



MARCh CO-OP HANDBOOK

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Statement of Faith & Philosophy

MARCH Statement of Faith

We believe The Holy Bible is the inspired and only infallible, authoritative, inerrant Word of God in its original form and constitutes complete and final revelation. No other text is equal to or greater than The Holy Bible. The Holy Bible, in its original autograph, is without error in whole and in part and cannot be added to or taken from (II Timothy 3:16, II Peter 1:19-21, Matthew 5: 17-18, Revelation 22:18-19).

We believe there is only one true God, eternally existent in three persons: Father, Son and Holy Spirit, who created all things in heaven and on Earth, including all human life (Genesis 1:1-28; 5:1-2; John 10:30. 37-38).

We believe Jesus Christ was God come in human flesh, being fully God and fully man. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary atonement and propitiating death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; John 2:11, 11:25; Acts 1:11; Romans 3:25; Colossians 1:14; Hebrews 4:15. 7:25, 9:12; 1 John 2:2, 4:10; Revelation 19:11:16)

We believe that man was created in the image of God but fell into sin, and is therefore sinful by nature and is lost, and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (John 3:16-19; Romans 3:23; Ephesians 2:18-19; Titus 3:5-6)

We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trust in any personal works (Romans 6:23, Ephesians 2:1-10, 2 Corinthians 5:14-21).

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life (1 Corinthians 6:19-20; Ephesians 4:30, 5:18).

We believe in the resurrection of both the saved and the lost--they who are saved unto eternal life and they who are lost unto eternal damnation. Salvation is offered as a free gift from God, free to the sinner. This gift must be responded to in individual faith and repentance, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (John 5:28-29, Romans 6:23, Ephesians 2:1-10, II Corinthians 5:14-21).

We believe in the spiritual unity of believers in our Lord Jesus Christ. Because of this unity, we believe that our joy is complete and encouraged by being like-minded and of the same attitude as that of Christ, having the same love, being one in spirit and purpose. Each believer should look not only to self-interest, but more so to the interests of others, and should do nothing out of selfish ambition, but in humility consider others better than self (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28, Philippians 2:2-15).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27; Matthew 19:4).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalms 139; Luke 12:6-7).

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His bride, the redeemed people of God. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Genesis 2:18-25; Ephesians 5:21-33; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe children are given by God as a stewardship to the parent and not the state and that parents have the wherewithal and authority to teach and educate their own children (Proverbs 22:6; Deuteronomy 6:6-7; Ephesians 6:4, Malachi 2:15, Psalms 127 3-5).

We believe all men are created equal, regardless of race, nationality or ethnic origin (Romans 2:11, Acts 10:34-35, James 2:1-4, Galatians 3: 26-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

MARCh Philosophy of Ministry

To promote a unified Christian environment for our members, topics involving religious discussion concerning the Word that may cause division, that focus on matters concerning doctrine, that focus on matters concerning modes of worship, or that focus on matters of other differences within the Church are discouraged.

Mission Statements

MARCH Mission Statement

McKinney Area Christian Homeschoolers provides support to North Texas homeschooling parents for their children to grow in character and knowledge through core academic pursuits and enriching activities. MARCH provides a context for parents to cooperatively share their gifts and experiences to build a community with excellence, love, and unity, bringing glory to our Lord and Savior Jesus Christ.

Co-op Mission Statement

The MARCH Co-op Program is a Christ-centered, volunteer homeschool co-op designed to serve and minister to one another by offering academic, elective, and social opportunities to enhance each family's educational experience.

Co-op Committee Mission Statement

The role of the Co-op Committee is to serve and minister to the Co-op families by overseeing the program through support, administration, and leadership.

Membership Responsibility

Participation Requirements

You MUST be a member of MARCH General and pay membership fees each year. The Co-op program is one part of the big umbrella of MARCH.

Each Family must earn at LEAST 1 credit each semester by teaching, grading, setup, clean up, planning special events, or serving as the Yearbook, Kitchen, or Facilities Coordinator. Credits earned will affect the registration group of the member; the more credits earned, the earlier the registration group.

You must pay a Co-op Facility Fee for use of the current facility each semester. This is regardless of the number of classes your family takes and is in addition to class registration fees.

You must sign an electronic statement online that confirms you have read this handbook and will follow these guidelines.

Registration will not be available to you unless this form is signed electronically.

Unless it is a birth/adoption in your immediate family, no additional children are allowed to attend Co-op without individually meeting with the Committee.

You and your child(ren) must be present, serving, and attending class for 3 classes minimum. You are required to serve every hour your child/children is/are registered. Junior and Senior students will not be required to attend 3 classes. Consideration for the minimum will be given to a junior or senior parent, whose junior or

senior student is the last child in the family, otherwise parents will follow the requirements of their youngest student attending co-op.

Families involved in Extended Days are required to serve two - four extended days per semester depending on how many parent helpers are available and per class their students take. In rare situations, Extended Day teachers with Extended Day students may also be asked to serve. If parents have a scheduling conflict with their assigned day, they must find a replacement by trading days with another Extended Day parent.

