

MASON DIXON HOMESCHOOLERS ASSOCIATION
CO-OP SCHOOL MANDATORY GUIDELINES
& CO-OP SOUTH ADDITIONAL POLICIES
APRIL 2022

Co-Op can be a wonderful experience. Kids and parents can make friends and receive support. MDHSA and Co-Op welcome you! However, for the Co-Op School to run smoothly, it is important to know the Guidelines that have been set into place.

I. ACCOUNTABILITY:

- A. The Lord, Jesus, will be upheld first and foremost.
- B. Co-Ops will abide by all MDHSA By-laws and Constitution.
- C. Each Co-Op Committee will be represented by at least one committee member at all MDHSA Executive Committee Meetings to which an invitation has been extended.
- D. Co-Op Committee minutes will be submitted in a timely fashion to the MDHSA Administrator and Chairman. A copy of the minutes will be maintained by the Co-Op Committee for future reference.
- E. Co-Op Committee meetings will be announced and an invitation to attend will be extended to the Executive Committee's representative and the Chairman, who is an ex-officio member of all committees.

II. PURPOSE:

- A. MDHSA and the subsidiary Co-Ops exist because of the active volunteer participation of homeschooling member parents.
- B. MDHSA and the subsidiary Co-Ops exist to support parents by providing supplementary and/or academic educational experiences for the children of the parents involved.
- C. MDHSA and the subsidiary Co-Ops exist to provide support and encouragement for homeschooling parents and children.
- D. Co-Op is for families with children who are in the K-12th grades. A nursery is provided as well as 3-5 age classes for younger siblings to attend while the parents teach.

III. CO-OP STRUCTURE:

All Co-Ops are comprised of families from among the MDHSA members who choose to participate each semester. **In addition to paid membership in MDHSA, each family pays a Co-Op registration fee for the semester (building rental, etc.).**

Within each Co-Op, a committee is formed from the parents involved to see to the administration of and smooth running of the Co-Op. Because there is a changing group of participants each semester, the committee is needed to ensure the continuity and organization of each individual Co-Op.

By committing (registering) to participate in the Co-Op, it is understood that each participant is agreeing to abide by these Mandatory Guidelines and the individual subsidiary Co-Op Guidelines / Policy. Registering for Co-Op requires an active commitment on each participant's part, to ensure the success of the Co-Op.

- A. CO-OP MEETINGS: Regular Co-Op meetings are required; scheduling and frequency will be determined by each Co-Op.

- B. **PARENT PARTICIPATION:** Parent participation is required. Each parent whose children are registered is expected to actively participate in the Co-Op session.
 - a. In the case of unavoidable circumstances, where the parent is unable to attend a session, the parent may be excused by the committee. If you must miss a session, as much notice as possible should be given to the committee, so they may have sufficient time to assign a substitute for your duties. Please refer to your individual Co-Op Guidelines for details regarding absences.
- C. **SCHEDULE AND FEES:** The procedure, schedule, and fees will be determined by each Co-Op committee. Notification and details of upcoming semesters will be made available to all MDHSA members by means of the Newsletter and/or the MDHSA website, or via other additional means as determined by each Co-Op.
- D. **SPECIAL NEEDS:** Special needs children are welcome to participate.
 - a. The parent of a special needs child is encouraged to:
 - i. Accurately assess her child's ability to participate in the classes offered
 - ii. Discuss with the teacher the child's needs
 - iii. Monitor the classroom situation to ensure that the student and other class members continue to benefit from the student's participation.
 - b. It is the responsibility of the parent of a special needs child to determine if the child is benefiting from a class.
 - c. 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.)*
 - d. The committee may assign a helper to the child.
- E. **DAY CARE:** Only children whose parents, legal guardians, or grandparents are members of MDHSA may register for a Co-Op. Other children, such as day-care children (pre-school only), may attend at the discretion of the committee and will be required to pay an additional fee.

