

BRIGHT CO-OP



Believers Rallied
In Groups
Homeschooling Together

HANDBOOK

2023-2024 SCHOOL YEAR

BRIGHT Co-Op Bylaws

Article I - Name, Purpose, Location, Statement of Faith

Section 1.1. The name of this organization is Believers Rallied in Groups Homeschooling Together, referred to hereafter as "BRIGHT."

Section 1.2. BRIGHT is organized to provide home education families an opportunity to enrich our children's academic curriculum and social experience within the context of a Christian-based, co-operative organization. We want to "walk in the light, as he is in the light, to have fellowship with one another (1 John 1:7) and to be a "light to the world" (Matthew 5:14).

Section 1.3. The principle location of BRIGHT shall be located in Somerset County in the State of New Jersey. The organization may have any number of offices at such places as the Board may determine.

Section 1.4. Statement of Faith

We believe:

1. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life. The Bible is without error in whole and in part.
2. God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit.
3. Jesus Christ is God in human flesh being fully God and fully man, except without sin.
4. All men are in violation of God's righteous requirements and His holy character both by nature and act, and are therefore under His just condemnation.
5. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary atoning death on the cross, which was attested to by His visible, bodily resurrection.
6. Salvation is offered as a free gift to the sinner. This gift must be responded to by individual faith at the prompting of the Holy Spirit, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.
7. We believe that marriage is the sanctified union of one man with one woman as defined in the scriptures. Gen 2:23-24; Rom 1:26-27; Eph 5:31.

Article II - Membership

Section 2.1. Participation

1. Co-op membership is open to all Christian homeschooling families who are in agreement with, and have signed BRIGHT's statement of faith, purpose and bylaws, and the code of conduct.
2. Each family's oldest child attending the co-op must be at least six years old by October 15 of the academic year, except by 2/3 vote of the Board.
3. Families desiring co-op membership may be placed on a waiting list if the co-op has already reached its maximum size as determined by the Board each year.

Section 2.2 – Responsibilities

1. At least one parent per family must fulfill the responsibility of teaching a class, assisting in a class, or filling a volunteer slot as determined by the board.
2. Membership fees, including registration fee, insurance costs, monthly fees, and late fees, if applicable, are due on the dates specified on the current year's registration form. Signing the registration form constitutes an agreement to pay the fees on time.
3. All members are required to attend 3 annual meetings.
4. Regular meetings shall be held in September, January, and April. The dates shall be determined by the board of directors who will also set the time and place.
5. Special meetings may be called by the board.
6. Notice of all meetings shall be provided to the voting members by e-mail and/or website chat corner at least 2 weeks prior to the meeting.

Section 2.3 – Termination. If a member does not abide by BRIGHT's bylaws, and the issue is not resolved by the grievance policy, outlined in the BRIGHT Handbook, membership may be terminated by 2/3 of the board.

Article III - Executive Board

Section 3.1. This co-op shall have the right to govern itself according to the standards of the New Testament scriptures, "...endeavoring to keep the unity of the Spirit in the bond of peace..." Ephesians 4:3. The governing body of this organization shall be known as its executive board, and it shall have plenary powers to do all things necessary and proper to operate the organization. The board is responsible for maintaining the overall policy and direction of the organization. The board shall delegate responsibility of day-to-day operations to the director and leadership team. Board members shall receive no compensation (other than reasonable expenses) for their service on the board.

Section 3.2. Board Qualifications

In order to be eligible for the board, a member must have the following qualifications:

1. Homeschooled a child over age 5 for at least three years.
2. Participated in BRIGHT co-op classes for at least two years and fulfilled all responsibilities of co-op membership ability to commit to the term of two years.
3. Passion for homeschooling and BRIGHT's co-op success.
4. Serves in BRIGHT co-op as the head teacher during his/her board term.
5. Attends a minimum of 3 periods weekly.
6. Church membership or faithful church attendance.

Section 3.3. The officers and board members shall be chosen by the general membership in an election by secret ballot. Each member family shall have one vote.

