

# Rochester Classical Christian Co-op



## Policy Manual

Last Updated: February 14, 2013

### I. Purpose

The Rochester Classical Christian Co-op is to be a support to home school families, offering educational resources in such areas as: the arts, foreign language, science, and other areas of instruction based on need and availability of instructors.

### II. Goals

- A. To glorify God by teaching and following Biblical standards in all things.
- B. To be sanctified and grow in grace. To become more like Christ in our roles as mothers, teachers, friends and women as we work together at the co-op and at our monthly teachers meetings.
- C. To provide an excellent education within the classical model by meeting our responsibilities as teachers.
- D. Classical education refers to:
  - 1. The methodology of conducting the student through the stages of the trivium: grammar, dialectic (or logic), and rhetoric.
  - 2. The content of studies being indigenous to western culture and a basic education.

### III. Statement of Faith

- A. We believe that God has revealed all that is necessary to life and salvation in the sixty-six books of Holy Scripture, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. The Bible is the only infallible and inerrant Word of God.
- B. We believe that there is only one true God, eternally existent in three persons: Father, Son and Holy Spirit.
- C. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- D. We believe that man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, will be saved.

- E. We believe that salvation is the free gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ alone, whose substitutionary death on the cross paid the penalty for man's sin.
- F. We believe that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.
- G. We believe in the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned (A-F), should not hinder the unity of Christian home educators.

#### **IV. Responsibilities**

##### **A. General**

1. Select and Vote for Administration Team.
2. Bring any concerns and ideas, in writing, to an Administrator to be reviewed by the Administration Team.
3. Check e-mail on Sunday and Thursday of each week. (Those with e-mail access.)
4. Attend monthly Teacher's Meeting at PCC from 6 to 10pm on the 2nd Thursday of every month.
5. Vote on pending policy decisions. A 2/3rds vote is required for passing proposals made by the Administration Team.
6. By April 1 of the current school year, all returning members will submit a non-refundable deposit of \$50/student (max \$125/family) to secure their attendance for the coming school year. This allows our treasurer to begin billing for supplies purchased over the summer.
7. On an assigned basis members will serve in the following areas.
  - a. Morning set-up
  - b. Lead morning devotions.
  - c. Provide end of day clean-up
8. It is expected that each family will not miss more than four weeks.
  - a. Unplanned Absence: In the event of an unplanned absence, such as illness or a death in the family:
    - i. Notify an Administrator as soon as possible so that they can adapt to your absence.
    - ii. Please arrange for someone to get homework assignments for your children.
  - b. Planned Absence:
    - i. Notify an Administrator at least one week in advance, or as soon as possible.

- ii. Make arrangements for someone to teach your class, fill in for you as a helper, etc.
- iii. Make arrangements for someone to get homework assignments for your children, or get them in advance so your children don't fall behind.
- c. Provisional re-entry:
  - i. The co-op will allow students of member families to re-enter any class mid-year provided the teacher, parents and administrators give their consent. Students who are new to the co-op must enter at the beginning of the year.

## 9. Cancellations

- a. Co-op will be cancelled for inclement weather if the Pittsford School System cancels school for their district due to poor road conditions. Exceptions to this would include closings due to cold weather. Notification of any cancellations will be sent by phone tree and e-mail.
- b. If Pittsford has not cancelled but the weather in your area is bad enough that you are not comfortable traveling, follow the procedure outlined for an Unplanned Absence.

## B. Teachers

### 1. Annual Responsibilities

- a. By Spring, a course overview is due to members. The overview should include the following:
  - i. Course Name and Grade Level
  - ii. Goals and Expectations
  - iii. Prerequisites
- b. By end of school year IHIP Information is due to members.
- c. By August 1 Syllabus Outline completed and ready to distribute to parents.
- d. Each fall, in place of the regularly scheduled November Teachers' Meeting, teachers of grades 7<sup>th</sup> -12<sup>th</sup> and parents of 7<sup>th</sup>-12<sup>th</sup> grade students participate in parent/teacher meetings.

