

PATH HANDBOOK

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PATH HANDBOOK

GENERAL INFORMATION

PATH's Website: www.pathco-op.org

The PATH Board approves all positions of leadership, including teachers for all class offerings. These leaders are professing Christians who have agreed to manage their respective PATH activities according to conservative Christian principles and to support and reinforce the complete PATH Statement of Faith. PATH admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. See Appendix G.

All families, as laid out in the application, consist of the PATH attending parent, and their children. The PATH attending parent is either the legal guardian or married to the legal guardian of all children attending. If at any time after the application process there is a legal change in the custodial agreement between the two parties, it is the responsibility of that family to notify the Board of such change.

All families are required to read and completely support the PATH rules and guidelines found in the Handbook. These rules outline the behavior and attitudes expected of families while attending PATH classes or sponsored activities. If any family or family member chooses to disregard these guidelines, the PATH Board may decide, at its sole discretion, to revoke the membership of such family. Revoking of membership would occur only after the family has failed all attempts to reconcile the issues as indicated in the PATH discipline policies and according to Biblical guidelines. It is our strongest desire to support Christian homeschoolers in all areas of their development, but the good of the co-op remains the principal responsibility and the primary concern of the Board members.

MISSION STATEMENT

The mission of PATH is to partner with like-minded, Christ-following homeschool families to create an environment that enhances their children's education by providing a balance of enrichment and academic classes while honoring the Lord Jesus Christ in all that we do.

PURPOSE STATEMENT

- To glorify God and pursue godly character
- Provide academic opportunities for our students
- Provide a variety of enrichment opportunities for our students
- Provide an avenue for adult volunteers to grow in their giftings
- Provide social opportunities for both students and adults

STATEMENT OF FAITH

PATH holds the following statements of Christian belief to be the foundation upon which we operate:

1. We believe the Bible to be the only authoritative Word of God, inerrant and infallible. (II Timothy 3:16, 11 Peter 2:21)
2. We believe there is one true God, manifested in three distinct Persons known as the Trinity, the Father, Son and Holy Spirit (Genesis 1:1, John 10:30)
3. We believe in the deity of Jesus Christ, who is the second person of the Trinity and that He possesses all of the attributes of the Father. He is the only son of God. He was born of a virgin and He is God incarnate (both God and man). He is the mediator between God and man and will return in glory. (Matthew 16:27)
4. We believe the Holy Spirit, the third member of the Trinity, possesses all the attributes of the Father and the Son. The Holy Spirit indwells, instructs and empowers all believers for spiritual service. (Matthew 28:19)
5. We believe in the bodily resurrection of the saved and the lost, the saved to eternal life and the lost to eternal punishment, (John 5:28-29)
6. We believe in the present ministry of the Holy Spirit who gives us spiritual gifts for the purpose of equipping us for the building up of the body of Christ. (John 14:26)
7. We believe that all who place their faith in Jesus Christ are placed by the Holy Spirit into the spiritual body of believers known as the church with Christ as the head. Genuine salvation will show itself by righteous attitudes and edifying conduct as a believer submits himself or herself to the control of the Holy Spirit. (Ephesians 2:8-9, Matthew 5:16, Acts 26:20, James 3:13, 1 Peter 2:12)
8. We believe in the creation of man by the direct act of God. (Genesis 1:26, Genesis 5:1-2)
9. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. We believe that eternal life is a free gift of grace for all who believe. (Romans 3:19 and 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)

PATH Denominational Statement

Our doctrinal statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The following areas are left primarily to the teaching of the home and church:

1. Church government, authority and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events.
5. Second work of grace or baptism of the Holy Spirit.
6. Sinless perfection.
7. Gift of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits.

There will be no attempt made by parents or students to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by denominational differences.

PATH Marriage, Sexuality, Gender and Sanctity of Life Statement

PATH upholds the biblical definition of marriage as the union between one man and one woman (Gen. 2: 18-25) and that sexual intimacy is to occur between a man and a woman bound in marriage (1 Cor. 6:18; 7:2-6; Heb. 13:4).

We believe that any form of sexual immorality (including 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).

PATH upholds the biblical definition of gender as a person's biological sex at birth; created either male or female in the image of God (Gen. 1: 26-27).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its 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.)

We believe that in order to preserve the function and integrity of PATH as the local Body of Christ, and to provide a biblical role model to PATH members and the community, it is imperative that all members of PATH in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Sexuality, Gender and Sanctity of Life (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

Biblical Conflict Resolution – Matthew 18:15-17

We understand that conflicts and misunderstandings will arise between students and adults. We do not encourage an adult/teacher to go directly to a student with a conflict that is outside the normal student/teacher relationship. We do encourage adults to go directly to the other adult or parent (in case of a conflict between two students, an adult/student, or adult/adult conflict), according to Matthew 18:15. If the situation is not resolved according to Scripture, then bring your concern/grievance to the PATH Board. Then according to Matthew 18:16, two or more of the PATH Board will meet with the parties involved to attempt Biblical reconciliation. If, at that point, there is still no Biblical reconciliation, the Committee will meet with all parties involved to attempt Biblical reconciliation according to Matthew 18:17, "if your brother refuses to listen to them, tell it to the church" - by taking it to mediation. Any dispute arising from or related to your membership and participation in PATH Co-op shall be settled by mediation and, if necessary, legally binding mediation in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment to be determined upon completion of mediation.