Participation Expectations

You must plan to serve in at least one of the following roles/areas each hour while at co-op:

1. Teacher/Co-Teacher
2. Assistant
3. Grader

Note: Moms with children infant to 4 years are required to serve in a nursery/preschool room at least one hour or more, if needed.

Staying Informed

Staying informed at Co-op is absolutely crucial to the success of our program. It is your responsibility to know current information (deadlines, changes, etc.). Information is distributed primarily through:

1. Email: Checking your email frequently is crucial!
2. Google Calendar: You can add co-op dates to your Google Calendar by going to Google Calendar in Classroom and checking the "Co-op" box. A master list of dates is found in Google Classroom under Classwork.
3. Newsletter: The Chronicle should be read every week and will be emailed every week before Co-op.
4. In Person Meetings: Fall semester - "Prelude" & Spring semester - "Winter Warm-up".

Payments

Each of the following is a separate payment made to MArCH General and/or Co-op and are final and non refundable:

- MArCH General membership is due annually and must be paid to stay (remain) a member of the co-op.
- The annual Intent to Return (ITR) form and payment is due. Each family will be required to complete the ITR online at that time indicating one of the following:
 - You are returning, pay your ITR by the deadline.
 - You are taking off a semester, pay your ITR by the deadline to hold your place for when you return the following semester. If not, your spot will be given to another family.
 - You are not returning to Co-op.
 - Failure to fill out this form on time could result in your spot being given to another family.
- Registration/class fees are due at the time of registration, unless you have arranged for payment plan options in advance. Unpaid class fee payments not processed by the deadline will result in the registration system dropping your family from Co-op classes.
- When classes are offered that require monetary compensation (i.e. piano, guitar, etc.), the teacher must be an "outside" adult who is not serving as a Co-op member/parent. No students can receive monetary compensation.

Financial Aid

Families in need may apply for Financial Aid to cover the cost of participation in the MArCH Co-op Program. Financial Aid is granted primarily on the basis of financial need, and is given based on the availability of funds. Financial Aid is available for families who have attended Co-op for one year. Each applicant's history in the Co-op program and proven commitment to the aims of the program will also be taken into consideration. Recipients may be required to serve in the following areas: Co-op Set Up and/or Clean Up, or any other area of need. Applicants should email the Co-op Committee to be considered.

Sponsored Students

In rare and extenuating circumstances, a student may be sponsored for 1 semester for a class or classes if the following conditions apply:

1. A ministry need exists within the family.
 2. The family is an existing Co-op family in good standing.
- Each request will be prayerfully considered by the Co-op Committee.

Co-op Roles & Class Coordination

Co-op Roles

- Co-op Director - Oversees/organizes all areas of Co-op
- Co-op Committee - Assists the Director in the coordination of and oversight of all areas of the Co-op program.
- Grade Level Coordinator - Plans and coordinates classes and curriculum/information in area of expertise and interviews/recruits teachers, communicates with teachers during the semester with any classroom issues that may arise, aids in registration process (survey results, class slotting, etc).
- Lead Teacher - Responsible for communicating with Grade Level Coordinator, creating lesson plans, and recruiting/mentoring a co-teacher
- Co-Teacher - Shares the responsibility for teaching a class with another teacher
- Apprentice Teacher - Mentored to teach in the future by Lead Teacher
- Classroom Assistant - Assists the teacher and has specific assignments/duties given by Lead Teacher (e.g., curriculum help, class discipline)
- Professional Teacher - Teacher that may be hired for a class/private lesson.

Class Selection Process & Registration

The process for class registration takes place over the semester as follows:

- Class Suggestions: A suggestion form is sent out to co-op families asking for class suggestions (Up to three classes that parents would like to teach; up to three that they would like to see offered but not teach). Class suggestions should include core classes as well as elective classes.
- Survey: A survey is sent out with all suggestions for classes with descriptions and teachers (if provided) for each family to vote on and volunteer to teach.
- Classes are Slotted: Based on voting, classes are slotted ensuring a balance of core classes versus enrichment classes, highly voted classes are spread throughout each hour with a variety of classes offered each hour.
- Registration: Registration Opens. Each family is assigned a registration group based on the number of credits earned from serving.

Credits Earned for Registration

Credits are assigned based on responsibilities as listed below. Registration group & time is determined by the number of credits earned.

Registration groups typically go as follows:

- Co-op Committee
- 4+ credits
- 3 credits
- 2 credits
- 1 credit
- New or Returning Families

Each family must earn 1 credit each semester at Co-op. Credits consist of 1 hour of time served each week; with a max of teaching 3 (different) classes/courses.

Possible credits include:

Serving as 10 week Teacher = 1 credit / class; Max 3 different classes / courses taught

Serving as 15 week Teacher = 2 credits / class

Serving on the cleaning crew for 10 weeks = 1 credit

Serving on the setup crew for 10 weeks = 1 credit

Serving as a Grader for 15 week class = 1 credit

Serving as a Grader for 10 week class = .5 credit

Serving as Lead Yearbook Coordinator = 3 credits

Serving as Lead Kitchen Coordinator = 3 credits

Serving as Kitchen Asst Coordinator = 2 credits

Serving as Lead Facilities Coordinator = 3 credits

Serving on the MArCH Board = +1 credit

Serving as Student Council Coordinator = +1 credit

Serving as National Honors Society Coordinator = +1 credit

Decorating / Food Planning for Prelude = .5 credit

Planning Donuts with Dads (Fall) = .5 credit

Decorating / Food Planning for Winter Warm Up (Spring) = .5 credit

Facilitating / Planning Teacher Appreciation Gifts = .5 credit

(Please note: If you are receiving .5 credit, you will need another .5 credit in order to receive a full credit)

Grade Level Placement / Eligibility

Co-op enrollment requires that at least one child from the member family be kindergarten age (5 by Sept. 1) or older.

