# Policy Manual
# 2026-27


**MISSION STATEMENT** ..... **2**
**STATEMENT OF FAITH** ..... **2**
**TERMS AND CONDITIONS OF MEMBERSHIP** ..... **4**
***DENIAL OR TERMINATION*** ..... ***4***
***MEMBERSHIP REQUIRED TO ATTEND/VISITOR POLICY*** ..... ***5***
***ATTENDANCE*** ..... ***5***
**POLICIES** ..... 6
*CODE OF CONDUCT* ..... *6*
*PRIVACY POLICY* ..... *7*
*YOUNG ADULT TEACHERS* ..... *7*
*SPOUSES, FAMILY MEMBERS, OR FAMILY FRIENDS AS TEACHERS* ..... *8*
*TEACHING & HELPING WITH FAMILY MEMBERS* ..... *8*
*SPECIAL NEEDS STUDENTS* ..... *8*
*BULLYING, MALICIOUSNESS, AND/OR HOSTILITY* ..... *9*
*ALTERNATE IDENTITIES/LIFESTYLES THAT CONTRADICT BIBLICAL TEACHING* ..... *9*
*SEVERE BEHAVIOR* ..... *9*
*SICKNESS* ..... *10*
*DRESS CODE* ..... *11*
*FIELD TRIPS & SPECIAL EVENTS* ..... *11*
*POLICY OR HANDBOOK CHANGES* ..... *12*
*HOMEWORK* ..... *12*
*ENTERING INTO AGREEMENTS ON BEHALF OF THE CO-OP* ..... *12*
***CHILD, MEMBER, AND VOLUNTEER SAFETY POLICY (ABUSE PREVENTION)*** ..... **13**
***RELEASE OF LIABILITY*** ..... **15**

# MISSION STATEMENT

H.O.P.E. (Homeschool Outreach for Purposeful Enrichment) Christian Collaboration strives to be a Christian homeschool cooperative (co-op) that meets the enrichment needs of families living in Northeast Ohio. Our goal is to impact the lives of our families educationally and spiritually. We strive for a fun and safe environment for children and parents to grow together and support each other in the homeschool community.

# STATEMENT OF FAITH

It is important for members of our co-op to understand what core beliefs our co-op stands for and is built upon. We do require that members agree with the Statement of Faith in full.

## *THE BIBLE*

The Bible, made up of the Old and New Testaments, is the divinely inspired Word of God, without errors in its original manuscripts, and is therefore authoritative in all matters it addresses. It provides an unchanging, absolute standard for everyday living, superior to conscience and human reasoning. (2 Timothy 3:16; 2 Peter 1:20-21)

## *ONE TRUE AND LIVING GOD*

There is one true and living God, who eternally exists in three persons—Father, Son, and Holy Spirit—who are equal in every divine perfection and who execute distinct but harmonious offices in all the work of the Godhead. (Deuteronomy 6:4-5; 1 Timothy 2:5)

## *MAN*

Man was created by God in His own image, but through his sin incurred physical and spiritual death. As a result, all people are separated from God because of their sin and are lost and without hope apart from salvation in Christ. (Genesis 1:26; Matthew 6:26; Romans 3:23)

## *THE GOSPEL*

The Gospel is the good news of God's saving actions towards sinners through Jesus Christ. Jesus Christ, the eternal son of God, took on human nature, lived a sinless life, and died a substitutionary death for sinners. (John 3:16)

## *SALVATION*

Salvation is a free gift that comes only by God's grace, through faith in Jesus Christ alone. Anyone who turns from their sin and trusts in Jesus Christ and His death on their behalf

receives forgiveness of sins and the gift of eternal life (John 3:16-17; Titus 3:5; 1 Peter 1:3-5; Ephesians 2:8-9)

## *THE HOLY SPIRIT*

The Holy Spirit, with the Father and Son, has always existed. He causes our awareness of sin. From the moment of salvation, He lives with each believer comforting, teaching, guiding, and empowering them to live holy lives. (John 16:7, 8, 12-15)

