



MEMBERSHIP HANDBOOK

Revised 05.2025

Important things you should know...

What is GRACE?

- ❖ We are Christian homeschool families that have joined together to share in the education of our children.
- ❖ GRACE expects all members to uphold biblical and moral lifestyle standards as outlined in the Bible.
- ❖ GRACE provides an opportunity for homeschool children to experience learning in a group atmosphere.
- ❖ GRACE is a supplement to your own homeschool program, it is not meant to be the only curriculum you use.

Is religion involved? What religion?

Yes. GRACE was founded by and is comprised of Christian families. GRACE represents Homeschoolers from a variety of Christian backgrounds. This is both a blessing and a challenge as there is a range of beliefs held under the label of "Christian". This means we have a wide range of worship expressions, variations in understanding on some practices, and expectations of what Christian living looks like within our co-op which needs to be properly respected and honored. Despite the challenges diversity brings, there is also a huge blessing, as GRACE is a visible reminder that God is the ultimate authority, and we are merely humble servants and children, seeking to honor their king.

Who can join GRACE?

GRACE does not require potential members of the Christian faith to join. However, it's important for potential members to understand that Christian practices, such as prayer and reading from the Bible, are a part of our weekly program. ALL teaching at GRACE, both in and out of the classroom, is biblically based and encourages personal growth through faith in Jesus Christ. All members of GRACE, from youngest to oldest, are taught and encouraged to uphold biblical and moral lifestyle standards as outlined in the Bible. Only members who have accepted eternal life through verbal confession of their belief in the redeeming salvation of Jesus Christ and are in complete support of GRACE's Statement of Faith are allowed to serve as teachers or considered for appointment to GRACE's LEADERSHIP TEAM of Directors.

GRACE CO-OP RESERVES THE RIGHT TO DENY OR CANCEL MEMBERSHIP TO ANY FAMILY OR STUDENT. FAILURE TO COMPLY WITH THE GUIDELINES IN THIS MEMBERSHIP HANDBOOK, OR ANY DISPLAY OF DEFIANCE OR IRREVERENCE TOWARD THESE GUIDELINES, MAY RESULT IN ADVISORY LEADERSHIP TEAM DISCIPLINE, LOSS OF TEACHING PRIVILEGES AND/OR PERMANENT LOSS OF MEMBERSHIP.

What is a Statement of Faith?

A Statement of Faith makes it clear to potential members what is most important to GRACE, and what GRACE's values are, which allows them to make an informed decision on whether GRACE is the right co-op for their family.

GRACE'S Statement of Faith

The Bible is the only complete, inspired, and infallible Word of God:

- ❖ 2 Timothy 3:16 – All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.
- ❖ Revelation 22:18-19 – I warn everyone who hears the words of the prophecy of this book: If anyone adds anything to them, God will add to him the plagues described in this book. And if anyone takes words away from this book of prophecy, God will take away from him his share in the tree of life and in the holy city, which are described in this book.

There is one true and living God who exists for all eternity in the three persons of the Trinity – the Father, His Son Jesus Christ, and the Holy Spirit:

- ❖ Ecclesiastes 3:10-11 – I have seen the burden God has laid on men. He has made everything beautiful in its time. He has also set eternity in the hearts of men; yet they cannot fathom what God has done from the beginning to end.
- ❖ Matthew 3:16-17 – As soon as Jesus was baptized, he went up out of the water. At that moment Heaven was opened, and he saw the Spirit of God descending like a dove and lighting on him. And a voice from heaven said, "This is my Son, whom I love; with him I am well pleased."

