

All Saints



**Homeschool Co-op
Handbook**

2020-2021

All Saints Homeschool Co-op 2020-2021 Handbook

Contact Information

Email address: allsainthomeschoolcoop@gmail.com

Location of Classes

Church of St. Marks
2001 Dayton Avenue
Saint Paul, MN 55104

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, as well as the Filiae Laboris Mariae Sisters, both 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

O my God, I firmly believe that Thou art one God in three divine persons, Father, Son and Holy Spirit. I believe that Thy divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches because Thou hast revealed them, Who can neither deceive nor be deceived.

ALL SAINTS CO-OP GOVERNANCE

The Chief Executive Officer is Mr. Jacob Flaherty. The All Saints Co-op Board is composed of seven parishioners who bring their own gifts, talents, and volunteerism together to get things accomplished and who work together to discern how to move our catechetical mission in Christ forward through prayerful listening, discussion, and voting.

1. Operations - Mary Orbeck
2. Website/Registration/Handbook - Carley Sonnen
3. Technology - Brett Thoreson
4. Communication - Stephanie Skulley
5. Parish Liaison/ Education/ Executive Officer - Jacob Flaherty
6. Additional parishioner-member to be added this summer with duties to be decided.
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These officers are responsible for managing the team members that fall within their area. They will meet monthly throughout the school year on the last Monday of the month. The open portion of these meetings are at 6:30-7:30 PM; a closed meeting will immediately follow. Team members are encouraged to attend all meetings as well. Should a Board member be unavailable to attend, a parishioner on the team will be allowed to serve as a proxy in any votes that arise. A secretary will be there to record the discussion, type up a report, and share it with the members of the Co-op by the following Wednesday.

DRESS CODE AND CODE OF CONDUCT

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

-Romans 12:2

Research shows that students with a dress code do better academically and socially. Assumedly, when clothing ceases to be a distraction, behavior and class 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. Please note: **all tutors and parents alike are asked to dress in accord with our dress code. Jeans, sweatpants, shorts, etc... are to be avoided by all present in our building.**

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 khaki, 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: Living in God's Church, Book 6 (Lepanto Press 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 completely turn the phone off 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, heeies, or similar recreational toys are allowed on-site.
5. No street drugs, tobacco, alcohol, or drug paraphernalia are allowed on-site or in vehicles.

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. Violations of expected behavior will be addressed with the child and with the parents as the occasion comes up. Repeated violations or those of a particular severity will result in a discussion of the Board and potential suspension/expulsion from our co-op.

DAILY SCHEDULE

ARRIVAL TIME

1. Families should check-in via the main school door (Door I) on the northwest corner of the intersections of Dayton and Prior Avenues between 7:45 am and 8:20 am.
 - a. Check in via our iPad system.
 - b. Check your volunteer schedule.
 - c. Obtain your identification badges.
 - d. Sign up for pizza lunch.
2. All children and their parents will walk out Door H and down the block to the church for 8:30 Mass.
 - a. It is an expectation of our priests that our Co-op students and their parents attend Mass. Parents are responsible for their children during this time. The school building will be locked and unavailable during Mass time.
3. After Mass, the students and parents will return to the school building via Door H. Class will begin at 9:45 am sharp. (Note - we will have a short assembly in the gym after Mass the first week of classes.)
4. Bells will ring to indicate class-change times. Note: there may be a bell or buzzer type sound during class times, these are to be ignored because the clocks are running on the old school schedule.

DISMISSAL

1. Please make sure you take all of your family belongings.
2. Please make sure any area you leave is cleaner than when you arrived.
3. You must sign your family out at the end of your school day in the co-op office.

PARENT EXPECTATIONS

1. All parents must sign a waiver and release of liability form for All Saints Homeschool Co-op.
2. If a parent is leaving during the afternoon session while the rest of their children (ages six and up are in a class/activity), they must fill out a form saying as much at the front desk upon sign in and then take the form and have the family who is acting as their children's on-site 'guardian' sign it as well. Upon completion of this, the parents will return the double-signed form back to the front desk for safe-keeping during that school day.
3. Families are expected to arrive promptly for signing in and for Mass.
4. A 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 morning/lunch hours of the co-op.
 - a. To designate another adult (like a grandparent) to accompany your child(ren) for the entire day, 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 administration's. Keep in mind that this designated other adult will not only act as guardian to your children during the day, but will also need to be *Virtus*-trained and do your volunteer job (see below for more information on this topic.)

