

MASON-DIXON HOMESCHOOLERS ASSOCIATION

CO-OP BEREA OPERATING GUIDELINES AND RULES OF CONDUCT

I. ACCOUNTABILITY

1. MDHSA Co-Op Berea will uphold the Lord Jesus Christ first and foremost.
2. MDHSA Co-Op Berea will abide by the MDHSA By-Laws and Constitution

II. PURPOSE

1. MDHSA Co-Op Berea exists solely because of the active volunteer participation of home-schooling parents.
2. MDHSA Co-Op Berea exists to support parents by providing supplementary educational experiences for their children.
3. MDHSA Co-Op Berea exists to provide encouragement for home-schooling parents and children.

III. STRUCTURE

A. MDHSA Co-Op Berea – Day to day

1. CO-OP COMMITTEE - Co-Op Berea is comprised of families from among the MDHSA members who choose to participate each year. Participating families register and pay a registration fee for every semester in which they choose to participate. Because there is a changing group of participants each semester, continuity and organization for the Co-Op is provided by the Co-Op Committee.
2. WHEN WE MEET - The Co-Op semester will consist of an 8 week session, meeting every other Tuesday with a break over the holidays.
3. WHO CAN ATTEND - Co-Op Berea is for families with children that are K-12 grades. We do also provide a nursery and 3-5 age classes for younger siblings.
4. SCHEDULE - Each Co-Op day will consist of an opening, three 1-hour periods, and parents' meetings.
5. START TIME & HOW TO CHANGE CLASSES - Each period starts on the half hour mark and will end at 25 after the following hour. At this time, helpers and students are to switch to their next period class room. Once everyone has transitioned, the teacher is to leave the room and go to his/her next class. Classes will start promptly on the half hour.
6. TEACHERS/CO-TEACHERS - Each returning parent is required to teach or co-teach a class. If they co-teach, then they must co-teach two classes together. If only teaching one class, then they will serve as a helper in another class. Each new parent will serve as a helper in two classes. Parents will have a Parent's Meeting during one of their three periods.
7. ATTENDANCE COMMITMENT - The success of Co-Op depends upon the active and committed involvement of all the families who register. Your registration is a sign that you are committed to faithfully attending Co-Op Berea, unless you are prohibited by circumstances beyond your control (illness, family crisis, etc.). Your registration is also a sign that you will be committed to the classes that you are assigned to teach/help. This commitment involves notifying all necessary parties if you are unable to attend co-op.
8. ABSENCES - If the Parent/Guardian is not able to attend, and they would like to send their children, they may do so ONLY if they find another teacher who is willing to be responsible for the children. They MUST notify the committee of who is responsible for your children in your stead BEFORE the Co-Op day.
9. WHAT TO DO IF ABSENT - In case of absence, one of the following should be done for each class you participate in as soon as possible:

TEACHERS:

- 1) Contact the helpers of all your classes supplying them with your lesson plan for the day and any needed materials.
- 2) Contact the committee members (email MDHSA@gmail.com).

HELPERS:

- 1) Contact the teachers of all your classes.
- 2) Contact the committee members (email MDHSA@gmail.com).