Jesus Christ was born of a virgin, died on the cross, rose bodily from the dead, ascended into heaven, and will return to earth:

- ❖ Matthew 1:20-21 – But after he had considered this, an angel of the Lord appeared to him in a dream and said "Joseph, son of David, do not be afraid to take Mary home as your wife, because what is conceived in her is from the Holy Spirit. She will give birth to a son, and you are to give him the name Jesus because he will save his people from their sins." All this took place to fulfill what the Lord had said through the prophet: "The virgin will be with child and will give birth to a son and they will call him Immanuel", which means, "God with us."
- ❖ Mark 15:22, 25, 37 – They brought Jesus to the place called Golgotha (which means The Place of the Skull). It was the third hour when they crucified him. With a loud cry, Jesus breathed his last.
- ❖ Mark 16:5-6 – As they entered the tomb, they saw a young man dressed in a white robe sitting on the right side, and they were alarmed. "Don't be alarmed," he said. "You are looking for Jesus the Nazarene, who was crucified. He has risen! He is not here. See the place where they laid him."
- ❖ Acts 1:11 – "Men of Galilee," they said, "Why do you stand here looking into the sky? This same Jesus, who has been taken from you into heaven, will come back in the same way you have seen him go into heaven."

All people are sinners in need of salvation and eternal life through belief in Jesus Christ, God's only Son:

- ❖ Romans 3:23 – For all have sinned and fall short of the glory of God.
- ❖ John 3:16-17 – For God so loved the world that he gave his one and only Son, that whosoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him.
- ❖ 1 John 4:14-15 – And we have seen and testify that the Father has sent his Son to be the Savior of the world. If anyone acknowledges that Jesus is the Son of God, God lives in him and him in God. And so we know and rely on the love God has for us.

Parents

Train up a child in the way he should go and when he is old, he will not turn from it.
Proverbs 22:6

Children

Listen, my son, to your father's instruction and do not forsake your mother's teaching.
Proverbs 1:8

What GRACE is...What GRACE is not

GRACE IS an opportunity for homeschool children to develop accountability and academic enrichment, as well as experience healthy competition, teamwork, and the challenges of interpersonal relationships, in a "traditional" school environment. Classes convene for two semesters at Puyallup Community Baptist Church from 9:00 am until 3:00 pm each Tuesday from September through April. Children rotate through up to four, 55 minute classes each Tuesday, with a 40 minute lunch/recess period in the middle of the day.

GRACE IS NOT a childcare service or preschool. A parent/guardian is required to remain at the facility and volunteer their time while their child is present. Each family must have at least one child that is 4 years old by September 1st for Fall Semester (December 1st for Spring Semester) in order to register that child for pre-k at GRACE. GRACE's nursery and tots program is ONLY for younger siblings of registered students.

GRACE IS a supplement to your own home school program. GRACE is not meant to be the only curriculum you use. GRACE does not dictate that certain classes be taught. The only classes offered each semester are those that parent/teachers volunteer to teach.

GRACE IS NOT just for children. GRACE desires to equip all its members with the skills and tools needed to learn throughout their lifetime. GRACE actively supports members through prayer, commitment, and the sharing of educational information and resources to promote excellence in home schooling.

GRACE Homeschool Co-op Leadership Team

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Let's keep it simple

For the remainder of this document

GRACE Home School Co-op will be referred to as **GRACE**

Puyallup Community Baptist Church will be referred to as **THE CHURCH**

Any registered member of GRACE will be referred to as **MEMBER**

Parent or legal guardian will be referred to as **PARENT/GUARDIAN**

The designated lead teacher of any class will be referred to as **TEACHER**

The designated teaching assistant of any class will be referred to as **ASSISTANT**

Non-members who volunteer their services to GRACE will be referred to as **VOLUNTEER**

Children registered to attend GRACE will be referred to as **STUDENT**

The LEADERSHIP TEAM members as a collective group will be referred to as **LEADERSHIP TEAM**

Why so many rules?

GRACE Home School Co-op is a community, and the rules and regulations of GRACE are the laws of the community. Those enjoying the rights of citizenship in the community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations.

It is the intent of the LEADERSHIP TEAM that all MEMBERS have access to, and understanding of, the rules governing MEMBER rights, responsibilities and due process. It is the intent of this handbook to present these rules.

GRACE CO-OP RESERVES THE RIGHT TO DENY OR CANCEL MEMBERSHIP TO ANY FAMILY OR STUDENT. FAILURE TO COMPLY WITH THE GUIDELINES IN THIS MEMBERSHIP HANDBOOK, OR ANY DISPLAY OF DEFIANCE OR IRREVERENCE TOWARD THESE GUIDELINES, MAY RESULT IN ADVISORY LEADERSHIP TEAM DISCIPLINE, LOSS OF TEACHING PRIVILEGES AND/OR PERMANENT LOSS OF MEMBERSHIP.

