



Plano Area Texas Homeschoolers (PATH) Rules and Guidelines

A. Dress Code

1. Parents and students need to be careful to dress modestly and be clean and well groomed.
2. Shorts must come down to the fingertips when arms are fully extended at side.
3. Skirts and dresses must not be shorter than just above the knee.
4. NO skin-tight clothing, see-through clothing, tank tops, halters, spaghetti-straps, bare midriffs, fish-net tops, plunging necklines, split-side skirts, mini-skirts or clothing that advertises illegal or immoral acts shall be permitted. Undergarments may not be visible. **If this policy is violated and suggestive or otherwise inappropriate clothing is worn, you will be asked to go home and change.**
5. Earrings are to be worn by girls and only in the earlobes.
6. Baseball caps and other hats must be removed during assembly and class time.
7. Students must be dressed appropriately for the classes they are attending (i.e. tennis shoes for any physical fitness class).
8. Nametags must be worn by every participant in the Co-op and must be displayed on the upper left side of the chest. At the end of the day, please return the nametags to the appropriate basket. Replacement cost of a nametag is \$1.00.

B. Back Pack and Supplies

1. All students need to bring a backpack or tote bag to carry supplies.
2. Clearly label all items with at least the family last name, especially those things that belong to a nursery or preschool child.
3. Make sure that your child's backpack is stocked every week with the correct supplies needed for his/her classes.
4. If your child does not have the required supplies for each class, you will receive a notice from his/her teacher (Parent/Teacher Communication Form). Continued lack of supplies after a note is given will result in a written discipline notice.

C. General Behavior

In order to maximize the benefit of classes for all students, we ask that you instruct your child in the following classroom behavior.

Students:

1. Participate.
2. Do whatever your teacher requests of you.
3. Listen carefully to directions.
4. Raise your hand if you want to say something.
5. Do not talk when anyone else is talking, especially the teacher.
6. Stay seated in your chair unless your teacher requests you to do otherwise.
7. Be respectful of all adults.
8. All adults are to be referred to as Mr. or Mrs. _____.
9. Use your best manners at all times, (i.e. "Yes Ma'am", "no thank you", "please", etc.)
10. We expect older children to be exemplary in their attitude of cooperation.
11. Students are expected to complete all homework assignments. Notices will be placed in mail slots to inform parents about incomplete work.
12. Students need to be in their assigned classes at all times and should arrive on time or earlier.
13. No chewing gum is allowed in the facility.
14. We realize that young children will need to be reminded of these rules often, however, by the third grade we expect the children to follow these rules carefully.
15. No name calling, profanity or other abusive language is allowed.
16. Students are allowed to bring cell phones to PATH. However, cell phone must remain off and put away during classes. NO text messaging will be allowed.



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17. No public display of affection will be allowed among students at PATH. This includes hand holding, kissing and any other forms of physical touching that seems inappropriate to any adult. Boyfriend/girlfriend relationships are something that each family should handle as they see fit and PATH will not assume a role in that. Therefore, we don't want to be responsible for the chaperoning of any couples. This includes all PATH related events as well (i.e. field trips, family nights, etc.)

Parents:

1. In accordance with Proverbs 6:16-19, 'sowing discord' among the Co-op members and students will not be tolerated. Doing so is grounds for immediate expulsion from the Co-op.
2. Parents must stay on-site with their children. If you have to leave the church grounds at any time, you must fill out the form at the front desk with an emergency contact number for yourself and whom you are placing in charge of your children while you're gone.
3. Each family must earn a **minimum** of two credits to participate in the co-op. Sometimes we will be required to do more than this. In order for PATH to be the most excellent it can be, we must have an attitude of cooperation, helpfulness and servanthood. Look for ways you can serve PATH.
4. Any parent in the co-op can give any child in the co-op a discipline notice at any time. Children are expected to behave outside of the classroom as well as in the classroom.
5. Timeliness is very important. Please be on time to all your classes.

D. Discipline Policy

Co-op students and parents should "read and heed" all Co-op rules and guidelines. The following is our detailed procedure for handling discipline problems.

- First Disciplinary Offense: Written Discipline Notice submitted to Grade Level Coordinator and Parent.
- Second Disciplinary Offense: Written Discipline Notice submitted to Grade Level Coordinator and Parent. The parent will be contacted by the Grade Level Coordinator.
- Third Disciplinary Offense: Written Discipline Notice submitted to and conference with, Grade Level Coordinator, Parent and Director.
- Fourth Disciplinary Offense: Child is expelled from Co-op for the remainder of the current semester and the following two semesters.

