

Operations Manual of the Agape Christian Homeschool Organization

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Section 1. NAME, PURPOSE, AND SINCERELY HELD BELIEFS

Section 1.01 Name

The name of this organization is Agape Christian Homeschool Organization.

Section 1.02 Statement of Purpose

The purpose of Agape Christian Homeschool Organization, also known as AGAPE, is to provide children with educational opportunities that promote academic excellence and the development of Godly character as outlined in the Bible. This will be done in class settings under the supervision of other Christian homeschooling parents. Every attempt will be made to provide challenging and meaningful classes for our children. (Prov. 22:6, Phil. 4:8, 1 Tim 4:12-13, Gal. 5:22-23)

Section 1.03 Statement of Faith

(a) Agape Christian Homeschool Organization is a body of homeschoolers from various Christian traditions, believing in one triune God – the Father, His Son and Our Savior, Jesus Christ; and the Holy Spirit. We believe that the Bible is without error and is the inspired word of God.

(b) We are comfortable praying together, discussing God, and sharing Bible stories and verses (Matthew 18:20).

(c) As parents, we prayerfully and gladly accept the responsibility of educating our children (Prov 22:6, Deut 11:18-19).

(d) Our instruction reflects a Christian worldview solidly rooted in the Holy Bible (2 Tim 3:16-17).

Section 1.04 Statement of Respect and Dignity

We believe that all persons have the right to dignity and respect. We expect members of our community to treat others with love, respect, and kindness. Hateful and harassing behavior or attitudes directed toward any individual, contradict and are not in accord with Scripture nor the beliefs of Agape Christian Homeschool Organization, as stated within Section 1:03.

We are all sinners. We believe that God offers forgiveness for all our sins and redemption and restoration for those seeking His mercy through Jesus Christ (Rom. 3:23; Acts 3:19-21; Rom 10:9-10; 1Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31).

Section 1.05 Statement of Marriage and Sexuality

I. PURPOSE

The purpose of this statement is to clarify our sincerely-held religious beliefs on sexuality and marriage, as well as to express our expectations of AGAPE members.

II. DEFINITIONS

“Sex” means the biological condition of being male or female as determined at birth.

“Gender Identity” means a person’s perception of having a particular gender, which may or may not correspond with their birth sex.

“Members of the Agape community” means any student, parent, teacher and teacher assistant.

III. SINCERELY-HELD RELIGIOUS BELIEF ON SEXUALITY AND MARRIAGE

AGAPE’S sincerely-held religious belief is that God wonderfully and immutably creates each human person as either male or female, and that these two distinct, complementary sexes reflect the image and nature of God (Gen. 1:26-27). Renunciation of one’s biological sex sacrifices God’s intended image for that person.

We believe the term “marriage” has only one meaning: the uniting of one human man and one human woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman uniquely reflects Christ’s relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to cohabitation, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). We also believe in God’s redemption and restoration as written in our Statement of Respect and Dignity, in Section 1.04..

Section 1.06 Statement of the Sanctity of Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139:13-16, Prv. 20:29, Prv. 16:31).

Section 1.07 Statement of Community

We acknowledge that there are denominational differences between us, but we choose to concentrate on our spiritual unity as believers through our common faith in Jesus Christ and will not allow doctrinal differences to hinder our cooperation as Christian home educators (Ps. 133:1).

Section 1.08 Parent Code of Conduct

This statement must remain in the Parent Code of Conduct, and falls under the same rules of change as the other Primary Documents: “As a member of Agape Christian Homeschool Organization I agree to accept the Statement of Faith as my own, and agree to accept anyone who has made a like profession as an equal Christian member in this co-op.”

Section 2. MEMBERSHIP

Section 2.01 Eligibility

Membership is open to all Christian homeschooling families who are in agreement with the Primary Documents found in Section 1. Agape Christian Homeschool Organization is a parental, cooperative group. Membership demonstrates a willing heart to serve the group. Agape Christian Homeschool Organization is a body of homeschoolers from various Christian traditions, believing in one triune God - the Father; His Son and Our Savior, Jesus Christ; and the Holy Spirit. We are comfortable praying together, discussing God, and sharing Bible stories and verses. As parents, we prayerfully and gladly accept the responsibility of educating our children.

For the purposes of this co-op, family is defined as a male and female parent, married, with one or more children (Genesis 1:26-28), or single parent, or adopted, foster or step children (James 1:27). Home schooling is defined as any schooling that occurs in the home (preschool to high school) including - but not limited to - homeschooling under Pennsylvania law or under a Charter School.

Section 2.02 Qualifications

Potential members may fill in an application form at any time during the year. After the Board approves the application, potential members are put on a waiting list. Membership for the next semester may be granted to any family that signs the Letters of Commitment and remits dues following an invitation from the Board. New members may be added after the Mandatory Meeting at the discretion of the Board in order to fill vacant slots for teachers, helpers and floaters.

Section 2.03 Non-Discrimination Policy

Agape Christian Homeschool Organization admits family members of any race, color, and national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to members of the co-op.

Section 2.04 Children who are Not Members of the Immediate Family

If a member wants or needs to include additional children who are not members of their immediate family in their membership, this must be approved by the Board. The family of the sponsored student will be required to comply with the following:

- Sign the Parent Code of Conduct, Medical Release, Student Release, and any other forms required.
- Pay full tuition at the current rate (no exceptions, no scholarships)
- Pay all lab fees.
- Provide a snack for one regular co-op day as well as Family Night.