- b. Adults may leave after lunch for as long as their 6+ age child is in class, provided they have fulfilled their volunteer duty for the day. Should a parent be assigned to an afternoon volunteer position but need to step away, they may make an arrangement to exchange duties with someone in charge of a morning duty. Both parents should approach the front desk at the same time to make them aware of the temporary change for the day before the first duty is started.
5. **Parents must pay tuition on-time and all payments must be made directly to the tutor via Paypal. *The tutors MUST be paid by August 15th.*** This tuition is an agreement between the tutor and the families and as such, the Co-op is not able to intervene in the event you need to leave the class or the Co-op at large. (Tutors are of course free to do so, but are not required.)
6. Parents who have children with any kind of food allergies must fill out the *Emergency Care Plan* form provided by the co-op.

VOLUNTEER RESPONSIBILITY

We are SO grateful to the MANY individuals who have given countless hours to keep this Co-op running. But we need more assistance on a regular basis. This past year, a few individuals and families were tasked with carrying a large majority of the workload. We need to do a better job getting everyone involved. Therefore, effective this coming school year, we will be implementing a new volunteer program.

The goal of this program is to manage the Co-op effectively, reducing last-second, stressful appeals for much-needed help and to lighten the load so that everyone can have a positive experience. If everyone does their part, this group can thrive and be a joyful witness to the many good things God is doing in and amongst us! To Him be the glory forever...

Each family will be required to volunteer for at least one job each Co-op day. Board members and tutor families are exempt from this plan. Families registered for afternoon classes may be required to fulfill their volunteer hours in the afternoons. Each job's length will be evenly distributed depending on the number of families who register this year. A nursery will be provided to help watch the little ones so that you can volunteer even if you have a few little ones to watch.

Each family is required to start Co-op with \$100 in a volunteer "bank account". Once an account has become depleted to less than \$50, that family is required to replenish the fund again to \$100. (Again, Board members and tutors are exempt from this fee.)

This dollar amount will be held in a separate fund and each family's unused funds can be

- +Reimbursed at the end of the school year,
- +Held for the following school year, or
- +Paid out if a family discontinues our co-op.

Each time a family allows a job to go unfulfilled on a Co-op day, the family will be "charged" \$20 against this bank account. A job list will be provided; assistance will also be offered to find a job that will fit the configuration and ability of each family. **Again, a supervised volunteer nursery (manned by the Sisters in the morning) will be provided for parents to utilize during required volunteer hours.**

We will compile a list of individuals who would fulfill a job for someone who is unable to be present on a given day.

We will provide families direct access to this list to find their own replacements. If for some reason, this substitute does not complete the job, the original family will be charged against their account.

The Co-op will maintain a list of individuals who would like to be placed on a rotating paid work list. This separate list of individuals will only be accessed on Co-op day, by Co-op staff and only if a job is not filled. These individuals would receive \$20 per job direct from the coop volunteer bank fund.

\$100 volunteer deposits are separate from your co-op registration fee. This money must be paid in full by August 15th, the same day the tuition for classes is due.

Classes may not be taken without a volunteer job assignment. Members of the Operations team will be available both in-person on select Sundays during late July and early August (an email will be sent) and over the phone to discuss what volunteer opportunities are available that would work well for you, your schedule, and what fit into your family unit's needs the best. All families should be signed up for a volunteer position no later than Saturday, August 15, 2020.

A volunteer supervisor will monitor the balance in your "volunteer bank account" and can be reviewed by families upon request.

Families that deplete their volunteer funds to zero dollars are not allowed to attend our coop until the fund has been replenished.

Please keep in mind that we have studied a few other co-ops within our area. Other co-ops are implementing similar plans in which families either have a higher registration fee or must volunteer to assist the co-op in the workload. This plan seems to provide the best ability to get necessary work completed and yet keep our registration fee affordable. ***A complete list of volunteer jobs and job descriptions will be sent out after registration is completed.***

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. Please note: One or two tables will be set aside during lunchtime as Peanut-free to accommodate a few of our young people who have peanut allergies.