PATH COMMUNICATION

May these words of my mouth and this meditation of my heart be pleasing in your sight, LORD, my Rock and my Redeemer. Psalms 19:14

Staying informed at PATH is essential to the success of our program. It is your responsibility to

know current information (deadlines, changes, etc.). Information is distributed primarily through:

1. **EMAIL NEWSLETTER:** This should be read every week and will be emailed every week before the next PATH meeting. Make a point to check your email frequently, especially while we are in session.
2. **CALENDAR:** The school year calendar is kept on the homepage of the database. It can also be found under the calendar tab on our website.
3. **WHITE Board(S):** Announcements are located on the white Board next to the Board desk and tracks absences.
4. **GROUPME:** Please download this app to your phone. A Board member will add you to the PATH GroupMe. Weather announcements/closures will be placed here. Field trips, park dates, moms night out and other PATH events are also promoted here. This is for current members of PATH only.
5. **HOMESCHOOL ACTION:** This is a GroupMe available for members that want to share on legislative and culture topics. Membership on this one is optional.
6. **BUY SELL TRADE :** This is a GroupMe available for current and past members to post things they are giving away and or selling. This group is optional.
7. **GOOGLE CLASSROOMS:** If your student is enrolled in a class using Google Classroom, check regularly for assignments, due dates, and grades.

Notification of Address and Information Changes

It is important to notify PATH of changes in your address, phone numbers, or e-mail addresses as soon as possible. Any information changes (name, address, email, phone number) should be e-mailed to the Director at director@pathco-op.org. You must also update your family information page in the database at mycoopdb.com/path.

Board ROLES AND OVERSIGHT

Each Board Member is an unpaid volunteer, the parent of a current PATH student, and is elected by sitting members of the Board. Each Board member shall hold office until death, permanent incapacitation, resignation, or removal by two-third's vote of the remaining PATH Board. These short descriptions give a snapshot of the role and are in no way a complete description. All Board and Coordinator roles are filled at the discretion of the Board.

Board meetings are held regularly throughout the year to discuss scheduling, finances, operations, academics, logistics, and all areas of serving PATH. Typically an extended meeting occurs during the summer to discuss vision, strategy, long-term planning, and changes/improvements. The Board desk has at least one Board member at all times to monitor the door, visitors, answer questions, etc.

Director - Provides oversight, vision, oversees operations of the co-op, and creates the assistant schedule

Secretary - Keeps Board minutes, produces all printing for co-op, plans family night, processes new members

Treasurer - Keeps track of payables/receivables, provides class fee checks, keeps track of member invoices

6-12th Grade Level Coordinator (Academic) - Advocates and plans classes for this level, supports teachers

6-12th Grade Level Coordinator (Enrichment) - Advocates and plans classes for this level, supports teachers

3-5th Grade Level Coordinator - Advocates and plans classes for this level, supports teachers

Nursery-2nd Grade Level Coordinator - Advocates and plans classes for this level, supports teachers

Building Coordinator - Maintains the building during PATH, all supplies, and manages the setup and cleaning crew

COORDINATOR ROLES

Mom's Night Out Coordinator - plans a minimum of 2 events each semester

Elementary Community Coordinator - plans a minimum of 2 events each semester

6th - 8th Grade Community Coordinator - plans a minimum of 2 events each semester

9th - 12th Grade Community Coordinator - plans a minimum of 2 events each semester

ATTENDANCE POLICIES

Consistent attendance is vital for PATH to run effectively. Please make it a priority to attend each Monday. Each family is allowed two absences per semester (applies to 10 weeks and 15 weeks). Upon the third absence, you will be moved to registering with new families.

15 Week Parents will be responsible for setup and cleanup for the additional 5 weeks. A schedule will be sent by the building coordinator as necessary.

Absence Protocol

1. If you are a Teacher:
 - A. Contact the Assistant in your class to provide lesson plans, materials and instructions for the class to follow.
 - B. Contact the appropriate GLC to inform them of your absence.
2. If on the cleaning crew, please contact the Building Coordinator.
3. Email, text or inform the Director/ that you will be absent.
4. If you plan to send your 1st through 12th grade student(s), find a PATH guardian to take responsibility for them. (See next section)

Children Attending Without a Parent

If a parent has a planned absence or absence due to sickness or emergency situation, their 1st-12th grade student(s) may attend classes for the day. It is your responsibility to find an on-campus "parent" for any children attending without you. You must inform the Director who will be responsible for them.

Children Attending With a Substitute Parent

If the parent on record is unable to attend PATH due to an unforeseen circumstance, the other parent, an adult sibling, or a grandparent, hereafter referred to as the 'substitute parent', may attend with their nursery-12th grade student(s) for the day. If a substitute parent is planning to attend PATH more than once a semester, they will need to have a background check and complete Ministry Safe Training.

Tardy Accrue ment Policy

We understand that every family will occasionally have a problem that may cause them to be late. Please call or send a text to the Director to let us know that you will be late, so we can make sure your teaching or assisting responsibility is covered.

Any family who has arrived late more than two times will lose the privilege of registering on time (with returning families) for the coming semester. After the fifth late arrival, the Board reserves the right to move a family to our waiting list.

Sick Policy

Please do not bring children to PATH who have had fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours. If your child requires any medication, please keep it with you and administer it yourself.

***Children with food allergies:** Some teachers do use food as part of the classroom instruction. Use of food in the classroom should be included in the syllabus. It is the parent's responsibility to inform the teacher of any food allergies their child may have.

Visitors

Visitors coming on a PATH day fall into three different categories and need to follow the procedures pertaining to each:

1. Prospective family tour:
 - a. Tours are available each Monday that we meet during 10 week classes, except for the first and last Mondays, and are scheduled from our website.
 - b. Visitors must check in at the Board desk and wear a nametag.
2. Family Member visiting for the day:
 - a. The PATH member will need to inform the Director in advance that they are bringing a guest.
 - b. Contact all the Teachers of the classes the visitor wishes to attend, asking permission for the visitor to sit in on the class (they may not be able to attend depending on the teacher's plans and supplies).
 - c. Visitors must check in at the Board desk and wear a nametag.
3. Former PATH Students:
 - a. Former students may visit at lunch.
 - b. No roaming the halls or sitting in on classes.
 - c. Former students must check in at the Board desk and wear a name tag.