10. CO-OP CANCELATIONS (for bad weather) - If BOTH Chambersburg and Shippensburg School Districts have a 2-hour delay or cancelation due to hazardous road conditions (ice or snow), Co-Op will be canceled for that day. We will not follow school closings when they are not related to bad weather. We will make up the missed Co-Op Day on the following Tuesday. Cancelation notices will be sent via email and posted on Facebook.
11. CLASS ATTENDANCE - Class attendance is mandatory, student or parents caught skipping class will be given a verbal warning. If it happens again, offender will be not allowed to attend the next Co-Op day. If caught again, they will be asked to leave Co-Op AND will have to reimburse the class fess (if teaching a class). They will also not be permitted to sign up for the following Co-Op semester. If this is a Parent/Guardian this applies to the entire family.
12. STUDENT CELL PHONE USAGE - NO Cell phones are allowed by students, unless it is needed for a class. This also applies all other types of technology. If a student has a device out, they will be reminded to put it away. After the first warning, devices will be taken for the remainder of the Co-Op day. It will be returned to the parent at dismissal.
13. PARENT CELL PHONE USAGE - Cell phone usage by parent/guardians is for emergencies only! No social calls or texts during Co-Op hours. Violators will be given a warning. If problem continues, they will be not allowed to attend the next Co-Op day. If caught again, the whole family will be asked to leave Co-Op AND will have to reimburse the class fess (if teaching a class). They will also not be permitted to sign up for the following Co-Op semester.
14. FULL/ASSOCIATE TEACHING - There must be at least one Full MDHSA member in each classroom. Associate members may teach as long as they have a Full MDHSA member in with them. Two Associate members may NOT teach together. Only Full MDHSA members can conduct the opening and lead the parents' meetings.
15. NON REGISTERED PARENTS ATTENDANCE - Parents/Guardians who did not register can NOT come to a Co-Op day unannounced. If a parent or guardian would like to attend a Co-Op they must have the proper clearances and get special permission PRIOR to that day. They will be required to stay with the teaching parent/guardian and may not be on their own without the teaching parent/guardian. Special guest speakers are permitted, but should not be walking the halls once they are finished with their presentation without a registered Co-op member.
16. GOAL & OBJECTIVES - Each teacher must develop class goals and objectives. These should include spiritual/character-building goals. Make enough copies for your class and give to the committee to place in distribution folder. Teachers will ONLY receive class fees once their goals and objectives are turned in to the committee. This is required for ALL CLASSES ages 6 and up.
17. TEACHER LEAVING CO-OP - If a teacher steps down or is replaced for any reason, they are responsible for returning class dues for the remaining portion of the year to the co-op treasurer for distribution to the new teacher for that class.
18. ADULTS IN A ROOM - Each class will have at least 2 adults present with an intermittent floater checking in with the adult(s).
19. NEWS - Notification and details of the upcoming year will be made by means of the MDHSA Newsletter, MDHSA website, Facebook (Co-Op Berea) and emails.
20. MDHSA REGISTRATION - Each family attending Co-Op Berea must be a MDHSA member whose MDHSA dues are paid before Co-Op.
21. CO-OP REGISTRATION - Co-Op Participants will register for the semester by completing the Family Registration. A non-refundable registration fee will be required with the Family Registration. Family Registration and payment will be done online.
22. CLEARANCES – To Register for Co-Op, you MUST obtain the proper clearances and it is highly recommended that you also complete your Mandated Reporter class. If you do not know what you need to do, please look up the requirements online at: <http://www.mdhsa-pa.org/> Once you have completed these you are free to register for Co-Op Berea. If you do not have your clearances completed you will NOT be allowed to attend, or your children. Please try to complete these as soon as you possibly can, they can take some time to process.
23. STUDENT/CLASS REGISTRATION – After the Committee has arranged the class schedule, those who completed the Family Registration will be emailed a link to the Class Registration to register each child for their classes. Class fees are to be paid with the Class Registration, both will be completed online.

24. CLASS SCHEDULES - Class schedules will be emailed for each child within a minimum of a week before the Co-Op semester begins. Once class schedules are emailed, students may not change classes.
25. REGISTRATION IS A COMMITMENT - By committing to participate in Co-Op, it is understood that each participant is agreeing to abide by these operating guidelines of Co-Op Berea.
26. SHOWCASE - Co-Op Berea will have a showcase on the Friday after the last Co-op day of each semester. This is a time to welcome family, friends and anyone who is interested in finding out more about our Co-op. Each class (except gym classes) are required to have either: a presentation or a table display. The presentation/display should show a small sample of what the class did throughout the semester.
27. DISCIPLINE ACTION PLAN - While the discipline of children is ultimately the parent's responsibility, teachers will follow our Discipline Action Plan.
 - First offense - a verbal warning will be given.
 - Teachers - please try to take the child aside. Quietly and privately let them know that this is their first warning. Make sure that the child knows this is his/her official warning.
 - Second offense - a second verbal warning, and the child's parent is to be notified of the problem.
 - Teachers – discuss the problem with the parent after co-op that day so that the parent is aware of the circumstances. If you feel uncomfortable with this, you may contact a committee member to help you.
 - Third offense - child will be removed from the classroom (see below for place), and parent will be notified.
 - 8 years old and younger, child will be taken to the current place of their mother.
 - 9 years old and older, child will be taken to the parent meeting. They will be placed in a quiet place, off to the side. This is not social time for the student; parent snacks and talking will NOT be permitted.
 - If it is during 2nd period they can eat their own snack.
 - The child is to remain at their designated place until the end of that period. Then they can proceed to their next class. If it's within the last 15 minutes of the current period when third offense happens, then it will carry to following period.
28. SPECIAL NEEDS CHILDREN - It is the responsibility of a parent with a child with special needs to determine if the child is benefiting from a class. While the teacher is not responsible to plan for the child's special needs, both the parent and the teacher are strongly encouraged to be in communication about the child's needs. Many parents are not experienced in this area. The Committee may assign a helper to the child.
29. DAYCARE CHILDREN - Daycare children are welcome to attend Co-Op. If you are a daycare provider, you will pay a flat fee of \$25 per semester, no matter how many daycare children you are bringing. This fee will be paid with the Family Registration. (Daycare children are NOT your own children.)

