

## Vine and Branches Porter County Member Handbook

**Meeting Place:** Liberty Bible Church, 824 North Calumet Avenue, Chesterton, IN 46304

**Where to Park:** Park in the north parking lot by door D and enter through door D.

**Arrival Time:** 8:45 a.m. to allow for time to sign in. FaceTime, our morning gathering, begins promptly at **8:55 a.m.** in the Worship Center.

**Parent Responsibilities:** Running a large co-op takes a lot of man-hours; but if each family does a little, no one person has to do a lot. So, in addition to teaching one class/semester, one parent from each full-member family is asked to serve on a Team (i.e., Schedule and Planning Team, Activities and Connections Team, Serving Opportunities and Field Trips Team, and Resource and Facilities Team) where he/she will be able to serve in some small way. Participation on a Team may include: planning a field trip, administrative tasks, etc. Non-teachers will be asked to contribute in another way, in addition to their team responsibilities, possibly including setup, cleanup, coffee setup/cleanup, etc. **NOTE:** If a full member does not fulfill their team responsibility, it will result in delayed class selection for the following participating semester. Delayed class selection will be after non-teachers and new members.

The co-op membership fee is non-refundable. Any money paid will not be refunded.

### **What to Bring:**

- Babies/Toddlers/Preschool: Labeled diaper bag with labeled bottle/sippy cup, diapers, change of clothes. Allergy friendly snack will be provided.
- Pre-Kindergarten: Labeled bag/backpack for transporting papers/crafts made in class. Labeled water bottle and a snack for your child(ren). Snacks will not be provided.
- Elementary: Bag/backpack with basic school supplies (crayons, glue stick, scissors, pencils), labeled water bottle, and any other supplies that have been outlined by your teachers, personal snack (recommended).
- Jr./Sr. High: Bag/backpack with pencils/pen, notebook, labeled water bottle, personal snack (recommended), and any other supplies that have been outlined by your teachers.

Special note for all students and their teachers: During the 2nd class hour of classes, students and teachers will be given an allotment of time to eat a small snack if they choose. These will not be provided; please pack one if you'd like your student to have one.

NOTE: All snacks should be "finger food" that is quick to eat, not requiring utensils.

- Due to some members with severe food allergies, there must be **NO sharing of snacks**.
- Students with severe food allergies will have a colored dot on their nametag.

**Children with Allergies or Special Concerns:** If your child has a life-threatening allergy or medical condition, please notify the Leadership Team as well as all of his/her teachers directly so that they are aware and can be a help in a possible emergency situation. If your child has a learning disability or has special needs that may affect his classroom experience, please consider

discussing options with his/her teachers so that they can work to be a help in this area and can plan appropriately for effective class time.

**Name Tags:** Name tags are mandatory for security purposes, but are also a great way to get to know one another by name! The first week of co-op they will be available on a table outside the Worship Center . It is often helpful for your students to have their schedules written out and inserted on the back of their name tags (template can be found under “forms” on the top navigation bar of the website); this also allows the teachers to easily assist the younger students in getting them where they need to be. *Families will take their name tags home and bring them back to co-op each week.*

**Sign In:** Please be sure to sign in with the sign in hostess who will be standing near the entrance to the Worship Center. Signing in is important to our Absentee Coordinators so please be sure to make this a part of your Wednesday morning routine. After 9:00 a.m., you will be marked tardy if you have not signed in. The sign-in sheet will be moved to the admin table at that time so you will need to check in with the Absentee Coordinator to let her know you have arrived.

**Tardiness Policy:** As you know, participating as a full-member takes commitment and effort. It is important for you to arrive on time for a variety of reasons. We know that things happen that make us late now and again; we are not concerned about the occasional tardiness. However, if you are consistently late, we need you to carefully consider your commitment to being a full-member. To help define this for you we have the following policy:

SIGN IN - One family member needs to sign in for the family when they arrive. If you are not signed in by 9:00 a.m., you will be considered tardy whether or not you are present. Please do not ask other V&B members to sign in for your family.

FINE - Upon the 3rd tardy, and for each instance after, a \$10 fine will be assessed for each tardy.

PROBATION - After 6 weeks of tardiness, you will not be allowed to register as a full-member for the following semester for one semester.

