



CHRISTIAN HOME EDUCATORS ACADEMIC RESOURCE

building the future one lesson at a time

**Member Handbook
2026-2027**



Building the Future One Lesson at a Time.

Proverbs 9:10 - The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.

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Welcome

Christian Home Educators Academic Resource (CHEAR) CHEAR was founded to provide a Christ-centered enrichment environment that *supports and complements* each family's homeschooling journey. Our directors, advisors, and tutors bring over 50 years of combined experience serving homeschool families in North Texas. Among them are the original founders of DasCHE, who helped establish our co-op 24 years ago. At CHEAR, you are supported by experienced homeschoolers who are eager to encourage and guide you.

CHEAR is a cooperative, not a school. We are a Christ-centered community of homeschooling families who intentionally come together to enrich and support one another's educational journey. Our co-op exists to complement — *not replace* — the God-given responsibility of parents as the primary educators of their children.

As a partnership of like-minded families, we collaborate to provide meaningful opportunities for academic enrichment, social development, creative exploration, and spiritual growth. Through shared classes, service, fellowship, and leadership, we cultivate an environment that reflects our commitment to excellence and Christ-centered values.

CHEAR thrives because of active family participation. Every parent plays a vital role in the strength, unity, and success of our co-op community. Together, we are building something greater than any one family could accomplish alone.

Our cooperative model depends on the active involvement of **all member families**. Parents contribute by teaching, assisting, and supporting co-op operations, ensuring a truly collaborative effort. While service hours are required, we encourage families to go beyond the minimum commitment to help fulfill our vision as a thriving homeschool community. Our classes and activities are designed to complement and reinforce your home education, not replace your role as the primary educator. **We do not offer accreditation, diplomas, or official transcripts, nor do we or our tutors accept educational payments or assistance vouchers.**

Classes are held once a week on Wednesdays, with select upper-level and fine arts programs meeting twice a week (Monday and Wednesday) during the school year. Many classes include homework assigned by the tutor to be completed at home. As the primary educator, parents are responsible for ensuring their children complete assignments and for grading their work. Tutors and parents share the responsibility of keeping students accountable for their learning.

To maintain a structured learning environment and ensure smooth daily operations, all CHEAR members must follow the policies and procedures outlined in our handbook. Clear guidelines help keep our families safe, accountable, and prepared for a successful school year. As our co-op continues to grow, so do our needs. To best serve our families, this handbook will be reviewed and updated annually by the administrative team and submitted to the advisory committee for approval.

Mission Statement

Our mission is to provide a well-rounded educational experience grounded in Biblical truth and Christian values. We seek to cultivate critical thinking, creativity, and a genuine love for learning while recognizing the God-given value of every child.

Through meaningful relationships across diverse backgrounds and denominations, we strengthen and encourage one another in our homeschooling journeys. Our desire is to equip students to be lifelong learners and faithful followers of Christ — prepared to impact their families, communities, and the world for the glory of God.

Sanctity of Life, Gender, Sexuality and Biblical Marriage

CHEAR is a Christian co-op guided by biblical principles and values. Our beliefs regarding marriage, sexuality, gender, and the sanctity of life are firmly rooted in Scripture. We believe that God established marriage as a covenant between one man and one woman (Genesis 2:24, Matthew 19:4-6) and that sexual intimacy is a gift from God, intended to be enjoyed within the context of marriage (Hebrews 13:4, Song of Solomon 4:12-5:1).

We affirm that God created each person with a unique gender identity, intrinsically linked to their biological sex (Genesis 1:27, Psalm 139:13-14). Additionally, we believe that all human life is sacred and should be protected from conception until natural death (Psalm 139:13-16, Jeremiah 1:5).

These biblical convictions shape our approach to education, influence our policies and practices, and guide our interactions within the CHEAR community. We welcome families who share these beliefs and are committed to upholding biblical truth in all that we do.

Biblical Foundation & Statement of Faith

This co-op welcomes participants of any denomination to engage in classes, as we believe that we are all one in Christ Jesus (Galatians 3:28). Tutors must teach in a manner that honors Biblical principles, recognizing that the fear of the Lord is the beginning of wisdom (Proverbs 9:10), and that we should do everything in love (1 Corinthians 16:14). We believe that the Bible is the final and only source of authority in our lives, as it is God-breathed and useful for teaching, rebuking, correcting and training in righteousness (2 Timothy 3:16). Our core values and character traits are rooted in the Bible, and we believe that our faith in Christ is essential to our success as homeschoolers and as individuals, as we trust in the Lord with all our hearts and lean not on our own understanding (Proverbs 3:5-6). We are committed to deepening our understanding of the Bible and applying its teachings in all areas of our lives, as the Word of God is living and active, sharper than any two-edged sword (Hebrews 4:12). We also believe that children are a gift from God and strive to provide them with Biblical teaching and raise them up in godly character, as we train them up in the way they should go, so that when they are old they will not depart from it (Proverbs 22:6).