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- E. (cont'd.) **DAY CARE CHILDREN:** Day care children are children who are preschoolers. If a parent is caring/teaching children who are school age because their parent is working or ill and cannot attend Co-Op, the parent of that child should become a member of MDHSA and pay the membership dues and Co-Op fees. That child must be the responsibility of another MDHSA member attending Co-Op. This way the child is a member and can attend all activities of MDHSA and the parent can also attend them if possible.

- F. **CLEARANCES:** All adults teaching or helping, age 18 and above, must obtain the proper Child Abuse Clearances, and it is recommended that they complete the mandated reporter class (online).
 - a. Clearances must be submitted either by mail or email to the MDHSA office, office@masondixonhomeschoolers.org, (not the Co-Op).
 - b. Details regarding this process are on the MDHSA website.
 - c. Start early! It takes time to get these done, and you may not attend until they are done.

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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 at <https://www.mdhsa-pa.org/clearance-information/>. 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.

- G. MONITORS / FLOATERS: It is recommended that there be monitors/floaters in the halls or roaming on the Co-Op campus.
- H. BATHROOM POLICY: It is recommended that diaper changes and bathroom breaks for young children be handled by women (as opposed to teens or dads) unless it is a parent of a child. This advice has been given by liability carriers.
- I. SAFETY POLICY:
 - a. Co-Ops must create their own safety policies and include them in their individual Co-Op Operating Guidelines and Policies.
 - b. Co-Op committees should ensure that any specific guidelines of the facility which is rented are also maintained.
 - c. The committee should review these policies with the participants, as needed.
- J. SHOWCASE: Each semester of Co-Op will conclude with a Showcase.
 - a. Table displays and a short program (approximately an hour long) will be offered.
 - b. It is the responsibility of the Co-Op committee to determine the format of the Showcase and prepare a program.
 - c. Showcase is a time for students to share their accomplishments. It is also a time to welcome family and friends, and if the Co-Op desires, anyone who is interested in learning more about the Co-Op. The program should be well done in a professional manner.

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- K. WHEN CO-OP SOUTH MEETS: The Co-Op will consist of two fourteen-week semesters, Fall and Spring, with a Showcase closing for a total of fifteen weeks per semester. Co-Op will meet one day a week.
- L. DAILY SCHEDULE: Each Co-Op day will consist of an Opening, three one-hour classes, or two 1-1/2 hour classes, and a Parent's meeting all three hours. Parent's meetings are necessary in order to relay pertinent information pertaining to Co-Op. Every participating parent will be required to attend the Parent's meeting. See the **MDHSA Co-Op School Mandatory Guidelines, Section IV, "Parent Meeting Guidelines," for additional information.**
- M. NEW SEMESTERS/CLASS SCHEDULE: After the committee has arranged the semester class schedule from the submitted Parent Registration Forms, parents will receive a Student Registration Form to register their children for specific classes.
 - a. Classes will be filled by the committee on a first-come-first-serve basis, by postmark date.
 - b. Class schedules will be mailed for each child within a minimum of one week before the semester begins.
 - c. Students may not switch classes after the second week of Co-Op.
- N. CLASS FEES: A **non-refundable** registration fee will be required with the Parent Registration Form. Unless prior arrangements have been made, Parent Registration payment must be made before the first week of Co-Op or the family may not attend.
- O. REGISTRATION: Each parent whose child is registered is expected to actively participate in the session, except for the unavoidable circumstances for which the parent may be excused by the committee.

IV. CO-OP TEACHER (PARENT) POLICY:

- A. Although an Associate member may be a teacher, a Full member must be present and responsible for each class.
- B. Only Full MDHSA members may conduct the Co-Op Openings and lead the Parents Meetings.
- C. All adults teaching or helping, age 18 and above, must obtain the proper Child Abuse Clearances See III.F above.
- D. Each class must have at least two unrelated adults in attendance at every class session.

