



***Cooperative Learning for
Academic & Social Success!***

PARENT HANDBOOK



***Cooperative Learning for
Academic & Social Success!***

Table of Contents:

Page Number	Content
1	Mission Statement & Statement of Faith
2	Who We are
3	New Member Info
4	Signing Up for Classes
6	Leader Committee Responsibilities
7	Parent Responsibilities
8	Teacher/Aide Responsibilities
9	Student Responsibilities & Discipline Policy
10	Clean UP Crew Responsibilities
11	General Q & A
14	Parent Contract
15	Student Contract
16	Student Volunteer Info

MISSION STATEMENT

Our mission at C.L.A.S.S. is to support Christian homeschooling families by organizing classes and events, and by providing a sense of community. We believe that building a strong cooperative of parents and learners helps to foster a successful and enjoyable homeschooling journey for all involved. Our goal is to work to support our families in that endeavor.

STATEMENT OF FAITH

Section 1. Preface

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Authority of Scripture, Deity of Christ, the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Ephesians 4:5) which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity. (Romans 15:7).

Section 2. We believe:

- The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- That man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.
- That salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, Whose substitutionary death on the cross paid the penalty for man's sin.
- That the ministry of the Holy Spirit is to convict mankind; indwell, guide, instruct, and empower the believer for godly living and service.
- That God created man and woman after His own Image, and that God has ordained marriage, consisting of one man and one woman, to be the foundation of the family and to be the only legitimate and Godly expression of sexuality.
- In the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned (Article IV Sections 1-7), should not hinder the unity of Christian home educators.

WHO WE ARE

C.L.A.S.S. Home school Cooperative was founded in 2016 to foster a strong sense of community among Christian homeschooling families in the Lewis County area. We provide weekly classes, organize events and provide a place where homeschoolers can meet at Abundant Life Community Church of Lowville. Our group consists of families united to meet their needs and aspirations with the common purpose of educating their children. C.L.A.S.S. is an all-volunteer organization. Please note that it is not a student drop off program! Its co-leaders and members volunteer their time and talent to make C.L.A.S.S. the strong vibrant co-op that it is. By this collaborative effort we are able to provide classes and a strong community to all members. We ask for the prayers and co-operation of each student, parent, and teacher to make the co-op a safe and God-honoring place. May the Lord bless each of you.

Our teachers, who are all C.L.A.S.S. parents, are required to teach from a Christian worldview. They are encouraged to not only teach their topics thoroughly, but in a creative, exciting way. Teachers are expected to provide adequate information so that families can choose classes that best provide academic and social enrichment for their children. To these ends, teacher training is built into the co-op throughout the year to further their classroom management strategies.

In turn, it is our desire that our families come with a cooperative attitude in helping us make C.L.A.S.S. run safely, effectively, and as efficiently as possible. Families joining C.L.A.S.S. provide the foundation for building an atmosphere of mutual consideration where learning and sharing can occur successfully. Families are responsible for knowing and abiding by all of the policies and procedures as outlined within this parent handbook. The success of our co-op community depends on a high standard of respectful behavior from all members, both adults and children.

It is incredibly important that we demonstrate a good example of home schooling and protect the facility we have so graciously been allowed to use. Observance of the guidelines listed in this handbook will ensure that co-op's objectives will be met. They can be summed up in this way: Show thoughtfulness and respect toward the teachers, parents, other students, and our host church facility and staff. At all times our actions and attitudes should honor our Lord Jesus Christ.

"Whatever you do in word or deed, do all in the name of the Lord Jesus..." Col. 3:17.

We wish to thank the staff and congregation of Abundant Life Community Church of Lowville for graciously opening their building to our co-op for the school year.

New Member Info:

Cooperative: "Involving mutual assistance in working toward a common goal." Therefore, it will be integral to the success of the program for all individual family members to participate in order to meet our goals. The classes offered will be those chosen by parents, who will act as teachers. (With the exception of community teachers who may offer their classes for a fee during co-op meeting times). Parents who are not filling the roll of teachers will act as teachers' aides, hallway, lunch and playground monitors, nursery workers, P.E. coaches, clean-up crews, etc. We will also need website, newsletter, and email updates completed. There will be many roles to fill and home school parents are professionals at wearing many hats!

