

All Saints



Homeschool Co-op Handbook

2022-2023

All Saints Homeschool Co-op 2020-2021 Handbook

Contact Information

General Email address: 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. Micah Valine
4. Mrs. Candice Oglesbee
5. Mr. Michael Hagler
6. Mr. Michael Bushey
7. Mrs. Sibyl Niemann

The board will meet monthly throughout the school year on dates to be announced. Any co-op member may attend the open portion of these meetings from 6:30-7:30 p.m. This is where you can bring questions, concerns, or suggestions. The open meeting will also be on Zoom, so you can dial in. A link will be sent to everyone. All meetings will be announced via Flocknotes.

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 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. 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 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.

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. We gather in the cafeteria for morning announcements at 8:20 a.m. Please make every effort to attend these announcements, because there is often important information for parents and students, including possible changes to the schedule or location of classes.
3. Classes begin promptly at 8:30. Bells will ring to indicate class-change times.
4. Morning classes end at 11:15. At this time, make sure your children use the bathroom and get outerwear to walk to Mass in the church. Mass starts at 11:30 a.m. We encourage families to use the bathrooms in the school, because those in the church are sometimes locked, and occasionally are used by outside people.
5. After Mass we return to the building for lunch and some free time. Because of the large numbers we are enjoying this year, we have split the recess into two groups: the 11 and under children, and the 13 and up kids. 12-year-olds will be allowed to choose which group they want to go with! They will be in separate locations for recess, which will be monitored. We hope this will make for more fun and peaceful play time for everyone.

6. Classes resume at 1:20.

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 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, he/she 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. 9.** 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.

We aim for a convivial, respectful, and charitable atmosphere in our classrooms, hallways, lunchroom, and gym. Volunteers assigned in these areas have permission to gently redirect or correct students who are behaving inappropriately. Room monitors, in particular, are asked to assist the tutors in keeping order. A volunteer may be asked to bring a student to the office for his/her parent to discipline. Recess monitors are asked to be alert to what the kids are doing and make sure that their play is reasonably safe and their behavior kind.

If you are unable to come to co-op, as soon as you know you cannot come, email the general mailbox (allsaintshomeschoolcoop@gmail.com), so that we can help you locate a substitute. Those who are able are asked prayerfully to consider volunteering more than one hour a day or serving as a substitute.

All volunteers must be Virtus trained through the archdiocese. Contact our safe environment coordinator at se@fsspminneapolis.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.

We ask all families, tutors, and volunteers to follow these guidelines:

- Please practice vigilance in handwashing during our time together.
- If a co-op student, parent, or volunteer has the following, we ask that THAT INDIVIDUAL not attend our co-op day:

Fever greater than 100 degrees

Vomiting/diarrhea within 24 hours of the start of co-op

Persistent cough/sore throat

Symptoms of covid/flu/strep (runny nose with green/yellow discharge, body aches, loss of taste/smell)

- Those families that have highly contagious illnesses in their households, like covid, influenza, or chicken pox, should keep their entire family home until no longer contagious.

We understand that sickness happens in family life, and that this may mean you and/or your kids may miss one or more class days. Tutors will make every effort to communicate class content to the students who must stay home. They will do this through email.

*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.

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

To report an absence from any given class or co-op day, please go to <https://allsaintscoop.com/absent/> and report there who will be missing. We will pass along the information to the tutors. It is very important that you let us know you cannot attend, so that we have an idea of what classes will look like, and can begin looking for volunteer replacements. Also, if you are planning on being out of town for

travel or some other reason, please let us and the tutor know ahead of time not to count on your child being in class on those days.

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 official communications of All Saints co-op will come one of two ways:

- Parish Flocknotes. This is for general announcements. **Every family must sign up to receive these announcements** as this is how we communicate, including information about weather cancellations, changes to the schedule, and extra-curricular events. Sign up by going to fsspminneapolis.org, scroll down the home page and tap the button that says “Sign up for Flocknote.” It will give you a list of emails you wish to receive – select the homeschool co-op.
- Tutor announcements. Every tutor uses the website announcement function to send homework or other important information. This information goes only to parents. **Please read these emails!**

If tutors and individual parents wish to communicate about specific questions regarding homework, student behavior, or other course matters, they must do so through the administration email, allsaintshomeschoolcoop@gmail.com. Tutors may never privately contact students, or vice-versa. Some tutors may choose to share their personal email addresses with parents. If so, we ask that tutor and parents always copy the general mailbox in their communications, for transparency and protection. Other tutors will prefer to have parent messages forwarded from the general mailbox, which is checked daily. Please respect tutors’ privacy and wishes in this regard.

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@fsspmineapolis.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 paid very little for their time and hard work, and it is important that the students treat them with great respect. Tutors have the right to expect peaceful, attentive students. If students misbehave or distract others, the tutor may verbally correct or even send the child out of the room. Parents are asked to support the tutors in keeping good order in the classroom.

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 allsaintshomeschoolcoop@gmail.com), 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!

Our schedule of classes, as well as the daily schedules, may be seen on the home page of our website: allsaintscoop.com, under the “schedule” tab at the top.

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 and/or check out latest bulletins at <https://www.parishesonline.com/find/church-of-all-saints-msp-fssp->.