Section 3.4. The executive board shall consist of three officers: Director, Secretary, Treasurer and four board members.

Section 3.5. Terms

1. The director shall serve for a four-year term and is not eligible to serve consecutive terms. The secretary, treasurer and other board members shall serve a term of three years and are not eligible to serve consecutive terms. A board member is eligible to be elected as director during his/her term.

2. A term will be from August 1 to July 31. During the interim time between April election and August 1, any incoming board members will serve as the outgoing board member's protégée, attending board meetings as a non-voting member.

Section 3.6. Resignation, Removal, Vacancy

1. Any member of the board may resign at any time by giving notice to the organization.
2. Any member of the board may be removed by a 2/3 vote of the other board members, if in the board's judgment the interests of BRIGHT would best be served by the removal of the member. Removal from the board does not preclude continuing participation in the co-op.
3. In the event of a board vacancy, the alternate board members shall fill the vacancy. The alternate will begin attending board meetings as soon as the board is informed of the departing officer, but the alternate board member will not have a vote until the standing officer has left. The alternate may submit his/her name during the following regular election and fill a complete term.

Section 3.7. Officers

1. The director generally oversees all aspects of the co-op; is responsible for communication with the co-op host facility (currently Zarephath Christian Church) and with members; schedules, announces, and facilitates board meetings and general membership meetings; prepares agenda for board and general membership meetings. Is available to mediate disputes and to recommend further action. Will cast the tie-breaking vote. Is the liaison between the executive board and leadership team.
2. The secretary shall record all business conducted at both board and general membership meetings; maintain those records; prepare minutes prior to subsequent meetings, be available to assist with administrative tasks.
3. The treasurer shall maintain custody of funds, prepare annual budget and financial statement, and maintain oversight of BRIGHT budget.

Section 3.8. Meetings, Quorum

1. The board shall meet at least three times per year at an agreed upon time and location. Board members shall not miss more than 1 meeting per year.
2. Two-thirds (2/3) of the total board shall constitute a quorum. A quorum shall be present to approve binding decisions affecting the organization. If a quorum is not present, a majority of those present may postpone the meeting to another time.
3. Any action normally taken at meetings of the board may be taken without a meeting if consent by two-thirds (2/3) of the board is given.

Section 3.9. Compensation

Members of the board shall not receive any stated salaries for services on the board. Nothing herein stated shall preclude any member from being reimbursed for actual and reasonable expenses incurred while fulfilling board duties, i.e., travel-related expenses, phone calls, etc., as approved by a majority vote of the board.

Article IV - Leadership Team

Section 4.1. – The board may create leadership team positions as needed to facilitate the effective functioning of the co-op. The board shall appoint all leadership team coordinators.

Section 4.2. – Each leadership team coordinator may form a committee with members of his/her choice.

Article V - Bylaws: Effective Date, Amendments & Dissolution

Section 5.1. Amendment Proposal and Adoption

By-law amendment proposals may be submitted in writing to the board by any active BRIGHT member. Proposals will be considered by the board and adopted as proposed amendment(s) if approved by a two-thirds (2/3) vote of the board. The proposed amendment(s) will be voted upon by the general membership at the next annual meeting if that meeting is less than one month from the approval of the board. If the annual meeting is more than one month away, then the proposed amendment(s) will be submitted to the general membership in writing two weeks before a vote on the proposed amendment(s) is called. This vote will take place by ballot on a co-op day. Any amendment is effective if it is passed by a 2/3 vote of attending members.

Section 5.2. Minor Changes

The director and assistant director together shall be authorized to revise these bylaws to correct punctuation, grammar, cross-references, article, and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the general membership within 30 days.

Section 5.3. Dissolution, Distribution of Assets

1. A motion to dissolve BRIGHT would be presented to the membership after a majority vote of the board. The motion will be presented at a general membership meeting and will require a 2/3 vote of those present to be enacted.
2. Upon the dissolution of BRIGHT, any remaining assets (after payment of final expenses) will be donated to the host facility (Zarephath Christian Church).

