

# *The West Branch Learning Tree Handbook for Students*

Dear Students,

Welcome! The West Branch Learning Tree is excited to have you be 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 rules, and we look forward to a terrific school year!

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.

## **Table of Contents**

Building Usage

Lunch

Facebook

Illness Policy + Kids Attending w/o Parents

Responsibilities of Student

Discipline Policy

Dress Code

## **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. Classrooms**

- No Gum!
- No food or non-water drinks.

### **3. Restrooms**

Please keep the bathrooms clean!

### **4. Parking Lot**

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.

### **5. Elevator**

There are two elevators. They are to be only used by those with special needs and circumstances. There will be signs up.

### **6. Telephones**

There are several phones located throughout the Fellowship Hall area and Nursery. These phones are the church's business phones and are strictly for church use. Personal calls made during co-op hours are limited to cell phone use only.

***Remember, we are guests in this building. If we are not courteous and respectful, we may not be invited back.***

## **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.**

## **Facebook**

During the registration process, families choose whether their child's photo can be used on Facebook, with the agreement that students will not be identified by name. We appreciate that almost everyone allows us to use their child's photo, as it helps us in choosing photos that best show off our program. A big activity on Facebook is "tagging" photos to identify those in the photo. We want to make sure we respect those families who don't mind their child's photo on Facebook but don't want his or her name associated with the photo. Once photos are posted to Facebook, we ask that you tag only your own child (if you want to!). Please do not tag other people as they may not want their names shown.

### **Illness Policy + Kids Attending w/o Parents**

Children with the following symptoms should not attend:

Colored mucus; Diarrhea, vomiting, or nausea; Eye drainage; Virus or contagious infection (we have had non-vaccinated children attend); Rashes (including bleeding diaper rash); or Fever within the last 24 hours; anything contagious

Kids are not supposed to be at co-op without an adult family member. The only exception to this is high school students. Younger kids are not allowed to stay if an adult member of their family isn't with them to sub for the missing parent. It creates more work for the parent who takes over as the responsible adult, and when we've allowed it in the past, it has more than once ended in disaster. We don't want that for anyone - not you, not your kids, and not whoever is responsible for them! Let us know if you have any questions.

### **Responsibilities of Student**

1. Be on time to class.
2. Keep the bathrooms clean. Walk quietly, respect the church. See **Building Usage**
3. Be prepared. Bring supplies, books, and homework.
4. Be quiet in the halls between classes. No yelling or running.
5. No cell phones may be used during class time.
6. Be respectful of others' property, feelings, and bodies.
7. Never take food or non-water drinks into a classroom.
8. No gum.
9. Be receptive and friendly to new students.
10. Our teachers are careful to assign meaningful assignments to enhance the in-class learning experience. Students will be expected to participate to the best of their ability. Students not willing to put effort into a class will be asked to drop the class. If there's not space in another class, they will sit that hour with their attending parent.
11. Behaviors of a serious nature (willful defiance, potentially harmful [physically or emotionally] actions or behavior toward another, intentional property damage, out-of-control behavior, etc.) will not be tolerated. Each incident will be considered on an individual basis and may involve the student missing the next week or being asked to leave the co-op. The leadership, teacher, and parents will meet to discuss any dismissal action. Parents of the student will be kept well informed through this process.
12. Be ready to have fun, make new friends, and learn something, too!

### **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:
  1. Please follow the co-op dress code. All students must come dressed in their costumes – no getting dressed at co-op.
  2. 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.
  3. Costumes may not be violent, suggestive, or scary.
  4. Costumes may not promote violence or have accessories or props that could be used as a weapon.
  5. 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.**