ABSENCE/LATE ARRIVAL - EXCUSED

MEMBER attendance each week is mandatory. If you are a TEACHER, ASSISTANT or VOLUNTEER, and are unable to attend GRACE due to illness, personal emergency, or a scheduling conflict (vacation, jury duty, etc.), you must inform the Teacher Coordinator right away. The Teacher Coordinator's name is **Jen La Marr** and the GRACE cell phone is **NOT YET SET UP**. Please call or text the GRACE cell phone to arrange your absence.

The earlier you contact the Teacher Coordinator the more time that will allow for finding a substitute to handle your assigned duties during your absence.

The deadline for contacting the Teacher Coordinator regarding your absence or late arrival is **9:00 AM THE MORNING OF CO-OP**. If you fail to contact the Teacher Coordinator by that time your absence or late arrival will be considered "UNEXCUSED".

If a STUDENT is unable to attend a class due to a scheduling conflict GRACE suggests that STUDENT's teachers be notified as a courtesy. If STUDENT is unable to attend a class due to illness or personal emergency, no notification is required.

ABSENCE/LATE ARRIVAL – UNEXCUSED

Failing to notify the Teacher Coordinator of your absence or late arrival by 9:00 AM THE DAY OF CO-OP constitutes an "UNEXCUSED" absence.

If you are a full-time MEMBER, ARRIVING FOR CO-OP AFTER 9:30 AM, without notifying the Teacher Coordinator that you will be late, constitutes an unexcused absence. If you are a half-day MEMBER, arriving for co-op less than TEN (10) MINUTES BEFORE YOUR FIRST SCHEDULED CLASS, without notifying the Teacher Coordinator that you will be late, constitutes an unexcused absence.

Habitual absences or late arrivals (even if they are individually considered Excused) may result in LEADERSHIP TEAM discipline. Three or more UNEXCUSED absences will result in LEADERSHIP TEAM discipline.

ACCIDENTS

Any injury-resulting accident involving any MEMBER of GRACE that occurs at THE CHURCH during co-op hours, or during a GRACE sponsored event, must be immediately reported to the LEADERSHIP TEAM. The appropriate Incident Report form must be completed by the supervising MEMBER and turned into the LEADERSHIP TEAM. During co-op hours, or during a GRACE sponsored event, STUDENTS involved in an injury-resulting accident are expected to report to the GRACE CO-OP OFFICE for evaluation.

Any injury-resulting accident involving any MEMBER of GRACE that occurs during a GRACE sponsored event outside of THE CHURCH must be immediately reported to the MEMBER in charge of said event. Said MEMBER must complete an online Incident Report within 24 hours of the accident.

MEMBERS who witness an injury-resulting accident are to remain calm, evaluate the situation, and comfort the MEMBER involved. Send another adult MEMBER to the GRACE CO-OP OFFICE to notify the LEADERSHIP TEAM of the accident. The appropriate Incident Report form must be completed by the witnessing MEMBER and turned into the LEADERSHIP TEAM.

If an injury-resulting accident involving a STUDENT occurs during class, the TEACHER is to send the ASSISTANT to the GRACE CO-OP OFFICE immediately. The LEADERSHIP TEAM will then locate the STUDENT'S PARENT/GUARDIAN. The appropriate Incident Report form must be completed by the ASSISTANT or TEACHER.

First Aid supplies are located in the GRACE CO-OP OFFICE. **DO NOT ADMINISTER MEDICATION OR FIRST AID TO A STUDENT.** It is the right and responsibility of the PARENT/GUARDIAN to administer medication and first aid to their satisfaction.

ANIMALS

Pets are only allowed at GRACE with the understanding that said pets are to remain in the MEMBER'S vehicle unless being exercised. Pets are to be leashed when outside of the vehicle and the MEMBER is responsible for cleaning up and disposing of the pet's waste. Pets are not to enter THE CHURCH building or participate in classes (inside or outside of the building) without prior approval by the LEADERSHIP TEAM and only for educational purposes.

