

FEET

FAMILIES EMBRACING ELEMENTS OF TEACHING, LTD.

MEMBER HANDBOOK

FEET is a Christian organization that exists to provide information, inspiration and support to Christian home schooling families. We as members have purposed that this organization and all of its activities will seek to be consistently pleasing and honoring to the Lord Jesus Christ.

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ABOUT FEET

HISTORY

FEET began in 1997 and met at Riverside Alliance Church in Monticello. FEET became a non-profit corporation in 2002. In 2009, FEET moved to St. John's Lutheran Church in Buffalo.

SPECIFICS

- Both teachers and leaders are required to sign our Statement of Faith.
- Classes are offered for children from nursery through grade 12. Students are taught by paid instructors.
- Classes are designed to be a supplemental educational experience.
- Optional activities include: field trips, group shows, and service opportunities.
- FEET serves to provide encouragement and support to Christian home schoolers by providing prayer time, fellowship and topical discussions.
- There are two kinds of membership:
 - At Large** - To register for an at-large membership, simply return the \$30 membership fee to the group registrar. This will connect you with field trips, email information, a newsletter and other activities.
 - Full** - A full membership includes signing your children up for classes and coming to the FEET mornings. See Class Registration packet for detailed information.

HOW FEET OPERATES:

FEET meets from September to April. Meeting days are twice monthly: on the second and fourth Monday of the month from 9 am to 12 pm at St. John's Lutheran Church in Buffalo. (<http://www.stjohnsbuffalo.org>) The only exception is that FEET meets ONCE in December and ONCE in January for a total of 14 times.

MORE INFORMATION:

For more information about FEET, please visit the website at www.FEETCOOP.org.

CURRENT FEET BOARD MEMBERS

Secretary/Communications
Teacher Liaison
Registrar
Treasurer
Events Coordinator

Kara Larson
Rachel Calcamuggio
Shelly Larson
René Hitz
open

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RESPONSIBILITIES OF FEET PARENTS

1. ASSIST IN THE CLASSROOMS AS ASSIGNED

Parents who sign their children up for classes (including nursery & preschool) will be responsible to serve as a Teaching Assistant (TA) on a rotating basis. Frequency of assisting will depend on the number of other parents available to serve. Parents must find their own replacement when unable to assist at their scheduled times. Each time you assist, you are responsible for supervising all activities of your assigned class(es). This will include:

- Assisting the instructor as directed.
- Gently encouraging attentive, respectful behavior from students.
- Helping with pick-up/clean-up in your last monitoring room.
- Escort the students to the next class at the end of your shift.
- Watch or pay special attention to children visiting (typically in March/April).

2. PLAN OR ASSIST AT LEAST ONE EXTRA-CURRICULAR ACTIVITY

We are a cooperative committed to the support, growth and fulfillment of the homeschooling family. In order for FEET to work, we need your help by contributing your time and talents. A list of various jobs and activities is provided you can help out with. The FEET Event Coordinator assists with ideas to fulfill this role.

3. FULFILL ASSIGNED SET-UP/CLEAN-UP TASK

In an effort facilitate the basic needs of the cooperative in a timely manner each FEET member will complete an assigned task. This is typically a five-minute duty (assigned at registration) such as vacuuming, cleaning tables, or folding chairs.

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FEET POLICIES

1. Instructors (or phone tree) will call if there are any cancellations/rescheduling.
2. Please call instructors promptly if there are any questions or concerns concerning their class.
3. Please retrieve your younger children promptly after class, before attending to any other business. (Nursery will run until 12:15 to make clean up easier for the parents.)
4. **A parent MUST be in the building** if any of their children are attending FEET classes. If this is not possible for you, please do not sign up for classes. **There are no exceptions to this rule.**
 - Please do not schedule appointments or errands during FEET mornings.
 - Parents are not allowed to designate another parent as guardian of the child(ren).
 - In the event of illness, it is best for all of your family to miss classes, even if only one of you is sick.

Why is this policy in place?

