

MC2

**MENTORING CHILDREN COOPERATIVELY**

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A Christian Worldview Home School Cooperative

# Policies and Procedures Guide

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## **Mentoring Children Cooperatively**

### LOCATED AT:

Northwest church of Christ  
6059 Azle Avenue  
Fort Worth, Texas 76135

### MAILING ADDRESS:

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### ADMINISTRATORS:

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## Faith Affirming Scriptures

**Upon application to Mentoring Children Cooperatively, all members attest that:**

- “...God has highly exalted Him and bestowed on Him the name that is above every name, so that at the name of Jesus every knee should bow, in heaven and on earth and under earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.” Philippians 2:9-11
- “Jesus said to him, I am the way, the truth, and the life. No one comes to the Father except through me.” John 14:6
- “All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.” 2 Timothy 3:16-17

## MC2 Overview

MC2 is a Christian-worldview homeschool cooperative that offers a wide variety of classes and activities for students of all ages. At MC2, everyone works together to ensure the success of the Co-op. All members teach, mentor, and work to further our children's homeschool education. In addition to excellent learning opportunities in core and extracurricular classes, our families have made life-long friendships.

MC2 was founded in 2005 by a group of homeschooling moms who wanted to pool their talents and resources together to enhance their children's home education. We meet once a week on Fridays at the Northwest church of Christ. We offer a Fall and Spring semester each year, both of which meet for twelve weeks. The Fall Semester begins in late August or early September and wraps up before Thanksgiving. Spring semester starts in late January and usually ends at the end of April. We have a 1 week break during each semester. Classes are from 8:45 am to 2 pm. There are four 55-minute classes and a 1 hour lunch period.

# Absentee Policy

**Members are allowed 3 absences within a semester. Three late arrivals equal one absence. Any more than 3 absences or habitual tardiness is grounds for removal without refund. It is imperative to the success of the co-op for members to be present and on time. If your family's schedule does not allow you to be present and on time each week, please refrain from registering with MC2.**

## IN CASE OF ABSENCE:

- ALL MEMBERS:
  - If an absence or late arrival is unavoidable, **directly notify the Administrators IMMEDIATELY via text message or phone call.**
  - **Alma Tario 720-971-1998**
  - **Members will be given notice from the Administrators when they are nearing their absence limit.**
- LEAD TEACHERS:
  - Contact your Assistants and arrange for them to teach in your absence. Let an Administrator know if someone *other* than your Assistant will be teaching your class.
  - Provide ALL needed materials and lesson plans for your class. This is the Teacher's responsibility alone. Two lesson plans should be given to the Administrators on the FIRST DAY of Co-Op to use in case of absence.
- ASSISTANT TEACHERS: Contact the Lead Teachers you assist
- NEW MEMBERS: As part of our New Member Policy, the children of new members **are not allowed** to attend co-op without a parent or guardian present. If the adult is unable to attend, or must leave the premises for any amount of time, the children must leave co-op with their parent. The parent may however send a "substitute family member" to serve as their children's guardian. Please ensure that your "parent substitute" is aware of co-op rules, adheres to the dress code, and can fill your assistant/parent assignments.
- RETURNING MEMBERS: If the parent is unable to attend co-op or must leave, the children may still attend if they have filled out the TEMPORARY OVERSIGHT paperwork, appointed a temporary guardian (another parent who will be present at co-op the entire time and is also a returning member) and have been approved by an Administrator. Their children are not allowed to attend or remain at co-op if these steps have not been followed. TEMPORARY OVERSIGHT is for special circumstances only, to be used sparingly. It should not be used by parents to avoid attending co-op.
- RETURNING MEMBERS: If an unforeseen circumstance arises that calls for special accommodation (severe illness, surgery, new baby, death in the family, etc.), please let the Administrators know so arrangements can be made. If no special arrangements are made, the 3 absence rule will still be in effect.