Discipline for public displays of affection will be handled in the following manner:

- A one time written warning will be given for the first offense.
- The second offense will be expulsion from PATH and all PATH events for one semester.

** Any purposeful acts of vandalism will result in immediate expulsion! We do not anticipate having any problems, but in fairness to all (including our gracious host Church) we will adhere rigidly to this policy.

E. Lunch Time

1. Lunchtime will be 40 minutes in duration. A warning bell will sound at 35 minutes to signal when to begin clean up and go to assembly.
2. Assembly is mandatory. This is the time we will worship together, say the pledge and hear announcements.
3. Eating is confined to the gym, room 105 or outdoors.
4. Food and drinks are not allowed in any other areas of the Church.
5. No red beverages are allowed. If possible, drinks should be either light or clear in color.
6. Families must bring a plastic tablecloth to spread out while eating. Be sure to clean up all food and paper fragments from lunch.
7. Preschool and nursery children need to be picked up immediately following third period.
8. Have a designated spot with your children for lunch.
9. Parents are responsible for monitoring their children during the ENTIRE lunch period including on the



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playground.

F. Communication

1. Each family in the Co-op has a mail slot in the hanging file at the check-in table.
2. Please check your mail slot prior to leaving each Co-op day to ensure that you have received all current notices and vital information (please do this near the end of the day).
3. If you have any announcements or information of interest to the majority of the other families, talk with the director to decide how to disseminate the information.
4. Students under 12 are not allowed to pick up mail.
5. In icy and snowy weather, we will follow the local (Plano) public school district closures (we do not take their holidays, however).
6. Board members can be contacted via email or home phone. Cell phones may be used for emergencies on Monday mornings.
7. Email should not be used when notifying of absence or for any sensitive communication.
8. A Co-op calendar is available on the Co-op web site. Please check this calendar carefully and often, as changes may occur.

G. Grade Level Determination

For a family to enroll in PATH for a particular semester, they must have at least one child in Kindergarten (age 5 by Sept. 1). To maintain consistency in where a student is placed, and to prevent wide grade level spans in classrooms, the following guidelines will be used.

1. Pre-K through Elementary Grades: For a child to move up a grade level, up to and including grade 5, the teachers of this child will be informed to specifically observe the student for two weeks. If 3 out of 5 of the student's teachers agree that this student is ready both socially and academically to move up, after conferring with the Coordinator and the Director, it will be approved.
2. Middle and High School: Students may move up one (1) grade level from their birth placement. For example, any 8th grader may move up into a class labeled as a 9th grade class (with Coordinator and Director approval), but may not move into a class labeled as a 10th grade class.
 - Any class listed as a 6-8th grade class will be open to any student in 6-8th grade, regardless of the actual grade level imposed. Any class listed as a 9-12th grade class will be open to any student in 9th through 12th grade, regardless of the actual grade level imposed.
 - Students wishing to move up one full grade level for all classes must have two evaluations done, one by the higher grade level Coordinator and one by another board member, preferably the lower grade level Coordinator. Move ups for full grade level must then be approved by a majority vote of the Board.
 - Any student moved up a full grade level will not have the option of moving up another (2nd) level for any classes. For example, if a student is moved up to 8th grade but their age places them in 7th grade, the move up to a 9th grade class is not available to them.
3. All children must register for classes within their age level. For example, if your child is 5 on or before Sept. 1, they must register for the Kindergarten Kids class. All age levels will use the Sept. 1 for the cut off date. You must have an exemption from age level coordinator to take classes at a higher level *before* registering. However, children may take classes below grade level without an exemption as long as space is available for that class.

H. Students with Special Needs

1. PATH does not discriminate against children that may have special needs.
2. If you have a child with special needs, please contact the co-op director to discuss your child's particular needs.
3. Most PATH parents and teachers are not equipped to teach or maintain discipline in classrooms containing children with special needs. It may become necessary, depending on the parent, GLC, and director's



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assessment of the child's ability to participate in classes with minimal disruption to the learning process, for the parent of any child to be assigned as an assistant in some or all of their child's classes. The PATH director will have the final decision in assigning assistants to all classes.

