

Policies & Procedures

You will encounter families from different backgrounds and experiences. As a Faith-based co-op, we want to lead like Jesus showed us. We have established policies and procedures that are practical and fair for everyone. While we want to enrich your homeschool experience, we also want co-op to be a fun, safe, and a positive place for you and your family. Below is what you need to know about expectations, illness, actions, behavior, and discipline matters.

Policies for Adults

- Adults should never be in the restroom with any child except their own. If a child requires assistance, the door should be left open when possible.
- Adults are never to physically discipline or yell at students.
- Adults need to strive to be on time to co-op. The back door will be locked 10 minutes after co-op begins. If you arrive late, text a committee member and they will let you in.
- Adults must bring behavior or class concerns to co-op leadership. Any complaints about a child in your class must not be gossiped to other adults.
- Adults are responsible for managing their children. Children are not allowed to run through the building. Students through 6th grade must always be supervised in going through the building. Students in 7th-12th grades are permitted to go to their classrooms or restrooms on their own, but they must not wander the building.
- When co-op is over, you are responsible for keeping your kids with you and gathering their belongings. Please do not allow your child to run rampant in the gym and throw balls or other objects.

Illness

- If you or your child(ren) are sick; stay home.
- Children and adults must be fever free (unmedicated) for 24 hours.
- Children and adults must be free from vomiting, diarrhea for 24 hours.
- If you or your child(ren) have symptoms that include colored mucous or coughing due to colds, sore throats; stay home.
- If you or your child have seasonal allergies, you may come to co-op, but practice proper hygiene.
- Hand washing after each bathroom visit, after going outside, before cooking, after PE are required. Instruct children not to touch their faces, their hair, or their bottoms.

Co-op Notes

- Every class will start at 9 am each TUESDAY that we meet. Be on time.
- Everyone will enter and exit the church building through the back double doors.
- Lead teachers should arrive by 8:45 am to get their rooms ready for when kids arrive.
- After each class, have kids help clean up the room before dismissing them to their next class.

- The morning session ends at 12:00 pm. Children will be picked up from their classrooms.
- An adult from each family **MUST** be present every week and actively teach or assist in a class. There will be **no** exceptions to this.
- We are not a drop off co-op.
- We would like to have celebrations for certain holidays. However, we would like a few people to help organize this. If you are interested in helping organize events, please let us know.
- Field trips will be offered at least once a month. You are not required to attend, but we hope you will.
- Students in certain classes will have homework. Please help them complete them and remember their materials each week.

Special Considerations

- Children in this co-op may face dyspraxia, apraxia, sensory processing disorder, dyslexia, ADHD, autism, medical disorders, food allergies, asthma, and anxiety.
- We do not have special education teachers available, but we will do our best to help each child have a positive experience and learn new things.
- Teachers are encouraged to use positive reinforcement as much as possible.
- Teachers need to remember that some children do not respond well to certain stimuli, loud or obvious correction. This means some kids get embarrassed easily or cannot process loud, verbal instructions. Be soft but be firm.
- If you bring in a snack as part of your lesson, check your food allergy list first. **Nuts and peanuts are never permitted.**
- If you encounter a problem with another adult or a child in your class, please talk to a committee member first. We want to help!
- We encourage you to talk to each other. If your child has a problem with another child, go to the parent of the child. Communications should be positive, constructive, and kind.
- The same rules for participation, kindness, respect and teachability apply to adults.
- Bullying, discrimination, and name calling have no place in co-op whether you are 5 or 55.

Rules for Behavior

We have 3 basic rules for behavior. These rules need to be reviewed in class and reminders should be given as needed.

- Be respectful to your teachers and to your classmates
 - Everyone has something to say. Let them be heard.
 - If the teacher is speaking, you are not.
 - Value others' opinions even if you disagree.
- Be kind in your words and in your actions
 - Inappropriate language and curse words are unacceptable.
 - Keep your hands and feet to yourselves.

- Treat others as you want to be treated.
- Be teachable!
 - Try new things.
 - Be willing to learn from others.
 - Participate even when you do not want to.

Discipline Measures

If a teacher encounters misbehavior from your child, here is how it will be handled. Know that we love your children, but safety and kindness are important. We are a Christian co-op and expect all members to treat each person fairly, kindly, and respectfully. If a child fails to maintain the expected standard of conduct, consequences will follow. Here is what you need to know.

- **We will not force your child to participate.** If s/he does not want to participate, then your child will be allowed to sit quietly. An adult will make sure the child is okay and encourage the child to join the class in learning.
 - **A teacher will report to parents at the end of co-op that the child did not participate in class that day.**
- **In the case of disrespect toward others, your child will be reminded of the rules.** If a child is disrespectful, teachers will correct your child and ask him/her to be respectful. Persistent disrespect will cause the child to be separated from the group for the remainder of the class.
 - **A teacher must discuss the disrespect with a committee member before co-op is over. The committee member will handle the issue with the parent of the child.**
- **Disruptive outbursts, use of foul language and general meanness to other individuals will not be tolerated.** Children who use bad language or are mean to other people will be separated from the group for the remainder of the class.
 - **A teacher must discuss the incident with a committee member before co-op is over. The committee member will handle the issue with the parent of the child.**
- **Intentional physical harm toward another person or property will not be tolerated.** If your child intentionally hurts another person, intentionally damages church property, or intentionally harms a person's property, the child will be removed from co-op for the remainder of the day.
 - **A teacher shall move the child away from the person injured and the rest of the group. The teacher should make sure the child and others are safe.**
 - **Another teacher must immediately get a committee member when the incident happens.**
 - **A committee member will come to the class and will get the parent of the child(ren) involved.**

- **The parent and the child(ren) will be required to leave the premises for the remainder of the day.**
- **A mandatory meeting with the parents, child(ren) and 2 committee members will be required.**

Consequences for Misbehavior

Once the matter has been reported to the committee members, the committee members will take the following steps:

Incident 1.

- **Disrespect:** Parents are notified by committee member. Committee member will discuss the matter with the parents.
- **Foul Language and Cruelty:** Parents are notified by committee member. Committee member will discuss the matter with the parents. Child will be separated from the group for the remainder of class.
- **Intentional harm to person or property:** Parents are notified by committee member. Committee member will require the parent to remove the child from the premises for the remainder of the day. A mandatory parent meeting will be required.

Incident 2.

- **Disrespect:** Parents are notified by committee member. Committee member will inform the parents of the problem and require a mandatory parent meeting.
- **Foul Language and Cruelty:** Parents are notified by committee member. Committee member will inform the parents of the problem. The child will be required to leave co-op for the remainder of co-op that day. A mandatory parent meeting will be required.
- **Intentional harm to person or property:** Parents are notified by committee member. Committee member will require the parent to remove the child from the premises for the remainder of the day. A mandatory parent meeting will be required where the child will be suspended from co-op for two (2) weeks).

Incident 3.

- **Disrespect:** Parents are notified by committee member. Committee member will inform the parents of the problem and require a mandatory parent meeting. Child will be suspended from co-op for up to two (2) weeks.
- **Foul Language and Cruelty:** Parents are notified by committee member. Committee member will inform the parents of the problem. The child will be required to leave co-op for the remainder of co-op that day. A mandatory parent meeting will be required. Child will be suspended from co-op for up two (2) weeks.
- **Intentional harm to person or property:** Parents are notified by committee member. Committee member will require the parent to remove the child from the premises and the family will no longer be a member of the co-op for the remainder of the year.