The sponsoring family must also fulfill the following responsibilities:

- Teach two classes and help in one
- Arrange for an alternate family to be responsible for a high school level student in the event of the primary sponsor's absence from co-op.
- Act as a liaison between Agape Christian Homeschool Organization and the sponsored family.

Section 2.05 Term of Membership

Members commit for a full semester, commencing with the signing of the Parent Code of Conduct and remittance of dues and ending with the last co-op class of the following semester .

Section 2.06 Mid-term Withdrawal from Membership

Students depend on teachers to follow through with their commitment to teach the classes for which they have volunteered. It is extremely important that members join with the understanding that they are expected to continue through the entire term. If at any time during the term of membership unforeseen circumstances force a family to break

their commitment with the co-op and thereby withdraw, they must inform the Board in writing as soon as possible. If a family withdraws in this manner, the Board of Directors will have discretion to grant or withhold future membership.

Section 2.07 Termination of Membership

If and when any member is found to be in non-compliance with the Primary Documents or their signed Letters of Commitment, then with one week prior written notice there shall be a Special Meeting between the Board of Directors and the parties involved to consider the matter. The Board of Directors may suspend or terminate an individual member or family membership after prayerful consideration and by affirmative vote of 2/3 of all members of the Board.

Section 2.08 Refund of Dues

In the event of a member's withdrawal from membership or termination of membership, no member shall have any claim for refund of any monies paid.

Section 2.09 Mandatory Meetings

Mandatory meetings, with the President presiding, are held once a semester on dates set by the Board for the purpose of:

- Paying dues for the following semester
- Volunteering to teach or assist in specific classes
- Receiving information on important issues affecting the co-op
- Completing the agenda

Agenda:

- Prayer
- Business announcements from the Board
- Election/Approval items as set by the Board

Any other issues or discussion items need to be addressed at a regularly scheduled Board Meeting. (For Exceptions See Section 3.11)

The Mandatory Meeting is for adults only (babes-in-arms excepted). Babysitting by teenagers may be provided for a per-child fee. Every effort will be made to keep the Mandatory Meeting to 90 minutes.

Section 2.10 Semi-Annual Surveys of the Membership

At the end of each semester, a survey may be distributed to members, so that all members have a chance to give feedback and suggestions. All surveys will be read and considered by the Board.

Section 2.11 Vote of General Membership

Voting of the general membership shall be held in accordance with the By Laws Article V(9) and Article V(10).

Votes will be tabulated by the Vice President, or other appointed judge(s) of election in accordance with Article V(11), and reported to the general membership at the end of the Mandatory Meeting.

Section 2.12 Additional Responsibilities of Members

There are other responsibilities (beyond dues and teaching) such as cleaning or snacks, as required by changing facilities and situations.

Section 2.13 Special Meetings of the General Membership

Special Meetings of the General Membership may be held as provided for in By Laws Article V(4).

Section 2.14 Privacy

Phone lists, directories, and other paperwork including private information shall not be distributed to anyone outside of Agape Christian Homeschool Organization by either the Board or any member. Agape Christian Homeschool Organization shall not divulge lists and/ or member information to anyone outside Agape Christian Homeschool Organization without the express written consent of the individual members.

An Emergency Phone Chain will be used only for urgent messages pertaining to last minute cancellations.

An email list shall be used only for forwarding information pertaining to co-op business, such as schedules, forms, and announcements of immediate interest. All such email announcements shall be "blind copied." Information that member families wish to share which is no co-op related can be distributed in the following ways: 1) On the table in the Parent's room and 2) on the website through the classifieds.

Section 3. BOARD OF DIRECTORS

Section 3.01 Authority of Directors

The Board of Directors is a policy-making body and may exercise all the powers and authority as granted by the membership through the Bylaws.

Section 3.02 Number, Tenure and Qualifications

The Board of Directors shall consist of seven to eleven members as determined by the general membership. Each member shall hold office for a term of one year commencing on July 1st. First-time candidates should have the expectation of holding their Board position for at least two terms.

Board members are eligible for re-election.

A candidate for a Board position must have been active in the co-op for at least two full semesters and intend to be an active member for the duration of their term. Exceptions may be granted by unanimous approval of the Board. Husband and wife may not serve on the Board at the same time. Candidates must intend to fulfill the responsibilities of the Board position as defined in the Bylaws and sign a Board Member Letter of Commitment prior to beginning their term. Candidates for the position of President must have served on the Board for at least one full year prior to being nominated. See, By Laws Article VI.

Section 3.03 Nomination of Candidates

Nominations for open Board positions will be accepted prior to the Budget and Nominations Meeting for Fall Semester. (See Section 3.11) Members may volunteer or nominate other eligible members. It is the responsibility of current Board members to ensure that there is at least one qualified candidate for each open Board position.

Incumbent Board members shall announce their intention to run for a position prior to opening nominations to new candidates. In the best interests of the co-op, it shall be our goal to retain at least four incumbent Board members in every election.

All candidates shall write letters of introduction - telling something about themselves, how long they have been

members of the co-op, their qualifications, and their reasons for wanting to serve on the Board. Copies of these letters shall be made available to all current members at least one week prior to the election.

