

Policies and Procedures

I. Membership

A. Member expectations

1. Uphold the values of City Roots Homeschool Cooperative (known throughout this document as CRHC) as stated in the Mission and Vision Statements
2. Honor all applicable Rights and Responsibilities
3. Meet the Member Contribution requirements for a participating family.
 - a) Hardship or scholarship needs may be accommodated at Governance Committee discretion.
 - b) Member Contributions
 - (1) Calendar years for Membership run June 1-May 31.
 - (2) Membership Options
 - (a) Introductory Member
 - (i) Available only to new families for their first Fall or Spring of Membership.
 - (ii) No contribution hours are required.
 - (iii) Will be entered third in class enrollment lotteries.
 - (b) Orange Member
 - (i) Requires 10 hours of Volunteer or class time annually for first participating child.
 - (ii) Each additional child adds two hours annually.
 - (iii) Up to half of the hours may be replaced by \$10 per hour.
 - (iv) Will be entered second in class enrollment lotteries.
 - (c) Blue Member
 - (i) Requires 20 hours of Volunteer or class time annually for first participating child.
 - (ii) Each additional child adds two hours annually.
 - (iii) Up to half of the hours may be replaced by \$10 per hour.
 - (iv) Will be entered first in class enrollment lotteries along with Gray Members.
 - (d) Gray Member

While the Mission and Vision of CRHC focuses heavily on creating a community of contributing Members, there is a monetary contribution

alternative to increase flexibility and ensure accessibility to Member families in various situations.

- (i) Requires \$300 annually for first participating child.
- (ii) Each additional child adds \$50 annually.
- (iii) Will be entered first in class enrollment lotteries along with Blue Members.

(3) Volunteer Contributions

- (a) Volunteer hours count when they can be rounded up to at least half an hour.
- (b) Volunteer opportunities can be offered as they arise throughout the year.
- (c) Volunteer opportunities for planned events will be offered for sign up by the organizing Committee or subcommittee as early as possible.
- (d) Members who have a request for Volunteers can submit a Volunteer Request Form.
 - (i) Governance Committee will review request for Volunteers and approve or deny based on adherence to Mission and Vision.
 - (ii) If approved, a Governance Committee Member will post the call for Volunteers through the official communication channels.

(4) Committee Contributions

- (a) Governance Committee
 - (i) Service on this Committee counts for 10 hours of contribution requirements.
 - (ii) In the event that a Governance Committee Member's term ends or begins in the middle of the year, service will count as 5 hours.
- (b) Other Committees
 - (i) All other Committees are subject to Governance Committee approval and oversight.
 - (ii) Service on all other Committees counts as 5 hours of contribution requirements.
 - (iii) In the event that a Committee Member's term ends in the middle of the year, service will count as 2 hours.

(5) Class Contributions

- (a) To count for contribution hours, classes must meet all standards in Class Scheduling and Enrollment Policies.
- (b) Contribution hour accrual is subject to Absence and Attendance Policies.
- (c) Transit hours do not count for contribution hour accrual.
- (d) A maximum of 8 hours of contribution time can be claimed in a 24-hour period for a single event.

(6) Scholarship and Donation Policies

- (a) Scholarships for full or partial requirements are available for Blue and Orange Member options by request at Governance Committee discretion and subject to available funds (financial or temporal).
- (b) Members may donate extra accrued hours to other individual Members.
- (c) Members may donate extra accrued hours to a pool of Scholarship hours.

(7) Contribution Tracking

- (a) Membership contributions will be tracked and confirmed electronically.
- (b) In the event that a Member/family has not met contribution requirements at the end of the Spring trimester, they will have a grace period in the next year's Summer trimester to make up hours.
- (c) Hours could also be donated from another Member family to make up missing contribution.
- (d) In the event that contribution hours remain after that Summer trimester, Member family will be bumped down a level in the lottery and expected to add those hours to the Fall and Spring trimesters for that year.
- (e) In the event that contribution hours still remain, Member family will be blocked from enrollment in classes until the account is reconciled.

(8) Voluntary Leave Policy

If entire Member family will be unavailable and not in attendance for the entirety of the Fall or Spring trimesters (travel, outside obligations), Member family can request official leave and be responsible for only half of the contribution for that calendar year.

- (a) Voluntary Leave Policy cannot be used for consecutive Fall/Spring trimesters.

(b) Members on Voluntary Leave will not have access to the class catalog for that trimester but will remain in the closed Facebook group, maintain access to public events, and maintain the ability to vote.

(9) Emergency Leave Policy

If an individual family member is unexpectedly unavailable due to illness, birth/adoption, caregiving responsibilities for family members, etc., Member can request family leave and be responsible for only half of the contribution for that calendar year.

(a) Participation in events, classes, and activities remains open to all family Members.

(b) Emergency Leave can be requested multiple times for ongoing or multiple circumstances.

(c) Approval is subject to Governance Committee by a simple majority vote.

B. New Member Joining Procedures

1. New Members may join CRHC at any point in the year. If they join after enrollment has passed for the Fall trimester, they may join with a contribution one-half the total until the following year, when full contribution would be expected to maintain Membership.
2. Before joining, New Members must meet with at least one Member of the Governance Committee or identified representative.
3. New Members must complete a New Member Registration form.
4. Before joining, New Members will receive a welcome packet that includes the Bylaws, Policies and Procedures, and Rights and Responsibilities documents for both children and adults. New Members must sign a document (to be retained by CRHC) verifying they have read and agree to the terms in these documents.
5. New Member Children should verify they understand and agree to their Rights and Responsibilities document.