GENERAL ADULT/STUDENT EXPECTATIONS

Be devoted to one another in love. Honor one another above yourselves. Romans 12:10

These guidelines establish boundaries and expectations for everyone in our PATH community. It is vital for every family to read and abide by these rules. The list includes but is not limited to:

1. Be on time. This means the whole family is not only in the building, but are in their classrooms and ready to start the day at 8:55 a.m.
2. Wear your nametag where it can be seen.
3. Clean up after yourself in all parts of our facility (classrooms, lunch, bathrooms, etc.)
4. All cell phones are to be put away during class time.
5. Address and respond to all adults, teachers, and peers with respect and courtesy.
6. No running, loud talking, or yelling allowed in the hallways.
7. Baby wearing during the first year of life is permissible at PATH as long as the infant is not disruptive to the goals of the class she is teaching or assisting in.
8. At 2:30 p.m., leave the building as soon as possible so that cleaning crews may work.
9. Inappropriate language, conversations, name calling, profanity, gossip, or other abusive language will not be tolerated.
10. No public display of affection will be allowed among students at PATH. This includes any form of physical touching that seems inappropriate to any adult.
11. All members are expected to conduct themselves in a Christ-like manner and to not contradict our core beliefs including at PATH sponsored events.
12. Should conflict occur within PATH members, steps toward mediation will be taken, as agreed to in the application process and outlined in the [Mediation Agreement](#).

Lunch Protocol

1. Eat in designated areas ONLY.
2. Each parent is responsible for their children during lunch.
3. Students may not be in the hallways during lunch without a parent.
4. All trash should be thrown away.
5. Use the brooms that are provided if you have crumbs or debris from lunch.
6. A parent MUST be with their student if they are outside.
7. You may leave campus during lunch but must return by 12:25 p.m. to be in class on time.

Dress Code

This applies to Monday's at PATH - Everyone must dress modestly, choose attire and grooming that coincides with their biological gender and not appear as a distraction from PATH's educational goals.

Everyone

1. Shorts, skirts, and dresses must reach mid-thigh and must be so when standing, sitting in chairs or the floor, bending over, raising your hand, or while performing any kind of body movement for any reason.
2. Shirts and blouses must have sleeves and a modest neckline.
3. Revealing clothing is prohibited including but not limited to: midriff tops, see-through

- clothing or skin tight tops.
4. Clothing may not exhibit inappropriate pictures or slogans nor be excessively ripped or excessively oversized.
 5. Undergarments may not show.
 6. Shoes must be worn at all times.
 7. Hoods should be removed before entering the building.
 8. No sunglasses should be worn inside the building.
 9. Non-distracting hats with no offensive verbiage or logos may be worn, but are always at teacher and Board discretion.
 10. No costumes.
 11. No "Heelys" or wheeled shoes permitted.

Girls

1. If leggings are worn, a shirt must cover most of the backside appropriately.

Boys

1. No dresses or skirts should be worn.
2. No make-up or nail polish is permitted.

The Board reserves the right to make ongoing decisions concerning dress, grooming issues or ignored compliance requests which could result in being asked to return home and change causing you to have an unexcused absence.

Database Privacy/Solicitation of Products

The privacy of our members is of the utmost importance. Under no circumstances is their contact information (address, phone, email, etc) to be sold to a third party or used as a selling tool.

1. Used curriculum and free items can be offered for sale on our Buy Sell Trade GroupMe.
2. There is absolutely no soliciting of fundraiser or salable items allowed from 9AM to 2:30PM at PATH.
3. Fundraisers that benefit PATH are allowed at lunch with permission from the Board.

GRADE LEVEL PLACEMENT/ELIGIBILITY POLICIES

Credit Requirement

Each family must earn 2 credits each semester at PATH. Credits consist of 2 hours of time served each week.

- Serving by Teaching 1 class = 1 credit, 2 classes = 2 credits
- Serving on the cleaning crew for 5 weeks = 1 credit, 10 weeks = 2 credits
- Serving on the setup crew for 5 weeks = 1 credit, 10 weeks = 2 credits

- Serving on the Board = 2 credits

Initial Grade Level Placement

PATH enrollment requires that at least one child from the member family must be kindergarten age (age 5 by Sept. 1) or older.

On-Going Grade Level Placement

To maintain consistency and to prevent wide grade level spans in classrooms, each student is placed in a grade level according to his/her birthdate. Generally a student stays in their grade level until upper elementary is completed. The Board will evaluate grade level changes on a case-by-case basis.

Children with Special Needs

PATH does not want to discriminate against children with learning differences or disabilities. However, we are not equipped to meet the needs of certain disabilities or special needs. Out of consideration to our teachers and other students, we ask that parents inform their student's teachers of any learning differences or special needs a child may have in advance of classes beginning. In certain cases, the Board may meet with the parents and teachers to determine what would be in the best interest of all. PATH reserves the right to deny enrollment upon such consideration.

STUDENT EXPECTATIONS

Whatever you do in word or deed, do all in the name of the Lord Jesus. Colossians 3:23

Classroom Behavior

1. Bring necessary supplies weekly.
2. Participation in class is expected.
3. Respect for Teachers and Assistants is required.
4. Remain in the classroom until the bell rings.
5. Use a hall pass when leaving the classroom during class for restroom, etc.
6. Homework requirements are noted in the class descriptions. Enrolling in a class is an agreement to do the assigned homework.
7. Help clean up and take all belongings with you when you leave the classroom.

Plagiarism/Cheating

Plagiarism/cheating is a serious offense that PATH will not tolerate. The following consequences will be given for plagiarism or any form of cheating:

1. The student will receive an incident report and a zero on the homework for the first offense.
2. The second offense will result in dismissal from the class.

