

UACH Policies and Procedures

We pray that the co-op will provide classes and friendships to enrich your family's homeschooling experience. We encourage you to prayerfully read these policies and procedures and consider whether UACH would benefit your family.

I. Class Procedure

Co-op Membership Requirements: UACH is not a drop-off program. The families enrolled manage this organization and it is the combined efforts of all families that have made this co-op a success. As a co-op, members who have a child enrolled in a course must:

1. Co-teach 1-2 courses per semester.
2. Help in 1-2 course/nursery per semester.
3. Have at least one job/committee position.

New members are not required to co-teach the first year, but will be helpers both hours, both semesters. However, new members may choose to co-teach if they so desire. New members are defined as a member who has never been a part of UACH in the past.

Exact number of courses a member needs to teach or help in will be determined by enrollment. Priority for helper positions are given to the new members. Priority for nursery helper is given to nursing mothers.

A member is allowed to co-teach two courses one semester and only have helping responsibilities the other semester.

Members who do not have any children enrolled in courses (No Class Status) do not have to commit to teaching, helping or an administrative position.

Teacher Registration: A survey of the membership will be taken in March or April, asking for information on possible classes to be offered for the following year, interest in subject areas for their particular children, and also asking for some commitment to teach. As members commit to a particular class or classes, they will be asked to complete a class description to the Registration Coordinator. A list of courses offered for the year will be distributed by e-mail in July.

Members will have only 2 co-teaching responsibilities during a school year even though they will have ranked other possible choices. The officers and/or class coordinators will finalize member choices and notify the members of their

teaching responsibilities for the year by July 1st. Effort will be made to give co-teachers their highest ranked courses possible.

Course Registration: A list of courses for student consideration will be e-mailed in July for Fall Classes and December for Spring Classes. Student choices will be forwarded via e-mail back to the Registration Coordinator. Courses will fill up in a first-come-first-served manner. Course fees are based upon the class needs, but we request that these fees be limited to \$5.00 per student if at all possible. Upper-grade classes may require higher fees as these are often more expensive to operate. An additional course fee may be assessed if a professional teaches.

Class Planning Meeting: There will be two class planning meetings, one in August for the fall semester and one in December for the spring semester. All teachers and helpers for the coming semester are expected to attend. If a teacher/helper is not able to attend the class planning meeting, the teacher/helper will notify class coordinator prior to meeting. Those teachers/helpers not teaching that coming semester do not need to attend.

At the class planning meeting, both co-teachers and assigned helpers will meet in small groups and plan their course. Books/materials to be used in the course should be brought to this meeting. The purpose of the meeting is to share ideas, plan each of the 6-7 class periods, and prepare a supply/photocopying list. The helper should be primarily responsible for making photocopies and assist the co-teachers in procuring supplies. Sharing of ideas/materials/resources between courses is strongly encouraged and is the benefit of having a collective class planning meeting. Teachers are responsible for and ensure that class material and content do not conflict with the UACH Statement of Faith.

No Class Status: This status allows families who do not want to participate in classes have the opportunity to participate in field trips, education fairs and parties. Members must sign-up for this on their membership form at the beginning of the year and pay their full annual dues.

Calendar: Classes generally meet on the first and third Thursdays of the month. Fall classes meet on the first and third Thursdays in Sept., Oct., and Nov. (for a total of 6 sessions). Winter/Spring classes meet beginning on the third Thursday in January and run through the third Thursday in April (for a total of 7 sessions).

UACH-Plus is offered for students in grades 3-12 to allow more in-depth studies. These classes will be offered on alternate weeks from the normal class days as a whole group (i.e., UACH-Plus will meet on 2nd, 4th and possibly 5th Thursdays).

Location: Classes will meet at UALC-Mill Run. Classes include a 15 minute announcement/prayer time followed by two 50 minute sessions, with a 10 minute closing. UACH-Plus may meet in different locations which are yet to be determined.