ASSEMBLIES

Pledge and Prayer time is an integral part of the GRACE program and attendance is mandatory for all full-time MEMBERS and all half-day MEMBERS registered for first period classes. Pledge and Prayer time is designed to be educational and supportive of the GRACE program.

Other assemblies scheduled throughout the year may include, but are not limited to, special theatrical presentations, Friends & Family Night, and our annual graduation ceremony.

Assemblies provide one of the few opportunities in school to learn formal audience behaviors.

While attending assemblies MEMBERS are expected to:

- ❖ Report to the designated meeting area.
- ❖ Do not sit or stand in a way that would block MEMBERS from entering or exiting the room.
- ❖ Show respect during the flag ceremony by removing hats, not talking, and standing until the pledge has been completed.
- ❖ Listen considerately and attentively to speakers.
- ❖ Participate in the manner requested.
- ❖ Remain seated unless requested to participate in assembly.

ATTENDANCE

The primary responsibility for attendance rests with STUDENTS and their PARENT/GUARDIAN. GRACE's responsibility is to join with the PARENT/GUARDIAN in teaching STUDENTS the value and importance of regular attendance. Through the combined efforts of the PARENT/GUARDIAN and GRACE, it is intended that STUDENTS will develop constructive attendance habits and attitudes.

PARENT/GUARDIAN attendance each week is mandatory. Participation in multiple activities is required for GRACE to function well. GRACE will do its best to assign MEMBERS duties according to their preferences; however, **ALL FULL-TIME MEMBERS, AND HALF-DAY MEMBERS REGISTERED FOR 4TH PERIOD CLASSES, MUST PARTICIPATE IN THE CLEAN-UP OF THE CHURCH STARTING AT 2:35 P.M.**

STUDENTS are not allowed to attend GRACE without a PARENT/GUARDIAN, or an acceptable adult substitute, on site. A PARENT/GUARDIAN adult substitute must be approved by the LEADERSHIP TEAM.

AUTOMOBILE AND PARKING LOT REGULATIONS

GRACE members are to park in THE CHURCH parking lot.

STUDENTS are NOT allowed to hang out in or roam the parking lot without PARENT/GUARDIAN supervision. This means a PARENT/GUARDIAN must be WITH the STUDENT.

BEHAVIOR

All MEMBERS who attend GRACE will comply with the rules and regulations of this MEMBERSHIP HANDBOOK and will submit to the reasonable discipline of the LEADERSHIP TEAM. Any MEMBER, who willfully performs any act which interferes with or is detrimental to the orderly operation of GRACE, or a GRACE-sponsored activity, shall be subject to discipline, suspension or expulsion. Such acts shall include, but are not limited to, those listed below. The following acts by any MEMBER at THE CHURCH or at any GRACE-sponsored activity shall constitute sufficient cause for LEADERSHIP TEAM discipline:

- ❖ Willful disobedience or disruptive conduct.
- ❖ Use of racial, ethnic or religious slurs and profane, vulgar, or lewd language.
- ❖ Sexual harassment: Unwanted sexual attention such as looks, gestures, teasing, jokes, pressure for dates or sex, demeaning comments, attempts to handle the clothing of others, deliberate cornering, or attempts to kiss.
- ❖ Sexual misconduct: Sexual touching of intimate body parts, handling or touching the clothing of others, sexual intercourse, indecent exposure.
- ❖ Commission of criminal acts: Arson, bomb threats, extortion, fire alarms, trespassing, or unlawful interference with school authorities.
- ❖ Fighting or causing physical injury.
- ❖ Assault: Attacking or threatening physical injury.
- ❖ Possession, handling, using or transmitting any weapon or dangerous object or instrument that may create a danger to self or others, or cause a disruption of the learning environment.
- ❖ Sale, distribution, trade, transfer, use, and/or possession of alcohol, illegal and other mind altering drugs or substances (or that which purports to be) or paraphernalia.
- ❖ Possession or use of tobacco products.