How Do I Join C.L.A.S.S.?

Joining is easy! First, peruse our website to get a better understanding of what we are all about. After reading through this handbook, checking out classes offered, and upcoming special events, etc. please send an introductory email to info@classlowville.com. Share with us some details about your family such as where you live, kids' ages, grades, interests, etc. You can even include any subjects/interests you have that you may want to share with our students in the future. We just enjoy getting a bit of background from our families! Be sure to include your contact information and one of our co-leaders will call you to answer any questions that you might still have and go over registration materials.

Family Registration Steps:

1. Fill out a family registration form to be included in our database. Click here or find the form under "Register" on our website. www.classlowville.com
2. Pay co-op fee of *insert fees* (directly to a co-op leader) as well as any class material fees (directly to the teachers) to hold your seat in selected classes.
3. Register for a Parent Responsibility. Review the "Job Summaries" listed on the website to familiarize yourself with the range of responsibilities that must be carried out to make the co-op run smoothly. A co-leader will share what is available and get you plugged in to one that fits your student's class schedule & taps into your talents!
4. That's it! Your family is now a contributing member of C.L.A.S.S.!

Signing up for Classes:

1. Beforehand, check out all available classes under the "Class Descriptions" tab on the welcome page of the C.L.A.S.S. website. Clicking the classes will give you class times, available seats, and a detailed description of each class.
2. Contact teachers for more info if necessary. If you are unsure of how your child might do in a class or want to discuss any special needs that they have, contact the teacher before registering.
3. To register, you can visit www.classlowville.com.

Class Registration Q & A:

- **Can I drop off my student while they attend C.L.A.S.S.?**

No, we require a parent or legal guardian present on the site the entire time a child is at C.L.A.S.S.

- **Can I sign my student up for classes outside of their grade level?**

Some classes are assigned to certain grade levels. If you would like to plug your student into a class outside of their grade level you may do so with teacher permission.

- **What if I am unsure of how my child will do in the class?**

Email the teacher to find out more information and discuss the class with the teacher as well as any needs your child might have. It is our goal that all students thrive!

- **Can I attend classes with my student?**

Yes, we welcome parents in the classroom. Please observe quietly, and do not visit with other parents while class is in session. Siblings are not allowed in classes unless they are registered. Infants and young siblings may stay in the nursery if there is an attendant on staff at that time. If they join you, they must not be disruptive. Lastly, please limit coming and going, as that can also interrupt the class.

- **My child has special needs, can C.L.A.S.S. work for us?**

We welcome all families and all learners. Please use the class descriptions to find classes that would be appropriate for your child and talk to the teachers to see how to work

together to make your child successful. Please keep in mind that different teachers have different levels of expertise. We strive to meet the needs of all students, but please recognize that some children will require more one-on-one help than our teachers can provide. In this case, acting as an aid within that classroom as part of required parental responsibilities may be a good option for you as a parent. Open communication with the teachers and co-leaders will help assure a positive experience for all!

- **My child is having trouble in a class, what do I do?**

Start with communicating with the teacher. Our teachers are anxious to work with families and students to help them address their educational needs. Our smaller setting enables more interaction between students/teachers and parents. However, please be respectful of the teachers' class time and the short breaks between classes. A phone call, email, or conference is often helpful. Ask the teacher when might be the best time to talk about your student.

- **How do I drop a class?**

If you need to drop a class for any reason, please use our online drop procedure on the registration screen. As a courtesy, please follow up with the teacher so that they are aware of the dropped student.

- **How do I add a class after the start of the class session?**

First, please discuss your plans with the teacher to help clarify if the class is a good fit for your child and what they may need to do to "jump into" the class. Then, use the online registration to add classes after the session has started.

- **I am interested in teaching a class, what do I do?**

We are excited that you are willing to take on teaching a class! There is a "Teacher Interest" form on the website. Please fill that out and a co-leader will discuss the class with you. Classes are limited to building space & schedule time. Families are involved in determining which classes get put onto the schedule each semester/year. We will all work together to meet the needs of our families!