## *JESUS CHRIST*

Jesus Christ, with the Father and the Holy Spirit, has always existed. He was the Father's agent in creation. He came to earth as God in human flesh, being born of the virgin, Mary. He was fully God and fully man. He is the only Savior. He lived a sinless life and died on the cross in our place to make payment to the Father for our sins. He rose from the dead and showed Himself in His risen physical body and later ascended into heaven. He is the head of the Church and will return one day to judge all men. Jesus Christ is the one and only mediator between God and men. (John 1:1, 14; Titus 2:11-14; John 14:6; Colossians 1:18, 1 Timothy 2:5)

## *SATAN*

Satan is a real being, the enemy of God and man, and the author of sin. Satan and his followers will spend eternity separated from God in a literal hell. (Revelation 12:9; 2 Peter 2:4-10)

## *CHURCH*

The Church is made up of all those who have trusted Christ for salvation. Jesus loves the Church and died for the Church, tenderly referring to the Church as His “Bride”. God has uniquely designed and equipped the Church to carry out His work on earth. Christ is the Head of the Church. (Matthew 16:18; Hebrews 10:23-25; Hebrews 12:22-24)

## *MARRIAGE*

God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship is immoral. (Genesis 1:27-28, Genesis 2:18-24, Exodus 20:14, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

## *GENDER*

God created the human race male and female. All conduct with the intent to adopt a gender other than one's birth gender is immoral. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

## *SANCTITY OF LIFE*

From conception a person is a living, individual human being created by God and knitted in their mothers’ wombs. The intentional killing of a human being, whether in or out of the womb, is immoral. (Jeremiah 1:5, Psalm 139:13-16, Luke 1:41 )

We are a non-denominational Christian co-op, however we are Protestant in nature. Though we do not require that members be formally or technically Protestant, we do require complete agreement and adherence to the above principles and beliefs. Therefore, teachings and discussions in person and on BAND are not to go against these beliefs during co-op sessions, functions, or events.

It will be understood that Jesus and the Bible are allowed to be discussed in accordance with the statement of faith. However, we will strive to major on the major and minor on the minors when it comes to various controversial Biblical and Theological views. For instance, some Christian families participate in yoga, while others believe it should not be permitted; for issues like these that can be controversial, we have chosen to err on the side of caution to keep Christ the focus and not these minor disagreements, **the following will not be permitted at co-op:**

- **Yoga, meditation, healing circles, etc.**
- **Halloween festivities or Pokemon cards**
- **Teaching of evolution and "climate change" as fact**
- **Using C.E./B.C.E. when teaching history (we will use A.D./B.C. terminology)**
- **Teaching or promoting "woke" culture or Critical Race Theory**
- **Teaching that only one version (or only specific versions) of the Bible is the "right" or "correct" version**

Please understand that this is not a judgment on these things, just a caution we are taking in an attempt to avoid division over views that we do not consider salvation issues.

# TERMS AND CONDITIONS OF MEMBERSHIP

## *DENIAL OR TERMINATION OF MEMBERSHIP*

Because H.O.P.E. Christian Collaboration is not funded publicly, the Leadership Team reserves the right to deny or terminate membership for any reason. These reasons may or may not be disclosed to the applicant/member and may include, but are not limited to an applicant or member not meeting or no longer meeting the membership qualifications or conflicts with our membership policies.

## *MEMBERSHIP REQUIRED TO ATTEND/VISITOR POLICY*

**To attend co-op days and any special event or field trip hosted by the H.O.P.E. Christian Collaboration, the child(ren) and parents must be active and current members in the co-op.** Visitors will not be permitted unless permission is granted by the Leadership Team in advance.

Children who are not a part of the member's immediate family will not be permitted to attend (for example, babysitting children). Foster children are an exception to this. If a family would acquire a foster child, we will do our very best to accommodate. However, if the appropriate class or nursery is already full, the Leadership Team would meet with the parents to determine the best

solution. If the foster child is school aged (age 5 and up), the leadership team would require a meet and greet with the child and foster parent(s) before attending co-op days and events.