To maintain consistency and to prevent wide grade level spans in classrooms, each student is placed in a grade level according to his/her birthdate. A student stays in their grade level until upper elementary (5th grade) is completed.

Co-op does not want to discriminate against children with learning differences or disabilities. However, we are not equipped to meet the needs of certain disabilities or special needs. Out of consideration to our teachers and other students, we ask that parents inform their student's teachers of any learning differences or special needs a child may have in advance of classes beginning. In certain cases, the committee may meet with the parents and teachers to determine what would be in the best interest of all. Co-op committee reserves the right to deny enrollment upon such consideration.

Age Groupings

For the purpose of providing age appropriate teaching, MArCH's age groupings are K-2 (lower elementary), 3-5 (upper elementary), 6-8 (middle school), and 9-12 (high school). This does not mean all classes must adhere to one grade level.

1. Students have the option of selecting a class one grade below them without teacher approval.
2. Students have the option of selecting a core class (not electives) one grade level above them if they meet the requirements and have the approval of the teacher. These students will register after those in this age group and be admitted if space is available.
3. Students are to be enrolled in classes/grades according to where they would fall in public school during the elementary ages.
4. If a grade change is needed for a student, it can only happen one time per year prior to the spring registration for the following school year.

Attendance Policy

Attendance by parents and students is vital in order for MArCH Co-op to be effective and run smoothly. Please consider the MArCH Co-op schedule and your personal responsibilities when scheduling doctor appointments and vacations. When you are not in attendance, the burden of the jobs you perform falls to those who have jobs of their own. Also keep in mind when a student misses class teachers have spent time preparing for them to be there. We only meet one time per week, so every meeting is valuable. Promptness is required as we are all contributing in some way to the entire co-op day. Families MUST be on time and present for classes.

MArCH Co-op has an attendance policy requiring 80% attendance for classes, for students and parents. If you know in advance that you will miss more than 20% (applies to 10 week and 15 week classes), you should reconsider taking the class and/or attending Co-op for the semester. This equates to 2 absences if teaching a 10 week class and 3 absences if teaching a 15 week class. There may be extenuating circumstances in which the Co-op Committee will excuse an absence. Upon the third (10 week) or fourth (15 week) parental absence you will be moved to registering with new families.

We recognize that there may be an occasion in which a member will need to be absent only an hour or two out of the day. In which case, you may take a "partial" absence. A partial absence equals one or two hours, a full absence equals three hours or more. You are allowed two partial absences each semester. Two partial absences will equate one full absence which applies to the 80% / 20% policy as stated above.

If you find that your student will miss more than 20% for reasons you were not aware of at registration, you should contact each teacher to find out what make-up options you might have. Each teacher and/or Grade Level Coordinator has the authority to use discernment and discretion in dealing with absences and make-ups for their classes.

Absence Procedure

For a planned absence go to the Google Classroom/ Absence Headline and follow the procedures. You will need to:

1. If you are a teacher, contact one of the assistants in your class to teach the class. Make arrangements to give them lesson plans and materials. A spouse or approved guardian may also teach in a teacher's absence and will not be counted as an absence.
2. If you are on the set-up/clean-up team, contact the Facilities Coordinator.
3. If you need to be absent and would like your child to attend, find a chaperone (a Co-op adult who is willing to accept responsibility for your child/ren)
4. Fill out the online Absence Form on Google Classroom once you find all your subs (and possible chaperone).
5. Email Lead Teachers to let them know of your absence.

For an unplanned or last-minute absence:

Text Co-op Director Friday morning by 9:00 AM; Unfortunately, there are no refunds for ordered lunches

Children Attending Without a Parent

Parents must remain on-site with their children at all times. If you must leave campus at any time, you must take your children with you or have permission from the Committee and assign a chaperone for your K - 12th grade child.

Parents who need to be absent during co-op may assign a chaperone for their K-12th grade students. The following arrangements must be made:

1. Responsibilities for absence have been covered (see Responsibilities for Absences section).
2. You have selected a chaperone (a Co-op adult who is willing to accept responsibility) for your student(s) and have communicated this information on the online Absence Form.

Children may not attend with a chaperone more than two times per semester (for a 10 week family) or three times per semester (for a 15 week teacher).

Tardy Policy

Tardy is considered 5 minutes late after the bell rings. We understand that every family will occasionally have a problem that may cause them to arrive late. Please call or send a text to the Director to let us know that you will be late, so we can make sure your teaching or assisting responsibility is covered. A total of 3 arrival tardies per semester will count as an absence. Excessive tardiness could result in a family's registration time moving to "New Family".