- a. Exception: 7th grade (age 12 or 13) and up may have one adult IF there are 4 or more students in the class. There should be monitors/floaters checking in on these classes. These rules are for the protection of the parent teachers as well as the children. If the building owner has a different policy, that policy will be in effect instead. (Some churches require this to be 9th and up, and if that is the rule at your building, that will be followed).
- E. First time Co-Op parents do not teach. They are assigned as helpers with another teacher for one semester before being allowed to teach.
- F. The Co-Op teacher:
 - a. Decides what is going to be taught
 - b. Works up his own lesson plans
 - c. Determines for what age the lessons are appropriate
 - d. Provide objectives to the parents.
 - i. It is up to the Co-Op committee to either accept or reject the subject that that parent wants to teach.

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- e. Each teacher should develop class goals and objectives. These should include spiritual/character building goals. They should be distributed to the students or be part of the class description booklet, and a copy should be given to the committee for reference only.

- G. The Co-Op parent may or may not be able to help or teach a class which will include his or her own children. This is not guaranteed.
- H. Co-Op classes are determined by the number of children who sign up for the class. If there are not enough children signed up for a class, the class will be canceled, and the parent will be a helper in another teacher's class.
- I. Only those who have a positive attitude toward homeschooling and are supportive of homeschooling may teach or help at a Co-Op class or other MDHSA activity.
- J. In the case of divorced parents, where both parents are interested in teaching in a Co-Op, preference will be given to the parent with primary residential custody.
- K. A Co-Op parent will be at the Co-Op from the beginning of the Co-Op day until it closes, and will share in monitoring students and clean up of rooms and building. Teaching is not the only activity that is required of a Co-Op parent. A parent may not arrive in time to teach "his class" and leave unless there are prior arrangements with the Co-Op committee or there is an emergency. He or she must stay the entire time, so that all the work is shared.
- L. Non-members or former members must be invited by the Co-Op committee in order to teach. They may contact the Co-Op committee and offer to teach a particular course, but they are not guaranteed an invitation to teach.
- M. The Committee must feel there is a bonafide need for the subject that the parent wants to teach and that there are not other more experienced Co-Op teachers who are interested in teaching that topic.
- N. It is the right of the MDHSA Executive Committee or the Individual Co-Op committee to:
 - a. Deny the right to participate in Co-Op at their discretion, if the committee determines that a parent may cause any disruption or stress to the other Co-Op parents or children.
 - b. Dismiss a parent from Co-Op if either committee determines that a parent is causing significant disruption or stress to the other Co-Op parents and/or children.
- O. Any exceptions to the above will be reviewed on a case by case basis by the Co-Op committee and/or Executive Committee.

V. MDHSA CO-OP SCHOOL RULES OF CONDUCT:

- A. 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.

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

See Individual Co-Op Policies to determine when children are to be in the parents care before and after classes.

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

Co-Ops should create their own Co-Op discipline policy.

- a. Make sure your expectations are clear.
- b. It may be best to separate a disruptive child from the others during class.
- c. If you have ongoing questions or concerns about a child's behavior, speak with their parent.
- d. Teachers are allowed and encouraged to ensure that classrooms are not disrupted by unruly behavior.
- e. The following are suggestions (not requirements) that may be used or tweaked by Co-Ops or teachers (as long as they do not conflict with an individual co-op discipline policy). Please be aware that some children have never been in a classroom setting and may not know what is expected. It might be wise to put the rules or expectations on a poster board in each classroom, or go over them at the Co-Op Opening several times. (Perhaps go over them the first day at Opening, and again a few more times each semester.)
 - i. Rules should be few and brief such as:
 1. *Stay in your seat.*
 2. *Raise your hand*
 3. *Follow Directions.*
 4. *Be respectful.*
 - ii. You may have to also draw a picture beside the rule for non-readers.
- f. Post the consequences on the same poster board as well. Examples:
 1. *First Time: A Reminder of the rule*
 2. *Second Time: A time-out*
 3. *Third Time: Writing the rule 5 times (age appropriate), etc. OR contact the parent if the first two methods did not work, etc.*
- g. Whatever you do, follow through and be consistent!

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

- a. No one should be wandering around the building, running through the building, or loitering.
- b. Teachers and helpers will return classrooms to their original condition after each period.