I. Miscellaneous

1. Only radios and tape players brought by teachers for classroom use are allowed. All others will be confiscated and returned at the end of the day.
2. All church phones are for church use only.
3. If you leave an item at the Church, it will be placed in the Co-op's lost and found. All unclaimed items will be donated to charity or disposed of after 2 weeks.
4. The bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.
5. Church instruments and equipment are not to be touched.
6. Pocketknives are not allowed on the premises.
7. The PATH Co-op phone list is for the sole use of its participants. It is not to be shared with anyone outside of the co-op.

J. Visitors

1. Guests, adults and children, are welcome to visit the Co-op one time only.
2. Inform your guests that there may not be supplies for them in certain classes.
3. Please have your visitors check in at the front desk so that they may receive a visitor nametag.
4. The director and teachers who will be having your guest children in their classes should be called two days before Co-op.

K. Attendance

Consistent attendance is vital for the Co-op to run effectively. One absence represents a 10% loss in class instruction. It is not only hard on the student but is difficult for the teacher, especially when working on an on-going project.

1. PATH Co-op begins at 9:00 AM. Everyone must be in his or her class by 9:00. We have a worship time that begins at 8:35. If you have small children that have to be attended to, please allow time to get them settled so that everyone is where they are supposed to be by 9:00.
2. If you arrive after 9:10, you may not enter the classroom. Stay in the lobby until the next class begins. It is unfair to the students and the first hour teachers to have the class interrupted, and material repeated to catch up the tardy student.
3. Each student/parent will be allowed one free tardy. After this, tardy notices will be written. Upon the issuance of three written tardy notices, the student will be dismissed from the Co-op for the remainder of the semester.
4. **A family/student will be dropped from the Co-op after three absences. (Barring a family emergency or major illness) Families missing 1-3 hours of their regularly scheduled co-op day will receive a half-day absence. All half-days will be calculated and will apply towards the families total number of absences.**
5. A student enrolled in a 15-week class will be dropped from that class and placed in study hall after four absences. High School students taking a two-semester class will only be allowed four absences per year. (This will not affect the family's status at Co-op unless three of these absences coincide with absences registered under number 4 above. Then number 4 applies.)
6. School age children (first grade and above) may attend classes when a parent is absent. This is only if another participating parent is willing to take responsibility for your children. Please make every effort for either you, or your husband, or possibly even a grandparent to attend with your children to fulfill your Co-op duties.
7. If you are going to be absent, you **must** notify the director or assistant director as soon as possible. You must talk to them personally. Do not leave phone messages or send e-mails.,. After 7:30 a.m. you may call the director at 972-623-8167.



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8. Teachers **must** contact their appropriate Grade Level Coordinator and their assistants to ensure that their classes are covered. It is the teacher's responsibility to have all materials at Co-op for the substitute to teacher the class.
9. Members of the Set-up and Cleaning Crew should contact the Building Coordinator.
10. Once commitment (application) is made to the Co-op, barring a family illness or similar emergency, we will be counting on you. Should you change your mind about participation you will forfeit your membership dues (no refunds) and your family will be barred from reapplying for two semesters.

L. Homework Requirements

1. It is important that students do the homework assigned to them throughout the semester. Your child's teacher will let you know by the first day of co-op what homework is required, what homework is optional and when it will be due. They will also establish a mode of communication with you (either by your family folder, email, etc.).
2. Students will only be allowed to miss four homework assignments per semester before being dropped from the class. The Homework Policy (for all **required** homework) is as follows:
 - a. One missed assignment in one class: Written Homework Notice submitted to Grade Level Coordinator and Parent.
 - b. Two missed assignments in one class: Written Homework Notice submitted to Grade Level Coordinator and Parent. The parent will be contacted by the Grade Level Coordinator.
 - c. Three missed assignments in one class: Written Homework Notice submitted to and conference with, Grade Level Coordinator, Parent and Director.
 - d. Four missed assignments in one class will result in the child being dropped from the class.
3. Cheating will be grounds for immediate dismissal from the class and perhaps grounds for withdrawal of a student from the co-op. This issue will be handled on a case-by-case basis. A meeting between the parent, child, teacher and the grade level coordinator will be scheduled to address the issue. In the event that the teacher and grade level coordinator are the same person, the Assistant Director or Director will be asked to join the meeting. A final decision by the teacher and the Grade Level Coordinator will be rendered following this meeting.

