

PATH Co-op General Information

PATH Steering Committee:

PATH Co-op is led by a committee of God-loving women who have made a 2-year minimum commitment to serve, pray for and lead the co-op. They have specific jobs they perform, and meet on a weekly basis during the co-op day. The meetings are run in loose parliamentary procedure, beginning with prayer with a partner. Following prayer is a devotional, old business, new business etc. Steering is primarily a task-oriented group with personal encouragement.

The committee is responsible for securing teachers and facilitators, setting up the yearly calendar and scheduling classes. The committee collects the registration and facility fees. It arranges for weekly chapel time, parent meetings and socials. They arrive early and stay to close as necessary, trading off the set up and clean up of the facility. The committee is responsible for all changes in policy and the direction of the PATH Co-op. All decisions are prayed over and voted on with all agreeing before the decision is accepted. The motto of Steering is: "To lead is to serve." If you have any concerns or questions, please put them in the Steering committee's mailbox or give to a committee member. Please do not contact Edgewood Bible Church with any correspondence or questions. We function separately from the church. They have graciously accepted us as a ministry and we want to honor their phones, mail, etc.

Teachers:

PATH Co-op does not employ teachers. Teachers are generally parents, but may be anyone with a passion in a subject area and with a heart for homeschoolers (with Steering approval). Teachers design the course they wish to teach, determining the class size and any necessary fees. An honorarium of \$5/month/student is paid to the teachers by the parents. Any additional materials fees cover the teacher's costs of supplies for the class. Teachers are asked to sign and **agree** with the PATH Mission Statement and our Statement of Faith. PATH Steering Committee maintains supervisory authority over all teachers. The teachers are expected to teach their classes for the entire PATH year. If a teacher must be absent, they must contact the class facilitator to make arrangements for conducting the class. If a teacher is absent more than 3 times in the course of the school year, they agree to pay their facilitator \$1/student/class taught from the honorariums they have received. Teachers and parents are required to fill out the WA State Patrol clearance forms. New teachers submit at least one reference with their teacher application.

Facilitators / Class Helpers / Hall Monitor:

Facilitators and Class Helpers are parent volunteers who commit to assisting a teacher in a class for the duration of the PATH year. Facilitators take attendance and assist as the teacher directs, i.e. clearing art supplies, guiding a student who needs help, keeping order in the class. In the absence of the teacher, the facilitator will teach the class. If a facilitator or class helper needs to be absent, they must call the Facilitator Coordinator as soon as possible so she can assign a substitute facilitator. Facilitators are responsible for ensuring the classroom is neat and tidy at the end of class. There will also be a Hall Monitor each hour. This parent will check each class to see if all adults are present or if more help is needed, and will also monitor that students are not wandering during class times. **Parents are discouraged from being in class with their preschool and elementary children.**

Registration:

Registration takes place in May with returning teachers registering first, new teachers registering second, current families registering third, then new families (wait list families register before new families that are not on the waiting list). Starting May, 2017, registration order will also take into account Co-op attendance. Families with poor attendance will register after families with better attendance (in the same group – current teachers, new teachers, returning families, etc.) Registration fees are non-refundable.

Changing Classes

Preliminary class lists are sent out usually by the first week of July. These lists are finalized the first week of September, so **changes can only be made between July 1st and September 1st without incurring additional fees.** Students wishing to change classes should contact the Registration Coordinator prior to September 1st. Between September 1st and the add/drop date (the second Monday of October), students may change classes, provided there is an opening in another class. Students changing classes after September 1st may be required to pay the materials fee for the class they are dropping as well as the class they are adding, as teachers will likely have already purchased materials for their registered students. Please contact the Registration Coordinator regarding changes in classes or other questions, not the teacher.

Teacher Honorariums & Materials Fees:

Teacher honorariums are due the first Monday of every month. Material fees are due at the beginning of each semester (September and February). Individual checks or cash in marked envelopes (mark with student name, class name, class hour and amount) should be placed in the Payment Box in the folders marked with the teacher's last name. Participation in PATH is contingent on teacher's honorariums being paid on time. Please communicate with the Finance Coordinator if you are unable to pay on time. Continued communication is important until payment has been made. If your payment is greater than 14 days past due without communicating with the Finance Coordinator you will be asked to remove your child from that class until payment is caught up. If, for any reason, your family needs to withdraw from PATH, one month notice is expected and teachers' payments must be made for that month. Material fees are non-refundable.

Sign In:

Please sign in when you arrive at PATH each co-op day. This gives a record of your attendance and allows a teacher/facilitator to know where to find you each period if your child should need you.