Section 3.04 Election of Board Members

Elections shall be held each year at the Mandatory Meeting for Spring Semester.

At the Mandatory Meeting, members shall be given 15 minutes to ask questions of candidates. Members are encouraged to ask questions of candidates individually prior to the vote. The purpose of the question and answer period at the Mandatory Meeting is to bring up any important issues that need to be addressed just prior to the vote (particularly in the case where some members may have a concern about a particular candidate). It is not a time for members to give "endorsements" of any particular candidate.

All member families who have registered for the following semester are eligible to vote. Members receive their voting card (one per family) when they remit dues or make arrangements for a waiver. Cards must be turned in prior to or at the Mandatory Meeting.

All candidates shall be listed on the card, along with options for a write-in candidate or to Abstain. (Valid write-in candidates must without exception meet eligibility requirements for the Board.)

Votes will be tabulated by the Vice President, verified by another Board member, and recorded in the minutes.

If a winning candidate has received less than 40% of the votes in a contested race, the top two vote getters for that position will become the candidates in a run-off to be held immediately.

Results of the election will be announced at the close of the Mandatory Meeting.

Section 3.05 Transition Period

The time between announcing the results of the election until the term of office begins on July 1st is a transition period. During this time, incumbents will provide training for particular positions, and newly elected Board Members shall attend all Board meetings to observe the process of class scheduling and assignments.

Section 3.06 Resignation

Any member of the Board who is unable to fulfill his or her duties for whatever reason may resign by submitting a written letter of resignation to the President 30 days prior to vacating office (notwithstanding an emergency) with copies to other Board members. The Secretary shall make copies available for members if requested at the next regularly scheduled co-op session or meeting.

Section 3.07 Termination

Any Board member elected by the organization may be removed with a majority vote of the current members, in accordance with the By Laws Article VI(9) and Article VII(2).

Section 3.08 Incapacitation

In the event that the President is unable to fulfill her duties due to extended sickness or personal emergency, her duties shall be assumed by the remaining Board members in the following order: Vice- President, Secretary, Treasurer, Membership Coordinator, Supply & Snack Coordinator, or Facilities & Social Coordinator.

If another Board Member is unable to fulfill she duties due to extended sickness or personal emergency or because she

has assumed the President's position due to incapacitation of the President, the Board may, if it chooses, appoint a temporary Board member to fulfill the position until the Board member can resume her duties or until the next election is held. If the next election is less than two months away, the Board may allow the position to remain vacant until filled by the next election.

Section 3.09 Vacancy

The position held by a member of the Board will automatically become vacant in the event such member:

- Dies
- Relocates to another area
- Resigns
- Is convicted of any crime while holding office
- Is declared legally incompetent
- is absent from two consecutive regularly scheduled Board meetings without an excuse satisfactory to the Board.

The Board of Directors must nominate and approve another qualified member (see Section 3.02) to fill a vacancy in any Board position within 30 days as per the By-Laws Article VIII.

Section 3.10 Regularly Scheduled Board Meetings

There shall be eight regularly scheduled Board meetings during the year. The dates for the following semester's meetings shall be set by the Board prior to the beginning of that semester and made available to members.

The President shall preside over all Board meetings.

The first hour of each meeting shall be reserved for open agenda items. Any co-op member may attend this portion of the meeting and address the Board. To have an item added to the open agenda, it must be submitted in writing to the President at least 3 days prior to the scheduled meeting.

The remainder of the time is reserved for business as described below, and is attended by Board members only.

- Budget and Nominations Meeting for Fall Semester to prepare budget and put together ballot for elections or brainstorm possible nominees in the event that there are none for a particular opening.
- Class Suggestions Meeting for Fall Semester to create the list of proposed classes prior to Mandatory Meeting
- Class Assignments Meeting for Fall Semester to assign children to classes, drop classes and adjust teacher assignments.
- Budget Meeting for Spring Semester to prepare budget and dues for the spring semester. (See Section 9.02)
- Class Suggestions Meeting for Spring Semester
- Class Schedule Meeting for Spring Semester
- Class Assignments Meeting for Spring Semester
- After each Mandatory Meeting, there is a quick board meeting

Section 3.11 Special Meetings

Special Meetings shall be held in accordance with the provisions of the By-Laws Article V(4).

Section 3.12 Formal Decision-making

Board members shall strive to conduct their business with charity and respect for one another.

Decisions shall be made by consensus. Whenever possible, absent board members will be consulted for their vote.

Votes shall be taken after a motion has been made and seconded. Discussion and votes shall be recorded in the meeting minutes. An issue shall be taken to the entire membership if three or more Board members motion to do so. Board members may schedule a Special Meeting of the General Membership if an issue needs to be addressed by the membership prior to the next Mandatory Meeting. (See Section 2.13)

Section 3.13 Compensation

Members of the Board shall not receive any stated salaries for services rendered to the co-op.

Section 4. ROLES AND DUTIES OF BOARD MEMBERS

Section 4.01 General Duties of All Board Members

Board members are required to sign a Statement of Commitment upon election or re-election. All Board members are expected to attend all Board meetings, and assist with Board business.

