

**Family Academic and Christian Enrichment, Incorporated
(FACE Co-op)**

**Handbook of Operating Guidelines
2024-2025 School Year**

(Revised 09/03/2024)

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Part One: Organizational Structure

Section 1.01 Purpose & Mission

- (a) The mission of Family Academic and Christian Enrichment, Incorporated (FACE Co-op) is to provide educational opportunities and services to homeschool families while seeking to further the teachings and principles of Christianity.
- (b) The purpose of FACE Co-op is to provide student members with educational opportunities that promote academic excellence and spiritual development in a class setting while under the supervision of other Christian homeschooling parents. Both core subjects and elective classes are offered, plus projects, and other engaging experiences that will help to meet Pennsylvania's home education requirements, and when possible, to help meet state education requirements for members that reside in Maryland. This organization recognizes and embraces the idea that as a cooperative body, families can accomplish more in the education of their students by sharing their gifts and talents, creating social opportunities, fostering relationships, and encouraging one another in this journey called "homeschooling".

Section 1.02 Core Beliefs

- (a) Foremost in the operation of this Co-op is the Word of God in its entirety. It is and shall be the basis of all activity, decision making and conduct in this cooperative effort. Therefore, we acknowledge the Holy Bible as God's revealed inspired Word to us as true and our final authority.
- (b) FACE Co-op is a body of homeschoolers of various Christian traditions, believing in one triune God - the Father; His Son and our Savior, Jesus Christ, and the Holy Spirit. We believe in praying together, discussing God and His attributes, and instructing our children in a Christian worldview solidly rooted in the Holy Bible.
- (c) We acknowledge there are denominational differences between us, but we choose to concentrate on our spiritual unity as believers through our common faith and position in Jesus Christ and will not allow lesser doctrinal differences to hinder our cooperation as Christian home educators.

Section 1.03 Statement of Faith

- There is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (Exodus 20:3, Isaiah 43:10, 44:6-8)
- God created the Heavens and the earth out of nothing by His spoken word, in 6 literal days for His own glory. (Gen. 1:5, Gen. 1:11-12, Gen. 1:21-22, Gen. 1:24-25, Gen. 1:27-28, Exo. 20:8-11)
- God is Spirit, and those who worship Him must worship Him in Spirit and in truth. (John 4:23-24)
- Jesus Christ, born of a virgin, is God come in the flesh. (Isaiah 7:24, Colossians 2:9, Galatians 4:4, 1 John 1:14)
- The Holy Bible is the inspired and infallible Word of God. (2 Timothy 3:16-17)
- Man, is by nature sinful and is inherently in need of salvation, which is exclusively found by faith alone in Jesus Christ and his shed blood (Romans 3:23-28, Colossians 2:13-15)
- Christ's death provides substitutionary atonement for our sins. (1 Corinthians 15:3-4)
- Jesus Christ literally rose bodily from the dead (John 2:19-21, 1 Cor.15:14)
- Jesus Christ will literally come to earth again in the Second Advent. (Job 19:25, Matthew 16:27-28, Matthew 24:30-31; 42-44)
- Marriage is a God ordained institution consisting of the union of one biological man and one biological woman. (Genesis 2:18-24, Mark 10:6-9)
- The biological gender of every man, woman, and child is established by God at birth for His plans and purposes (Genesis 1:26-28; 31, Genesis 5:2, Psalm 139:13-17, Jeremiah 1:5, Matthew 19:4)

Statement of Gender Identity

- God created male and female in His image. Two distinct yet equal genders which are created for His glory (Gen. 1:26-27). Each gender is decided by God and is determined upon conception (Ps. 139:13-16). Therefore we hold the belief that to alter or change one's physical gender or to live as a gender different from the one determined at conception is to reject God's right to determine the gender of His created children.

Statement of Sexuality

- Marriage is a God ordained institution consisting of the union of one biological man and one biological woman. Dating relationships should follow this same pattern and only exist between one biological man and one biological woman. (Genesis 2:18-14, Mark 10:6-9).

Section 1.04 Definitions

- (a) Organization - Family Academic and Christian Enrichment, Incorporated is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.
- (b) Legal Name - This organization legally operates under the "Doing Business As" (DBA) name of FACE Co-op. For the purposes of these guidelines, FACE Co-op is also referred to as "FACE" and "Co-op".
- (c) FACE Co-op - For the purposes of these guidelines FACE Co-op is a collective group of local homeschooling families working together for the common purpose of educating their children. All members of FACE Co-op contribute toward the end goal by investing time and effort into the daily operations of the Co-op with an agreeable attitude and a genuine willingness to abide by these operational guidelines and all other governing documents of the organization.
- (d) Homeschooling - FACE Co-op defines homeschooling as any schooling that occurs in the home, including, but not limited

to, homeschooling under Act 169 of the Pennsylvania Education Law or Cyber Charter Schooling.

- (e) Family - For this Co-op, a family is defined as having a biological male parent and a biological female parent, married to one another, or a biological male or female parent that is single or remarried, with one or more biological male and female children, which may include adopted, foster or stepchildren where the parent is the legal guardian (James 1:27).
- (f) Registering Adult - FACE Co-op defines a Registering Adult as the biological parent or legal guardian of a student who will fulfill the requirement to teach, help, and complete the other responsibilities as determined by these guidelines, the Board and other governing documents.
- (g) Responsible Adult - Any adult 18 years of age or older who is placed in authority of a student while the Registered Adult is not on premise during Co-op or other FACE related events. Individuals chosen as Responsible Adults that are not current Registered Adults with FACE must be Board approved.
- (h) Teacher - A Registered Adult who has been assigned the task of teaching a specific class as set forth in the class description and the class syllabus.
- (i) Class Helper - A Registered Adult who is second in authority in a specific class who assists the Teacher in maintaining a focused class environment.
- (j) Off Period - The class period assigned to each Registered Adult after both the Teacher and the Class Helper periods have been set.
- (k) Floater – A Registered Adult during the “Off” period and who is placed on a rotating schedule to cover substitute assignments. Floaters may be scheduled ahead or may be scheduled during a last-minute need.
- (l) Designated Floater - A special designation for a Non-Teaching Registered Adult who is assigned one Class Helper position so that they are a permanent Floater for the other two periods. Either period can be assigned with the remaining period being the Off period.
- (m) Off Period - The period where the Registered Adult is not teaching or helping in a class (commonly referred to as “free period”). All Off period adults are considered Floaters.
- (n) Facility Team - Comprised of assigned and volunteer families that set-up and/or break-down the classrooms for the weekly Co-op meetings.
- (o) Volunteers - Alumni and non-alumni adults who volunteer to serve as teachers and helpers (without compensation) even though they do not have children enrolled in the Co-op.
- (p) Independent Contractor - A temporary teacher hired by the Co-op for a specific period to cover a class where the individual’s expertise is beneficial to the class.
- (q) Returning Member Families: Defined as families that are active in the current school year, have one parent or legal guardian that has accepted a teaching slot for the upcoming year, and will be registering for the upcoming school year.
- (r) New Families - Families that are not currently registered in FACE but register (or will be registering) for the upcoming year.
- (s) Pre-Registered Families - Defined as New Families that have completed the Pre-Registration form and have paid the Pre-Registration fee. These families will be part of the class planning for the next school year.
- (t) Board of Directors - The governing body of FACE Co-op that is responsible for ensuring the Co-op runs in an efficient manner. Board positions are filled by duly elected (or appointed) Registered Adult members of the Co-op. Also, known as the “Board” and “FACE Board”

Part Two: Co-op Structure

Section 2.01 Structure

- (a) FACE Co-op operates under a two-semester system, which includes a 15-week Fall Semester and a 15-week Spring Semester.
- (b) The membership meets Thursday mornings for three class periods, plus an opening ceremony and a dismissal.
- (c) Enrollment in FACE Co-op is for one full year and for all three class periods.

Section 2.02 Location

The Co-op meets at Calvary Bible Church 603 Wilson Ave, Hanover, PA. 17331

Section 2.03 Schedule

The Co-op runs by the following schedule*:

- 08:20 – 08:45 – Set-up teams arrive/set-up
- 08:45 – 08:55 – Membership arrives
- 09:00 – 09:15 – Opening Ceremony and Announcements
- 09:20 – 10:15 – 1st Period
- 10:20 – 11:15 – 2nd Period
- 11:20 – 12:15 – 3rd Period
- 12:15 – 12:20 – Clean-up classroom and take students to the sanctuary
- 12:25 – 12:30 – Closing Announcements, Prayer, and Dismissal
- 12:30 – 01:00 – Break-down teams clean-up and exit building

*The Board reserves the right to increase or decrease the announcement and devotional time, and/or change class period times as necessary on any given week.

Part Three: Enrollment

Section 3.01 Eligibility to Enroll

Upon a majority vote of the Board of Directors at a regular or specially called meeting, membership in this organization shall be extended to any current local homeschooling family that:

- (a) Has at least one child enrolled and attending FACE co-op who is, or will be, registered by September 1 of the school year being registered with the state of Pennsylvania or Maryland as a homeschooling student and is in the 1st grade (or above).
- (b) Has a parent or legal guardian of all children registering who will enroll as the “Registered Adult” and who will actively participate in the Co-op and fulfill all Registered Adult requirements (see Section 5.01).
 - (i) Note: Any biological child, adopted child, child that is under the legal guardianship or child that is under legal foster care of the adult registering is eligible for enrollment. Any child under the care of the registering adult that does not meet these qualifications (i.e. a daycare child, a child that is babysat, grandchild (without legal guardianship), etc.) is not eligible for enrollment.
- (c) All registration forms must be submitted in their entirety to include all background checks, as required by Pennsylvania state law, and have all registration fees paid in full prior to registration.
 - (i) Note: All adults applying as Registered Adults must complete and pass all required background clearances as per Pennsylvania law prior to registration.
- (d) Agrees to acknowledge, respect, and always and fully abide by Family Academic and Christian Enrichment, Incorporated’s Statement of Faith, Purpose, Core Beliefs, Handbook of Operating Guidelines, and any other governing documents as established by the Board of Directors

Section 3.02 Ineligibility for Membership

Applicants for enrollment in FACE Co-op will be denied membership for the following:

- (a) Failure to meet the requirements as listed in “Section 3.01 Eligibility to Enroll” (above).
- (b) Evidence is shown of a divisive spirit or other attitudes/character qualities that cause concern for the Board or that may be harmful to the membership or disruptive of the peaceful and unified spirit of FACE Co-op.

The Board reserves the right to accept or decline any application for enrollment.

