



MDHSA HOMESCHOOLERS ASSOCIATION CO-OP SOUTH OPERATING GUIDELINES

I. ACCOUNTABILITY

- A. MDHSA Co-Op will uphold the Lord Jesus Christ first and foremost
- B. MDHSA Co-Op will abide by the MDHSA By-Laws and Constitution.

II. PURPOSE

- A. MDHSA Co-Op exists solely because of the active volunteer participation of homeschooling parents
- B. MDHSA Co-Op exists to support parents by providing supplementary educational experiences for their children.
- C. MDHSA Co-OP exists to provide encouragement for homeschooling parents and children.

III. STRUCTURE

A. THE CO-OP

1. MDHSA Co-Op is comprised of families from among the MDHSA members who choose to participate each semester.
 - a) Membership in Mason Dixon Homeschool Association is required in order to participate in a Co-op.
 - b) 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 South. If you do not have your clearances completed neither you nor your children will be allowed to attend, Please try to complete these as soon as possible as they can take some time to process.
 - c) A family registration fee is due to Co-op South for each semester. Only children whose parents or legal guardians are MDHSA members may register for Co-Op. Other children (such as daycare children) may attend at the discretion of the committee and an additional fee may be required. A \$25 registration fee for daycare children will also be due at this time.
 - d) There may be class fees which cover the cost of the individual instructor's materials used in the class. Class fees will be collected the first week of Co-op.
2. The Co-op will consist of two fifteen week semesters, Fall and Spring, with a showcase culminating each semester.
 - a) Co-op will meet on Tuesday of each week.
 - b) Showcase is held on the 15th week of Co-op and is a time to invite friends and family. The fall showcase is held in the evening and the spring showcase is held in the morning. Each class is asked to participate in the event by either doing a table display or making a brief presentation for the audience.
 - c) In the event of inclement weather, cancellations will be based upon the Chambersburg, Greencastle-Antrim, Waynesboro, Tuscarora, and Washington County, MD school districts. If **two** of the districts are closed or delayed for hazardous road conditions (snow or ice), then Co-Op is canceled. We will not follow school closings not related to bad weather. Cancellations will be posted to Facebook.
 - d) Co-op will be extended by one week only to make up for any and all cancellations due to weather.
3. The details of upcoming semesters will be made to Co-op South members in the Parent Registration Form.

- a) The Parent Registration form is available to MDHSA members on the website. Registration should be filled out and sent to the specified committee member along with the registration fee. Registration fees are non-refundable.
 - b) Those requesting Scholarships MUST contact the designated committee member prior to registering and registration must be received 10 days before regular deadline.
 - c) After the committee has arranged the class schedule for the semester from the submitted Parent Registration Forms, a Student Registration Form will be sent to parents to register their children for specific classes. Classes will be filled by the committee on a first-come-first-serve basis, by post-marked date.
 - d) After student registration forms are returned, the committee will assign helpers and rooms after which Class schedules for each child will be mailed within a minimum of two weeks before the semester begins. Students may not switch classes after the second week of Co-op
 - e) It is the responsibility of the parent of a special needs child to determine if the child is benefiting from a class. While a teacher is not responsible to plan for the child's special needs, both the parent and teacher are encouraged to be in communication about the child's special needs. Many parents are not experienced in this area. The committee may assign a helper to the child.
 - f) If your child has any allergies, besides listing it on the Registration form you are also responsible to communicate that to your child's teacher.
4. If you are attending a semester at Co-op South it is understood that each participant is agreeing to abide by these operating guidelines.
- a) If you have attended at least one semester of Co-op, we ask that you teach a class so that we have enough classes to offer students. If this is your first time attending Co-op you are not required to teach a class, however you will be asked to be a helper in 2 classes.
 - b) Associate members may only teach if there is a full member in the room. Only full MDHSA members can conduct the openings and lead the parent's meetings.
 - c) The success of Co-op depends upon the active and committed involvement of all the families who register for a specific semester. Therefore absences should be limited to no more than 3 per semester. If a family exceeds this limit, it will result in the committee reevaluating your family's future participation. Please prayerfully consider this matter before registering.
 - d) In case of absence, you MUST call the designated committee member as soon as possible. If your child is in a Jr/Sr high class they may attend classes in your absence upon approval of above committee member. If you are a teacher you must also contact your helper with your lesson plan for the day and supply any materials needed.
 - e) If a teacher steps down or is replaced for any reason, they are responsible for returning class fees for the remaining portion of the semester to the Co-op treasurer for reallocations to a new teacher. If this portion is not returned within 2 weeks then the member is no longer in good standing with Co-op South and may not register for another semester until it is paid.
5. A day at Co-op
- a) Co-op begins with a 15 minute opening in the chapel at 9:15a.m. for elementary children and their parents.
 - b) From chapel, elementary children will go to their classes. They will have 3 classes of 1 hour each.
 - c) Students attending a Jr/Sr High class will go directly to their first class. They will have 2 classes of 1 ½ hours each.
 - d) A typical parent's day will consist of teaching/helping in two 1 hour classes (or one 1 ½ hour class) and attending a parent's meeting. Important information is communicated in parent's meeting so attendance is required.