- It protects FEET from legal issues (and also St. John's).
- It provides the ample number of extra parents to assist teachers in the classrooms (especially if a parent is missing and we need to find a replacement).
- It provides support to current members. The mission of FEET is not only to provide classes but also to encourage homeschooling parents.

5. In case of bad weather, cancellations will be made via the phone tree. In most cases, the FEET Steering committee will make decisions about cancelling FEET the night before FEET is to meet. This is because teachers must have early notice of the cancellation due to commute length to FEET. If FEET is cancelled, you will be notified first by email and then via phone from the steering committee. FEET uses information from the area school districts to make weather-related decisions. If you feel at all uncomfortable about the driving conditions, please do what you think is best for your family. If possible, we will make up the class by adding an additional FEET morning at the end of the class year.

6. There are no monitored study hall rooms for students not enrolled in classes. Parents are required to supervise their own children.

7. FEET members are welcome to invite friends/relatives to visit. Please have them contact the FEET registrar to schedule their visit so that class lists may be checked, teachers are contacted, liability is addressed and it's not disruptive to members. Classrooms and supplies are limited, thus we are not able to allow alumni/former FEET members to visit the classrooms. Alumni/former member parents are always welcome in the parents' room, however with prior approval.

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BUILDING GUIDELINES

1. NO ELEVATOR USE unless you are a teacher, or a mother with permission (strollers, bins etc.) Misuse will result in suspension the next FEET morning. No refund will be given.
2. Please treat the bathrooms like you would at home. Do not flush excessive toilet paper down the toilets, or anything other than toilet paper down the toilet. Please keep the bathrooms tidy.
3. NO SNACKS. Please refrain from sending snacks with your children in grades 1 and up. This policy helps protect children with allergies to certain foods (e.g. peanuts) and limits disruptions to teaching. It also helps keep the church clean. Children in the Nursery and Pre-K/Kindergarten classes will be given "safe" snacks.
4. Treat the church with care. If you use an item, please return it to the appropriate location.
5. No running in the halls.
6. Pick up your children promptly. Children become your responsibility once classes are dismissed (at noon).

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STANDARDS OF BEHAVIOR

- Listen when someone else (especially the teacher) is talking.
- Raise your hand if you have something to say.
- Be considerate and kind to those younger than you.
- Teachers/Other Adults should be addressed formally as Mr./Mrs./Miss.
- Keep hands to yourself.

DISCIPLINE

If your child’s behavior becomes disruptive to his/her age group or the instructors in any way, you will be notified of the problem by a Steering Committee member so that you may work to correct it. Co-op participation is to be considered a privilege, which could be revoked if behavior problems were to remain consistent and not corrected. Should this happen, no refund would be issued.

TO CLARIFY: Discipline issues will be dealt with as follows:

If there is a problem with student behavior, the parent will be contacted directly. After the second offense, the parent must choose to sit with the student in classes or remove the student from the co-op classes entirely.

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A TYPICAL FEET MORNING

	9 am	10 am	11 am
GRADES 1 & 2	Science	PE	Art
GRADES 3 & 4	PE	Art	Science
GRADES 5 & 6	Art	Science	PE
GRADES 7 & up	Class I:*	9:15 – 10:30 am	
	Class II:*	10:35 am - 12 noon	

*Varies each year, check with FEET Steering Committee for current class descriptions.

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REGISTRATION

Membership in FEET is a one-year commitment. Payment reserves family placement in FEET coop. Payment is made for the entire year if made by payment deadline and includes tuition and materials fees which is paid in three installments. Please refer to FEET COOP registration packet for specific payment deadlines and cost information.

WITHDRAWAL

- Membership fee is non-refundable if your registration is withdrawn (regardless of when it’s withdrawn).
- Withdrawal after July 15th will result in loss of membership fees, supply fees and 1/3 tuition paid.
- Withdrawal after the start of the FEET class year will result in loss of paid tuition fees, supply fees, and membership fees.

FIRE ALARM PROCEDURES

Upon exiting the building, **please take ALL children to the NORTH PARKING LOT.**

Exit Procedures:

EAST DOOR 1: This is the door most families use to enter the building. It is closest to the gym.