Section 3.03 Termination of Enrollment

A family or an individual’s enrollment in FACE Co-op could be terminated for the following:

- (a) Unforeseen Circumstances - Situations that prevent a family or individual from attending FACE Co-op (job change, move, etc.) would be cause for an honorable termination of enrollment. If, at any time during the semester, unforeseen circumstances require a family to break their commitment with FACE Co-op, the family should inform the Board as soon as possible.
- (b) Unavailable Registered Adult - if, at any time during the semester, the Registered Adult can no longer attend Co-op, and a 2nd biological parent or legal adult is not available to replace the Registered Adult, an honorable termination of enrollment would be granted. The Registered Adult should notify the Board as soon as possible.
 - a. Due to Co-op policy, a student is unable to attend unless he or she has a qualified Registered Adult in attendance (as per Sections 1.04 Definitions (g) and 3.01 Eligibility to Enroll (b) above).
- (c) Noncompliance - If, at any time during the semester, a family is known to be in noncompliance with these Operating Guidelines, the Adult or Student Commitment Letters, or any other governing documents, the family’s membership can be terminated. After prayerful consideration and majority vote of the Board, the Board may terminate the family’s membership. A special meeting between the family and the Board can be requested to discuss the matter.

In consideration of students (and their parents) that are registered in any classes taught by a parent(s) of a dis-enrolled family, an exit strategy will be planned in order to cover the Teacher and Class Helper positions, allow the Co-op access to any teaching materials needed and/or to receive back any materials that are Co-op property, and to help students that are leaving to close-out their classwork and receive assignments back from their teachers, plus grades and credit for assignments previously completed.

Section 3.04 Enrollment Waiting List

When FACE Co-op reaches its maximum capacity for any given grade level, incoming families may need to be placed on the enrollment waiting list if one or more of the student’s grade level is closed due to being full.

Part Four: Attendance

Section 4.01 Attendance Requirements

- (a) Weekly Co-op - Attendance at the weekly Co-op meetings is required. Members will make it a priority to be in attendance every Thursday during the 30-scheduled weeks that the Co-op runs. All activities, appointments, commitments, work hours, travel, etc. should be scheduled outside of and around Co-op hours. Please refer to Section 4.04 for unavoidable absences.
- (b) Opening Ceremony and Closing Announcements - Attendance at the Opening Ceremony of Co-op is required as it is very important to the functioning of the organization. No student or adult should linger in the halls or other areas of the facility, setting up classrooms, preparing for classes, or gathering their belongings, etc. during these times.
- (c) Classes - Attendance in classes is required. Every student, teacher, and helper needs to arrive to their classes on time and be in their assigned classes each week for the duration of the class period.

Section 4.02 Remaining on Premise

- (a) Registered Adults - All Registered Adults must remain on premise for the entire scheduled Co-op time. If, due to extenuating circumstances, a Registered Adult needs to leave the premises, Board approval must be given.
 - (i) Waiver of Liability and Authorization for Medical Treatment Form - this form must be completed and handed to the approving Board member. The waiver must be completed in its entirety, with the signatures of the Registered Adult, the Responsible Adult and the approving Board member.
 - (ii) Copies - The original goes to the Responsible Adult and a copy goes to the Secretary who will keep the copy in a secure file. Copies are at the Registered Adult's expense.
 - (iii) Required - No student may attend Co-op or be left at Co-op without the waiver being completed as per this guideline.
- (b) Students - Students must remain on premise during the entire scheduled Co-op time unless the Registered Adult has given permission, notified a Board member and notified any teachers that will be affected by the absence.

Section 4.03 Guests and Visitors

- (a) Adults - adult guests of members, alumni, and guest teachers/speakers are welcome at FACE Co-op. Families and/or teachers that would like to bring a guest should let the President or Vice-President know prior to the guest being brought on premise. All guests must sign-in by completing the Visitor Log that is located on the parent information table. As a courtesy to the teachers of any classes the guest may be visiting or attending, families should personally notify the teacher prior to the guest visiting the class.
- (b) Students - Guest students may occasionally be granted Board approval to attend Co-op. Only students in 3rd grade or above will be considered for this exception. Due to class size limitations, guest children younger than 3rd grade are not permitted to attend Co-op except for the annual open house. Guest students need to be signed-in on the Visitor Log.

The Board reserves the right to accept or deny any request for guest visitors.

Section 4.04 Absences

When a member or family is going to be absent from Co-op, whether it is a planned absence or due to an illness or emergency, certain individuals must be notified by email of the upcoming absence. Emails should be sent prior to Co-op to all teachers and/or students that will be affected by the absence. In the event, it is too late to send an email, the Vice President should be contacted immediately, by text, for them to help notify those affected by the absence.

- (a) Adults (as Teachers and Class Helpers) -When an adult is unable to attend Co-op, he or she must notify the following:
 - (i) Class Helper - The Class Helper assigned to the Teacher's class will step in as the substitute teacher during the absence. The Teacher is responsible for getting the class outline and necessary materials to the Helper and for making sure the Helper knows what material is to be covered and what assignments are to be completed/given to the students.
 - (ii) The class - The Teacher should notify the class of the absence so that the students will be prepared for a substitute teacher and to receive instructions on assignments, special projects, etc. that may be due during the absence.
 - (iii) Teacher of the class where the adult is assigned as the Class Helper - this way the teacher will know of the change and can plan accordingly.
 - (iv) Vice-President - an email should be sent to the Vice-President facevicepresident@gmail.com with information regarding the reason for and the date of the absence, who will be covering as the substitute, how the substitute will get the materials, and if the adult's children will be in attendance (and who the Responsible Adult will be).
 - (v) Facility team members will need to find a replacement and contact the facility coordinator at facefacilitycoordinator@gmail.com
 - (vi) Snack - if it is your turn to bring a snack, you will need to find someone to switch weeks with from the snack schedule.
- (b) Students - When a student is unable to attend classes, he or she (or the parent) must notify the following:
 - (i) Teachers - The parent and/or student is responsible for arranging for homework assignments to be delivered to the teacher and/or receiving homework assignments from the teacher.

- (ii) Vice-President – For the Board to be aware of the absence

The Vice-President will be responsible for finding a temporary Helper from the “Floater” list for the substitute teacher.

Section 4.05 Planned or Extended Absences

For the benefit of the Co-op, families are strongly encouraged to be in attendance as much as possible during the regularly scheduled Co-op day. Enrollment in FACE Co-op includes each family’s commitment to Thursday attendance as each adult’s absence affects other adults who must fill-in the gap for the Teacher and Class Helper slots. Whenever possible appointments, travel, business, and work hours, should not be planned during Co-op hours. The Board does understand that families may have unavoidable commitments and appointments at times or may have vacations that have been scheduled to take place during the school year. Families are required to make the notifications as per the above “Section 4.04 Absences”.

***Teachers and Helpers – please be courteous and notify the Vice-President of upcoming planned absences as soon as they are known. This will ease the burden of last minute notifications that make finding coverage more stressful. ***

Section 4.06 Continuous or Lengthy Absences

If, at any time during the semester, a member family, Registered Adult, or student is absent on a regular basis or for an amount of time that affects the Co-op, a special meeting between the family and the Board will be scheduled to discuss the matter. After prayerful consideration and majority vote of the Board, the Board may terminate the family’s membership in the event a solution is not reached. However, the Board, at its discretion, may excuse a continued absence.

Students may not attend Co-op for lengthy periods of time without the Registered Adult being in attendance unless granted Board approval for extenuating circumstances.

Part Five: Registered Adults

Section 5.01 Requirements

Note: All adults applying as Registered Adults must complete and pass all required background clearances as per Pennsylvania law prior to registration (see Section 6.03). No adult will be able to attend/teach at FACE Co-op without the necessary background clearances.

- (a) All Registered Adults are required to fulfill certain responsibilities within the Co-op:
 - (i) Teacher - A requirement for all member families in FACE Co-op is that a minimum of one parent/legal guardian must register to teach a class for the full year. The Teacher is responsible for preparing each lesson (including any lesson a substitute teacher will be handling and ensuring the substitute has all materials needed), bringing the necessary materials to class each week, completing the syllabus (including adjusting as necessary for cancelled days), assigning and grading coursework, and handling any other function needed for the class.
 - (ii) Class Helper - Each Registered Adult will also be assigned a Class Helper position. Class Helpers fulfill the Co-op’s policy of having two adults in each classroom and they assist teachers by taking attendance, collecting and handing out papers, helping students as needed, dealing with students that are being a distraction so that teachers may continue working with the class, etc.
 - (a) The Class Helper becomes the substitute teacher when the Teacher is absent from class. The Class Helper is not responsible for preparing for the class unless an agreement has been made between the Teacher and the Class Helper
 - (b) Class Helper periods are not free periods; Helpers must be in the class for the duration of the period and be available to help as needed
 - (iii) Floater - Each Registered Adult is placed on a rotating “Floater” list during their Off period. Floaters fill-in as substitute Class Helpers. Occasionally, a floater may be asked to step-in as a substitute teacher if there is an emergency.
 - (iv) Snack Rotation - All registered families are placed on the snack list and will provide snacks for the Parent Room on a rotating basis.
 - (v) Facility Team - Member families may be assigned to the Facility Team when there are not enough volunteer or assigned families to fill the setup and breakdown teams. This could be on a rotating or a permanent basis and is at the discretion of the Board.
 - (vi) Extra Activities Helper - All Registered Adults are required to help with extra Co-op events and activities that their children attend to include set-up, break-down and clean-up.
- (b) A second parent and/or young adults in the family may also register to teach and/or assist in classes with Board approval and as needed (see Section 5.03 below).

Section 5.02 Non-Teaching Positions

At times, Registered Adults may not be assigned a teaching position due to all positions being full. In the event, Registered Adults will

be assigned to the following:

- (a) Class Helper positions - Any Registered Adults without a teaching position will be assigned two Class Helper positions. If a teacher position becomes open at any point in the year, the Registered Adult will then be assigned a teacher position.
- (b) Designated Floater - Some Non-teachers may only be assigned one Class Helper position and then assigned as a Designated Floater for the other two periods. A Designated Floater will be the first substitute assigned each week and the class period assigned will vary based on the need. A Designated Floater will also enjoy an Off period, but will still be on the Floater rotation for that Off period (the same as all other Off period adults). This allows for greater flexibility when covering substitute positions. Designated Floaters may also be assigned a 2nd Class Helper position at any time during the school year and would then be given a regular Off period.
- (c) Facility Team - Due to not having weekly teaching responsibilities, the Registered Adult, and his or her family, will also be assigned to the Facility Team and will be required to help with the morning set-up, the afternoon breakdown, or both depending on the need for team members. This requirement for the Facility Team will be revised based on the duration and amount of work required for an assigned teaching position if one becomes open.

