



SCOPE

2025

Handbook

What is SCOPE Co-op?

Co-op is short for cooperative. We work together to provide our students with opportunities for learning they cannot get in the home setting. By combining our talents and time, we can help our children experience classroom settings, meet people with similar interests, and learn from adults who love to teach subjects that you may not enjoy or feel qualified to teach at home.

We are a large co-op, and we need parents to contribute in order for us to function. We know that many smaller co-ops are more relaxed than Scope about attendance and participation. We do not recommend you enroll in Scope unless you are willing to do what is asked of you, come even when you're tired, and remember that rules/policies apply to everyone.

Because we are such a large co-op, new families often feel overwhelmed on their first day of classes. We have discovered through trial and error that adding new families to our group mid year (for the spring classes) results in more difficulties than joining at the start of the fall semester. We have also learned that most families have never experienced a co-op quite like ours before, even if they have been homeschooling for years. A few years ago, we began holding "interviews" to give prospective members a chance to talk to us one-on-one and really find out about how Scope works. These aren't an audition for you, where we decide if we like you enough to let you join us; that's not how we work. We have a cap for each grade level, and we start with the earliest family on the list and add people until we run out of space. As a co-op that has been around for more than 10 years and now has over 200 students currently enrolled, there are a number of policies, rules, and standards that keep Scope running as smoothly as possible.

Rules, Policies, and Procedures

We don't want to have a lot of rules, but if a rule exists, trust us, there is a reason for it. When we have to make a judgement call, we try our best to make sure that we have quantifiable reasoning for our decisions and as often as possible, a written record giving the precedence. Keep in mind that what we allow one person/family to do, we have to be willing to let everyone do also. One family doing their own thing might not look like a problem, but when several families want that same privilege, the system breaks down.

I. Membership in Scope

- A. Scope is a 501(c)3 educational organization. As such, we have fees that we collect from members. These fees are invoiced to your account for each semester.
- B. If you choose to stop attending Scope, please let the administration know. Unless there are extenuating circumstances (as determined by admin), you will lose your membership in Scope. Rejoining Scope would require you to complete the waiting list process anew. Exceptions may be granted on a semester by semester basis.
- C. Scope is not a religious organization, but was founded on Christian beliefs and principles. Members do not have to sign a statement of beliefs, but all

members of administration do sign one. Any teacher at Scope must agree not to teach anything that conflicts with that statement of beliefs.

- D. We do not have a facility of our own. Our campus is located within North Clay Baptist Church. Scope members should treat the church building and church staff with respect and consideration.

II. Financial Procedures

- A. Scope collects a flat re-enrollment fee each semester. This is required of each family as a membership fee. This fee is due prior to registration. Re-enrollment fees are always non-refundable.
- B. Any other fees assessed will be based on the classes for which you register. All class fees are due by the first Monday of classes each semester. If you need a payment plan please contact the leadership as soon as possible.
- C. All credit and debit card payments must be made on the website and will incur a processing fee. Cash and checks are accepted in person on Mondays only.
- D. There will be a cut off date for changing classes after registration each semester. (See the registration section V.) Once that date has passed, all class fees will be due even if you decide to remove your child from a class and move them to study hall.

III. Behavior

- A. Students are expected to be respectful to teachers, parents, and other students.
- B. Students are expected to be in their registered classes/study hall, not wandering around campus. Students cannot visit classes they are not registered for.
- C. Threatening other students will not be tolerated.
- D. Do not damage Scope property or church property.
- E. Do not bring weapons to Scope. We know that a lot of people like to carry pocket knives and unless it becomes a problem, we will allow you to keep a folding knife in your pocket, but they need to stay put away. If you have a pocket knife or pocket tool out, any adult has the authority to confiscate it and turn it into the administration.
- F. Drugs, alcohol, and cigarettes are not allowed on the campus at any time. Vapes and e-cigarettes are also prohibited.
- G. Guys and girls should never be alone together. Please limit "Public Displays of Affection" to hand holding and quick hugs. This rule applies to everyone, regardless of gender or relationship status.
- H. If you have a cell phone or tablet, we expect you to be using it in an appropriate manner. Using a cell phone or tablet at Scope means that you agree to have your phone checked if your behavior raises questions about what you may be doing on your phone. Please do not watch videos or play games during class. Teachers are also welcome to collect cell phones at any point during class to prevent distractions.

IV. Dress Code- This applies to everyone, parents and students.

- A. For shorts, skirts, and rips in jeans: If you stand straight up and relax your arms at your side, the tip of your middle finger is the limit. You should not be showing skin above this point.
- B. If you wear leggings, you must wear a regular t-shirt with them.
- C. No crop tops- your stomach should never show, not when you raise your arms, and especially not when you are just standing still.
- D. Everyone must wear the appropriate undergarments (bras and underwear).

The Role of Parents at Scope

As stated earlier, we are a traditional co-op. We need parent participation to be successful.

I. Teaching

- A. If you are interested in teaching, let us know on the feedback forms we send out during each semester.
- B. Teaching assignments are not required nor guaranteed.
- C. Teachers who miss more than 3 days of class may not be asked to teach again.
- D. More detailed information about teaching can be found in the Teacher Handbook.

