

Policies and Guidelines

To ensure safe and smooth operations at our co-op, the following policies and guidelines have been put in place and must be agreed to by all teachers, volunteers, parents, and students.

Classroom Volunteers/Background Checks

At all times, at least two adults must be present in each classroom. Along with the classroom teacher(s) one parent volunteer will act as a classroom helper each week. Once registration is closed and rosters are finalized, a volunteer sign-up sheet will be distributed. Approximately 3-5 volunteer days will be required per family. Even if your student only attends some classes, full days of volunteering are required by the parent.

Each volunteer must submit a background check. If you are a returning family and had a background check last year, those are still in effect.

If you are unable to attend on your assigned volunteer day, you are responsible to find another parent volunteer to cover your day.

Student Attendance

All our teachers are unpaid volunteers. They have willingly given their time to invest in their classes and students. Often much time is spent outside of class time preparing lessons. Please be respectful of this time by being present and on time for classes. If your student(s) will miss class due to illness, please communicate with the teacher and/or Aimee Goin in advance.

Additionally, registering for class is a commitment. Please do not allow your student to skip class or class activities simply because they do not wish to attend.

Classroom Behavior and Discipline

To foster a functional learning environment, students must obey classroom rules. Teachers will address issues of classroom behavior with the student. If the student does not respond to the teacher's verbal correction, the teacher will let the parent know of the situation so the parent can address the behavior with the student. If the behavior persists in the classroom once the parent becomes involved, the situation will be addressed a third time with the student, teacher, parent, and Pastor Barnes. At this point, the student will have a period of suspension from class with the opportunity to return and try again at a later date.

I have read and agree with the above policies.

Printed Name _____

Signature _____

Date _____