C. Prospective Member Policies

1. Prospective Members are invited to any public CRHC events including all Park Days and any other recruitment/public events as shared on the open Facebook group (City Roots: A St. Louis Homeschool Community).
2. Prospective Members are welcome to join the open Facebook group (City Roots: A St. Louis Homeschool Community) while considering Membership to learn more about opportunities and the community.
3. Upon attending a Park Day or other recruitment/public event, Prospective Members will receive informational materials from the New Member Director or a representative.

II. Teacher/CoTeacher/Chaperone

- A. Members who teach must adhere to the Rights and Responsibilities document and all following items. Non-Member Teachers must adhere to the following items.
- B. All classes must be held in a safe learning environment. If you are unsure if your space meets these standards, please contact the Governance Committee. A safe learning environment is defined as one that meets the following:
 - 1. Free of environmental hazards and toxins.
 - 2. Structurally sound.
 - 3. No unsecured firearms/weaponry (a “secured” weapon is one that is in a locked location and inaccessible to participants).
 - 4. No unsupervised access to alcohol/drugs/medication.
 - 5. Secured valuable/fragile possessions in accordance with reasonable age and behavioral expectations of students.
 - 6. Attended by at least two unrelated adults.
- C. All classes must be led by adults who meet reasonable standards of safety and care. We operate on an honor system of meeting these expectations:
 - 1. No relevant or recent history of violent behavior or predatory behavior (sexual or otherwise) without a clear demonstration of restitution and recovery.
 - 2. No history or demonstration of discrimination against marginalized communities or individuals without a clear demonstration of restitution and recovery.
 - 3. Behavior must remain safe, respectful, and attentive. If substance, emotional, psychological, or situational interference prevents upholding these requirements, the Teacher should step away from teaching duties until interference is resolved.
 - 4. Governance Committee holds the right to use their discretion on who is allowed to teach.
 - a) All decisions will be made with the best interest of the entire family and the group’s safety in mind.
 - b) Resources from external organizations will be provided to help address issues whenever possible.
- D. Communicate individual needs (in case of injury/illness, emotional distress, interpersonal conflict) according to the following procedure:
 - 1. Speak to CoTeacher/Chaperone about needs and accommodations.
 - 2. Notify Governance Committee for ongoing or unresolved concerns to begin the Grievance Process.

III. Student

- A. Adhere to the Rights and Responsibilities document.
- B. Communicate individual needs (in case of injury/illness, emotional distress, interpersonal conflict) according to the following procedure:
 - 1. Speak to Teacher/CoTeacher/Chaperone about needs and accommodations.

2. Speak to Student Government representative (if operational) for ongoing or unresolved concerns.
3. Notify Governance Committee for ongoing or unresolved concerns to begin the Grievance Process.

IV. Sickness/Contagious Disease

To ensure the safety and health of all participants to the extent possible, the following policies regarding sickness and contagious diseases are in place:

- A. Anyone (Teacher, student, caregiver, sibling) who exhibits fever, vomiting, diarrhea, or other concerning sign of a contagious disease should refrain from attending classes until free from symptoms for a minimum of 24 hours.
- B. When possible, Teachers are encouraged to offer online access to classes via teleconference (or software like Skype/Zoom) in the event of student absence due to illness.
- C. Teachers are encouraged to provide absent students and/or their caregivers with a description of class activities and suggestions for how to catch up in the case of an ongoing class.
- D. Families who do not vaccinate according to the recommended CDC schedule are requested to honestly make their status known if asked for the protection of the young, the elderly, and the immunocompromised.

V. Attendance/Absence

A. For Teachers

1. In the event that a Teacher must be absent from class for illness, emergency, or planned conflicting obligation, every effort should be made to find a substitute and to provide substitute with adequate information and materials to maintain class flow as smoothly as possible.
 - a) If the class has a substitute, the substitute can then claim those hours as part of their contribution requirements instead of the original Teacher.
 - b) If the substitute wishes to donate the hours back to the original Teacher, they may do so.
2. If a Teacher must cancel a class or class meeting, every effort should be made to inform caregivers of participants in advance and to communicate with families to determine the best response (make up class, skipping content, combining content in another day, etc.).
 - a) If the class is cancelled, the Teacher does not receive contribution hour credits.
 - b) If the cancelled class involved a fee, the Governance Committee should be contacted through the Return of Funds form to arrange for a refund from Teacher to enrollees through the CRHC Class Payments Account.

B. For Students

1. In the event that a student must be absent from class for illness, emergency, or planned conflicting obligation, every effort should be made

to communicate absence to Teacher(s) in advance and to make up any necessary work to ensure class quality and continuity can be maintained.

2. If a student knows in advance that they will miss any number of sessions of an ongoing class, the student and/or their caregiver should discuss absences with the Teacher before enrolling to ensure class quality and continuity can be maintained.
3. If a student knows in advance that they will miss a significant number of sessions of an ongoing class that has a waitlist, student and/or their caregiver should consider relinquishing spot.
4. In the event that a student must miss a class, refunds are determined based on Teacher's discretion. Families must understand that refunds are not always possible based on supply/entry fee deadlines and purchases. If a refund is to be issued, it should be requested via Return of Funds form and completed through the CRHC Class Payments Account with the assistance of a Governance Committee member.