Section 4.02 President

- Responsible for the overall functioning of the organization.
- Sets times and dates for Board meetings, and puts together and distributes agenda.
- Presides over all Board meetings and the Mandatory Meeting.
- Manages the Board members, and ensures that all Board members are fulfilling their obligations and following the Bylaws.
- Responsible for the content of communication with members.
- Functions as official liaison between facility staff and co-op members.
- Sets co-op dates with the facility.
- Head of emergency phone chain - for use if co-op must be cancelled at the last minute.
- Represents Agape Christian Homeschool Organization to all outside entities in the community.
- Works closely with the Vice President and delegates responsibilities to her as needed.
- Prepares announcements, short scripture reading and communal prayer to begin co-op session. (See Section 5.01 and Section 5.02)
- Responsible for maintaining and recruiting teachers for the High School curriculum.
- Works to help coordinate Family Night.
- Ensure website maintenance.
- Train President elect.

Section 4.03 Vice President

- Contact point for those interested in joining the co-op.
- Fills in for President when President is unable to carry out duties.
- Provides co-op information to interested families.
- Ensures new members have read AGAPE By-laws and Operations Manual, by signing the Parent Code of Conduct.
- Conducts or facilitates new member orientation and helps new members get acquainted with facilities and other members.
- Oversees functions of Student Government if applicable by maintaining close contact with their adult supervisor.
- Responsible for maintaining certain areas of the website at the President's direction.
- Receives applications, maintains waiting list of potential members.
- Tabulates election votes.
- Maintains required documents for membership.
- Trains Vice President elect.

Section 4.04 Secretary

- Copies and distributes meeting agendas after receiving from the President.
- Records all business conducted at Board and general meetings, and submits minutes to the President and other Board members for approval within a week.
- Copies and distributes minutes to general membership on the website. (Where minutes include issues involving confidentiality, these may be edited prior to distribution to membership.)
- Distributes newsletters electronically.
- Prepares and maintains meeting notices.
- Gives a brief oral report at general meetings of previous general meetings and of Special Meetings occurring between general meetings.
- Compiles and prints announcements for general distribution on co-op days.
- Maintains mail file box.
- Revises, with board approval, the Code of Conduct, printing a new copy to be made available for use.
- Revises and prints Emergency Phone Chain every semester. (See Section 2.14)
- Copies, distributes, collects and evaluates semi-annual survey; publishes report for Board. (See Section 2.10)
- Prepares and prints voting/approval cards.
- Maintains co-op history/scrapbook including original Bylaws, Code of Conduct and other handouts, minutes from all Board meetings, and up-to-date documents. (See Section 10)
- Responsible for distributing all emails sent to the entire membership.
- Works to help coordinate Family Night.
- Responsible for maintaining certain areas of the website at the direction of the President.
- Responsible for training Secretary elect.

Section 4.05 Treasurer

- Ensures all signatures/names at the bank are accurate. Changes as needed.
- Keeps accounting books and reconciles bank checkbooks monthly.
- Prepares draft budget for Board approval each semester. (See Section 9.02)
- Grants or refuses waiver requests and informs the Board of the number of waivers granted or refused. (See Section 9.05)
- Receives and logs dues; ensures all member families have paid dues.
- Receives bills and expense receipts and disburses funds; tracks expenditures to ensure that teacher reimbursements stay within budget allowances. (See Section 9.09)
- Receives class budgets, and prepares a report for Board approval.
- Provides income and expense statements to the Board as requested..
- Prepares and submits Annual Financial Report - including income and expenses, as well as a summary of assets and liabilities. (See Section 9.10)
- Submits donation/rental fees to the facility.
- Is responsible for fundraising activities.
- Trains treasurer-elect and transfers all treasury records to successor, including changing the names on the bank account and giving training/instruction as needed.
- Keeps records of all past annual financial reports and records of all items and monies donated or lent to the coop. (See Section 10)
- Submits donation/rental fees to the facility.
- Submits annual 990-N tax postcard and anything else that is required by the IRS.

Section 4.06 Membership Coordinator

- Updates and maintains up-to-date database of member families, class descriptions and class assignments.
- Prints name tags.
- Updates/posts parent locator sheet at co-op sessions.
- Prints and posts tentative class title cards for Mandatory Meeting.

- Prints membership update list for Mandatory Meeting and ensures each family verifies the information on the membership list.
- Gather class descriptions (mainly by email) and prepare a class description list.
- Prints tentative class assignment sheets for Board meeting.
- Slots helper positions.
- Assign new members and current members to vacant teacher, helper, and floater positions and submits to President for approval.
- Prints final family class assignment sheets for distribution.
- Maintains Class Description emails and Class Selection emails for a period of one year. (See Section 10)
- Maintains birthday lists, lists of students by grade, and provides other information on membership to other Board members as needed.
- Updates, maintains, and provides e-mail lists for co-op business.
- Trains Membership Coordinator elect.