It is also expected for teachers and students to arrive on time to each class. Tardies to class will also accumulate and could result in an absence.

Sick Policy

You must be fever / symptom free for 24 hours without medication to return to co-op after an illness.

Code of Conduct

MARCH Co-op exists to support and promote the home education of school-age children by their parents, legal guardians, or designated person, according to the admonition of the Holy Scriptures (the Bible). As such, MARCH Co-op admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to MARCH Co-op students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

1. Our family will honor and submit to the authorities that God has placed over us with a respectful attitude. (Eph. 6:1-9)
2. Our family will receive correction and accept discipline with a teachable and submissive heart. (Heb. 12:11)
3. Our family will love, serve, respect, and encourage one another using actions and words that build up and bless. (1 John 4:11-12)
4. Our family will be quick to forgive others and cover an offense with love, grace, and mercy when wronged or hurt. (Colossians 3:13)
5. Our family will exercise good stewardship over what God has entrusted to us, taking care of personal property and the property of others, using it wisely and responsibly. (Luke 16:10)
6. Our family will take personal responsibility to keep the church facilities orderly and clean at all times. (Proverbs 12:24)
7. Our family will work with a cooperative spirit, freely giving and receiving help. (Ecc. 4:9-10)
8. Our family will choose to be cheerful, enthusiastic and gracious, even when we feel like complaining. (Phil. 4:4-5)
9. Our family will choose to be peacemakers and resolve conflict the way Jesus would, even when we would rather stay angry or argue. (James 3:17-18)
10. Our family will be on time to classes.
11. We believe in marriage between one man and one woman and the immutability of biological sex as delineated in Scripture. (Genesis 2:24; Matt. 19:4-5)
12. As the parent, I agree to read these rules to my children and make sure they understand them. I understand that I, the parent, am responsible for the actions of my children.

Facility Stewardship

1. The facility requires that we wear name tags at all times.
2. Please report broken, damaged, or spilled items immediately to the Co-op Committee, so we may inform the church.
3. Please use only the area of the building and the rooms designated for MARCH Co-op use.
4. Use the appropriate up and down staircase.
5. Stay completely off the stage. Do not sit on the stairs during lunch or at any time.
6. Please leave the building in an even nicer condition than you found it.
7. No stapling, taping, or tacking anything to the walls. You may use only blue painter's tape on the classroom walls or dry erase boards.
8. Please be sure to dispose of your trash in a responsible manner. Be good stewards of our facility.
9. All food or drink from lunch must be discarded prior to leaving. Students may not have any food in their backpacks.
10. Only teacher provided snacks are allowed in the classrooms and if it is part of the lesson plan.
11. Students may not have food or drink (besides bottled water) anywhere in the building, other than lunch.
12. Parents and other adults are allowed to take drinks to class if they are in a container with a lid.

Lunch at Co-op

Each family may choose to bring their lunch or lunch may be ordered through the Co-op Kitchen Coordinator, who submits a group order, for a nominal cost each week. The proceeds from our lunch program go toward Financial Aid to help families who are in need and would otherwise not be able to attend Co-op.

Email Privacy Policy

The email addresses listed on the Co-op Service Schedule on the MArCH website are to be used for MArCH business only - e.g. emailing teachers for assignment clarification; contacting potential substitutes via texts for absences; notification of absences, etc. They are not to be used for mass email distribution of any kind (personal or business). They are not to be used as a platform to express or discuss views or problems related to MArCH or the MArCH Co-op Program. If you have any issues with regard to MArCH or the MArCH Co-op Program, please take your concerns to the appropriate person or authority directly. Any inappropriate use of personal information provided by MArCH for the purpose of conducting the Co-op program will result in an infraction, and appropriate action will be taken to ensure that this is not repeated. Please report any inappropriate use of personal information to the Co-op Committee immediately!

Solicitation of Products

1. A Business Directory is put together by the MArCH board at the end of each school year to allow you to sell products and services.
2. There is absolutely no soliciting of fundraiser or salable items allowed during class time at Co-op.
3. Fundraisers are allowed during lunch. You must request approval, in advance, from the Co-op Committee before hosting any fundraisers.
4. Advertisements of products will not be allowed in Co-op correspondence.

Dress Code

The purpose of the MArCH dress code is to uphold respect for the Lord, ourselves, and others by dressing appropriately (Romans 12:1-2). The dress code applies to all MArCH members.

- ALL shorts for both males and females must be at least fingertip length when arms are fully extended at the sides of legs. This also includes shorts worn in athletic classes.
- No bra straps or other undergarments visible through or outside outerwear.
- No form-fitting shirts, skirts, or dresses.
- No PE/gym/dance clothing worn outside of PE/gym/dance classes.
- Skirts and dresses may be no shorter than 3" above the knee.
- No offensive clothing, including offensive wording.
- Only females may wear dresses or skirts.
- No undershirts worn as outerwear. Males must have sleeves on their shirts.
- When wearing leggings/yoga pants/jeggings, tops/dresses must be no shorter than fingertip length when arms are fully extended at the sides of legs.
- Appropriate clothing must be worn for gymnastics and PE classes (shorts under dresses).
- No clothing that exposes the midriff.
- No wheeled shoes. Wheels will be taken if they are being used.
- No halter or strapless tops (straps must be at least three fingers wide).
- No facial piercings other than a tiny nose stud or hoop. No gauges.
- No loose or low-cut tops.
- No costumes.

