

# Valley Co-Op Guidelines

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## CO-OP POLICIES

All students and at least one parent/guardian per family **MUST** be registered with the Co-Op and have **SIGNED** medical forms on file at the Valley Co-Op for each student. Note that occasionally individual events have specific waivers and forms that are required by contractors hired for an event. Participants must **ALSO** sign these individual event waivers to participate in that specific event.

Each event requires an RSVP for each student--the site member will RSVP and then add the names of the students attending in their RSVP form. If you have students that are attending but not actually part of the Co-Op, please add them to the RSVP as well. The RSVP feature serves as a headcount for the total number of students and parents participating in the event.

Most events' RSVP windows close 1 week prior to the event date, though there are exceptions to this rule and the RSVP close date is noted on each individual event's information. If your student has RSVP'd for an event and they cancel after the RSVP close date or they do not come to an event that they have RSVP'd for, the site member will be charged one event fee per student who does not attend but had an RSVP. If your student does not arrive for their events or cancels after the RSVP close date 3 times in one school year (August through May), they will unfortunately not be able to continue in the Valley Co-Op. Requests for exceptions to this rule will be considered on a case-by-case basis.

## CODE OF CONDUCT

All students and parents are expected to know and follow the rules in our Code of Conduct while at any event facilitated by the Valley Co-Op. Students and parents are expected to use this code during interactions with any other student, parent, teacher, facilitator, volunteer, and/or contractor. Failure to adhere to the policies that follow may result in immediate termination of students' or parents' memberships in the Valley Co-Op.

- Be Polite to All
- Act as Positive Role Models
- Respect Our Differences
- Work Together Kindly
- Listen When Others Speak
- Choose to Be Encouraging
- Be Helpful (especially during setup, tear down, and clean-up)
- Strive to Be Excellent

## CHE HOURS

All of the events that the Valley Co-Op facilitates are eligible to qualify as extra-curricular hours for Colorado Homeschool Enrichment (CHE). There will always be a CIS leader present at Valley events to satisfy state requirements. If your student is not a member of the Orchard CHE Micro-campus, you will need to record the hours earned with the Valley Co-Op (which does NOT include

transportation time) as a multi-campus activity. This can be done through your micro-campus leader. PLEASE let the Valley Co-Op leader know PRIOR to the event that you are using the event as CHE hours--we need to record it both with the Orchard CHE Micro-campus and your own micro-campus leader for the hours to qualify. If you have questions, please contact [info@homeschoolinthevalley.com](mailto:info@homeschoolinthevalley.com)

## **STUDY HALL**

The Valley Co-Op occasionally hosts in-person study halls. These are held after events hosted by the Orchard Church in Carbondale and are supervised by a CIS, so the study hall time will count for CHE hours (the same procedure as above must be followed). Study halls after events NOT physically taking place at the Orchard Church are typically virtual and occur on an as-needed basis. It is up to the students/parents needing the study hall to organize and facilitate the study halls themselves, though you are very welcome to use the Valley Co-Op Forum to contact other Co-Op members in order to do so. Remember, that for study hall time to be eligible for CHE hours, a registered CIS must be present for the study hall, whether virtual or in-person, AND all students must record the study hall appropriately at ALL of the students' CHE Micro-campuses. Cross-referencing the Micro-campus hours is how the state verifies micro-campus activities, so all study hall hours earned with students from different Micro-campuses MUST be recorded at both Micro-campuses.