to the requirements set forth by the Archdiocese of St. Paul and Minneapolis, which requires a *Virtus*-trained volunteer in each classroom. Other volunteer opportunities exist, both in and out-of co-op. Please contact the volunteer coordinator for a current list of volunteer opportunities.

MEDICAL ISSUES

If your child has a communicable disease that has been diagnosed please inform the co-op so that other families may be notified. Doing so sometimes allows families to detect early signs of symptoms. In some cases, early treatment can eliminate, or at least alleviate, many of the symptoms and duration of the particular illness.

Children who show any signs of illness should be kept home. To prevent the spread of colds, flu, we ask for your help in enforcing the following policies:

- Your child should stay home if he/she has had any of the following symptoms within twenty-four hours of the start of class:
 - Fever greater than 100
 - Vomiting
 - Diarrhea
 - Strep Throat
 - Head Lice
 - Pink Eye
 - Undiagnosed rashes/sores
 - Any known childhood diseases including, but not limited to Hand, Foot, and Mouth, Chicken Pox, etc...
- Consider keeping your child home if he/she has:
 - Croupy cough
 - Colored nasal discharge

Please be respectful of other families, and stay home if the sickness/disease is highly contagious. If you have other children who are healthy enough to attend class, but you cannot leave your sick child home alone, it is your responsibility to reach out to another parent(s) to be the guardian of and responsible for your child/ren at class that day. Make sure to let the administration know who will be caring for your children that day (see *Parent Expectations 4A*).

*Allergies

If your child(ren) has/have allergies, an *Allergy Action Plan* must be filled out and on file. You may obtain them at the Parent Orientation Night. In the case of an emergency the plan will be followed as the parent or guardian is found onsite.

WEATHER CANCELLATION

In the event of inclement weather, a notification will go out to the co-op email list by 9:00 or 10:00 pm the night before.

ATTENDANCE

If you know in advance that your child or family will be absent from any given class or co-op day, please email the All Saints Co-op Gmail account as soon as possible. We will pass along the information to the student tutors. This is very helpful in planning and buying any needed supplies.

FIRE SAFETY

Fire safety guides and maps will be posted in every classroom space. Fire-drills will be practiced on select occasions throughout the year.

COMMUNICATION

“Let no evil speech proceed from your mouth; but that which is good, to the edification of faith, that it may administer grace to the hearers. And grieve not the holy Spirit of God: whereby you are sealed unto the day of redemption. Let all bitterness, and anger, and indignation, and clamour, and blasphemy, be put away from you, with all malice. And be ye kind one to another; merciful, forgiving one another, even as God hath forgiven you in Christ.”

-Ephesians 4:29-32

All communication between families and tutors must go through the administration email allsaintshomeschoolcoop@gmail.com or through the co-op Yahoo! group. Tutors may not privately contact students, or vice-versa.

The All Saints Co-op holds an officer meeting, open to everyone, on the fourth Tuesday of every month. Each meeting contains an *Open Floor* portion for discussion on issues of interest or concern.

Should an ordinary kind of conflict arise between you or your child and a tutor or administrative member, families are asked to address the matter according to the directives laid out by our Blessed Lord Himself in Matthew 18:15:

“But if thy brother shall offend against thee, go, and rebuke him between thee and him alone. If he shall hear thee, thou shalt gain thy brother.”

If the problem persists even after expressing your direct (and non-public) concern, and, having given the tutor or administrative member a reasonable amount of time to address it, you are then invited to email the Co-op Board so that we can address the matter together. All members and officers of the co-op are asked to address concerns and questions of the tutors, volunteers, and fellow-parents under the mantle of charity, remembering that the All Saints Homeschool Co-op exists for the glory of God and to help in the salvation of souls.

ROLE OF THE TUTOR

At the All Saints Homeschool Co-op our goal is to remember that the parents are the main educators of their children. The role of our tutors is to aid in the child's learning experience by adding instruction in the tutor's area of expertise. The tutors will provide a syllabus for each class that will show what will be covered in the class as well as what homework was assigned. All syllabi will be posted online on the co-op website. Tutors will also provide suggestions for what the parents can do at home to enhance and continue the instruction presented in class. The amount of homework is dependent on the grade-level of the class and the subject covered. It is the parent's responsibility to ensure that their child is completing and turning in their assigned homework.

Tutors are expected to be on time and present for all scheduled co-op classes. If a tutor is going to miss a class, the tutor must notify the co-op education chair (via co-op gmail), as soon as possible, ideally well in advance. The education chair and the tutor will work together to find a replacement/substitute teacher for the course. Canceling the

class on a given co-op day is a last resort and will be made only in consult with the education chair and the operations chair.

CONCLUSION

Our goal here at the All Saints Homeschool Co-op is to share the love of God with all attendees and their families, while providing a Christ-like atmosphere of support that helps foster learning. Please feel free to let us know how we can pray for you or support you and your family. We also welcome any suggestions you have for how we can make this co-op more helpful to your homeschooling family and more pleasing to Almighty God. We have come a long way in six short years and we hope, by God's grace, to continue to grow more and more in His image and likeness so that we can continue to be an instrument that helps save souls. Thank you for giving the All Saints Homeschool Co-op the opportunity to walk alongside you on your homeschooling journey. May God reward you!

The Church of All Saints is a Roman Catholic parish served by the Priestly Fraternity of St. Peter (FSSP) with the approval of the Archdiocese of St. Paul and Minneapolis. All of the Sacraments are performed in the traditional form of the Roman Rite, in accordance with the Missal of John XXIII published in 1962, as expressed in the Motu Proprio Summorum Pontificum of Benedict XVI.

The parish also offers apostolates for adults, both for the purposes of growing in the love and knowledge of Christ and His Church and for the fellowship and socialization of Catholic men and women.

- The ***St. Joseph's Guild*** is a men's group whose purpose is dedicated to their spiritual growth, the better fulfillment of their duties of state, and to the material and spiritual needs of the Church of all Saints. Our meetings are held on the 3rd Wednesday of month and start with Mass at 7:00 PM. Each meeting includes a relevant talk of manly concerns from one of our priests in the parish center, along with an active discussion thereafter with all of the members. Snacks and refreshments are also provided. Special outings include (but are not limited to) an annual Father/Son Twins Game and a St. Joseph's Feast Day German Dinner.
- The ***Blessed Anna Guild*** is a women's group whose purpose is dedicated to deepen their interior life through prayer, sacrifice and penance and the Works of Mercy.
- Many choral opportunities exist at All Saints: the ***All Saints Choir*** (Chorus Omnium Sanctorum) the ***St. Peter Chorus*** (Chorus Sancti Petri), the ***St. Gregory Schola Cantorum***, and the Children's Choirs.
- For more information on these, and other apostolates offered here at All Saints, like the ***St. Stephen's Altar Servers Guild*** (boys) and the ***Marian Brigade of St. Joan of Arc*** (girls) please visit: <http://www.fsspminneapolis.org/parish-life/> or email us at fsspminneapolis@gmail.com. New members to these groups are welcome!

For up-to-date information about the parish, please visit the parish's website: www.fsspminneapolis.org.

We also have an active Facebook page: <https://www.facebook.com/fsspminneapolis/>

For information about the FSSP, please visit their website:

<http://www.fsspminneapolis.org/about/about-the-priestly-fraternity-of-saint-peter/>