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- E. DISCIPLINE: While the discipline of the child is ultimately the parent's responsibility, teachers are allowed and encouraged to attempt discipline measures so that the class is not disrupted. **Disciplinary policy** steps are as follows:
- a. Address the behavior with the student directly. Explain what behavior is expected and what actions are unacceptable.
 - b. Separate the child from the other students. Place the child where they are still able to observe and participate but unable to physically distract other students (such as sitting at their own table, or beside a helper).

- c. 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.
- d. 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.

F. **CHILD SUPERVISION:**

- a. Children arrive with a parent and attend Opening exercises in the Chapel with that parent. Both children and adults are dismissed at the same time to go to their classrooms. Therefore, adults will oversee children during transit to their first period class.
- b. A minimum of two adults are to be present in each and every elementary class. No exceptions are to be made.
- c. When class periods change, one adult is designated to remain in the classroom until the new teacher arrives. This way, no children are left unsupervised in the classroom during the transition period.
- d. When there are enough Co-Op participants, one to two parents are designated as a “floater” for each class period. A floater’s duties are to patrol the hallways and classroom areas to make sure that no children are wandering.

VI. PARENT MEETING GUIDELINES:

- A. Every Co-Op session will include parent meetings for the encouragement and support of the parents whose children are enrolled in the Co-Op.
- B. Parents meeting are necessary to relay pertinent information pertaining to the Co-Op and to receive support from the other parents.
- C. Every participating parent will be required to attend, except when excused by the committee. (Parent meeting is one of the best things about Co-Op for the grownups!)
- D. Parent Meetings should be purposeful and meaningful and the parents should walk away encouraged about homeschooling/parenting.
- E. The committee will be responsible for appointing a parent meeting facilitator/coordinator.
 - a. The facilitator/coordinator should be a committee member in charge of all three parent meetings, or it may be a different committee member for each meeting. The choice is up to the committee.
 - b. The facilitator/coordinator should bring to the attention of the parents any important activities or announcements in the latest MDHSA Newsletter.
 - c. The facilitator/coordinator will, with the input of the parents participating each semester, create a list of topics for discussion.
 - i. Speakers for those topics may be found from within the MDHSA community or the broader community.
 - ii. Some topics may not require a speaker, but simply be topics for discussion.
 - iii. There may be specific meetings or parts of meetings for free discussion amongst each other.
 - d. The facilitator (and the parents) will make an effort to keep on topic as much as possible. (“You can continue this later, but let’s get back to the discussion at hand.”).
- F. Prayer requests are often shared and these are important, but should not take up the entire time every session. Some Co-Ops write them in a notebook and keep them available for just those folks in that particular parent meeting.
 - a. The individual Co-Op Facebook page can also be used to update the group on a particular ongoing prayer request by the person concerned.

- G. The Parent Meeting should not be used as a time for a member to expound on his doctrinal point of view. That would be better handled at another time.
- H. While homeschooling parents love to help new families improve their homeschooling, to continue to insist on your way of homeschooling is unhelpful. Give them some time to learn about homeschooling!

VII. CO-OP COMMITTEES:

A. General Information and Responsibilities for Each MDHSA Co-Op Committee:

a. Duties:

- i. The Co-Op committee ensures the smooth operation of the Co-Op.
- ii. Each committee exists to organize and facilitate Co-Op operation.
- iii. The committee will send a representative to the MDHSA Executive Committee Meetings at which their participation is required.

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iii (cont'd.) One member of the committee must be elected by the committee members to attend the MDHSA Executive Committee meetings as a representative of the Co-Op.

