

# ***Guidelines for High School Paid Classes and Co-op Members***

## **Welcome!**

Thank you for your interest in the Pathway High School Co-op and Paid Classes. It is our prayer that this co-op meets your family's academic needs, as well as, provide an uplifting, spiritual support group for parents and their children.

## **Statement of Faith**

It is our intent to provide our children with a distinctly Christian worldview. While we may hold to denominational differences, we agree on a common statement of faith.

1. We believe the Bible, as originally divinely inspired, is the infallible, inerrant Word of God, and it is the supreme and final authority for all matters of faith and life.
2. We believe that there is one God in three persons, the Father, the Son, and the Holy Spirit. This ONE God is omnipotent, omnipresent and omniscient. This God is also holy, righteous, good, loving and full of mercy, by character. He is the Creator of all things. He sustains all things.
3. We believe in the perfect deity and perfect humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His sacrificial death, His bodily resurrection, His ascension, and His bodily return in power and glory.
4. We believe that man was created in the image of God, but chose to sin and is therefore lost and only those who put their faith in Jesus Christ are saved.
5. We believe that salvation is the gift of God brought to man by grace and is received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin through His shed blood.
6. We believe that the ministry of the Holy Spirit is to convict men of their sin, indwell, comfort, guide, instruct, and empower the believer for Godly living and service.

7. We believe in the spiritual unity of believers through our common faith in Jesus Christ.

## **High School Paid Classes**

**Paid Class Fees:** An operating expense fee of \$15 per Pathway class will be required. This fee covers insurance, taxes, other expenses for the co-op and is waived for high school co-op members that are already paying a \$50 joining fee to the lower school co-op to cover these expenses. A Paypal invoice will be sent to you within 5 days of your registration so you can pay your co-op fees and will include the address and tuition owed to each teacher.

**Tuition for Paid Classes:** A non-refundable \$100 deposit paid to the teacher is required to hold your student's spot in each paid class. This deposit must be received by the teacher within 14 days of the registration or the student will be dropped from the class roster (and re-registration will be required). The \$100 deposit will be deducted off of the total of the class. The entire balance will be due to the teacher two weeks before the first day of class.

Paid classes still need parent volunteers to assist in class to operate. Usually this requires only you to be present for security. Please consider volunteering to sit in a class to keep our co-op operating.

When registering, be sure your students class times do not overlap.

**\*All Highschool co-op and paid class registration fees are non-refundable.**

## **High School Co-op Classes**

**Co-op Class Fees:** Joining Pathway High School Co-op, at a \$15 per class operating expense fee (non-refundable, covers co-op expenses, insurance, taxes), will enable you to sign your children up for a variety of classes at a reduced rate, in exchange for a parent's volunteer time during the co-op day. As a High School Co-op member, you may sign your child up for co-op classes and paid classes to accommodate their needs. A Paypal invoice will be sent to you within 5 days of your registration so you can pay your co-op fees and will include the address and tuition owed to each teacher.

**Tuition for Co-op Classes:** A \$100 deposit paid to the teacher is required within two weeks to hold your students spot in a Co-op class. If your total class fee is less than \$100, then please pay the total amount. This deposit must be received by the teacher within 14 days of the registration or the student will be dropped from the class roster (and re-registration will be required). The \$100 deposit will be deducted off of the total of the class. The entire balance will be due to the teacher two weeks before the first day of class.

Please be aware that even if you do join the high school co-op, some classes are only available as paid classes.

When registering, be sure your students class times do not overlap.

**\*All Highschool co-op and paid class registration fees are non-refundable.**

**Volunteer Time:** The high school co-op registration form will have a list of jobs that need to be filled during the co-op day. You will be asked to submit your top 3 choices when you register. For each enrolled co-op class a parent will be required to volunteer 1 hour per week. So, for 2 enrolled classes you would have to volunteer 2 hours per week. This volunteer time may or may not coincide with your student's classes. Once registration closes for the High School Co-op, we will then determine the volunteer schedule for each parent. Some co-op jobs:

**Set Up Class Rooms:**

Setting up tables and chairs for classrooms and other preparations for class time before co-op begins.

**End of Day Cleaning:**

Empty trash, bathroom clean up, vacuum, etc.

**Door monitor:**

Monitoring the entrance and exit at our host church.

**Teacher Assistant:**

Assist a highschool teacher with whatever is helpful during their teaching hour.

## **Church Donation**

Our host church is overwhelmingly generous in providing their facility free of charge. This means they incur electricity, water, and gas bills for keeping their building at a comfortable temperature for us, along with wear and tear on their furniture and grounds.

To bless them church donation of \$15 per class will be collected on the first Friday in November. If you are already a member of the lower school co-op then this fee is waived as you will be paying your donation through them. Please make checks payable to our host church for your tax deduction.

**\*All church donations are non-refundable.**

## **Registration Policies**

Once registration opens, we will fill classes on a first come, first served basis until the class is at it's maximum (usually 10-20). Returning families have a few weeks priority registration before registration is open to new families. Once a class is full, we will start a waiting list and let you know if a seat opens for your student.

Paid classes have a minimum number of seats that need to be filled (usually 5-6) in order to make it worthwhile for the teacher. If the minimum is not met, the class will be cancelled. We will let you know by the end of registration if a class is going to be cancelled in order to give you time to make other plans.

Pathway also reserves the right to give top priority to students based on the total number of classes for which they register and whether or not their family is also a member of the lower school Co-op.

Per class co-op operating expense fees are \$15 per class and must be paid before your spot in class is guaranteed. The \$100 teacher deposit must also be paid to avoid having to reregister and losing your students spot in class.

