MANHEIM AREA CHRISTIAN HOMESCHOOLERS

Membership procedures and policy contract

PURPOSE STATEMENT

Our goal is to have Christ formed within our children (Gal.4:19, Col. 1:27). The purpose of our co-op is to provide our children with an opportunity to learn Christ-like social skills and to participate in academic educational classes in a group setting with adult supervision.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is only one God, eternal existence in three persons; Father, Son, and the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; of them that are saved unto the resurrection of life, and of them that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe that God created mankind in his own image, and that God created human beings in two sexes: male and female. We believe that both sexes, male and female, are of equal value, moral worth, and significant in the sight of God. We believe that each person's sex is determined by his or her biology at birth/conception, not his or her feelings or opinions, and that a person's sex cannot and does not change. We believe that while rare biological abnormalities exist, such abnormalities are a result of the Fall and do not require the recognition or additional categories of a person beyond male and female. We believe in the sanctity of marriage as instituted by the God of the Bible and creator of mankind, that marriage is only between one man and one woman (Genesis 2:20-24; Matthew 19:4-6; Ephesians 5:31). We believe that any sexual desire or behavior other than between husband and wife is sinful. As such, individuals who are actively engaged in homosexual and/or non-marital intimate relationships are not eligible to become members of MACH.

POLICIES AND PROCEDURES

Updated November 2026

GENERAL MACH POLICY

1. Members will teach/help 2-3 hours each day and remain at the facility during the off-hour in case of a class room emergency or any other situation where extra help is needed.
2. New members will be helpers the first year and are required to teach the following years. If you are a previous member who is returning after a break from MACH, you will be required to step into a teaching position.
3. To ensure membership of good standing, yearly dues are payable by appointed date each year. There will be no refunds.
4. Children may advance a grade/class at the discretion of the parent and with the agreement of the teacher with the understanding that a later change may need to be made.
5. MACH classes are only for children of the member`s immediate family or those of whom the

member has legal guardianship.

6. Cut-off date for new families to join is June 30th. Any exceptions will be at the discretion of leadership.
7. All families are required to agree with and sign the membership contract.
8. No first-year members will serve in a leadership or planning role. Starting with the second year of a member being active, they will volunteer or be assigned a role in Leadership or another planning role for the year to help the co-op run efficiently. The Leadership Team shall consist of an administrator, assistant administrator, treasurer, assistant treasurer, building coordinator, assistant building coordinator, and enrichment team leader. All the leadership roles will be a 1-year term with the intention of the assistant fulfilling the main role the following year. All other planning roles will be a commitment of 1 year. If a member fails to fulfill a leadership/planning role they will lose their membership in the co-op.
9. If a member is ill and cannot attend co-op classes, that member`s child(ren) may attend classes if age 8 and older and supervised by a designated attending member.
10. Leadership has authority to make decisions under administrative guidelines. Any policy changes need to be voted on at MACH meetings held twice a year with 2/3 of membership present and an 80% vote for passage.
11. Prospective families who have reviewed our policy sheet and member contracts, may visit co-op during our designated Open-House, or at a time prearranged with the Leadership Team. Children may attend co-op day with a parent to observe class.
12. Students below 9th grade must take the classes offered unless special arrangements are made with leadership.

SNOW DAY POLICY

Delays and cancellations are at the discretion of the leadership team. The general policy we follow is if Manheim Central School District has a 2 hour delay, we will arrive at 9:30 am, classes would start at 9:45 and we'd hold 45 minute classes, to end at 12:00. In the event of a late opening, the afternoon schedule would be held as usual. If Manheim Central is closed, we will be closed. Possible make-up days will be evaluated as needed.

CHILD WELLNESS POLICY

In order to provide a safe and healthy place for all our children, we ask that you keep your child home any time he or she exhibits any of the following symptoms:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the previous 24 hours
- Any symptoms of childhood diseases such as measles, mumps, chicken pox, or whooping cough
- Green runny nose
- Sore Throat
- Any unexplained rash
- Any Skin infection
- Pink eye or other eye infections
- Head lice (child should be free of all nits)

PARENT POLICY

1. Parents will promise to fulfill their responsibility and commitment to MACH by faithfully executing the volunteer duties and contributions which were agreed upon at the beginning of the year.
2. We understand and acknowledge the stated mission and philosophy of MACH.

3. We realize MACH is not a replacement for parental instruction, but an educational program for the benefit of home education families.
4. We agree to have at least one parent present and available at all times during the MACH hours that our children are attending classes.
5. We will keep apprised of our children's conduct and progress by communicating with their teachers.
6. We acknowledge our God-given responsibility to discipline our children. When informed of any behavioral problems we will properly discipline our child with the goal of ensuring compliance with the standards of student conduct set forth by MACH.
7. We acknowledge that we will be financially responsible for any property damage done by our children in or around the church building.
8. We promise to resolve disputes by dealing with the person or persons involved without criticizing them or MACH. See grievance policy.
9. In consideration for the use of East Fairview Church and the families of MACH, we hereby waive and release any right or claim we may have against the East Fairview Church, or their staff, and agree to hold them harmless from any and all claims, suits, losses, or related causes of action for damages, death, accidental or otherwise during or arising in any way from MACH classes.
10. We understand that the leadership team has many decisions to make, in order for our school year to go smoothly. We understand that they attempt to make the best decision with the information they have. If, at any time, we have questions about how a decision was made, or have a question about a decision, we agree to present our concerns first to the leadership team, for further clarification.
11. We profess Jesus Christ as our Savior and will conduct ourselves in a manner that is pleasing to our Lord and Savior, Jesus Christ, remembering that He lives in us and is always present among us.

