



Homeschool Cooperative  
Rock City Church  
Corpus Christi, TX

**Handbook**  
**2021-2022**

# About Salt & Light

We are a christian parent-run learning cooperative.

Matthew 5:14-16 “You are the light of the world. A city that is set on a hill cannot be hidden. Nor do they light a lamp and put it under a basket, but on a lampstand, and it gives light to all who are in the house. Let your light so shine before men, that they may see your good works and glorify your Father in heaven.”

Salt + Light Co-op was birthed out of a desire to create a space to teach children to live confident and bold for Christ. We believe the early years are for building a foundation of faith that will help them to be the salt and light of the world, not hidden, but shining God’s love and peace within the world.

We also want this to be a safe place for mammas to connect and build lasting relationships as well as get support in their homeschool journey.

# General Information

## Location/Meeting Time:

Rock City Church  
10309 South Padre Island Drive  
Corpus Christi, TX 78418

Fridays: 8:30am-1:00pm

Grades: K - 5th (Students must be at least 5 yrs old by Sept 10th)

**First Semester:** Sep 10<sup>th</sup> - Dec 10<sup>th</sup> (Thanksgiving Break on 11/26)

**Second Semester:** Jan 7<sup>th</sup> - May 13<sup>th</sup> (Spring Break on 3/11)

## Informational/Registration Meetings:

Informational Meetings will be on: **Monday Aug 2, 2021 and Monday Aug 23, 2021.**  
They will be held at Rock City Church at 7pm.

Students will be registered at these meetings but parents may attend a meeting and register at a later time.

If parents are unable to attend one of these meetings but want to join the Co-op, they need to contact Dionne Buentello to get information, make payment, get registration packet, and turn in forms.

Co-op begins on Friday September 10th, 2021.

## Fees:

- **Facility / Administration / Supplies Fee:** \$150 per student per semester
- **Field Trip Fees:** Cost of any field trips will be the responsibility of each family. No fee is collected by the Co-op for field trips.

**All fees will be due by August 23<sup>rd</sup> unless prior arrangements have been made. Fees are non-refundable after September 6<sup>th</sup>.**

## Co-op Leadership Team:

- Dionne Buentello ([dibuentello@gmail.com](mailto:dibuentello@gmail.com)) 956-346-6515 Director & Spanish Team Lead
- Amber Bendett ([amber@rockcitycorpus.com](mailto:amber@rockcitycorpus.com)) 361-726-0090 Geography Team Lead
- Kaela Hardin ([kaelajane@gmail.com](mailto:kaelajane@gmail.com)) 979-472-0445 Book Club Team Lead
- Gera Shirley ([gera.lemke@gmail.com](mailto:gera.lemke@gmail.com)) 254-541-0938 Bible Team Lead
- Ruth Deal ([theruthdeal@gmail.com](mailto:theruthdeal@gmail.com)) 910-273-8995 Science Team Co-Lead
- Meagan Reininger ([megreiner@gmail.com](mailto:megreiner@gmail.com)) 361-945-2718 Science Team Co-Lead
- Sheridan Ochoa ([enderlesheridan@yahoo.com](mailto:enderlesheridan@yahoo.com)) 361-903-4733 Childcare Team Lead
- Kimberly Matzke ([kbauer9@yahoo.com](mailto:kbauer9@yahoo.com)) 361-290-1387 Sound Team Lead

## Parent Involvement in the Co-op:

Salt & Light Co-op is truly a cooperative effort in that every family plays an important role in the success of this learning venture. Our desire is for no one to be overburdened by the role they play in the Co-op. We want this group to be a blessing to everyone who participates.

In order to do this, **we require that all parents be part of one of our teams.** Upon registration, the Leadership Team will assist each parent in finding a role that is a good fit.

Unlike other co-ops, you will not be required to be at every single co-op weekly meeting. You will be on a rotating schedule with your team. But out of respect for the entire group, non-participation or multiple misses on the part of the parent may result in dismissal from the Co-op.

Childcare for little ones will be available for when you are scheduled to be at co-op.

## Communication:

Upon completion of registration, you will be invited to join our Salt & Light Google Classroom. You will receive any and all communication through this platform, including announcements, assignments if any, extra links and or documents. Feel free to use this forum to ask questions and share pertinent information with the group as well.