If a teacher would like to invite a guest speaker for their class, they need to notify the Leadership Team at least 2 weeks in advance and provide a background check from the guest speaker. If they do not have a background check, the co-op can run it for a cost of $18 to the speaker or to the teacher. The guest speaker is not required to be in full agreement with our Statement of Faith, but needs to adhere to it while at our co-op. This means that all topics taught must not go against our Statement of Faith. The teacher who invited the speaker is responsible to make sure that the guest speaker is well aware of this policy.

## *ATTENDANCE*

While emergencies and unexpected events happen, habitual absence and tardiness negatively affect the entire group. For this reason, the following attendance policy has been put into place:

- **2 tardies = 1 absence**
- **4 absences = Loss of priority registration for the following semester**
- **5 or more absences = possible removal from the co-op**

**Please contact the Attendance Clerk to report absences, planned or unplanned.**

****Parents are expected to be present at any co-op time or extra activity if their child(ren) is/are there.** Members may NOT send their children with other members of the co-op.

### TARDY DEFINITION

A member is considered tardy if they are not in the sanctuary at 9:15am when the announcements begin. Even if the member is in the building, it is very important that they attend morning announcements.

### ATTENDANCE CLERK

The Attendance Clerk is a member of the Leadership Team. They will use the floater list to assure that classes will be covered.

The Attendance Clerk will make a list of families who will be missing so that teachers know which of the students will be missing.

The Attendance Clerk will keep track of absences and tardies.

# POLICIES

## *CODE OF CONDUCT*

The code of conduct outlines how all members are expected to behave. The code of conduct exists to keep co-op a safe, friendly, and loving environment.

- **Parents and Volunteers are** expected to:
    - Make co-op meeting times a priority, which includes regular attendance, arriving on time, and being prepared to help.
        - **Conflict of Interest** - Members are not permitted to advertise other groups, co-ops, or events at HOPE or in HOPE communications (i.e. Band) that will interfere with regular co-op meeting times or pre-determined co-op events.
    - Support the Leadership Team and the direction it establishes. Any questions or concerns should be brought to the Leadership Team directly.
    - Always follow and enforce co-op safety rules.
    - Communicate with your child(ren)'s teachers if your child has special needs, whether they are physical, emotional, or educational in nature. Be willing to assist those teachers to make this the best experience possible for your child(ren).
    - Refrain from gossip and profanity. Show kindness and respect to everyone. Handle issues lovingly.
    - An adult should never be alone with a child that is not his/her own. Always keep in sight of others.
    - Never bring weapons, cigarettes, vaping supplies, alcohol, or illegal drugs on the premises and assure that children do not have these items on their person when coming to co-op.
    - Respect the facility and expect their children to do the same.
    - Support and respect other adults who correct your children, and expect your children to obey and respect all adults.
    - Be willing to lovingly, but firmly, correct any child when you see behavior that is dangerous or against the code of conduct.
    - **Cell phones are permitted for adults only, but may only be used during non-class times, in instructional purposes, or emergency situations. You may bring in other electronics (laptops, tablets, etc.) for instructional purposes only.**

- **Students** are expected to:
    - Be respectful of all adults. Disruptive behavior or the use of profanity will not be tolerated.
    - Participate in activities and complete assignments.
    - Be respectful of the facility as well as the personal property of others.

- Be respectful of your fellow students.
- **Video games, cell phones, or other electronic equipment during co-op meetings or events is strictly prohibited. This includes lunch and recess time**.
- If bringing toys to co-op for recess, they should be kept inside a student's backpack during class or with their parent in order to avoid them becoming a distraction.
- Always follow co-op safety rules.
    - **No rough housing, wrestling, or climbing trees.**
    - **Keep your hands to yourselves.**
- Never bring weapons, cigarettes, vaping supplies, alcohol, or illegal drugs on the premises.
- Refrain from teasing, flirting, or having girlfriend/boyfriend type discussions during co-op meetings or events.
- No public displays of affection are permitted between students.
- Students will not be allowed to spend unchaperoned time alone with another student during their time at co-op or any affiliated activity or field trip.
- No running in the hallways or classrooms.
- Give other students privacy while using the restroom. No peeking into stalls or urinals.
- Always stay in the classroom unless permission is granted to leave.
- If you have issues with other students or a teacher, **please tell an adult or your parent right away** so that the issue can be handled immediately.