Chapel:

Our Co-op day begins at 9:00 a.m. with a time of worship and announcements in the chapel. Please make it a priority to arrive on time and participate with your children. Students in 7th – 12th grade may participate in a separate chapel time (Twister) except on the first Monday of the month.

Mailboxes:

Mailboxes are an easy way of communicating with co-op families. Mail is usually delivered by lunchtime. Each family has a folder with their last name attached. Please check your box before leaving for the day. No students should check mailboxes please.

Attendance:

If your family needs to be absent, please call or text the Facilitator Coordinator (Cheryl Kalt – 253-653-0226) in a timely manner so she can assign a sub to replace you for your class responsibilities.

Privacy Statement

PATH Co-op wants to be a safe place for families. Please do not use the family directory for business purposes (though you may use the forum to e-mail all the families). To protect the privacy of our families, especially the children, please do not post group pictures identifying or tagging people without their direct permission outside of the PATH and Twister Facebook pages. Also, do not post individual pictures of other people without their permission.

Wellness Policy:

Please do not bring your child to PATH if they have:

- Temperature of 100 degrees F. or higher
- Green or murky discharge from nose or eyes
- Pink eye
- Contagious rash
- Vomiting and/or diarrhea
- Productive cough with fever/sore throat
- Head lice or ring worm

Thank you for respecting the health of other children and protecting your own children from getting worse when their immunity is compromised. If a significant exposure occurs, parents will be notified via a Wellness Flyer placed in mailbox or will be contacted by phone or email.

Snow Days:

Because of the large South Sound area our students travel from, PATH Co-op will be closed if 2 out of 3 of these school districts are closed *or 1 hour late due to the weather*: Sumner, Auburn and Puyallup School Districts. Listen to KIRO (am 710) for School District closure information during snow events or check www.flashalert.net.

Discipline Policy:

- First offense: The student receives a clear warning from the teacher or other adult.
- Second offense: The student is removed from the class and the student's parents will be located. The student will remain with their parent for the remainder of that class period.
- Third offense: The student and parent will meet with the Steering Coordinator to determine whether the student desires to remain a part of PATH Co-op.
- If the student continues to have discipline issues, the parent will voluntarily remove student for a specific time determined by the Steering Coordinator and the Steering Committee, depending on the offense.

Dress Code:

Please wear clothing that reflects Christian modesty while at co-op. This includes:

- Shirts must be worn at all times. Shirts should not be tight fitting, have plunging necklines, spaghetti straps or expose the midriff. Shirts should not have inappropriate pictures or writing, i.e. secular music groups, etc.

- Skirts and Dresses must be modest, no plunging necklines, no shorter than 2 inches above the knees.
- Shorts no shorter than mid-thigh.
- Pants must be well fitted, no undergarments showing, with back side completely covered.
- Hats are acceptable. Please remove hats while in the sanctuary and during prayer time.
- Backpacks/Binders/Bags -- No inappropriate pictures or writing, i.e. secular music groups, etc.

Tardiness:

If a student is more than 10 minutes late to class (and prior arrangement has not been made with the teacher) they must spend the remainder of that period in study hall. The parent and/or student are responsible to contact the teacher for homework assignments.

Guests:

Guests are welcome to come and visit co-op, but must coordinate with the Registration Coordinator at least two days in advance. This allows us to give our teachers a “heads-up” to know they will have additional students on that particular Monday. Additional parents or grandparents are always welcome.

Guardianship:

Occasionally parents may not be able to participate with their child during a particular co-op day. At this point they need to appoint a guardian for their child and fill out the Emergency Guardianship paperwork. This may only take place for emergency situations (i.e., sickness in family) and may not be used regularly. Emergency Guardianship is intended to allow older children to attend classes when their parent is unable to attend. For this reason, Emergency Guardianship is reserved for students ten and older.

In specific cases, as approved by the Steering committee, students will be permitted to attend regularly without a parent with a Permanent Guardianship set up. To qualify for Permanent Guardianship there must be extenuating family circumstances. The Steering Committee will look at each individual case, considering grade, behavior during the prior year at Co-op, family tenure and the Guardian Family. An approved “Request for Guardianship Form” must be completed and submitted to Steering two weeks before registration. Upon approval, the parent submits the registration form and pays the necessary fee for guardianship, which is \$40/year. Steering will limit the number of families granted guardianship each year depending on the size of Co-op and size of the family asking for guardianship.

WA State Patrol Forms:

All regularly attending parents, grandparents, and teachers are required to fill out a WA State Patrol Form to allow for a criminal background check.