**Membership in the Salt & Light Google Classroom is required for our co-op families.**

# School Year Schedule

<b>Month</b>	<b>Bible Passage</b>	<b>Geography</b>	<b>Spanish</b>	<b>Book Club (2nd-5th) *</b>	<b>Science</b>
<b>SEP</b>	Matthew 5: 13-16	JAPAN	Intros & Small Talk	Lion, Witch & the Wardrobe	Magnet Madness!
<b>OCT</b>	Philippians 4: 6-8	AUSTRALIA	Colors / Fruit This is / That is	Prince Caspian	Fossils & Extinction
<b>NOV / DEC</b>	Psalms 100	KENYA	Holidays / Songs Numbers	Voyage of the Dawn Treaden	Solids, Liquids & Gas
<b>JAN</b>	Matthew 5: 3-12	NORWAY	I want / You want I like / You like	The Silver Chair	The Moon & Its Phases
<b>FEB</b>	Romans 8: 37-39	BRAZIL	Morning Routine Night Routine	Horse and his Boy	Patterns of Motion & Friction
<b>MAR</b>	Matthew 22: 37-39	INDIA	All Things Clothes	The Magician's Nephew	Oceans, Lakes & Rivers
<b>APR</b>	Romans 5:3-8	FRANCE	All Things Food	The Last Battle	Rocks & Minerals
<b>MAY</b>	Make-up Month	CANADA	Review	Presentations	Plant Growth Conditions

\* There will be additional assigned books from the Magic Tree House series.

\* Younger students in K-1st will have shorter classic books like: Bernstein Bears, Winnie the Pooh, Madeline, and others - too many to be listed.

# Our Responsibilities

## Class Team Responsibilities:

### (Bible, Science, Geography, Spanish, & Book Club)

- Each class will have a teaching team that will be responsible for preparing the lesson, teaching the lesson, and making assignments for the class.
- Out of each class team, there will be a Teacher and a Teacher Assistant every week, the rest of the team will be off.
- The Class Team Lead will make the schedule and will be responsible for her team.
- While the Teachers prepare their classes and classrooms from 8:30-9:00, the Teacher Assistants will go to the playground to receive the students as they are dropped off. The Teacher Assistants will then bring in the kids to the sanctuary at 8:55.
- While the Teacher teaches, the Teacher Assistant will:
  - Work with Teacher for successful classroom management.
  - Sit with any child who is having difficulty with classroom manners.
  - Assist with passing out materials to the students.
  - Assist with restroom breaks and teacher transitions.
  - Assist with students' binders and with hole-punching and placing papers in their binders. There will be one binder for all the classes.
  - Assist children with collecting all belongings at the end of class.
  - Be considerate of the students and fellow teachers by not visiting with another parent or talking on/using phones during class time.
  - Be attentive to the needs of fellow teachers and the class and help out whenever possible.
- At the end of co-op day, the Teachers will be responsible for straightening the home classroom, cleaning tables, and returning tables and chairs to their place upon completion of the class. BIBLE CLASS & SCIENCE CLASS Teachers will be working together cleaning the sanctuary since both of these classes will be there.
- While Teachers clean at the end of the day, the Teacher Assistants will be going to the playground to keep an eye on the kids as parents pick them up.

## **Sound Team Responsibilities:**

- Sound Team will 2 members at the sound booth each co-op
- Sound Team will be responsible for being in the sound booth at 8:30 and turning on everything we need, including:
  - Making sure the mic is on and ready by 9am
  - Preparing any music needed for Bible class
  - Preparing Science videos to play throughout the day as the classes rotate through the sanctuary for science class
  - Shutting down the soundboard after classes are done
- One of the sound team members will be in the lobby from 8:30-9:15am to open lobby doors (which are always locked) when needed when kids/parents come in late and if anyone needs to go out and back in to the building. This sound person will again need to be there from 12:30-1pm.
- The second sound team member may also assist the Bible class and/or Science class when needed.

## **Childcare Team Responsibilities:**

- Child care team will have 2 team members care for the younger siblings of the co-op students when their parent is working at co-op from 8:30-1pm.
- The Child care team Lead will be in charge of the rotation schedule.
- Ages of young siblings are: infants to 4yrs old.
- There may be a paid child worker as well, depending on the amount of siblings.

# Discipline Guidelines

Students are expected to be obedient, honorable, considerate, and respectful to their teachers and peers at all times. No inappropriate language, lying, gossip, teasing, pranking, or behavior that endangers fellow students will be tolerated. Students are expected to abide by the Conduct Guidelines.

If a violation of these guidelines occurs, the Leadership Team will take the following actions:

- Provide a first verbal warning of the offense
- Provide a second warning in writing to adhere to the Conduct Guidelines
- Upon three warnings or strikes, contact parent to come pick up the student. If parent is on schedule to teach that day, she will sit out with the student for the day or may leave for the day and the assistant teacher will take over the classes.
- If conduct continues, require a parent conference to resolve conduct violations
- Administer suspensions when necessary
- Restrict or revoke membership privileges in severe or repeated circumstances

\*\* Please recognize that not all behaviors or situations deemed inappropriate can be foreseen by any code of conduct. There may be situations not specifically addressed in this handbook that could be considered a violation of the general policies of Salt & Light, and these instances will be reviewed by the Leadership Team as needed.



