

FEET

FAMILIES EMBRACING ELEMENTS OF TEACHING, LTD.

MEMBER HANDBOOK

FEET is a Christian organization that exists to provide information, inspiration, and support to Christian homeschooling 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.

About FEET	1
FEET Board Members	1
Responsibilities of FEET Members	2
FEET Policies	2
Building Guidelines	3
Standards of Behaviors	3-4
A Typical FEET Morning	4
Fire Alarm Procedure	5
Map of St. John's	5
FEET Bylaws	6-7

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 9. Students are taught by paid instructors.
- Classes are designed to be a supplemental educational experience.
- In years when a volunteer field-trip/event coordinator is available, optional activities can include field trips, group shows, and service opportunities.
- FEET serves to provide encouragement and support to Christian homeschoolers by providing devotional time, fellowship, and topical discussions.

HOW FEET OPERATES:

FEET meets from September to April. Meeting days are twice monthly: on the second and fourth Mondays of the month from 9am- 12pm 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 BOARD MEMBERS:

Communications Director	Heather Jenks	peachlovehope@gmail.com
Teacher Liaison/Registrar	Jackie Gallus	jackie.gallus@gmail.com
Treasurer	Molly Kirkpatrick	shaphan.molly@gmail.com

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 pick-up/clean-up in the classroom as needed.
- Escort the students to the next class at the end of your shift.
- Watch or pay special attention to children visiting (typically in the spring).

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

In an effort to facilitate the basic needs of the cooperative in a timely manner each FEET member will complete an assigned task either before or after FEET meetings. This task, such as vacuuming, cleaning tables, moving chairs, etc. is assigned at Orientation.

FEET POLICIES

1. An email will go out if there are any cancellations/rescheduling.
2. Please call instructors or teacher liaison promptly if there are any questions or concerns concerning their class.
3. Please retrieve your younger children promptly after class, before attending to 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. The only exception could be on a case to case basis when one parent is deceased, a single party may be designated to participate in the role a parent would normally fill.
 - Please do not schedule appointments or errands during FEET mornings.
 - Parents are not allowed to designate another party as guardian of their children.
 - 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 the teachers in the classrooms (especially if a parent is missing and we need a replacement).
 - It provides support to our 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 email. In most cases, the FEET steering committee (Board) will make decisions about cancelling FEET the night before FEET is to meet. This is because teacher's must have early notice of cancellation due to commute length. FEET uses information from the area school districts to make weather-related decisions. If you feel uncomfortable about the driving conditions,

please do what 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 class. 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.

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. Please refrain from sending snacks with your children. FEET is a peanut-free co-op. This policy helps protect children with allergies to certain foods, limits disruptions to teaching, and 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).

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.

AN EXAMPLE FEET MORNING

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

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

REGISTRATION

Membership in FEET is a one-year commitment. Payment reserves family placement in FEET co-op. Payment, including tuition and material fees, for the entire year is made in three installments. Please refer to FEET CO-OP 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 of 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.

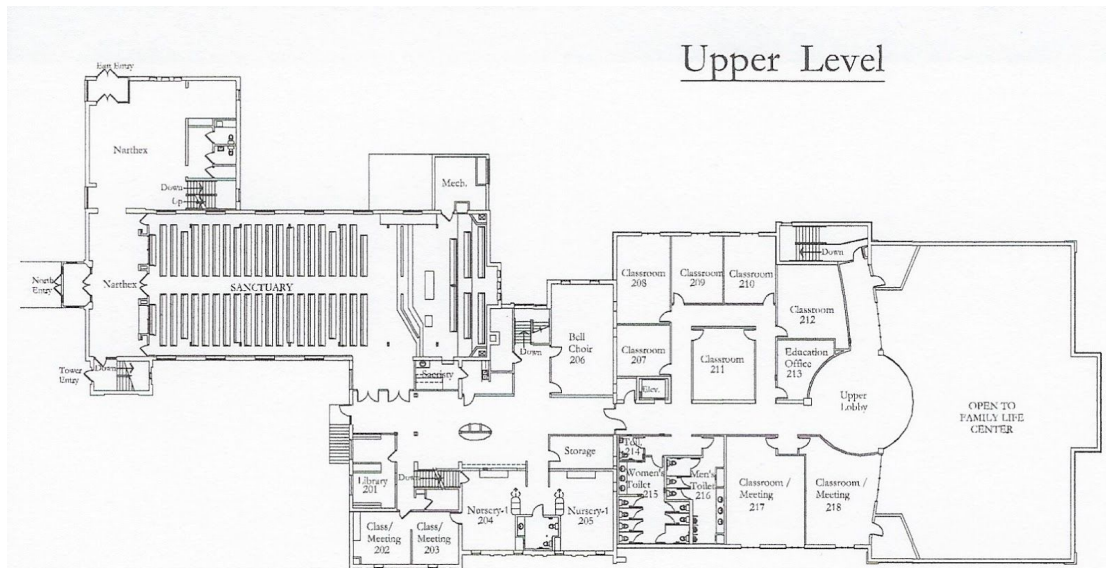
EXIT Procedures:

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

- Physical Education (Family Life Center)
- Art (Room 212)
- Science (Room 217)

EAST DOOR 2: This door is located down one flight of steps, across from the 2nd floor Nursery.

- Pre-K/Kindergarten Class (Rooms 208, 209)
- Secondary Class (Room 207) Students/teacher in this room are asked to assist the Pre-K/K with exiting.



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

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

- Nursery (Room 204)
- Mom's Room (Room 218). Moms are asked to assist the Nursery with exiting.

FEET BYLAWS

NAME

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

I. PURPOSE

FEET exists to provide information, inspiration, and support to Christian homeschooling 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 FEET is a non-profit organization. All fees collected are used to cover expenses incurred to facilitate the various programs.

II. MEMBERSHIP

- A membership form will be completed along with payment of a yearly membership fee, the amount of fee to be determined by the Steering 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): class electives, mom's support time, and access to field trips, social activities, and other resources when available.
- 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. Homeschools 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. Steering Board (aka Steering Committee)

1. The Steering Board shall consist of a Teacher Liaison, Registrar, Communications Director, Treasurer, and when available, an Event Coordinator.
2. Responsibilities of the Steering Board:
 - Set purposes and direction for the co-op
 - Meet once a month or as needed
 - Set policy and programs for the year
 - Coordinate FEET 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 Steering Board:
 - a. Teacher Liaison
 - Plan agenda for and conduct Board meetings
 - Serve as a liaison between teachers and parents, and teachers and the Steering Committee.
 - b. Communications Director
 - Oversee production and distribution of announcements and information to co-op 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 MACHE contact person.
 - d. Treasurer
 - Receive and deposit all moneys for the co-op.
 - Maintain the group's financial records.

- Write checks from FEET account.
- e. Event Coordinator
 - Coordinate field trips, special events, service projects and parent volunteers.
 - Coordinate the Mom's Room time.

When a member fills one or more 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 Steering Committee must be willing to sign 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.
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 receive a payment determined by the Steering Committee per hours they teach. Nursery Coordinator receives half off tuition for their enrolled children.
 - b. If more than one member team teaches with other FEET members for a class, the payment per class hour will be divided between the team teachers. (Ex. If two teachers are in the class at the same time, each receives half payment. If one teacher teaches grades 1-2 and 3-4, and another teaches grades 5-6, the first teacher would receive 2/3 of the pay and the latter 1/3.) 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.