- iv. At least one committee member should attend the fall and spring MDHSA Business Meetings.
 - v. Each committee member, except for the **Treasurer**, will be required to attend the Co-Op Committee Orientation Meeting each year, during the summer, unless excused by the Administrator or Assistant Administrator.
 - vi. The committee will meet on a regular basis and as the need arises. All meeting dates and times will be communicated to the Executive Committee via the Administrator by the **Secretary**.
- b. Eligibility for Committee Members:
- i. Committee members must be Full members of MDHSA
 - ii. Committee members will actively participate in each Co-Op session for the duration of their service on the committee.
 - iii. The committee is formed of Full member parents who have participated for a minimum of 2 semesters of Co-Op.
- c. Committee Size and Terms:
- i. Each committee will consist of an odd number of members, a minimum of 3 and a maximum of 7.
 - ii. The **Treasurer** may or may not be a committee member, but only as an additional person to meet the odd number requirement and to break a tie vote.
 - iii. There must be at least 3 committee members NOT including the **Treasurer**.
 - iv. The **Treasurer** will not be required to do "committee" work, only "Treasurer" work.
 - v. The committee acts cooperatively, as does each Co-Op, and will operate without a chairperson.
 - vi. Committee member terms are 4 semesters. A respite of 2 consecutive semesters is to separate service periods.
- d. Term Expiration / New Committee:
- i. Notice of upcoming vacancies is to be given to Co-Op member families for 2 semesters prior to the vacancy.
 - 1. Individuals may submit nominations in writing to the existing committee.

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2. Any interested participants of those two semesters may submit their names in writing to the committee.
 - ii. Committee appointments will be made by the existing committee with the approval of the MDHSA Executive Committee.
 1. Each nominee will be notified in writing of the committee's decision.
 2. This is the responsibility of the whole committee, not just the **Secretary**.
- e. The Secretary:
 - i. A **Secretary** will be elected to maintain the Co-Op notebook(s) that contain the Guidelines, structures, and procedures, and the **Secretary** will keep minutes.
 - ii. The **Secretary** is responsible for submitting the minutes to the MDHSA Administrator/Chairman
 - iii. The **Secretary** is responsible for apprising the MDHSA Executive Committee of upcoming meeting dates and times.
- f. The Treasurer:
 - i. One **Treasurer** will be appointed by each Co-Op committee.
 - ii. The term of service for the **Treasurer** is a minimum of 2 years and a maximum of 4 years.
 - iii. **Treasurers** should plan to attend the fall Executive Committee Meeting, in order to present the financial report, as well as the fall Business Meeting, to report to the MDHSA general membership.

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- g. The committee may appoint any qualified participant to any position as the need arises.
- h. 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.

B. Committee Reminders for Each Co-Op Session:

- a. Clearances: Ensure that all registrants have their Child Abuse Clearances by checking the Clearance Spreadsheet. A link to access the spreadsheet will be sent to the Co-Op committees by the MDHSA office staff. Do not take the parent's word that they "sent it in," but get confirmation from the spreadsheet, or call or email mdhsaadmin@pa.net. (DO NOT Facebook Message.)
- b. Confirming Membership: Ensure that ALL registrants of the Co-Op, including committee members, are members of MDHSA by checking the MDHSA Membership Directory on the Members Only (Member Portal) secured section of the website.
 - a. Also confirm Full membership by checking the Clearance Spreadsheet from the link sent to you.
- c. Changes in Committee: As soon as a new committee is formed, e-mail a list of the names, phone numbers, and email addresses of **both** returning committee members **and** new committee members to the office (mdhsaadmin@pa.net), the Newsletter Editor (mdhsanewslettereditor@pa.net), and the Secretary (mdhsa.members.only@gmail.com).
- d. Participating Families: Email the list of all Co-Op participants (teachers, helpers,) to the office (mdhsaadmin@pa.net) as soon as Co-Op registration is complete.

C. MDHSA Co-Op Treasurers:

- a. Cash checks promptly (within a week and no longer than two weeks) to avoid having checks returned for insufficient funds and having the Co-Op receive a service charge of \$30.
- b. Turn in reports to the MDHSA **Treasurer** by the dates listed below.
- c. All Co-Op **Treasurers** should use the Excel spreadsheet that the MDHSA **Treasurer** has emailed you. It should be passed on to the next **Treasurer** of your Co-Op. If you do not have Excel, you can transfer the spreadsheet to Open Office, which is a free spreadsheet program, available via free online download. The MDHSA **Treasurer**/Office will provide guidance, if needed.
- d. If a PayPal account is to be created for your Co-Op, contact the MDHSA office for a Co-Op EIN, which is required by PayPal.