## *PRIVACY POLICY*

Our member directory is provided as a convenience to be able to contact one another. No information from our directory, including but not limited to, names, addresses, phone numbers, birthdays, children information, and ages are not to be shared with anyone outside of the HOPE co-op.

Additionally, if members share information about their personal lives, other members, including the leadership team, are not to discuss or disclose this information with anyone (with the exception of suspected abuse).

## *YOUNG ADULT TEACHERS*

We welcome young adult graduates who wish to volunteer their time and talents. Young adults are defined as being age 18 (and/or graduated from high school) to age 23. Young adults may only teach students 13 and under.

Young adult teachers must:

- Have a background check on file that is less than 3 years old
- One of the following must apply:
    - They are a former member of the co-op in good standing with no code of conduct violations and showed consistent behavior in alignment with the co-op's policies and Statement of Faith.
    - They are a young adult whose family currently attends the co-op. They must affirm agreement with the Statement of Faith, become familiar and demonstrate understanding of our co-op policies, and attend a Meet and Greet with the Leadership Team.
    - They are a young adult who knows a current member of the co-op. They must affirm agreement with the Statement of Faith, become familiar and demonstrate understanding of our co-op policies, and attend a Meet and Greet with the Leadership Team.

## *SPOUSES, FAMILY MEMBERS, OR FAMILY FRIENDS AS TEACHERS*

Spouses, extended family members, or family friends are encouraged to join our team of teachers. These individuals must:

- Have a background check on file that is less than 3 years
- One of the following must apply:
    - They are a former member of the co-op in good standing with no code of conduct violations and showed consistent behavior in alignment with the co-op's policies and Statement of Faith.
    - They have family or a well-known friend who attends the co-op. They must affirm agreement with the Statement of Faith, become familiar and demonstrate understanding of our co-op policies, and attend a Meet and Greet with the Leadership Team.

If approved to teach, the policy "Teaching & Helping with Family Members" applies.

## *TEACHING & HELPING WITH FAMILY MEMBERS*

Per our Child, Member, and Volunteer Safety Policy *(See Appendix 1)*, if family members are paired together as teacher/helper or co-teachers, an unrelated adult will be assigned in the class as well. This applies to all classrooms and nurseries. If the offered class doesn't warrant a third adult (due to class size or logistical factors) and/or a third adult is not available, then the family members cannot be paired together or the class will be cancelled.

## *SPECIAL NEEDS STUDENTS*

We welcome students of all needs and will try our best to make reasonable accommodations whenever possible. We ask that parents of special needs students understand that our members are not trained to help children with special needs, but will try their best.

## *BULLYING, MALICIOUSNESS, AND/OR HOSTILITY*

Bullying, malicious, or unkind speech, or purposely ostracizing anyone will not be tolerated by any child or adult. This is considered a SERIOUS Code of Conduct violation, and the steps for Code of Conduct violations listed above will be followed immediately.

Children are learning about relationships, how to make friends, how to treat others, how to respond if others are unkind, and how to restore relationships. They WILL make mistakes as they learn to navigate relationships, and it is our job as adults to help guide them in a godly direction.

Children should be encouraged to seek help from an adult if they are mistreated by another child.

## ALTERNATE IDENTITIES/LIFESTYLES THAT CONTRADICT BIBLICAL TEACHING

Due to the secular theories about what human beings are, can be, or can "identify as", it is necessary to make clear that these ideas will not be supported, encouraged, or allowed at H.O.P.E. This includes, but is not limited to, "furries", "therians", "otherkins", etc.