**Attendance Policy:** See attached sheet “Vine and Branches Porter County Attendance Policy”

**Absences:** See attached sheet “Absentee Notification Procedures & Policies”

**Admin Table:** The admin table is located in Room 130. There you can find:

- The Absentee Coordinator
- List of Absentees on the white board
- A member of the Leadership Team is present at the admin table each hour in the event an issue arises.
- Black Admin binder containing a schedule listing each student and adult so they can be found quickly in an emergency.

**Class Fees:** If your child registered for a class that has an additional fee, you may pay online. To obtain the amount due, go to our site and click on the upper right hand corner where there is a \$ amount. All regular class fees must be paid by the second week of co-op in order for your child to remain in their respective class(es). Prime class fees (and some specific regular class fees such as middle school science) are due approximately three months prior to the semester start. See your invoices for exact due dates.

### **Class or Event Reimbursement**

This reimbursement policy enables best practices for sound bookkeeping, expedited reimbursement, and safeguards volunteers against unintentionally creating taxable income.

- Reimbursement requests for class supplies and materials must be used for and be relevant to the class. Extra materials become the property of the organization.
- All expenses require a receipt for reimbursement.
- To request a reimbursement, you will need to fill out the EXPENSE & REIMBURSEMENT FORM that is listed under FORMS on the website. Copies are also available in the orange folder at the admin table. Further instructions are on the form.
- Reimbursement requests must be submitted within two months of the purchase date.

**Financial Aid:** When possible, financial aid is available on a limited basis and is needs-based. Financial aid is at the discretion of the leadership team. Please inquire with leadership if costs prohibit you from participating in co-op or activities.

**Pick-up at the end of the day:** Parents must pick up their K-1 or younger children from their respective classes within 10 minutes of the third hour ending. Please make a note of their 3rd hour room number and pick them up promptly. Older siblings may pick up K-1 siblings as well; please let your K-1 teacher know your intent. All other older students (2nd-12th grade) will be released by their 3rd hour teachers unless you request otherwise. Children may not roam the church under any circumstances, so please discuss a meeting place if you have multiple children to gather.

**Behavior Guidelines:** See attached sheet, “Code of Conduct, Gentle Discipline Policy, and Dress Protocol”.

**Lunchtime:** Families are encouraged to pack a lunch and to stay after co-op in the Student Cafe located by Door A. Please keep within eyesight of your children during lunch. No children should be running through or wandering the halls during lunch. Children may eat or play in the lunchroom, South Peak Gym, and O-Zone outdoor play area. Additionally, if you have children playing in the O-Zone, you are required to be out there to monitor their activity. Liberty requires adult supervision for children to use the O-Zone. Liberty Zone is also available after co-op to families that have signed in at the church office. Please be sure your lunching area is cleaned and picked up before you leave.

**Snow/Inclement Weather Days:** If we will not be able to meet due to dangerous weather conditions, a message will be posted on the General Forum on the website by 7 a.m. on that co-op day. Please be sure to check the site before leaving your home on days that are questionable. Additionally, we are compliant with the LBC schedule; if they are closed, we will be too.

### **Remind App**

Text @23vadb to the number 81010 to be added to the group in Remind. This group will be used to send a text in case of last-minute cancellations or to alert members of an urgent message during a regular meeting day.

**Use of V&B Webpage:** The V&B Site has given us the ability to organize, communicate, and disperse necessary information effectively and efficiently. With that in mind we ask that you use it

generously but with discretion. Please limit your General forum postings and comments to only what is necessary out of respect for all the other members who use it appropriately for V&B business. We do have a closed V&B Facebook page if you enjoy connecting via social media. Please direct any questions you have to the person who can answer your questions instead of posting them on the forum.

**Journey Groups:** We recognize that fellowship and prayer is vital to our health as believers in Jesus Christ and we have set aside one class hour for each of our moms to be able to gather with other homeschool moms to receive encouragement and refreshment through prayer as we share in this journey as homeschool moms together. These groups are typically made up of 5-6 ladies each and remain the same throughout the semester. Moms may not opt out of Journey Groups and are expected to attend all of their class hours as assigned.

**Teacher & Teacher Assistant Responsibilities:** See attached sheet

**Safety and Security:** Safety of everyone attending is always a priority. As such, the following guidelines are in place:

- If you are taking kids outside for any reason, let the leadership team know ahead of time.
- Children must be supervised at all times; no exceptions.
- Adults should never be alone with a child who they are not the parent or guardian of.
- Adults should not make promises of confidentiality to any children.
- No weapons of any kind (knives, guns, swords, etc.) are permitted in student possession.

