

# **ANCHOR Homeschool Group**

## **Co-op ByLaws**

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## **CO-OP Rules and Regulations**

The following Bylaws govern all ANCHOR (A Nurturing Christian Homeschool Organization, A Southshore Ministry of Bell Shoals Baptist Church Apollo Beach Campus) co-operative teaching groups.

(Revised July 2016)

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### **ARTICLE I: MOTTO**

The motto of all ANCHOR co-operative teaching groups will be *"We have this hope as an anchor to the soul."*  
*Hebrews 6:19*

### **ARTICLE II: STATEMENT OF PURPOSE**

Section 1: CO-OP was formed by a group of Christian homeschooling parents for the purpose of giving their children the opportunity to interact with other Christian home schooled children in informal class settings.

Section 2: The classes are generally those that parents cannot teach on their own at home, or are better taught in larger groups.

Section 3: CO-OP was founded on Christian principles and classes are expected NOT to contradict Scripture or the ANCHOR statement of faith. The Advisory Board, which is the governing body of the co-op, reserves the right to approve or disprove any curriculum that may be in question.

### **ARTICLE III: MEMBERSHIP AND DUES**

Section 1: Membership is only open to members of ANCHOR.

- A. CO-OP ideally targets 30 families per co-op dependent upon the number of students per class.
- B. All members will complete ANCHOR Membership and a CO-OP registration form.
- C. A waiting list, if necessary, for each co-op will be maintained by the CO-OP Board representative.

Section 2: Each family is expected to have a family representative to teach or co-teach at least two class periods. The parent must remain on campus for their break one period

Section 3: Once a family is part of the co-op, they may pre-register their membership for the next session before membership is open to new families.

Section 4: Dues for each (12) week session will be \$10.00 per child, up to a maximum of \$30.00 per family.

Section 5: Funds left over from the previous session will be used for supplies and equipment for the co-op.

Section 6: As available and when financially needed, members may petition the President of the co-op for a financial assistance, and will go before the Board for approval.

Section 7: An annual “mission project” to share the gospel with others is highly recommended.

#### **ARTICLE IV: CLASS SELECTION AND REGISTRATION**

Section 1: The President of CO-OP will call a mandatory planning meeting prior to each session for the purpose of selecting classes and registering students. Non-attendance may result in a limited selection of classes for your family.

Section 2: During the mandatory planning meeting, nominations for classes that will be taught for each grade level are taken from parents. Interest, availability and space determine the final class schedule.

Section 3: After the schedule has been made, class titles, lead teachers and co-teachers are indicated on signup sheets and made available for all parents in attendance to register their children. Families not in attendance must contact the President of CO-OP after the mandatory planning meeting to register their children.

#### **ARTICLE V: OFFICERS ADVISORY BOARD**

Section 1: The officers of CO-OP will make up the Advisory Board and will be President, Vice President, Secretary, and Treasurer.

Section 2: The officers shall be elected by a majority vote of the CO-OP members using secret ballot. Elections will be held at the last class of the year. New officers will be introduced at the Closing Ceremony.

Section 3: During Spring session, open board positions will be announced. Interested parties (CO-OP members) should contact the CO-OP President.

Section 4: All current CO-OP families may vote. One vote per family.

#### **ARTICLE VI: DUTIES OF OFFICERS**

Section 1: The President shall: preside at all CO-OP board meetings and CO-OP membership meetings; coordinate with the ANCHOR Board; maintain the CO-OP leadership manual; and delegate other jobs and projects as needed. The term of service for this office is one school year. Re-election may occur at the end of the term.

Section 2: The Vice President shall: assist the President as needed; act as liaison with the CO-OP teachers; record attendance; provide name tags for all students and teachers; maintain a lost and found box. The term of service for this office is one school year. Re-election may occur at the end of the term.

Section 3: The Secretary shall: keep minutes at all CO-OP board and membership meetings; assist the President as needed; be in charge of communication with CO-OP members; keep a file of family registration

and class scheduling forms. The term of service for this office is one school year. Re-election may occur at the end of the term.

Section 4: The Treasurer shall: receive all dues and work with the ANCHOR Treasury for deposit and disbursement of funds as approved by the CO-OP board; and work with the Secretary and President to keep an updated membership list. The term for this office is one school year. Re-election may occur at the end of the term.

## **ARTICLE VII: AMENDMENTS**

The Bylaws may be amended by an affirmative vote of two-thirds of each CO-OP group's members present at any general meeting. Proposed amendments will be presented to the ANCHOR board and then presented to the CO-OP membership in writing at least two weeks prior to the meeting. Date, time and place of the meeting will be announced in the same communication.

## **CO-OP Rules & Regulations**

### **General Information and Schedule**

1. Registration fees for the year will be paid to the Treasurer at the planning meeting. Please make checks payable to B.S.B.C. Any additional supply fees may be assessed for specific classes during the session as required.
2. A Lost and Found box will be placed in the assembly area for any lost/found items.
3. Suggestions are always welcome and should be submitted in writing to the CO-OP President.
4. Check in promptly at 12:00 P.M. to receive name tags and assist with classroom setups. Opening Chapel will begin promptly at 12:15 P.M. and will open our day with announcements, Scripture/devotion reading, praise music or hymn, and a prayer. All students and parents are required to attend Opening Chapel. Parents should sit with their children.