Section 4.07 Supply & Snack Coordinator

- Keeps list of supplies and materials in Supply Cabinets. Updates this list once per semester.
- Keeps Supply Cabinets neat and organized.
- Maintains and makes available inventory of non-consumable assets to membership before Mandatory Meeting and provides inventory list to treasurer
- Ensures that Supply Cabinets are unlocked on co-op mornings and locked at the end of co-op.
- Answers all questions regarding supplies.
- Purchases supplies as needed and submits receipts for reimbursement.
- Creates, copies and distributes snack assignment list each semester.
- Keeps on hand a supply of coffee, tea, sugar, creamer, paper products, and coffee maker; purchases additional supplies as needed.
- Purchases cleaning supplies as needed, and works with Facilities & Social Coordinator to ensure an adequate supply is on hand.
- Coordinates snacks for Mandatory Meeting.
- Works to help coordinate Family Night.
- On co-op mornings, sets out all supplies for refreshments, makes coffee, provides hot water, set out trash cans, etc..
- Trains Snack and Supply Coordinator elect.

Section 4.08 Facilities & Social Coordinator

- This position is exempt from teaching responsibilities. This exemption does not apply to off- Monday educational teacher needs.
- Oversees set-up of facilities prior to use and cleaning of facilities after use, including off-Monday facility needs. The coordinator must be on site.
- Deals with facilities issues - such as messes, improper clean-up, etc.
- Provides VCR/TV and any other special equipment for classes.
- Keeps a list of rooms available for facilities and assigns classes to appropriate classrooms.
- Coordinates educational teachers and study hall monitors for off-Monday classes.
- Assigns clean-up duties for high school students and distributes to each student.
- Coordinates fire drills each semester.
- Oversees Social Committee and planning of events including submission of events on website.
- Works to help coordinate Family Night.
- Trains Facilities & Social Coordinator elect.

Section 4.09 Redistribution of Duties

Duties may be delegated or reassigned to other willing members of the co-op by agreement between the parties.

Section 5. SCHEDULE

Section 5.01 Announcements

Oral announcements should generally be confined to information related to the day: finding floaters who can fill in for

those who are ill, announcing classroom changes, etc. Other announcements shall be printed and distributed to members. Information for printed announcements must be submitted to the Secretary or President by the Saturday before co-op.

Section 5.02 Communal Prayer

The President or other designated person will lead the group in a short scripture reading and communal prayer. Every effort will be made to ensure this is a moment when all members can be unified in praising the Lord rather than a time of teaching doctrine.

Section 5.03 Staying on Time

Every effort will be made to start announcements on time and switch classes on time.

Section 6. CLASSES

Section 6.01 Teacher Qualifications

People qualified to teach at Agape Christian Homeschool Organization are:

- Adult members of AGAPE
- Older students who have been approved by the Board to teach classes
- Non-members who volunteer to teach and are approved by the Board.

An adult Agape Christian Homeschool Organization member shall attend all classes taught by older students and non-members to ensure that the class contents adhere to the purposes outlined in our Primary Documents, follow our Bylaws, and are consistent with the Christian character of our co-operative.

Section 6.02 Class Suggestions

An opportunity is given to submit ideas for the following semester's classes prior to the Mandatory Meeting. Children are encouraged to submit ideas for subjects of interest to them. The Board determines which classes will be offered, and fills in additional titles to offer a variety of choices in each age group and in each period.

Section 6.03 Class Content

The teacher of a class determines the contents of the class and writes the Class Description. The Board has the authority to determine the suitability of class offerings; not all proposed class ideas are necessarily approved.

Recognizing the diversity of our Christian beliefs and the rights and responsibilities of all parents in educating their children, special care must be taken in writing a Class Description. The Class Description must accurately reflect the course content, particularly any topics or materials that could be considered sensitive (for example, young earth vs. old earth).

Once the class description is published, the teacher must stay within the framework of that description. (See Section 6.06)

Agape Christian Homeschool Organization - its members and the Board - is the only body that shall determine what and how we shall teach.

Section 6.04 Teacher, Helper and Floater Assignments

At or before the Mandatory Meeting, each family must sign up to teach at least one class and help in another. Tentative class ideas are posted on the wall at several co-op meetings and at the Mandatory Meeting. Parents sign onto classes as teachers.

Teacher and helper positions may be reassigned by the Board, and will be finalized after class size and availability

considerations are taken into account.

Parents who are not assigned as teachers or helpers in two periods may be assigned as floaters, who are available to fill in for other parents in an emergency or absence. Most often, Board members are assigned to floater positions.

The President must remain available to assist all teachers and helpers during the working hours of the co-op and therefore will be relieved of all teaching or helping obligations of membership.

Whenever possible, families expecting the delivery of a child during the course of a semester will be given the opportunity to forgo their teaching responsibility either that semester or the semester immediately following the delivery. The family will still be expected to fulfill their helper responsibilities.

Section 6.05 Teaching Three Classes

Member families who teach three classes shall receive preferential treatment with regards to additional duties, such as cleaning and bringing snacks.

Section 6.06 Class Descriptions & Class Budget

Following the Mandatory Meeting, teachers must submit Class Description Forms and Outline/Budget Forms by the deadlines set by the Board. (See Section 9.06)

Section 6.07 Submitting Class Selections

The Board will determine a schedule of classes. The schedule and class descriptions will be distributed to members. Parents must select for their child a 1st, 2nd and 3rd choice for each class period. Children may select classes taught in their grade level, or any class in a lower grade level. The class selection sheets may be returned by website. Class selections must be submitted on time. Late submissions will be considered last for class assignments.

Section 6.08 Student Class Assignments

Every attempt is made to ensure that children are scheduled for the classes they request.

