

CO-OP GUIDELINES 2009-2010

Phone and Email Roster

1. Any e-mail changes and/or additions are to be sent immediately to the Co-Op Coordinator who will make the necessary changes/additions and forward updates to teachers and update the phone/email roster accordingly.
2. The Co-Op phone/e-mail roster may be used for Co-Op purposes only. Addresses may not be given out without express permission of the Co-Op families. Advertising of home businesses is prohibited (i.e. Mary Kay, Amway etc) without the express permission of the individual who has expressed interest.

Adult Assistance in Co-Op

1. All families are required to help in class periodically as assigned Parent Helpers in order to help Co-Op operate effectively as well as to observe the teaching methods and class structure, which will further aid your student(s). Each "class period" will be assigned specific duties to be performed weekly to assist the Teacher.
2. Teachers and Parent Helpers are responsible for finding a substitute. Parent Helpers must check the class list to see whom you may call upon to cover for you in the event of an absence. There must always be two Parent Helpers in the class room at all times.
3. Parent Helpers assisting in the last class of the day must remain until all students have been picked up by their parents.
4. If a class is to be cancelled due to teacher illness or any emergency, every effort will be made to contact the families as soon as possible.
5. Families should expect and look for ways to contribute to the operation of Co-Op beyond assigned duties.

Arrival and Pick-Up Responsibilities

Our location is at Placerita Baptist Church, on Placerita Canyon in Newhall (just down from The Master's College). The following guidelines for dropping and picking up students will be strictly enforced:

1. **Be on time! One dollar per minute if you are late picking up your student!** Because everyone's time is valuable, it is extremely unfair to leave a Parent Helper waiting for you to pick up your student. Please respect one another's time by being on time. The dollar per minute fee will be collected immediately by the Parent Helper and placed in an envelope in the Co-Op Coordinator's mailbox. If funds are not readily available, an "IOU" will be placed in the Co-Op Coordinator's mailbox. We truly appreciate your cooperation, as we do not want to be parking lot police.
2. **Safety first!** Students, please walk through parking lot quietly and respectfully to the class room. Remember that we are on church property; behave accordingly.

Class Details

1. The Teacher of each class must confirm Parent Helpers for each day.
2. In order to avoid potential distractions to students in class, **siblings who are not enrolled in class may not be at the Co-Op facility during the instruction period of the class.**
3. All classes must start on time. Students who are late must come in quietly. If a quiz or portion of class is missed, it is the student's responsibility to make arrangements with the instructor for possible make-up work but make-up work is at the discretion of the Teacher and may be denied.
4. Each year a **NEW Parent Consent Form** must be on file for each student.
5. If your student is in a class that meets at a location other than the Co-Op location, an additional waiver must be on hand with the Teacher. We must be able to reach you at any time during Co-Op hours. Therefore, a home phone number and cell number, if available, must be included on the waiver.
6. The Teacher will determine the cost of each individual class.
7. **There are NO REFUNDS of any payments or fees unless it relates to a change on the part of Co-Op** (i.e. dropped class, scheduling changes, etc). You may drop a course without grade penalty only with authorization from APS, but it will be without a refund.

Co-Op Fees

1. A Co-Op Fee of \$8 per student, per class, per semester will be charged to each family who participates in Co-Op.
2. The fees cover expenditures such as electricity for heating, air conditioning, lights, tables, chairs, white boards, cleaning products, general wear and tear, office materials, etc.

Lunch and Break Periods

1. Students must be responsible for cleaning up after themselves during breaks.
2. Students will be responsible for bringing their own food for breaks.
3. **No food or beverage (other than water) is permitted in the class room.** The only exception would be if it is raining.
4. **Please use the restroom between classes!** Do not choose to disrupt class once it has begun by going to the restroom – use your breaks for restroom visits please.
5. Parent Helpers will be responsible for oversight of lunch and break periods. If you are a Parent Helper from the class before lunch, you must stay until the two Parent Helpers for the class after lunch arrive. Again, there must always be two Parent Helpers present.

Dress and Behavior

1. **Absolutely no cell phone use in class (including texting)!** Do not leave them on top of the desk – please put away out of sight and on vibrate. **(Parents too!)** Use your phones on breaks only. Teachers and Parent Helpers have full permission to take your cell phone away during class time.
2. **No rough play in the class room!** Again, please behave respectfully and orderly.
3. **An APS Standards of Dress and Behavior** form must be read, signed, and kept on file with APS Co-Op. Please keep a signed copy for your reference as well. Guys, girls and parents will follow the principle of the “weaker brother”.

1 Cor. 8:9 – “Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.”

1 Cor. 10:31-32 – “So whether you eat or drink or whatever you do, do all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God.”

Class Assignments

1. The Teacher will determine the course work required, including homework. We ask that Teachers not assign “large projects” before any holiday periods that are due immediately following that same holiday.
2. The curriculum will be the same for all students in the class.
3. If assignments are late, the Teacher may determine a grace period. Points will be docked for work turned in late, to be determined by the Teacher.
4. The point system for semester grades: 70% - 80% = C; 81% - 90% = B; 91% - 100% = A
5. Extra credit may be made available, but is not promised. The Teacher of each class will determine whether such extra credit is available.
6. It is the responsibility of the parents of each student to ensure that all work is completed and turned in on time.

-----Please print and sign and send with your Registration:-----

Date: _____

Parent: _____
(print)

Student: _____
(print)

Parent: _____
(signature)

Student: _____
(signature)