- **We believe that the Bible** is the inspired, infallible, and authoritative Word of God (2 Timothy 3:16).
- **We affirm that there is one God**, eternally existent in three persons: Father, Son, and the Holy Spirit (Matthew 28:19).
- **We affirm the deity of our Lord Jesus Christ**, His virgin birth (Matthew 1:23), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death through His shed blood (Romans 5:8-9), His bodily resurrection (Luke 24:39), His ascension to the right hand of the Father (Acts 1:9-11), and His personal return in power and glory (Revelation 1:7).
- **We affirm that regeneration by the Holy Spirit** is essential for the salvation of lost and sinful man (Titus 3:5).
- **We affirm the present ministry of the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).
- **We affirm the resurrection** of both the saved and the lost, with those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation (John 5:28-29).
- **We affirm the spiritual unity** of believers in our Lord Jesus Christ (Ephesians 4:3-4).

CHEAR Advisory Committee

The **Advisory Committee** of CHEAR plays a vital role in our organization, ensuring that we operate in accordance with our **nonprofit 501(c)(3) status** and uphold the bylaws that govern our co-op. Serving as our Board of Directors, the committee oversees **operations, finances, and strategic planning** while ensuring compliance with legal requirements. Additionally, they are responsible for maintaining nonprofit documentation and keeping the co-op accountable to its **mission and vision**.

The **Advisory Committee** also meets once or twice a year to lead event committees, working alongside parents and tutors who are actively involved in the co-op. Their collective wisdom and expertise help shape our policies and practices, ensuring that CHEAR continues to thrive and meet the needs of our students and families.

CHEAR Leadership Team

CHEAR Leadership is managed and facilitated by an administrative team composed of members within the organization. This team is responsible for communication with facility staff, coordinating tutor classes, overseeing service hour requirements, managing the website, handling bookkeeping and treasury duties, and overseeing family registration. However, the administrative team is not responsible for the learning environment established between tutors and families, as this falls under the terms of the tutors' contracts.

The CHEAR Leadership team does not function as the staff of a school and does not interfere with contracts between parents and tutors. If parents have questions regarding a tutor, tuition, or any class-related matters, we will redirect the parent to speak directly with the tutor to ensure that no communication is lost. Interfering with communication between parents and tutors may be considered a breach of contract. *See Biblical Conflict Resolution Policy.*

The Primary Function of a Co-op

A **homeschool co-op is supplemental**, providing an added bonus to your primary education rather than replacing it. Our educational classes are both fun and enriching, with younger students learning to love learning and older students being challenged and supported. CHEAR is also **resourceful**, offering not only academic classes but also field trips, theater programs, contests, teen and elementary events, National Honor Society, graduation, gala, and more. Above all, **we are supportive**, serving as your biggest cheerleaders in your homeschooling journey by providing opportunities and resources to make your experience memorable.

However, a co-op is not a replacement for your home education—you remain the primary educator of your child. It is also not full-time, as meeting once a week cannot cover all that your student needs, which is why parents and tutors work together to help students thrive. A co-op **does not function as a school** with teachers, principals, or administrative staff but rather as a collective of homeschooling parents working together to create a learning environment. Lastly, a co-op is not for everyone—homeschooling seasons vary, and not all families can commit the time, effort, and financial investment required. We encourage families to research and understand the level of commitment involved before applying.

The Primary Role of a CHEAR Tutor:

A **tutor's primary role is to provide enrichment and academic support** that complements what is taught at home. Tutors serve as valued partners in your child's education by reinforcing concepts, encouraging growth, and offering hands-on learning experiences that may be difficult to facilitate in a home setting. Their role is to enhance learning — not replace the parent as the primary educator or provide a complete curriculum.

Tutors are independent contractors who are hired and paid directly by parents. Families select their student's classes and are responsible for timely monthly payments and ensuring their student completes assigned work. *CHEAR and our tutors do not accept educational payments or state-funded vouchers as payment options.* Tutors utilize cashless payment methods, and all financial arrangements are handled directly between families and tutors. Many of our tutors are also homeschooling parents within our co-op, faithfully serving while supporting their own families, so honoring financial and academic commitments is essential. **Tutors are not babysitters.** While CHEAR operates as a drop-off program, students are expected to participate, engage respectfully, and contribute positively to the learning environment. As independent contractors, tutors reserve the right to dismiss **students or break family contracts** whose behavior disrupts the learning environment, is disrespectful or distracting, or reflects a consistent lack of participation and effort. In most cases, tutors will communicate concerns with parents and allow an opportunity for improvement before dismissal becomes necessary. However, situations involving serious or repeated misconduct may result in immediate removal at the tutor's discretion.

Finally, **tutors are homeschooling parents first.** Please respect their time and family responsibilities by limiting communication to appropriate hours and addressing concerns during co-op days whenever possible.

The Primary Responsibility of the Parent:

A parent's primary responsibility within CHEAR is to be actively engaged and involved in their child's education and in the life of the co-op. While CHEAR operates as a drop-off program, the co-op thrives when parents take initiative, contribute ideas, and participate in creating enriching opportunities for students. Parents are expected to follow handbook policies regarding dress code, punctuality, and behavior, fostering a respectful and well-functioning environment. Service hours are a key part of participation, and parents must arrange for a replacement if they cannot attend their assigned shift.

Parents play a critical role in supporting their child's learning. This includes staying on top of tutor-assigned work, ensuring homework is completed, and reinforcing lessons at home. Parents are also responsible for tuition payments, due on the 1st Wednesday of each month, and must communicate promptly with tutors if delays occur. Repeated communication lapses may result in a review with the Advisory Committee regarding continued enrollment.