D. Treasurer Reporting Information:

- a. Put an "as of" date on each report before submitting the report.
- b. Please be careful when entering information.
- c. The report should be a running register for the entire fiscal year (Sept 1 through Aug 31) – do not start a new register / report each month or each quarterly reporting period.
- d. Each month, after reconciling the bank statement, mark all the checks in the Excel register that have cleared the bank,
- e. When the report is ready to be submitted (see Reporting schedule, below), go to the summary page and type in the "as of" date for that reporting period.
- f. August 31 is the end of the MDHSA fiscal year. Make sure that the ending balance amount on August 31 of the previous fiscal year is the same as the beginning balance on September 1, which is the beginning of the new fiscal year.
- g. Start a new spreadsheet for the new fiscal year. Do not erase or delete the prior year's spreadsheet. Do not continue a new fiscal year on the previous year's spreadsheet.

E. Treasurer's Reporting Schedule: Please submit the **Treasurer's** Reports and bank statements **BY** the end of the first week of September, **or** the date indicated by the MDHSA Treasurer. The Report (spreadsheet) should include the entire fiscal year, September 1 through August 31.

F. How to Submit the Treasurer's Report:

- a. At the designated reporting time (outlined above), email the entire spreadsheet to the MDHSA office (office@masondixonhomeschoolers.org) and to the MDHSA current **Treasurer**.
- b. For the end of the Fiscal Year (August 31) submission, please do not wait until the middle of September to complete and submit the report, if you can get it done earlier.
 - i. Ideally, the end-of-year report and bank statement should be sent to the MDHSA office and **Treasurer** by the end of the first week in September. It is important for the MDHSA **Treasurer** to be able to complete the financial statements for the entire Organization as early in September as possible. The **Treasurer** must collect, compile, and submit the information to the Accountant, who will need sufficient time to prepare the tax returns so the Organization's tax return and financial records may be presented at the September Executive Meeting and the October Business Meeting.

VIII. FIELD TRIPS AND ACTIVITIES

- A. MDHSA Co-Ops are encouraged to organize some activities to which all MDHSA members are invited.
- B. Each Co-Op may organize activities for their Co-Op only, or open the activity to their Co-Op first and then, if space allows, open the activity up to the entire MDHSA membership or a particular Co-Op.
- C. Each Co-Op committee should have a copy of the Activities Policy (available on the Members Only section of the website), and members should be familiar with it. These guidelines were hammered out with much discussion and effort to ensure that both the needs of the individuals who make up MDHSA and the Organization's ultimate goals were balanced.
- D. If an activity is organized under the umbrella of MDHSA, then the Guidelines and Activities Policy must be complied with, and the participants must be current members of MDHSA, unless prior approval has been granted from the Executive Committee.
- E. The activities director and the newsletter editor should both be sent announcements of activities that are MDHSA wide. (Contact information is in the newsletter).

IX. FACEBOOK PAGES FOR EACH SUBSIDIARY CO-OP:

- A. Facebook pages will be for each MDHSA Co-Op's individual current Co-Op participants only
 - a. Facebook Coordinator will require current MDHSA membership and current Co-Op membership in order for the member to be approved for that Facebook group
- B. If a Facebook Co-Op member leaves Co-Op at the end of the fall semester, (especially if the family is only staying out one semester), the member does not have to be removed from the Co-Op Facebook page until after the deadline for the following fall semester is past.
- C. Membership on the Facebook page will be extended to members of that Co-Op, as well as the appropriate MDHSA office staff, as needed. Check with the Administrator for the staff members that should be invited to the individual Facebook group.

