

APS CO-OP GUIDELINES

Parental Responsibility

1. Parents are expected to instruct and assist their students on a daily basis. Parents should not expect their students to do school work void of parental instruction and assistance.
2. Parents are expected to maintain a standard of excellence and to review all assignments BEFORE they are turned in. If a student's work is substandard parents should require their student to redo it BEFORE turning it in.
3. The quality of a student's work is a reflection of the student, the parents and APS. "Celebrate Excellence" is not just a motto. Please conduct yourself accordingly.
4. It is the **responsibility of the parents** of each student to ensure that **all work is completed and turned in on time**.
5. Parents are expected to purchase curriculum as defined in the course description. Students are to use the "Student's" edition of the text not the "Teacher's" edition.
6. Absences are to be kept to a minimum. A student's grade may be reduced due to absences, at the discretion of the Co-Op instructor.

Adult Assistance in Co-Op

1. **All families are required to help in class periodically as assigned Parent Helpers** in order to help Co-Op operate effectively as well as to observe the teaching methods and class structure, which will further aid your student(s). Parent Helpers in each class period will be assigned specific duties, performed weekly, to assist the instructor.
2. Instructors and Parent Helpers are responsible for finding a substitute. Parent Helpers must check the class list to see whom you may call upon to cover for them in the event of an absence. **There must always be two Parent Helpers in the class room at all times.**
3. Parent Helpers assisting in the last class of the day must remain until all students are picked up by their parents.
4. Parent Helpers have the authority to address any behavior not consistent with APS standards.
5. If a class is cancelled due to instructor illness or any emergency, every effort will be made to contact families as soon as possible. Please provide cell phone numbers, if available.
6. Parents should expect and look for ways to contribute to the operation of Co-Op beyond assigned duties.

Arrival and Pick-Up Responsibilities

The following guidelines for dropping and picking up students will be strictly enforced:

1. **Be on time! One dollar per minute if you are late picking up your student!** Because everyone's time is valuable, it is extremely unfair to leave a Parent Helper waiting for you to pick-up your student. Please respect one another's time by being on time. The dollar per minute fee will be collected immediately by the Parent Helper and placed in an envelope in the Co-Op Coordinator's mailbox. If funds are not readily available, an "IOU" will be placed in the Co-Op Coordinator's mailbox. We truly appreciate your cooperation.
2. **Safety first! Students should not loiter outside the classroom location.** When being dropped off, they should walk quietly and respectfully into the classroom. If you are late, please enter quietly.

Phone and Email Roster

1. Any telephone number and e-mail address changes should be immediately provided to the Co-Op Coordinator who will update the Co-Op phone/e-mail roster and forward it to instructors and other appropriate Co-Op members.
2. The Co-Op phone/e-mail roster may be used for Co-Op purposes only. Addresses may not be given out without express permission of the Co-Op families. Advertising of home businesses is prohibited (i.e. Mary Kay, Amway etc.) without the express permission of the individual who has expressed interest.

Class Details

1. The instructor of each class must confirm Parent Helpers for each day.
2. In order to avoid potential distractions to students in class, **siblings who are not enrolled in class may only be in the Study Hall location at the Co-Op facility with adult supervision during the instruction period of the class.**
3. All classes must start on time. Students who are late must come in quietly. If a quiz or portion of class is missed, it is the student's responsibility to make arrangements with the instructor for possible make-up work, but make-up work is at the discretion of the instructor and may be denied.
4. Each year a **NEW Parent Consent Form** must be on file for each student.
5. If your student is in a class that meets at a location other than the Co-Op location, an additional waiver must be on hand with the instructor. We must be able to reach you at any time during Co-Op hours. Therefore, a home phone number and cell number, if available, must be included on the waiver.
6. Instructors determine the cost of their courses in coordination with Mr. Grant.
7. **There are NO REFUNDS of any payments or fees unless it relates to a change on the part of Co-Op** (i.e. dropped class, scheduling changes, etc.). Jr. and Sr. high courses may only be dropped within the first six weeks of the semester. You may drop a course without grade penalty only with authorization from APS, but it will be without a refund.