My family is registered and signed up for classes, now what?

The following outlines the basic policies and procedures to be followed by each facet of the cooperative, subject to change as needed.

Co-op Leader Committee Responsibilities:

The volunteer leaders organize C.L.A.S.S. The co-op leadership committee evaluates the policies and classes annually. The committee is always available for suggestions. Decisions made are based on what the committee feels will benefit the co-op as a whole. Leaders will be expected to model the positive behaviors expected of all members of C.L.A.S.S.

What the co-op committee does:

- Organize and publicize classes.
- Maintain web site.
- Keep parents informed about classroom changes, holidays, etc.
- Maintain database.
- Facilitate the relationship with Abundant Life Community Church.
- Assure they are available for teacher and parent inquiries on site and via email.
- Communicate with the church immediately if anything is damaged or broken so the co-op/parent can replace.
- Walk through the building at the completion of each co-op day to assure that all clean-up duties have been completed.
- Keep a stock cleaning supplies available: trash bags, dry erase cleaner, paper towels, carpet cleaner (for emergencies) all purpose cleaner, sponges, etc.

Parent Responsibilities:

As a parent of a student involved in C.L.A.S.S. you are expected to:

Model the behaviors expected of all students at C.L.A.S.S.. Including being kind and thoughtful in word and deed and not gossiping or stirring up dissention. Please maintain a pleasant, cooperative attitude of gratitude toward others.

- Participate in co-op during each hour you have a student involved in a class. If you are not actively working you may commune in the common area with other families, but you must stay on campus. We are an all-volunteer cooperative. Thus, dropping off your children and leaving the building is not allowed.
- Students must either be in classes or another designated area at all times. Thus, please assure that any of your children not participating in a class are continually **monitored** by you or another adult (nursery, playground monitor, etc). Loitering in the halls or unused classrooms is not permitted. They may not leave C.L.A.S.S. without their parent or guardian. **Please note: This is radically different from what members of ALCCCL are used to. Our children move freely during church hours, coming and going to the playground and throughout the building. Training is going to will be needed to take place for them to understand that this is not allowed during C.L.A.S.S. meeting times.** This is simply to ensure their safety. We also do not want anything to occur that would jeopardize the generosity of ALCCCL.
- Be available to work where most needed, not only where you signed up to work and execute your job well.
- Find substitutes to cover your job when you are unable to work due to an absence.
- Respect the church property and make sure your children are doing the same.
- Ensure your student(s) follow co-op rules and policies. Parents will be required to replace broken or damaged items that belong to ALCC.
- Support the teachers when a student is not obeying the co-op rules or is being disrespectful to another student or adult.
- DO NOT contact the church for any reason regarding the co-op. Bring any questions/concerns/comments to the co-op leaders. The co-op leaders' decision in the matter is final.
- Assure that your student(s) are on time for class, with necessary materials, homework, and a positive attitude.
- Some teachers may issue grades for their students, but parents are still responsible to keep all records.
- Pay required registration and teacher supply fees by the first day of classes unless otherwise pre-arranged with the co-op leaders and/or teachers.

Teacher/Aides Responsibilities and Policies:

- All teachers must teach according to the Statement of Faith.
- All teaching must be approached from a Biblical Worldview.
- Teachers should be in their room prepared to teach and/or available to parents and students at least 10 minutes before class begins. Classes should begin and end on time.
- Keep students in classroom the full class time. Dismissing students early is disruptive to other classes and may cause problems for the hall monitor.
- Please make sure the students' next teacher is available before releasing them.
- The only church equipment that may be used for co-ops are rooms, tables, chairs, and dry erase boards. Do not erase church information from the boards and clean any co-op information off the board.
- The church has generously offered C.L.A.S.S. The use of their facilities, but will not field requests or concerns regarding the co-op. Instead, please contact the members of the leader committee-Creedence Cathey, Ingrid Mosier, and Rebekah Zehr.
- All food, drinks, paints, experiments, etc. must be on the tiled area in the classroom foyer or outside-nursery classrooms included. Please keep in mind that students within the classrooms are studying and therefore students in the foyer will need to be respectful.
- If you give homework, collect and grade it! This will ensure that the students complete it and that the parents have concrete grades for their IHIP reports. Grades can consist of letter, number or a graduated scale (S, E, N, etc.). Let parents and students know by the first day of class your behavioral and homework expectations, grading system and any reward/demerit system you plan to put into place in your classroom.
- Teachers are responsible for their own substitutes when they cannot be present for their class. In Addition, teachers must contact one of the co-op leaders to let them know who will take responsibility for the class in their absence. If you absolutely must cancel, give parents notice in ample time.
- After the class hour teachers will ask the students to clean up their area by picking up all of their trash, returning all materials to where it belongs, and pushing in their chairs. Any chairs or tables that were moved should be placed back in their original position.
- Please make one of the co-op leaders aware of any concerns or situations with students and/or parents ASAP.
- Teachers are responsible for giving their aids tasks. Teacher aids should be viewed as co-teachers and be prepared to substitute as needed. They should not be on cell phones in class or out of the classroom etc., but actively participating with the students or otherwise assisting the teacher during class time.