Active communication with both tutors and the co-op is essential. Checking emails, texts, and Facebook messages regularly ensures that parents remain informed, engaged, and able to advocate effectively for their child's educational success.

Communication and Respect for Availability

- **Email:** Emails will be sent frequently by the organization, tutors and administration pertaining to your membership and classes. It is the members responsibility to know current information (deadlines, changes, etc.) CHECK YOUR EMAIL!
- **Tutor Communications:** Tutors will provide their communication preferences when they send their welcome emails
- **Calendar:** We will have a community Calendar on the website detailing events and class schedules
- **Facebook:** We have a Facebook Group for our Members ONLY that we use in addition to email correspondence
- **Administration Emails:** To email a member of the administrative team, please visit the website for contact information
- **Text Opt-in:** Every member or at least the primary is advised to Opt-in to receive text messages from the organization in the event of an emergency, drills, lockdowns, extreme weather, fire and application reminders. You can select this option in our member profile.

When it comes to communication and availability, please respect the schedules of all administrators, tutors, and parents. Establishing healthy boundaries allows our members to homeschool effectively while maintaining balance and focus.

Returning and New Family Membership Rates 2026-2027

The fees for membership apply to the expenses and ongoing administrative costs for the entire year as it pertains to the facilities rental, administrative staff paychecks, and needs throughout the year.

Returning Family Membership Fees for 2026-2027:

Membership pricing is based on enrollment date:

- May 11–17: \$175
- May 18 – June 30: \$225
- July 1 and after: \$250 (if openings remain)

*Applications submitted **after July 1st** will be processed after all previously accepted families have completed their enrollment. Access to class registration and service hour sign-ups will open once earlier applicants have had the opportunity to enroll.

New Family Application Membership Fees for 2026-2027:

CHEAR 2026–2027 Enrollment Timeline & Pricing

- \$50 Non-Refundable Application Fee (due at time of application)

Membership Rates (after acceptance):

- April 2 – April 30: \$250 (Total cost: \$300 including application fee)
- May 1 – May 31: \$300 (Total cost: \$350 including application fee)
- June 1: Applications Close
 - July 1: Applications Reopen (if space is available)\$350 Membership + \$50 Application Fee (Total: \$400)

*Applications submitted **after July 1st** will be processed after all previously accepted families have completed their enrollment. Access to class registration and service hour sign-ups will open once earlier applicants have had the opportunity to enroll.

Steps to Apply as New Families

1. Pay a non-refundable \$50 application fee and schedule an interview. These interview dates are held at Connect Church on 3001 Gertie Barrett Road, Mansfield, Texas 76063. Please be on time as we meet several new families and interviews are only 30 minutes long.
 - May 28th (4PM - 9 PM), May 30th (1 PM - 8 PM), June 14th (4 PM - 9 PM), June 15th (4 PM - 9 PM)
2. Provide two references, at least one from an active organization (church, co-op, scouts); a CHEAR reference is recommended. Families are responsible for ensuring references are submitted within seven days, or the application becomes void.
3. Attend Open House to visit classes and meet tutors. This will be on May 4th at 6 PM.
4. Participate in a mandatory interview with the Administrative Team, tutors, and veteran members. All primary educators, children in the household must attend to understand co-op expectations.
5. Receive an acceptance email from the Registrar after leadership approval and complete membership and dues payment.
6. Register for service hours starting July 9th and 10th ; hours must be completed before moving to the next step.
7. Register for classes starting July 16th and 17th
8. Await communication from assigned tutors after registration.

Tuition and Supplies Fees Timeline

Tuition is due at the **first Wednesday of every month** for a total of 8 equal payments.

JULY 24TH - 27TH - SUPPLY FEE(S)

Early Classes August 19th or September 2nd - 1st Tuition Payment

October 7th - 2nd Tuition Payment

November 4th - 3rd Tuition Payment

December 2nd - 4th Tuition Payment (this payment covers May)

January 6th - 5th Tuition Payment

February 3rd - 6th Tuition Payment

March 3rd - 7th Tuition Payment

April 7th - 8th Tuition Payment

May - NO TUITION

Tuition & Payment Policy

Each tutor at CHEAR operates as an independent contractor and manages their own business. CHEAR does not process tutor payments. Parents are responsible for reading tutor communications carefully, understanding preferred payment methods, and submitting payments directly to each tutor on time.

Late Payments

Timely payment is required to maintain membership in good standing.

If tuition is paid late:

- **1st late occurrence:** \$15 late fee
- **2nd late occurrence:** \$20 late fee
- **3rd late occurrence:** \$25 late fee

After the third late payment, administration will review the family's membership status and may reconsider reapplication to CHEAR.

Tuition is calculated on a monthly average and is non-refundable, even if a class is canceled.

Supply Fees

Supply fees must be paid by the posted deadline, even if a student drops the class. Classes may be dropped without penalty on registration day only. Unpaid supply fees after Monday, July 20th will result in removal from the class. No additional classes may be added until the balance is current. September tuition will be billed according to class start times (Early Classes vs. Regular Start).

Parent Responsibilities

Parents are responsible for providing any required supplies not included by the tutor (such as backpacks, pencils, paper, etc.). Please review all tutor communication carefully to ensure preparedness.