VI. Course Content

All course content must meet the following requirements:

A. Secular

While there are many definitions of secular, we use an adapted definition from Secular, Eclectic, Academic Homeschoolers:

1. Content that does not posit, present, or endorse religious beliefs, texts, philosophies, and teachings as factual.
2. Secular curricula can and often will discuss the influence of religions and religious beliefs on historical events.

B. Nondiscriminatory

Overall course context and goals should not discriminate against individuals or groups on the basis of race, sex, gender identity, sexual orientation, disability/neurodivergence, religion, or socio-economic status. If discriminatory content is included, the fact that it is discriminatory should be acknowledged meaningfully and used explicitly toward the goal of revealing discriminatory historical events or patterns of behavior in a developmentally appropriate way.

C. If you are unsure if your content meets these standards, please contact the Governance Committee.

D. Governance Committee holds the right to use their discretion on what content is allowed in courses.

1. Governance Committee may review course descriptions for potential conflicts and reach out to Teachers to find resolutions in advance of class start date when possible.
2. Response to content that does not meet the standards will focus on education and the chance to revise teaching approach whenever possible.

VII. Location Stewardship

CRHC aims to be respectful and conscientious of all of the spaces we use during our

educational and social activities and events. These policies apply to all spaces (which include but are not necessarily limited to Private Homes, Public Spaces, Natural Spaces, or Private Property). With that in mind, the following have been adopted:

A. Location-specific rules

It is the joint right and responsibility of the location owner/administrator and Teacher/CoTeacher to determine rules and communicate them.

1. Considerations include:

- a) Physical boundaries where Members are allowed.
- b) Location-specific rules.
- c) Any important safety notes (eg: the road is very busy, do not allow children to stray).

2. Adult and Children Members should:

- a) Respect the learning space, the stated limits, and the property within.
- b) Communicate with the property owner/administrator and/or Teacher/CoTeacher about any expected difficulties with the stated rules.
- c) Endeavour to follow all rules and leave the space if there are issues with compliance that cannot be accommodated.

B. Location-specific duties

Some classes, by nature of the content, duration, or location, will require additional Volunteer duties in order to comply with location rules.

- a) Teacher should state this information as clearly as possible in the course description.
- b) Teacher/CoTeacher will be responsible for Volunteer scheduling and work completion/quality within the context of their class.
- c) Cohort offerings consisting of several classes packaged together at a location should have a Leadership Team to coordinate Volunteer scheduling and work completion/quality within the context of their sessions.

VIII. Class Scheduling/Enrollment

A. Timeline

Catalogs for class/activity enrollments will be offered on a trimester basis. Specific dates and deadlines will be officially announced each trimester with adequate time (at least two weeks) before the course process begins, which includes submissions, selections, and enrollments. Trimesters will be divided as follows:

1. Summer Trimester (June-August).
2. Fall Trimester (September-December).
3. Spring Trimester (January-May).

B. Randomized Course Admission

1. All classes and activities offered as a CRHC catalog entry must be open to all Members in good standing who meet the course requirements. If

there are more interested participants than allotted slots, admission will be randomized through a lottery system.

2. Teachers with more interested participants than available slots will receive a wait list. Teachers should contact waiting participants in the order they appear on wait list in the event that a slot becomes available.

C. Cost

1. CRHC Members who are offering classes to meet their contribution requirements must offer at least one (1) class at no cost to learners or their families.
 - a) Class offerings beyond that may have an associated materials fee.
 - b) Every effort should be made to keep costs as low as possible to make courses accessible.
2. CRHC Members offering classes through the CRHC catalog cannot charge a fee for their own time spent teaching those classes.
3. CRHC Members offering classes with a guest speaker may charge a fee to compensate the speaker for teaching time.
4. Fees for CRHC classes will be collected in accordance with Financial Policies (see below) and subject to Scholarship/Hardship Fund dispersals.
 - a) Members will be asked to pay what they are able upon enrollment.
 - (1) Members who pay slightly above the requested fee will supplement the Scholarship/Hardship fund.
 - (2) Members who pay less than the requested fee will have their fee supplemented through the Scholarship/Hardship fund on a first come, first served basis.
 - b) If the Scholarship/Hardship Fund is depleted, an announcement will be made so that Members can make decisions about continuing class enrollments.
5. Members are welcome to share outside opportunities with associated costs.
 - a) These offerings would not count for contribution hours.
 - b) Fees for outside opportunities will be handled through individual external sign ups rather than through CRHC financial channels.

- D. In accordance with the Mission and Vision Statement, course locations should be within the city unless the course content, course goal, or logistics require otherwise. When the location needs to be outside of the city, efforts will be made to utilize carpooling or mass transit transportation options.

E. Types of Offerings

1. Classes and Field Trips
To be considered a class or field trip for contribution hours, the offering must be submitted by the catalog deadline and offered to CRHC learners outside of the Teachers' families. If a course listing is made available to learners outside of CRHC (such as to fill empty slots), all participants

must agree to meet the standards outlined in CRHC Rights and Responsibilities.

- a) It is the responsibility of the person offering the class to make sure all attendees outside of CRHC have been given and agree to the Rights and Responsibilities documents.
- b) Classes must be organized by a CRHC Teacher, not an existing event created by an outside organization. Existing events set up by an outside organization may be offered to the group as outside opportunities, but they do not count for contribution hours and do not appear in the catalog.