Article VI - Purpose, Prohibition, Dissolution

Section 6.1. Purpose - Said corporation is organized exclusively for religious and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

Section 6.2. Prohibitions- No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be

carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 6.3. Dissolution - Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose which are organized and operated exclusively for such purposes.

Article VII - Bylaw Adoption and Ratification

These bylaws of BRIGHT were adopted and ratified by a majority vote of the general membership on April 11, 2016.

*Article 1, Section 1.4.7 was added by majority vote of the general membership on April 16, 2018.

*Minor spelling and numbering updates were made by director/co-director in March 2019. Membership was notified of these changes at general meeting held April 1, 2019.

*Minor spelling and numbering updates were made by director/co-director in August 2022. Membership was notified of these changes at general meeting held September 7, 2022.

BRIGHT CO-OP POLICIES AND PROCEDURES

Member Responsibilities

1. At least one parent per family must fulfill the responsibility of teaching a class, assisting in a class, or filling a volunteer slot as determined by the board. Each student is required to register for at least two periods. Each family is required to serve two periods. if attending two periods, and serve three periods if attending three or more periods. High School students from active families wishing to attend one class may be approved at the discretion of the Board.
2. Members must stay current with payment of fees, including registration fee, insurance costs, and monthly fees, and any applicable late fees, on the dates specified on the current year's registration form. Signing the registration form constitutes an agreement to pay the fees on time. These dues will be used to pay the church for the use of the building, to purchase co-op supplies and equipment, to cover communication costs such as website, and other expenses deemed valid and necessary by board approval. Curriculum expenses will be separate and additional, determined by each teacher. Other classroom expenses deemed necessary by the teacher are subject to Board approval.
3. While a child attends co-op, his/her parent must make every effort to be present at the co-op. In case the parent has to leave during the co-op day during his/her free periods, the parent must appoint a guardian and sign out with his/her contact information. If the parent has to leave the co-op during his/her service periods, the parent has to make sure that in addition to having appointed a guardian and signed out, his/her positions are covered.
4. If a parent cannot attend co-op on any given day, but wants the children to attend, she/he must appoint a guardian and ensure that his/her service positions are covered.
5. If a family's circumstances change due to serious illness or other crisis circumstances and a parent cannot attend co-op for an extended period of time, he/she may appeal to the Board to be able to appoint a guardian for her/his child for the co-op days. The absent parent must make every effort to have his/her co-op positions covered during his/her absence.
6. All members are required to attend the annual meetings held in September, January, and April as well as special meetings of the general membership called at the discretion of the Board. **Members who do not attend these meetings due to an excused absence and do not notify the director beforehand of their absence will be assessed a fine of \$25.00 per meeting missed. If not present, member cannot vote. Excused absences include emergency situations, death in the family, illness.**
7. All members are required to solve conflicts in a God-honoring manner and consistent with Matthew 18.