Tuition Responsibilities

Timely tuition payments are crucial for ensuring a smooth experience for both families and tutors. Our tutors are independent contractors, and their classes function as small businesses providing personal income. As a Christian organization, we expect all members to be honest and forthright in upholding our values by taking care of their tutors each month and honoring their commitments. **It is at the tutor's discretion whether to continue teaching a student if tuition is not paid, and no refunds will be issued.** Once a payment is missed, the administration will be notified to address the issue. Failure to make payments for consecutive months without communication may result in removal from the class(es), either by the tutor or through an administrative decision. To avoid disruptions, families should prioritize timely payments or proactively communicate with tutors if any concerns arise.

Registration for Service Hours & Classes

Service Hours

Returning Families: July 6th and 7th @ 10 AM

New Families: July 9th and 10th @ 10 AM

Registration begins as follows:

Administrative Team: July 8th @ 8 AM

Tutors with Families: July 9th @ 8 AM

Returning Families: July 13th and 14th @ 10 AM

New Families: July 16th and 17th @ 10 AM

Families will select their students schedules for the entire year on their registration date. Every class period must be entered into their schedule so that no period is considered "empty." This helps administrative team on security purposes if needed. The four options for each class periods are as follows:

1. **Class Registration - classes they will be attending.**
2. **With Parent - meaning the parent is ON CAMPUS and the student is with them.**
3. **Off-Campus - the student is not on campus that period.**
4. **Off - Campus Lunch (High School Students 9th - 12th grade have written permission from parents to go off-site for lunch).**
5. **Student Helper - Registered to serve in a tutors class**

After the add/drop period (July 20th - 23rd), tutors will send a **Welcome Email** to families on **July 24th**. Parents will have **July 24th – July 27th at 4 PM** to pay all supply fees, which serve as the deposit for each class. Tuition is not paid at this time unless otherwise discussed with the tutor. There is not penalty to pay a semester or year ahead on classes during your supply fee payments. **Unpaid supply fees by the deadline** will result in the tutor **dropping the student from the class**, and applicable **drop/change fees** will be applied.

Service Hours

Service hours are an essential aspect of being a part of a homeschool co-op. Service hours help to build a sense of community and unity within our co-op. By working together each week providing security and management at co-op, we strengthen our relationships with one another and foster a spirit of cooperation and teamwork. With the exception of tutors and the administrative team, each family is required to work **24 service hours** per year at CHEAR for the 2026-2027 school year. *One person missing for the week can have negative impacts on our daily operations. Therefore, we will be implementing a fee policy for dates missed.*

Service Hour Positions:

- **Morning & Afternoon Shifts:** These roles are essential to ensuring a safe, clean, and organized environment throughout the day. Responsibilities may include, but are not limited to, security, check-in stations, cleaning crew, hallway monitors, and event assistance. Each of these tasks plays a vital role in maintaining the structure and smooth operation of our co-op. Security and check-in volunteers help regulate access to the building, ensuring that only authorized individuals are present. Hallway monitors provide an extra layer of supervision, helping children transition safely between activities. Cleaning crews contribute to a welcoming space and leave it in better condition than when we arrived.
- **Lunch Hour Shifts:** These shifts are critical to maintaining a positive and orderly lunch experience for all students. There are two lunch periods where parents assist in supervising, helping children clean up, and facilitating a brief recess for elementary. Volunteers help enforce lunchroom etiquette, encourage responsibility, and ensure that students remain in designated areas for safety. By participating in these shifts, parents foster a sense of community while ensuring that lunchtime remains a safe and enjoyable part of the day.
- **Event Crew:** These are positions for alternative needs if you are behind in your hours and need to catch up. They will vary based on needs and availability.
- **Monday Service Hours:** On Mondays, we need parents to help prepare for Wednesday by setting up tables in the children's building classrooms and monitoring the traffic of Monday classes. Our service hour parents for these days must be physically capable of lifting and pulling foldable tables from carts.

Here are the selections of hours to choose from:

Morning Crew: 8:15 AM - 12:15 PM (4 Hour Shift)

Afternoon Crew: 12:15 PM - 4:15 PM (4 Hour Shift)

Lunch Shift: 11:25 - 1:25 PM (2 Hour Shift)

Monday Shifts: 2 Hour Shifts and time will not be available until post- registration.

On Wednesdays:

You **cannot** serve a 4 hour shift and a lunch together.

You **can** serve two 4-hour shifts (8 total).

Who can cover my shifts? If you are to miss a week of co-op it is your responsibility to find a replacement for that week and swap that persons hours to maintain your requirement and avoid a Service Hour Fee. This can be done via our Facebook Group, member directory, etc. Only the Primary or Secondary adult listed on your account, or another enrolled CHEAR member, may fulfill your service hours. No one outside of CHEAR, outside your family profile, or a student on your profile may serve your hours.

Each family may enroll one outside adult as an official CHEAR member. That individual must complete enrollment and pay the membership fee. Once enrolled, they may serve service hours on behalf of your family.

If you arrive more than 30 minutes late to your shift, you will be required to make up that time that was missed as every minute counts in our group to provide safety and security.

Ensuring a Safe and Secure Co-op

Your Commitment Matters!

The safety and success of our co-op depend on every family's dedication to their service hours. Your presence helps create a secure, well-functioning environment for our children, tutors, and fellow families. Just as tutors are responsible for finding and paying a substitute if they are unable to teach, parents must also arrange for a substitute if they are unable to fulfill their scheduled service hours. Having a backup plan in place ensures that all essential roles are covered. Have your backups (only spouses that are members of the co-op and CHEAR members can fill your hours).