**Emergency Procedures:** In the event that a medical emergency occurs please follow the protocol below:

- **Minor Scrapes or injuries:** there is a medical kit on the admin cart; depending on the injury, you can come and get what you need, or bring the student down to the admin table to take care of the injury. After the student is taken care of, be sure to fill out and place an accident report form on the admin table.
- **Serious or Life Threatening Injuries:** Call 911 (if you do not receive cell phone coverage, there is a phone located by each of the welcome stations around the LBC campus), notify the admin desk immediately so that they can find the child's parent.
- **Fire:** Teachers should count and line up your students in a calm and orderly manner and lead them out the nearest exit. Once outside, all classes should rendezvous at the southwest corner of the parking lot.

When possible or necessary, please be sure that your students have their jackets or coats, but leave their backpacks and supplies in the classroom. Assistant Teachers should be sure to take your cell phone with you and take attendance when safely outside.

If there are any children unaccounted for, please call Stacie Patten at 317-250-8449 immediately.

## **Vine and Branches Porter County Attendance Policy**

An Absentee Notification must be submitted by any member, including students, who will not be present on a given co-op day. It is up to you to know, understand, and follow the Absentee Notification procedures provided on our website. Please be sure to make an honest assessment of your situation when submitting your Absentee Notification. Extenuating circumstances do happen; these circumstances will need to be reviewed by the Leadership Team and a determination will be made accordingly. As always, communication with the LT regarding attendance and the ability to not participate as expected is advised and appreciated. The following policy applies to the responsible adult who normally participates in co-op (ie. the mom or dad):

**UNEXCUSED ABSENCES (UA):** Two unexcused absences will be allowed per semester; upon the member's third unexcused absence, the member will be fined a \$15 fee. Four or more UAs may forfeit the member's ability to register for classes the following semester or beyond. If the responsible adult has a spouse who is able to fill in and carry out all of the member's co-op responsibilities (including teaching a class), no penalties will be applied. A Volunteer Application **MUST** be on file for any spouse or adult who will be in the classroom with students. Examples of UAs include but are not limited to situations such as:

- Vacations
- Personal field trips
- Non-emergency doctor appointments
- Work
- Personal appointments
- Family gatherings or obligations

**EXCUSED ABSENCES (EA):** Excused absences include, but not limited to situations such as:

- Sickness - we understand that we each have differing views regarding the definition of sickness; your co-op leaders are like you and understand the concern you have for the health of your children in particular with regards to their ability to attend co-op safely. Expectations regarding the definition of sickness are as follows:  
*A member and family should NOT attend* if the following symptoms exist in the home:
  - fever, vomiting, or diarrhea within 24 hours of co-op class day
  - contagious rashes or bacterial illnesses (ie. pink eye, flu, etc.)
  - contagious strep throat (note: strep is usually not contagious after 24 hours of antibiotics)
  - head lice or any other communicable disease
- NOTE: symptoms of a common cold, allergies, teething related fevers, or other non-contagious illnesses are generally acceptable; should your child exhibit these symptoms, please encourage your child to be respectful of others by washing their hands regularly throughout the day if they are at the age to do so.
- Family emergencies and other unexpected situations (ie. funerals, medical, car issues, etc.)
- Court dates/jury duty
- Pre-approved V&B sponsored events
- Testing for INCA

**FOR STUDENTS:** A student who is absent more than four times in one semester is subject to a review by the Leadership Team to assess whether or not they will be eligible to participate in classes the following semester.

**NOTE:** Unexcused absences and excused absences are not meant to be taken as "free" days but are designed to account for "life" that happens; all members are trusted to plan on attending co-op for the full 12 weeks. If the member knows of any obligations that would prohibit their ability to attend regularly before the co-op semester, they should communicate that with the Leadership Team so a determination can be made about future involvement at the full-member level. Any abuse of these policies may result in probation from full-member status in the future.

### **Absentee Notification Procedures and Policies**

Absentee Coordinators (AC): Tracy Hillwig / 219-309-4057 / [tracyhillwig@gmail.com](mailto:tracyhillwig@gmail.com)

We realize that absences happen for various reasons in and out of our control. Because we are a true co-operative, each absence affects our ability to function well so your faithful participation is counted on each week. Consistent absences, consistent late arrivals, and consistent early departures are a burden to the group and we do ask that you please try to work your normal busy schedules (doctor appointments, errands, and hair appointments, etc.) with this in mind. We appreciate your commitment and hope you know that you are an important piece in making it all happen on Wednesdays.