Student Responsibilities:

As a student involved in C.L.A.S.S. you are expected to:

- Arrive on time, dressed modestly, with a positive attitude and all materials and knowledge necessary to be successful in class.
- Be respectful to all adults, other students, and all property.
- Refrain from disrupting classes in any way.
- Complete any clean-up crew duties with a happy heart.
- Pray for your fellow students and teachers.

Discipline Policy

If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken. If the student is told of a problem by an adult and he/she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, the following procedure may be implemented.

Step 1: Parental Notification

A Co-op Committee member or the teacher will inform the parent of the situation and expect this adult to discipline the student accordingly.

Step 2: Parental Supervision

If a student requires further discipline, the student can be required to have a parent with him/her at all times (and walked to each class, the lunchroom, etc.). The student and adult are both expected to accept this discipline measure with good attitudes.

Step 3: Dismissal

Failure to comply with Step 2 can result in dismissal. Also, at the discretion of the co-op committee, some offenses, such as possession of firearms or drugs, bullying, etc., can result in immediate dismissal from co-op. We, the committee, reserve the right to impose additional penalties at our discretion such as, but not limited to, extra clean-up duties, letters of apology, etc. All disciplinary decisions made by the committee are final. We thank you in advance for your support and for partnering with us to provide a safe, Christian learning environment.

"It is by his deeds that a lad distinguishes himself, if his conduct is pure and right." Proverbs 20:11

Clean-Up Crew Responsibilities:

- Wipe down tables, chairs, dry erase boards, toys, and any equipment used.
- Wash any marks created on the walls.
- Check to make sure that the room has been returned to its "pre-class" set up.
- Take out the trash and replace the trash bag.
- Place trash in the large dumpster behind the church.
- Check to make sure that all items are placed back where they belong in the church.
- Vacuum/sweep/mop floors as needed.
- Turn off lights.
- Close doors.

General C.L.A.S.S. Q & A:

- **Who is the emergency contact?**

C.L.A.S.S. operates independently of ALCCCL. Please DO NOT contact ALCCCL regarding matters pertaining to C.L.A.S.S. All inquires should be made directly to a Co-op leader. Creedence Cathey can be reached at 936-444-6132.

- **Can my children play outside?**

Yes, but ONLY while a supervising adult is present. The playground will be monitored by a C.L.A.S.S. parent volunteer during recess time. Otherwise, parents will have to monitor the playground themselves. Older siblings who hold a **babysitting course card** may also act as monitors for **younger siblings only**. They cannot be responsible for other's children.

- **What emergency procedures are in place?**

In case of a fire, alarms will sound and all children should be evacuated along assigned evacuation routes to safe areas away from the building. Please keep children as calm and quiet as possible. Move quickly, but do not allow children to run. All exits are clearly marked and emergency exit routes are posted on wall maps in each room. All students must remain with their class and instructor. A co-leader will inform classes when it is safe to re-enter the building. Should we be unable to re-enter, teachers will remain with students until their parents pick them up.

- **What is the policy for snow days?**

In case of inclement weather, we will CLOSE if Lowville School district is delayed or closes. Ideally, a mass email will be sent out by one of the co-leaders, but snow can sometimes interfere with our internet connections.