Service Hours & Missed Shift Policy

We understand that emergencies happen. However, service hours are a required part of membership and are essential to keeping our co-op safe and running smoothly. We strongly encourage every family to maintain 2–3 backup options in case of illness or unexpected conflicts.

Most families handle conflicts by swapping shifts. Parents may coordinate a swap and must report the agreed-upon change to the Service Hour Coordinator. The best way to find coverage is by calling, texting, or posting in the private member Facebook group by the confirmation deadline.

You must contact the Service Hour Coordinator by Monday evening prior to your scheduled shift to confirm your service or approved swap.

If a substitute is not secured by the confirmation deadline a compensation fee will be applied to pay the parent who steps in to serve. Monday service hour shifts must be confirmed by 6pm on Saturday, and Wednesday service hour shifts must be confirmed by 6 p.m. on Monday. You will receive an email to complete the confirmation.

Service Hour Compensation Rates

- 4-Hour Shift: \$60
- 2-Hour Shift: \$30

If coverage is not arranged, an additional \$15 per shift will be added for up to three shifts.

Please understand: paying these fees is not a “get out of jail free” option. Repeated missed shifts — even if fines are paid — reflect a failure to meet membership obligations. Accumulating fines three times may place your family’s membership and re-enrollment status at risk for the following year.

Every parent plays a vital role in serving our community. We ask that you take your shift commitments seriously and make every effort to fulfill them.

Our Service Hour coordinator is not responsible for finding your substitute for your service hours. They are available to help and assist but will not find your replacement for you. By working together and honoring our commitments, we can continue to provide a safe, supportive, and thriving community for our children. Thank you for being an essential part of our co-op!

Adding Additional Members to the Profile

Each family profile must list a Primary Educator and a Secondary Educator. The Secondary Educator should be the adult most involved in the family’s co-op participation. While this is often a parent, it may also be a grandparent, aunt, or other trusted individual who plays an active role in the student’s education.

Campus Access:

- Only the Primary and Secondary Educators listed on the family profile have regular on-campus privileges, including assisting in classes, serving service hours, or transporting students.

Additional Adults:

To maintain organization within our co-op, each family profile is limited to **two adults total**. Families may request approval for one additional adult to participate in co-op activities; **however, approval is not guaranteed**. Please email the administrator with any questions.

Add/Drop Policies

Although circumstance and needs change, dropping classes is **DISCOURAGED** of our families. Dropping classes is breaking your contract you have signed up with for the year. Upon registration, as an organization, we expect your enrollment to be concrete and your commitment to be year-long. Your tutor has made plans, post-enrollment, to purchase their supplies for your student and teach them all year. Please honor this commitment by selecting your classes carefully so you do not have to make a decision to drop later. The policies in place for adding and dropping a class require fees to not only the tutors but also administrative fees. *It is NOT the co-op's policy for tutors to return or refund any tuition paid prior to any adds or drops.* See the financial commitments in the graphic on the next page.

Process of Adding or Dropping

1. Contact the tutor(s) directly to request an approval for the add or drop.
 2. Submit an Add/Drop Form online for registrar filing.
 3. Wait for a confirmation email from the registrar. The registrar will submit a confirmation after approving with the tutor(s).
 4. Pay the applicable fees: \$25 per drop and \$10 per add (from an empty period), in addition to any tuition or supply fees owed.
 5. Drop Fees will increase by \$5 per month.
- The Add/Drop form will be closed on Monday at 4:00 PM. Any request after 4:00 PM will not be permitted to attend or expect approval until the following week.

Add/Drop Tuition & Fee Schedule

July 20 th - 23 rd	Administrative Fee of \$25 / Per Drop Administrative Fee of \$10 / Per Add Withdrawal Fee \$75 / Per Student	Any changes made to your schedule that week will owe the add/drop fees. Supply Fees owed by July 24 th at midnight or there will be a forced drop and fee before being able to edit the schedule!
July 24 th - September 1 st	ALL ADD/DROPS CLOSED	REGISTRAR CLOSED
September	Administrative Fee of \$30 / Per Drop Administrative Fee of \$10 / Per Add Withdrawal Fee of \$75 / Per Student	Adds: Supply Fee Owed & 1st Month Enrolled Tuition Drops: Supply Fee & Current Month's Tuition Forfeited
October	Administrative Fee of \$35 / Per Drop Administrative Fee of \$10 / Per Add Withdrawal Fee of \$75 / Per Student	Adds: Supply Fee Owed & 1st Month Enrolled Tuition Drops: Supply Fee & Current Month's Tuition Forfeited
November - April	Administrative Fee of \$40/ Per Drop Administrative Fee of \$10/ Per Add Withdrawal Fee \$75 Per Student	Adds: Supply Fee Owed and Current Month's Tuition Drops: FULL YEARS TUITION OWED
All Add/Drops submitted after Monday of each week will not be officially registered for the new class until the following Monday or Wednesday of the new month. Do NOT attend a class until you have received confirmation from registrar and tutor.		

Withdrawal Policies from CHEAR

A withdrawal from Co-op is to no longer attend any scholastic classes within the organization but your membership with still remains intact. You will be able to participate in events such as Graduation and the CHEAR Ball & Banquet with your membership dues.

