



323 Christian Co-op

La Vergne, TN 37086

323 Co-op Parent & Student Contract

Participation in 323 Christian Co-op is a shared responsibility among families. Parents play an essential role in supporting both the academic and community life of the co-op.

Parents are expected to contribute their time by serving as a teacher, assistant teacher, childcare provider, or in other roles as needed. In all roles, parents help support student learning, provide assistance when needed, and ensure student safety at all times. Teachers are responsible for maintaining attendance records and monitoring completion of assigned work.

Teachers are expected to post weekly assignments for their classes no later than Sunday at 8:00 PM in preparation for the upcoming week. Clear and consistent communication with the board, fellow teachers, and parents is essential. Parents and teachers should communicate in a timely manner and seek assistance from leadership when support is needed in the classroom, curriculum preparation, or behavioral situations.

Parents are responsible for ensuring their child comes prepared with all necessary materials to support success in the classroom (e.g., headphones, calming tools, or other supports as needed). When behavioral challenges arise, teachers and parents should provide redirection, gentle correction, and appropriate reminders. If a student continues to struggle, the parent may be asked to remove the student from class for a break. Any damage to the church facility must be reported to leadership, and families are responsible for repair or replacement in coordination with the board.

High school teachers are responsible for providing a syllabus and clearly communicating assignments, due dates, quizzes, and tests through the designated platform. In addition, high school teachers are expected to communicate monthly with parents regarding student performance and progress.

As part of participation in 323 Christian Co-op, each family is required to purchase the necessary textbooks and curriculum for students in grades 3–12.

Parents are also expected to serve on at least one committee to support co-op events. Volunteer sign-ups and committee assignments will take place during the required June 11–12 parent meeting.

Parents serve as the primary educator for their students and are responsible for assigning grades to their umbrella school, in coordination with co-op teachers. Parents should communicate regularly with their students to ensure assignments are completed and that students are prepared to participate in class discussions. The success of the co-op depends on consistent preparation and shared accountability.

If classroom supplies are needed, teachers should notify their assigned board member by Monday at 12:00 PM. If communication is not received by that time, the teacher may purchase necessary materials and submit receipts for reimbursement.

Health and Attendance Policy

To promote the health and safety of all families, the following guidelines apply:

- Students or parents who have had a fever within 24 hours prior to co-op (defined as above 98.6°F) should remain at home.
- Students who have experienced vomiting, diarrhea, or other stomach-related illness within 24 hours should remain at home.
- For symptoms such as pink eye, flu-like illness, cough, or general malaise, families are expected to use sound judgment.

If a teacher must be absent, at least 24 hours' notice is required. Lesson plans must be provided to the assistant teacher and area director to ensure continuity of instruction.

If a high school student is absent, a parent must notify a board member as soon as possible. The student remains responsible for completing all missed work.

Technology Policy

Electronic devices, including phones and tablets, are permitted only for academic purposes when required. The co-op prioritizes face-to-face engagement and community interaction. Younger students attending with a parent are expected to leave devices at home unless otherwise instructed.

Dress Code

Students and parents are expected to dress in a manner that promotes a respectful and distraction-free learning environment. Clothing must fully cover shoulders, chest, midriff, and backside, including when seated or bending. All logos, graphics, and wording must be appropriate.

Clothing such as sheer garments, spaghetti straps, strapless tops, or low-rise pants is not permitted. Pants and jeans should not expose private areas. If attire is deemed inappropriate, the student may be asked to change.

Students should also dress appropriately for outdoor activities and physical education, including wearing suitable footwear.

Hats are permitted but may be required to be removed during specific activities (such as prayer or certain experiments) for safety and respect.

Severe Weather and Safety Procedures

Emergency procedures, including severe weather and fire drills, will be reviewed during the first co-op meeting of the year and again in January. Additional safety discussions, including active shooter preparedness, will be addressed during the June parent meeting to allow families to guide conversations appropriately at home.

In the event of severe weather, the board will make a decision regarding co-op operations at least 24 hours in advance and will notify all families accordingly.

Supplies and Fees

All curriculum materials should be purchased by no later than August 1 to ensure readiness for the start of classes. *See Class List and Fees*

Students should bring a folder or notebook, along with general supplies in a pencil pouch or bag, to each co-op meeting.

- **Membership Requirement:** Families must maintain an active MTHEA membership (cost determined by MTHEA) to support co-op insurance.
- **Registration Fee:** For returning families and new families.
- **Facility Usage Fee:** Cost is per family
- **Class Supply Fees:** Determined after class enrollment; due by June 30 unless on a payment plan.

Registration and facility fees must be paid by May 31 to secure placement. Attendance at the annual parent meeting (June 11–12, 9:00 AM–2:00 PM) is mandatory. No refunds will be issued after the June 6 meeting.

Liability Waiver

Participation in 323 Christian Co-op is voluntary. By signing below, parents acknowledge that they assume responsibility for any injuries sustained during co-op activities, events, or field trips. Neither 323 Christian Co-op nor Emmanuel Baptist Church, nor any individuals serving within these organizations, may be held liable for such incidents.

K–8 Student Honor Code

Students are expected to engage respectfully and responsibly in all co-op activities. They should treat others with kindness and patience, strive to be peacemakers, and use words and actions that reflect Christlike character.

Students should come prepared for class, having completed assigned work with support from their parents. They should avoid bringing distracting items and instead participate fully in fellowship and learning.

If a student struggles to meet these expectations, they may be asked to sit with their parent or be temporarily removed from class. Continued behavioral concerns may result in a meeting with the board and placement on probation, with the goal of providing support, correction, and restoration. Failure to improve may result in dismissal from the co-op. (See Disciplinary Practices & Consequences)

High School Student Honor Code

High school students are expected to come prepared each day with necessary materials, including a water bottle, snack, and appropriate work for study hall.

Students must arrive on time, remain with their assigned class or instructor, and stay within designated areas unless accompanied by an adult. At the end of the day, students are responsible for completing assigned cleaning duties and receiving approval before dismissal.

Students are expected to complete all assignments and demonstrate responsibility in their academic work. Patterns of incomplete work or behavioral concerns may result in meetings with parents and the board, including possible probation or dismissal if improvement is not demonstrated.

Students should engage in respectful conversation, avoiding gossip, harmful speech, or inappropriate language. The co-op maintains a zero-tolerance policy regarding sexual content, harassment, substance use, theft, bullying, and inappropriate physical contact.

Students are expected to complete their own work. Academic dishonesty, including plagiarism or misuse of AI, is prohibited and may result in disciplinary action, including probation.

High school students are expected to abide by the dress code outlined in the Parent Contract, recognizing that appropriate attire contributes to a respectful, orderly, and Christ-centered learning environment.

Electronic devices must remain stored unless permission is granted for specific purposes. Students must also adhere to the established dress code.

The goal of all policies is to promote accountability, growth, and restoration within the community. While grace and second chances may be extended, the board reserves the right to enforce all policies, including removal from the co-op when necessary.
(See Disciplinary Practices & Consequences)

Signatures

By signing below, I acknowledge that I have read and understand the expectations outlined above and commit to upholding them in a way that reflects accountability, respect, and a shared responsibility for our co-op community.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____