Section 5.03 Volunteers and Independent Contractors

- (a) Volunteers – FACE Co-op welcomes both alumni and non-alumni individuals who volunteer to serve as teachers and helpers even though they do not have children enrolled in the Co-op. Volunteers are required to complete a Volunteer Letter of Commitment Form and must complete and pass all required background clearances as per Pennsylvania law.
- (b) Independent Contractors - From time to time a teacher may be brought in to cover a class where the expertise they offer would be a benefit to the students (e.g. upper level high school classes). Compensated individuals are considered Independent Contractors and upon Board approval of the position, must complete an Independent Contractor Agreement and complete and pass all required background clearances as per Pennsylvania Law.
 - (i) The cost of bringing in an Independent Contractor will be incurred by the families of students benefiting from these services and will be divided equally among all registered students of the class

Part Six: Registration

Section 6.01 Registration Process

Every academic year the Board reserves the right to evaluate the registration process to determine what is in the best interest of the co-op as a whole. The Board will inform the co-op in January of registration details.

Section 6.02 Required Forms

All required forms for registration will be provided to the membership prior to registration on our website. A checklist of all the forms that are needed for each returning or new member will be given. All returning members and new families are responsible for printing and completing all the required forms.

Section 6.03 Required Background Clearances

- (a) Required Clearances - As per Pennsylvania Act 153, all adults participating in FACE Co-op must have background clearance certifications before working with minors. As of the publication of these guidelines, the three clearances required are comprised of the following: Child Abuse History Certification from the PA Department of Human Services; Criminal History Report from the PA State Police; and if the adult has not been a resident of PA for the past 10 consecutive years, a fingerprint based Federal Criminal History through the FBI.
- (b) Kept on File - The certifications will be kept on file by the Co-op Secretary in a secure lock box. Clearances need to be updated in accordance with current PA State law. The Secretary will send out a notice to members no less than three months before their clearances expire. Expired clearances will jeopardize enrollment as no adult may participate without up-to-date certifications. If the Registered Adult fails to remain in compliance with Act 153 (and these guidelines), the family will be unable to participate in Co-op until compliance is reached. In the event this issue is not immediately resolved; the family will lose their enrollment status and forfeit all fees paid for the year.
- (c) Checklist - FACE Co-op has created a checklist that is part of the registration packet to help ensure the required clearances are completed for each adult. All required clearances must be handed in with the registration packet. No registration will be accepted without full compliance to these requirements, in the event that all clearances are not provided, the registration will be held until all clearance, or proof of process, are given. All questions concerning background checks should be directed to the Secretary.

Section 6.04 Pre-Registration

Due to the limited space available in classes and grade levels, new families interested in joining FACE Co-op may join under pre-registration, with Board approval. Once these new members are approved by the Board, they are eligible to have first priority of classes after current members in the class registration process. In the event a new member would pre-register before the class catalog, the new family will be able to participate in the class selection process for the upcoming school year. A pre-registration fee will be

determined by the Board yearly.

Section 6.05 Registration Dates

Registration Day is open to both returning member families and new member families. Families registering on this day will pay the lowest registration fee and will receive first consideration for class choices. Registrations received after this date will be subject to the fee schedule listed in section 7.06. If registration paperwork and the corresponding registration fee are not received by the deadline set forth by the Board, the family will be considered ineligible for enrollment in the upcoming school year.

Part Seven: Fees

Section 7.01 Registration Fees

Co-op Registration Fees are due on the day of registration, or at any specified point of the registration process, and are non-refundable. These fees help with the daily operations of FACE Co-op, including but not limited to: facility donation, insurance, general supplies, classroom supplies, administrative needs, social supplies, kitchen supplies, special events, etc. The fee is per family.

Section 7.02 Pre-Registration Fees

The Board will determine yearly the amount of the Pre-registration fee. The Pre-registration fee is due when new families hand-in the completed Pre-Registration paperwork to the Board. This fee will go towards the family's Co-op Registration Fee. Pre-registration fees are considered non-refundable.

Section 7.03 Class Fees

- (a) Class Catalog - Class fees are included in the Class Catalog for each class offered. These fees cover the cost of teacher-supplied copies, classroom materials, lab specimens, etc. Teachers may also use class fees to help cover the cost of printing off extra material for their personal use to teach the lesson or to maintain a master copy of handouts, etc., (see Section 7.08).
 - (i) In some circumstances, with Board approval, and prior to purchase, class fees may be used to purchase curriculum. Any curriculum purchased with class fees becomes the property of FACE Co-op and must be handed in to the Board once the class has run its course.
- (d) Master Class Fee List – A list of suggested maximum class fees for each type of class is included with the Catalog (Class) Description form (see Section 8.04). The purpose of this master list is to help teachers determine a reasonable class fee to charge for the class. The fees suggested are based off fees charged in previous years and actual surpluses or shortages of those classes.
- (e) Total Due - The total amount due for class fees, per family is listed on the Family Invoice found on the website. All class fees must be paid in full by the required due date before the start of the new school year. Class fees are payable by clicking on the amount due in the upper right corner, and completing the simple online payment process. If online payments are not an option for you, then checks should be made out to "FACE Co-op" and then handed to the Treasurer personally. A copy of the Invoice must be included with the payment.
- (f) Due Date - If the class fee payment is not received by the required due date, then a late fee of \$20.00 will be incurred. If both the class fees and the incurred late fee are not received by the deadline set by the Board (date varies), then the family will be ineligible to attend FACE Co-op for the upcoming year and all fees already paid will be forfeited.
- (g) Class fees are only considered refundable when a Class Change is requested within the Class Change Window and approved by the Board (see Section 8.09). Class fees will not be refunded when a request to change a class is made outside the change window.

Section 7.04 Class Change Fee

As of August 1, parents will be locked out of registration and will have to go through the Membership Coordinator to change classes. Class changes will be made at the discretion of the Membership Coordinator. Class changes made beyond the class change window are subject to a fee, as determined by the Board. This fee is in addition to any Class Fees charged in the catalog. Once the change is approved, a revised copy of the invoice listing the additional charge will be emailed to the family.

Section 7.05 Instructor Fees

Instructor Fees charged by Independent Contractors will be divided amongst the students enrolled in the class. This fee will be included on the invoice and will be due with the class fees (or by installments as per Board determination) (see Section 5.03).

Section 7.06 Late Fees and Due Dates

Due dates and deadlines are in place to ensure that FACE Co-op runs as efficiently as possible and to help Board Members that rely on timely responses to complete their responsibilities within a tight timeframe. Late fees and/or other consequences will be implemented when these due dates and deadlines are missed as per various sections of these Operational Guidelines.

- (a) Registration Fees - FACE Co-op has determined the following fee schedule:
 - Registration Day to May 31, no extra charge
 - June 1- June 30, 15.00 above registration fee

July 1-August 14, 25.00 above registration fee

*In January, before registration the Board will provide a fee schedule showing the base registration fee and the above fee additions. The Board reserves the right to change the dates and fees yearly.

Treasurer reserves the right to apply or waive any late fees.

- (b) Class Fees - A \$20 late fee will be incurred for Class Fees not received by the Class Fee due date. If the total sum of the Class Fees and the incurred late fee are not received by the date determined by the Board, the family will be ineligible to attend Co-op and will forfeit all fees previously paid.

The Board, at its discretion, does reserve the right to waive or extend deadlines and/or fees, to forfeit previously paid fees, and to accept/deny payment extensions.

Section 7.07 Refund of Fees

- (a) Registration Fees and Pre-Registration Fees – are non-refundable
- (b) Class Fees - are only considered refundable when a Class Change is requested within the Class Change Window and approved by the Board (see Section 8.09). Class fees will not be refunded when a request to change a class is made outside the change window.
- (c) Class Change Fees – are non-refundable
- (d) Late Fees - are non-refundable

Section 7.08 Class Fees: Reimbursements

Class Fee Reimbursements - Reimbursement of Class Fees for Teacher incurred expenses will be issued once properly documented receipts and the accompanying reimbursement request form are received by the Treasurer. Reimbursement forms are available on-line with instructions for completing. No reimbursements may be distributed without proper and completed documentation.

Reimbursements are to be turned in within 60 days of the incurred expense (as per IRS requirements) with the exception being end of semester expenses. All expenses need to be handed in before each semester ends unless approval is given by the Treasurer for an extended deadline.

Section 7.09 Class Fees: Year-End Balances

Year-End Balance of Class Fees - All Class Fees are considered the property of the Co-op. Refunds may be issued in the event there is a significant Year-End balance of unused fees for an individual class, a refund minimum will be predetermined yearly by the treasurer with Board approval. Any other remaining class fees will remain the property of FACE Co-op and are non-refundable. Remaining balances will be designated to use as per Board discretion to benefit the co-op as whole.

Section 7.10 Hardship Requests

If a registering/registered family is having trouble paying registration fees and/or class fees due to a hardship, a written request may be sent to the Board for consideration of an extension of the payment deadlines. All questions concerning Hardship Requests should be directed to the Treasurer.

Section 7.11 Process and Questions

All Class Fees, Class Change Fees and refunds (if applicable) must go through the Treasurer. No fees are to be exchanged between teachers and parents. All questions regarding fees, refunds, reimbursements, etc. should be directed to the Treasurer.

Section 7.12 Payments: NSF, Cancelled or Lost Checks

If a check is received by FACE Co-op for the payment of any fees (registration, class fees, etc.), but is cancelled by the issuer, or returned by the bank for Non-Sufficient Funds (NSF), the issuing member (or new registrant) will be responsible for any bank-assessed fees charged to the Co-op. If a check issued by FACE is lost by the individual to whom the check is written, and a stop payment is placed on the check, the member will be responsible for any fees assessed by the bank. In both cases, the Treasurer will issue an invoice for all incurred fees (including subsequent late fees) and full payment is due within one week.

Part Eight: Schedule of Classes

Section 8.01 Class Suggestions

Early in January of the current year, families will be asked to fill out forms that will provide information on family commitment, teacher preferences, and class preferences for students. The Board will use this information to determine the upcoming class schedule, including teacher assignments.

Section 8.02 Teacher Assignments

The goal of FACE Co-op is to offer classes that are pertinent to the membership. Adults will be slotted into teaching positions based on the needs of the Co-op, personal ability and preferences. However, some adults may be asked to teach classes not of their original choosing. Due to the needs of classes, some adults may be asked to teach a subject or a grade level (high school included) that may

not be their preference. The Board will do its best to place each teacher within grade levels and subject areas of their interest.

Section 8.03 Class Descriptions

Once teaching positions are slotted, a Class Description Form will be sent to each teacher. This form contains the description of material the class will cover, any curriculum and homework requirements, the class fee, etc. Teachers will return this form (by the due date) back to the Membership Coordinator who will then compile the Class Catalog. Failure to meet the deadline will cause the family to be automatically placed at the end of the registration line-up in lieu of drawing a numbered ticket.

Section 8.04 Master Class Fee List

A Master Class Fee List will also be sent out with the Class Description Form. This master list will include maximum suggested fees for different subjects and classes depending on the duration of the class. Teachers may charge a lesser fee, or may request approval from the Board to charge a higher fee based on material that will be covered or supplied in the class.