**FOR PLANNED ABSENCES:** When you know you will be absent, go to "Absentee Notification" under FORMS on the top navigation bar of our V&B website and fill in the requested information. The more information you can give us, the better and faster we can fill any "holes." For example, your info might look something like this:

1st -teach K-1 PE (basement gym), need one more assistant

2nd -prayer group leader (Rm 131) - covered

3rd -assist in 5-in-a-Row (Rm 130C), teacher does not need assistant

- When you write down your classes for each period, it would really help us to know if you (or the primary teacher) will need another person to help in the class. While it is our desire to always have at least two adults in a class, we place people based on the urgency of the need.
- Please do everything you can to let your teacher or assistant know that you will not be at co- op. Planned absences should entail lesson plans and materials as needed that you can give to the person covering for you.
- If you have a non-teacher job (set up, clean up, lunch manager, etc.) you must find another member to fulfill your responsibility and alert your Team Leader of your absence.

**FOR ABSENCES DUE TO EMERGENCIES:** On Wednesday (before co-op), please go online and fill out the form if possible. If not, please text the above information directly to Tracy Hillwig at 219-309-4057. **A text is absolutely crucial for any absentee notification after 8 a.m. Wednesday morning.**

If a parent will be absent but would still like their children (PK-12 only) to attend classes that day, either an adult family member (not a participating student) or another co-op member will need to

sign them in, be present during co-op, and be responsible for them while at co-op. The responsible adult needs to be named on the absentee notification form. Because we are a co-op that requires parent participation, (NOT a drop- off program), this is a special privilege that should only be done on a rare occasion.

If you have any questions about this process, please contact our Absentee Coordinator. ***Tip: Please put her info (at the top of the page) in your phone in case you need to contact her at the last minute.***

### **Vine and Branches Code of Conduct, Gentle Discipline Policy, & Dress Protocol**

These behavior guidelines are set up to ensure the safety and enjoyment of all involved in our Vine and Branches (V&B) homeschool co-op. These are goals implemented so we can seek to love others and put their best interests first. If unacceptable behavior is found in a student during class time, they will be approached by either a teacher or teacher assistant. If a student shows a great amount of disrespect or lack of submission to the authority of the instructor, his/her parents will be informed by either the teacher or by a member of the leadership of V&B. Parents will be given the opportunity to correct the situation. If the behavior persists, then the leadership reserves the right to ask that parent to remove the child who is unwilling to abide by co-op policy. Parents are ultimately responsible for their own children and all damages incurred by their children to property of Liberty Bible Church or the V&B co-op.

The following is the **Code of Conduct** for V&B co-op:

1. V&B parents and children are exhorted to conduct themselves in a Christ-like manner, remembering that we are all in the Body of Christ. Specifically in our various classes and activities, volunteer organization leaders are to be given respect, cooperation, and cheerful obedience. All members will seek to teach and encourage good stewardship in caring for the facility, equipment and property of others. All members will seek to teach and encourage the welcoming, courteous, cooperative and respectful treatment of others. Destructive, rude or suggestive language, swearing or cursing, and ridicule of teachers or other students will not be tolerated.
2. All V&B members will seek to give a "good report" of others, and teach and encourage the Biblical example of keeping right relationships with one another. As parents, we share the goal of godly behavior and agree to assume responsibility and to address situations as they arise with the children in the group. (Ephesians 4:29; Colossians 3:12-14; Hebrews 10:24)
3. Cell phones, mp3 players, hand-held video games, or other electronic devices may not be used during class time. These items will be taken away from the student and returned to the parent if used. Teachers and assistants should only use phones for taking attendance.
4. Children are expected to attend the classes in which they are enrolled. Students will not be allowed to spend unchaperoned time alone with another student during their time at co-op.

5. Use of drugs or alcohol as well as smoking, vaping, or any use of electronic nicotine delivery systems by members or participants are strictly prohibited at all co-op activities or events.

### **Gentle Discipline Policy**

**Purpose:** We believe the best way for all to enjoy their time at Vine and Branches co-op is for children to be engaged in inviting activities. The best “discipline” is a well-run class. However, in the event that a child needs assistance with his or her behavior, we have set these guidelines.

**Guidelines:** Teachers may try these or other similar ideas, as long as they are in the same spirit of treating children with respect and guiding them gently towards their best behavior.