See [Appendix A: PATH Plagiarism Policy](#)

Upper Level 15-week Classes

1. Print and read the class syllabus.

2. Order textbooks and supplies before August.
3. Complete the summer pre-work as required in the syllabus.
4. Parent grades assignments weekly as the teacher requires.
5. **Parent proctors tests** at home with an adult present at all times.
6. The parent is responsible for maintaining their student's transcript. PATH does not issue a transcript or store grades after the completion of the school year.
7. Homework is expected to be turned in online by the teacher's specifications or in person at the beginning of class. If a student is absent, he should submit any homework through Google classroom or by email by the time the class begins.

PARENT EXPECTATIONS

Whatever you do in word or deed, do all in the name of the Lord Jesus. Colossians 3:23

1. Bring any classroom concerns to the teacher first.
2. Communicate any food allergies, learning differences, or other important issues to your child(ren)'s teachers prior to the beginning of the semester.
3. Pick up projects/crafts from your child's classroom weekly.
4. Keep up with your family's name tags and return them at the end of the semester.
5. Pick up your Kindergarten age and younger children from their classrooms immediately at lunch and at the end of the day. A sibling 3rd grade and older may help with this task.
6. **Parents will be held responsible for their children's behavior.**

Classroom Assistant Duties

1. Classroom Assistants are to help the teacher maintain classroom order.
Be familiar with the [PATH Discipline Policy](#).
2. Basic classroom supplies are located in the reusable bag in the classroom including the hall pass.
3. Only allow students out of the classroom with a hall pass.
4. Send one student at a time to the bathroom.
5. Assistants must be willing to do whatever task is asked. Look for ways to help and take initiative.
6. Assistants will act as a substitute if the Teacher is absent. (Exception would be for a 15 week class that requires specialized instruction.)
7. All first hour Assistants must be in their classrooms by 8:55 a.m.
8. Refrain from visiting during class time, working on other projects or spending time on your phone.
9. Sit with the students at the tables or on the floor.
10. Help the teacher clean at the end of every class hour.
 - a. Wipe the tabletops down
 - b. If room includes sink/potty: wipe down the sink and potty
 - c. Erase the white Board and clean with cleaner and blue cloth

Floater Duties

Report to the Board desk as soon as possible so a Board member can send you where you are needed most. The primary responsibility of a floater is to fill in any gaps. Each week we have

families absent for various reasons. The floater provides support in those classrooms. During times that a classroom support is not needed, you may be asked to help a teacher with an activity such as cutting, pasting, grading, etc.

Cleaning Crew

Cleaning for 5 weeks = 1 credit

Cleaning for 10 weeks = 2 credits

1. Assignments will be emailed to you before the first 10-week class session, and a physical copy will be handed to you on the first day of 10-week classes.
2. Expect to stay until 4:00 p.m. The job will most 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.
3. Every cleaner is required to stay at PATH until the entire building has been cleaned.
4. Childcare will be provided for the cleaning crew's children up to 2nd grade.
5. All children 3rd-12th grade must stay with their parent(s) the entire time and assist in cleaning.

TEACHER EXPECTATIONS

In accordance with Ephesians 4:11-12 and Titus 2:7-8 the teacher is responsible for training the next generation of Christian leaders and equipping them for a life of service to their Savior, homes, churches, vocations, and communities.

Teaching 1 class = 1 credit

Teaching 2 classes = 2 credits

Once your class is confirmed:

1. Create or update your class in the database by the deadline. Include a thorough description including what students will need and any special items you will need in your classroom (DVD player, white Board, internet access, etc.).
2. Create or update lesson plans. GLC will provide PATH lesson plan standards to you upon request.
3. Lesson plans must be turned in and approved by GLC to receive class fee money. If lesson plans are not turned in by the deadline, you will not be able to submit classes to teach the following semester.

Communication/Preparation:

1. Communicate to parents and students what curriculum purchases are needed, supplies, syllabus, due dates and any other relevant information before the start of the semester.
2. Be sure to communicate any food you will make, use, or give to students as part of a lesson plan.
3. PATH does not provide candy prizes every week. Please use other incentives as needed. The last class of the semester may include special treats.
4. Inform parents/students the best way to reach you and your preferred "office hours."
5. Teachers may not email a student privately; the parent MUST be copied on all communication with a student.

6. Keep receipts for purchases made with class fees.

During the Semester:

1. Ensure a positive and equal environment for your students.
2. Be on time to class.
3. Students who are not on your roster should not be in your class.
4. Follow [Copyright Guidelines](#) found on Appendix B.
5. Use your Assistant(s) as classroom monitors, to help with materials, projects, restroom monitoring and if a runner is needed to come to the Board desk. Your focus should remain on teaching the class.
6. Teachers should provide their assistant with a syllabus and should communicate throughout the semester how the assistant can help and support meeting the class goals.
7. Immediately bring any concerns that have not been resolved by speaking with the student and/or parent to your GLC. Be familiar with the [PATH Discipline Policy](#).
8. Clean your classroom before you leave. These tasks can be done by you, the Assistant, and delegated to students in 3rd-12 grade.
 - a. Wipe the tabletops down
 - b. If room includes sink/potty: wipe down the sink and potty
 - c. Erase the white Board and clean with cleaner and facial tissue

Additional Responsibilities for 15-Week Teachers

1. Before the semester begins, set up Google Classroom. Invite students, enter grading scale, and post syllabus.
2. Grade assignments weekly and provide useful and appropriate feedback to students in a timely manner.
3. Be familiar with PATH's [Plagiarism Policy](#).
4. Update the gradebook every two weeks at the latest.
5. Follow PATH's Late Work Policy.

Teen Teachers

Teens may teach a class for a lower age group as long as their family is currently a PATH member. Teens wanting to teach a class must submit their class lesson plans to the appropriate GLC for review before the class could be placed on the class suggestion form. They must sign and return the [Teen Teacher Agreement Form](#). Either their parent or at least one other adult will be assigned to assist. Teens may NOT be assigned as an official assistant in a class as they are not yet adults.