CO-OP meets on Mondays from 12:15-3:30 P.M. at Bell Shoals Baptist Church Apollo Beach Campus in the "C" Building. Our schedule is as follows:

Check-in/Name tags/Classroom setup 12:00 P.M.

Opening Chapel 12:15 P.M.

First Period 12:30-1:25 P.M.

Second Period 1:30-2:25 P.M.

Third Period 2:30-3:25 P.M.

Clean up 3:30-3:45 P.M.

All families should vacate the building by 4:00 P.M.

5. Consistent attendance is expected of each family. If an emergency requires your absence, contact the CO-OP President.
6. Two or more unexcused absences or consistent tardiness could result in removal from CO-OP

7. In case of a family emergency or illness, another adult who will be responsible for your school-aged child/children may bring them to CO-OP Please inform the CO-OP President of these arrangements. A child 4 years or younger will not be permitted to attend the co-op without the presence of a parent.
8. In case of pregnancy or extenuating circumstances, your family may take a leave of absence for one session with the option of returning without going on the waiting list.
9. A one-session probationary period will apply to all families new to CO-OP Consistently not fulfilling student, parent, and teacher expectations will result in termination of membership.

### **Student Expectations**

1. All students should wear a name tag and bring a backpack/book bag marked with their name. All supplies required by the teachers should be brought each week. Students are responsible for taking the backpack/book bag to each class and home.
2. Students are not allowed to bring weapons onto Bell Shoals Baptist Church property unless they are required for a class, e.g., a pocket knife for woodworking class.
3. All students are expected to be well-mannered in class and show respect to their teachers and classmates. Teachers will address behavior problems with the student then will take unresolved problems to the parent.
4. All teachers' homework and classroom requirements are expected to be fulfilled.
5. Teachers will address academic or participation problems with the student then will take unresolved problems to the parent.
6. Children are not allowed outside the building unless accompanied by an adult.
7. Everyone will assist in cleanup for CO-OP Let's leave the building better than we found it.

### **Parent Expectations**

1. Below are suggested tips to help your child have a successful CO-OP experience.
  - a. Supervise your child packing the required supplies in their backpack/book bag.
  - b. Discuss with your child proper classroom etiquette.
  - c. Ensure your child is consistently prepared for class regarding supplies and homework.
  - d. Remind children they are not allowed outside the building, or in another area of the building, unless accompanied by an adult.
2. Please model for your children respect and responsibility by arriving promptly and working co-operatively for classroom setup prior to Opening Chapel.
3. Each parent must be present at all times for your child to participate in CO-OP (See General Information Item 7 for exceptions) For safety, children must remain with their assigned teacher or parent at all times.

4. Everyone will assist in cleanup for CO-OP Please do not leave the facilities until they are completely straightened and clean.
5. Please remember that student's academic and maturity levels develop at different rates. If a teacher identifies a child's inability to successfully participate in a class, the teacher will ask the parent to discuss with the CO-OP President a class change.
6. Unresolved academic or behavior problems will be brought to the parent by the teacher. The CO-OP President will mediate any unresolved issues between a parent and teacher. The CO-OP Advisory Board will offer final resolution in the event the parent and CO-OP President are not able to come to an agreement.

### **Teacher Expectations**

1. Communicate class requirements to aid parents in class selection, including:
  - a. Supplies needed
  - b. Grade focus
  - c. Homework assignments
  - d. Classroom participation
  - e. Class size limits
  - f. Additional class costs
2. Communicate in writing (hard copy or email) homework assignments and provide students with your phone or email availability to answer questions or give assistance outside of class.
3. Communicate in writing (hard copy or email) additional monies or supplies as needed for students. Each class is allotted \$25.00 for expenses.
4. Make requests to the CO-OP President for additional supply needs, approval of outside speakers, need for additional co-teachers, or any other special needs. Please give the CO-OP President one week advance notice for photocopy requests.
5. First hour teachers and co-teachers need to arrive in time to set up before Opening Chapel begin at 12:15 P.M.
6. Teachers should submit totaled receipts to the Treasurer before the end of the session for reimbursement. The receipt should be labeled with the class name and the teachers full name and address. All leftover supplies, which the co-op purchases, will become property of the co-op.
7. Teachers and co-teachers are responsible for overseeing the cleanup of the classrooms.
8. Teachers and co-teachers should serve as a witness to students of Christ's love through their works and actions in the classroom.
9. If a teacher identifies a child's inability to successfully participate in a class, the teacher will discuss the situation with the CO-OP President and the possibility of speaking to the parent regarding a class change.

10. When absent, arrange for a substitute as soon as possible, notify your co-teacher as soon as possible to ensure that they will be able to teach the class and to arrange the transfer of any materials needed for the class. Also, notify the CO-OP President of substitute arrangements. In the case of an emergency, please contact the CO-OP President as soon as possible.
11. Mothers who do not wish to leave their young children while teaching have the following options:
  - a. Find a friend to care for your child during the friend's break period.
  - b. Volunteer in your child's class/nursery
12. If you are confident that your child will not interfere with your teaching responsibilities, you may take him/her with you to class. If you choose this option, and your child becomes disruptive, you must be prepared to place your child in the nursery or otherwise provide for their care. If this is a problem for you at this time, you may want to exercise your option to take one-session leave of absence.