If you are withdrawing from the co-op, please follow the add/drop policies and submit the same form.

A **\$75 withdrawal fee** per student will be paid directly to the co-op along with what schedule of tuition you owe based on the timeline of the add/drop calendar. *There will not be any \$35 drop fees per class applied if it is a complete withdrawal.*

In the event that a family withdrawals from the co-op, they understand membership fees will not be reimbursed.

*****If a family withdraws from the co-op and does not pay the tutor what is owed before withdrawing and has outstanding balances due, they forfeit their participation in field trips, Graduation, and Ball & Banquet. In addition, the opportunity to re-apply the following year will be prohibited.*****

Additional Fees

ID Replacement: Badge Policy: All members of the co-op (parents, students, and tutors) are required to wear their CHEAR badge visibly at all times while on campus. Failure to wear a badge is considered a violation of the dress code and will result in a warning.

If a member arrives without their badge, one temporary badge will be issued at no charge. Any additional request for a temporary badge will result in an automatic \$5 fee. If the fee is not paid promptly, a \$5 late fee will be applied. A new permanent badge will not be printed until all outstanding fees have been paid.

Temporary badges must be worn visibly across the upper torso at all times. They may not be worn on the leg, arm, waist, backpack, or any other location that is not clearly visible.

CHEAR Locker Option: A CHEAR Locker is available through the registrar for members who wish to store their badges safely each week. The locker rental fee is \$10 per month, per student.

Student Helper Fee: Students have the opportunity to serve a tutor's class for a full period if they have empty space in their schedule. We highly encourage this for service opportunities to the tutors who need extra hands. The availability depends on the tutors needs and is applicable only for 7th - 12th grade only. All Students must submit a request to be a helper prior to registration and the tutor will reach out. The fee to apply for one class for the whole year is \$35.

Field Trips: We will have multiple planned trips all year long but it is the families responsibility to pay for their group.

Graduation: Graduation is a separate cost outside of membership and varies each year.

Attendance Policies

1. **Be on time for class and inform your tutors if you are running late.**
2. **If you cannot attend class please notify the tutors asap so they can be aware!**
3. **Commit to attending every week.** If unforeseen circumstances has caused multiple consecutively missed classes please notify the tutors and admin. *Failure to communicate absences after so many incidences could be issued a forced withdrawal.*
4. **Be in Dress Code in order to attend co-op for the day.**
5. **Follow the behavioral guidelines while on campus.**

Tutors

Tutors at CHEAR are considered self-employed and independent contractors. They are responsible for their own class policies, communication, bookkeeping and tutor fees. While our tutors play a crucial role in supporting our students' academic and spiritual growth, it is important to note that they are not full-time teachers. Our tutors are here to provide supplemental teachings, to enhance and reinforce the instruction that our students receive at home from their parents.

- Tutors complete a membership application, provide a course description with their class proposals, and provide a biography.
- Tutors complete a background check and complete a Child Abuse Awareness Training through Protect My Ministry.
- Tutors sign a Statement of Faith acknowledging that our co-op teachings are based on Biblical Truth upon which this co-op was founded. We require them to provide their class descriptions and materials to be approved by admin.
- Tutors are allowed to discuss high school topics such as abortion, modern feminism, homosexuality, and theory of evolution are permissible in upper level core classes only from a Biblical Worldview.
- Tutors determine their tuition and supplies for their classes.
- Tutors may require their families to purchase supplies and textbooks in addition to what is covered in their supply fee.
- Tutors have the RIGHT to deny a family enrollment at *registration or anytime during the year*.
- Tutors have their own policies for grading, requirements, assignments and how the class curriculum is planned throughout the year. But it is the parents responsibility to keep their students accountable to the curriculum and grading because the tutor is not the primary educator.
- Tutors will keep in constant communication regarding their class information. Be on the lookout for these emails!

AI-Generated Work is Considered Plagiarism – Zero-Tolerance Policy

At our co-op, we uphold the highest standards of academic integrity. The use of AI-generated content in writing assignments, essays, or any academic work is considered plagiarism and will not be tolerated. Submitting work that has been created, in part or in full, by artificial intelligence is equivalent to theft, as it misrepresents the student's own effort, understanding, and originality.

Academic honesty is a core value of our community, and all students are expected to produce their own work. Any assignment found to contain AI-generated content will result in immediate disciplinary action, which may include a failing grade on the assignment, further academic penalties, or potential dismissal from the class.

To maintain fairness and uphold ethical writing standards, we encourage students to develop their critical thinking and writing skills through genuine effort and learning. If assistance is needed, students should seek guidance from tutors, parents, or approved academic resources rather than relying on AI tools.

This is a zero-tolerance policy, and we expect every student to adhere to it with integrity and diligence.

Bullying

Bullying is any repeated, intentional behavior—whether verbal, physical, written, or digital—that causes harm, discomfort, or fear to another individual. Bullying often involves an imbalance of power where the bully uses their influence, strength, or status to target someone perceived as weaker. The Bible teaches us to love our neighbors as ourselves (Mark 12:31) and to treat others the way we would like to be treated (Luke 6:31). As such, there is no place for belittling, mistreating, or abusing others within our community.

Acts of Bullying

Bullying can take many forms, including but not limited to:

1. Verbal Bullying:

- Name-calling, insults, or derogatory comments.
- Threats of harm or intimidation.