### 2. Weekly Responsibilities

- a. Preparation:
  - i. Write out lesson plan
  - ii. Grade homework
  - iii. Copy new homework, written with clear instructions

- iv. Fill out Homework Assignment Sheet
  - b. Teach Lesson (55 minute class):
    - i. 5-10 minutes review
    - ii. 15 minutes of new material (1st-5th grade)
    - iii. 30 minutes new material (6th-12th grade)
    - iv. 10-20 minute activity that reviews or reinforces new material
    - v. 5-10 minutes for pick-up and dismissal
  - c. Classroom Order
    - i. Class should start and end on time
    - ii. Children are to be respectful and well behaved
    - iii. Children should raise their hands to be called on
    - iv. Children should be dismissed at the end of class
    - v. Room should be straightened, tables and chairs put back as needed
- 3. Quarterly Responsibilities
  - a. Course Content Summary: A brief synopsis of what was covered in class during that quarter for use in quarterly reports.
  - b. Where applicable, teachers will provide individual quarterly reports for each student that include a brief assessment of the student's performance.
- C. Administrators
  - 1. Delegate tasks as needed.
  - 2. Provide a prioritized agenda for monthly meetings
  - 3. Create a class schedule and room assignments.
    - a. Assign teachers
    - b. Assign helpers
  - 4. Vote on decisions, motions, and policies.
    - a. A 2/3's vote is required to pass any decision among the Administrative Team.
    - b. The result of the vote will then be presented to the entire RCCC Co-op for an additional vote.
    - c. Every effort should be made to present the decision to the RCCC Co-op quorum two weeks prior to the vote.
      - i. For decisions concerning the entire co-op, a quorum is defined as no less than 2/3 of the total membership.
      - ii. For decisions concerning planning for the up-coming academic

year, a quorum is defined as no less than 2/3 of the total returning members.

5. Interview and vote on the admission of new members.

## V. Filling the Position of Administrator

- A. Overview: At the December teacher's meeting, end-of-term administrator announces intentions to renew her term or conclude it. If she decides she'd like to end her term, then the coop will need to select someone to replace her. Coop members submit nominations for three women to be members of the selection committee. The selection committee will consist of three members chosen by their peers and the two remaining administrators. The selection committee would then interview applicants for the position of administrator, make the determination of who best fits the position, and present that applicant to the coop membership for approval.
  1. By January 31st, Nominations for the selection committee must be received. Nominations can be sent to returning administrators via email.  
**Administrators will contact nominees to confirm their willingness to serve on the selection committee.** They will be announced as soon as possible so membership can consider their vote in February.
  2. At the February teacher's meeting, members vote for the selection committee. In addition, all applications for position of administrator must be received.
  3. At the March teacher's meeting, the selection committee presents an applicant for approval of the membership. Members have until the April teacher's meeting to make any concerns known to the selection committee for resolution.
  4. At the April meeting, membership votes on the election of the recommended administrator. In the event that the applicant presented by the selection committee is not ratified by the membership, the process will be repeated.
- B. In the event that the applicant presented by the selection committee is not ratified by the membership, steps 3 and 4 of the process will be repeated.
- C. There is no limit to the number of terms an Administrator may serve.
- D. For purposes of voting, there must be an odd number of administrators.\*
- E. In the event that an administrator is unable to complete her term, the remaining administrators will appoint a member to function as administrator in her place:
  1. For the duration of that administrators term, if there is one or less years to be served.

2. For the remainder of the year, if there is more than one year left to the term. For the purpose of elections, the appointed administrator would then be treated as an incumbent. (See procedure for evaluating an incumbent administrator.) *However, at the time of elections, whoever is elected to this position would only serve to the end of the term represented.*

\*Currently, we have three Administrators.

## **VI. Procedure for evaluating an Incumbent Administrator**

### **Goal: Is the Incumbent a good fit for the position of Administrator?**

Overview: In the spring of an Administrator's third year, three steps would take place to insure that the administrator has both fulfilled her responsibilities as an administrator, and that the co-op moms have a chance to give her feedback allowing her to consider whether or not she is indeed, a good fit for the job.

Step 1: Incumbent would receive a review from the Co-op body. Members would have a chance to submit questions and or supply feedback to the incumbent. If appropriate, incumbent would respond to coop's concerns.

Step 2: Incumbent would receive a review from other administrators, including but not limited to asking the Administrator who is considering renewing her term a series of questions and supplying feedback on what she has done well and areas needing improvement.

Step 3: After considering Co-op review, incumbent determines whether or not she is still right for the position. If she decides to apply to renew her term, the Co-op would vote either in favor or not of her continuation as administrator.