Section 8.05 Class Catalog

Once the Membership Coordinator has received the class descriptions from every teacher, a class catalog will be constructed and made available to the membership and prospective members. Provided all class description information is received as required, the goal is for the catalog to be available at a minimum of two Co-op meetings prior to registration. The Board reserves the right to extend the catalog due date as necessary.

Section 8.06 Registration for Classes

Families will register students online. Students in 3rd-12th grades may register for a different grade level than their registered grade. Approval for students out of the grade range is dependent on Teacher and Board approval.

Parents are responsible to thoroughly read over the details of all classes selected from the Class Catalog before registering. Both parents and students should understand what each class requires regarding fees, materials, textbooks, homework requirements and schedules. Parents and students should also be aware of what material the teacher expects to cover during the class based on the class description. This will help to reduce fees incurred for changing class selections as outlined in Section 7.03 of these guidelines. If there are any questions about a class offered, the parent should directly contact the teacher listed in the catalog for that class or the Membership Coordinator if no teacher contact information is available.

Section 8.07 Class Placement

Families will register students online in the following order: Board members, Positions reporting to the Board, Returning families who paid pre-registration fee, Returning families, and New families. It is the member's responsibility to register on the available date.

Section 8.08 Class Rosters

After all students are slotted into classes, the Membership Coordinator will prepare an initial class roster for each class. An email will be sent to each teacher notifying them of the number of students enrolled in their class. Final rosters will be emailed to respective teachers after the window for class changes has closed, but before the start of the semester. Rosters will include student medical, disability & learning challenges, allergies, and photo release information. (Note: Personal information listed on the Class Roster is considered confidential and is only to be used by the Teacher and Class Helper to ensure that students' needs are being met.)

- (a) Teachers are to use the roster for the following:
 - a. Email group – The roster and the Co-op's directory will be used to add student names to the class's on-line email group that is automatically created for the class.
 - b. Photos – photos taken of students at co-op may only be shared on the forum pages. No photos are to be posted on social media or shared without permission.
 - c. Updates – Teachers are responsible for keeping the Class Rosters updated with students that join or leave the class, or that have changes to their medical or other challenges, etc.

Section 8.09 Family Invoices

Invoices will be available through the website. Payment is made through the website..

Section 8.10 Class Changes

To encourage families to carefully select classes and to avoid having the Membership Coordinator make continuous or random changes to the class lists, all class selections listed at the registration are considered final. However, the Board understands that sometimes there may be situations where a change may be desired and/or needed. To provide for this, FACE will allow up to ONE class change per student per semester. Changes may only be made during the open window time frames (date varies).

- (a) Class Change Request – All requests to change a class must be emailed to the Membership Coordinator @ facemembershipcoordinator@gmail.com. Each request must state the student's name, current registered class, new class requested and reason for the change.

- (b) Notification – the Membership Coordinator will send an email to both Teachers affected by the request. All legitimate requests will generally be approved when possible, provided the request is made during an open window, there is room in the desired class, the required class materials are available, and the teacher of the desired class grants approval when a special exception is requested.
 - a. Original Class - The Teacher will inform the Membership Coordinator of any Class Fees to be refunded. If previously ordered materials cannot be returned or used by another student, the family will be responsible for those fees and will forfeit all fees previously paid.
 - b. New Class – The Teacher will inform the Membership Coordinator of Class Fees due, if there is a pro-rate, or if there is an additional cost. Depending on the time frame, materials may already have been ordered, or ordered at a discount, based on the original Class Roster.
 - i. If the teacher for the new class has already ordered the materials (i.e. science lab kits, etc.) then the family will either need to order the materials directly or possibly pay an additional fee to the teacher for shipping, etc. if the teacher (at his or her discretion) orders for the new student.
- (c) Revised Invoice – Once changes are approved, a revised Invoice detailing all appropriate fees and refunds will be available on the website. A copy of the Invoice should be sent with the payment to the Treasurer.

An open window for changes will be provided before the start of the new school year for the 1st semester and before the start of the 2nd semester (dates vary). Any requests received after those time frames will be denied. All questions concerning class changes should be directed to the Membership Coordinator facemembershipcoordinator@gmail.com.

Section 8.11 Cancellation of Classes

Classes may be cancelled after registration due to lack of student interest, teacher unavailability, or for other reasons as determined by the Board.

- (a) Teacher and Class Helpers – If another teaching position is available, the Teacher of the cancelled class will be asked to take what is available. If a class is not available, the Teacher will instead be assigned two helper positions (see Section 5.02 and Section 8.02). This policy also applies to the Class Helper of a cancelled class.
- (b) Students - Students registered for a class that is cancelled will be placed in their 2nd or 3rd class choices as listed on the Student Class Selection Form and the class is still open for enrollment.

Part Nine: Classroom Structure

Section 9.01 Accountability in the Classroom

For accountability purposes, FACE Co-op will have two adults in each classroom. The Board will do its best to schedule substitutes as needed in keeping with this purpose. However, in the event of teacher and helper shortages, this may not always be possible. FACE will also allow for husbands and wives to be a teacher/helper team when this partnership will work the best for the class.

Section 9.02 Safety

- (a) Emergencies - All classes will take attendance at the start of each class period. In the event of an emergency, head counts will be verified against attendance forms. Teachers will discuss emergency exit strategies at least once per semester with their classes so that all Members may be prepared to handle themselves in an emergency. Emergency exit strategies are practiced during Fire Safety Day. Safety Coordinator will oversee all aspects of the fire drill. The President and Vice President will ensure that all students are accounted for and report to the Safety Coordinator.
- (b) Student Safety - Teachers and Class Helpers will ensure that classes remain a safe environment for all students by monitoring activities and student interactions, and by maintaining the Co-op’s policy of having two adults in each classroom. Safety precautions will be taken in regards to experiments, food handling/serving, and all other activities offered during Co-op classes and events. Health precautions will also be taken to ensure students are not exposed to contagious illnesses and diseases (see Section 10.01, 10.01, Part Sixteen, and other sections of these Guidelines).

Section 9.03 Class Preparation

To help the classes of FACE Co-op run as efficiently as possible, it is very important that both teachers and students come to class each week fully prepared.

- (a) Students- Students are responsible for ensuring that homework, and special assignments, are completed on time *and* handed to the teacher on time. The student will also seek the teacher’s assistance if he or she has any questions about an assignment. Parents may need to assist their children with completing outside class work (e.g., checking work, visiting the library, obtaining books, conducting research, etc.). Students must also come to class with all required supplies and materials.
- (b) Teachers – Teachers are responsible for ensuring that all lesson plans are prepared, activities are ready, and all copies and/or materials needed are on-hand for class. For any assignments or homework given, the teacher will ensure that every student has a clear understanding of the work expected with pending due dates, etc. All assignments and classwork will reflect the original class description unless the teacher has notified all students and parents by email or letter of any changes to the curriculum. If a student struggles in the class, the teacher should do all he or she can do to help the student, including

notifying the parent if necessary of any problems that cannot be easily resolved (e.g., student not prepared on a regular basis for class, or does not complete assignments, etc.).

Section 9.04 Concerns in the Classroom

- (a) Student Performance - As each teacher is committed to giving his or her best, it is imperative that all students are faithful to complete their assignments in a timely manner. In the event a student comes to class unprepared on a regular basis, the teacher is responsible to notify the parent. If the situation continues, the teacher will notify the Board and the Board will meet with the family. If no resolution can be reached, the Board reserves the right to pull the student out of the class. The teacher also has the right to deduct points, issue a lower grade, withhold incentives, and to deny credits to be earned, etc. in the effort of encouraging the student to be responsible for their work.
- (b) Teacher Performance - As each family is committed to giving their best for the sake of every student, it is just as important that every teacher comes to class fully prepared. If a teacher comes to class unprepared on a regular basis or the teacher's performance affects the students, the Board will meet with the teacher to discuss solutions. If no resolution can be reached for the benefit of the class, the teacher's family's enrollment in FACE Co-op will be terminated.
- (c) Handling Concerns – For any issues in the classroom (a consistently unprepared student or teacher, concerns of disrespect by any individual, lack of evidence of work, student behavior towards other students, etc.) the individual needs to prayerfully go to the other parties involved: teacher, student, parent/legal guardian. All parties should work toward the goal of resolution and understanding. In the event a workable solution is not attainable; the President or Vice-President should be notified to help resolve any issues.
- (d) Special Challenges – If a student is struggling and needs to be temporarily removed from the classroom, the sanctuary is available for the parent/guardian to remain with the student. At no time are students allowed to stay in the Parent Room or unsupervised in the sanctuary during classes. If the parent/guardian is unable to remain with the student due to a teaching or helper responsibility, they will need to find another adult to be responsible for the student during that time. No students in the 5th grade or younger, or any student with behavioral issues (in any grade), may be left unattended during Co-op hours. Students may not stay with their parent/guardian in the classroom where they teach or help unless the student is assigned to that classroom. If the student's struggles cause concern with classes or prohibit the parent/guardian from fulfilling the Responsible Adult requirements, the Board will meet with the family to determine if there is a workable solution and if attending Co-op is in the best interest of all parties.
- (e) Special Needs: It is the parent's responsibility to inform the teacher before the school year begins of any learning disabilities, special needs or concerns. Even if the parent has informed the Board, there should be a conversation between the parent and the teacher.

Section 9.05 Evidence of Work & Required Syllabus

- (a) Work covered in class - As FACE Co-op exists to help families meet Pennsylvania's educational requirements (and Maryland when possible), all 3rd through 12th grade classes must provide evidence of material covered. This could be anything from worksheets, to book reports, projects, tests, research work, etc. Generally, textbooks should be read at home with teaching time in class to include: labs, worksheets, notebook journals, crafts, experiments, group projects, tests and quizzes (except for take home), etc. No class should consist of only reading from a textbook.
- (b) Syllabus - Teachers will provide either a syllabus and/or class summary of material discussed, reviewed or used in class. A syllabus is required for all middle school and high school level classes. A hard copy (or an emailed copy) of the syllabus will be given to each student at the beginning of each semester. The syllabus should be revised when any changes are made and re-issued to the class. A detailed summary from the Course Catalog may be used by teachers as the summary for the class. These requirements will help parents in the planning of their student's portfolio and with evaluations.

Section 9.06 Credit Classes

- (a) High school - For all classes eligible for high school credit, teachers will pass out by email (or by hand-outs to the students) detailed end-of-semester grades and final grades for the year, and will also include a statement as to whether the student completed the course and how much credit was earned. This documentation is important for student portfolios and transcript records, as well as, to keep the students and their parents aware of how well the student is performing in the class.
 - a. Credit eligibility - A full credit requires 120 hours of coursework or the completion of $\frac{2}{3}$ of a textbook. A half credit requires 60 hours of coursework.
 - b. High school classes not listed in the catalog as credit classes are eligible to receive parent-issued credit based on the subject(s) covered and the diploma program the family is following.
 - c. Families may also assign more coursework to their student's schedule to increase the value of any credits issued; this additional work would be outside the scope of the class.
 - d. Grades for all high school classes will be recorded on the Forum.
- (b) Middle School - Classes at the 6th through 8th grade levels are not listed as credit classes. If desired, parents may issue a credit to their 7th or 8th grade student based on the diploma program they are following. Documentation for these classes as listed in the 1st paragraph of this section is not required by the teacher but may be given to parents at the teacher's discretion.