L. Illness

1. Please do not bring any children who have had fever, vomiting or diarrhea within the prior 24 hours.
2. Similarly, please do not bring any children who have a cloudy, runny nose or a consistent cough.
3. If your child has any of these symptoms, we will ask you to take them home.
4. If your child requires any medication, please keep it with you and administer the treatments yourself.
5. Notify teachers if your child has any allergies, especially in any class in which food may be served.

M. Nursery and Preschool

1. Moms with children in nursery and/or preschool must work a minimum of one hour for each child in those departments.
2. If you ask anyone to pick up your child (i.e. husband, grandparent, etc.), please notify the director of the nursery/preschool and have the visitor check in at the front desk.
3. If you have a special needs child, please notify his/her teachers.
4. Two adults must be with any child at all times. When accompanying a younger child to the restroom, please notify another parent of your departure.

N. Set-up Crew

1. Each member of the Set-up crew needs to arrive by 8:00 AM on Monday morning.
2. Anyone arriving after 8:10 AM (barring extenuating circumstances such as car trouble, sickness, or family emergency) will be given a warning that will go in their family file for 10 weeks from the date of the offense. (That could extend into the following semester.) If there is a second occurrence during the 10



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weeks, that member will be expelled from PATH for the remainder of the semester and the following 2 semesters.

3. If a crewmember is going to be absent, they must call the Building Coordinator by 7:00AM Monday morning. (Extenuating circumstances will be considered if call cannot be made by this time.)
4. Crewmembers must keep their children with them during set up.
5. If any crewmember fails to show up for set-up and does not notify the Building Coordinator, they will be expelled from PATH for the remainder of the semester and the following 2 semesters.
6. Any crew member who inadvertently fails to notify the Building Coordinator of their absence, but wishes to make up for their absence may do so ONCE during the semester by doing an additional task as directed by the Building Coordinator. (Only excused absences will be considered.)

O. Cleaning Crew

1. The Cleaning Crew should expect to stay until 4:30. The job will likely be finished earlier, but could take the whole time. Therefore, please do not schedule appointments or events that would conflict with your commitment to the cleaning crew.
2. Each cleaner will be assigned a zone in which to work. Once your zone is completely cleaned, go to another zone that is not finished yet.
3. Every cleaner is required to stay at PATH until the entire building has been cleaned. Anyone leaving early will be given a warning that will go in their family file for 10 weeks from the date of the offense. (That could extend into the following semester.) If there is a second occurrence within the 10 weeks, that member will be expelled from PATH for the remainder of the semester and the following 2 semesters.
4. Any crew member who fails to stay to clean with out notifying the Building Coordinator will be expelled from PATH for the remainder of the semester and the following 2 semesters.
5. If you are going to be absent you must call the Building Coordinator by 9:00 AM on Monday morning. Failure to do so will result in expulsion from PATH. If an emergency arises during the day at PATH that will prevent you from staying to clean, please inform the Building Coordinator as soon as possible of your situation.
6. A list of substitutes will be provided for the cleaning crew. If you know in advance that you are going to be absent, please arrange for a substitute and then call the Building Coordinator to tell who is going to be your substitute.
7. Any crew member who inadvertently fails to notify the Building Coordinator of their absence, but wishes to make up for their absence may do so ONCE during the semester by doing an additional task as directed by the Building Coordinator. (Only excused absences will be considered.)
8. Childcare will be provided for the cleaning crew's children up to 5th grade. All children 6th through 12th grade must stay with their parent(s) the entire time. Older children should help with the cleaning. Any children found any place other than with their parent(s) will be given a Discipline Notice. (Note: All PATH discipline policies apply during the cleaning time.)

P. Teacher Guidelines

1. Teachers must communicate homework requirements to parents of each student by the first day of co-op for the entire semester.
2. Teachers must establish what mode of communication they will be using to communicate with parents throughout the semester (i.e. email or family folder).
3. Teachers must establish homework as required or optional. Please follow the homework policy for all required homework. (See Rules and Guidelines, section K.)
4. Teachers will find all forms, rosters, etc. either on the PATH web site or at the front desk.
5. No Halloween related material may be taught at co-op. (This includes crafts.)



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**I have read and agree to follow all of PATH's Rules and Guidelines.
I have reviewed the appropriate sections with any children
attending PATH.**

Parent Name (Please print)

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date



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