# Conduct Guidelines

## To show thoughtfulness & respect for our host facility:

- All families are to show care and respect for the facility we are graciously allowed to use and for any other activities conducted while we are in the building.
- Adults and children are to remain in the area designated for Co-op classes and are not to be anywhere else in the building unless attended by a class teacher or a parent.
- Students should wear nametags for the first month so that they can be identified by all teachers and team members. (Bible Class Team)
- Children should walk at all times. Running is not permitted unless part of a class activity.
- If a child damages or destroys facility property, the parent is responsible for repair or replacement of that property.
- Any spills or messes must be cleaned up promptly and not left for others to handle.
- Please check thoroughly before leaving to ensure that you have all of your family's belongings, including take-home papers and projects.
- Be attentive and make every effort to leave the facility in better condition than when we arrived.

## To show thoughtfulness & respect for our teachers:

- Arrive to co-op a few minutes early so co-op may begin on time.
- Bring all supplies needed for class including binder with dividers for **Geography, Science, Bible, Spanish, and Book Club**, pencils, eraser, colors, etc.
- Listen attentively in class. Do not visit with classmates while the teacher is speaking. Raise your hand rather than interrupting.
- Inappropriate attitudes and language are not acceptable and are subject to discipline.
- Leave personal electronic devices outside of the classroom.
- Parents must check with their child's teacher periodically to inquire how their child is doing in class.

## To show thoughtfulness & respect for all participating families:

- Conduct yourself such that your words and actions promote unity and encouragement.
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping, lying, teasing, pranking.
- Handle conflict privately and Biblically (Matthew 18)
- Show respect for all those around you and conduct yourself in a safe and orderly manner.

## To show thoughtfulness & respect for Salt & Light leadership:

- Bring input and opinions to the Leadership Team in a responsible and respectful manner.
- Recognize the leadership as voluntary and afford them a good measure of grace.
- Recognize that participation is a privilege and avoid conduct violations.

# General Guidelines

## Illness Policy

If any person has had any of the following symptoms within 24 hours of any class or activity or if they are recovering from any contagious illness, please be considerate of other families and do not attend: Coughing, runny nose which is not clear, fever, vomiting, sore throat, flu or flu-like symptoms, diarrhea, pink eye, strep throat, rash, ringworm, head lice, or any other contagious illness. In the event of widespread illness, such as the flu or Covid, the Leadership Team may request that all members of a family stay home if one or more members is ill. The Leadership Team reserves the right to cancel classes due to illness in the event that multiple families/teachers are affected. Every effort will be made to make up any lessons missed due to cancellation. In case where illness affects some members of your family and you cannot come when you are scheduled, contact your team so you can switch schedules with someone. If that cannot happen, **please notify Dionne Buentello and your teaching team if you are going to be absent.**

## Inclement Weather

In the case of inclement weather, a decision regarding class cancellations will be made by the Leadership Team, and members will be notified via Facebook by 8:00am the morning of the Co-op. If inclement weather begins while Co-op is in session, classes may be dismissed early for the safety of the group.

## Lost and Found

We will keep a box of found items in our supply closet. If a student leaves something behind, please ask one of our leadership team for the Lost & Found box.

## Allergies

Please make sure the Leadership Team and your child's classroom teachers are aware of any allergies. There may be activities involving food and we want to ensure each child's safety as much as possible.

# Field Trip activity Guidelines

Every Salt & Light field trip your family enjoys throughout the year is due to the talents, time and generosity of your fellow Salt & Light members. Our group is a cooperative one, and it is very important that we respect the efforts of all Salt & Light member volunteers who provide our families with such generous enrichment opportunities.

Whether you are organizing, hosting, or attending a Salt & Light activity, please be familiar with the following general guidelines:

- All events or activities are subject to the policies stated in the Salt & Light Handbook and Policy Manual
- All events or activities are subject to the Salt & Light Release Form in the Registration Packet
- All participants are required to follow additional rules or guidelines of any host facility, including but not limited to Rock City Church
- Members must be attentive to the fact they are representing Salt & Light at all sponsored activities and events, whether in public or at a private facility, and as such must commit to uphold and protect the reputation of the co-op.
- The activity coordinator/host will remind participants that *Salt & Light Conduct Guidelines* are in effect and will help guide appropriate behavior for the designated activity. *If there is a concern with a student's behavior, the host will discreetly bring it to the parent's attention. If that does not satisfactorily resolve the issue, then the host has the option of asking the offending family to leave. If a parent is not available, the host will respectfully remind the student of the applicable rules and inform the parent at a later time.*
- Members will be considerate of the host/coordinator's efforts by providing an RSVP, paying any fees associated with the event, arriving on time, supervising your children, and respecting the property of others.
- Members will participate in group events to the best of their abilities and will actively engage with other *Salt & Light* families.

Thank you for helping make Salt & Light field trips fun, memorable and safe! If you have any questions, concerns, or suggestions regarding Salt & Light events, please contact the Leadership Team.