Dress Code Violation Consequences

1. If the dress code is not honored, the student and his/her parents will be advised of the offense, and the situation will be written up and kept on file for one full school year.
2. If a second offense is noted, the Co-op Committee will arrange for a meeting with the family to discuss further consequences.

Volunteer Role Responsibilities

Co-op Parent General Responsibilities

All volunteers of MArCH Co-op, as part of their responsibilities and job description are required to sign the MArCH Statement of Faith and agree to and sign the Co-op Handbook. All volunteers are expected to conduct themselves at all times in a Christ-like manner and communicate the Gospel as part of the duties and responsibilities.

1. Attend the mandatory Prelude Meeting, where much information is distributed.
2. Be on time. Arrive at least 10 min prior to your first class. This means the whole family has to be in the building with the necessary supplies and ready to serve 10 minutes prior to class starting time (no sending kids in while you run back and forth to your car).
3. Wear your nametag at all times where it can easily be seen. Keep up with your family's name tags throughout the semester. If you or your student forgets or loses a name tag, please visit the Co-op Desk for a temporary one.
4. Fulfill your commitments.
5. Parents must follow Responsibilities for Absences (see section for details).
6. Before leaving the premises/campus inform a Committee Member at the front desk and designate a guardian for your children left in the building.
7. Ensure that your child completes any required homework and brings all necessary supplies.
8. If you have an "available hour", please check in at the Co-op Desk and be ready to fill any vacancies or special needs that arise.
9. Read ALL correspondence for Co-op. Read all content and follow instructions listed in the Handbook.
10. Feel free to bring concerns to the Co-op Committee that are unable to be resolved following Biblical conflict resolution between believers. (Matthew 18: 15 - 17; Please see Appendix C outlining the full details and steps of the Biblical Conflict Resolution Process for the MArCH organization.)
11. Pick up any craft or food item/project that your child worked on that day from the designated areas.
12. Infants through kindergarteners MUST be picked up (by any family member) from their classrooms ASAP after the bell rings for lunch.
13. Clean up after yourself and your family, especially after lunch. Leave things better than you found them.
14. Return phone calls and/or emails from Co-op Committee promptly.
15. Turn in paperwork/ fees on time; pay attention to deadlines.
16. If your child has a learning difference, the parent is responsible for communicating and meeting with all of the student's teachers to come up with agreed upon adjustments in regards to class work. See Homework Requirements Section.
17. Parents must communicate with all teachers and co-teachers prior to the first class of the semester all health issues their child(ren) has/have.

PARENTS WILL BE HELD RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR.

Co-op Parent & Student Responsibilities

The following is what will be expected of your family when taking a class at co-op.

During the summer our family will:

- Order textbooks before August
- Accumulate any additional supplies and have them easily accessible to your student
- Communicate to the teacher of any learning style differences or other situations, which may impact the student in the class (e.g., allergies, medications, stressful situations at home, etc.)
- Communicate to the teacher any dates the student must be absent that the family knows ahead of time
- Complete any summer pre-work as required in the course description on the class website or email sent to the family

During the school year our family will:

- Provide time, space, and quiet for the student to study
- Continue to provide materials and internet access as is necessary
- Plan out an appropriate weekly schedule to include adequate student study time and parent oversight for each course
- Keep up with assignments, especially for planned absences
- Do, grade, and track homework, quizzes, and tests as required by the course
- Contact the teacher with questions and concerns as issues arise
- A parent is to contact the teacher as early in the semester as possible when the student will miss a class. Students must obtain missed classwork and homework assignments.
- If a student awakens ill on a class day, communicate with your teacher(s) to turn in assignments that are due and gather any missing assignments.
- Teachers will do their best to prevent students from getting injured. In exchange, students will do their best to follow all safety procedures and rules.

Teacher Responsibilities

1. Students are our number one priority. Ensure a positive, loving, and equal educational experience for each child (see Disciplining Students section).
2. Be on time.
3. Communicate to the students and their parents any required homework in writing or email.
4. Teachers are encouraged to email the families of their students before the first day of class to introduce themselves and give them an overview of the class and expectations.
5. Teachers should provide lesson plans via email to their Grade Level Coordinators before the semester begins.
6. Teachers are encouraged to make contact with their helpers (especially high school class helpers) before the first day of class to enlist their support, assign duties as needed, and let them know what is expected of them.
7. Use your class helpers to take attendance, pass out materials, assist with classroom management, or restroom monitors. Your focus should be strictly on instructing the students and teaching the subject materials.
8. Feel free to bring concerns to the Co-op Committee that are unable to be resolved following Biblical conflict resolution between believers. (Matthew 18: 15 - 17; Please see Appendix C outlining the full details and steps of the Biblical Conflict Resolution Process for the MArCH organization.)
9. Students who are not on your roster may not attend your class.
10. Class changes are made in rare cases and must be approved by the Co-op Director and parent.
11. Determine if your helper could become an apprentice to lead teach, and then mentor them.