STUDENT POLICY

1. It is expected that children should conduct themselves in a manner that is pleasing to our Lord and Savior, Jesus Christ, remembering that He lives in us and is always present among us.
2. Teachers and staff are delegated authorities from the parent and will be respected and obeyed accordingly. There should be no back talk or arguing with teachers or staff.
3. Students are expected to be seated when class begins and have all required materials ready. On the rare occasion the student arrives late for class, the student will enter the class quietly so as to minimize class disruption.
4. Toys or other distracting items are not to be brought to class, including ipods, cell phones, or any other technological devices. If this is a problem, teachers have the authority to take an item and return it at the end of class.
5. Students are expected to display good stewardship in caring for the property of the church, MACH and other students.
6. Students are expected to be cooperative, respectful and obedient to the teachers and staff at all times.
7. Students are expected to be courteous, respectful and loving to classmates and visitors. No name-calling, slander, gossip, or foul language are permitted.
8. Food is only permitted in designated areas, or at specific times.
9. Students are expected to focus on the teacher, stay in their seats, and keep their hands and feet to themselves.
10. Dishonesty, lying, cheating, stealing will not be tolerated.
11. Students may not leave the church grounds without permission.
12. Students will participate in class and will complete homework on time, as per the teacher's expectations.
13. For 7th-12th grade, the student is responsible for contacting the teacher and getting missed homework assignments. These assignments will be ready to turn in when the student returns the following class.
14. Only the student taking the course and the parents are welcome in the classroom.
15. No knives or other "weapons" are permitted in the church building due to the risk of endangering others.

An exception will be made for class projects, for example- costumes of the Middle Ages.

16. Students may not wander in the building. If not in a class, students must stay in the assigned area.
17. In the event of a conflict that cannot be resolved between teacher, parent, and student, leadership is responsible to enforce the membership contract.
18. Students are highly encouraged to finish a class once the semester has begun. If a student drops a class anytime after registration, they will be responsible for any costs the teacher has incurred for the class. Any changes in the schedule need to be approved by the leadership team.

DRESS CODE POLICY

1. During co-op, members must cover tattoos and must remove any facial jewelry, other than earrings.
2. Students and parents will wear modest clothing reflecting Christ and showing respect toward students, parents and teachers. All clothing, jewelry, make-up, and hairstyles should not be distracting.
3. Shirts must have sleeves.
4. Shirts and pants must meet when standing or sitting. No midriff style shirts.
5. Clothing which advertises or promotes alcoholic beverages, cigarettes, or any other worldly activity, may not be worn.
6. Shorts or skirts need to be no shorter than three inches above the knee.
7. Ladies' necklines should not be low or revealing.
8. Leggings may be worn under appropriate length skirts or dresses. They are not permitted to be worn independently.

DISCIPLINARY PROCEDURE FOR MISCONDUCT

This procedure is intended to be applied in cases of consistent behavioral problems. If a child has exhibited a deliberate act of defiant disobedience, excessive inappropriate behavior, or displays an attitude of disregard for authority, the following actions will be taken:

1. First, the teacher will discuss their expectations with the student.
2. Secondly, the teacher will document and talk to the parents, student, and administrator about the situation and expectations.
3. Thirdly, the student will be asked to leave the class and be returned to their attending parent.
4. If there is a 4^{th} offense, the student may not return for the rest of the year, and will not be considered a candidate for returning the following year.

The goal of the MACH disciplinary procedure is:

1. To help ensure that children and parents know the standards for behavior and the consequences for non-adherence to those standards.
2. To allow the group to enjoy activities and functions.
3. To help our membership be a positive influence on the community and to provide a favorable representation of homeschoolers and MACH.
4. To help our children develop strong, healthy, interpersonal relationships with other home-schooled children.

GRIEVANCE POLICY

Using Matthew 18:15-17 as a guideline, we have established this policy for the resolution of disputes and grievances in the operation of MACH. These guidelines are to be followed whenever there is a dispute concerning any aspect of MACH's operations or between any two parties connected in a direct way with MACH. This includes students, parents, teachers, and the leadership team.

Student/Parent to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents and/or the student themselves
2. If the problems are not resolved, the parents may bring the concern to the Leadership Team.
3. If there is still no resolution, the parents should request that the issue be brought to a meeting of the members for resolution.

Parents to Leadership Team:

1. If parents have a grievance or dispute about the general operation of MACH, they should bring their concerns to the Leadership Team.
2. If there is no resolution, they should request that the issue be brought to a meeting of the members for resolution.