STUDENT DISCIPLINE AND SUSPENSION POLICY

Discipline Policy - Birth-5th Grade

Classroom management is essential for teachers to focus on teaching, and for students to focus on learning. The following steps should be taken to deal with persistent, disruptive behavior.

1. Take the student into the hallway to talk one-on-one. State the behavior that needs to stop and what behavior should replace it. State that if it does not stop, the parent will be contacted. This can be done by either the Teacher, or the Assistant.

2. If the behavior continues, communicate to the parent and the GLC what is occurring and what steps you have taken. GLCs want to support teachers!
3. As the Teacher, you have the right to have an Assistant escort a disruptive student who will not be corrected to the Board desk. The GLC will follow up with you and the parent, and will document the situation using PATH's [Incident Report](#).
4. The Board reserves the right to suspend a student from a class when problem behaviors cannot be resolved through the above steps.

Discipline Policy- 6-12th Grade

Please refer to the PATH Code of Conduct that is to be signed by every 6th - 12th grader in person every semester they attend PATH. [Code of Conduct](#)

To prevent potential problems, our three-step procedure for handling discipline problems follows.

First step: Verbal warning during class time or outside of class time.

If more than one verbal warning is needed on one day or multiple days, then the teachers are encouraged to inform the parent either 1) verbally in person during classes that day, 2) via email or 3) by telephone during the week after the verbal warning was given. A written PATH Incident Report can also count as a verbal warning.

Second step: Student may be suspended from class activities for a day or week depending on conduct, without a refund of tuition, receiving a zero on missed assignments or tests.

Suspension is optional, but not being enforced does not infer that the second step has not been completed.

Third step: Upon returning to class after a suspension, any discipline notice will result in the student being expelled from PATH with the Board reserving the option of expelling the entire family.

FACILITY USE AND SAFETY

Whatever you do in word or deed, do all in the name of the Lord Jesus. Colossians 3:23

PATH members are to strive to leave the facility better than they found it. The list includes church-specific rules but is not limited to the following:

1. No opening doors to let people in the building.
2. No use of the elevator by students. Parents can use the elevator to transport their class supplies or if they have a mobility issue that prevents them from taking the stairs.
3. No running indoors.
4. Do not chew gum in the church building.
5. Do not bring pets on the premises.
6. Do not play in the church landscaping, climb trees, or on/around the trash dumpster area.
7. Do not cause damage or destruction to the building or its property. Any purposeful acts of vandalism can result in immediate dismissal.

8. Immediately notify a Board member of any damage to the building or grounds.
9. No rollerblades, roller shoes, skateboards, bicycles, tricycles, unicycles (anything with wheels other than cars).
10. No water guns, knives, laser pointers, lighters, or any other dangerous or distracting items are allowed on church property.
11. **Drive slowly and carefully** through the parking areas.
12. No tobacco/alcohol products or illegal substances are allowed on campus.
13. All PATH sports equipment (basketballs, soccer balls, bows) may only be used during class time.

Safe Child Training

PATH requires every adult to complete Safe Child Training with Ministry Safe and to pass the associated test with a 70% or greater score.

Safe Child Policy is as follows:

1. If abuse is suspected, report it immediately to the Director. Proper authorities will be notified.
2. In elementary classes two adults must be with children in a class at all times. For 6th grade and up, we apply the rule of three: two adults, one student or two students, one adult.
3. The Board desk and hall monitors are positioned to monitor the hall and bathroom doors. Board members will address any stranger that comes into the facility.
4. Hall passes are required by students to be in the hallway.
5. Bathroom Policy
 - a. Send only one student at a time to the bathroom.
 - b. If a child is potty trained and has an accident, please get the parent to handle the change.

Fire Procedures

A fire drill is conducted periodically.

1. If you see a fire, call 911 and alert the Board desk ASAP.
2. Use the evacuation map in your classroom.
3. Bring your class roster with you (located in the class bag).
4. Each Teacher and Assistant should stay with their class.
5. Insist that your class stay together.
6. A Board member will come to verify your class attendance vs the attendance book.
7. Remain outside until the all clear is given.

Emergency Weather Procedures

An emergency weather drill is conducted periodically.

1. If emergency shelter needs to be taken inside the building, proceed to the safe area/interior room indicated on the emergency map in your classroom.
2. Bring your class roster with you (located in the class bag).
3. Keep together as a class. Have your students face the wall. Teachers and Assistants should be behind them.
4. Have your class kneel with their head on their knees with arms positioned to protect the back of their head.

5. Remain in the interior room until the all clear signal is given.

Inclement Weather/Closure

PATH will follow the Plano Independent School District's closure schedule. Should there be snow, ice, or other inclement weather on a Monday during normal co-op operation, **please** watch local news channels or listen to local radio stations that morning for the PISD announcement of school closure. In the event of a PISD late start, PATH will begin at the same time as PISD (typically at ten o'clock). The Director will also communicate via GroupMe and Email of any weather delays or closures.

Injury

There are first aid supplies located at the Board desk. If you are experiencing a true medical emergency, do not hesitate to call 911 on your cell phone and then send someone to immediately notify the Board desk. Inform the Board desk of any significant injuries that occur during PATH.

Lost and Found

Lost and found is located in a storage tub by the Board desk every week during 10 week classes. Unclaimed items are disposed of after three weeks.

FINANCIAL POLICIES

Please make it a priority to communicate your needs, circumstances, or plans regarding your financial responsibilities to the Treasurer.

Forms of Payment

- Online via the invoice sent and processed by Credit, Debit, or ACH. Paying online will incur a processing fee of 2.9% + \$.60 transaction fee
- Check made out to PATH and given to or mailed to the Treasurer or left at the Board desk when PATH is in session
- Cash given to the Treasurer or left at the Board desk when PATH is in session

Returned Check Policy

If your check is returned by the bank as insufficient funds there will be an additional **\$25** added to the original amount that was returned. You will be required to pay in CASH for this payment as well as any other payments due that semester.