In Genesis 1:26-27 during the account of creation, we read, "*Then God said, 'Let Us make man in Our image, according to Our likeness; and let them rule over the fish of the sea and over the birds of the sky and over the cattle and over all the earth, and over every creeping thing that creeps on the earth.' God created man in His own image, in the image of God He created him; male and female He created them."*

Students or adults who attend HOPE for co-op days and extra activities are expected and required to dress and behave in accordance with the basic truths of who God says we are. This includes members' identities as human, male/female, etc. If a member's appearance or behavior is in contradiction with this requirement, the Leadership Team will address the member directly. If the issue continues, the procedure for the code of conduct violations should be followed.

**While the topic of the identity of man is very objective, we recognize that this statement/policy is somewhat subjective. Cat ear headbands are acceptable because the heart behind this accessory is not to express an alternate, non-human identity. Also, this is not intended to take away natural pretend play, "spirit week" activities, etc. Due to the subjective nature of this policy, the Leadership Team will use common sense and discernment when addressing any issues arising that fall under this category, but has discretion to enact this policy when necessary.*

## *SEVERE BEHAVIOR*

For the safety and consideration of all members, severe behaviors cannot be tolerated at co-op gatherings. While we strive to make reasonable accommodations for our members and our students out of love and service, we are not qualified professionals in the areas of crisis management, child psychology, or applied behavior analysis (ABA).

For the purposes of this policy, severe behaviors would mean that a child displays one or more of the following behaviors:

- Consistently and/or chronically interrupts the flow of co-op events and/or classes
- Threatens, either physically, verbally, or mentally, other children and/or adults
- Disobeys adults at co-op, or only obeys adults when he/she chooses to – this includes disobedience to the child's own parent(s)
- Speaks to adults in a demeaning or disrespectful way after warnings not to do so – this includes the child's own parent(s)
- Uses profanity after warnings not to do so
- Consistent and/or constant elopement, or "running away" from adults and/or the classroom even after being directed back to the area (age appropriate – we expect that a toddler or PreK student may go through these phases)
- Any kind of physical assault – there is no tolerance for physical assault **(age appropriate – we expect that toddlers or PreK students may go through phases, however if a toddler or PreK student was not able to stop this behavior without 1:1 attention, it is possible that the child would need to stay with parents or that the parents would need to make outside arrangements for the child on co-op days.)**

When severe behaviors are displayed at co-op, we are unable to keep everyone safe, including the child who is exhibiting the severe behaviors. For this reason, if a child displays severe behaviors, whether chronically or as a severe isolated event, the family may be required to leave the co-op without completing the Code of Conduct Violations Policy process. If the leadership team has determined that the child is not safe to be at co-op, but the family desires to continue their membership in our co-op for the sake of their other children, the leadership team may, but is not required to, determine that the family can stay, but that the child may not. This would mean that the child would not be able to come to any co-op function, and the family would have to make alternative arrangements for him/her.

## *SICKNESS*

You may not attend co-op if you or your children:

- Have a fever, or have had a fever in the last 24 hours
- Are actively coughing
- Have colored drainage
- Have any known contagious illness (i.e. flu, pink eye, head lice, etc)

While at co-op, students and parents are expected to practice good hand washing and cover coughs and sneezes to reduce the spread of any unknown illness. Toys in the nursery will be sanitized after being played with and the diaper changing area will be sanitized after each use.

## *DRESS CODE*

All co-op participants must be dressed modestly and appropriately while attending the co-op.

- Abdomens and backs must be covered.
- Shorts and skirts must be at least fingertip length when hands are at the sides.
- Clothing must not have inappropriate slogans or illustrations.
- Girls that wish to wear dresses should wear shorts under their dresses if engaged in physical activities like a phys-ed class.
- Avoid wearing accessories or clothing that could increase the risk of injury (i.e. hoop earrings/other piercings that could be caught on something when running, etc)
- Shoes with wheels (i.e. “heelys”) are not to be worn at co-op.