SUSPENSION OF CLASSES

Because of the realities surrounding what we have gone through in the Spring of 2020 with the Covid-19, some provisions have to be made *in the event* that this sort of thing ever happens again.

Should any other *Lockdown/Social Distancing* measures be put into legislative effect, the Co-op will move to a Zoom-based plan as soon as possible for those classes and tutors that can make it work. It is assumed that the older students' classes (Middle School and up) will do something, unless otherwise stated in the class descriptions. Mrs. Johnson has a record of offering Zoom-style classes for her students; other tutors of younger children may attempt to make this work. There is simply no way of guaranteeing this, as the length of any potential lockdown has an impact on what is or is not possible. Please know that we will make a very reasonable effort in this area so that your children can still get as much value as is possible.

WEATHER CANCELLATION

In the event of inclement weather, a notification will go out to the co-op email list by 9:30 pm the night before. A text message will also be sent.

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.

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 bearers. 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. Communication can be through the registration site once this is completed. Until such time all communication between tutors, parents and students must be through the gmail account.

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. The new ‘Suggestion Page’ on the website is an excellent place to bring your comments/concerns up in a constructive way:

<http://allsaintscoop.com/index.php/suggestions/>

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 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 seven 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!

QUICK SUMMARY OF DATES:

- Thursday, May 21.....Parishioner Registration for Co-op Classes, Open to Non-Parishioners on Monday, May 25
 - *Must agree to the 'Volunteer Hours Requirement' and acknowledge that you have read this Handbook.
 - *Must sign Waiver Forms
 - *Must pay Registration Fee (\$100 for parishioners; \$200 for non-parishioners)
- August 1st.....All tutor syllabi are due, parents can begin paying for classes.
- August 15.....All tutor tuition must be paid in full; all families signed up for volunteer jobs; all family volunteer \$100 deposits should be paid.

Our schedule of classes is as follows:

FIRST SEMESTER

- September 11, 18, 25
- October 2, 9, 16, 23, 30
- November 6, 13, 20
- December 4, 11
- January 15 (online only), 22 (online only)

SECOND SEMESTER

- February 5 (online only), 12 (online only), 19, 26
- March 5, 12, 19, 26
- April 9, 16, 23, 30
- May 7, 14, 21

The Church of All Saints is a parish of the Roman Catholic Archdiocese of St. Paul and Minneapolis staffed by priests of the Fraternity of St. Peter (FSSP).

The Masses and Sacraments are offered in the *Usus Antiquior* (pre-conciliar use) of the Roman Rite. For more information on the Traditional Latin Mass, here are some good resources:

<https://www.sanctamissa.org/en/faq/index.html>

<https://fssp.com/why-the-extraordinary-form/>

<https://www.staugustineacademypress.com/treasure-and-tradition-the-ultimate-guide-to-the-latin-mass/>

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 second Wednesday of each month and start with Mass at 6:30 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 ***All Saints Boys Day*** is a group for boys 12 - 18 who gather to play sports or do some outdoor activity from 3:00 - 5:00 pm on Wednesdays. Dinner, Vespers, and an evening of Altar Server training or other manly activity follow.
- ***Queen of All Saints Sodality***, a woman's group.
- We also have a vibrant ***St. Stephen's Guild***, (Altar Servers). Meetings and training sessions are held the first Wednesday of every month from 6:30 - 8:00 pm.
- Many choral opportunities exist at All Saints: the ***All Saints Choir***, the ***St. Gregory Schola Cantorum***, and the Children's Choirs.
- The ***Parish Mass Schedule*** is:
 - Monday - Thursday: 12:15 PM
 - Friday: 8:30 AM (at St. Mark's on Co-op days) and 7:00 pm at All Saints
 - Saturday: 9:00 AM
 - Sunday: 8:00 AM (Low Mass) and 10:30 AM (High Mass)

You may inquire about these activities and the schedule further by calling the parish office at 612-379-4996.

For up-to-date information about the parish, please visit the parish's website: www.fsspminneapolis.org and/or check out latest bulletins at <https://www.parishesonline.com/find/church-of-all-saints-msp-fssp->.