Re-Enrollment: Invoices for Re-Enrollment are sent via email one week prior to the due date. The re-enrollment fee signifies your commitment to the next semester, therefore we take your prompt payment of the fee very seriously. As a result, it must be paid prior to registration for classes or you will not be allowed to register your student(s) with the returning families.

- **Payment Arrangements:** As a general rule we do not make payment arrangements or offer scholarships for re-enrollment fees, however, exceptions may be made at the discretion of the Board for unusual circumstances.

- **Non-Refundable:** The re-enrollment fee is non-refundable. The Board reserves the right to make exceptions to this rule for unusual circumstances at their discretion.

Class Fees: Invoices for class fees are sent via email one week prior to the due date.

- **Fees:** Each family's fees are determined by the classes their student(s) are enrolled in and the total amount can be found on your family's registration page on the PATH database.
- **Non-Refundable:** Class, Teacher and Building fees are non-refundable after the class change cut-off date. The Board reserves the right to make exceptions to this rule for unusual circumstances at their discretion.
- **Payment Arrangements:** We do recognize that sometimes there are extenuating circumstances and we want to work with our families. In the event you need to work out a payment arrangement please contact the Treasurer immediately after receiving your invoice. These arrangements will be on a case-by-case basis. Fifty percent of your invoice must be paid before the first day of 15 week classes, otherwise your child/children will not be allowed to attend 15 or 10 week classes. If no communication to the Treasurer has occurred by the invoice due date, no payments have been made, or lack of adherence to an approved payment plan your child/children will be unenrolled from their classes and students from the waitlist will be moved to those open spots. When communication to the Treasurer has been made your child/children will be re-enrolled to classes that still have availability. To insure your child/children are in the classes you chose at registration, payment or communication to the Treasurer before the invoice due date must occur.
- **Teacher Fees:** are included as a line item on the Class Fee Invoice.
- **Building Fees:** are included as a line item on the Class Fee Invoice.

Class Change Fees:

- **Cut-Off Date:** There is a cut-off date for class changes set forth in the calendar for every semester.
- **Changes Before Cut-Off:** Any class changes made before the cut-off date will not incur a financial penalty. Class adjustments will be made accordingly.
- **Changes After Cut-Off:** Fees for the original class choice will not be refunded to you and an invoice will be sent to you for the new class choice fees.

Scholarship: PATH does not want a financial situation to prevent a family from returning to PATH. Please speak to a Board member about how to apply for a scholarship. An application must be filled out and on file no later than the due date on the invoice. Please contact the Treasurer for an application. We understand that unforeseen things can occur. You can request an application at any time during a semester. Scholarships are for one semester only and are not applicable to re-enrollment fees. The Treasurer and the Director will use a non-discriminatory algorithm to score each scholarship application. That score will then go to the scholarship committee made up of 3 other Board members. All info given to the committee will be anonymous. The committee can then make a non-biased decision on the scholarship request. That decision will then be passed on to the Treasurer who will notify the applicant. Scholarships are subject to available funds and the discretion of the Board.

WITHDRAWAL/DISMISSAL POLICY

Once you have committed to PATH, we will be **counting on you**. Should you change your mind about participation after you have agreed to teach a class on the published schedule or after your children are registered for classes, you will forfeit your membership fees (no refunds), and your family will not be eligible to reapply for two semesters. Exceptions resulting from extraordinary circumstances will be considered on a case-by-case basis.

In the case of dismissal due to violation of PATH policy within the semester, a teacher will be found to replace the exiting teacher.

Withdrawal from PATH, whether due to voluntary reasons or due to a disciplinary dismissal, **does not** negate your responsibility to pay any and all PATH fees you have incurred.

APPENDIX A: PATH PLAGIARISM POLICY

What is plagiarism? Plagiarism is presenting another person's ideas or words as if they are your own. You are not giving the person or author credit for their work.

As stated in the handbook, plagiarism of any kind will not be tolerated. Students who plagiarize will receive the following consequences:

- The student will receive an incident report and a zero on the homework for the first offense.
- The second offense will result in dismissal from the class.

Note: Students who plagiarize in college will be asked to leave the university. It is a serious offense at any stage of life. It is the same as theft - when you plagiarize you are stealing the intellectual property of someone else.

With the advent of the internet, plagiarism is easier than ever but also just as easy to check for. Be warned that the PATH teachers will check on your work.

The following is taken from *Write for College* by Writer's Inc.

Guidelines for Avoiding Plagiarism

What to Do:

- Indicate clearly when you use anything from another writer's work, even if only a phrase or single keyword, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using an author's idea, credit the author by name and also cite their work properly.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

What Not to Do:

- Do not use facts, details or ideas from a source without indicating in some way that you are doing so.
- Do not confuse your own ideas with other's ideas discovered during your research. Even if your idea resembles another writer's, you must credit that writer and the work in which the idea is shared.

APPENDIX B: COPYRIGHT GUIDELINES FOR PATH TEACHERS

It is each teacher's responsibility to act in accordance with the copyright and trademark laws of the United States. The intellectual property laws (e.g., copyright, trademark and patent laws) protect the investment of individuals and companies and encourage people to share their knowledge and gifts.

Copyright laws, including the meaning of FAIR USE IN EDUCATION, can be found at several internet sites. We strongly advise teachers to read through the following material and to visit this internet site for a handy chart.

https://www.xavier.edu/library/about/documents/Copyright_9-23-08.pdf

Duplicating and Distributing Textual Materials

You may not copy a whole book, test booklet or a workbook. You need to purchase individual test booklets or workbooks. You may copy a "reproducible" workbook which gives you the stated right to copy for your class. Note: Apologia does allow a teacher to recreate a notebook as long as they are not photocopying directly from one of their sources.