General Co-op Information

1. Parents must sign in at the sign-in desk when they arrive at the co-op. If they leave the co-op building for any time during the co-op day, they must sign out with their contact information and provide the name his/her children's guardian.
2. A folder with your name is provided on the sign-in desk. Please check that for missing assignments, general notifications, etc.
3. BRIGHT classes begin at 9 am and end at 3:25 pm
4. BRIGHT classes are 55 minutes in length – an end-of-class signal will be given at 5 minutes before the beginning of the next class.
5. Assistants should give a warning about 5 minutes before the end-of-class signal, so that the teacher can wrap up his/her class before the end-of-class signal and dismiss the class in a timely manner.
6. If you arrive for the 9 am class, please be in the Big Room by 8:45 for prayer and announcements.
7. If you are late, please go straight to your assigned position, except to drop of your child(ren) in their classes, if necessary.
8. If you are not going to attend co-op for any reason, including illness and weather-related circumstances, you must inform the co-op day coordinator by **7:30 am** that you will not be attending. We need to let members know by 8 am whether co-op will be held or not. Co-op cancellations will be posted on the website, a cancellation email will be sent out by the director, and a "remind app" notice will be sent. If you are not sure by 7:30 that the roads are drivable in your area, please tell us you are not coming. If you later in the day change your mind, you can still come if co-op has not been canceled.
9. If you are late or are not going to attend co-op for any reason, you are responsible to find a substitute for any of your responsibilities, including clean-up duty. Please refer to the "Finding a Sub" instructions tab on the website.
10. Children younger than 6th grade may not be outside of the building without adult supervision.
11. All backpacks, bags, coats, etc. should be kept in baskets along the hallway walls, clearly labeled with each family's name above it. All books, art projects, lunch boxes, etc. should be returned to the baskets between and after classes.
12. No personal items, i.e., backpacks, jackets, etc. should be left in the Big Room or any other rooms.
13. All art projects will have to be taken home that day. Our co-op is being followed by another co-op on Thursday, and we cannot guarantee the safety of the projects or guarantee that we have storage for them.
14. There is a Lost and Found for the whole building in the kitchen. About once every three months, items will be donated or discarded. There will be a warning before that happens.
15. Any left-over materials you bring for sale or for the taking, **MUST** be taken home at the end of the day or they will be discarded.
16. Please return supplies from the cabinet. These supplies are provided for you. Take care like you would at home. If supplies are needed, contact your supply coordinator.
17. Clean up after yourselves in the common room.

Illness Policy

Children may not attend BRIGHT when exhibiting any of these symptoms:

- A fever (100 degrees or more) currently or within the last 24 hours
- Open sores or weeping wounds
- A harsh cough or a croupy cough (sounding like a bark)
- Yellow or green nasal discharge
- Diarrhea or loose stools currently or within the last 24 hours
- Flu
- Vomiting currently or within the last 24 hours
- Head lice, pinkeye, ringworm, impetigo
- If exposed to Fifth's disease (a pesky viral rash usually appearing on the face), please be considerate – 5ths is spread through airborne symptoms
- Lethargic behavior (Moms and Dads usually know when a child isn't feeling well)
- Any symptom with which they usually stay home from school

Please use discretion and consideration on sending siblings that have been exposed to highly contagious illnesses such as the flu, pink eye, the stomach bug, strep throat, and chicken pox etc., to BRIGHT to prevent the illness from spreading to infants, pregnant women, other children, and members with autoimmune disorders.

****When in doubt, err on the side of caution. Remember, we have technology at our disposal, such as Facetime, Zoom, etc. Students and teachers can join classes virtually using these or other tools. ****

Thank you very much, for your cooperation as we work together to safeguard the wellbeing of all our families.

Building Usage - General Rules

As guests in our facility, we want to be positive representatives of Christ in abiding by host facility rules and requests, as supervised by the Building Liaison and the BRIGHT Board.

- Kitchen use is for adults **ONLY**.
- Outside lunch in designated area only which will be near playground and picnic tables.
- Lunch is to be eaten during our Lunch Period. **No** lunch or snacks eaten during instructional time. It is permissible if a teacher has planned a whole class activity involving food/drink.
- Students 6th grade and above **ONLY** are allowed outside without a parent. Younger siblings will **NOT** be allowed without a parent.
- Please do **NOT** bring popcorn or messy foods to co-op for lunch. Please use closed juice containers or pouches that will not spill easily. No red or purple juices, please.
- Please respect the indoor playroom age limitations. Even though the age stated in the playroom says 11 and under, the age limit is 5 years old.
- Students will stay within those areas which have been authorized for BRIGHT's use and will not run in the halls or linger in the restroom or anywhere else unsupervised unless permitted by an adult.
- Whenever possible, all members should leave each room cleaner than it was when they arrived, being proactive to do more than what is expected for the good of BRIGHT and the work of the Lord.
- Members should be willing and prompt to compensate the host facility through the Board Liaison for vandalism clearly and willfully done by one's own children. If more than one child is involved, the compensation would be shared equally, unless the Board makes a different judgment.