**\*All Highschool co-op and paid class registration fees are non-refundable.**

## **Code of Conduct**

**Facility:** All students should be mindful that we are sharing our space with church employees and staff and make every effort to consider them as we conduct our weekly meeting. Students should be respectful of our host churches property at all times. We expect students to clean up after themselves and be careful with all church property. If your student happens to be in the last class of the day, they will be asked to help return tables and chairs to their original position, take the trash vacuum or whatever else needs to be done.

**Unsupervised Students:** Students attending classes may be dropped off. Please be prompt when picking your student(s) up at the end of their class(es). If your student is

attending more than one class, it is likely that they will spend some time on campus waiting for classes to begin or even having lunch. We expect that students will respect the facility. They will need to be quiet as they come and go as there are classes in session throughout the day. If a problem arises the Leadership Team will communicate the issue/problem with the students and the parents. If the problem is not resolved, we reserve the right to ask a student to not attend classes either temporarily or permanently.

**Be Punctual:** Please arrive on time. “On time” means arriving 10 minutes earlier than the class start time. Late arrivals truly put a student and the whole class at a disadvantage.

**Driving Students:** Some of the high school students will be driving themselves to class. They need to be aware that Pathway consists of many families with young children. Extreme care is to be taken while driving in the parking lot of the church.

**Dress Code:** Leigh Bortins (founder of Classical Conversations) says, “There will always be a dress code in any situation; it will either be established by the children and the culture or by mature adults, but it will be there. Let us set one in a way that honors our Father in heaven. That means dressing to please Him and to make others comfortable around us. We are to honor the body of Christ and not our personal desires. A good way to be sure we do this is for daughters to ask their earthly father if they are dressed modestly and not provocatively and for sons to ask their mothers if they are dressed neatly and honorably.” Good advice. Of course, we recognize that many, perhaps all, of our young men and women will already have reached a level of maturity that makes this reminder unnecessary.

Ladies/girls will not wear shirts that show off their bellies (sometimes those shirts can be tricky when the arms are raised!). Also, please no short shorts/skirts or spaghetti-strapped shirts, and please no cleavage. For boys, pants should fit properly or be secured at the waist.

**Sickness:** Sometimes it can be a tough call to decide whether or not a student should attend classes on a day they are not feeling well. Let’s try to err on the side of not spreading germs to other families. Of course, in a large group like this, there could be germs and sicknesses spread that may be out of any one’s control. But, for the times when something can be done, let’s do the most courteous thing and have your student remain at home if they have had a fever or thrown up in the last 24 hours before classes take place. Many of us have multiple children, and when a bug travels through a family it can take weeks for it to make the rounds. Thank you for being sensitive to this issue!

#### **Classroom Management and Interpersonal Relationships:**

It is our desire that we: *“Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer.” ~Romans 12:10-12.*

The standard for behavior in classes and on the grounds will be that each of us, whether teacher, parent, helper, or student, honor one another and treat each other with respect and love. Honoring one another means, among many things, that one refrains from speaking when a teacher is speaking, that one looks directly at the speaker or what she/he is presenting unless taking notes, and, in general, that one pays attention while another is talking. Each person should strive to treat others as they would like to be treated. If an offense occurs in class, immediately take the opportunity to encourage the offender to sincerely repent and apologize, as well as the offended, to be forgiving. Let's deal privately (if possible) with the offense and move on. If a student refuses to repent or change their conduct in the classroom, the parent will be made aware of the situation.

In the case of severe disrespect or threatening conduct, whether verbal or written, the offending student, and possibly the entire family, will be removed from the church campus immediately. They will not be allowed back on campus until the situation has been completely resolved. In the case that resolution by all parties involved can not be attained, the leadership team reserves the right to dismiss the student, and possibly the entire family, from further participating in the Pathway classes. Absolutely no refunds of any kind will be given in these circumstances.

Pathway does not tolerate cheating in any form among their students. In the case that this issue ever presents itself, the teachers will handle each case on an individual basis. The issue will be addressed with the student and their parent(s).

If a student, teacher, or parent is unhappy with something— how a class or situation is being conducted or how another has behaved, he or she (teacher, parent, or student) will **not** voice their complaint to others, but, in love and prayer, will go directly to the person involved in order to seek unity. He or she will use the procedure laid out for us in Matthew 18:15-17 as a guide to work through these types of situations. If the two parties are unable to resolve their concerns/differences, let the situation then be presented before the Leadership Team. **There is no place for gossip, dissension, or unresolved feelings among followers of our Lord and Savior Jesus Christ.**

We are all striving to raise students who are kind, sensitive to one another, inclusive, and encouraging to one another in all their interactions. **Teasing, “put downs”, and picking on or not including others have no place in the body of Christ.** We will not conform to the patterns of this world, but will be transformed by the renewing of our minds in Christ Jesus. One of our goals is to provide a safe place where every participant feels valued and respected as a unique and special creation of our Father in Heaven. It is our prayer that each person feel like a welcomed member of the group as we endeavour to provide an environment for our children that teaches them to love one another in action and in word.

**PDA (Public Display of Affection):** On Co-op days, when we come together for learning and fellowship, there is to be no display of affection between couples on campus. This type of behavior is awkward for everyone and will be addressed with the students and their parents.

**Electronic Devices:** Pathway does not take responsibility for personal items of any sort. This includes, but is not limited to, iPads, iPods, laptops, cell phones, etc. It is our desire that these items, if not necessary for class, be left at home, in the car, or at the very least, in a backpack. The ultimate handling of these items will be left to the discretion of the teachers. The host church has open wifi. Please do not view, listen to or discuss anything inappropriate.

**Leadership Team:** If you have any questions or concerns about the facility, the co-op, or general questions, please don't hesitate to contact us through the CONTACT US form on the website. **If your concern is directly related to the class, please contact the teacher directly.**