If you create your own story or workbook, you may make copies. However, do not embed copyrighted material into your book (e.g. an anthology of other poet's poems) unless you have written authorization to do so, and it is clear where the material is from and who wrote it.

Creating, Duplicating and Distributing Electronic Media (DVD/CD/MP3)

You cannot use individual license media in the classroom, such as Bob Jones or clips from them unless you have written authorization. You cannot make multiple copies of copyrighted media for each student to take home unless you have written authorization. Each student must have their own access established with the publisher.

When using a free internet source, you may show it in class or email the direct link to students to use on their devices.

You cannot cut and paste material from several copyrighted media materials together to make a media copy for each of your students without written permission from the provider. Exceptions would be media in the public domain.

APPENDIX C: INCIDENT REPORT PROTOCOL

PATH is committed to a safe, fair and open environment. Examples of incidents needing a report include, but are not limited to: 3rd code of conduct violations, persistent behavior issues, plagiarism, cheating, injury, and inappropriate behavior. If the need arises for documentation of an issue, this protocol will be followed.

1. An in-person meeting will be arranged with the Director, a witness and/or note-taker if the witness can function as both and the party involved.
2. A reporting form will be used that outlines:
 - a. Why the meeting was called
 - b. What is involved in the situation
 - c. Where the situation occurred
 - d. Who it involved
 - e. Restate the Handbook policies if needed
 - f. How the situation will be resolved/action plan
 - g. Date and Signature of all at the meeting
3. Process will be given an observation period.
4. A follow-up meeting will be scheduled if warranted.
5. If the problem persists, the Board reserves the right to dismiss the family from the co-op.

APPENDIX D: AGREEMENT FOR MEDIATION AND/OR ARBITRATION

The following agreement to Mediate and/or Arbitrate is between

_____ as the fully authorized parent or legal guardian acting on behalf of the _____ Family and its immediate members ("The Family") and Plano Area Texas Homeschoolers (PATH) and its teachers— the parties to this agreement.

We agree to attempt to resolve differences with others (parents, students, teachers, administration) by following the biblical pattern of Matthew 18:15-17. Should we have unresolved issues with another PATH participant, officer or director after utilizing the Matthew 18 principle, the parties agree to be bound

by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation.

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the schooling relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration.

Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, a division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. (A complete text of the Rules is available at www.HisPeace.org.)

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the schooling relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Governing Law. These Terms and Conditions, as well as any claims arising from or related thereto, whether in tort, contract or otherwise, are governed by Texas Law without regard to Texas' choice of law rules.

Severability. The invalidity or unenforceability of any provision of these Terms and Conditions shall not for that reason alone affect the validity or enforceability of any other provision of these Terms and Conditions.

Signature of The Family Member (or duly authorized legal representative) Date

Signature of PATH Representative Date

APPENDIX E: TEEN TEACHER AGREEMENT FORM

At PATH, we believe in giving our teen students with an interest in teaching select opportunities to teach a class of younger students in order to grow in their leadership abilities and practice public speaking and presentation skills, as well as the opportunity to be used by the Lord as they bless others with their specific gifts and skill sets. To that end, the following guidelines to give teens tools to be successful in their teaching roles.

Professionalism: We expect you to take your job as a teacher seriously. Please ask for help if you need it.

- Submit lesson plans to the appropriate Grade Level Coordinator (GLC) before your class can be placed on the class suggestion form..
- Communicate with parents of students as necessary (regarding supplies, handouts, student requirements, etc.).
- Review each lesson prior to each class (no winging it!).
- Arrive for each class ready to teach (materials, notes, a plan, etc.).
- Manage in-class time well (have activities to fill extra time).
- Purchase materials & manage class fees in partnership with your own parent.

Communication: When speaking to a group, you must consider your audience. You must communicate with your students differently than you would with your peers.

- Start each class with a review of basic expectations (stay in your seat, raise your hand, etc.).
- When students do not meet basic behavioral expectations, give immediate, gentle correction to prevent future problems. State the behavior you WANT, such as, "Remember to raise your hand." The assistant can help you with this.
- Since younger children are still learning to organize their thoughts, it is important to stay on topic. Redirecting can be as simple as, "let's talk more about that at the end. Back to..."
- Younger students struggle to understand sarcasm; avoid using it.
- Avoid teenage humor when teaching. It is confusing and can be hurtful to younger kids.
- Remember that your students look up to you. Be a good example.

Troubleshooting: Teaching involves more than simply communicating what you have prepared for the lesson. It also involves managing the students so that they can benefit from the class.

- Set clear expectations and gives students necessary boundaries.
- Students will test your boundaries. Do not take it personally. Cheerfully remind them of the expectations you set.
- It's OK to ask for reinforcements if one student is disrupting the class. Your job is to teach the group. Feel free to ask the assistant to take a student aside if necessary.
- Kids sometimes fight or chat among themselves. Separating children who have frequent conflict or excessive socializing is helpful. You are welcome to assign seats if you feel it would be helpful.
- Kids don't have an advanced sense of social awareness. Story-sharing and constant questions may or may not be appropriate for your lesson. Sometimes it is necessary to ask students to tell you their story or ask their question after the lesson is over.
- If you need to divide your class into teams for any reason, you should think about it ahead of time so that there is an even division of skills, abilities, and personalities.

We are so thankful that you are willing to share your gifts and talents with other students at PATH. Teaching is a big responsibility, but it also yields great rewards. If you want to include your teaching experience on a resume, please contact a PATH Board member for a letter of reference. **Please click the link below to submit your e-signature indicating that you have read and agree to the guidelines listed above.**

APPENDIX F: PATH CODE OF CONDUCT

(signed in person every year)

The Bible will serve as the final authority for all matters of conduct.