## Dress Code

While attending co-op, or any function associated with co-op, please honor the Lord, yourself, and fellow members by wearing modest apparel. Dress Codes **apply to both parents and students**. We ask that you please adhere to the following guidelines:

- No “short” shorts or miniskirts. Please make sure **all hemlines fall at the knee when sitting.**
- No spaghetti straps or sleeveless shirts. **All shirts must have at least a short sleeve.**
- No yoga pants, tights, or leggings worn alone. Please wear a skirt or dress over them.
- Ripped jeans that are ripped above the knee should be accompanied by colored leggings.
- No cleavage baring necklines or mid-drift revealing tops.
- No apparel with obscene or blasphemous words or graphics.
- No saggy pants that show undergarments.
- If participating in a physical activity such as PE or Self Defense, please wear shorts under skirts.
- Brassieres must be worn by all post-pubescent females.
- **If a student or parent’s clothing does not meet code, they will be asked to change.**

# Fees and Reimbursement

## FEES:

- Registration fees are \$85 per family, per semester.
  - \$50 is given to the church for utilities. \$35 is used for co-op supplies and operational costs.
- Class fee minimum is \$5. Class Fees are determined by each individual teacher and are listed in the class descriptions. Class descriptions can be found on our website: mc2mentoring.com
- Once class fees are set in writing by MC2 at Registration, they will not be changed.
- It is each member's responsibility to total the class fees of the courses their children select before they commit to those classes.
- If it is deemed later in the semester that items are still needed to adequately complete the subject matter/projects and the cost will exceed the collected class fees, families will collectively supply the needed items and/or services.
- Payments may be made with cash, check, or PayPal.
- PayPal can be sent to : Jennifer Joiner- @mc2mentoring **PLEASE MAKE PAYPAL PAYMENTS AT LEAST ONE DAY BEFORE DUE DATE.** PayPal payments must be cleared before the due date.
- Make checks payable to JENNIFER JOINER. MC2 is currently an unincorporated organization and does not have its own bank account. Checks are cashed within one week.
- There is a \$35 returned check fee. If a check is returned, the member must pay in cash or via PayPal for all future payments.
- Members may pay their family's fees in full, or in **3** installment payments DUE on the 1<sup>st</sup>, 5<sup>th</sup>, and 10<sup>th</sup> weeks of co-op. First semester families must pay their class fees in full the first day of classes.
- Class fees do not roll over. Any unused fees will be transferred to the general operations account.
- If a child changes a class within two weeks of the start of co-op, the parent must pay the class fee for both classes. This is due to the fact that cost for the majority of our classes has already been incurred by the first day.
- Participants are required to pay all of their family's class fees in full by the last day of co-op. Failure to do so will prohibit members from registering for the next semester.
- **All registration and class fees are non-refundable.**

## REIMBURSEMENT:

- Reimbursements will be made only with accompanying receipts and a completed REIMBURSEMENT FORM. No exceptions. Forms can be found on MC2's website or in the administration room.
- All teachers will be notified if/when their expenditures reach or are close to reaching their class budget.
- All items reimbursed will belong to MC2 and will be kept by the co-op for future use. Members will not be reimbursed for items they intend to personally keep.
- Before making any large purchases, confer with MC2 Administration first. Administrators may be able to locate an alternate or cheaper source, or it may be an item the co-op can pay for without spending the class budget.
- It is each teacher's responsibility to be as accurate as possible when deciding their class fee. Teachers may not spend money for their classes that exceeds their collected class fees.



## Homework Policy

Every student must honor their commitment to the co-op and show respect to their teacher by completing all assignments. Without each student's commitment, the integrity of the class, and co-op as a whole, will suffer.

The following steps will be followed by all teachers concerning students who do not complete their assignments:

**1<sup>st</sup> offense:** Teacher discusses the issue with the student and contacts the parent if she feels it is necessary.

**2<sup>nd</sup> offense:** Teacher notifies parent and Administrators. Administrators will meet with parent and student.

**3<sup>rd</sup> offense:** Student is removed from the class and into Study Hall. Alternate class choice will NOT be given, and class fees will not be refunded.