2. Physical Bullying:

- Hitting, pushing, tripping, or any form of physical aggression.
- Interfering with someone's personal belongings or property.

3. Relational Bullying:

- Exclusion, spreading rumors, or attempting to isolate someone socially.
- Manipulating friendships or relationships to hurt others.

4. Cyberbullying:

- Sending threatening, harassing, or inappropriate messages via text, email, or social media.
- Sharing or posting harmful content about someone online.

No-Tolerance Policy

Our co-op has a zero-tolerance policy for bullying in any form. This means:

1. **Immediate Intervention:** Any incident of bullying will be addressed immediately and thoroughly with the student and the parents.
2. **Investigation:** A fair and confidential investigation will be conducted to gather all facts surrounding the reported incident and ask parents to meet and discuss this issue together.
3. **Consequences:** If bullying continues after intervention and meeting with both parents, advisory committee will be informed of the situation and determine if dismissal is necessary.
4. **Prevention:** Proactive steps, such as promoting kindness and fostering open communication, will be taken to create a safe and supportive environment. Our tutors will be advised to watch for signs and report them immediately to parents to resolve it as quickly as possible.

Reporting Bullying

Students, parents, and tutors are encouraged to report any bullying incidents immediately to co-op administrators. Reports will be treated with sensitivity and confidentiality. Reports that happened in the classroom should first be discussed with the tutor. Steps will be given to address it first by Biblical conflict resolution before progressing it to higher leadership.

Our Commitment

We are committed to fostering an environment of respect, inclusivity, and safety for all members. Bullying in any form will not be tolerated, and every effort will be made to ensure a positive and supportive atmosphere and break this behavior.

Behavior and Conduct Guidelines

Maintaining a positive and respectful learning environment is essential for our homeschool co-op to thrive. To ensure this, all members are expected to uphold the following behavioral guidelines, which apply to co-op classes, field trips, and all co-op-sponsored events. Our actions and attitudes should always reflect Christ's love and honor Him, as stated in Colossians 3:17:

Illness Policy

For the health and safety of all members, do not attend co-op if experiencing any illness symptoms, including:

- A fever within the last 24 hours or signs of a fever
- Severe cough or nasal discharge
- Vomiting or diarrhea

If absent due to illness, notify the appropriate tutor as soon as possible. The tutor can dismiss a student from class if exhibiting these symptoms.

Respect for Property

As guests of our facility, we must set a good example by treating the space with care. This includes:

- Throwing away trash and keeping areas clean
- Walking inside the building (no running indoors)
- Refraining from writing on whiteboards without permission
- Remaining in designated areas only—do not enter rooms that are not in use
- Using facility equipment responsibly and only with permission

Cell Phone Usage

Students are not permitted to have their phone out during class time and should respect the tutors policies in the classroom.

Dress Code

All students, parents, tutors, and staff must adhere to the co-op's dress code while on campus. *See Dress Code on page ()*

Weapons Policy

Weapons of any kind—including toy weapons—are not allowed. Items that may cause disruption should not be brought to campus.

Relationships & Conduct

Romantic displays of affection are not permitted on campus and should remain under parental guidance outside of co-op.

Appropriate Behavior

- Avoid running, yelling, profanity, horseplay, and disrespectful behavior
- Address adults respectfully using titles such as Mr., Mrs., Miss, or Coach
- Speak and act with kindness, using words that encourage, support, and reflect God's love
- Treat all authority figures with respect and cooperation
- Handle conflicts in a Biblical manner, seeking resolution with grace and humility.

Substance Use

Smoking, vaping, drugs, and alcohol are strictly prohibited on campus.

Discipline Guidelines

To maintain a safe and supportive environment, the following process will be used for violations of these guidelines:

- Verbal Warning – The tutor or coordinator will address the behavior directly.
- Written Warning – If the issue persists, a formal written warning will be issued.
- Parent Notification & Possible Suspension – Continued violations may result in parental involvement and possible removal from the co-op for a designated period until a resolution is reached.

Dress Code

Students, tutors, administrators, parents, and visitors are required to dress modestly and respectfully while attending co-op classes on Monday or Thursday. Failure to comply with the dress code may result in dismissal from the co-op. Please respect this simple request!

Dress Code Guidelines

Tops:

- Modest neckline and length
- Sleeveless tops must have a strap at the shoulder or a width of at least three fingers
- Sleeveless tops must have normal-sized armholes
- Off-shoulder tops are permitted only if the shirt underneath meets dress code requirements
- No midriff exposure—tops must fully cover the waistline
- No shirts with lettering or images that contain nudity, profanity, vulgarity, or that promote/support lifestyles, behaviors, or beliefs contrary to scriptural mandates

Bottoms:

- Shorts (including for boys) must not exceed 3 inches above the knee
- Skirts and dresses must fall within 2 to 3 inches above the knee
- Jeans with holes, rips, or tears must not expose skin higher than 3 inches above the knee; any skin exposure above this mark must be covered with biker shorts or leggings
- Athleisure bottoms, leggings, and yoga pants are permitted only if the top adequately covers the bottom area

Additional Dress Code Requirements:

- Shoes must be worn at all times and be appropriate for activities
- Co-op ID badges must be worn around the neck with a lanyard
- Temporary ID badges must also be worn around the neck with a lanyard.