We acknowledge that the terms “modest” and “appropriate” can be subjective. Therefore, these issues will be handled on a case-by-case basis at the discretion of the leadership team.

## *FIELD TRIPS & SPECIAL EVENTS*

Only **CURRENT** members may attend official field trips and events. Husbands who have completed and passed a background check are welcome.

A member parent MUST attend field trips and events with their child(ren).

A designated person may attend field trips/special events to help the member parent. However, this designated person must have a background check on file. **This person may not come in place of the parent; instead this person may come along with the parent.**

*Unofficial Field Trips and/or Extra Fun Events*

*Extra fun events and field trips (ice skating, bowling, pumpkin patches, etc) may be set up and scheduled by any member of the co-op and announced in our chat room for these types of events. It is permitted to discuss and coordinate this in a Band chat, but the member is responsible for all of the planning as this is not an official co-op field trip or event. The co-op assumes no responsibility or liability for unofficial field trips or events. The co-op also does not guarantee that any specific rules will be followed or adhered to since this is not an official event. Members may invite grandparents, adult children, etc to come along for unofficial events whether they have a background check on file or not. If an unofficial event or field trip is listed on our events calendar, it will be made clear that it is an unofficial event/field trip. All adults who attend unofficial events/field trips assume responsibility for themselves, their own children, and any other minors they brought with them.*

**EVENT COMMITTEES**

Each member will be expected to serve on one committee each school year. This is a way that we can have several special events without anyone getting burned out. At the beginning of each

school year (or semester if someone joins in Spring) they will be given a list to indicate which committees they would be willing to serve on. They will be asked to indicate at least 3, but will only be asked to serve on one committee.

Committee members are responsible for assisting the head of the committee in planning and organizing, arriving to the event early to help set up, and staying after the event to help tear down and clean up.

If a committee member is unable to fulfill their commitment due to unforeseen circumstances, they are required to find a replacement and reach out to the Special Events Coordinator. Finding a replacement can be done by reaching out to other members via BAND. If a committee member does not attend an event and fails to find a replacement, they will lose priority registration for the following semester.

## *POLICY OR HANDBOOK CHANGES*

Should the need to amend this handbook or any policies arise, the Leadership Team Member shall meet in person to go over the proposed changes. The proposed change may be initiated by the Director or any Leadership Team Member. After changes have been discussed, a vote is to be cast on the final draft of the changes as stated in our bylaws. The Leadership Team shall determine when this change is effective, and members should be notified immediately of the change. If the change will not take effect until the following school year, the members may be notified of the changes during the Orientation for the following co-op year.

## *HOMEWORK*

Because H.O.P.E. intends to be a mainly enrichment style co-op, we ask that teachers do not assign mandatory homework. We do not want co-op classes to become an extra burden to families who attend as we realize everyone already has schoolwork to do at home. Giving optional assignments for extra enrichment to do at home is acceptable as long as there is no pressure to complete the activity. If there is a class that a parent would like to offer in which mandatory homework could not be avoided, this should be announced before registration so that families could choose not to register for that class if homework would be a problem for them.

## *ENTERING INTO AGREEMENTS ON BEHALF OF THE CO-OP*

Members may not enter into agreements or contractual obligations either verbally or with their signature on behalf of the HOPE Christian Collaboration unless the following exception applies:

- Field trip or event coordinators reserving a date or making a deposit on behalf of the co-op for a field trip or event that was previously approved by the leadership team.
- If a signed contract is required to reserve a venue or activity, the contract may be signed by a member of the Leadership Team

If a member enters into an agreement or contractual obligation, either verbally or with their signature, under the false claim that it is on behalf of the co-op, neither the leadership team or the organization itself is obligated to adhere to the contract. The only signatories in the HOPE Christian Collaboration are members of the leadership team.