2. Official CRHC Events

Periodically, an event may be coordinated by CRHC Committees (e.g. Halloween Party, Fundraiser, etc.). These events will not be in the catalog but will be announced via official communication channels. Volunteers at these events may use their time for contribution hours, but attendance does not count as contribution hours.

IX. Advisement

Members are encouraged to use the Advisement Form to submit questions about how to uphold the policies and procedures. The Resource Director will review forms and contact Members with resources and suggestions as applicable.

X. Park Day

- A. Park Day will be held once a week at a day/time determined by the Governance Committee with input from full Membership on availability.
- B. Park Day will be held at parks within the city limits of St. Louis City on a monthly rotating basis. Location change may be made to another city park or alternative city space due to location-specific hazards or conflicting outside events in chosen location.
- C. Park Day may be cancelled due to holiday conflicts, inclement weather, or widespread illness among the CRHC community. Cancellations will be made and announced as early as possible.
- D. In the event of predictable inclement weather, every effort will be made to schedule alternative Park Day activities at an indoor location.
- E. Each Park Day will be announced on both the open and closed Facebook pages and the website. Changes to park day (such as cancellation or location change) will be announced on both the open and closed Facebook pages.

XI. Communication

- A. The primary communication method will be via Facebook, but can be changed by a simple majority vote of full member body if necessary due to technology changes or member concerns.
- B. Two separate Facebook group accounts will exist: the City Roots: A St. Louis Homeschool Co-op and City Roots: Official Members.
 1. City Roots: A St. Louis Homeschool Co-op will have the following guidelines:

- a) Purpose
To provide a place for publicity, general discussion, announcements promoting recruitment events (such as park days or information sessions), and registration deadlines.
- b) Membership Eligibility
 - (1) Current Members.
 - (2) Former Members.
 - (3) Prospective Members.
 - (4) Individuals with professional connections to homeschooling.
- c) Restrictions
 - (1) Must agree to adhere to Mission and Vision Statement.
 - (2) No discriminatory or hate-filled language.
 - (3) No posting of event locations other than those specifically open to Prospective Members and/or the public at large.
 - (4) No posting of personal identifying information about other Members or their families.
 - (5) No tagging or posting of names of people in photographs without permission .
 - (6) No self-promotion for anything unrelated to homeschooling.
 - (7) No excessive self-promotion of any kind.
 - (8) No deleting posts or comments excepting group moderators deleting posts or comments that violate content policies.

2. City Roots: Official Members

- a) Purpose
Sharing pertinent and official information between Governance Committee and member body such as deadlines, votes, position vacancies, housing governance documents, etc.; planning events, classes, and activities between Members; sharing photographs and class summaries.
- b) Membership Eligibility
 - (1) Current Members in good standing.
 - (2) Members whose Membership lapses will be periodically removed from the group.
- c) Restrictions
 - (1) No discriminatory or hate-filled language.
 - (2) No disclosure of personal information such as medical issues, personal contact info (address, phone, email), full names, or birth dates, disability status, financial status, or grade/age mismatch about other Members or their families without specific permission from those Members.

- (3) No self-promotion.
- (4) No deleting posts or comments except group moderators deleting posts or comments that violate content policies.
- (5) No screenshots or personal information from the group should be shared with Members outside of the group.

- C. In addition to Facebook, e-mails will be also be sent to Members in good standing for the following:
1. Official votes (one vote per family; sent to email chosen on registration form).
 2. Any issue the Governance Committee feels is particularly pressing or serious.
 3. Dissemination of official Governance Committee meeting minutes.

D. Website

CRHC will also have a website with the following:

1. Relevant information on deadlines and upcoming events.
2. Class registration.

XII. Finances

- A. All fees collected for classes go through the Governance Committee.
1. Members will make payments for class enrollments via official CRHC Class Payments account.
 2. Payments for classes are due at Teacher's discretion.
 3. The Governance Committee will disperse class fees to Teachers via official methods on the first of each month. Teachers should ensure that they set deadlines for payment by the end of the month prior to the month in which their class occurs to ensure payment before class start date.
 4. Exceptions to payment schedule may be made at Governance Committee discretion if warranted by extenuating circumstances.
- B. Scholarship/Hardship Fund
- A Scholarship/Hardship Fund shall be established for the purpose of allowing all Members to participate in classes with fees regardless of ability to pay.
1. Members will be asked to contribute extra to their own fees when possible.
 2. Fundraising to boost Scholarship/Hardship Fund based on need can be conducted.
 3. Total amount available in Scholarship/Hardship Fund will be reported each Governance Council meeting. It will also be shared with any member upon request.
 4. Names of recipients of funds from the Scholarship/Hardship Fund will remain confidential and only disclosed to Members of the Governance Committee or Financial/Budgetary Committee (if in existence).
- C. Spending

Governance Committee can approve spending for events, supplies, and operating expenses. Guidelines for budgeting, spending requests, and approvals are as follows:

1. Budgetary Oversight

- a) Any funds collected through member contribution dues will be used in accordance with the Budgetary Framework. Possible uses include operating expenses (website hosting fees, banking fees, administrative costs), Scholarship and Hardship funds, parties and events (including space rental and food), mediation services, childcare, and potentially paying outside teachers to provide instruction.
- b) A general Budgetary Framework shall be adopted and approved by a majority vote of full member body in accordance with voting procedures.
- c) The Budgetary Framework will be reviewed every two (2) years (following review during the initial 6-month period for all governance documents), revised as needed, and approved by a majority vote of the full member body in accordance with voting procedures.
- d) All spending not specifically approved in the general Budgetary Framework must be approved by a simple majority vote of Governance Committee. If the request is above \$50 or 10% of the total budget, it must also be approved by a majority vote of full member body in accordance with voting procedures.
- e) Total expenditures and budget will be reported at each Governance Committee meeting and made available to any member upon request.