Proverbs 6:16-19; Exodus 20:1-17

All students are required to read and completely support the PATH Handbook and the PATH rules and guidelines found in the Code of Conduct. These rules outline the behavior and attitudes expected of students while attending PATH classes or sponsored activities. If any student chooses to disregard these guidelines, the PATH Board may decide, at its sole discretion, to revoke the membership of the student.

PATH Denominational Statement

Our doctrinal statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The following areas are left primarily to the teaching of the home and church:

1. Church government, authority and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events.
5. Second work of grace or baptism of the Holy Spirit.
6. Sinless perfection.
7. Gift of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits.

There will be no attempt made by parents or students to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by denominational differences.

PATH Marriage, Sexuality, Gender and Sanctity of Life Statement

PATH upholds the biblical definition of marriage as the union between one man and one woman (Gen. 2: 18-25) and that sexual intimacy is to occur between a man and a woman bound in marriage (1 Cor. 6:18; 7:2-6; Heb. 13:4).

We believe that any form of sexual immorality (including 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).

PATH upholds the biblical definition of gender as a person's biological sex at birth; created either male or female in the image of God (Gen. 1: 26-27).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its 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.)

We believe that in order to preserve the function and integrity of PATH as the local Body of Christ, and to provide a biblical role model to PATH members and the community, it is imperative

that all members of PATH in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Sexuality, Gender and Sanctity of Life (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

General Behavior

PATH students should “read and heed” this entire document of rules and guidelines.

In order to maximize the benefit of classes for all students, we ask all students to follow appropriate behavior when on PATH property or at PATH sponsored events.

- Students are expected to act in a positive Christ-like manner that is respectful, mannerly and polite to everyone at PATH, including adults and students.
- No public displays of affection on PATH property under any circumstance.
- No gum at PATH.
- Do not talk when anyone else is talking, especially the teacher.
- Students need to be in their assigned classes at all times, arriving in a timely manner. Repeated tardies can result in a student being dismissed from a class.
- No outside food or drink is allowed in any classroom unless brought by the teacher of that class or with teacher’s permission.
- Student cell phones, earbuds, or any other electronic devices are allowed on PATH property but are not to be used during class. If a student violates this standard then the device will be confiscated and held by the director. It will be returned to the parent.
- Adhere to the PATH Dress Code (see policy below)
- No proselytizing between denominations and political positions
- Any nicotine products or controlled-substances found on PATH premises will be confiscated and, if illegal, turned over to the Plano Police with appropriate names and information regarding the confiscation.
- Bullying behavior, whether physically, emotionally or verbally, will not be tolerated. This can include social media or texting/email.

Lunch and Bathroom Expectations

1. Eat in designated rooms ONLY.
2. Each parent is responsible for their children during lunch.
3. Students may not be in the hallways during lunch without a parent.
4. All trash should be thrown away.
5. Use the brooms that are provided if you have crumbs or debris from lunch.
6. A parent MUST be with their student if they are outside.
7. A warning bell will ring at 12:25 p.m. to signal time to wrap up lunch and clean up.
8. You may leave campus during lunch but must return by 12:25 p.m. to be in class on time.
9. Hall passes are required during class time to access the bathrooms.
10. Wipe up excess water from the bathroom counters.

Dress Code

This applies to all PATH events - Everyone must dress modestly, choose attire and grooming that coincides with their biological gender and not appear as a distraction from PATH's educational goals.

Everyone

1. Shorts, skirts, and dresses must reach mid-thigh when standing, sitting in chairs or on the floor, bending over, raising your hand, or while performing any kind of body movement for any reason.
2. Shirts and blouses must have sleeves and a modest neckline.
3. Revealing clothing is prohibited including but not limited to: midriff tops, see-through clothing or skin tight tops.
4. Clothing may not exhibit inappropriate pictures or slogans nor be excessively ripped or excessively oversized.
5. Undergarments may not show.
6. Shoes must be worn at all times.
7. Hoods should be removed before entering the building.
8. No sunglasses should be worn during class time.
9. Non-distracting hats with no offensive verbiage or logos may be worn, but are always at teacher and Board discretion.
10. No costumes.
11. No "Heelys" or wheeled shoes permitted.

Boys

1. No dresses or skirts should be worn.
2. No make-up or nail polish is permitted.

Girls

1. If leggings are worn, a shirt must cover most of the backside appropriately.

The Board reserves the right to make ongoing decisions concerning dress, grooming issues or ignored compliance requests which could result in being asked to return home and change and cause you to have an unexcused absence.

Discipline Policy

To prevent potential problems, our three-step procedure for handling discipline problems among our 6-12th Grade Upper Level are as follows:

First step: Verbal warning during class time or outside of class time.

If more than one verbal warning is needed on one day or multiple days, then the teachers are encouraged to inform the parent either 1) verbally in person during classes that day, 2) via email or 3) by telephone during the week after the verbal warning was given. A written PATH Incident Report can also count as a verbal warning.

Second step: The student may be suspended from class activities for a day or week depending on conduct, without a refund of tuition, receiving a zero on missed assignments or tests. Suspension is optional, but not being enforced does not infer that the second step has not been completed.

Third step: Upon returning to class after a suspension, any discipline notice will result in the student being expelled from PATH with the Board reserving the option of expelling the entire family.

GROUND FOR IMMEDIATE SUSPENSION:

- Any purposeful acts of vandalism
- Any controlled substances or any tobacco usage (e-cigarette or other forms)
- Any bullying behavior—whether physical, emotional or verbal, even using something as simple as a text, social media or email during or after PATH hours.

We do not anticipate having any problems, but in fairness to all, we will adhere to this policy and suspend students without a refund of tuition.

APPENDIX G: RACIALLY NONDISCRIMINATORY POLICY

PATH has adopted a racially nondiscriminatory policy and is therefore making it known to the general public. PATH admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, and other school-administered programs.

SEE THE NEXT PAGE FOR E-SIGNATURE LINK

[CLICK HERE TO SIGN](#)