



Mission

SOUND is a co-op program offered through Home Educators Association of Roxboro (HEAR). SOUND provides an opportunity for homeschool families to come together in cooperation to provide educational activities for their children. Our mission is to provide a hands-on learning environment that excites and challenges students all the while keeping Christ center in our lives including academics.

SOUND is not a school and therefore does not determine the students' scope of academic instruction. Parents are solely responsible for each of their student's academic instruction. It is the parents' responsibility to ensure their participation in SOUND complies with state law governing home schools.

Eligibility

SOUND is a program created by and for HEAR members. To participate in SOUND you must be an active HEAR member (current year). Families must have at least one school age child (a child who will turn 5 by August 31) to participate in SOUND. All children from birth to age 18 can participate in our program if classes are offered for their age. A family is only allowed to register their own homeschooled children and/or foster children.

Co-op Committee

The Committee is responsible for the overall planning of SOUND. This is a tremendous amount of work and responsibility. The Committee asks for your prayers and understanding.

The Committee will (1) set the schedule for the year (dates of classes) (2) review all applications in order to create the course schedule and (3) assign students to classes attempting to place children in their class preference up to maximums.

There may be instances where families will be turned away due to courses not being offered for age groups and/or maximum number of students per a class as set by the teacher. Please be respectful if this occurs.

The Committee will communicate with parents primarily through email. Please check your email regularly.

In the event of inclement weather, the committee will determine if classes should be cancelled and will notify families via email. The Committee will always err on the side of caution.

Schedule

Classes will be weekly on Monday mornings starting promptly at 9:30 with a lunch break. Parents may elect to participate in morning session, afternoon session or both if offered. There will be breaks for holidays and summer as set by the committee in the beginning of the year. A calendar of classes will be distributed to all participating families at the start of each year. The year will run from August/September through May.

Terms

HEAR members read and agree to the HEAR Statement of Purpose and Belief and Code of Conduct when becoming members of the association. These same guidelines apply to SOUND. SOUND will operate from a Christian worldview as stated within the HEAR Statement of Purpose and Belief. Parents, you are responsible for reading both documents and it will be assumed that you have read them and agree to them given you are (1) a HEAR member and (2) requesting to participate in the SOUND program.

Please take these terms and responsibilities seriously. Your actions impact the learning and overall experience of others who will be participating in this program. We must all be willing to give this our best in order for the program to be rewarding and enjoyable.

Family Terms & Responsibilities

- All parents requesting to enroll their children must lead a class.
- Families will attend regularly and be prompt.
- Families will arrive no earlier than 30 minutes before class and will be out off the premises of the church within 30 minutes of the last class ending.
- Parents and students must go straight to class upon arrival.
- Children must be accompanied to co-op by at least one parent or guardian. Absolutely no drop-offs for any reason.
- Parents and students respect the leaders authority in the classroom.
- Parents and students respect the Co-op Committee's authority over the program.
- Families will complete all assignments and come to classes prepared.
- Families will not attend if anyone in their family has been sick with a fever within 24 hours of the date of class.

Parent/Teacher Terms & Responsibilities (term parents, teachers, leaders are interchangeable)

- Parents must agree to lead a class for each and every term in which their child(ren) are enrolled in SOUND.
- Parents will respect and adhere to all deadlines without exception.
- Parents will review all guidelines with their children and require them to respectfully adhere.
- Parents must purchase all classroom supplies needed and curriculum as required for the class. Curriculum must be the current curriculum and be the same as what the teacher requires.

Teachers/Leaders

- As teachers, parents will choose a curriculum to lead that is reputable and complies with the Christian worldview as defined by the HEAR Statement of Purpose and Belief. Although curriculum does not have to specifically Christian, it cannot be in opposition to or undermine the Christian worldview.
- Curriculum/courses must be submitted to the Co-op Committee and approved prior to use and by posted deadlines.
- Teachers must create a syllabus for their class and must adhere to the schedule (dates of classes) as set by the Co-op Committee.
- Classes must start and end promptly. Classes for no reason should run over the allotted time as this will impact subsequent classes.
- As the leader and participant, you are agreeing to attend all classes with the exception of unforeseen circumstances. It is your responsibility to ensure a well prepared leader will be at a class you are unable to attend. You must also notify a Co-op Committee member if another adult will be leading your class.
- Classroom needs are to be submitted to the Committee and not to the Church.
- Leaders must strive for excellence in their classrooms and create an exciting learning environment including projects and hands-on activities.
- Communication between teachers parents, students and the Co-Op Committee is extremely important. All must communicate promptly and thoroughly.
- Leaders/Teachers must consistently adhere to the discipline guidelines as set forth in this document including their own children. Please do not overlook unacceptable behavior and follow the guidelines at all times.
- Be Positive, Supportive and Encouraging! The Co-op Committee, parents, students and leaders have put much effort into this program. Any concerns you may have should be brought respectfully and

directly to the person involved. Please speak humbly in love and truth. Do not take for granted the effort put forth by others.