2. Spending Requests

a) Committees

- (1) A Committee may make spending requests to the Governance Committee by submitting Financial Request Form.
- (2) Upon receipt of Financial Request Form, Governance Committee or Financial Committee would use their discretion as described above to initiate payment if approved.

b) Teachers

- (1) Teachers may make funding requests to the Governance Committee via the Financial Request Form.
- (2) Upon receipt of Financial Request Form, Governance Committee or Financial Committee would use their discretion as described above and initiate payment if approved.

3. Refunds

a) Committees

- (1) Committees needing to issue refunds for any reason shall return funds to CRHC via the Return of Funds form.
- (2) Upon receipt of Return of Funds form and returned funds, Governance Committee or Financial Committee would accept the funds back into the CRHC account.
- (3) The Governance Committee or Financial Committee would then issue a refund to the necessary parties in the amount paid.

b) Teachers

- (1) Teachers needing to issue refunds for classes for any reason (price change, class cancellation, etc.) shall return funds to CRHC via the Return of Funds form.
- (2) Upon receipt of Return of Funds form and returned funds, Governance Committee or Financial Committee would accept the funds back into the CRHC account.
- (3) The Governance Committee or Financial Committee would then issue a refund to families in the amount paid.
- (4) In the event that there are any additional funds or a family waives their right to a refund, funds will be deposited into the Scholarship/Hardship Fund.

4. Spending Approvals

- a) Upon receiving a spending request from a Committee or Teacher, the Governance Committee or Budgetary Committee will review the request according to the following non-exhaustive list:
 - (1) Does it support mission/vision statement?
 - (2) Does it fit into the budgetary framework?
 - (3) Does the funding exist?
 - (4) Would granting the funds unfairly advantage/disadvantage a select group of Members?
- b) After the Governance Committee or Budgetary Committee funding decision, a Funding Decision Form will be submitted to the requester informing them of the decision and providing steps for an appeal if desired. Approved requests will include a detailed pay out date and method if applicable.

XIII. Grievances and Discipline

A Grievance is the official procedure for formalizing a complaint or initiating conflict resolution in the case of violations of the governing documents.

A. Filing a Grievance

1. Before filing a Grievance, Members should make every effort to resolve conflicts directly with individual(s) involved.

2. If a satisfactory solution cannot be reached individually, member(s) can request a Grievance hearing by completing the Grievance form.
3. Grievance hearings to resolve ongoing conflict can also be initiated by request of Governance Committee member.
4. Mediation Meetings can be requested in absence of a Grievance at Governance Committee discretion in an attempt to resolve ongoing conflict.

B. Responding to a Grievance

1. Upon receiving Grievance notification, Governance Committee mediator will email all parties to set up a child-free Mediation Meeting at a neutral location.
 - a) The Mediator position will rotate through the Governance Committee Members, taking into account potential relation to the Grievance and affected Members.
 - b) If an affected member needs childcare the Governance Committee will seek to offer care, first checking if any CRHC Volunteers are available. Failing Volunteer options, paid care may be used if funds allow.
2. Individuals should respond to email confirming time, date, and attendance within 24 hours.
 - a) If no response, Governance Committee mediator will follow up via text/Facebook/or available communication methods.
 - b) If there is still no response within a second 24 hours, probationary status will go into effect for that member, barring extreme or emergency conditions on their part.

C. Mediation Meeting Procedures

1. Individuals can request a Silent Advocate to attend Mediation Meeting. Silent Advocate shall remain completely silent and only observe.
2. A Governance Committee member chosen on a rotating basis will act as Mediator for all routine disputes.
 - a) If chosen Governance Committee is one of the affected parties or feels unable to participate impartially, member shall recuse themselves and another Governance Committee member will serve as mediator.
 - b) If a Governance Committee member recuses themselves as mediator, they shall be placed next in line in the rotation for serving as mediator. It is possible someone could serve more than once in a row due to recusals and rearranging. Every effort shall be made to create a balanced distribution of mediation work over time.
3. Disputes of a particularly charged or challenging nature may require the use of an outside mediator.

- a) Outside mediators may be hired using CRHC budgetary funds as available.
 - b) Free outside mediation through local nonprofit services may be utilized.
- 4. Prior to Mediation Meeting, affected parties shall define points of conflict and prioritize 1-3 primary issues.
- 5. At the beginning of Mediation Meeting, everyone discusses and agrees upon a shared overall goal(s).
- 6. Mediator shall remain neutral and hands-off during meeting. Their role is to reframe questions and comments as necessary and to keep the focus on reaching shared goal(s).
- 7. Upon completion of Mediation Meeting, mediator shares summary of meeting and action steps via email with the affected parties and the Governance Committee official email account.
 - a) The Mediator and Governance Committee will enact and enforce any required actions.
 - b) Up to three meetings may be held to resolve matters. Should matters not yet be resolved, other disciplinary actions may be necessary.