Additional Dress Code Requirements:

- Shoes must be worn at all times and be appropriate for activities
- Co-op ID badges must be worn around the neck with a lanyard and visible. No stickers can be used to cover any part of the badge.
- Temporary ID badges must be worn on the chest at all times.
- For any questions or clarifications regarding the dress code, please see an admin member.

Dress Code, cont

Dress Code Violation Consequences:

First Violation: Verbal warning, and an incident report will be filed.

Second Violation: Verbal warning, required to go home and change, and an incident report will be filed.

Third Violation: Verbal warning and notice of possible suspension.

Exceptions: Any class with a specific dress code may have additional requirements. Please refer to your tutor's policies.

The CHEAR Administrative Team reserves the right to make ongoing decisions regarding clothing and grooming issues.

For any questions or clarifications regarding the dress code, please see an admin member.

Biblical Conflict Resolution Policy

As a Christian co-op, we believe education goes beyond academics—it also includes teaching our children how to handle conflicts with grace, respect, and integrity. By modeling biblical conflict resolution, we create a peaceful and supportive community while equipping our children with essential life skills.

Following Matthew 18:15-17, we encourage members to address conflicts directly with one another first. If a resolution cannot be reached, the CHEAR administrator may assist in mediation (Proverbs 11:14, 15:22). If necessary, the advisory committee will become involved as a last resort (James 1:19-20).

Steps for Addressing Conflict:

1. Speak directly to the individual (tutor, member, etc.) to seek resolution.
2. If unresolved and immediate attention is needed, notify the administrator. An incident report will be filed.
3. The administrator will attempt to resolve the issue. If needed, the advisory committee will be consulted.
4. The advisory committee will step in only as a last resort.

Discipline and Suspension

If a member of our homeschool co-op engages in behavior that **violates our behavioral guidelines** or **compromises the safety of others**, we may take action to suspend or dismiss that member. Any decision will be made after a thorough review of the situation, considering all relevant factors. Dismissal may be necessary for severe or repeated offenses, while suspension may serve as a temporary measure during an investigation or for less serious infractions. Parents will be informed of the decision, the reasons behind it, and the process for appeal if applicable. The safety and well-being of our co-op community are our highest priorities, and we are committed to handling these matters with fairness, sensitivity, and integrity.

Event Participation with Membership

Membership includes the participation of the following events:

1. Graduation
2. CHEAR Ball & Banquet
3. Contests within the co-op
4. Field Trip Participation
5. Mission Trips or Study Tours
6. Playdates

Graduation: Parents of Seniors will be required to be part of the planning committee led by a member of the advisory committee in order for their student to attend. It is a priority of our co-op that families be involved in many aspects of this organization. Senior parents will train and advise parents of Juniors for the next year.

Ball & Banquet: Parents of Seniors will be required to be part of the planning committee led by a member of the advisory committee in order for their student to attend. It is a priority of our co-op that families be involved in many aspects of this organization. Senior parents will train and advise parents of Juniors for the next year.

Field Trips: Field Trips are encouraged to be planned by parents in an effort to provide opportunities throughout the year. If you feel call to lead field trips, please notify the administrator so we can plan a committee group!

Graduation and Ball will require additional fees to participate. Prices are subject to change every year.

Visitors

Visitors are welcome at the co-op, but they must adhere to the following policies:

- Visitors must receive approval from the administrator before the co-op day they plan to attend.
- If a visitor is attending a class, they must obtain permission from both the administrator and the tutor of that class.
- Alumni students may visit during lunch hours with prior administrative approval unless a tutor has granted permission for them to attend a class.
- Class tours are only available during a scheduled Preview Day (held in the second semester).

Scanning Badges Policy

All approved membership in our system are require to wear a badge on their neck at all times. This is a protocol set and agreed upon by the facility staff and CHEAR. Failure to wear them appropriately is a violation of the dress code. All authorized adults serving service hours are responsible for checking in each kid at the door and checking them out. There are three key entries for CHEAR to use ONLY. All other doors are off limits to enter unless a tutor is chaperoning a class outside. All students entries and exits must be documented for enhanced security.

The points of entry could change throughout the year based on the facilities needs. If that happens, membership be notified.

Facility and Emergencies

The host facility where our co-op meets has its own emergency protocols, which we will strive to follow. These protocols will be provided to all service hour volunteers, parents, and tutors before the start of the school year to ensure they are prepared in case of an emergency.

In the event of a lockdown, fire, or severe weather threat, the co-op administrative team will send updates via email and text as needed. While opting in for text message alerts is optional, we strongly recommend that at least one primary parent sign up to receive them.

Severe Weather Closures: In the case of inclement weather, including ice and snow, we will generally follow the closure plans of the local ISD. However, since our families travel from across the metroplex, there may be instances where we must make a decision independently of the ISD's announcement.

Review of Co-op Handbook Policies

The administrative team responsible for managing the organization's policies and procedures reviews the co-op handbook on a yearly basis, or as needed, depending on various factors. Any updates will be finalized with the Advisory Committee prior to signing the new application for membership. It is important to note that while the handbook serves as a comprehensive expectation for families, it is not a one-size-fits-all solution to all circumstances regarding incidents, violations and tuition concerns. Administrative Team will continue to use the handbook as a guideline in making appropriate choices in all circumstances.