The Board retains the authority to ask incorrigible offenders not to participate in BRIGHT's functions either temporarily or permanently.

Dress Code

At BRIGHT we want to be guided by the scriptures, and our dress code is built on:

1st Corinthians 10:23

“All things are lawful,” but not all things are helpful. “All things are lawful,” but not all things build up.

Romans 14:13

Therefore, let us not pass judgment on one another any longer, but rather decide never to put a stumbling block or hindrance in the way of a brother (or sister).

Dress Code – Endeavoring to honor the Lord and respect our brothers and sisters, we require the following:

- **Pants:** no undergarments showing, not form-fitting unless covered
- **Shirts/Tops:** no undergarments showing, must cover cleavage, must cover tops of pants at all times, no spaghetti straps, or tube tops, no offensive or controversial messages or images, Clothing will reflect appropriate gender.
- **Shorts and skirts:** Not shorter than one hand-width above the knee
- **Shoes:** must be always worn unless removed for certain activities as determined by teacher

We ask the parents to lead by example in following the above dress code and to enforce the dress code before attending co-op.

As a Board we understand that as individuals and individual families, we follow the Lord according to the freedom and insight He has given us. However, as a Board we have the responsibility to prayerfully set guidelines according to our understanding of the scriptures and enforce them in love. Therefore, the Board reserves the right to address individuals if the dress code is being broken. Any differences between BRIGHT rules and member family rules do not represent a judgement on the child or the parent.

BRIGHT CODE OF CONDUCT

PARENT AND TEACHER GUIDELINES

1. Parents are responsible for the actions of their own children and should discipline them in a discreet and respectful manner while participating in any BRIGHT activity.
2. Adult co-op members can direct or correct someone else's child verbally, not physically. If one notices wrong behavior, try first to speak quietly and privately to the child, explaining the problem and warning them of the consequence. The child's parent should be told of any correction that has occurred.
3. A child corrected by an adult other than his/her parent has the power to appeal to his/her own parent or other co-op adults if needed.
4. Only associate the name BRIGHT with those activities or documents that are Board approved. Keep BRIGHT's membership listing and website access confidential.
5. Teachers and assistants should make their expectations clear, both from an academic and behavioral standpoint. Consequences should be clear. The teaching team has authority in the classroom and should make every effort to communicate with the parent of a student who is not following the rules and guidelines set by that teaching team.
6. Notification slips will be made available to each teaching team to facilitate parent/teacher communication.
7. Parents of students should make every effort to be in communication with teachers, especially if there is a reason why a student has not been able to complete his/her required assignments.
8. Parents of students 3rd grade and younger must ensure, either personally, or with other cooperating parents, that their students are not dropped off in a classroom that is not supervised by an adult.
9. Teaching teams are responsible to keep their students in the classroom until the bell rings. If class is done early, students should still remain, supervised in the classroom. They may work on homework or socialize quietly until the bell rings. Early dismissal of students can be distracting to other classes still in session.
10. I agree to resolve conflicts with other members of BRIGHT according to the steps outlined in this Handbook, based on Matthew 18.

BRIGHT CODE OF CONDUCT - STUDENT GUIDELINES

Proverbs 19:20 Listen to counsel and accept discipline, that you may be wise the rest of your days. (NASB)

I will treat others with kindness and respect as Jesus would.

I will honor those in authority with prompt and cheerful obedience.

I understand that I may always appeal respectfully to my parent or another adult if I feel I am being mistakenly corrected.

I will make every effort to be prompt for my classes.

I will make every effort to bring all required items to class.

I agree to participate willingly in all activities directed by teachers.

I will make every effort to not be a distraction in class by chatting, writing notes, looking at my phone, making noises, etc.

I will not use cell phones and AirPods/buds during class periods. I understand they will be in my backpack.

I will not bring any form of weapon to BRIGHT. This includes pocket or hunting knives. These should remain at home or in my car.

I agree to keep personal items, not related to my class, out of the classroom, unless indicated by the teacher that I may bring them.