B. THE COMMITTEE

1. Because there is a changing group of participants each semester, continuity and organization of the Co-Op is provided by the Co-Op Committee. The committee exists to organize and facilitate the Co-Op.
2. The committee will consist of an odd number of members with a minimum of three and a maximum of

- seven members. A committee member must be a full member of MDHSA. Committee members will 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 the Co-Op and will operate without a chairperson. All committee decisions will be made by a majority vote of the full committee as its composition changes from year to year.
 4. One member of the committee must be elected by the committee members to attend the MDHSA Executive Committee meetings as a representative of the MDHSA Co-Op.
 5. Members of the committee will serve terms of four semesters. When a member's term expires, that member must be off the committee for at least two consecutive semesters before being considered to serve again. Notice of the committee vacancies that occur because of the rotation of its members will be given to Co-Op participants for two consecutive semesters prior to such vacancies. Any interested participants of those two semesters may submit their names in writing to the committee.
 6. The committee will appoint one treasurer for the Co-Op.
 7. The committee may appoint any qualified participant to any position as the need arises.
 8. 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 must be submitted in writing in order for the committee to consider them. Written agenda items will be addressed at the next committee meeting.

IV. RULES OF CONDUCT

- A. We honor god by being respectful and courteous to others. Romans 12:10, 16; I Peter 2:17; Titus 3:1.
 1. Students will be expected to show respect and courtesy to all adults at Co-op including the church staff and to fellow students. Teachers, please show respect and courtesy to students, fellow teachers and church staff.
- B. We honor God by managing our children wisely. I Timothy 3:4; Ephesians 6:4; Proverbs 22:6.
 1. Parents are responsible for their children until class begins and immediately after the last class ends at 12:30. Please be considerate and pick up your children promptly.
 2. A minimum of two adults are to be present in each and every elementary class.
 3. When class periods change, one adult must remain in the classroom until the new teacher arrives.
 4. All prescribed and/or over the counter medications need to be held/administered by a parent or guardian.
 5. No knives or weapons of any kind may be brought into the building.
- C. We honor God by encouraging discipline in our classes. Philippians 4:5; Proverbs 15:1; 23:12; I Corinthians 14:40
 1. Teachers, if a student becomes disruptive or unmanageable, you do have recourse.
 2. Try talking with the child about your expectations.
 3. Separate the child from others during class. Place the child where they are still able to observe and participate but are unable to physically distract other students (such as sitting at their own table, or beside a helper).
 4. Warn the child that you will speak with the parent. If the behavior warrants, send an adult to the parents room to help locate the child's parent, and discuss the behavior with the parent in an effort to work together to solve the problem. If you are uncomfortable having this conversation, please contact a committee member and we will assist you.
 5. If the above steps have been followed and the behavior has not been corrected, the parent will be expected to accompany their child to classes and ensure respectful behavior.
 6. You have the permission of all Co-op parents to appeal directly to us about our misbehaving children. We want to know how our children are doing in your classrooms!
 7. Illegal substances are not permitted on the property at any time. A violation of this rule will result in the immediate dismissal of the student.
- D. We honor God by respecting the possessions of others. Romans 13:7; 15:2; I Corinthians 14:40.
 1. Students may bring water to class but are not permitted to bring individual snacks into the classroom. Teachers are welcome to provide (non-messy) snacks and drinks (water only).

2. Students are not allowed to be loitering in the hallways.
3. Running is not allowed anywhere in the building except in the gym during designated classes.
4. Cell phones and other electronic devices should not be in use unless permitted by the teacher. If a student has a device out, the teacher is to remind the student to put it away. After the first warning, the teacher has the right to confiscate the device until the end of class.
5. Teachers and helpers must return classrooms to their original condition after each period. If time prevents clean-up between classes please return to the classroom after third period to finish the job. 3rd period teachers are required to bring an empty trash can into large trash can outside parents meeting.

V. CO-OP JOB DESCRIPTIONS

- A. Opening Coordinator: Responsible for the fifteen minute opening session which includes singing, prayer, reciting the pledge and announcements.
- B. Floater: Floaters will check in with Parents meeting facilitator prior to period assigned to find out where they are needed. A floater's duties may include: patrolling the hallways and classroom areas to make sure that no children are wandering around, filling in for absent teachers or helpers, and checking in with teachers for help where needed.
- C. Parent's Meeting Facilitator: Conducts all three periods of Parents' Meeting, makes vital announcements, coordinates snacks, orchestrates guest speakers and schedules topics to be discussed.

VI. CHANGES TO THE GUIDELINES

- A. 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 participants. The committee will respond in writing to any input received from Co-Op participants within ten days *after* the next committee meeting. After any changes to these guidelines are made, revised copies will be given to the current Co-Op participants.

Please Note: To see the MDHSA policy for teachers and grandparents attending Co-op please see the MDHSA website at www.mdhsa-pa.org.