Section 9.07 Early Learners

Classes are offered for younger siblings of students that are enrolled in 3rd grade through 12th grade with the following qualifications:

- (a) Nursery – available for ages 0 – 2 years
- (b) Emerging Learners (Pre-K – Kindergarten) – available for ages 3 –4 ; children must be completely potty-trained and able to use the bathroom independently to be placed in this class. Children who are not at this level may need to remain in the Nursery class. Students must be age three by September 1 of the year being registered for.
- (c) Kindergarten through 2nd Grades – available for ages 5 – 7; children must be able to recognize numbers and letters and be comfortable using writing utensils, learning how to write, and learning to use math concepts. Children who are not at this level may need to remain in the Emerging Learners class. Students must be age six by September 1 of the year being registered for.
- (d) All age groupings are subject to change depending upon the need of the co-op for any given year.

Section 9.08 Early Learners Class Fee

All children in Early Learners are required to pay a yearly fee. This fee will cover what is detailed in the Class Catalog.

Section 9.09 Study Hall

Study Hall will be offered for high school and middle school students on a first come, first serve basis for each period (high school students have priority placement). A student may request a maximum of two Study Hall periods per semester. However, as space is limited, FACE Co-op cannot make any guarantees of availability. Students assigned to a Study Hall period are expected to come to the class prepared to quietly work on assignments. Students will refrain from loud talking and any other behavior that may disrupt other class members. Due to the location of the Study Hall classroom (an open area in the Fellowship Hall) an adult is not normally assigned to oversee the class.

- (a) If student behavior or other issues are a cause of concern, the student will be prohibited from being in Study Hall and the family will be responsible to provide oversight for the student during the class period.

Section 9.10 Parent Room

One of the benefits to being an adult member of FACE Co-op is a free or “Off” Period in the Parent Room. Adults may spend this time fellowshiping with other parents, working on personal projects, Co-op business, etc. Adults scheduled for an Off Period are also considered Floaters that are used on a rotating basis to fill-in as substitutes as needed (see Section 5.01(a)(iii)).

- (a) No students are permitted in the Parent Room.
- (b) No students are permitted to eat snacks from the Parent Room or from Panera.
- (c) Teachers may not provide Parent Room or Panera snacks to their students.

Part Ten: Medical

Section 10.01 Illness

For the health of the Membership: Any individual that has had a fever, vomiting, diarrhea, yellow or green-colored discharge from the nose or eyes or a croup/whooping cough (that has not been treated), within the last 24 hours may not come to any Co-op event. In the event of an influenza diagnosis, or other highly contagious illness, all family members are asked to remain home until they have recovered.

Section 10.02 Contagious Conditions

For the safety of the Membership: Any individual that has a contagious disease, skin infection or parasitic infestation (e.g. lice, pink eye (conjunctivitis), scabies, ringworm, chicken-pox/shingles, etc.) is prohibited from attending all Co-op related activities. Before returning to Co-op activities, a member must be on prescribed medication until they are non-contagious, or they are fully recovered. For lice infestations, individuals must be completely clear from adults, pupae and eggs (or knits) for 5 days before resuming Co-op activities.

Section 10.03 Nurse’s Log and First Aid Responders

A binder, called the Nurse’s Log, is kept in the Parent Room that contains incident report forms, a list of emergency medical items on hand (including first aid kits) and their location, and a master list of all students with medical concerns and/or disabilities (adults with medical conditions may also be listed on the master list). First Aid Responders are individuals within the Co-op that have first aid experience. The master list allows the members that are designated as First Aid Responders to have information on hand that may be crucial to know during a medical situation. Incident reports are to be completed each time there is an occurrence where a First Aid Responder attends an individual for a medical issue or event that happens on premise. This report is a record of when, where, and how an incident occurred, who was present, how it was handled, and if extra medical attention was needed and/or sought (e.g. doctor, emergency room, etc.). The Nurse will notify the student’s parent/legal guardian of the incident and any treatment given either verbally or in written form.

Section 10.04 Absence Waiver and Medical Treatment Authorization

- (a) Absence Waiver - When a Registered Adult will not attend a regular Co-op meeting (or a special event that requires all students to have a Registered Adult present) but the family's student will be in attendance, a special Absence Waiver must be completed and Board approval must be given. A Responsible Adult may be another Registered Adult that is willing to take responsibility for the students or a Board approved family member that is not registered with the Co-op. Non-member Responsible Adults must stay on premise for the entire period specified in the waiver. Non-member Responsible Adults may also agree to fill floater positions but will not have responsibility for any other students unless background clearances are on file with the Secretary.
- (b) Medical Treatment Authorization – This form is completed as part of the Registration Packet and is kept on file by the Co-op for the duration of the year. The authorization grants the Responsible Adult and the Board the right to seek medical care when the Registered Adult is absent from Co-op.

No student may attend Co-op events without the presence of the Registered Adult or the Responsible Adult and completed Waiver.

Part Eleven: Food & Beverages

Section 11.01 Food in the Sanctuary

At no time is food or beverages allowed in the sanctuary of Calvary Bible Church. This policy is strictly adhered to and individuals will face disciplinary measures for failing to follow this guideline.

Section 11.02 Student Snacks

- (a) Snack time - A brief snack time will be granted during the start of 2nd period. Only water bottles and simple, non-messy snacks are acceptable: cheese, beef stick, crackers, fruit, yogurt tubes, sliced fruit, dried fruit, etc. Due to the No Nut policy, no foods containing nuts, nut pieces, peanut butter or other nut butters are allowed. Students are responsible for cleaning up all snack-related trash and crumbs.
- (b) Snacks- If a student forgets to bring a snack, the student can come to the snack coordinator and be given a snack (please see Snack Coordinator before 1st period). All student snack-related questions should be directed to the Snack Coordinator.

Section 11.03 Classroom Snacks

Classroom - Teachers that include any "special" (i.e. messy or "involved") snacks need to notify the Facility Coordinator a minimum of one week before hand. The Facility Coordinator will then make sure that extra supplies (such as trash bags, brooms, table cleaners, etc.) are on-hand the day of the special snack for any clean-up needed. Clean up is the teacher's responsibility

Section 11.04 Parent Room Snacks

Coffee and tea are provided by the Co-op for the parents during regular Co-op hours. Parents will be assigned on a rotating basis to bring a snack to share for the Parent Room. The Snack Coordinator will email a rotational snack schedule before the start of each semester. At the beginning of the week, families on the schedule will be sent a reminder email. If a family is unable to provide a snack on the week scheduled, they are responsible to find a substitute and must then inform the Snack Coordinator of the change.

- (a) Snacks should be ready to serve: washed, cut into pieces, placed in a serving dish for each of the three periods, and/or any other necessary preparations. Please be considerate of the Snack Coordinator who also has other responsibilities each week at Co-op and cannot prepare the snacks that others are scheduled to bring on any given week.

Section 11.05 No Nut Policy

FACE Co-op has adopted a "No Nut Policy" to protect any student or parent that may suffer with nut allergies while participating in FACE events. All snacks brought to any FACE event with the intent to share or any foods consumed by students in the classrooms are not to contain nuts. This includes (but is not limited to) peanuts, pecans, walnuts, hazelnuts, almonds, nut butters, etc. Recognizing that certain Panera Bread items contain nuts, Panera must be confined to the parent room/kitchen area or taken to the family's vehicle during the parent's Off Period.

- (a) Exception to the No Nut Policy: When families are at a FACE Co-op event, outside of the normal Co-op location and normal Co-op hours, and parents are required to provide a lunch for their own family, they may have foods that contain nuts for their own consumption (e.g. Field Day). However, any foods (such as desserts) to be shared may not contain nuts.

Section 11.06 Panera Bread

- (a) Pick-up - FACE Co-op is scheduled to pick-up Panera Bread leftovers each Wednesday night. Faithful volunteers from the Co-op take care of the pick-up and delivery for each Co-op meeting during the semester. During semester breaks or summer vacation, members may open their homes or donate to a local charity.
- (b) Sanitation - Please make sure sanitation practices are followed by washing hands thoroughly before sorting through the boxes and by using bags, gloves and/or tongs to make selections. Families must provide their own containers or bags.
- (c) Adults only - Only adults may handle the Panera boxes; no students are allowed in the Panera room or to go through the boxes.
- (d) Required # of families – To ensure that the weekly pick-up does not fall to just a few, a minimum of (8) families must be on

the rotational pick-up list. If at any time there are less than (8) families, the Snack Coordinator will notify the membership by email. If the shortage is not filled within two weeks, this service to the membership may be cancelled.

*Questions regarding Panera Bread should be directed to the Snack Coordinator at facesnackcoordinator@gmail.com

Part Twelve: Administrative

Section 12.01 Insurance

FACE Co-op carries both a General Liability insurance policy (as per facility requirements) and an Accident Medical Insurance policy (as per insurance requirements). All medical insurance claims questions should be directed to the Treasurer.

Section 12.02 Inclement Weather

- (a) During inclement weather, FACE Co-op will observe all the local school districts and contact Calvary Bible Church. Based on information gathered the Board will decide by 7:30 AM and inform the co-op membership.
- (b) Schedule for a two-hour delay (to allow for (3) 45 minute classes):
 - a. 10:00 – 10:10 opening ceremony/announcement time
 - b. 10:10 – 10:55 1st period
 - c. 10:55 – 11:40 2nd period
 - d. 11:40 – 12:25 3rd period
 - e. 12:25 – 12:30 Sanctuary/dismissal
- (c) Facility Team - The Facility Team will set-up during the opening ceremony and may recruit extra families to help since they will not be able to get into the building before everyone else during a one or two-hour delay.
- (d) Make-up – The calendar will allow for one make-up day at the end of each semester. The Board reserves the right to not schedule a make-up day into the calendar if the date would fall too close to Christmas or into the first week of May.

A message will be posted to the FACE Co-op on-line group by 7:00 a.m. the day of Co-op with information on closings or delayed openings. All inclement weather questions should be directed to the President.