- Physical Education (Room 210)
- Art (Room 212)
- Science (Room 208)

EAST DOOR 2: This door is located down one flight of steps. Across from the nursery on the 2nd floor.

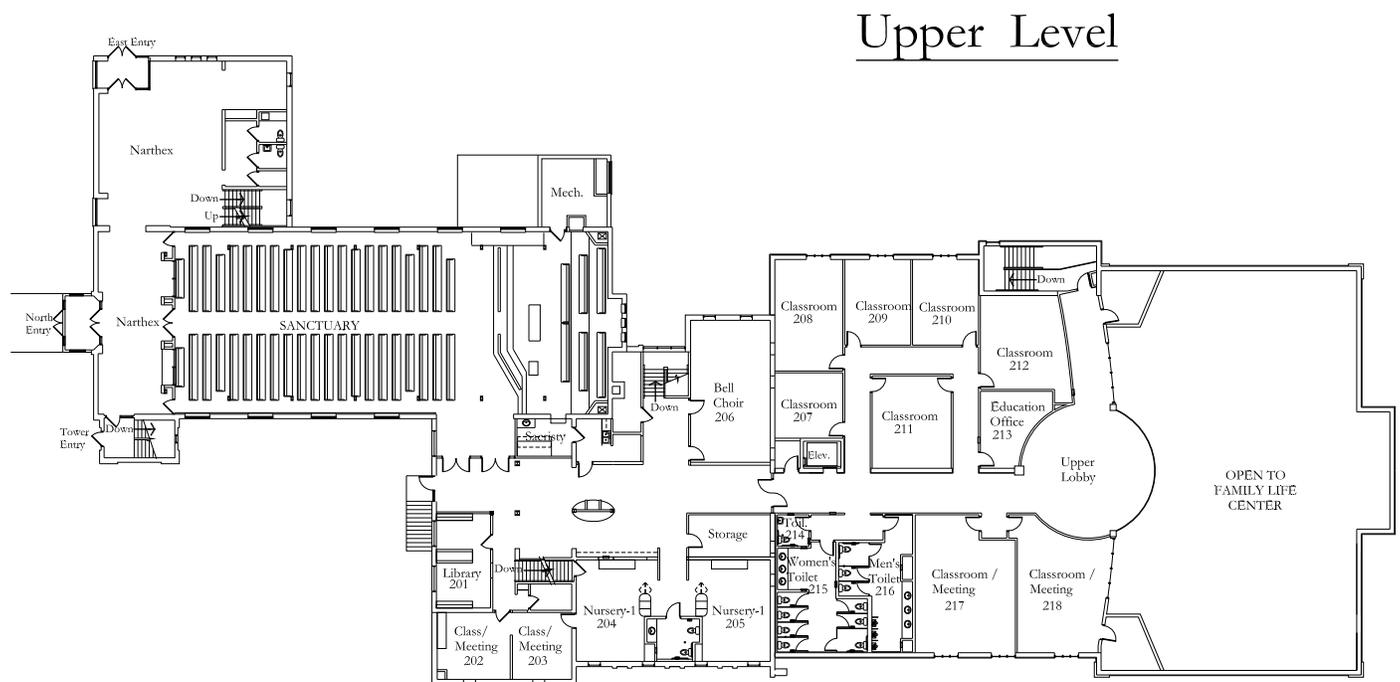
- Pre-K/Kindergarten Class (Room 208)
- Secondary Class (Room 207)
- Secondary Class (Room 218) Students/teacher in this room are asked to assist the PrK/K class with exiting.

WEST DOOR: This door is located down one flight of steps. It is across from the Sanctuary.

- Nursery (Room 205)
- Mom's Room (Room 217). Moms are asked to assist the Nursery with exiting.

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Map of St. John's Upper Level (FEET classes held here).



FEET BYLAWS

NAME

The name of the group shall be F.E.E.T., Families Embracing Elements of Teaching.

I. PURPOSE

F.E.E.T. exists to provide information, inspiration and support to Christian home schooling families. We as members have purposed that this organization and all of its activities will seek to be consistently pleasing and honoring to the Lord Jesus Christ.

