



2025 Policies & Procedures

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Landmark Co-Op Mission Statement

Providing homeschooled and private-schooled families with a Christ-centered community to supplement their students' education and to help build relationships.

Landmark Co-Op Covenant

As a member of Landmark Co-Op, I agree to abide by the following covenant. I understand that this covenant aims to ensure a Christ-centered, respectful, and supportive environment within our homeschool community.

1. **Commitment to Biblical Values:**

I will strive to uphold Christian principles and values in all my conduct within the Co-Op, ensuring that my actions & words align with biblical teachings. I recognize that as members of this community, we represent Christ.

2. **Respect and Kindness:**

I will treat members, teachers, and children with kindness, courtesy, and respect.

3. **Communication:**

I commit to engaging in open & honest communication and will seek to resolve conflicts/disagreements through appropriate, respectful dialogue.

4. **Cooperation and Involvement:**

I understand that my active involvement in Co-Op activities, volunteering, and supporting fellow parents is essential for the success of our ministry. While I will openly share input and feedback, I will respect the decisions made by the Landmark Co-op Leadership. **Please see the Parent Involvement Policy**

5. Attendance:

Although participation in the Co-Op is voluntary, I understand that consistent attendance is crucial for the program's success. If either my student or I cannot attend, I will provide sufficient notice in advance. If my child misses more than 3 out of the 10 Co-Op classes this semester, I will reassess our ability to participate in the next semester.

6. Punctuality and Availability:

I will make every effort to arrive on time for Co-Op activities and classes, respecting the schedules of others. I understand that this is not a drop-off, and will remain on-site with my child during Co-Op hours. Unless special permission is granted by Board members.

7. Classroom Etiquette:

I will ensure that my child understands and adheres to the classroom rules, contributing to a positive and respectful learning environment. Adults present in the classroom will be the teacher and assistant. Any additional parents desiring to be in the classroom should have approval by the Teacher Coordinator.

8. Dress Code:

I will ensure that both my child and I dress appropriately for Co-Op activities, maintaining modesty and respect for the community.

9. Financial Responsibility:

I understand that I am responsible for the costs associated with my child's classes. I will provide my child with the basic materials (e.g., backpack, notebooks, pencils) and understand that class fees cover specific supplies. I recognize that no refund will be issued if I withdraw after payment and supplies have been ordered.

10. Wellness Policy:

To maintain a healthy environment, I will keep my child home if they have had a fever, vomiting, diarrhea, or any other contagious symptoms (e.g., persistent cough or unexplained rash) within the last 24 hours.

Parent Involvement Policy

The success of our Co-Op depends on the active participation of all parents. To ensure the quality of our programs and experiences, we require all parents to be involved in one or more of the following ways each semester:

Involvement Options:

- **Teach a Class:** Lead a class in an area of expertise or passion. Don't worry—support and resources are available to assist you in planning!
- **Assist in a Class:** Help with classroom management, preparation, or cleanup.
 - We highly encourage assistants to become familiar with the class material, students in the class, class structure, and more, due to the fact that you may be called upon to teach in the event that the teacher is absent.
- **Childcare Support:** Supervise younger children in the nursery.
- **Clean Up**

Expectations:

All families must contribute to at least one of the roles above each semester. An opportunity will be provided prior to the beginning of the semester to allow families to select roles that suit their strengths and availability.

Why This Is Important:

Parent involvement ensures that the workload is evenly distributed and fosters a sense of community. Thank you for being an integral part of our Co-Op! Together, we can make this semester successful and rewarding for everyone.

Teacher Expectations & Class Details

- **Emergency Lesson Plan:** Teachers must prepare an easy to use emergency lesson plan in the case they are unable to attend Co-Op at short notice.
- **Supplies:** Teachers have access to the FLC printer at any time to make copies for their classes or students.
- **Class Budget:** Class budgets must be requested before the semester begins. Receipts for approved expenses should be submitted to the Treasurer.

- **Teacher Absence:** If a teacher is unable to attend Co-Op, it is their responsibility to coordinate with their assistant teacher or find a substitute. The teacher is responsible for all communication and planning with the substitute. Once arrangements are made, the teacher must notify Landmark Co-op leadership who is overseeing the Co-Op.
 - **Communication:** Teachers are expected to communicate with parents via email, google chat, phone, or physical paper what is being taught in their classroom as well as immediate communication regarding any individual behavior problems with students.
 - **Class Rosters:** A class roster will be given out every Thursday during 1st period for the teacher or assistant to use to take attendance. Please send the roster with a student to the next class. This roster will be used for attendance in the case of an emergency or evacuation.
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Co-Op Schedule

- **Morning Assembly:** At 9:30 AM, we gather in the Main Sanctuary (300 E 8th Street) for prayer, announcements, and the pledge of allegiance.
- **Start of Day:** Classes begin promptly at 10:00 AM, running as follows:

K & 1:

Period 1: 10 am-10:45 am

Period 2: 10:45 am- 11:30 am

Lunch: 11:30 am - 12:15 pm

Period 3: 12:15 pm- 12:45 pm

2nd-12th:

Period 1: 10 am-10:45 am

Period 2: 10:45 am- 11:30 am

Period 3: 11:30 am- 12:15 pm

Lunch: 12:15 pm- 12:45 pm

Google Chat

All parents/guardians are required to join the Landmark Co-Op Google Chat to ensure smooth and efficient communication. This platform will be used for important updates regarding Co-Op, including schedule changes, reminders, and announcements. It will also serve as a space for organizing meet-ups, sharing resources, and fostering community connections outside of Co-Op.

Please use the chat respectfully and keep messages relevant to the group. For personal concerns or questions, please contact the appropriate staff member directly.

How to Join:

1. Download Google Chat
2. Open Google Chat and click the blue message icon in the bottom right
3. Click "Browse Spaces"
4. You will see the invite to your group. Press "Join."

Co-Op Oversight & Leadership:

The Landmark staff provides oversight and support for the Co-Op, ensuring it operates smoothly and aligns with our mission. However, the Co-Op is a parent-led program, and its success depends on the active participation and collaboration of all parents. Parents are responsible for teaching, assisting, childcare, planning & coordination with staff, and helping with the day-to-day operations, creating a vibrant and engaging community for our children.

Evacuation Procedure:

In the event that we need to evacuate the building, we will evacuate to the ACME across the street and wait for further instructions from emergency personnel or Landmark Staff. Please take the classroom roster so we can ensure everyone is out of the building.

Behavior Policy:

In order for Co-Op to be a safe & beneficial environment, we are implementing a 3 strike policy. If children are not behaving in class, the teacher has the authority to bring the parent into the classroom. If the disruptive behavior continues, the child, parent, and Landmark co-op leadership will meet to come up with the best course of action. At that point, if the behavior still continues, the leadership reserves the right to ask the child to step away from the classroom or Co-Op for a period of time or indefinitely.

Registration Fee:

Due to construction happening in the Family Life Center at Landmark Church, the co-op will need to charge a \$100 Registration Fee to help cover the cost of a rental of another space. While we realize finances are tight, we need to do this to avoid closure of co-op. Please let leadership know if your family would benefit from a scholarship.

Statement of Acknowledgement and Agreement

I have read through the Landmark Co-Op Covenant and will continue to familiarize myself with and adhere to it. I understand that failure to comply may result in my family's exclusion from the Co-Op.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date: _____