# CHILD, MEMBER, AND VOLUNTEER SAFETY POLICY (ABUSE PREVENTION)

## *GENERAL POLICIES*

- Any adult participating in the co-op shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect
- The windows of classroom doors shall remain uncovered to allow a clear view of classroom activities. If there is no window in the door, the door should remain cracked open anytime that two adults are not present.
- When possible, children are to be encouraged to take care of their own bathroom needs. If assistance is required, another adult who is a member of the co-op should be present.
- All children shall only leave the building with parents, guardians, or the person that the parents have made responsible for their children during co-op.
- Corporal punishment (spanking) of a child that is not your own is strictly prohibited. If a child's behavior is inappropriate and they have not heeded a warning, they are to be taken to their parent for discipline.
- Avoid promises of confidentiality to any child or teen that is not your own.

## *TWO ADULT POLICY*

Two adults must be present with children at all times. If one adult must step out, the classroom door is to be left open until a Leadership Team member can enter the classroom or the other adult returns. This applies to all classrooms and nurseries.

## *REPORTING SUSPECTED ABUSE OR NEGLECT*

Because we believe that the protection of children must be the most important concern, the H.O.P.E. Christian Collaboration has adopted the following guidelines for reporting observed or suspected abuse:

1. Upon observing or suspecting abuse:
    a. Make sure the child's safety and comfort are secured
    b. Make sure the suspected abuser is safely away from the child
2. Report the abuse or neglect promptly to a member of the Leadership Team Member.

## *LEADERSHIP TEAM MEMBER(S) ON REPORTING ABUSE*

1. Take all allegations of child abuse and/or neglect seriously.
2. Document all efforts at handling the incident.

3. Contact Summit County Children Services (330-434-5437) within 24 hours.
4. Report the incident immediately to the co-op insurance company.
5. Do not try to handle this without professional outside assistance. It is NOT the role of anyone in the co-op to evaluate or investigate allegations.
6. Notify the parents or guardians.
7. Do not confront the accused until the safety of the child is secured.
8. Treat the accused with dignity and support. If the accused is a member or volunteer of the co-op, that person should be relieved of his or her duties until the investigation is finished.
9. Each witness and Leadership Team Members who were present when th UI e situation came to light should fill out an incident report within 24 hours.

# RELEASE OF LIABILITY

**The following is a copy of the Release of Liability that members must acknowledge and agree to when they register yearly.**

I (We) hereby agree to be responsible for the conduct and actions of my child(ren). I understand that accidents and injuries may occur involving my child(ren) or myself, and I agree to release and hold harmless the H.O.P.E. Christian Homeschool Organization, its leadership team members, volunteers, and fellow parents and students from any liability, claims, or demands for any accidents or injuries which may occur during participation in the co-op or any extra event/field trip held by the Organization. Furthermore, any medical expenses for my child(ren) or myself incurred due to these incidents would be my responsibility, and I agree not to seek out payment or compensation from the H.O.P.E. Christian Homeschool Organization. I also agree to release and hold harmless Freedom Hill Community Church, its volunteers, and employees from any liability, claims, or demands for any accident or injury occurring while participating in co-op activities on their property.

I understand that, while every effort will be made to avoid any food allergens I have listed on my membership application for my child(ren), accidental exposure may occur because the H.O.P.E. Christian Homeschool Organization cannot guarantee an allergy free zone in any of our meeting locations. I agree to release and hold harmless the Organization, its leadership team members, volunteers, and fellow parents and students from any liability, claims, or demands for any injury due to accidental allergen exposure.

I understand that if at any time I feel that a situation or activity at the H.O.P.E. Collaboration or any extra function is unsafe for my child(ren) for any reason (including, but not limited to, health concerns, physical limitations, emotional limitations, or a general concern for safety) it is my responsibility to remove my child(ren) from that situation.

I understand that, while every effort will be made to lessen the risk of spread of communicable diseases/illnesses, the H.O.P.E. Christian Homeschool Organization, Freedom Hill Community Church, the leadership team, volunteers, and fellow parents cannot be held liable for any illnesses that arise due to exposure at regular co-op times or extra activities. I also understand that because health information is protected, the Organization has no right to question a family's decision to or to not wear masks.