Section 12.03 Member Questions and Concerns

- (a) Board availability - FACE Co-op strives to schedule a minimum of one Board member in the Parent Room during each class period to be available to help with any needs of the membership. Board members may also be contacted as per their contact information in the FACE Directory. Comments and suggestions from the membership are always welcomed by the Board.
- (b) Concerns with an individual or family – In the event a member has a concern related to another Co-op member (personal, teacher, students, etc.), the member should prayerfully attempt to resolve any conflict one-on-one. If no resolution is attained, the concerned member should prayerfully inform a current Board Member. The member is then responsible to work with the Board and any other members necessary to resolve any issues or concerns.
 - a. Members should be aware that any negative words, gossip, criticizing, negativity, divisiveness, sharing of confidential information, etc. aimed at another member or anyone associated with the Co-op could result in the family's termination of enrollment
- (c) Concerns with FACE Co-op policies or decisions - Members with questions or concerns about FACE Co-op policies or Board decisions, etc. should prayerfully discuss those concerns with a current Board member.
 - a. The Board strives to make policies and decisions in the best interest of the Co-op with much thought and prayerful consideration. At no time, should a member cause dissent or division in the Co-op because of a policy or Board decision they may disagree with. The member should always go directly to the Board with any concerns. The Board welcomes the opportunity to discuss these concerns.

Part Thirteen: Facility

Section 13.01 Facility Team

In keeping with the meaning of “Cooperative” so that all families benefit and so that “Many hands make light work”; the Facility Team is made up of Co-op families. Volunteer families are asked to sign-up to be part of a Facility Team (Set-up, Break-down, or both). In the event registered adults are without teaching positions, they will be automatically assigned to the Facility Team (see Section 5.02(b)) and will be placed as needed by the Facility Coordinator. The Facility Coordinator will organize the Facility Team for the most efficient use of the families assigned.

- (a) Set-up - A minimum of five families is needed for the morning set-up. The Set-up team is required to arrive at the facility by 8:10 a.m. (to begin set-up at 8:20 a.m.).
- (b) Breakdown - A minimum of seven families is needed for the afternoon break-down. The Break-down team is required to stay until 1:00 p.m. to ensure the facility is left in a better state than when set-up began.

In the event the minimum number of families is not reached, then the rest of the membership will be placed on a rotating basis for either the morning or the afternoon teams and may need to be scheduled more than once a semester. Volunteer families (with teaching

positions) that commit to the facility team for the entire year will not be included in the Off period floater rotation list (unless there is an urgent need to fill).

All set-up/break-down questions should be directed to the Facility Coordinator.

Section 13.02 Clean-up of Classrooms

Teachers should allow for a few minutes at the end of each class for clean-up. Students should help before leaving for the next class to include sweeping up the floor and wiping down the tables and chairs as necessary. No class should have to clean-up from the previous class.

Section 13.03 Use of FACE Co-op Copier

FACE Co-op has a copier that prints black and white copies and is set-up at the front of the Fellowship Hall. The copier is for administrative purposes only. However, teachers and helpers may use the copier for their Co-op classes in emergency situations for a small fee per copy. A container will also be next to the copier for payment of copies made.

Section 13.04 Wi-Fi Use at Facility

- (a) Accessibility - The facility does have Wi-Fi that the Co-op may access for limited classroom use only. Accessibility is limited to certain areas in the building (such as the Fellowship Hall) and is only available to a limited number of guest users at any given time. Therefore, any teacher or class that needs to access the Internet for classroom use must ask for permission from the Board and upon approval will be given the access code. Classes that are set-up to use computers on a regular basis will be given the access code to use for the duration of the class. The class will also be placed in the Fellowship Hall. Other classes that may need access to the Internet on a one-time basis may be temporarily moved to the Fellowship Hall for that class period.
- (b) Personal use - Due to the agreement between FACE Co-op and Calvary Bible Church, no one may use the church's Wi-Fi for personal use. To keep the access open for the purpose agreed upon, any member that has been given past access must remove the code from their system once the class where the access was originally needed is finished. This is especially important for adults in the parent room and students in study hall as most classes needing Internet access will be in this area.

All questions related to Wi-Fi use during Co-op hours should be directed to the Facility Coordinator.

Section 13.05 Lost and Found

Items left by the Membership will be placed in the Lost and Found bin located in the storage closet. If not claimed within two weeks, the items will be disposed of. Members may also contact the Facility Coordinator to arrange for picking up an item outside of Co-op hours.

Section 13.06 Free Items and for Sale Items

Members are permitted to bring to a Co-op meeting small amounts of curriculum and other items that are free or for sale. Items must be clearly marked with pricing information and the name of the member that is selling or giving away the items. Members are responsible to remove all items brought to Co-op at the end of the day.

Section 13.07 Property Damage

A member family will be held responsible for any expenses incurred by FACE Co-op for the repair and/or replacement of any FACE Co-op property or facility property whose damage or loss is the result of the failure to follow these guidelines or is the result of carelessness or purposeful neglect or abuse by either a student or an adult of said family.

Section 13.08 Animals on Premise

- (a) Permission required - Calvary Bible Church does allow for FACE Co-op to bring certain animals into the facility. Any family or teacher that wishes to bring any type of animal to Co-op or to a Co-op sponsored event must send an email request to the Board for permission prior to bringing the animal into the facility and/or event. No animal may be brought on premise without the express permission of the Board. Any animal to be considered must be house trained or, if a small animal, contained in a carrier. A Pet Waiver and Responsibility Form must be completed and handed in to the President or Vice-president. The family or teacher that receives permission to bring an animal on premise will be fully responsible for all clean-up associated with the animal and for any damage, harm or injuries that may occur.
- (b) Consideration of others - The Board reserves the right to accept or deny any request to bring an animal to FACE Co-op activities and events. The Board will especially consider any allergies other members may have that could be affected by an animal on premise. Teachers, students, and classes will also be considered when a request of this nature is being considered.
 - a. Note: Working service animals that are necessary to Co-op members will take precedence over other considerations.

Section 13.09 Facility Related Questions

All questions concerning the facility or any of the Sections listed in Part Thirteen should be directed to the Facility Coordinator @ facefacilitycoordinator@gmail.com.

Part Fourteen: Special Events and Activities

Section 14.01 Calendar

Before registration will take place, the Board will provide an academic calendar detailing days we are in session for regular Co-op days, days off, and make up days. The calendar will be available on the website one month before Co-op begins, detailing not only the days co-op is scheduled, but also any social events, activities, snack schedule, and Board meetings.

Section 14.02 Regularly Scheduled Events

- (a) Back to School Picnic – This family picnic is held in August and is a time for Member families to meet and/or reconnect in a relaxed and fun atmosphere.
- (b) Each fall semester a fire drill is practiced during one of the class periods. All classes will leave the building and meet at one of two Designated Meeting Places. Every teacher for each class will review how to handle an emergency exit from the building.
 - a. The Co-op may also choose to host a special event about Fire Safety. This event could include safety presentations by local first responders and other experts, and could also include various health presentations.
- (c) End of Year Event- The details of this event will be determined by the social coordinator.

Section 14.03 Additional Events

Any additional events are dependent on member participation. The Social Coordinator or Board holds the right to cancel any activity due to lack of participation.

- (a) Mom’s Night Out (MNO) – Mom’s Night Out events are scheduled throughout the year and include various activities.
- (b) Theme Days – Theme Days are planned throughout the year. The entire membership is encouraged to dress up and compete for prizes. Themes can include: Pajama Day, Silly Clothes Day, Pirate Day, Prince and Princess Day, etc.
- (c) Clubs – Theme focused clubs may be offered outside of co-op time for those with similar interests. Clubs may be designated for a certain age group or interest topic. Topics may include Robotics Club, Lego Club, a literature club, etc. A Co-op member may facilitate the organization of club(s) if they desire and have Board approval.
- (d) Field Trips - Various field trips may be planned/coordinated throughout the year.

Section 14.04 Membership Commitment

Co-op events are planned for the benefit of both adults and students. All activities held will be based on membership interest and the number of volunteers available. Families are encouraged to attend these events as they allow for fellowship, support and the chance to get to know individual members and families outside of Co-op hours.

Families are asked to RSVP for all events, whether they plan to attend or not. This helps with the planning of the activities. If a member family is unable to attend an event after signing up, they should notify the Social Coordinator at facesocialcoordinator1@gmail.com as soon as possible. To avoid the burden caused by late cancellations and/or “no shows”, any family cancelling due to a non-emergency is required to arrange for the delivery of any materials, supplies or dishes the family signed up to bring. The Social Coordinator and other Board Members reserve the right to waive this requirement as necessary.

All event questions should be directed to the Social Coordinator.

Section 14.05 Graduation

An annual FACE Co-op graduation is held on a date in the spring determined by the Board. This graduation is for any senior that is currently enrolled in the Co-op *and* for any senior that may not be currently enrolled but has participated in FACE for a minimum of one full year in 9th – 11th grades. Families with eligible seniors that are participating in the graduation will make up the Graduation Team. The team will meet with members of the Board for the first planning meeting in November. The FACE Co-op Graduation Policy will be reviewed and signed by all team members. Current registered juniors and their families may also be invited to help with the planning and preparations. For any questions regarding graduation, please see the President.

Part Fifteen: Communication

Section 15.01 Announcements

Announcements are used by FACE to alert members to upcoming events, the status of various processes, deadlines, changes to guidelines, updates to the schedule, cancellations, concerns, etc.

- (a) Verbal announcements – The Board will communicate information during the announcement time every Thursday morning. These announcements will, at times, be followed up with a Co-op wide email. These announcements may be made in the parent room each period in lieu of during the opening.
- (b) Email announcements – A weekly update email is sent to the Membership before each Thursday Co-op meeting listing upcoming events, things to be aware of, etc.

Section 15.02 Parent Room Information

- (a) Information Table – The Information Table is in the Parent Room. This table includes information on substitute teachers and

class helpers for the day, class schedules, assigned classrooms, snack and set-up schedules, current Board members, FACE Co-op happenings, Lost and Found, items for sale, etc.

- (b) File Box – The file box is used as a place for the Board and other members to place information for individuals or families. Adults should check their family’s file weekly to make sure they receive any communication given through the file box.

Section 15.03 Online Communication

(a) Types

- a. Online Forums- FACE Co-op uses online forum groups to handle communications for the entire group, various classes, miscellaneous clubs/special groups, and for information that is not associated with FACE. All Co-op related forums are private and are by invitation only. Only Co-op related items should be posted to these groups
- b. FACE Co-op – This main discussion forum is for Co-op related information only. Information that does not pertain to the whole group or is not related to Co-op, should be sent through other specific forums.
 - i. Classroom – Online classroom discussion forums will be automatically created for all classes so that teachers, parents, and students may communicate as a group. This allows for teachers to send assignments and links, and to notify families of any upcoming happenings for the class. Students and parents may also contact the teacher and the class using the group.
 - ii. Teachers will be added as administrators. The group should be set-up before the teacher makes the first contact with the class. This is the required method of communication for FACE Co-op classes. Contact the Membership Coordinator for any questions or for help in using the online forums.
 - iii. Community News and Information– This group allows members to send and receive information on non-FACE related subjects and events (see Section 15.07 below).
 - iv. Special groups – Other groups will be formed for Co-op sponsored clubs, special groups and events (e.g. graduation, robotics club, etc.).
- c. Social Media – The Co-op has a private Facebook page that is for current members and past members in good standing. It is used to share upcoming Co-op events that are open to non-members and to communicate other homeschooling related information that may be of interest to the Facebook group’s members.