D. Disciplinary Actions

If a member is found to be in violation of any governing documents (Bylaws, Policies and Procedures, Rights and Responsibilities), they may be subject to disciplinary actions. These include the following:

1. Potential Disciplinary Actions

a) Written Statement

At the discretion of the Governance Committee, a member may receive written notice of violation of governance documents and a formal request to take corrective action.

b) Mediation Meeting

A mediation meeting may be called by any member witnessing violation and requesting resolution. The Mediation Meeting Procedures will be followed to attempt to find a resolution to violation.

(1) Member who witnessed violation may participate in Mediation Meeting.

(2) If the situation warrants it, a written witness statement can replace presence at Mediation Meeting.

(3) Witness can remain anonymous upon request.

c) Limited Participation

At the discretion of the Governance Committee, violations of governing documents may result in limits placed on participation for a specific amount of time determined at the discretion of the Committee. These can include but are not limited to the following:

- (1) Revocation of ability to offer classes in private spaces.
 - (2) Revocation of ability to act as
Teacher/Co-Teacher/Teacher/Chaperone/Volunteer.
 - (3) Revocation of ability to attend classes/events
 - (a) In specific locations.
 - (b) With specific Teachers, Chaperones, or students.
 - (c) In any format.
- d) Suspension of Membership
- At the discretion of the Governance Committee, violations of governing documents may result in suspension of Membership for a specified amount of time ranging from 1 week to 1 year.
- (1) If an individual member of a family is suspended from Membership, other Members of the family who remain Members in good standing can still participate.
 - (2) Suspension of Membership may include bans from presence at events even if other family Members continue to participate if deemed necessary for the safety of the group.
 - (3) Upon completion of suspension period, Governance Committee member notifies suspended member that suspension period has ended, discusses the situation, and takes any additional action deemed necessary.
- e) Revocation of Membership
- At the discretion of the Governance Committee, violations of governing documents (Bylaws, Policies and Procedures, and the Rights and Responsibilities documents) may result in revocation of Membership.
- (1) If an individual Member of a family has Membership revoked, other Members of the family who remain Members in good standing can still participate.
 - (2) Revocation of Membership may include bans from presence at events even if other family members continue to participate if deemed necessary for the safety of the group.
 - (3) Grounds for Revocation of Membership include but are not limited to:
 - (a) Criminal action
 - (i) Evidence of criminal action that violates the CRHC Mission and Values committed by a CRHC member may be reported to law enforcement.
 - (ii) Removal for criminal action is determined by the Governance Committee, who will use

sound judgment based on the impact the action has on the member's ability to remain a safe contributing member of the community.

(b) Repeated violations of governing documents (as defined above) without efforts to take corrective action.

(c) Acts of physical, verbal, or emotional violence against another member or against any person during a CRHC activity of any kind, public or private.

2. Documentation of Disciplinary Actions

Any disciplinary action taken will be communicated and documented through the official Governance Committee email. Records of communication will be maintained for a minimum of ten (10) years to ensure historical accuracy and transparency.

XIV. Governance Committee

A. Roles and Duties

1. All Members of the Governance Committee shall read provided resources on mediation best practices and follow them to the best of their abilities.
2. All Members of the Governance Committee shall assist other Governance Committee Members and Subcommittees as needed.
3. Each Governance Committee member will have access to an official City Roots Facebook page used to make official announcements.
4. Each Governance Committee position will have an associated email account that can be accessed by any Governance Committee member and will be passed forward to the next person holding that role.
5. The Governance Committee shall be comprised of five Members in the following non-hierarchical roles:

a) Communications Director

The Communications Director serves as the official spokesperson for all announcements to the group at large in a way that supports the Mission and Vision of CRHC. This position ensures that communication is clear, accurate, and streamlined. The Communications Director is also responsible, in conjunction with Volunteers and other Governance Committee Members, for creating informational and marketing materials about CRHC and its various components.

- (1) Officially announce deadlines for class submissions, selections, and enrollments.
- (2) Post events and deadlines on open Facebook page .
- (3) Send emails to all Members for official votes.

(4) Send emails to all Members for issues deemed pressing/important.

b) Financial Director

The Financial Director ensures the responsible stewardship of monetary resources in a way that supports the Mission and Vision of CRHC. This position, in conjunction with Volunteers and other Governance Committee Members, oversees expenditures and incoming funds and serves as a point person for member questions concerning financial issues.

(1) Collect and disperse funds for classes with materials and/or speaker fees.

(2) Make an announcement with Scholarship/Hardship fund is depleted so that Members can make decisions about enrollment.

(3) Report expenditures and total budget at meetings and upon request from Members.

(4) Work with Teachers to issue refunds in the event of a class cancellation or student absence (if refund is granted at Teacher discretion).

(5) Conduct fundraising for Scholarship/Hardship fund.

(6) Report Scholarship/Hardship fund total at meetings and upon request from Members.

c) New Member Director

The New Member director provides enthusiastic and informative introductions to CRHC for prospective Members in a way that furthers the Mission and Vision of CRHC. In conjunction with Volunteers and other Governance Committee Members, the New Member Director creates and provides informational material, greets Prospective Members at events, and answers questions about CRHC policies and procedures from New and Prospective Members.

(1) Coordinates Park Day

(a) Attends Park Day to greet Prospective Members or arranges for representative and communicates who it will be on Park Day event shared to open Facebook group.

(b) Announces Park Days and cancellations on both Facebook groups.

(2) Provides informational materials to Prospective Members and answers questions about CRHC.

(3) Posts recruitment materials and event announcements designed to attract New Members.