Student Responsibilities

- Students must adhere to the highest of educational ethics. Cheating, plagiarism, stealing and any other dishonest behavior will not be tolerated.
- Students must come prepared for class which includes completing assignments and bringing required materials.
- Students must respect the teacher and all other adults at all times.
- Students are not to roam the building before, after or during class times.
- Students are asked to walk respectfully throughout the church. Rambunctious play is not allowed inside the church.
- Students should be respectful of the church property and be sure to throw away their own trash.
- Lewd, abusive or profane language is not acceptable which includes using God's name in vain.
- Students are to be welcoming, kind and considerate to others including students and parents.
- Students must be dressed modestly.
- Students must be prepared and use classroom behavior including waiting to speak until called upon.
- Students are to be with either a leader or parent at all times.
- No cell phones or tables in the classrooms.

Discipline

All participants must be willing to oversee the behavior of all students at all times. Parents must respect and accept that other adults will be overseeing the behavior of their child(ren). Please prepare your child(ren) to be under the authority of other adults. Teachers, please be prompt and willing to address behavioral concerns as outlined below.

- Students who have to be spoken to twice within one class will have their names placed upon the board or verbally denoted if no board is available.
- A check will be placed beside the child's name if the child has to be corrected for the third time. The Teacher must respectfully notify the parent after class if this occurs.
- Students who have to be spoken to again should immediately be taken to their parents by the assistant or co-teacher.

Please do this in love and kindness. It is best to have the the co-teacher take the child out without disrupting class or drawing additional attention to the situation and child.

Respecting the Premises

Antioch Baptist Church has graciously allowed us use of their facility. All participating in SOUND are expected to respect church property.

- Clean rooms and return them to the way they were after their use.
- Do not use church supplies. All supplies should be acquired through SOUND/HEAR and members.
- Survey the bathrooms and outside area to ensure all is clean, windows are closed and lights and water are turned off.
- We are not allowed to store any materials at the church.
- For no reason should adults or students be in the sanctuary.
- Be sure all doors are locked when leaving. Notify a Committee member if door is not locked.
- No roaming through the facility before, after or during class.
- Trash containing food or dirty diapers must be taken out at the end of the day. Do not leave trashcans full.

- Adults and students should not use the church's audiovisual system or instruments unless it is arranged prior to your class through the Co-Op Committee. Adults, please instruct students to not play with the church equipment.

Applying to Participate

HEAR Members who have read and agree to all of the above may submit an application to participate in SOUND. Application will be accepted through May 31st of each year. No applications will be accepted after the deadline for any reason. Families may not join the SOUND co-op mid-year although they may join HEAR mid-year. Applications may be downloaded from the HEAR website page.

Applications will be reviewed by the SOUND co-op committees. Families whose parents are willing to lead one of the following classes will be given preference for participation: Social Studies (History, Civics, Economics, etc.), Language Arts, Science and/or a Foreign Language. Classes will be organized by age and subject based on courses parents volunteer to lead. Electives such as Bible Studies and Art are also encouraged. The Committee will review all applications to create a schedule and courses to be offered for the upcoming year. The schedule, courses and fee details will be emailed to those who submitted applications. Applicants must respond before the deadline in order to enroll their students in the courses.

Teachers may request a maximum student capacity for their class which will be respected by both the Committee and all SOUND participants.

Fees

- Fees for the co-op are paid directly to the church to offset the cost of utilities used by our group. Fees must be paid on time. A fee statement will be sent out each year via email to participants.
- Antioch Baptist Church requires a monthly fee of \$50 (total not per participant/family)
- Fees are assessed annually

Concerns

Please remember that the HEAR group is a large support group. Programs are designed to benefit the majority so that does mean not all will be able to participate or benefit from every program. This does not make the program unwarranted or needed. Be aware of other members' needs and also please be mindful of the amount of work others put in to make such programs available to the group.

If after prayerful consideration you believe you have a concern that should be brought forward or addressed, please take your concern directly to the person involved. For instance, you should contact a parent directly if a student is/was not behaving in accordance with the HEAR or SOUND guidelines. Please be humble, respectful and kind.

SOUND participants may contact the Committee if a concern is not rectified by contacting the other party directly. Any concerns a SOUND participant may have with a policy or decision the Committee makes may be appealed to the HEAR Board of Directors.

It is never appropriate to discuss concerns with other members or to post it on social media including your own personal facebook page. Please do not voice concerns or complaints on the HEAR facebook page. Instead we ask you speak directly to a Committee member first. If that is not an option, please call, email or send a private message to the Committee.

Families who continually do not adhere to the guidelines above may be asked by the Committee or the HEAR Board to immediately cease participation in the SOUND program if behavior is egregious. Families who are not prompt or do not respect deadlines or policies may not be approved for participation in future years.