- ❖ Dress in an immodest or disruptive manner.
- ❖ To publish or distribute written material which is obscene, lewd, profane, or defamatory.
- ❖ Engage in speech or assembly which disrupts the educational process or which uses obscenities, lewdness, vulgarity, profanity or personal attacks.
- ❖ Refusal to identify self.
- ❖ Consistently violating GRACE policies, rules and regulations.
- ❖ Leaving THE CHURCH without proper notification to the LEADERSHIP TEAM during co-op.
- ❖ Destruction or defacing of GRACE, CHURCH, or MEMBER-owned property.
- ❖ Not being punctual or regular in class attendance.
- ❖ Unexcused absences from GRACE or classes.
- ❖ Improper or unauthorized use of motor vehicles.
- ❖ Harassment, intimidation, bullying or threats.
- ❖ Knowingly and willfully engaging in the infringement of MEMBER privacy.
- ❖ Bringing ANY electronic devices not specifically required for participation in a class MEMBER is registered for, including, but not limited to, computers, iPads, iPods, MP3 players, telephones, cameras or other recording devices, music or video players, or laser pointers. Bringing items of this nature must be approved by the LEADERSHIP TEAM.
- ❖ Theft/possession of stolen GRACE, CHURCH, or MEMBER property.
- ❖ Gang Activity – Members shall not knowingly engage in gang activity on CHURCH grounds.
- ❖ Academic Dishonesty – MEMBERS are not to plagiarize (physically or electronically) by using another person's ideas and indicating it was their own. They cannot use memory aides during tests when instructed otherwise, steal or knowingly use test master copies or answer keys, or knowingly allow another person to use their work as if it were the other person's work.

BEVERAGES/REFRESHMENTS

Coffee and tea supplies, hot water, paper cups, plastic silverware, etc., can be found in the teacher's lounge behind the Sanctuary. These supplies are for ADULT MEMBER use. Please see EQUIPMENT/SUPPLIES for more information.

GRACE CO-OP OFFICE

The GRACE CO-OP OFFICE is located behind the kitchen in the lunchroom area. LEADERSHIP TEAM members are available throughout the day except during 3rd period when LEADERSHIP TEAM members are engaged in business meetings.

BUILDING USE

GRACE MEMBERS are to treat THE CHURCH property with respect because it is the house of God.

THE CHURCH allows GRACE to use some equipment and supplies for co-op use only. MEMBERS are to contact a LEADERSHIP TEAM member with requests or issues regarding the use of THE CHURCH facilities or equipment.

THE CHURCH prohibits use of the premises for any activity that has the potential of damaging structures or causing bodily injury. MEMBERS will be held responsible for any damages caused by inappropriate actions. PARENT/GUARDIAN will be held responsible for any damages caused by their child's inappropriate actions.

GRACE restricts STUDENT access to THE CHURCH parking lot and surrounding property. STUDENTS are NOT allowed to hang out in or roam the parking lot or THE CHURCH property without PARENT/GUARDIAN supervision. This means a PARENT/GUARDIAN must be WITH the STUDENT.

CHILD ABUSE PREVENTION

In order to protect GRACE STUDENTS and MEMBERS, GRACE restricts certain types of physical contact between MEMBERS and STUDENTS while attending GRACE.

When in contact with STUDENTS, MEMBERS are not to give massages, play with a STUDENT'S hair, give UNSOLICITED hugs, engage in tickling, or participate in wrestling matches. MEMBERS are not to give a full body hug to a student of the opposite sex.

If a younger STUDENT wants to sit on your lap, be sure to keep your hands within sight of another adult at all times. Never hinder the STUDENT from getting up from your lap. Avoid touching all areas that would normally be covered by a full body swimsuit.

If it is necessary to escort a younger STUDENT to the bathroom, adults should not enter the bathroom unless another adult is present. Stand outside the door and require that other STUDENTS keep quiet so you can hear what is going on inside. If a younger STUDENT needs assistance WHILE using the bathroom then the STUDENT'S PARENT/GUARDIAN must assist STUDENT. If a younger STUDENT needs assistance AFTER using the bathroom, do not enter the stall but instead have the child stand in the stall doorway where you can be clearly seen by the other adult present.

These precautions are for the protection of the STUDENT, you and GRACE. You do not need to feel stiff or unnatural around the children. Please just respect their personal space. A good rule to follow is to never do anything that would look funny or questionable if a reporter got a picture of you and wanted to publish it in the tabloids.