12. Teachers should print out attendance sheets for assistants to take roll for students and adult helpers.
13. All nursery and preschool teachers assigned for the first hour must be in their rooms and ready to receive children 10 minutes before 9:00 am and lunch. This allows other moms to get to their own classes on time!
14. Follow Copyright Guidelines (see Appendix A).
15. Teachers are in charge of supervising/delegating the clean up of their room/area to leave it in better shape than found initially. Please clean any messes that were made during class time. At the end of class time ask helpers to assist:
 - a. Wipe down all tabletops with the cleaner provided.
 - b. Vacuum the floor of any craft items, food, or paper pieces that spill to the floor.
 - c. Erase dry erase boards.
 - d. Return any borrowed materials.
16. High School age students may teach a lower grade class with Committee approval and with a parent present.

Disciplining Students

1. Talk to student one on one.
2. If behavior continues, set up a meeting with student and parent.
3. Ask Committee for assistance.
4. Consequences will be administered.

If, at any time, you are not comfortable talking to a student and/or parent, please do not hesitate to ask the Committee for assistance.

Teacher Reconciliation Form

All teachers that receive a check at the beginning of the semester must complete a teacher reconciliation form and turn it into the Treasurer by the last day of class (for the semester or year depending upon the length of the class). Receipts must be included with the reconciliation form. Please save all receipts and be able to account for all expenses throughout the semester. Copies made on home printer may be included in your reconciliation form without a receipt, in the amount of \$0.10 per black and white copy and \$0.15 per color copy. Reconciliation forms and receipts may be submitted by email, or hard copies may be submitted in an envelope at co-op (digital copies are preferred). If multiple classes are taught, a separate reconciliation is required for each class.

Please try to use all of your designated funds for your class. Any unused funds will need to be returned. Teachers are responsible for any overage.

Please deposit your check as soon as possible to prevent loss. If a check is lost, teachers will be responsible for the \$30 fee required to cancel the check before a new one can be issued.

Curriculum that may be reused by the co-op in future classes may be reimbursed from the co-op budget, separately from the teacher check received for class funds. Please email the Committee to discuss curriculum purchases.

Anyone receiving \$600 or more per tax year, who does not turn in a reconciliation form, will be issued a 1099, as the IRS considers that taxable income.

Classroom Helper Responsibilities

1. Classroom helpers are responsible for maintaining control in the classroom so the teacher can teach.
2. Be on time!
3. Within the first 10 minutes of class take attendance of students and all adult helpers (with tardies and absences clearly marked). Place the attendance sheet outside the door for Committee to check.
4. If there are unruly/noisy students, the helpers are to quiet the disruption. The teacher should not have to stop teaching to discipline students.
 - a. If the child consistently becomes a distraction, sit with or stand over the student. If needed he/she may be taken into the hall for a time out.
 - b. If the behavior persists, the parent and the Co-op Committee should be notified.
5. Helpers must be willing to do whatever tasks the teachers ask unless they are physically unable.
6. Helpers should look for ways to help and not wait to be asked.
7. Helpers must always be the substitute and fulfill all responsibilities for absences.
8. All nursery and preschool helpers assigned for first hour MUST be in their rooms and ready to receive children AS SOON AS POSSIBLE.
9. Please refrain from visiting during class time.
10. Helpers are responsible to assist in cleaning up the room or area used. Please be responsible to leave it better than you found it.
11. If an older student needs to leave your class (ie, bathroom use), please make sure they return promptly.
12. At the end of your class time:
 - a. Wipe down all tabletops with the cleaner provided.
 - b. Vacuum the floor of any craft items, food, or paper pieces that spill to the floor.
 - c. Erase dry erase boards.
 - d. Return any borrowed materials.

Restroom and Diaper Changing Policies

1. All children through 5th grade are to be escorted to the restroom BY FEMALES ONLY.
2. Females take boys and girls younger than Kindergarten into the Ladies' Restroom (you may stand outside of the stall) to ensure the safety of the child. Students above the age of 6 should use the restroom relating to their biological sex.
3. No males escorting to the restroom or changing diapers.
4. No teens changing diapers (exception: teens may change their own siblings' diapers with parent approval).
5. If possible, take at least two preschool children at a time.
6. For children Kindergarten and older, stand outside of the bathroom, waiting for the child to be escorted back to class.
7. All persons ages 6 and older are required to use restrooms of their biological sex.

Set Up/Clean Up Responsibilities

If you have Set Up or Clean Up as one of your duties, you will be contacted before the first day of Co-op so you will know of your specific job. You have the responsibility of checking in with the Facilities Coordinator every week to make sure your job has not changed and for checking back in at the time of completion. You are responsible for contacting the Facilities Coordinator if you are absent.

Student Responsibilities & Behavior Guidelines

The Bible will serve as the final authority for all matters of conduct. Proverbs 6:16-19; Exodus 20:1-17

Most conflict can be avoided when these guidelines are adhered to; therefore, it is vital for every family to read and understand the following points of interest. Any inappropriate behavior will be dealt with at the discretion of the Committee with the participation of the parent.