- (4) Provides information materials to New Members and answers questions about CRHC.
- (5) Creates and disseminates informational material about CRHC processes and policies as needed to meet new member needs.
- (6) Seeks opportunities for outreach (conferences, informational booths, etc.).

d) Technology and Records Director

The Technology and Records Director creates, manages, and maintains electronic records and online platforms in a way that supports the Mission and Vision of CRHC. In conjunction with Volunteers and other Governance Committee Members, the Technology and Records Director ensures accurate, complete, and secure record keeping and online platforms.

- (1) Maintain operational records including official email list of Members in Good Standing and any records created through Policies and Procedures.
- (2) Create voting mechanism for all votes and send links to Communications Director in a timely manner.
- (3) Track member contribution hours.
- (4) Conduct lottery enrollment for courses, potentially giving a wait list to Teachers who have more interested participants than available slots.
- (5) Maintain website with deadlines, upcoming events, and class registration.
- (6) Maintain the operational forms for CRHC.
- (7) Remove lapsed Members from closed Facebook group.

e) Resources Director

The Resources Director researches, curates, and disseminates resources that further the Mission and Vision of CRHC. In conjunction with Volunteers and other Governance Committee Members, the Resources Director offers training material and answers questions about how to adhere to course content and teaching requirements.

- (1) Advises on safe learning environments.
- (2) Helps organize carpools to events outside city.
- (3) Advises on appropriate course content.
- (4) Take requests for voluntary and emergency leaves.
- (5) Take grievance requests.

- 6. All Governance Committee Members are responsible for documenting their own role's processes and best practices in a document that will be stored by CRHC and be given to that Committee member's successor.

B. Meetings

1. Frequency of Meetings

Governance Committee meetings will be held on a monthly basis or as needed, whichever is more frequent.

2. Location of Meetings

Governance Committee meetings will be held at a location within city limits that requires no purchase or admittance fee.

3. Open Meeting Policy

Governance Committee meetings will be open to all Members in good standing.

a) Guests can stay for all open portions of the meeting, which will be at the top of the agenda.

b) Closed portions of the meeting will be limited to Governance Committee Members only.

c) Agendas will be published 2-5 business days in advance of meeting and note open/closed agenda items.

4. Procedure for Moving an Item to Closed Meeting

An agenda item may be moved to the closed portion of the agenda via simple majority vote from Governance Committee Members in attendance.

a) Closed agenda items may include the following:

(1) Grievance discussions.

(2) Disciplinary actions.

(3) Any item the Governance Committee agrees (by simple majority vote) is a matter that needs to be closed for safety or privacy concerns.

5. Notetaking and Dissemination Policies

All Governance Committee meetings shall be recorded with the resulting audio file or a text file stored in a location accessible only to Governance Committee Members. These files will be kept for ten (10) years.

C. Voting

All Governance Committee Members who are present for the entire discussion of an agenda item are eligible to participate in any vote taken on that item.

1. Definition of Present

Governance Committee Members are considered present if they are physically in attendance at the meeting or attending synchronously via technological means.

2. Voting Process

a) A vote shall be held with a simple raising of hands for aye/nay unless a member moves for anonymous voting.

b) If a member moves for anonymous voting, voting shall be conducted with simple paper ballots in which all Governance Committee Members circle yes or no using the same writing utensil.

D. Recusal

1. Self Recusal

From time to time, a Governance Committee member may feel that their personal situation or connection to the circumstances prevents them from acting impartially. In these instances, the Governance Committee member shall recuse themselves by announcing their recusal as soon as possible. In the event of recusal, the voting measures laid out in the Bylaws are in effect.

2. Forced Recusal

If a Governance Committee member does not recuse themselves but the remaining Governance Committee members feel a recusal is appropriate, they may unanimously vote to recuse that member.

E. Recall

In the event that a Governance Committee member is no longer upholding their duties or adhering to the requirements of CRHC, the remaining Governance Committee Members can recall the Governance Committee member by unanimous vote. Reasons for recall can include but are not limited to the following:

1. Any violation that would be grounds for Revocation of Membership.
2. Voluntary termination of Membership.
3. Ongoing inability to fulfill duties.
4. History of repeated forced recusals.

XV. Safety

A. Visitors and Guests

From time to time, guest educators and learners outside of CRHC may be invited to participate in classes, field trips, and events. The following policies apply:

1. Members coordinating non-member educators are responsible for ensuring that the guest educator has agreed to the Rights and Responsibilities of Teachers and is willing and able to comply.
2. Coordinating Members should remain present during guest educator sessions to ensure the Rights and Responsibilities of Members are not being violated.

B. Adult Presence in Classes

1. Any Teacher accepting drop-off participants must ensure updated contact information for a responsible adult.
2. If space is limited and a learner requires an adult aide to equitably access the class, the Teacher should accommodate this need to the best of their ability. This could include changing locations if necessary.

C. Alcohol

If an event or activity is focused primarily for adults (such as a Caregivers' Night Out) or a family event (such as a party), alcohol may be permitted. In a case where alcohol is permitted, the following policies are in place:

1. Chaperones must refrain from consuming alcohol.

2. Adults who bring alcohol to the event are responsible for making sure that it is kept in a supervised location at all times.
3. Adults who bring alcohol to the event are responsible for removing it when they leave the event.
4. Adults are responsible for maintaining safe and appropriate behavior at all times.
5. Adults who consume alcohol are responsible for complying with all applicable laws regarding consumption of alcohol.