**Please note: F.E.E.T. is a non-profit organization. All fees collected are used to cover expenses incurred to facilitate the various programs.*

II. MEMBERSHIP

- A. A membership form will be completed along with payment of a yearly membership fee, the amount of fee to be determined by Executive Board-see III.
- B. Responsibilities of membership include parental involvement in planning and implementing activities of the group. This is a membership requirement.
- C. Privileges of membership include (but are not limited to): field trips, class electives, social activities, support group meetings, and access to support group resources and information.
- D. We recognize that we live in a fallen world and believe that God calls all people to repentance and obedient lifestyles. Therefore we deny membership to any individuals who engage in, encourage or promote the homosexual lifestyle. Membership is also denied to those involved in white supremacy groups or other organizations which promote a racist ideology.
- E. Home schools are defined as parent-directed, parent-taught, home environments. This would exclude students attending virtual schools that are under the authority of a public school district in the home (i.e. MN Virtual Academy or similar) and those enrolled in a charter school or public school.

III. ORGANIZATIONAL STRUCTURE

A. Executive Board

1. The Executive Board shall consist of a Coordinator, Co-Coordinator/Teacher Liaison, Secretary, Treasurer, Registrar and Events Coordinator.
2. Responsibilities of the Executive Board:
 - Set purposes and direction for the co-op
 - Meet once a month or as needed
 - Set policy and programs for the year
 - Coordinate support group meetings
 - Oversee co-op financial matters
 - Establish membership fees
 - Confer and decide on proposed changes, proposed amendments to bylaws and leadership changes.
3. Duties of individual members of the Executive Board:
 - A. Coordinator/Co-Coordinator/Teacher Liaison
 - Plan agenda for and conduct Board meetings.
 - Serve as the lead for Class Committee.
 - Serve as a liaison between teachers and parents, and teachers and the Steering Committee.

B. Secretary/Communications

- Oversee production and distribution of announcements and information to coop members.
- Oversee or coordinate production of FEET newsletter.
- Maintain the email/directory list.
- Maintain the FEET website.

C. Registrar

- Receive registration forms/fees for membership and class electives.
- Distribute information to prospective members.
- Serve as the MACHE contact person.

D. Treasurer

- Receive and deposit all moneys for support group.
- Maintain the group's financial records.

E. Special Events Coordinator

- Coordinate field trips, special events, service projects and parent volunteers.
- Coordinate the Mom's Room Time and/or serve as the Mom's Room Coordinator.

When a member fills one of these positions, it is her/his responsibility to ensure that these jobs are carried out. How that is accomplished is up to the individual. It may be necessary to delegate the duties as needed.

4. Steering Committee appointments:

- The Committee will serve from June to June. (This allows a one-month overlap for retiring and new members at the June Board meeting).
- Those interested in serving on the Committee must be willing to sign and live by our Statement of Faith and should submit their names to the Board by April 15.
- The existing Steering Committee will decide on new members and a new Committee will be presented in May. Any questions/concerns can be brought up with the Steering Committee.

B. Teacher Requirements

1. Names for teachers can be submitted by members to any Steering Committee member.
2. Teachers will be decided upon by the Steering Committee (and/or Class Committee, if in effect).
3. Teachers must be willing to sign and live by the Statement of Faith when contracting directly with our group. This does not apply to those teachers hired by an outside establishment, but providing a service to us, (i.e., Nature Center, swimming, etc.).
4. Teachers shall be paid like this:
 - a. FEET member teachers can choose to receive a payment (amount to be determined by the class committee) per hours of class they teach OR may receive scholarships for their own children's tuition. The teacher may choose. The PK Asst positions are eligible to receive tuition reduction, not payment. (due to full time PK teacher pay.)
 - b. If more than one member, team teaches with other FEET members for a class, the payment /class hour or scholarship will be divided between the team teachers. (i.e. Two Nursery teachers, each teacher would receive half scholarship or half payment/class. Three PE teachers each would receive 1/3 scholarship etc.) This formula applies to any age class led by two or more member teachers.
 - c. Payment per class hour for teachers who are not members of FEET will be negotiated on an individual basis.