This list includes but is not limited to the following:

1. Arrive 10 min prior to your first class. Be on time to all other classes. The "cow bell" system will help to know when it is time to switch classes and when you are late!
2. Wear your nametag at all times where it can easily be seen. (REQUIRED)
3. Clean up after yourself, especially after lunch. Leave things better than you found them. Let an adult know if you need help cleaning a mess you made.
4. All cell phones are to be turned off during class. Phones cannot be used for note-taking or calculation; Students need to bring a calculator.
5. No roaming halls during class time or lunch.
6. Do not cause damage or destruction to the facility or its property.
7. Participate in class and gladly do whatever is asked of you.
8. Listen carefully to instructions.
9. Do assigned homework. This is expected for classes with homework requirements.
10. Bring all required supplies to class every week.
11. Address and respond to teachers and all other adults with respect and courtesy.
12. No loud talking during class or in the hallways.
13. Do not talk while anyone else is talking, especially the teacher.
14. Remain seated in your chair unless you are requested to do otherwise.
15. Older children should set the example of exemplary behavior.
16. No personal toys in the classroom.
17. Only water in a container with a lid is allowed in the classrooms and halls. Other drinks can only be consumed during lunch.
18. No snacks/candy of any kind are allowed in a classroom, unless it is provided for a particular class.
19. The behavior in Study Hall is expected to be the same as in any other class.
20. No running in the hallways. Walk at all times, especially down the stairs.
21. Stay off of the stage, the steps to the stage, and any other area considered to be off limits.
22. No PDA. No public displays of affection of any kind at Co-op, on church property, nor at any event related to Co-op (hand-holding, kissing, or otherwise).
23. No lying, stealing, plagiarism, or cheating.
24. No sexual misconduct or other behavior that is inconsistent with Biblical standards of sexual purity.
25. 25. Students must dress in conformance with their biological sex and use the restroom consistent with their biological sex.
26. No inappropriate conversation or gestures.
27. No weapons
28. Bullying or fighting of any kind will not be tolerated and will be dealt with at the discretion of the Committee.
29. Mandatory meetings must be attended.
30. No causing continued negative issues/problems.

Homework Requirements

1. Homework requirements are noted in the class descriptions.
2. If a student wants to take a class and needs accommodations of any kind, the parent is required to communicate with the teacher and Grade Level Coordinator prior to registration regarding any special needs/requests. While an agreed-upon accommodation plan is the goal, it is realized that a class may not be a good fit for every student.
3. No auditing of classes.

Plagiarism/Cheating

Plagiarism/Cheating is a serious offense that MArCH and/or our Co-op Program will not tolerate. The following consequences will be given for such actions (See Appendix B to educate you and your children on plagiarism):

1. First Offense - Signing the Disciplinary Notice/Action Form and possible further actions.
2. Second Offense - Possible expulsion with no class credit or refund.

This policy will follow a student throughout their Jr. High/Sr. High School years in their credit classes.

Accountability

Please carefully read and understand ALL of MArCH Co-op guidelines. When an infraction (violation of the Handbook) occurs, you and/or your student may be asked to sign an acknowledgement of the incident. A meeting may be requested with you to discuss possible solutions that will benefit all. The Co-op Committee will prayerfully deal with offenses not specifically stated in the Handbook.

Visitors

Visitors coming on Co-op days fall into three different categories and need to follow the procedures pertaining to each:

1. Prospective family, desiring a tour of facilities and classes.
 - a. Tours are available for MArCH members of Co-op.
 - b. Visitors will sign up for the tour in advance
 - c. Visitors must sign in and wear a nametag.
2. Co - op Family member visiting for the day
 - a. The Co-op adult bringing a family member or an alumni must fill out the Visitor Form on the website and submit a background check. It is requested that forms and background checks be submitted at least one week prior visit; they can be requested later, but background checks may take a few days to clear. The sooner they are submitted, the more likelihood they will be approved in a timely manner. Background checks must be cleared before the visit.
 - b. The Co-op adult must be present as guardian for the visitor.
 - c. Contact all of the teachers of the classes the visitor wishes to attend, asking permission for the visitor to sit in on the class (he or she may or may not be able to attend class and/or participate, depending on the teacher's plans and supplies).
 - d. Visitors may not attend credit/yearlong classes.
 - e. Visitors must be signed in and wear a nametag.

3. Alumni

- a. Please visit during lunch (outside) or after 2:40pm
- b. A background check is required for any alumni visitor entering the building
 1. No roaming the halls or attending classes
 2. Sign in and wear a nametag

Joining Co-op

If you or someone you know is interested in joining Co-op, the first step is to become a member of MArCH at www.marchgroup.org and clicking "Joining MArCH" on the website.

Once you are a MArCH member you will begin receiving MArCH News. When Co-op Tours are announced via email, be sure to sign up for a tour. Taking a tour is the first step toward expressing interest in joining Co-op.

If space is available, your family will be contacted by our New Member Coordinator. Due to high membership demand, we are unable to maintain a waitlist. If there is no availability, you will need to attend either another tour or Q & A session (after the initial tour) each year to express your continued interest in joining Co-op.

Appendix A

Copyright Guidelines for MArCH Teachers

It is each teacher's responsibility to act in accordance with the copyright and trademark laws of the United States. The intellectual property laws (e.g., copyright, trademark and patent laws) protect the investment of individuals and companies and encourage people to share their knowledge and gifts.

