

# All Saints



## Homeschool Co-op Handbook

**2021-2022**

All Saints Homeschool Co-op 2020-2021 Handbook

## Contact Information

General Email address: [allsaintshomeschoolcoop@gmail.com](mailto:allsaintshomeschoolcoop@gmail.com)

## Location of Classes

Church of St. Mark school  
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 as branches of 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 Mrs. Sibyl Niemann. 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 to discern how to move our catechetical mission in Christ forward through prayerful listening, discussion, and voting. The All Saints pastor serves as a board member ex officio.

1. Mrs. Jeni Bradac
2. Mr. Brett Thoreson
3. Mr. Chad Cmejla
4. Mrs. Candice Oglesbee
5. Mr. Michael Hagler
6. Mrs. Sibyl Niemann
7. Additional parishioner-member to be added this fall.

The board will meet monthly throughout the school year on the dates below. Any co-op member may attend the open portion of these meetings from 6:30-7:30 p.m. All meetings will be announced via Flocknotes as well. Board meetings for 2021-22: Aug.31, Sept. 13 (on Zoom only), Oct. 4, Nov. 8, Dec. 6, Jan. 3 (optional), Feb. 7, Mar. 7, Apr. 4, May 2. Location TBD.

## 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. 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 skirts 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. The core of our co-op is instruction in the Faith and learning how to praise God through sacred music. For this reason, all students enrolled in co-op must register for catechism and choir for their age group.
3. 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.
4. 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 intersection of Dayton and Prior Avenues between 7:30 a.m. 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.
  - e. Stow belongings in lockers.

- f. Head to the gym for social time until 8:20, when we will have prayer and announcements. The gym will not be monitored and it is the parents' responsibility to supervise their children during this time.
2. Classes begin promptly at 8:30. Bells will ring to indicate class-change times.
3. Morning classes end at 11:15. At this time, make sure your children use the bathroom and get outerwear to walk to Mass. Mass starts at 11:30 a.m.
4. After Mass we return to the building for lunch and some free time. Classes resume at 1:30.

## DISMISSAL

1. Please make sure you take all your family belongings home. Do not leave anything in lockers.
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.** Leave your badge in the basket on the desk.

## 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 attend Mass at 11:30 a.m. in the church. The school will be locked during this time.
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](mailto: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 supervised by a tutor (such as preschool classes going out for recess). 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, whether by cash, check, or PayPal. The tutors MUST be paid by Sept. 10.** 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

All Saints co-op is not a school. We call our endeavor a "co-op" because we truly must cooperate, each and every family, to make it run smoothly. For this reason, we ask that each family give at least one hour per class day to volunteer in one of the many slots we have open. You will find a list of the descriptions in the signup; a good portion of them can be done even by moms holding babies. We cannot exempt a family from their volunteer hours unless they are experiencing a true family or medical emergency, but if you feel you must decline to volunteer, please talk to the co-op director.

If you are unable to come to co-op, please try to find a replacement. As soon as you know you cannot come, email the general mailbox ([allsaintshomeschoolcoop@gmail.com](mailto:allsaintshomeschoolcoop@gmail.com)), so that we can help you locate a substitute. Those who have children in the afternoon classes should try to fill afternoon slots first. And those who are able are asked prayerfully to consider volunteering more than an hour a day or serving as a substitute.

All volunteers must be Virtus trained through the archdiocese. Contact our safe environment coordinator at [se@fsspmneapolis.org](mailto:se@fsspmneapolis.org) and she can walk you through it.

## MEDICAL ISSUES

We at All Saints know that we cannot avoid ordinary transmission of illnesses entirely, nor do we wish to impose draconian or ineffective measures in the attempt to do so. Our life and work together need to be governed by trust, common sense, and charity, especially in regard to illness. Further, we fully understand that every family will have different needs and approaches to situations where illness is commonly spread.

That said, in light of the coronavirus pandemic and the experiences of the last years, we are asking for all families' cooperation in the following requests.