Children will be slotted into classes in the following order of preference:

- Children of Board members
- Children in families teaching three classes
- Children of parents who attended the Mandatory Meeting
- Children of the normal age for that class level
- Children of families who submitted their class selections by the deadline
- All others

A student may ask to be switched into a different class. The final date for this process is the Monday following the first class of the semester. The request must be first approved by the Membership Coordinator in consultation with other Board members, if needed, and then approved by the teacher.

Section 6.09 Grade Level Assignment of Children

Ordinarily, children shall be assigned to the grade level to which they would be assigned in a normal school. This is based on age, not ability. Children may be designated in lower grade as assessed by the parent.

It is permissible for a parent to bump up his or her child on a class by class basis.

If a child is approved for a grade up, any teacher after the first class and before the second class has the right to say the

placement of the younger child isn't working for the good of the class, and the child will be reassigned.

Section 6.10 Guests

- All guests or visitors must be approved by the President prior to attending co-op.
- No persons will be allowed to attend for the expressed purpose of evaluating the co-op for a Charter School or other school.
- All guests will be required to wear a visitor badge.

Section 6.11 Absences

Families joining the co-op should plan to attend every co-op session.

Illness and unexpected emergencies may make it impossible for one or more family members to attend co-op on a given day. In such cases, if the parent/teacher is staying home, it is their responsibility to ensure that a class outline and materials get to the co-op, and that a substitute is found. Ordinarily, the designated helper would be expected to fill in as a substitute. If there is no designated helper, a floater may be asked to substitute. If a family member appears to be ill, it is best to be prepared by lining up a substitute ahead of time. Adults shall make arrangements by speaking in person to another adult - a phone message is not sufficient.

Members must inform the President of an absence by at least 2 of the following methods, phone call, text or email to ensure that message is received. This must be done prior to the beginning of the co-op day.

If, in the case of illness or emergency, a parent must be absent and the children are able to attend, the parent must arrange transportation for the children and designate another adult to be responsible for them. The parent must inform the President of these arrangements.

When children are absent, it is the parent's responsibility to be sure their teachers are contacted so new homework assignments can be done in time for the next class.

Section 6.12 Progress Communication

Teachers shall make every effort to inform parents in the event a child is not completing class assignments or does not appear to comprehend the subject matter. For further reference, see Section 7.02.

Section 7. BEHAVIOR AND DISCIPLINE

Section 7.01 Inappropriate Behavior at Co-op Functions

Profane and sexually explicit language, ethnic or racial slurs, off-color jokes and the like will not be tolerated from Agape Christian Homeschool Organization members. Additionally see By Laws, Article III, Section 2, The Statement of Respect and Dignity.

Kicking, biting, hitting, screaming, being disrespectful or otherwise disruptive are examples of inappropriate behavior, and will not be tolerated from Agape Christian Homeschool Organization members.

The use of illegal drugs and alcohol at co-op meetings will likewise not be tolerated.

All members will wear modest and appropriate apparel.

Any violation of the spirit or letter of this Section may be considered adequate reason for the termination of the offender's membership Agape Christian Homeschool Organization. (See Section 2.07)

Section 7.02 Policy on Privacy, Gender, and Sexuality

AGAPE'S restrooms (locker rooms and showers) designated for one sex shall only be used by members of that sex. In any other setting where members of the AGAPE community may be undressed in the presence of others (e.g. changing costumes during a theatrical production), AGAPE will make every effort to provide private areas designated for use by their members, based on their sex.

AGAPE recognizes there may be instances where members of the AGAPE community may question their sexual or gender identification and their feelings about their sex. This can motivate them to behave in ways contrary to God's Word and His intended plan for their lives (Gen 1:26-27). With respect and dignity towards our members, AGAPE encourages participants of the AGAPE community who are struggling with their sexual or gender identity to seek help from their pastor and other trained professionals who might best assist them in accordance with God's Word. Please see By-Laws, Statement of Respect and Dignity, Article III, Statement 2.

AGAPE will at all times interact with members of the AGAPE community according to their sex. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

Teaching of sexuality is the responsibility of the students' parents. AGAPE will not intentionally teach classes on sexual or gender identity, nor will members promote, advertise, or encourage debate of such topics at AGAPE and AGAPE sponsored events.

It is imperative that all members of the AGAPE community abide by this policy, in order to preserve the function and integrity of AGAPE and to provide a Biblical role model to members of the AGAPE community and the community-at-large.

Section 7.03 Discipline

Agape Christian Homeschool Organization expects children to be respectful and obedient, accepting discipline with a repentant attitude. Parents are expected to maintain control of their own children and any other children under their care. Parents are responsible for any damages incurred by their children. Parents will be expected to handle discipline when their child is behaving in an offensive, harmful or destructive manner.

If a child is misbehaving, the child will be taken to his/her parent, (or person responsible for the child) and the offense will be explained. The parent will be expected to remove the child from the class or take whatever action is necessary to prevent the problem from recurring or continuing.

In the event that a student fails to submit homework, the teacher is to notify the parent. If following the discussion concerning homework completion, the mentioned circumstances continue, then the teacher has the option of returning the child to the parent during class time.

If the problem persists, the parent and the child may be asked to leave the premises, and the difficulty may be brought before the Conflict Resolution Committee for further action.