Copyright laws, and especially the meaning of **Fair Use in Education**, can be found at several internet sites. We strongly advise teachers to read through the following material and to visit an internet site.
<http://home.earthlink.net/~cnew/research.htm#Copyright%20and%20Fair%20Use%20Defined>

Duplicating and Distributing Textual Materials

You may not copy a whole book, test booklet, or a workbook. You need to purchase individual test booklets or workbooks. You should not copy the same chapter of a book each year. You may copy a 'reproducible' workbook, such as from Instructional Fair or the TOPS! (tm) unit studies, which specifically gives you the right to copy for your class.

If you create your own story or book, you may make copies. However, do not embed copyrighted material into your book (e.g., an anthology of other poets' poems) unless you have written authorization to do so, and it is clear where the material is from and who wrote it.

Creating, Duplicating, and Distributing Electronic Media (DVD/VHS tape/CD/MP3)

You can not use individual license media in the classroom, such as Bob Jones or A Beka videos, or clips from them, unless you have written authorization. You can not make multiple copies of copyrighted media for each student to take home unless you have written authorization. Again, even if it is not for profit, without permission you can not make multiple copies to pass out to your students.

For example, PBS in Dallas, when contacted by phone, was okay with teachers showing one of their free video clips/movies to their class using the internet. They were okay with the teacher making one copy to then show in class provided it was clear it was a free clip/movie from PBS. However, they do not want teachers making multiple copies for their students-- even if it is not for profit and the program is free. They said to direct your students to go to the internet themselves.

You can not cut and paste material from several copyrighted materials (e.g., DVDs, songs, images, poems, etc.) together to make a special DVD/CD and then make multiple copies for your students --- unless you have written authorization from each provider.

You can make your own lecture/demo DVDs and hand them out. However, do not embed copyrighted material in your DVD unless you have written authorization to do so and it is clear in the DVD where the material is from and that you have permission to include it (in the credits or announced). This includes fun cartoons!

Question: Who owns the copyright if I submit original material to an internet site?

If you submit your own material to an internet site be careful to read their terms and conditions. With many places the internet site now owns the copyright-- not you! To use the same material in a different manner would require you, the original author, to obtain the internet site owner's permission first!

Remember: When in doubt, check it out!

Appendix B

MArCH Plagiarism Policy

What is plagiarism? Plagiarism is presenting another person's ideas or words as if they are your own. You are not giving the person or author credit for their work.

As stated in the handbook, plagiarism of any kind will not be tolerated. Students who plagiarize will receive the following consequences: The student will receive an infraction for the first offense, and a second offense will result in possible expulsion from the class with no class credit or refund. This policy will be per class/per school year.

Students who plagiarize in college will be asked to leave the university. Plagiarism is a serious offense. It is theft – when you plagiarize, you are stealing. With the advent of the internet, plagiarism is easier than ever. But, it is also easier to check for. Colleges may scan your papers and use computer programs to check for plagiarism. Don't even attempt to plagiarize! You do not want to ruin your academic career.

The following is taken from *Write for College* by Writer's Inc.

Guidelines for Avoiding Plagiarism

What to do:

- Indicate clearly when you use anything from another writer's work, even if only a phrase or single key word, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using a writer's idea, credit the author by name and also cite their work in which you found the idea.
- Provide a new citation when using additional information from a previously cited work.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

What not to do:

- Do not use facts, details, or ideas from a source without indicating in some way that you are doing so.
- Do not confuse your own ideas with others' ideas discovered during your research. Even if your idea resembles another writer's, you must credit that writer and the work in which the idea is shared.

Appendix C

Biblical Conflict Resolution Overview

Biblical Conflict Resolution Process

The preferred process for the resolution of any and all conflicts arising within the context of the MArCH organization should follow the principles laid out in **Matthew 18:15-17**. The Board should be made aware of any conflict that requires conflict resolution.

Steps to be followed in the order listed below. Those involved in the resolution process may/will ask if these steps have been followed in order. Members in conflict are expected to be active participants in the process of resolution.

First Step- Pray. If one MArCH member has a disagreement with another MArCH member, the member should go to the person with whom he or she has a disagreement and explain the issue, believing it can and will be resolved. Restoration of the relationship is the goal.

If the MArCH member has a disagreement with the MArCH organization or committee thereof, the member should go to a Board Officer or a Committee member and explain the issue.

Second Step- Pray. If the issue is not resolved the parties should meet again in the accompaniment of one or two believers, in order to encourage repentance and restoration, and to establish a witness of what takes place between the two original individuals with restoration of the relationship as the goal.

If the issue involves the MArCH organization or the committee thereof, the involved parties should meet in the presence of at least three representatives of the Board, who can resolve the issue or consult additional Board members before resolving the issues.

Third Step- Pray. If the issue does not involve the MArCH organization or a committee thereof and this issue has not been resolved, the parties agree to mediation by a representative of the Board with restoration of the relationship as the goal.

Fourth Step- Pray. If the issue still has not been resolved after mediation by a representative of the Board, then the parties involved shall present their understanding of the issue to at least three representatives of the Board. Both parties will agree to abide by the representatives' decision.