Class Groupings: Children will generally be grouped as follows: Nursery, 2's-3's, Pre-K/K, 1st-2nd grade, 3rd-5th grade, 6th-8th grade, and 9th-12th grade. Grade groupings are subject to change, depending on enrollment. The general class size goal will be approximately 10 students, although a few classes, such as Gym where a larger class is necessary for a properly functioning class, may have more. Members have the option of moving their children to a different grade grouping subject to approval of the leadership team and/or class coordinators. UACH-Plus is an additional option for students needing a greater academic challenge than normal group class days offer. These classes will only be offered based upon demand and available teachers.

Class Offerings: The goal of course offerings for 3rd grade and up is to offer one Science, Language Arts/History, Writing, Literature, Fine Arts, Gym and some elective each school year. The courses are aimed at providing hands-on or group-benefiting activities. Our courses are not geared to be redundant of what we do at home.

Nursery: The Nursery will be available to moms when they are teaching/helping on class days. Otherwise, all nursery-eligible children are to be with their moms and not in the nursery.

Parent/Child Absence: If any teacher is not able to attend class due to illness/vacation, the teacher must call the other co-teacher before class time to inform her of her absence and let a leadership team member know as well. If a helper is unable to attend class due to illness or vacation, the helper must call either of the co-teachers and a leadership team member to inform them of her absence. Failure to notify may be grounds for disciplinary action.

After-Class Picnics: We will gather for an informal picnic and social time after classes (12:30—1:30pm) unless the church schedule prohibits this. If the weather is nice, the picnics will be at the church playground. In the event of inclement weather, we will picnic in Fellowship Hall.

Field Trips/Events

UACH liability insurance requires only UACH members to attend UACH classes, events, & field trips and are thus restricted to members. However, community field trips where anyone from the community can participate do not fall under our liability insurance and are thus unrestricted. We also agree to abide by any rules or regulations determined by a hosting organization or business.

II. Student and Teacher Responsibilities and Expectations

1. Students will be courteous and respectful to teachers, parents and other students at all times. They will follow the direction of the teacher(s) and helper(s) in the class by cheerful obedience to their respectful commands.

2. Students are expected to be prepared to learn by being prompt and having all required material with them.
3. Students will respect any building in which we meet.
4. Students are expected to walk in a quiet and orderly manner through the hallways.
5. Students are expected to get the classroom back in order before they leave the classroom.
6. Students under 11 years old must be accompanied by an adult at all times on UALC property; inside and out. This means you cannot drop your children off at the front door while you park the car or let them run to the bathroom or drinking fountain without you.
7. Teachers are expected to teach and guide students in a gentle and respectful manner.
8. The course material and content in any class is not to conflict with UACH's Statement of Faith.
9. Teachers are to bring any concerns about a student's behavior first to the parent in private or, as a last resort, to a Leadership Team member's attention for disciplinary consideration.

III. Discipline Plan (based upon Matthew 18:15-17)

- A. When a policy violation is brought to a Leadership Team member's attention, the team will determine whether the issue is a legitimate and/or deliberate violation of expectations. A team member will consult with the parent in an effort to clarify UACH policy and seek possible solutions.
- B. Discipline Plan: If the Leadership Team determines that a pattern of policy violations is occurring, they may vote to initiate the Disciplinary Plan.
 1. An official verbal warning issued by the Communications Coordinator on behalf of the Leadership Team. Conversation would specify problem area(s) and inform parent that their co-op membership is in jeopardy.
 2. A warning letter (last chance) is hand delivered, when possible, by two team members. The letter is delivered with a highlighted Policy and Procedure Handbook. The parent is asked to commit to UACH policy and sign a copy of the letter. The Communications Coordinator will keep a copy of the warning letter on file.
 3. If another violation of the co-op policy occurs, the family is expelled. Two team members will inform the parent in person.
- C. The Leadership Team reserves the right to terminate participation of any student or parent for any single violation that they determine is extreme or immoral.

We joyfully anticipate the beginning of another great year strengthening old friendships and creating new.