I will make every effort to complete my homework and will ensure that my parent notifies my teacher before class if I am unable to complete my assignment for any reason.

I will treat worship, prayer, and class discussion with seriousness.

I will treat BRIGHT/Zarephath facilities with respect and care.

I will dress and act appropriately and modestly.

I will not use unwholesome speech, gestures, or artistic renderings at BRIGHT. I will not take God's name in vain.

I am willing to be held accountable for my own actions and lovingly hold others accountable for theirs.

I understand that if I have an unresolved problem with another student, I should go to my parent to help mediate. My parent will help guide us through the steps in Matthew 18 to help restore unity.

I will not participate in any way with tobacco use, vaping, illegal drug use or alcohol use.

I will not let relationships be a distraction to myself or others by refraining from PDA within relationships of interest. Physical demonstrations of affection between kids who are dating are not permissible.

I understand that bullying, roughhousing or other aggressive behavior (physical or verbal) is completely unacceptable at BRIGHT and will result in removal from class for at least one session, or even permanently, depending on the severity of the offense.

Proverbs 10:17 Whoever heeds instruction is on the path to life, but he who rejects reproof leads others astray. (ESV)

Teacher/Co-Teacher Policy and Procedure

Responsibilities

1. Is prepared for his/her class(es).
2. Is on time for his/her class(es).
3. Communicates clearly with his/her teaching team what is expected of them on a weekly basis.
4. Communicates clearly with the teaching team how to cover the class in case of an unexpected absence.
5. Communicates clearly with the parents what is expected of their children (homework, tests, etc.) as well as what they can expect from the teacher (give homework, tests, grades, etc.)
6. Co-teachers and Assistants must be willing to fill in and teach in the teacher's absence.
7. Teachers must send out weekly homework email **no later than Noon Thursday**.

Teacher Reimbursement: The teacher will be reimbursed for any agreed-on class fees by the parents directly. If a parent does not pay the class fee within the time specified by the teacher, the teacher will inform the treasurer and he/she will be reimbursed from co-op funds. The treasurer will inform the bookkeeper and the parent that the amount will be added to the parent's next membership dues. If a parent does not pay the class fees, he/she will not be able to register the following year until all class fees have been paid.

Complaints and Concerns: Members are encouraged to avoid grumbling, but instead, bring a question, problem, or concern about the operation of the co-op to a Board member.

Grievance Policy/Conflict Resolution: If a conflict arises based on an offense or a perceived offense, the following steps should be followed:

1. Go to the person who offends you; calmly try to clear up the matter without retaliation (Matthew 18:15)
 - In case of any repeating child-to-child issues (after the teacher has spoken to the offending children), the teacher should speak directly with the parents of the children only.
 - In case of conflict within the teaching team, the teacher should attempt to resolve the matter prayerfully between the team members only.
 - In case of parent-to-teacher issues, the parties should try to resolve the matter prayerfully between the teacher and the parent only.
2. If the matter is not resolved, speak to a Board member, who will determine whether further involvement of the Board is warranted. The first action will be for the offended party and the Board member to address the issue with the offender. (Matthew 18:16)
3. If the matter has still not been resolved, both parties should bring the matter to the Board, which will try to resolve the matter after hearing from both parties, separately or jointly, at its discretion. Through the whole process, all parties should refrain from gossip. (Matthew 18:17)
4. If a Board member is involved in a conflict and it is determined by the rest of the Board members that the Board needs to be involved in an attempt to resolve this conflict, that Board member will be asked to remove himself/herself from the Board temporarily. During that period, he/she will not be able to attend Board meetings and will submit himself/herself to the action decided on by the Board. Once the situation has been resolved to the satisfaction of the Board, the Board shall vote to re-admit the Board member to the same status as before.

General Absence/Lateness Procedures

In case of unexpected events such as sudden illnesses, etc.