Parents, please let your child's teacher know upfront if your student has any educational struggles, learning disabilities or special needs. This will protect your child, and helps the teacher immensely. We want your children to succeed in class, so let the teacher know if special arrangements or extra help is needed

If your child is struggling in a particular class and cannot complete their assignments, please contact the teacher and work out an arrangement that better suits your student's needs. If an alternate plan cannot be reached between parent and teacher, contact an Administrator.

Please do not ignore the problem and allow your child to miss assignments that will ultimately lead to their expulsion from class. We love our students and want them to succeed in all their endeavors!

## Grading Policy

MC2 employs the following grading policy for students ages 13 and up. Parents may opt-out of grades for their students altogether, or pick and choose which classes they would like to have graded by the teacher. Academic classes will use a traditional numerical grading system, while most of the enrichment classes will utilize a less formal, "feedback based" grading system.

- Numeric System: *Core & academic classes*
- Feedback System: *Arts & enrichment classes*

## Religion

MC2 does not require its members to sign a statement of faith, however members are required to agree with the “Faith Affirming Scriptures” found on page 2 of this handbook.

Mentoring Children Cooperatively is a homeschool co-operative that is rooted in a Christian world-view. However out of respect for each individual member’s particular religious beliefs, we do not offer any religious classes during regular co-op hours. We specifically ask that teachers refrain from presenting spiritual material that teaches a particular doctrinal or salvation point of view. We respect each parent’s right to teach these issues in their own homes. “Optional” Bible classes may be offered after co-op by a minister of the church of Christ.

While we genuinely love each and every one of God’s children and strive to treat everyone with grace and mercy, we must reject homosexual marriages/partnerships because it is contrary to Biblical scripture and the intentions of God in creation (Romans 1:18-32, 1 Corinthians 6:9-10). Marriage is between one man and one woman (Mark 10:6-9). We also reject cohabitating heterosexual relationships which are not bound by marriage covenant as being in violation of God’s laws (Genesis 2:24; I Corinthians 6:18, 2 Corinthians 12:21; Galatians 5:19). In view of this, no PRACTICING homosexual or unmarried, cohabitating parents or students are eligible for membership at MC2.

# Operations & Lunch Hour

- Doors open at 8:20 am. 1<sup>st</sup> period lead teachers are welcome to come early to set up their class.
- Set-up helpers arrive at 8:30 put tables & chairs in any need areas.
- Co-Op begins at 8:45 am in the Auditorium with announcements & the Pledge of Allegiance.
- Copy Attendant available the first three periods. Please give copies to her, and do not make your own (per church request).
- 1<sup>st</sup> period: 9:00 to 9:55    2<sup>nd</sup> period: 10:00 to 10:55    LUNCH: 11:00 to 11:55  
3<sup>rd</sup> period: 12:00pm to 12:55    4<sup>th</sup> period: 1:00 to 1:55    5<sup>th</sup> period: 2:00 to 2:55 (Optional)
- Lunch is on-campus only. Please bring all of your meal needs with you before the start of co-op and do not leave the co-op to dine out.
- MC2 sells pizza for \$1 a slice, drinks, snacks, and desserts for various prices.
- To order pizza, sign up on the order sheet found at the Welcome Desk **BEFORE 2<sup>nd</sup> PERIOD.** The pizza order is called in promptly at 10:15.
- All children **5 and under** must be accompanied **by their parent** to play outside during the lunch hour.
- Students 12 and under may eat in the Annex or outside. Teens and adults may also eat in the foyer. Parents may eat in certain designated classrooms. PLEASE do not let your young children in the main building unattended during lunch hour, per the request of Northwest church of Christ.
- Each family is responsible for their own clean up during lunch hour. Please dispose of all trash and leftover food before leaving the area or going outside to play.
- All parents are responsible for their own children during lunch hour. Please **watch your children** at all times while they are inside the building and make sure they do not stray into restricted areas.
- Members have access to a refrigerator, microwave, stove, and oven for lunch use. Please clean up any messes inside the appliances you use. Any left-over food or dishes will be thrown out each Friday at the end of co-op, as requested by the church.
- Members are responsible for washing and putting away any utensils or dishes they use that belong to the church. If a member damages or breaks the church's property, they will be responsible for replacing or repairing it.