B. The Committee

1. The Committee exists to organize and facilitate Co-Op Berea.
2. The Committee will consist of 4 members. If there is need of an odd number for a vote then the treasurer will be called upon. A member must be a Full member of MDHSA. Committee members must actively participate in each Co-Op session of his/her term, except for unavoidable circumstances for which the Committee may excuse the member's Co-Op participation.
3. The Committee reflects the cooperative nature of Co-Op Berea and will operate without a chairperson. All Committee decisions will be made by a majority vote of the full Committee. Decisions about internal Committee responsibilities will be decided by the Committee as its composition changes from year to year.
4. At least one member of the Committee must be elected by the committee members to attend MDHSA Executive Committee meetings as a representative of Co-Op Berea.
5. Members of the Committee will serve two years. When a member's term expires, that member must be off the Committee for at least one year before being considered to serve again. Notice of

- Committee vacancies that occur because of the rotation of its members will be given to Co-Op Berea participants one year prior to such vacancies. Interested persons should contact the committee.
6. Basic committee duties include: Getting together in the off Co-Op times to organize the classes and schedule for the coming semester; Arriving around 8:45 each Co-Op Day to set up, lead parent meeting, clean-up at the end of the day, make decisions about Co-Op when needed, enforce the Co-Op rules and confront anyone who is not in compliance, and fulfill other duties that arise.
 7. As committee members are added, the web master, MDHSA secretary, and MDHSA office need to be notified of any changes in committee members and/or e-mail addresses.
 8. Each semester that a committee member serves, they may choose one perk: their Co-Op Berea registration fee is waived OR they will be given a break from being a lead teacher. The choice is up to each individual committee member, for each semester they serve.
 9. Children of committee members automatically get their first choice classes.
 10. The Committee will appoint one treasurer for the Co-Op.
 11. The Committee may appoint any qualified participant to any position as the need arises.
 12. The Committee will meet when the need arises and on a regular basis to deal with ongoing activities of the Co-Op. Any participant of the Co-Op may submit any agenda items to any Committee member at any time. Such agenda items should be submitted in writing and will be addressed at the next Committee meeting.

C. Job Descriptions

1. **Opening Coordinator** – Responsible for the 15 minute opening session which would include singing, prayer, recognizing birthdays, and brief announcements. The committee members can rotate in this job each week. Committee may also assign other Co-Op parents or older students to help with Opening.
2. **Floater** – Checks on classrooms to make sure that adequate help is present, advises all classes of the last 10 minutes of the period, and covers for any parent who is absent. Committee members will fulfill this role. If more floaters are needed, committee members will assign other parents to this position.
3. **Parent’s Meeting Facilitator** – Lead Parent Meeting – Give announcements, lead any devotionals, lead any scheduled discussions. Committee members each lead one period.
4. **Dismissal Monitor** – Parents take turns monitoring students in gym until they are picked up by parent.

IV. RULES OF CONDUCT

1. *We honor God by being respectful and courteous.* - Romans 12:10,16; I Peter 2:17; Titus 3:1

Students will be expected to show respect and courtesy to all adults at Co-Op, to the church staff, and to fellow students. Teachers, please show respect and courtesy to students, fellow teachers, and church staff.

2. *We honor God by managing our children wisely.* – I Tim. 3:4; Eph. 6:4; Proverbs 22:6

Parents are responsible for children before and during Opening. Parents are to pick up their children from the gym ASAP after third period. If parents have a large amount of clean-up, please notify the monitors.