Teen Group:

PATH Co-op teens (7th grade and up) are welcome to attend our scheduled teen group events. We welcome parent involvement in planning and chaperoning these events. Please see our Teen Coordinator if you are interested. Parents and teens must read and sign the Teen Agreement.

Parent Meetings:

PATH holds three evening meetings throughout the co-op school year. Parent Orientation is in September, our Tea Party/Planning meeting is in January, and a night of encouragement/mid-year information meeting is in late February or early March. The Steering Committee has found these meetings to be crucial in communicating with parents throughout the year, and so attendance at these meetings is strongly encouraged. You will be notified in advance of the dates for these meetings.

Parent Responsibilities

PATH is a cooperative ministry, so parents are to be on site at all times either teaching, facilitating, assisting with study hall, or helping in one of the classrooms. We have a “no drop-off” policy. Two adults are required in each class at all times and we all depend on each other for a successful co-op school day. Membership at PATH is intended to be a full year commitment, from September to May. Failure to make attendance and participation at co-op a priority may result in not being allowed to register the following year.

Co-op begins promptly at 9:00 AM with our worship time. We encourage your family to participate, and ask that you make attendance a priority. If you notice that your children are not paying attention during worship, please sit with them to help ensure their respect and cooperation. Please let your young men know that we request no hats be worn during our worship time.

By registering your family at PATH, you agree to complete your assigned jobs every co-op class day. Your “parent jobs” are separate from your child’s enrollment; this means that even if your child’s schedule changes, your jobs do not. Parent jobs vary from teachers to facilitators to hall monitors. In the event you need to be absent we ask that you call or text the Facilitator Coordinator (Cheryl Kalt – 253-653-0226) in a timely manner so she can assign a sub to replace you for your class facilitating jobs. As parents working in a class, it is expected that you would not use this time for socializing, but rather assisting the teachers and students as needed. Teachers and Facilitators reserve the right to ask those disturbing the class to leave.

Each family is assigned Parent Helper duties at least twice during the year. Parent Helpers are required to be at co-op at 8:30 a.m. to assist with setup, supervise at lunch time and clean up after lunch time, and stay after co-op to help with cleanup. This may be as late as 3:00 p.m. Half-day families help with lunch, and either morning setup or afternoon cleanup four times during the year. In the event you need to be absent we ask that you replace yourself for any “Parent Helper” jobs you might be assigned to for that day and advise our Facilitator Coordinator of the change. Parent helper dates are assigned at the beginning of the co-op year. Reminders are in the announcements each week. Parents who miss their Parent Helper day may be asked to assist on another co-op day.

No children are allowed in classes they are not registered for – this includes siblings. (The only exceptions to this would be in the case of a nursing infant or approved visitors.)

Promptness is essential in Co-op as we truly rely on each other to make sure our children are well-supervised in their classes. Please consider carefully if your family can make this commitment to being on time for the co-op day. In the event that you are 10 minutes late for a class, your student must spend the remainder of that class period in study hall so as not to disturb their class by walking in late.

Please make sure that your students are prepared for classes each week with the supplies they need, **clearly marked with their names**. Please remember that ultimately we as

homeschooling parents are responsible for our children finishing their work. Please be aware of what homework is assigned each week and work with your children to finish it in a timely manner.

If you have concerns or ideas that come up during the year, please feel free to talk to anyone on the Steering committee. The Steering committee addresses all input and makes decisions as necessary. PATH is an independent ministry, so please direct any questions to a PATH Steering Committee member, **not to** Edgewood Bible Church.

PATH Co-op Student Helper Policy

Students must be registered for a class or study hall for every period that they are at co-op. There are three exceptions to this rule:

1. Students 7th grade and older may choose to work in the nursery instead of having a study hall period. Only one student may work in the nursery per period. Students working in the nursery must obey the parent helpers and must actually be helpful. Students may not change diapers or carry babies and toddlers (except in the case of an emergency). Students should not leave the classroom with a toddler or baby without an adult helper (no taking toddlers to the bathroom, etc.). Student helpers can assist with snacks, playing with the toddlers, reading stories, etc. Student helpers do not pay an honorarium for working in the nursery.
2. Students in 9th to 12th grades may be teacher's assistants in a classroom, with permission from the classroom teacher, their parent, and Steering. Student helpers must follow the direction of the teacher and can assist with such tasks as taking attendance, passing out papers, helping younger students with crafts, clean up, etc. Student helpers do not pay an honorarium for assisting in a classroom. Only one student may be a teacher's assistant per class.
3. Infants may be with their mother, but must be registered for the nursery if they are older than four months old. Parents should not allow their infants to be a distraction in the classrooms.

* Exceptions to these policies will be dealt with on a case-by-case basis by the Steering Committee.