II. Aiding

- A. For parents who do not wish to teach, and who have drop off students younger than 8th grade/13 years old, you will be assigned aiding positions.
- B. In the past, we were able to create a defined set of guidelines for how many periods you would aide based on criteria such as how many periods your family was at Scope, and if you were also teaching any classes. As Scope has grown, we have realized that what works one semester might not work the next semester.
- C. If you have an aiding position, we ask that you be on time. We also ask that you try to be engaged in the class and what's going on.

III. Drop Off Fees

- A. Drop off is available for all students 8th grade/13 years old and above. If you choose to drop your student off at Scope, you will be charged a \$25 fee per period that they are on campus. This includes the lunch period. This is a one time charge per semester.
- B. Drop off fees are only assessed for Monday classes.
- C. Leadership has the right to revoke the ability for a student to be on campus without their parent if behavior becomes an issue.

IV. Things That Are Not Allowed

- A. Bringing children that are not your enrolled children. If you have a public schooled child who is out of school a day that we have Scope, they cannot just come with you and hang out.
- B. Bringing someone else's children that you are watching for the day. If you have to watch a niece/nephew/grandchild/next door neighbor's second cousin/any child that does not belong to you and is not enrolled at Scope.
 - 1. Exceptions to the above rule can be made in the cases of legal foster children, but will be decided on a case by case basis.

Communication

Almost all communication happens through Remind. There is an “Scope Admin” account that the administration takes turns monitoring. If you send a message to Scope Admin, no one else will be able to see it. On days we don’t have Scope, it may be a few hours before we respond. When we aren’t at Scope, we are doing our primary job of homeschooling our kids. Many classes have Remind groups that the teacher will use to send announcements. In order to receive Scope announcements, make sure SCOPE Homeschool Co-op” is listed under schools that you are in.

Registration for and Participation in Classes

- I. How and when do I register for classes?**
 - A. Registration happens in phases. Teachers/Administration first, then currently enrolled families, followed by new families. Everyone is assigned a specific time to register for classes. Once registration has been unlocked for your account, it stays open. We highly recommend that you register at your appointment time though.
- II. Why are there grade restrictions for classes?**
 - A. When we plan the schedule, we consider how many people are in each grade, and offer enough classes for the number of students in that grade. If your 7th grader wants to take a class we set for 8th-12th grade, they were not included in the count for that class. It may work out that there is a spot for them, but we cannot give them a spot until everyone in the assigned grades has a chance to register. If your child wants to be in a class that is outside their grade, please let us know before registration and we will make a note.
- III. What are class waiting lists and how do they work?**
 - A. If a class fills up, the system will enable a waiting list. It time stamps your registration, so we know who joined a class waiting list first.
 - B. Do not ask the teacher to let your child off the waiting list and into the class. They do not have the capability to approve that. Every semester, once registration is done, the admins review classes with waiting lists. If the classroom has enough space to increase the size, we will contact the teachers who have waiting lists and ask them if they are comfortable adding additional students. This happens based on the timestamp on your waitlist registration.
 - C. If your child is waitlisted for a class, you must sign them up for a back-up option. If your child is on campus, they must be registered in a class.
- IV. Is there an option for my child to be with me so we can work on school together?**
 - A. The short answer is POSSIBLY. This is only an option if we have a dedicated space for “Child with Parent.” How will you know if this is an option? If there is a class on the schedule called “Child with Parent” then it is allowed that semester. If it isn’t an option on the schedule, you must pick a class for your child(ren) for however long you are on campus.
 - B. Child with Parent means your child is with their PARENT, not another Scope parent. We understand that it is tempting to use the time you are at scope to fit in extra

tutoring or intervention, however we since we cannot allow every family to do this at Scope, it is unfair to allow certain families to do this.

- C. The number of parents (and their children) who can sign up for “Child with Parent” will be limited. We have to have people available to aide, so we cannot allow unlimited “child with parent” registrations. You are not guaranteed a spot in any “child with parent” class. It will follow the same registration rules as all other classes.
 - D. If you are registered in a “Child with Parent” class, your children must sit with you in the designated space for the class. They must be working and quietly occupied, not disrupting other people or classes.
- V. Why is there a deadline for class changes?**
- A. We have to create the budgets and let teachers know how many students to prepare for. It would be inconsiderate to them if we waited til the last minute to give them this information. It would also be rude to keep changing things once we have told them this information. After this deadline, the only class a student can move to is study hall and the fee for the original class will still be due.
- VI. Is there an attendance policy?**
- A. Due to the length of Scope’s waiting list, we ask that you do not miss more than four Mondays per semester. We do understand that life happens and allowances are made in extenuating circumstances. If you miss more than four, your opportunity to register for the next semester could be affected.
- VII. Does my child have to be enrolled in a class every period?**
- A. While at Scope all students need to be registered for a class. Once your classes are over for the day, please leave in a timely manner. This allows other students to get to their next class and not get caught up talking or goofing off. After 6th period, we are trying to clean up and it is hard to do that when people are hanging out socializing.
 - B. Exceptions are “child with parent” classes (see section IV above)