- Please practice vigilance in handwashing during our time together.
- If **any member of your household** is symptomatic with the following, we ask that your family simply does not attend co-op for that week, even if your other family members are not symptomatic:
  - Fever greater than 100 degrees
  - Vomiting/diarrhea
  - Cough/sore throat
  - Loss of taste or smell
  - Other symptoms of covid, strep, or influenza.
- Please follow CDC quarantine guidelines if you have a confirmed case of covid in your household. We understand this may mean that your children miss one or more class days; teachers will make every effort to communicate class content with students who must stay home. They will do this through email.

- If you cannot come to co-op because of sickness, please try to alert us as soon as possible by emailing the general mailbox up until Thursday evening. If you need to reach us on Friday morning, please call or text Jeni Bradac at \_\_\_\_\_. (number announced at Kickoff)

#### \*Allergies

If your child(ren) has/have allergies, an *Allergy Action Plan* must be filled out and on file. You can fill it out on the website. There are also paper copies available. In the case of an emergency the plan will be followed as the parent or guardian is found onsite. Please note: We have a few families with severe allergies to peanuts. We ask that you do not bring peanut products to co-op. Thank you for your understanding.

#### SUSPENSION OF CLASSES

Because of the realities of the events of 2020 and 2021, 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 governmental effect, and should the archbishop follow suit, the co-op will make every effort to offer classes in some form. We may move operations to the All Saints property as in 2021, or we may offer some or all classes via Zoom. The board is actively discussing our contingency plans, and members are welcome to contribute ideas to this end at the open-floor portion of board meetings. We fervently pray that we will be able to avoid having to make this choice.

Should this happen, we hope to offer at least partial tuition refunds for those classes that can no longer be taught at an alternate location. Classes taught on Zoom will not offer refunds, because the work for the teacher is substantially the same, or even more difficult. Refunds can be offered until October 1, 2021.

There is simply no way of guaranteeing what may happen, 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 p.m. 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 general mailbox, [allsaintshomeschoolcoop@gmail.com](mailto:allsaintshomeschoolcoop@gmail.com). 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 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](mailto:allsaintshomeschoolcoop@gmail.com). Tutors may not privately contact students, or vice-versa. Even if you know a tutor’s email or phone number, please use the general mailbox for communication regarding co-op matters.

## CONFLICT

Should an ordinary kind of conflict arise between you or your child and a tutor or administrative member (for example, disagreements about teaching methods, perceived unfairness of treatment, etc), 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.

If you have a **serious** concern about another co-op attendee’s words or actions, such that you are concerned about physical or moral safety, please immediately contact the co-op director, Sibyl Niemann ([coopdirector@fsspminneapolis.org](mailto:coopdirector@fsspminneapolis.org)). We will protect anonymity of the reporting party whenever we are able.

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 we firmly assert 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. 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 all 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 board (via co-op gmail), as soon as possible, ideally well in advance. They 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 consultation with the board director and other members available.

## **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 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:**

Co-op Welcome Kickoff meeting: Tuesday, Sept. 7, 7-8 p.m. Families are strongly encouraged to attend. There will be an opportunity to pay your tutors at this time, so please bring your checkbook if that is how the tutor asked to be paid.

Our schedule of classes is as follows:

### **FIRST SEMESTER**

September 10, 17, 24

October 1, 8, 22, 29

November 5, 12, 19

December 3, 10 (Drama and Christmas performances tentatively planned for Dec. 4)

January – no classes

### **SECOND SEMESTER**

February 4, 11, 18, 25

March 4, 11, 25

April 1, 8, 22, 29

May 6, 13, 20

(Drama performance tentatively planned for May 7, commencement TBD)

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 Mass Schedule*** is:

- Monday - Thursday: 12:15 PM
- Friday: (11:30 AM at St. Mark's for co-op) and 7:00 pm at All Saints
- Saturday: 9:00 AM
- Sunday: 8:00 AM (Low Mass), 9:30 AM (Low Mass with hymns), 11:00 AM (High Mass)

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

We recommend you join our Flocknotes group on the parish website. Occasional announcements come through this group. Details on how to join are in the bulletin.