1. Teachers are asked to plan their classes well so children are busy (even when self-directed).
2. Teachers are asked to have predictable expectations for behavior and recognizable routines so children know things like when it's time to listen to someone else talk or when it's time to clean up and how to help.
3. If after expectations are explained, a child needs help following them, the child may be:
  - a. First, redirected to the appropriate activity
  - b. Second, asked directly to stop the inappropriate behavior
  - c. Third, given a logical consequence, such as being separated from the activity or other students.

We believe that in most cases, this is all that will be necessary.

**NOTE:** If a child escalates the behavior to highly disruptive misbehavior after repeated attempts (2 or more) by the teacher or assistants to correct the behavior, the child's parent will be called to the room to address the behavior.

4. The purpose of the parent intervention is to obtain the parent's assistance in reinforcing that the teacher is in charge and that the child must follow the rules. The goal is to convey to the child that the adults, including the parent, are working as a team in supporting the child's ability to use self-control. We ask that the parent convey this if/when they are called to address their child. The parent may need to consider the option of removing the child for a brief time until he or she is ready to participate in class appropriately.
5. Teachers are to seek restoration when an issue has been addressed. Lovingly welcome the child back into class for a second chance whenever possible.
6. If parental intervention is repeatedly necessary, the parent may be asked to attend the class with the child (and participate as an engaged assistant for all the children).
7. If the child is not able to bring the behavior under control with a parent regularly (2 times) in the room, the child may be asked to no longer attend the class.
8. If the child is having severe trouble bringing his or her behavior under control in several classes, he or she will not be allowed to attend co-op.



9. If a child engages in bullying (abuse and mistreatment of someone vulnerable by someone stronger, more powerful) or any form of verbal abuse, physical fighting, brings a weapon, engages in theft, or willfully destroys property, the child will be subject to disciplinary action and will not be permitted to attend co-op.

**Unacceptable Corrective Methods:** Yelling, humiliating, and physical punishment by any adult are unacceptable.

**Conclusion:** As children engage in activities that interest them, teachers set up well organized classes, and teachers and assistants use our gentle discipline guidelines if/when necessary, we believe that Vine and Branches Homeschool Co-op will continue to be a God-honoring, pleasant, safe place to learn, explore, and grow together.

### **Anti-Harassment and Anti-Bullying Policy**

Vine and Branches is committed to providing all members with a safe and supportive environment. Members are expected to treat each other with respect. Teachers and other attending adults are expected to teach and to demonstrate by example that all members of the community are entitled to respect. Harassment or bullying of any member, adult or child, is a violation of this policy. This includes, but is not limited to, harassment or bullying based on political preferences, political beliefs, socioeconomic status, race, color, national origin, ancestry, age, gender, familial status, marital status, disability or handicap, veteran status, economic status, or religion. Examples of harassment / bullying by any person, adult or child, may include, but are not limited to:

#### **Verbal Bullying**

- Direct Bullying: Taunting, teasing, name calling, put downs, racial remarks, threats
- Indirect Bullying: Spreading rumors, gossiping

#### **Physical Bullying**

- Direct Bullying: Hitting, kicking, tripping, punching, using any sort of violence and any unwanted physical contact, theft of property or taking anything that does not belong to you without permission
- Indirect Bullying: Enlisting a friend to assault someone

#### **Nonverbal/Non-physical Bullying**

- Direct Bullying: Threatening or obscene gestures
- Indirect Bullying: Being deliberately unkind, excluding others from a group, manipulation of friendships, threatening email, setting someone up to be humiliated

#### **Cyberbullying**

- Direct Bullying: Cyberbullying occurs through the use of technology. This can include the use of any electronic devices using social networks, text messaging, instant messaging, websites, e-mail or other electronic means. A person participates in direct cyberbullying if he or she directly carries out the behavior.

- Indirect Bullying: Indirect cyberbullying is carried out by those who assist, encourage, or fail to report the bullying behavior in any way. It is often the virtual bystanders who are responsible for the repeated humiliation felt by victims.

Any person who believes he or she has been subject to harassment, bullying (including verbal, physical, nonverbal/nonphysical, and cyber) or a hostile environment, or has observed this conduct based on one or more of the characteristics noted above— whether such harassment, bullying or hostile environment is created by a fellow student, teacher, or parent/guardian—is encouraged to:

1. Report the conduct to the classroom teacher. The teacher will address the students involved directly to work towards resolution.
2. The classroom teacher will email/call the parents directly involved.
3. As much as possible, the families involved will work to resolve the situation and live at peace (Rom. 12:18).

