Clayton Area Co-Op’s
Code of Conduct

# We believe it is the parents’ responsibility to shape the Godly character of their children and to guide them in their Christian education.In accordance with that belief, all parents and students are expected to represent themselves in a manner that pleases God.We expect parents and children alike to:

1. Be courteous, considerate, cooperative, and respectful.
2. Avoid profanity, gossip, slander, fighting, and bullying.

# Students:(Parents, read this information with your child(ren) and make sure that they understand and abide by the following rules.)

1. Be responsive and respectful to those in leadership.
2. Show respect to those around you in words and actions. Avoid unkind words and foul language.
3. Avoid disruption of class to be respectful of the leader's time and to avoid distracting the attention of the other classmates.
4. Disruptions and misbehavior will result in being removed from the class to remain with your parent or guardian on site.
5. Continued disruptive behavior will result in dismissal from the class or CACO permanently.
6. CACO is not responsible for the loss of personal objects brought to class. Please avoid bringing things to class that are not required for participation such as toys, books, stuffed animals, etc.
7. No knives or weapons are permitted in class or at events.
8. Violence or threats will not be tolerated and is an immediate actionable offense.
9. Do not leave a room or activity without the permission of a parent or instructor.
10. Clean up after yourself and help with room clean up after class.

# Parents:

You must sign this agreement.

1. I understand that my child’s education and discipline is my responsibility.
2. I understand that this is a cooperative education venture and that **every family** **unit must have at least one parent or guardian on site during the entire co-op session who is willing and able to serve in some capacity.** This means that errands, appointments, etc. should be scheduled outside of Co-op time, and no one should be leaving early nor coming late, as this undermines the functioning of Co-op and shortchanges the other participants. Extenuating circumstances will be considered, but joining Co-op requires a level of commitment that means we do not schedule other appointments or activities for Fridays when co-op is in session.
3. I understand that I will be required to teach or assist in at least 1 class (after the 1st year), help in a class when needed, and serve in other capacities as needed. Children will not be registered for co-op unless their parents have made a commitment to help.
4. I will take my responsibilities of the group seriously, and I will do my best to arrive on time and be as prepared as possible.
5. I understand that my child(ren) will be held to the Student Code of Conduct listed above. If an issue arises, the teacher will speak to the parent. If the issue continues the teacher will bring the matter before the Leadership Team.
6. I understand that I am ultimately responsible for my child(ren)’s actions and behavior at all times. Any discipline for behavior issues will be up to me as the parent.
7. I understand that if my child is in a class without myself present and a behavior issue is observed (including but not limited to- continued disruption of class, disrespect to leaders or other classmates), the teacher of the class may give my child a warning. Continued misbehavior will results in the child being sent to me as the parent for discipline. I understand that continued misbehavior can result in my child and/or my family being dismissed from the co-op indefinitely. After 3 warnings, a meeting with the Board will be held to determine course of action.
8. I will strive to be patient and understanding with everyone’s children as well as other parents.
9. If I have an issue with a teacher or another parent, I will communicate it respectfully to that person first, in private. Issues shall not be aired with others. If the issue is not resolved, the adults are to discuss the situation with a member of the Leadership team.
10. I will work together with the other parents so that the group may run smoothly.
11. I will respect the beliefs, opinions, and political affiliations of other members. I understand that parents are to use discretion and try to avoid conversations that may alienate another member or cause a conflict. The topic of politics is not usually conducive to a peaceful atmosphere, and I will refrain from having political discussions.
12. When I enroll my child in a class that requires “outside work” I will supervise that work at home. My child(ren) will come to co-op prepared to learn and participate.
13. I will be vigilant about keeping sick germs at home! If my child has had a fever over 100.5 degrees, vomiting, diarrhea, or a contagious illness within the 24 hours up to and including co-op, I will not bring them to Co-op. If they become sick with any of the same during co-op, I will take them home. I will be sure to notify the Administrator so that my classroom responsibilities can be covered.
14. I understand that promptness and attendance is required for the smooth running of the Co-op. However, if I am unable to attend, I know that it is my responsibility to find a sub for my position and alert the Administrator as soon as possible.
15. Since Co-op is a cooperative effort and each person’s contribution is critical to the success of the whole program, I understand that if I have **more than 4 absences** for the year, my family may be asked to leave Co-op, and readmission for the following year may be denied. Extenuating circumstances will be considered on a case-by-case basis.
16. If my child has a learning disability or a special need, I will discuss this with each of his/her teachers before co-op begins.
17. I will do my best to make sure that we go home with all our book bags, lunch boxes, etc. CACO is not responsible for lost personal belongings.
18. I will refrain from unnecessary use of electronic devices (ex. I-Pods, cell phones) during instructional time.
19. I will check my emails for general co-op updates, and for emails from teachers, understanding that most communication will occur via email.
20. I understand that one of the “co-operation jobs” for parents is clean-up duty at the close of co-op. We need to leave the church better then we found it. I will sign up once a month for clean-up duty.
21. My family will attend **at least one** of the 2 clean up days that will be scheduled at the church as community service one Saturday a semester.
22. I will notify teachers and Administration about any medical conditions, allergies, etc. for each of my children, and I will provide emergency medical information to Administration.

# Please also keep in mind:

1. Being a member of CACO is a privilege and one’s participation can be revoked due to misconduct. The Leadership team may also deny participation to any member at their discretion.
2. The Leadership Team reserves the right to change policies and procedures to accommodate the needs of the group and will notify all members should such a situation arise.
3. When we are attending activities as a group, our behavior reflects not only on the individuals, but on CACO as well. We ask that you continue to adhere to these rules of etiquette when we are outside of our normal building the same as when we are in it.

**By joining the Clayton Area Co-Op, you agree to abide by this Code of Conduct.
Failure to abide by this Code of Conduct will result in permanent dismissal from the group no matter what point of the current school year it may be.

If a concern or conflict arises, please bring it to the attention of one of the Leaders so that it may be addressed.**

# Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_