No child is to be dropped off at any co-op event, with the exception of middle and highschool students during off Monday classes. Every child must be accompanied by a responsible adult.

Section 8. CONFLICT RESOLUTION

Section 8.01 Conflict Resolution Philosophy

While it is our desire that members of Agape Christian Homeschool Organization should follow the Biblical model for handling grievances large and small, this conflict resolution process applies to situations that directly involve the running of the co-op. In most cases the president and the board takes care of conflicts within the community. However, the following process is available for members whose conflicts would require more help.

Our aim is for peace among our membership, and we expect that all members will "make every effort to live in peace with all." Hebrews 12:14

"If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector." - Matthew 18:15-17

"Brothers, even if a person is caught in some transgression, you who are spiritual should correct that one in a gentle spirit, looking to yourself, so that you also may not be tempted. Bear one another's burdens, and so you will fulfill the law of Christ." - Galatians 6:1-2

"Therefore, if you bring your gift to the altar, and there recall that your brother has anything against you, leave your gift there at the altar, go first and be reconciled with your brother, and then come and offer your gift." - Matthew 5:23-24

Section 8.02 Process for Resolving Conflicts

Step 1: Approach the person directly involved. Each person should be willing to:

- Accept concerns for what they are, rather than assuming they are personal criticisms.
- Choose words carefully, always attempting to show Christian charity.
- Use I-statements, "I feel [feeling word] because"
- Be a good listener; acknowledge the other person's feelings by naming them.
- Be ready to give a sincere, heartfelt apology, and to receive an apology graciously, with forgiveness.
- Remember you are setting an example for your children.

Step 2: If personal resolution and reconciliation is not possible, bring the concern to one member of the Conflict Resolution Committee, who can then approach the person directly involved using the same guidelines as above.

Step 3: If one or both parties are still not satisfied, all members of the Conflict Resolution Committee shall meet with the concerned parties within 10 days. The concerned parties shall put their concerns into writing. Each party shall have an opportunity to express their concerns and answer questions at this meeting. Written minutes shall be kept by the Conflict Resolution Committee and submitted in confidence to the Board.

Step 4: If a satisfactory resolution cannot be made through the Conflict Resolution Committee, the issue may be taken before the Board again. The Conflict Resolution Committee will submit a written recommendation to the Board.

Board members may wish to prayerfully investigate the matter. If the issue involves any members of the Board, then the remaining Board members shall meet in closed session without those members.

Be assured that the Board will maintain confidentiality. The concern should be placed in writing to the Board. The Board will make every effort to work within the parameters of the Primary Documents and Code of Conduct in resolving the

issue at the next regularly scheduled Board meeting. If the situation is potentially divisive, a Special Meeting of the Board may be called by two or more Board members. (See Section 3.12)

If the recommendation from the Conflict Resolution Committee is unanimously approved or if both parties are willing to reconcile their differences, then the issue is considered resolved.

Step 5: If a resolution cannot be made through the Board, then the issue may be brought before the general membership. All documents - including those from the concerned parties, Conflict Resolution Committee meeting minutes and recommendations from the Conflict Resolution Committee and Board Members are distributed to all current members, along with a card for a vote on the recommendation of the Conflict Resolution Committee . Members have 10 days to submit their votes, which will be tabulated by the Conflict Resolution Committee .

Section 8.03 Conflict Resolution Committee

The Conflict Resolution Committee is composed of three active members who are appointed by the board. Members are encouraged to volunteer or nominate other members. They serve until they resign from the committee or leave the co-op. No member may serve on the Board and the Conflict Resolution Committee simultaneously. The names of Conflict Resolution Committee members shall be published. A Conflict Resolution Committee member may be removed by unanimous consent of the Board.

Section 9. BUDGET AND DUES

Section 9.01 Fiscal Year

The fiscal year shall be from January 1st to December 31st as per Bylaws Article VII(6), Article IX(1), and Article IX(2).

Section 9.02 Budget Process

Step 1: Budget Draft. The treasurer submits a draft budget at the Spring and Fall Budget Meetings. (See Section 3.10) This budget includes proposed dues, available funds, known needs, such as duplicating costs, snack supplies, cleaning supplies and facilities fees.

Step 2: Budget Approval. The Board must approve a budget with any modifications at the Spring and Fall Budget Meetings. Every effort will be made to keep the dues the same as the previous semester.

Section 9.03 Dues increases in Excess of 10% of Previous Semester

In the event that the Board approves an increase of dues in excess of 10% of the previous semester, the membership shall be informed as soon as possible.

Section 9.04 Collection of Dues

All families are expected to pay Agape Christian Homeschool Organization dues each semester in which they participate. Semester dues will be collected with the membership application. Member families remit dues directly to the Treasurer at or before the Mandatory Meeting. Semester dues are non-refundable.

Section 9.05 Needs-based Dues

It shall be the policy of Agape Christian Homeschool Organization to accept as many member families as possible regardless of their financial capacity. A limited number of waivers are available, based on need. It is to be assumed that anyone receiving a waiver is a member in good standing. ie fulfilling all normal duties of co-op, regular attendance, keeping signed commitments, etc. Should a member family need their dues reduced or eliminated, they should check

with the Treasurer, who has the authority to grant or refuse waivers. The Treasurer should inform the Board of the number of waivers granted or refused at the next Board Meeting. These will remain absolutely confidential.