## New Members

- Upon joining MC2, new families enter a **zero tolerance probationary period** of 1 semester. This is a “trial period” where we may assess one another- is MC2 a good fit for your family, and are you a good fit for MC2? During this period of probation, new members may not use Temporary Oversight or assign guardianship to other members.
- If you are unable to adhere to the Absentee Policy, please refrain from registering with MC2. If unforeseen circumstances arrive, please join us in a future semester.
- Continuing disciplinary problems of a new member’s child will result in removal from MC2. Disciplinary issues also include the Homework Policy.
- New members are not required to teach their first semester. **After the first semester, all members are required to teach a class or volunteer for a “non-teaching role”.**
- Failure to pay class fees on time is grounds for termination of MC2 membership.

## Parent Responsibilities

- Parents will not leave their children in the building alone. If a parent must leave temporarily, they will first notify the Administrators and complete a Temporary Oversight Form (returning members only).
- Upon joining MC2, parents agree to work in whatever capacity they are assigned during all 4 periods each Friday, for the full 12 week semester.
- Members who are ill should refrain from attending co-op to avoid exposing others. Members must be fever free for 24 hours before returning to classes.
- All members must comply with copyright laws. If copies are distributed or recreated, they must have permission from the author or publisher.
- The age requirements for our classes are FIRM. Please do not ask teachers if your younger child may join a class they are not old enough for.
- Each family is responsible for cleaning up any mess they make. Members agree to be good stewards of all MC2 property, church property, and fellow member's property, and accept all financial responsibility for restoration and/or replacement of any church or MC2 property that they damage in any way.
- It is each parent's duty to see that all children in their care complete the homework and class requirements of each class they are enrolled in.
- Please let us know if you have any physical limitations that prevent you from doing certain types of work. We do our best to match our members with the jobs they'll be best at.
- Members may only enroll their *own* children or grandchildren into MC2. Members are not permitted to enroll any other family member's or friend's children. Every child must have a parent or grandparent present and participating in order to be a student at MC2. The only exception to this rule is if the parent homeschools other SCHOOL AGED children at their home the other 4 days of the work week. This is an exceptional case that must be cleared with the Administrators before enrollment may occur. Adults may NOT enroll children that they babysit or provide childcare for pay. This is a liability for both the co-op and the church.
- **Check Facebook Friday morning between 7:00 and 7:30 if inclement weather is expected. Occasionally classes may be canceled due to inclement weather, illness among the majority of teachers and students, or other unforeseen circumstances. If classes are to be canceled, a notice will be emailed to the group by 7:00am.**

## Student Responsibilities

- We care about our students! If you have any needs or concerns, please do not hesitate to ask an Administrator for help. We are here for you.
- Allow fellow students to learn by treating them with respect. No unwanted or inappropriate physical contact between students. Please keep your hands and body parts to yourself, and respect other people's personal space.
- There is zero-tolerance for homosexual talk, bullying, physical or verbal. Students will be immediately removed from class and their parents contacted. Please let an Administrator know if you see or hear another student being bullied.
- Public displays of affection (PDA) between students who are not related to each other (girlfriend/boyfriend) is prohibited at co-op. This includes kissing, hugging, hand holding, sitting on laps, caressing, affectionate touching, groping, and roughhousing or wrestling.
- Use only language that is honorable and edifying, not hurtful, obscene, or belittling. Cursing during co-op, or activities associated with co-op, will not be tolerated. Speaking to any adult in a disrespectful manner is prohibited. Please speak in a way that glorifies God.
- Students will adhere to the homework policy.
- Cell phone use during class is prohibited, unless permitted by the teacher. Calls and texts can be made during the lunch hour and in between classes.
- During the lunch hour students under 13 are not allowed in the main building without a parent. Please remain in the Annex or outside. **REMEMBER: CLEAN UP YOUR LUNCH MESS!**
- Failure to comply with these responsibilities will result in the student's removal from class. Ongoing behavioral issues will result in the student's expulsion from the class, and possibly MC2.