Teachers/Co-teachers Absence:

1. Contact your co-teacher or assistant and let them know that you will be absent.
2. Contact the alternate for the class and let them know that he/she needs to assist in your class.
3. Contact the co-op day by coordinator by **7:30 am** and let him/her know that you will be absent, and your class is covered.
4. **In case of planned absences:** ie, vacations. Let all the appropriate people know when he/she will be gone and make sure his/her position is covered. Inform the co-op day coordinator of planned absences once plans have been finalized.

Assistant Absence

1. Contact your teacher and let him/her know that you will be absent.
2. Contact the alternate for the class and let him/her know that he/she needs to assist in your class.
3. Contact the co-op day coordinator and let him/her know that you will be absent, and your class is covered.
4. **In case of planned absences:** ie, vacations. Let all the appropriate people know when he/she will be gone and make sure his/her position is covered. Inform the co-op day coordinator of planned absences once plans have been finalized.

In an emergency ONLY: If this is a true emergency and you do not have time to contact your teaching team, please contact the co-op day coordinator and let him/her know your circumstances.

Leave of Absence: In case the teacher will have to take a leave of absence from his/her teaching responsibilities during the school year due to unforeseen circumstances, he/she must inform the class coordinator immediately. He/she must make every effort to find a substitute for his/her position.

Students Only Absence: Parents contact the appropriate teachers and lets them know that the child(ren) will be absent.

Parent Only Absence: If your child will attend without you, he/she must have a guardian for the whole time he/she attends co-op. Please inform the co-op day coordinator of this circumstance and who the guardian is. Also make sure the co-op day coordinator has your contact information.

Lateness: On time means being at the co-op 10 minutes **before** the beginning of class time. A parent and child should be in the classroom at the start of the class.

BRIGHT Membership Application Process

1. Request for information – website page.
2. Phone call or e-mail contact by Director (establish basic requirements are met: age of children, religious affiliation, church attendance, etc., provide answers).
3. Invitation to visit on preset visitation days – director informs the affected teachers by Sunday before visiting day.
4. Interview with board members.
5. Board reviews applicants, prays, and turns in votes within 7 days by email.
6. Phone call or email confirmation or denial by the Director.
7. Applicants fill out Membership Application forms online.
8. Director approves.
9. New members are invited to register for co-op when registration opens. Once registration and fees are received, new members may register for classes.

BRIGHT Family Guest Attendance Policy

Co-op families may bring visitors for single visits, with prior approval of the class coordinator or director and the teacher(s) of the class(es) which that visitor would attend.

Co-op families need to seek approval from the class coordinator and the board if non-family children stay with them for an extended period of time and want to attend co-op during that time. The class coordinator will discuss with the affected teachers whether to allow anyone else into the classroom. The teacher's preference will be given.

Guests must get a name tag and waiver from the sign-in table.

Non-parent guardians, such as grandparents, attending the co-op on any given day, must get a name tag and sign a waiver from the sign-in table.

Prom Code of Conduct

This is a non-dating event meaning behaviors such as kissing, embracing, or engaging in behavior that the chaperones deem inappropriate is forbidden.

I will not go off alone with a member of the opposite gender.

Purpling is not allowed.

My behaviors in dance and relationship with friends will honor the Lord.

I will treat others with kindness and respect as Jesus would.

I will honor those in authority with prompt and cheerful obedience.

I understand that I may always appeal respectfully to my parent or another adult if I feel I am being mistakenly corrected.

I will not bring any form of weapon to BRIGHT Prom. This includes pocket or hunting knives. These should remain at home or in my car.

I will treat BRIGHT/Zarephath/Prom Venue facilities with respect and care.

I will dress appropriately and modestly.

I will not use unwholesome speech, gestures, or artistic renderings.

I will not take God's name in vain.

I am willing to be held accountable for my own actions and lovingly hold others accountable for theirs.

I understand that if I have an unresolved problem with another student, I should go to my parent to help mediate. My parent will help guide us through the steps in Matthew 18 to help restore unity.

I understand that bullying, roughhousing, or other aggressive behavior is completely unacceptable at BRIGHT Prom

I will not participate in any way with tobacco use, vaping, illegal drug use or alcohol use.