D. Firearms and Weapons

Firearms and weapons (concealed or not) are not allowed at any CRHC event, class, or activity unless specifically part of the course content and being used with expert supervision. If a member hosts a class in their own home with firearms or weapons, they should be secured in a locked location for the duration of class (in conjunction with safe learning environment policies).

XVI. Privacy

CRHC aims to provide a safe learning and social environment that protects the privacy of all Members while allowing Members to document activities and showcase the group's work and community. In an effort to balance those interests, the following policies govern the use of personal information and photographs:

A. Class Locations

1. Class, activity, and field trip locations, dates, and times shall only be announced in the closed Facebook group and official communication channels that are restricted to member-only access.
2. Exceptions to this policy include:
 - a) Events that are open to the public and Prospective/New Members (such as park day or informational events).
 - b) Classes that a CRHC Teacher opens to the public or to another group in an effort to fill open slots.

B. Photographs and Video/Audio Recordings

Photographs and video/audio recordings are an important part of sharing what CRHC does and a way for families to document their educational journeys. CRHC recognizes that Members will be taking photographs and video/audio recordings at many events. The following policies help protect member privacy.

1. No photographs or video/audio recordings shared on the open Facebook page ("City Roots: A St. Louis Homeschool Community") shall include identifying information such as names or be "tagged" without permission of the family pictured.
2. Photographs and video/audio recordings of events may be shared by any member in the closed Facebook page. Members may be tagged. Members should avoid posting with negative intent.
3. A photograph and video/audio recording release section is included on the registration form.

4. Members who do not want their photographs or video/audio recordings shared to the open Facebook group may let the Governance Committee know, and every effort will be made to avoid doing so.
5. Members may request editing or removal of photographs or video/audio recordings containing their family members.

C. Personal Information

1. Personal information on any member (such as grade level details, disability, disciplinary matters, etc.) should not be shared outside of the group.
2. Sharing of personal information within the group should be on an as-needed basis with specific educational goals (such as between a Teacher and Co-TeacherTeacher brainstorming class strategies).

XVII. Liability

CRHC does not carry liability for accidents, theft, injuries, damage, death, or any other types of losses that occurs during CRHC classes, field trips, or events.

XVIII. Commitment to Continuous Improvement

CRHC recognizes that the needs of the group will change and that meeting the goals of the Mission and Vision Statement will require continuous review and revision of all governing documents. The following policies are put into place to ensure a clear, transparent, and systematic process of continuous improvement:

A. Anonymous Feedback Forms

Anonymous feedback forms will be made electronically available at all times to all Members. These feedback forms will be a place to make comments about what is working well and what needs to be improved.

1. Responses will be accessible and routinely reviewed by all Governance Committee Members and discussed at Governance Committee meetings.
2. Form will be made available online with the resulting spreadsheet housed in the official Governance Committee email account.

B. Routine Document Review and Revision

All major governing documents will be subject to regular, routine review and revision. Previous versions of all documents will remain in effect until new revisions are fully approved. This process will be overseen by the Governance Committee and follow the revision requirements laid out in the bylaws for each document:

1. Initial Review

All governance documents (Bylaws, Policies and Procedures, Rights and Responsibilities) will be reviewed six (6) months after January 1, 2020.

2. Bylaws

After initial review and revision, Bylaws will be reviewed and considered for revision every five (5) years.

3. Policies and Procedures

After initial review and revision, Policies and Procedures will be reviewed and considered for revision every two (2) years.

4. Budgetary Framework

The Budgetary Framework will be reviewed and considered for revision every two (2) years.

Definitions Addendum

In the context of this document, the following terms carry these specific meanings.

- Budgetary Framework - the set of arrangements, procedures, rules, and plans, including dollar amounts and percentages, that guides the Governance Committee or Financial Committee in its spending of the annual budget.
- Chaperone - an adult member who accompanies/monitors underage Members during events/meetups.
- Cohort - A group of learners taking a series of classes together. Typically academic leaning, over the course of several trimesters or even years, focused on a particular age range.
- Co-Teacher – an adult member who assumes a supportive role in the class. Co-Teachers may provide some instruction/guidance to the students, or they may function primarily as a second unrelated adult in the room to enable compliance with safety protocols.
- CRHC – an initialism representing City Roots Homeschool Co-op.
- Discrimination - the unjust or prejudicial treatment of different categories of people, especially on the grounds of country of origin, disability, gender identity, homeschooling philosophy, immigration status, neurology, race, religion, sexual orientation, sexuality, or socioeconomic status.
- Harassment - aggressive pressure or intimidation by any means. Types of harassment include but are not limited to physical, personal, discriminatory, psychological, sexual, and cyberbullying.
- Mediator - a member of the Governance Committee or chosen by the Governance Committee who attempts to make Members involved in a conflict come to an agreement.
- No Cost - a class or event is considered to be “no cost” when there are no fees or specialized materials required from the learner to fully participate in the offering.
- Secular - content that does not posit, present, or endorse religious beliefs, texts, philosophies, and teachings as factual. Secular curricula can and often will discuss the influence of religions and religious beliefs on historical events.
- Structurally sound - a building or location which generally complies with local safety regulations and has not decayed, deteriorated, or been dangerously damaged.
- Teacher – an adult Member functioning as the lead for a class, event, or meet up. Teachers generally organize events, select curriculum/activities, and is actively engages in instruction of students/attendees.