

# Dunmor Homeschool Cooperative [DHC]

## Policy & Procedure

### I. MEMBERSHIP

The organization will not have voting members. All decisions will be made by the Board of Directors

The qualification for (nonvoting) membership (i.e. participation only) will be: Payment of the fees set forth by the Board of Directors and agreeing to respect the mission statement, statement of faith, and policies and procedures.

DHC is a membership organization. Membership is open for all families interested in homeschool and who desire to raise their children in a Christian atmosphere. Members are required to adhere to the Policy and Procedures of the group. Homeschooling parents or guardians may obtain membership in DHC by remitting annual membership dues and an annual membership form. Members join with the understanding that any DHC sponsored activity will be in keeping with the group's Statement of Faith.

Membership is on a yearly basis subject to review and approval by current Board of Directors. Membership is annual; from July of current year to June of following year.

Membership includes, but is not limited to the following services:.

- access to private 'Dunmor Co-op' Facebook group
- educational group field trips
- fellowship events for parents, teens, children, and families
- opportunity to participate in our co-operative learning program (see Co-op policy for more information)
- opportunity to join clubs (varies each year)

Members are expected to be homeschooling at least one of their children in some capacity. If members are going to bring a nonmember on a trip they must register that non member the same as they register members. If a member needs to bring a non member to co-op classes they must notify the coordinator at least one week prior and receive approval to bring the non-member. Scholarships and contests would only be available for traditional homeschool students.

Membership does not exclude a family from joining another home educator group, provided they stay in good standing with Dunmor Co-op.

A co-op exists and can only operate if parent volunteers are actively involved there is an expectation that there will be at least one parent/guardian with their children at each event. This should be an authorized adult that has signed the statement of faith. There may be exceptions to this but it will be decided by the Board of Directors on a case by case basis.

#### Modesty Policy Dunmor

Co-op wants to encourage a spirit of unity without uniformity, while also encouraging respect for others. We do this is by emphasizing modest apparel at Co-op-sponsored functions. When attending any of our events we ask that you be conscious about what you wear, taking care that it is not a stumbling block to others. If there are questions for specific events, please contact a member of Board of Directors.

#### Behavior and Discipline:

Parents are responsible for their children at all co-op events. Any parent not attending an event with their child, must have approval of coordinator of event.

Students are not allowed to smoke or vape at any co-op event. Adults are not allowed to vape inside of any location where a co-op event is being held. Students are not allowed to vape, even outside. There will be designated smoking areas for adults.

There is an expectation that cell phones will be put away and not visible during co-op classes.

There is an expectation that families are following the statement of faith. There is also an expectation that we will be respectful to one another.

#### Grievances

If a conflict or situation arises in which a family feels a wrong has been committed, it is expected that the family will follow the steps outlined in Matthew Chapter 18, with the goal of restoring relationship. While we are not a church, we are a Bible-based group and our policies follow the examples the Bible clearly lays out for us. If the offense cannot be resolved through the first two steps in this Scripture, then these concerns should be brought to the council. The steps for conflict resolution are laid out below in 'Conflict Resolution'.

Matthew 18:15-17, 21-22 (NKJV) “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by ‘by the mouth of two or three witnesses every word may be established’ and if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.

Then Peter came to Him and said, “Lord, how often shall my brother sin against me, and I forgive him? Up to seven times?” Jesus said to him, “I do not say to you, up to seven times, but up to seventy times seven.

#### Conflict Resolution:

We expect all families to act in a Christian manner, showing respect and extending grace in every situation. Should a conflict arise with another member, he/she is expected to follow the co-op policy.

If member has attempted to fix the problem but is unsuccessful, he/she should approach a Group Leader, Co-op Committee member, Field Trip Committee member, or event leader for assistance.

1. If it cannot be resolved, the committee member will refer the situation to full Committee for a decision.
2. If the situation cannot be resolved at that point, or if the parent does not agree with the decision, the parent can request the situation be referred to the Moms Council.
3. The Board of Directors will review the matter and vote on decision by all meeting Council members. The Board of Directors has the final decision in all matters.

SICKNESS GUIDELINES for All Events, Activities, and Co-op Classes No child or parent should attend a Dunmor Co-op event or activity if they are sick or are contagious. Please use the following to assist in making the decision:

- Any fever
- Excessive Coughing
- Any undiagnosed or communicable rash 24 hours
- Diarrhea within previous 24 hours
- Non-food related vomiting within previous 24 hours
- Runny nose of any color

Please note if you show up to an event and it is believed that you may be sick, you may be asked to go home.

Regarding co-op classes, if any family member has had symptoms, both parents and children should not attend.

Dunmor Co-OP is not liable for any sickness that you or your family may incur while attending any Co-op affiliated event.

## II. FINANCIAL POLICY

### Annual Dues

Annual family dues are set by the Board of directors in June. Dues run July - June. No refunds will be made. To attend co-op classes dues must be paid two weeks prior to the classes beginning. All class fees must be paid as well.

### Scholarships

Scholarships for annual dues are available by request and based on need. The total number of scholarships each year will be based on the yearly budget. Scholarship distribution will be reviewed and decided upon by the Board of Directors.

### Financial Disputes

Any questions or concerns regarding the financial policy should be directed to the Treasurer and may require review by the Board of Directors at their scheduled meeting for resolution.

### Financial Expenditures

All expenses for events that will be distributed from the budget must be pre-approved by the coordinator designated by the Board of Directors.

### Reimbursements

All requests for reimbursement for pre-approved expenses must be submitted with applicable receipts attached to the President or Treasurer within two weeks. A check will be distributed to the member within two weeks. Reimbursements will not be issued without receipts.

### Deposits

All money received on behalf of Dunmor Co-op must be documented and given to the President or Treasurer and deposited within two weeks of being received.

### III. FIELD TRIPS

- You must be a Dunmor co-op member to attend a field trip; any exceptions need to be pre-approved by the coordinator.
- All field trips must be paid by deadline. Any payment sent after deadline will be returned and your sign-ups cancelled. Check and cash payments must be received by deadline.
- If you give less than 48-hour notice for a ticketed event you forfeit your ticket. You must let the Field Trip Coordinator know that you won't be attending; you may sell your tickets to another co-op family but must notify the coordinator of the purchasing family's name.
- If you sign up to attend a field trip but do not attend or contact the Field Trip Coordinator more than once you will not be able to attend field trips for at least one semester. If non attendance is a continued problem then you will not be able to sign up or attend field trips in the future.
- All payments and deposits for field trips must be given to someone on the Finance Committee or Field Trip Committee

### IV. COOPERATIVE CLASSES

#### Membership/Participation:

Our co-op classes are open to all families in good standing and current in membership with Dunmor Co-op. Only those who sign "I personally believe..." on the Statement of Faith are able to teach or be in leadership. Those who do not sign the "I personally believe" are still expected to fill other volunteer positions. Space may be limited.

Co-op fees must be paid two week prior to start date of classes.

### V. DISCIPLINE

If any of these rules and regulations are violated, the following is the discipline procedure:

1st infraction: Member will receive a verbal warning from a member of the co-op and/or Board of Directors clearly stating what the violation is and what is expected in the future.

2nd infraction: Member will receive a written warning from the co-op and/or Board of Directors clearly outlining the violation and citing Co-op Policy as to how it was violated. The letter will also state what is expected in the future.

3rd infraction: Member will receive a written letter from the co-op and Board of Directors detailing all three violations, citing Co-op Policy and how it was violated each time. The member and their family will be removed from participating in co-op, with possible removal from Dunmor Co-op as a whole, depending upon severity. Final decisions of severity will be determined by Board of Directors.