Lunch and Break Periods

1. Students must be responsible for cleaning up after themselves during breaks.
2. Students will be responsible for bringing their own food/drink for breaks.
3. **No food or beverage (other than water) is permitted in the classroom during instruction.** However, you may eat your lunch in the classroom, if it is available.
4. **Please use the restroom between classes!** Do not choose to disrupt class once it has begun by going to the restroom – use your breaks for restroom visits please.
5. Parent Helpers will be responsible for oversight of lunch and break periods as well as in class. If you are a Parent Helper from the class before lunch, you must stay until the two Parent Helpers for the next class arrive. Again, there must always be two Parent Helpers present.

Class Assignments

1. Instructors determine the course work required for their courses, including homework. We ask that instructors not assign large projects before any holiday periods that are due immediately following that same holiday.
2. The curriculum used in a given course will be the same for all students.
3. If assignments are late, the instructor may, but is not required to, offer a grace period.
4. Assignments that are turned in late may have points deducted or may be refused credit, at the discretion of the Co-Op instructor.
5. The point system for semester grades: 70% - 80% = C; 80% - 90% = B; 90% - 100% = A
6. Extra credit may be made available, at the discretion of the Co-Op instructor.
7. **It is the responsibility of the parents of each student to ensure that all work is completed and turned in on time.**
8. Parents are expected to review all assignments BEFORE they are turned in and to maintain a standard of excellence. If a student's work is substandard parents should require their student to do it over BEFORE turning it in.
9. Parents are expected to instruct their students against plagiarism* on all class assignments. Assignments that have been plagiarized need to be redone and may receive no credit, at the discretion of the Co-Op instructor.
10. Parents whose students consistently produce substandard work may be required to engage the services of a private tutor, at the discretion of the Co-Op instructor.

* Plagiarism is:

Using all or part of someone else's composition, even if published, on the internet, etc.

Handing in a composition written or revised by another person; i.e. a parent, or friend (however, advice for revision, editing, and proofing is allowed and encouraged).

Using material quoted from another writer without appropriate acknowledgement (footnotes or citing source).

Using original ideas expressed by another, either in writing or in speech, without acknowledgement.

Falsifying sources (ex.: fabricating a bibliography).

Plagiarism is not:

Being active readers of each other's work.

Asking questions that cause a writer to think more deeply, more broadly, more profoundly, about the work at hand.

Receiving suggested correction of errors from a parent, instructor or friend..

Using the honest feedback of a peer or a tutor to improve your own ideas and style.

Sharing ideas and resources in order to help each other succeed.

Adapted from general class notes by Bob Dickson; The Master's College. Used by permission.

Student Dress and Behavior

1. **Absolutely no cell phone use in class (including texting)!** Do not leave them on top of the desk – please put away out of sight and on vibrate. **(Parents too!)** Use phones on breaks only! Instructors and Parent Helpers can take away student cell phones at any time.
2. **No rough play in the classroom!** Again, please behave respectfully and orderly.
3. **Have a teachable and respectful spirit.** Parent Helpers have the authority to correct any behavior that is not consistent with APS standards. Please respond and submit to their requests respectfully.
4. **An APS Standards of Dress and Behavior** form must be read, signed, and kept on file with APS Co-Op. Please keep a signed copy for your reference as well. Guys, girls and parents will follow the principle of the “weaker brother”.
 - 1 Cor. 8:9 – *“Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.”*
 - 1 Cor. 10:31-32 – *“So whether you eat or drink or whatever you do, do all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God.”*

-----Please print and sign and send with your Registration-----

I and my student(s) have read and will adhere to all of the APS Co-Op Guidelines.

Parent: _____ **Parent:** _____
(print name) (signature and date)

Student 1: _____ **Student 1:** _____
(print name) (signature and date)

Student 2: _____ **Student 2:** _____
(print name) (signature and date)

Student 3: _____ **Student 3:** _____
(print name) (signature and date)

Student 4: _____ **Student 4:** _____
(print name) (signature and date)

Student 5: _____ **Student 5:** _____
(print name) (signature and date)