## Teacher & Assistant Responsibilities

- Lead teachers must inform their students what is expected of them, verbally and in the form of a written syllabus.. Syllabi will be uploaded to the “members only” section of our website 1-2 weeks before co-op begins.
- On the FIRST DAY of Co-Op, Lead Teachers will supply the Administrators with TWO lesson plans, directions for the Substitute Teacher, and any needed supplies to complete those two lessons. These lesson plans are used in case of a Lead Teacher’s absence, and insures a quality class will still be offered.
- Cell phone usage that is not related to class is prohibited. If you receive a call or text, please step out of the classroom to avoid disturbing the class.
- Act with discretion and confidentiality concerning students and their performance. Do not discuss a student’s performance with other members. If an issue should arise, contact the student’s parents or an Administrator.
- If teachers encounter a conflict or problem with students, please speak directly with the involved party privately. If an understanding cannot be reached, an Administrator will mediate between the involved parties to reach a resolution.
- Assistants are valuable assets to every class- please take an active role in the class you are assisting in, and contribute in any way the Lead Teacher may need. Lead Teachers, please utilize your Assistants and keep them vested in your class.
- Assistants, please refrain from disruptive behavior that takes away from the class. This includes chatting with other Assistants, interrupting the Lead Teacher, not showing up for class, not participating in class, using your cell phone during class for things not related to the class. Please be an active participant and focus on the students and their needs.
- Return classrooms to the same state you found them in. Clean up all messes made during your class.
- Arrive in plenty of time each week to prepare your classroom. Come prepared and ready to instruct a quality class.
- Treat all students and assistants with respect and kindness.
- If a student is being disruptive in class and needs to be removed, they may sit in “time out” in the Administration room.
- If you are experiencing difficulty maintaining proper behavior of your students during class, please ask an Administrator for assistance. We are happy to help in any way!
- 1<sup>ST</sup> PERIOD teachers are responsible for set up of the classroom
- **4<sup>TH</sup> PERIOD teachers are responsible for cleaning up the classroom, returning the tables and chairs to the church’s specifications, wiping down white boards, wiping tables, emptying trashcans, and vacuuming. This is a great task for Assistant and older students to help with.**

## Non-Teaching Roles

We are all blessed with different talents! It is the Administration's desire to find a good fit for all parent volunteers so they may be an asset to the co-op, and truly enjoy their time at MC2. Below is a list of teaching alternatives and volunteer opportunities for those who do not feel lead-teaching is their calling:

- Copy Attendant
- Administrative Assistant
- Clerical Assistant (done outside co-op hours)
- Lunch Coordinator
- Events & Fundraising Coordinator
- Cleaning Manager
- Nursery Attendant
- Recess Attendant
- Strategy Games/Lego Facilitator
- Inventory Control

As MC2 continues to grow, so will the variety of volunteer opportunities!



## Web Presence

- Please note that the Facebook group is our preferred means of communication and is kept the most current.

### WEBSITE:

- Mc2mentoring.com
- Every member must register on our website.
- The public side of our website is used for publication of Class Descriptions, general information, and advertisement.
- The “members only” side of our website contains all of our private information and forms such as rosters, member directory, and other items containing sensitive information.
- Co-op forms, calendar of events, and due dates can also be found on the website.

### FACEBOOK:

- MC2 has a “public page” for prospective members, and serves as an advertisement for the co-op. Please only post things to this page that are appropriate for the general public.
- There is a “private Facebook group” for MEMBERS ONLY. Please friend **Alma Tario** to be added to the private group. A majority of our communication takes place on this page.