- **What if a teacher cancels a class?**

If a class is cancelled due to a teacher's absence, children will be directed to the common area to be attended by their parents. Teachers will make every reasonable effort to notify parents as early as possible in the event that they are not able to secure a substitute and therefore must cancel class.

- **Are lunches or snacks provided?**

At this time lunches and snacks are the responsibility of the parent. If a parent wants to take on providing lunches or snacks for a small fee, then we may offer those items in the future. Fees paid would benefit the providing parent.

- **What is Sale Day?**

Both adult and kids alike are talented! Once or twice a year we will have a sale day where parents and students can share their wares for other co-op member to purchase. Items may include homemade crafts, baked goods, MLM items, etc. This is done to foster an entrepreneurial spirit in our students and allow our parents to share any "side jobs" they may enjoy. The sale will take place *ONLY* during Lunch/Recess time, but the tables may remain on display for the duration of the school day.

- **Can I promote my business or political views?**

Everyone enjoys casually discussing someone's interests, but nobody likes high pressure sales. We ask that you keep any "advertising" for a personal business or political opinions to only those moments when they come up naturally in conversation and save actively selling for Sale Day. Thus, if somebody mentions they are having trouble with dry skin, it's OK to mention that you sell a homemade or MLM cream that helped you. But, it's not OK to say, I see you have dry skin, would you be interested in trying my product and trapping them into a fifteen minute discussion of your products. The same goes for political discussions. Ranting for a moment on current state of affairs is OK. Pushing your agenda isn't. Please just be respectful of others. We appreciate your cooperation in this matter.

- **Where are food and drink allowed?**

All food and drinks will be confined to the area specifically designated as the lunchroom. (Students may have a water bottle in class.) Children must clean up around themselves after they eat lunch.

- **How is information sent to members?**

The co-leaders try to handle as much of our information via the website or email. Each week a weekly reminder is sent by the Facilities Liaison. If you have information to include, please email them. Please do not use our website and email feature to send broadcast emails to the group. Any information you wish to pass onto the group needs to go through the co-leaders.

- **What if my child is sick?**

Any child who has had a fever, diarrhea, vomiting or other contagious conditions in the last 24 hours should not come to co-op classes. If your child requires any medication, please keep it with you and administer it yourself.

- **Where can I park?**

Please park along the far sides and back of the parking lot, leaving the areas closest to the church for church employees and visitors.

- **Do you have a lost and found?**

Yes, a box is located in the foyer by the info desk. Items not claimed at the end of each semester will be donated.

- **I have a great idea to improve the co-op, who do I tell?**

We welcome ideas! Please find a co-leader or drop us an email to share your idea. We are happy to tap into the talents and skills of our co-op members!

- **What can I expect if a member of my family fails to comply with any of the policies and procedures?**

After three occurrences of failure to comply with C.L.A.S.S. policies, your co-op membership will be terminated. As an all volunteer co-operative organization, we rely on everyone doing their part and complying with our rules.

- **What if my family needs to discontinue our membership?**

There may be an instance where your family is not able to participate any longer in the co-op. You will be missed! Any registration and class material fees paid will not be refunded. Teachers often have already purchased supplies, and your registration fee helps pay for the website, copier use, etc and would be difficult to prorate.

If you have any other questions that you feel should be included, please email *insert email address here*.

Parent Contract

I understand that C.L.A.S.S. Homeschool Co-op is not a school, nor is it a business. I understand that I must be present on campus for the entire time I have a student present. Also, I, not C.L.A.S.S., will be responsible for keeping all records, grades, and deciding if the work being assigned in class is sufficient to meet my standards and the state's requirements to classify as course credit. I understand that any registration or class materials fees paid are non-refundable.

