

The West Branch Learning Tree Handbook for Prospective Members

Dear Prospective Co-op Member,

Welcome! The West Branch Learning Tree is excited and encouraged by your considering home schooling and being a part of our co-op. The following policies and procedures are designed to support and administer the vision and governing values of the West Branch Learning Tree. Thank you for your attention concerning these policies.

Please be mindful that because we are continuously changing and growing, it may become necessary for us to re-evaluate certain areas of the co-op. In light of this, and to serve you better, we reserve the right to change policies and procedures without notice.

We do appreciate you going over these policies, and we look forward to meeting you!

The West Branch Learning Tree Leaders

Statement of Faith

- We believe that the Scriptures of the Old and New Testament are the inspired Word of God, and adhere to its teachings as a guide to our lives.
- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was born of a virgin, lived on earth without sin, and the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection.
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

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Building Usage

1. Entry / Restricted Areas

We will be using the second to the last side-door on the right of the church as our main entrance. We are only allowed to enter through this door. We have been asked to not use the hallway the offices are in – there will be Do Not Enter signs up.

2. Parking Lot

Parents and teachers are permitted to park in the back lot behind the church. Parking in front of or alongside the church is **not** permitted. Parking in a handicapped area is not permitted unless you have a handicap-accessible sticker.

Students are to be accompanied by adults at all times while playing outside in the parking lot. Individual parents will be held responsible for any mishaps involving your child that may occur during this time.

Communication

E-mail through our website is our preferred form of communication.

Important Contacts

If you are not a member of West Branch Learning Tree and you have questions, please contact us via email at info@wbltcoop.org. If you are a member of West Branch Learning Tree and you have questions, please contact the appropriate person using the information found in your Membership Directory.

Lunch

Lunch is held from 12:00-12:30 in the Fellowship Hall (Gym). All students must remain in the Fellowship Hall during lunchtime. All students should remain in their seats for the entire time. Parents & students are responsible for cleaning up their eating area prior to 4th hour. Each family will also serve one week on lunch cleanup duty. **Food and non-water drinks are not permitted anywhere in the building other than the Fellowship Hall.**

Visitors

Visits by prospective students and families can be arranged through Debi, Amy, or the website. Adult visitors must check in with the front desk and wear a visitor's badge while in the building. If you see an adult you don't recognize walking around the classroom areas without a visitor's badge, please stop them & ascertain whether they should be there or not. If they are visitors, please send them to the front desk. If they're not visitors, members, or church personnel, please ask them to leave.

Special Needs

We can occasionally accommodate minor special needs students who are high functioning. There is an Educational Accommodation Form on our website that must be filled out for every child every year. If a special needs child is able to participate in a class, at whatever age or grade level fits his or her need, that child is more than welcome. However, we are not a special needs school. We are not equipped with either the manpower or training to provide one-on-one instruction to any child. Sometimes there are children who have needs that cannot be accommodated by our program. If a child is not able to participate without repeatedly disrupting the class, or posing a threat to others, the parents will be asked to remove the child. The need for removal will only be considered as a last resort and will be decided upon by the teacher involved, the Dean of Students, and the WBLT leaders.

Discipline Policy

1. Each teacher is responsible for his or her own code of conduct within his or her class.
2. If a teacher deems a student's behavior inappropriate, the student will be sent out of the room. Students will be sent to their parents. The Incident Report form will get filled out & given to the Dean of Students.
3. Parents may be asked to attend class the next time if inappropriate behavior continues.
4. The West Branch Learning Tree reserves the right to expel any student from the co-op if disruptive behavior fails to be curtailed. No refunds will be given.
5. We reserve the right to ask a student to leave the co-op if it is felt his/her needs are not being met, or if the student's behavior is unmanageable or detracts from the experience of others in the co-op.

Dress Code

1. Cooperation is expected from parents/guardians as well as students.
2. Maintain an appearance that is clean and modest.
3. Shirts must be hip length.
4. Muscle shirts, tank tops, halter tops, and spaghetti straps are not permitted.
5. Shirts should have enough of a sleeve to approach the curve of the shoulder.
6. Showing excessive cleavage will not be tolerated.
7. Shorts must be no shorter than six inches above the knee.
8. No writing on the backside of shorts or pants.
9. Skirts or dresses must be no shorter than three inches above the knee.
10. Stockings or "leggings" are not permissible as pants unless they are covered by a skirt, shorts, or dress that approaches the knees. Leggings are anything that are skin tight and stretchy.
11. Shoes must be worn at all times, unless requested by teacher, i.e. Tae Kwon Do. (No wheels!)
12. If a student is out of dress code, they may return home to change.
13. For all Pep Days:
 - a) Please follow the co-op dress code. All students must come dressed in their costumes – no getting dressed at co-op.
 - b) Costumes may not have parts that interfere with learning. This means no masks or costumes that restrict movement or vision, prevent sitting at desks, or prevent participation in gym classes. Costumes must not obstruct movement in the hallways.
 - c) Costumes may not be violent, suggestive, or scary.
 - d) Costumes may not promote violence or have accessories or props that could be used as a weapon.
 - e) Costumes should be positive and child-friendly. If you have questions about a costume, please ask a Director before the Pep day.

We are a nut free facility due to the number of allergies.

Please do not call the church office for any reason.