Section 9.06 Class Budget

It is expected that teachers will keep class expenses as low as possible. The Board may question budget amounts or ask the teacher to lower the budgeted amount if the co-op cannot accommodate the expense.

If a class has legitimate budgetary needs over and above what would normally be allocated for a class, then an additional cost will be listed with the Class Description so that members are aware. The Board must approve any of these additional costs.

Teachers are required to submit a Class Budget on a deadline established by the Board. Teachers must keep their actual class costs at or below their Class Budget. Teachers are responsible for keeping a running tally of their expenses to ensure that their class does not run over budget. The co-op is not responsible for expenses if a Class Budget is not submitted or is submitted after the deadline.

In general, reusable items such as crayons, markers, scissors, etc., and bulk items such as construction paper and white paper will be in the Supply Cabinet. Classes using large amounts of paper and paints, for example, will probably need to budget for their needs. Teachers should check with the Snack and Supply Coordinator prior to submitting their Class Budget to avoid unnecessary purchases and to find out what might be available. Leftover supplies paid for with co-op monies shall be left in the Supply Cabinet at the end of each semester.

Section 9.07 Reimbursable Expenses

Agape Christian Homeschool Organization provides a takeout lunch for the Board members during Class Assignment Meetings. This expense shall be within budget.

Board member expenses such as purchasing co-op supplies, duplicating costs and long distance phone calls required by their Board position are reimbursable.

Baby-sitting and gas mileage (at the current IRS standard) for Board members to attend board meetings are reimbursable.

Teachers shall be reimbursed for expenses incurred that are within their approved Class Budget.

Section 9.08 Non-Reimbursable Expenses

Financial commitments made by members that have not been approved by the Board are non-reimbursable. Class expenses that fall outside of the approved Class Budget are not reimbursable unless approved by the Treasurer and/or the Board.

Section 9.09 Submitting Expense Receipts

Members should submit expense receipts for classes to the Treasurer on or before the last co-op day of the semester. Receipts should include the class identifier (acronym), member name, phone number (or other method of contacting the member), with the expense circled and described.

If a member buys material that is not completely used by the class, the member may choose to:

- 1) Submit an expense receipt for the entire price of the materials with the understanding that Agape Christian

Homeschool Organization will then own the materials and that the member relinquishes all rights to the material, or

2) Submit an expense receipt for only the price of the materials consumed by the class. The member will then own the remaining materials and is expected to assume responsibility for the materials. The amount of the materials used shall be described on the expense receipt.

If a member uses materials in a class that were owned by the member and for which no receipt is available, the member may submit an expense voucher describing the material and quantity used, and requesting reimbursement at fair market value for second-hand goods. The Board reserves the right to reduce or increase reimbursement for goods that have no receipt. Expenses above and beyond the class budget should still be submitted to the treasurer and may be reimbursed at the end of the semester when/if funds allow.

Section 9.10 Annual Financial Report to Membership

The prior year's financial report shall be made available to the membership at the Annual Meeting (Spring Mandatory Meeting) as per By Laws Article XII.

Section 9.11 Payment of Approved Expenditures

For the purpose of approved expenditures, all checks or money orders shall be signed or endorsed by the Treasurer or other officer as determined by resolution of the Board of Directors.

Section 9.12 Deposits and Accounts

All funds of the cooperative, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies and/or other depositories as determined by the Board of Directors.

For the purpose of deposit and for the purpose of collection for that account of the co-op checks, drafts, and other orders of the co-operative may be endorsed, assigned, and delivered on behalf of the co-operative by any officer or agent of the co-operative.

Section 10. FORMS

Every Board member shall maintain an up-to-date copy of, Bylaws, Operations Manual, Member Handbook, and current Phone List.

The Vice President shall maintain signed Codes of Conduct.

The Secretary shall maintain and keep all Board minutes and action items, as well as a co-op history/scrapbook to include all original Bylaws, Letters of Commitment form and other handouts, and up- to-date revisions.

The Treasurer shall maintain and keep all financial statements and records of donated or borrowed items.

The Membership Coordinator shall maintain, Class Description forms, and Class Selection forms for a period of one year.

One member of the Conflict Resolution Committee shall maintain minutes, recommendations and other written records of all Conflict Resolution proceedings.

Section 11. DISSOLUTION

Dissolution of Agape Christian Homeschool Organization shall be in accordance with By Laws Article XVII First consideration shall be given to Home School Legal Defense Association (HSLDA).

Section 12. AMENDMENTS

Section 12.01 Amending the Primary Documents

The Primary Documents of Agape Christian Homeschool Organization may be amended as provided in By Laws Article IV(1)(b) and Article V.

Section 12.02 Amendments to Operations Manual

The Operations Manual may be adopted, amended or repealed by a two-thirds vote of the members with a quorum present at any regular or special meeting duly convened provided proper notice has been given. This shall be in accordance with Bylaws, Article XVI.

Section 12.03 Revisions to Code of Conducts and Member Handbook

Revisions to the Parent, Student and Board Member Code Conduct may be made by a simple majority of the Board and will be utilized in documents for the next Mandatory Meeting and be enforced in the following semester.

Amended and Restated as of

June 23, 2020