I further recognize that with the privilege of participating in the C.L.A.S.S. comes the responsibility to perform parent duties. I will perform my duties as required. I have read and understand the entire, current C.L.A.S.S. Handbook, and I have reviewed this with my children. I agree to abide by the guidelines and understand that failure to do so may result in dismissal from co-op. C.L.A.S.S. reserves the right to deny participation to any student or family. I agree to model respectful, kind behaviors in my interactions with teachers, other families, other students, as well as the co-op leaders committee. If there is conflict, I will not gossip, stir up dissension, or spread malcontent within the co-op community. I understand and agree that inappropriate behavior on the part of parents may result in the dismissal of my family from co-op without recompense. I understand and agree that the decisions of the co-op committee regarding discipline, including disciplining of non-compliant adults/families, are final.

I will remember that the moms involved in the administration of C.L.A.S.S. Homeschool Co-op are volunteers and are not being compensated for their time. I understand that their decisions are for the good of C.L.A.S.S. as a whole and are always prayerfully considered. Furthermore, in the case of an accident that results in the injury to my children or myself, I agree to hold harmless C.L.A.S.S. Homeschool Co-op Committee members or Abundant Life Community Church for any damages or medical care/expenses. I further agree to pay for any item that my child(ren) damage or break at Abundant Life Community Church.

I UNDERSTAND AND AGREE THAT AN EXPRESS PURPOSE OF THIS AGREEMENT IS TO EXEMPT, WAIVE, AND RELEASE ABUNDANT LIFE COMMUNITYCHURCH, C.L.A.S.S. HOMESCHOOL CO-OP, THEIR ADMINISTRATION, AND VOLUNTEERS FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, AND WRONGFUL DEATH CAUSED BY NEGLIGENCE, INCLUDING ANY NEGLIGENCE BY ABUNDANT LIFE COMMUNITY CHURCH, C.L.A.S.S. HOMESCHOOL CO-OP, THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, EXECUTORS, OR ANY OTHERS.

Parent's Signature _____ Date _____

Print Name _____

Student Contract

Please read through this contract with your mom or dad and sign at the bottom.

- I agree to be respectful towards my teachers and fellow students by abiding by the rules in every class and during lunch and recess time. I realize that failure to do so could result in being removed from co-op.
- I agree to complete all assignments given to me by my teachers. If I don't understand, I will ask for help.
- I agree to come to class prepared with pens, pencils, paper, and other materials specified by the teacher.
- I understand that it is my responsibility to contact my teachers when I am absent and complete missed assignments in a timely manner.
- I agree that asked, I will help with the cleanup crew duties.
- I agree to dress modestly at all times.
- I have read and agree to obey the Code of Conduct.
- I understand that bullying and/or intentional cruelty in any form will not be tolerated at C.L.A.S.S.
- I agree to practice self-control. I will not run in the halls or use a loud voice. I will respect others' property and do my share to maintain the facility.
- I agree not to use any personal electronic devices during class time. The use of electronic devices in study hall will be at the teacher's discretion. If allowed, they will only be to enhance the study atmosphere and not for entertainment. Any teacher may confiscate any electronic device that he/she feels is causing a distraction, and the teacher will return it at the end of class.
- I will not leave the building for any reason without the direct supervision of my parent or my teacher. This includes leaving for lunch or to go out to my vehicle.

Student

Signature _____ Date _____

Parent's

Signature _____ Date _____

Print Name _____

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Bullying and/or intentional cruelty in any form will not be tolerated at the C.L.A.S.S. Those discovered bullying will be subject to the disciplinary policy stated in the C.L.A.S.S., but might also have further and more severe consequences including the possibility of dismissal from Co-op without refund of any fees at the sole discretion of the C.L.A.S.S. leader committee and depending on other factors such as age, severity of the action, etc. This will be considered on a case-by-case basis.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.**

Student Volunteer Opportunity

High school students have the opportunity to earn volunteer service hours. After successful completion of your service, we will give you a letter stating your hours of service and a letter of recommendation. This letter is valuable to you as a student applying to college. Almost every college wants to know what else you can do besides academics. Volunteering for a semester or a year shows a great deal of commitment.

No experience necessary. You must have transportation to be able to arrive early or stay late. Hardworking, reliable students may apply.

Some of the areas of service needed include:

- set up tables before co-op
- put away tables after co-op
- sweep & mop the lunch floor after co-op
- put away tables and chairs after lunch
- work in the nursery
- act as a teacher's aide

See a leader committee member for an application to volunteer.