Section 15.04 Directory

A membership directory is on the co-op’s website at www.homeschool-life.com/pa/face. It is the responsibility of each family to update the website of any changes.

- (a) A “Who to Contact” list will be available on the website describing who to contact with various questions or concerns.

Section 15.05 Photos and Identifying Information

- (a) Permission required – To protect the privacy of FACE Co-op members, permission must be granted from an individual before that individual’s picture and/or personal identifying information may be shared by using various types of media (e.g., general pictures, brochures, flyers, posters, texts, emails, web sites, social media, on-line communication sites, etc.).all members (both student and adult) that are included in any photos or information being placed on electronic sources or social and other media outlets with the intentions of sharing (whether publicly or privately).
- (b) Class Rosters – The rosters will note students of families that have declined to give permission for use of photos, etc. for teachers to be aware of who they may or may not include in pictures (or use any type of identifying information) when sharing Co-op related events and happenings.
- (c) Photo Waiver of Release form - A master list of the Photo Waiver of Release Form (completed at registration) will be kept on file by the Secretary. This form will be used to help complete the class rosters. Any question about the use of photos and identifying information should be directed to the Secretary.

Section 15.06 Solicitations

Individuals or families may not use or distribute any names or contact information listed in the FACE Co-op Directory for networking or soliciting business. Likewise, the main FACE email group, individual class groups and special groups may not be used for any communication other than Co-op and classroom related purposes. The Co-op’s Facebook page and the FACE Forum may be used to notify the Membership of an individual member’s business or home-based direct sales party, etc. provided the notifications of said businesses, direct sales, special events, etc. follow the Co-op’s governing documents and that notifications are not constant nor rampant.

Section 15.07 Community News and Information Forum

The FACE Community News and Information Forum is in place for members to announce or discuss non-FACE and/or non-homeschool related items and events, such as: the advertisement of businesses and products, political information, the notification of church or community events, items for sale, yard sales, invitations to home parties, “Interesting things to be shared”, etc. The FACE Community News and Information Forum is for registered Co-op members only. Members may choose not to join the forum if these types of emails are not preferred.

Section 15.08 Member Responsibilities

- (a) Missed announcements - Families are responsible for keeping up-to-date on all Co-op related emails and announcements. If a family or adult misses the verbal announcements due to an absence or arriving late to Co-op, or is unable to receive emails, they are responsible to check with another member to be brought up-to-date on the content of the announcements.
- (b) Online issues - Any member family that has Internet access but is having trouble receiving emails from the Co-op's online communication group, is responsible to notify the group's Administrator. All attempts will be made to solve any issues that may be due to an issue from the on-line provider. However, until the issue is resolved, the member family is responsible to either regularly sign-in to the online group to check for any outgoing emails or to ask another member family to notify them of and to forward to them any outgoing FACE emails.
- (c) Sharing Information - No posts are to be shared outside the group unless express permission from the Board has been granted. All communication on the online discussion groups, Facebook page and other media must agree with the Purpose & Mission, Core Beliefs, Statement of Faith, and Operational Guidelines of FACE Co-op. Use of social media by a Co-op member that is considered harmful to FACE Co-op or its members could result in the member's termination of enrollment.
- (d) Privacy - All FACE Co-op members will respect the privacy of other families by not sharing member information with those outside of the Co-op. This would include phone lists, directories, class rosters, or any other paperwork containing private information. Failure to follow these guidelines regarding membership privacy could result in the loss of membership.

Part Sixteen: Code of Conduct

Section 16.01 Rules of Behavior

- (a) Rules of the Facility - All registered families will agree to follow the Rules of the Facility: no running, use of indoor voices only, no feet on tables, no chewing gum, and no touching equipment that does not belong to the Co-op; children should not handle the window blinds, and no Co-op members or visitors should go into rooms that are off limits to the Co-op, etc. The classrooms and hallway on the nursery floor are off limits to Co-op members except for nursery students, parents of nursery students, nursery helpers, set-up/break-down crews, and Board members. Also, please remember that to the staff and membership of Calvary Bible Church, the sanctuary is a very special and very holy place. As a Co-op, we will be especially attentive to how we as parents and how our children behave while we are in the sanctuary. The Co-op will also be considerate of the staff that works in the office on the main floor, and of anyone else that is in any way connected to Calvary Bible Church.
- (b) Rules of the Classroom - All families will agree to the Rules of the Classroom: all students will be respectful and obedient to their teachers, quiet and attentive during class, show a willingness to participate in class (to include experiments, activities and discussions), and will stay in the designated classroom areas and not wander inside or outside the building unless there is prior adult and/or teacher consent to be in those areas. Teachers and class helpers will also be respectful of students and surrounding classes. Bathroom facilities should be used between class times when possible.
- (c) Rules of General Conduct - All families will agree to the Rules of General Conduct: both adults and students will treat fellow Co-op members with kindness and respect, including the refraining from name calling, gossiping, speaking negatively about, judging appearances and beliefs, purposeful exclusion, shoving, hitting, kicking or any other form of physical contact, even in "fun". Both parents and students will respect property that does not personally belong to them and will not use such property without express permission from its owner, or in any way cause damage to such property.

Section 16.02 Bullying

Any individual who in any way treats another member with the behaviors listed under "Rules of General Conduct" (see Section 16.01 (c) above) will be in serious violation of the Code of Conduct. This behavior is considered bullying and will not be tolerated by FACE Co-op. Teachers, helpers, and students should notify the President or Vice-President of this type of behavior as soon as possible. Upon careful investigation by the Board, the individual will be issued only one warning for this type of conduct unless the behavior is very serious. Also, after the initial warning, the member must apologize and do whatever is deemed appropriate by the Board to make things right to anyone that was harmed or affected (including the class if applicable) by the behavior of the individual before participating in any Co-op events. If genuine repentance is not forthcoming, or the behavior continues after the initial warning, or the behavior of the first incident warrants, the individual will be asked to permanently leave FACE Co-op at the discretion of the Board.

Section 16.03 Electronic Devices

Texting, emailing, taking pictures, searching the web, use of social media, gaming, and any other use of electronic devices are not to be used in class or during announcement times unless initiated by a teacher or another adult. However, these devices may be used during study hall if there is prior parental approval and the device in no way distracts the other students from their work. If the device is used without approval and/or becomes a distraction, the student may lose the device until the end of Co-op where the teacher or Board member will hand the device back to the parent. Cell phone volumes should be muted or turned to "vibrate" so as not to disturb others. Conversations by cell phone should be held in an area that will not disrupt classes or others.

Section 16.04 Discipline

Parents are responsible to handle any discipline problems caused by their children both in and out of the classroom. If a child is not behaving appropriately in class, the teacher will bring him or her to a Board member who will then bring the child to the parent. If inappropriate behavior continues to be a problem, the Board has the authority to ask the family to leave FACE Co-op.

Section 16.05 Dress Code

We understand each family has their own individual standards when it comes to dress. At FACE Co-op we require the below minimums in regard to dress. All parents and students will adhere to the following while at weekly Co-op or Co-op sponsored events.

- 1) No clothing that endorses substances that are not legally available to minors or have profane, violent or sexual meaning.
- 2) No clothing that reveals cleavage, midriff, back, or sides
- 3) No clothing that reveals undergarments (i.e. bra straps, boxers, undershirts, underwear)
- 4) No tank tops less than 2" width at shoulders. No spaghetti straps, tube tops, muscle or mesh shirts.
- 5) No clothing that is transparent, (see through).
- 6) Shorts, skirts, etc. the hem must go to the end of the fingertips, when the arm is stretched to the side of the body.
*This includes slits in clothing
- 7) No strapless, backless or shoulder-less dresses or tops
- 8) Leggings are permitted so long as the top worn with them is not form-fitted and the fabric of the leggings is not of a see through nature.

If a member of co-op is in violation of the dress code policy they will be asked, (if it is a student, the parent will be asked), to cover and/or change clothing. If that is not possible, the member will be prohibited from attending Co-op for that day or the Co-op sponsored event.

Seventeen: Board of Directors

Section 17.01 Board of Directors

FACE Co-op will be guided by a Board of Directors. The Board will be governed by FACE Co-op's Bylaws, Article 4 - Board of Directors and Part Seventeen: Board of Directors in these Operating Guidelines. Current positions for the Board consist of the President, Vice-President, Secretary, Treasurer, Membership Coordinator, Facility Coordinator, Snack Coordinator and Social Coordinator. Each Board member will hold office for a term of two years, and is eligible for immediate re-election. A one-year hiatus is mandatory at the end of two consecutive terms (four years). The exception is for the President is eligible to run for two terms as President. The President is eligible to serve on the Board for 3 consecutive terms.

Section 17.02 Purpose

The purpose of the Board of Directors is to manage the many and varied operations of FACE Co-op and to ensure the continued success of the organization. The Board establishes policies, handles procedures, solves problems, and initiates and executes processes for the planning of the next school year. All decisions made are prayerfully determined and the overall impact for the entire Co-op is thoroughly considered when determining any course of action.

Section 17.03 Contact Emails

- | | |
|----------------------------|--|
| (A) President | facepresident@gmail.com |
| (B) Vice-President | facevicepresident@gmail.com |
| (C) Secretary | facesecretary8@gmail.com |
| (D) Treasurer | facetreasurer8@gmail.com |
| (E) Membership Coordinator | facemembershipcoordinator@gmail.com |
| (F) Facility Coordinator | facefacilitycoordinator@gmail.com |
| (G) Snack Coordinator | facesnackcoordinator@gmail.com |
| (H) Graduation Coordinator | facegraduationcoordinator@gmail.com |
| (I) Media Coordinator | facemediacoordinator@gmail.com |

Section 17.04 Meetings

The Board will meet a minimum of (10) times per calendar year. Meetings will start in the month of July and end in May. No meetings are held in the months of June and December (unless there is an urgent need for Board business to be conducted).

Section 17.05 Fiscal Year/Board Year

The fiscal year for FACE Co-op runs from August 1st to July 30th. The Board year follows the fiscal year.

Section 17.06 Elections

Elections will be held during the Spring semester, with newly elected Board members officially taking office July 1st of their election year. Each Board member will hold office for a term of two years.

- (a) Elections
 - a. Odd year positions - Elections for President, Secretary, Facility Coordinator and Snack Coordinator will take place during the Spring Semester of odd years.
 - b. Even year positions - Elections for Vice-President, Treasurer, Membership Coordinator and Social Coordinator will take place during the Spring Semester of even years.
- (b) Re-election

- a. Board members are eligible for immediate re-election after their 1st term.
- b. A one year hiatus is required for any Board member serving 4 consecutive years.