X. CHANGES TO GUIDELINES:

- A. Mandatory Guideline Changes:
 - a. Changes to these Co-Op School Mandatory Guidelines may be made by contacting the Executive Committee (through the Administrator or other Executive Committee Member) with the desired change or concern.
 - b. The Executive Committee will discuss the suggested amendment and either make the change or receive input from the members concerning the change.
 - c. The new Guidelines will be uploaded to the MDHSA website.
 - d. These Guidelines and amendments will also be discussed at the summer Co-Op Committee Orientation Meeting, held each year.
- B. Individual Co-Op Guideline and Policy Changes:
 - a. Changes to Individual Co-Op Guidelines and/or Policies may be made at any time by the majority of the committee agreeing AFTER receiving and/or soliciting input from the current Co-Op participants.
 - b. After any changes to these Guidelines are made, revised copies (with a cover letter detailing the changes) will be given to the current Co-Op participants, the MDHSA Executive Committee, and sent to the MDHSA office (office@masondixonhomeschoolers.org) to be put on file and added to the website.

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- c. The committee will respond in writing to any input received from Co-Op participants within ten days after the next committee meeting.

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XI. CO-OP SOUTH JOB DESCRIPTIONS

- A. Opening Coordinator: Responsible for the fifteen-minute opening session which includes singing, prayer, reciting the pledge and announcements.
- B. Floater: Checks on classrooms to make sure adequate help is present and covers in the classroom for any absent adult.
- C. Nursery Coordinator: Coordinates the nursery for all three periods of Co-Op, ensures adequate help, establishes routine, and is responsible for advising helpers of that routine. This individual would be in the nursery first and second period and would attend the mandatory Parent's Meeting third period.
- D. Parent's Meeting Facilitator: (Committee member) Conducts all three periods of Parent's Meeting, plans weekly outlines, coordinates guest speakers, and schedules topics to be discussed.
- E. Homeroom Monitor: Is present in each homeroom until all children have been picked up by designated adult.
- F. Dismissal Monitor: Is at the exit of the Chapel at dismissal, does not allow children to leave without a parent or designated adult.
- G. Clean-Up Coordinator: Supervises the clean-up team which empties all classroom, bathroom, and nursery trash into the large kitchen trash can and sees that it is deposited in the dumpster and vacuums any rooms which need vacuumed.

XII. CO-OP SOUTH DEADLINES

XIII. ABSENCES: In case of absence, you MUST call _____ at _____ as soon as possible. If your child is in a Middle/High School class, they may attend classes in your absence upon approval of the 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.

XIV. ALLERGIES AND SNACK POLICY:

- A. Due to the increase of food related allergies, Co-Op South will only provide a snack for nursery through age 5.
- B. Second period will serve as the designated snack period.
- C. If your child is bringing a snack, please ensure that it is healthy and will not make a mess or impede class participation.
- D. Please refrain from bringing snacks made with peanuts or tree nuts.
- E. The church only permits water in the classrooms.

XV. CANCELLATIONS:

- A. In the event of inclement weather, cancellations will be based on the Chambersburg, Greencastle-Antrim, Waynesboro, Tuscarora, and Washington Co. MD school districts.
- B. If **TWO** of the districts are closed or delayed for hazardous road conditions (snow or ice), then Co-Op is canceled.
- C. We will not follow school closings not related to bad weather.
- D. Cancellations will be posted on Facebook.

E. Co-Op may be extended by one week to make up for any and all cancellations.

XVI. COMMITMENT:

- A. The success of Co-Op depends upon the active and committed involvement of all the families who register for a semester.
- B. Absences should be limited to no more than 3 per semester.
- C. If a family exceeds this limit, it will result in the committee evaluating your family's future participation. Please prayerfully consider this matter before registering.
- D. Every participating parent is required to attend a parent's meeting where important information will be relayed.
- E. When class periods change, one adult must remain in the classroom until the new teacher arrives.

XVII. COURTESY

Please make sure all children, regardless of age, are either in a classroom or with a parent at all times. If you arrive early or stay late, students should be with a parent and not roaming the church or playing unattended. This is for their safety and for the respect to other programs being held at the church.