## **VII. Code of Conduct & Discipline Policies**

It is very important that all RCCC participants realize that we represent not only our own families but home education and most importantly, Christ. Therefore, we should demonstrate exemplary behavior for our peers, our faculty, and for the church we have been so graciously allowed to use. Our actions and attitudes should honor our Lord Jesus Christ at all times.

“Whatever you do in word or deed do all in the name of the Lord Jesus.” Colossians 3:17.

### **A. Code of Conduct**

The following code of conduct is required from all RCCC students as we strive to be an exemplary organization. Students are to read this carefully, and to sign to that affect on the enrollment agreement. Parents are responsible for their own children's behavior and must ensure that they are acting in accordance with these rules. Compliance with this code of conduct applies not only during

regular co-op classes, but at any time that members are participating in a RCCC sponsored activity or field trip.

“It is by his deeds that a lad (and lassie) distinguishes himself, if his conduct is pure and right.” Proverbs 20:11

1. To show thoughtfulness and respect for our host church:
  - a. Do not use the church phone unless no cell phone is available from RCCC adults.
  - b. Any trash created in the classrooms, lobby, or parking lot must be thrown away properly.
  - c. Any spills or messes must be cleaned up promptly and not left for others to handle.
  - d. Food and drink is allowed in the Fellowship Hall and outside of the building only.
  - e. Bathrooms must be kept clean. Toilet malfunction should be reported promptly.
  - f. No running or loud active play is allowed in the church building, except in the gym during play time.
  - g. No dangerous or damaging items are allowed in the building [i.e. baseballs; knives; water guns].
2. To show thoughtfulness and respect for our instructors:
  - a. Arrive to class on time; gather your things promptly to allow the next class to begin on time.
  - b. Raise your hand rather than interrupting.
  - c. Listen attentively in class. Do not visit with classmates while the teacher is speaking.
  - d. Maintain appropriate attitudes and language.
  - e. No distracting electronic games may be used in the classroom.
  - f. Complete your assignments as requested, and be responsible to bring them back when asked.
  - g. Parents will respect the teachers’ requests and will insure their requirements are honored.
  - h. To keep the classrooms quiet while class is in session, please visit with others in the foyer or outside of the building.
3. To show thoughtfulness and respect for all participating families:
  - a. Dress appropriately so as not to be a distraction. Modesty, cleanliness, and neatness are expected of all members.

- b. Promote unity and encouragement by your words and actions.
  - c. Avoid disrespectful, offensive, rude or immoral behavior.
  - d. Avoid gossiping about one another.
  - e. Handle conflict privately and Biblically. (see Matt: 18:15-16, Jas 5:16, Hebrews 12:14-15, Ephesians 4:25)
  - f. Fulfill your required service faithfully, as others rely upon you to do your part.
  - g. Parents are encouraged and welcome to visit their child(ren)'s classes.
4. To show thoughtfulness and respect for RCCC leadership:
- a. Bring input and opinions to Administrators in a responsible and respectful manner.
  - b. Handle personal conflicts privately and Biblically; avoid unnecessary gossip to coordinators.
  - c. Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.

#### B. Discipline Procedures

We must require exemplary behavior and hold students accountable to that standard. Listed below are general guidelines for handling discipline issues. Each student is different and may require alternative action. The teacher is to use her judgment to discern the best option for the child in question. We encourage teachers to work collaboratively with parents to develop a behavioral pattern that works best. Even if discipline does not require the parent's participation, she should be informed of the incident at the earliest convenience.

1. If an adult corrects a student, and he/she responds respectfully and returns to appropriate behavior, no further action will be needed.
2. If a student responds disrespectfully and /or does not return to appropriate behavior, or if the offense is considered serious by the observant adult, the following should be implemented:
  - a. First Offense: The student will be asked by the teacher to sit outside the classroom for a period of time. This ensures that teachers may proceed with class for the benefit of the students who are conducting themselves appropriately.
  - b. Second Offense: The student will be required to sit with her/his parent for the remainder of the class period.
  - c. The younger student who disrupts the classroom, will be asked by the teacher to sit on a chair separate from his/her peers in or outside the classroom. If the child continues to be disrespectful, he/she will also be required to sit with his/her parent for the remainder of the class period.
  - d. Participation in RCCC and its associated activities is a privilege. IF



there are continuing conduct violations by a participant, enrollment can be terminated by the Administrators. Every effort will be made to avoid this extreme measure and it will only be implemented if all other efforts have proved unsuccessful.