3. *We honor God by encouraging discipline in our classes.* –Phil. 4:5, Prov. 15:1; 23:12, I Cor. 14:40

Classroom Management Guidelines: Make sure your expectations are clear. Separate a disruptive child from the others during class. Follow the Discipline Action Plan (outlined earlier). If you have ongoing questions or concerns about a child’s behavior, speak with their parent. If you feel uncomfortable doing this, please notify a committee member and they will assist you.

4. *We honor God by respecting the possessions of others.* – Romans 13:7, 15:2; I Cor. 14:40

No one should be wandering around the building or running through the building. Running is only allowed in the gym. Enter and exit the building through the main, doors in the back of the building. Everyone should gather for Opening at 9:15am in the sanctuary. Students should not be wandering the halls during classes.

Teachers and helpers will return classrooms to their original condition after each period, unless prior arrangements are made with the next period teachers. Teachers/helpers are responsible to clean spills, crumbs, paints, etc. If time prevents adequate clean-up between classes, please **return** to the class room after third period to finish the job.

V. DEADLINES

1. **May:** - Notify Office with new contact info for *MDHSA Membership Form*
 - Notify Newsletter Editor and Web Master with new contact info for *Parent Reg. form*
 - Notify Webmaster of new contact info for *New Member Form, Parent Registration Form, and Student Registration Form.*
2. **July 1** – FAMILY REGISTRATION - Registration Deadline for Returning Families. There will be a \$10 late fee for all registrations after this point, No registrations will be accepted after July 7th for returning families.
 - Check with MDHSA to make sure membership is current
3. **July 10** (approx.) – Committee meets to assemble schedule of classes.
4. **August 1** – Family Registration cut-off for NEW Co-Op participants.
5. **August 3** (approx.) – CLASS REGISTRATION - Email out Co-Op Berea Class Information and link to class Registration for families
6. **August 17** (approx.) – Class Registration deadline/Committee Meets to arrange classes
 - Any families that have class registrations that are still outstanding should be contacted and warned that their child(ren) will not be participating in the Co-op unless the Class Registrations are received by the date committee members choose.
 - Once students are placed in their final classes, invoices and refunds will be sent. Invoices should be paid within 24 hours of receipt.
7. **August 25** (or 1 week before Co-op starts) – Final mailing to participants
 - Include: Cover Letter, Class Schedules, Teachers Class List, Church Map, Co-Op Policies, Co-Op Berea Dates and Fridge Sheet.
8. **After August 25** – Treasurer will give committee members checks to hand out to teachers once Goals and Objectives are turned in to committee. Treasurer will also notify committee of outstanding balances after being given a reminder.

9. **December 15** – FAMILY REGISTRATION - Registration Deadline for returning families. There will be a \$10 late fee for all registrations after this point. No registrations will be accepted after December 22nd for returning families.
10. **January 1** – Family Registration Deadline for new families.
11. **January 1** (approx.) – Committee meets to assemble schedule of classes
 - Check with MDHSA to make sure membership is current
12. **January 5** (approx.) – CLASS REGISTRATION - Email out Co-Op Berea Class Information and link to Class Registration to families
13. **January 10** (approx.) – Class Registration deadline/Committee meets to arrange classes
 - Any families that have class registrations that are still outstanding should be contacted and warned that their child(ren) will not be participating in the Co-op unless the Class Registrations are received by the date committee members choose.
 - Once students are placed in their final classes, invoices and refunds will be sent. Invoices should be paid within 24 hours of receipt.
14. **January 15** (or 1 week before Co-op starts) - Final mailing to participants
 - Include: Cover Letter, Class Schedules, Teachers Class List, Church Map, Co-Op Policies, and Co-Op Berea Dates and Fridge Sheet
15. **After January 15** – Treasurer will give committee members checks to hand out to teachers once Goals and Objectives are turned in to committee.

V. CHANGES TO GUIDELINES

Changes to these guidelines can be made at any time by the majority of the Committee agreeing after receiving or soliciting input from the current Co-Op Berea participants. After any changes to these guidelines are made, revise copies will be given to the current Co-Op Berea Participants and will be sent to MDHSA main office for records and updated version uploaded to the MDHSA website.