**NOTE:** If a person is found to have engaged in acts of bullying, harassment or other acts that create a hostile environment, the person may be subject to discipline, including but not limited to removal from co-op without refund or, in extreme cases, legal action may be taken.

### **Dress Protocol**

V&B does not wish to impose specific dress requirements. However, all V&B members are asked to dress modestly, and in a conservative manner appropriate for the season based on a desire to be pleasing to the Lord as an image bearer and to avoid causing a brother or sister to sin or stumble. Examples of inappropriate clothing are:

- Women/Girls of all ages: Tight fitting or low-cut clothing, clothing that exposes the midriff, low-rise pants unless a long shirt covers the hip area, short-shorts, skirts or dresses well above the knee, see through clothing, and “spaghetti straps”, clothing with rebellious, divisive, profane, occult symbolism (skulls and death themes, hard rock or metallic rock bands)
- Men/Boys of all ages: Tight fitting clothing, clothing that exposes the midriff, baggy pants that expose underclothing, shirts that expose the chest, clothing with rebellious, divisive, profane, or occult symbolism (skulls and death themes, hard rock or metallic rock bands).

If a student is seen not following the above policy, their parent will be informed and they will be asked to cover themselves with a jacket or be required to change clothing. When/if your student is participating in a physical education class of any sort, please have your student wear appropriate shoes and clothing.

## **Teacher Responsibilities**

1. Pray.
2. Be on time (try to be early).
3. Be prepared (always plan extra material).
4. Decide what you would like the children to walk away with at the end of the 12 weeks.
5. Build a 12-week framework of topics to cover this semester.
6. Have a good description of class overview and expectations.
7. Let the teacher assistant know your class objectives and communicate with her regularly; plan ways to incorporate your assistant in the class to help lighten the load. Discuss a plan with her in the event that you will not be in class unexpectedly (sudden sickness, flat tire, etc.).
8. Communicate with the parents of your students via the class forum and/or Classroom Dashboard.
9. Think ahead about supplies needed (we may already have them or they may be donated); if the supplies needed are an unusually excessive amount, a class fee will need to be charged. The need for a class fee must be assessed before registration to allow parents to decide whether they are willing to pay extra for your class. If you will need to provide excessive amounts of copies (5+ per student/per week) a small class fee for printing will need to be charged.
10. Communicate with and provide lesson plans, activities, and class materials for your assistant if you are going to be absent from class.
11. Return all desks & chairs to their original configurations in the classroom if moved.
12. Have an emergency substitute lesson plan ready to submit to the Scheduling and Planning Team leader by the first week of the semester. Please replace this plan as soon as it has been used.
13. Be familiar with the Gentle Discipline Policy listed in this Member Handbook.
14. Do not dismiss students from class early. This can be disruptive to other classes.

## **Assistant Teacher Responsibilities**

1. Pray.
2. Be on time (early).
3. Welcome children; engage/interact with children so teachers can prepare at the beginning of class.
4. Take attendance online using the Classroom Dashboard and ensure that all students are wearing their name tags.
5. Crowd control (keep students quiet, help with discipline issues, show grace, etc.).
6. Be prepared to substitute for the lead teacher in case of an unexpected absence; get a plan from the teacher ahead of time if possible. (use substitute plan provided)
7. Time keeper (help the teacher keep track of time; give her a 5 minute warning so that she can wrap up the class on time).
8. Help with snacks during the 2nd hour when necessary (clean up trash and spills).
9. Pass out or collect supplies; be available to assist the teacher in whatever way possible.
10. Help with bathroom oversight for younger grades.
11. Help clean up and get the students ready to leave at the end of class.
12. Get younger students to their next class if their next room assignment is not close by.
13. If a TV was used in the class, return it to room 130 by the admin table.
14. Execute Emergency Procedures in the event of an emergency (see above).
15. Help the teacher move desks and chairs back to their original configuration if moved.
16. Discuss options for an emergency class plan in case the teacher is unable to attend unexpectedly.
17. The helper must be fully present and committed to the class when helping. Please have access to phones in the event of an emergency Remind App message being sent. Otherwise, adults should not be using their phones during classes.
18. Be familiar with the Gentle Discipline Policy listed in this Member Handbook.<sup>1</sup>

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<sup>1</sup> V&B Member Handbook Updated 8/2023