Section 17.07 Candidates

A candidate for the FACE Board must have been active in the Co-op for two semesters prior to being nominated and must intend to maintain an active enrollment in FACE for the duration of their term. Board members are expected to attend all Board meetings, assist with Board business and fulfill their job description as listed below. A husband and wife (where both hold teaching positions in the Co-op) may share a position on the Board as co-Board members and would count as one vote. Candidates for President must have served on the Board for at least two semesters prior to being nominated for that position. The Board may, at its discretion, approve the nomination of a member for a Board position when the member has been active for less than two semesters.

Section 17.08 Nominations

Nominations will be accepted during the spring semester with the vote taking place on a date determined by the Board. All nominations should be emailed to the President. Incumbent Board members who desire to remain in their position should submit their intentions in the form of a nomination. It is the responsibility of the current FACE Board to ensure that there is at least one qualified candidate for each open Board position. To ensure a smooth transition, incumbents will assist newly elected Board members in becoming familiar with their position. The membership will be notified of election results by a verbal and/or email announcement.

Section 17.09 Termination of a Board Position

Any Board member who is unable to fulfill their duties may resign by submitting a written letter of resignation to each member of the Board thirty days prior to vacating the office, except in case of emergency. A Board member may be removed by majority vote of the current Board when, in their judgment, said Board member has been found to be involved in immoral or unethical behavior, causes harm to the Co-op or its members, does not abide by the Operating Guidelines or any other governing document of the Co-op, and/or is not upholding their job duties. In the event of a vacancy on the Board, the Board must nominate and approve another qualified member to complete the remainder of the term within thirty days of the vacancy.

Section 17.10 Duties of the Board

(a) President

- Responsible for the overall functioning of the organization
- Oversees all Board positions and works closely with all Board members to ensure each one has the support they need to fulfill their responsibilities
- Sets times and dates for Board meetings, presides over all Board meetings, and sets and distributes agendas
- Works closely with the Vice-President to determine Co-op schedule and to handle the daily operations of the Co-op; maintains the weekly substitute list and handles enquiries of interest during any absences of the Vice-President
- Works closely with Vice-President, Membership Coordinator and other Board members as needed to determine teacher and helper positions and to determine classes offered for the next school year
- Works with Co-op nurse to ensure policies are in place for the administration of first aid as needed
- Prepares opening and closing announcements, gives the morning devotion and offers the opening and closing prayers
- Works with the Membership Coordinator to initiate class suggestions for the upcoming year and catalog descriptions
- Works with the Secretary to revise all registration documents, volunteer certifications, guidelines, and other various documents for both the current and upcoming year.
- Works with Board members regarding the structure and planning of the end-of-year Family Program and other Co-op events
- Handles all areas of concern and problems within the Co-op and will work closely with the Vice- President, or other Board member, in order to determine the best solution to the situation.

(b) Vice-President

- Fills in for President as needed
- Works closely with the President if any Co-op issues arise, determining the best solution to the situation.
- Contact point for those interested in joining the Co-op, to include sending information to interested families and conducting tours of the facility
- Maintains waiting list of potential members
- Organizes the annual Open House for interested families and/or shadowing events and conducts new member orientations.
- Registers new members and ensures they have read and understood FACE Co-op's Operating Guidelines and other governing documents
- Works closely with President, Membership Coordinator, and other Board members as needed to determine teacher and helper positions and to determine classes offered
- Maintains weekly substitute lists for families not attending or out due to illness

(c) Secretary

- Records all business conducted at Board meetings and submits minutes to Board members within two weeks

- Works with President to ensure all registration forms and Operating Guidelines are kept current and distributes to membership
- Keeps copies on hand of the various forms used by the membership
- Submits all registration papers to the appropriate Board members
- Maintains current registration forms and all waiver forms for one year
- Works with President to assembler orientation folders (electronically and/or physical)
- Maintains up-to-date FACE Information Table and file box
- Maintains supplies for Co-op printer and purchases as necessary
- Works as secondary to Treasurer
- Maintains Policy for Volunteer Certifications, keeps track of current/expired clearances, helps members to understand what is required
- Prepares master photo waiver list
- Handles the input and upkeep of the directory portion of the website
- Maintains and files classroom attendance sheets at the end of each semester
- Works with the Membership Coordinator to generate classroom rosters and attendance sheets for classroom folders

(d) Treasurer

- Receives registration fees
- Receives fees for special events and activities
- Pays all teachers appropriate class fees reimbursements
- Works with the President to ensure all fees have been collected
- Ensures all names and signatures at the bank are up-to-date, and changed as needed
- Keeps accounting books and reconciles the Co-op's checkbook monthly
- Receives bills and expense receipts and disburses funds
- Provides monthly financial updates at the Board meetings
- Submits donation and/or rental fee to facility
- Works with the President to keep the insurance policies up-to-date and to handle insurance claims
- Works with Secretary as needed on issues related to Treasurer position
- Works with the Social Coordinator to verify all funds collected for events
- Works with the Membership Coordinator regarding class fees, class changes and late fees.
- Files all yearly legal documents and tax information as required by law
- Creates yearly budget proposals for upcoming school year
- Coordinates various fundraisers, as determined by the Board, throughout the year.

(e) Membership Coordinator

- Works with President and Vice President to determine registration process, classes to be offered, teacher and helper positions, class size, class schedule, and whether classes are to be closed or cancelled, etc.
- Creates, distributes, and tallies all forms used during the registration process
- Gathers class descriptions from teachers and creates the co-op catalog
- Works with President, Vice President, and Facility Coordinator to assign rooms for classes
- Works with the Treasurer to determine suggested class fees, how to handle special fee requests, class change fees and rules, and to finalize invoices
- Creates and makes needed changes to the Adult Location List and Student Location Lists
- Works with the Secretary to prepare and makes needed changes to Class Rosters and Attendance Sheets; prints and loads Rosters and Attendance Sheets into the classroom folders each semester with the Secretary
- Handles the input and upkeep of the classroom and enrollment portion of the website
- Handles class changes by communicating with teachers and the Treasurer and updates any affected rosters, attendance sheets, and location lists with the Secretary
- Works with teachers and Facility Coordinator regarding equipment and supply needs for the classrooms

(f) Facility Coordinator

- Oversees setup and break-down of facility before and after each Co-op use
- Communicates with Co-op membership regarding schedule and responsibilities and organizes weekly assigned families for setup and breakdown.
- Acts as liaison between facility staff and Co-op; speaks with Facility staff on a regular basis to keep communication open
- Deals with facility issues such as messes, improper cleanup, equipment, etc.
- Communicates regularly with the Board in regards to how setup and breakdown can be improved, and to address concerns.
- Works with Membership Coordinator to make sure that classrooms have needed equipment and supplies
- Receives and prints classroom binder information in cooperation with the Secretary and Membership Coordinator Compiles binders for distribution
- Works with various Board members to understand needs of special Co-op events (including end of year Family Program,

Science Fair, International Day, social events, etc.) and provides set-up and breakdown for these events

- Arrives prior to Co-op to prep everything before set-up and stays after Co-op is finished to ensure break-down is completed
- Purchases or acquires various supplies needed for classrooms and facility clean up.
- Works to ensure each classroom has needed equipment and supplies as requested by teachers, including cleaning and/or tables and chairs or other needs for a special class a teacher may hold (i.e. a holiday celebration, special game day, etc.)
- Informs President and Vice President which families will be on the Facility Team

(g) Snack Coordinator

- Sets up, maintains supplies, and cleans up Parent Room, including Panera bread
- Creates Parent Room snack schedule and shares it with the co-op each semester
- Sends out weekly reminders to families scheduled to bring snacks
- Maintains inventory, purchases and keeps supplies on hand, such as: coffee, tea, sugar, paper products, etc.
- Acts as Panera bread Coordinator and creates Panera pick-up calendar; sends reminders for families that are on the pick-up list, purchases/acquires supplies and keeps on hand (e.g., gloves, bags, boxes, etc.), removes any remaining Panera Bread from the facility at the end of the Co-op day
- Maintains snack supply bins
- Works with Social Coordinator to help plan food and beverages for regular and special Co-op events
- Purchases and maintains snacks and water bottles for students who may need to purchase a snack for 2nd period snack time.

Section 17.11 Online Media Administrator

Online Media Administrator will be responsible for set-up, maintenance, and monitoring of the website, and all online communication groups used by FACE. This includes establishing groups for classes, updating the online calendar, and helping educate the Co-op about the Forum. The online media administrator is a position that supports the Board and will report directly to the President. This position is appointed by the Board.

Section 17.12 Graduation Coordinator

Graduation coordinator will be responsible for all aspects of planning and coordinating graduation. This position will plan the budget, date venue, food, and program for graduation. They will be responsible for hiring speakers and technical crew for the event. All aspects of graduation will be communicated to the Board President and will need approval from the Board before any action is taken.

Section 17.13 Social Coordinator

- Plans for and organizes FACE Co-op yearly events as determined by the Board
- Formats sign-up sheets, collects fees and gathers supplies & materials for events
- Confirms schedule of events with St. Paul's staff
- Communicates to the membership upcoming events and pertinent information
- Works with the President or Vice-President to finalize details of events
- Works with Facility Coordinator to plan the set-up/layout & clean-up of events
- Works with Treasurer to determine the fee amounts for events and to verify the amount of funds collected
- Works with Snack Coordinator to plan for refreshments and supplies at events
- Organizes non-FACE events: homeschool skate, bowling, etc.
- Plans special social events, field trips, and theme-days throughout the school year
- Enlists membership to help with organizing and running of events
- Assists President with Graduation
- This position is appointed by the Board

Section 17.14 Health and Safety Coordinator

The Health and Safety Coordinator will be responsible for collecting all personal health information from members of the Co-op and placing this confidential information in the parent room for access during a medical emergency. This person should be some type of certified medical professional. They will also be responsible for setting the date(s) for the fire drill and reviewing fire safety with the Co-op with educational events or simply a review of general guidelines. This position reports to the Board President and all dates for events need to be Board Approved. This position is appointed by the Board

Section 17.15 Additional Board Responsibilities

- (a) All Board members are responsible for finding coverage for their specific duties when they are unable to attend regular Co-op, special events or Board meetings.
- (b) All Board members will sign a Board Member Letter of Commitment each year.

Part Eighteen: Legal

Section 18.01 Dissolution

As per the Co-op's bylaws: "Upon the dissolution of Family Academic and Christian Enrichment, Incorporated, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose." The first consideration will be for the donation of any remaining funds to the facility last in use by the Co-op.

Section 18.02 Changes to These Guidelines

This document provides guidelines and policies on the operations of FACE Co-op. In addition, it describes what is expected of the entire FACE Co-op Membership. The Board, at its discretion, maintains the rights to change, add to, or delete these Guidelines without prior notice. The membership will be notified of changes to these guidelines either by email or by an announcement during the Thursday morning "Opening Ceremony and Announcements" time. All questions regarding these guidelines should be directed to the President.