CLASSROOM BLACK BAG

Each classroom is provided a black, canvas bag labeled with that classroom's number. The black bag contains a student hall pass, pens, pencils, scissors, stapler, staples, as well as other essential teaching materials. The black bag also contains extra garbage bags and a cleanser for cleaning the classroom. At the end of the day all items must be returned to this bag and **the bag should be brought to Lunchroom 2.**

CLASSROOM FILE

Each classroom is provided with a plastic re-sealable file (nursery, pre-k and kindergarten classes are provided with a binder). This file will be clearly marked with the classroom's number and will be located next to the black classroom bag (not in it). The classroom file contains attendance sheets for that classroom as well as Emergency Evacuation Procedures and materials. At the end of the day all items must be returned to this file and **the file should be brought to Lunchroom 2 with the classroom bag.**

CLEANING CLASSROOMS

It is the responsibility of each TEACHER to ensure that their classroom has been completely cleaned before they leave that classroom. Please do not leave your mess for another TEACHER to clean up. Cleaning requirements are non-negotiable and failure to comply could result in LEADERSHIP TEAM discipline.

1st – 3rd Period TEACHERS

- ❖ All visible pieces of litter are to be picked up from the floor (vacuum excessive messes).
- ❖ Use disinfectant wipes from the black bag on each table, counter, sink and faucet.
- ❖ Use disinfectant wipes to remove all smudges from light switches and turn off light switch when class is cleaned.

4th Period TEACHERS

- ❖ Position tables and chairs around the classroom according to the diagram in the classroom.
- ❖ Collect all garbage bags, combine them into one bag, and **place them outside the classroom door** for pickup. A garbage bag should remain in the garbage can. Extra garbage bags can be found in the classroom black bag or the GRACE CO-OP OFFICE.
- ❖ Return classroom supplies to the black classroom bag and **bring it to Lunchroom 2.** Please be sure the lid for the disinfectant wipes is nice and tight to prevent spills in the classroom bag.
- ❖ Return all items to the classroom file and **bring it to Lunchroom 2.**
- ❖ Vacuum the classroom thoroughly.
- ❖ Close all windows and check to ensure they are locked.
- ❖ Please do not lock the classroom door. LEADERSHIP TEAM members will need access to your classroom.

CLEANING NURSERY

It is the responsibility of each TEACHER to ensure that the NURSERY has been completely cleaned before they leave. Please do not leave your mess for another TEACHER to clean up. Cleaning requirements are non-negotiable and failure to comply could result in LEADERSHIP TEAM discipline.

1st Period NURSERY TEACHERS please note the condition of the nursery upon entering the facility. Any damage or messes should be brought to the attention of the Teacher Coordinator as soon as possible.

1st – 3rd Period NURSERY TEACHERS

- ❖ Return toys to shelves in an organized and inviting manner.
- ❖ Return big toys, swings, baby saucers, ride on toys, etc. around the room in an organized and inviting manner.
- ❖ Return any item to its original room if used in another part of the nursery.

4th Period NURSERY TEACHERS

In addition to the above cleaning tasks, the 4th period NURSERY TEACHER needs to:

- ❖ Gather all dirty toys, spray with provided bleach solution, and leave to air dry. Please shake toys off before placing them on towels.
- ❖ Wipe down remaining toys with disinfectant, including the ride on toys, slide, kitchen, baby saucers, swings, etc.
- ❖ Disinfect all counters including the baby changing areas and tops of toy shelves.
- ❖ Return all GRACE materials and equipment to the NURSERY totes and bring to Lunchroom 2.
- ❖ Vacuum all flooring thoroughly.
- ❖ Check that all windows have been securely locked.
- ❖ Collect all garbage bags, combine them into one bag, and then place them outside the classroom door for pickup. A garbage bag should remain in the garbage can. If you are missing a garbage bag, extras can be found in the NURSERY tote or the GRACE CO-OP OFFICE.

CLEANING THE CHURCH

All full-time MEMBERS, and HALF-DAY MEMBERS registered for 4th period classes, are required to participate in the cleanup of THE CHURCH starting at 2:35 p.m.

All visible pieces of litter are to be picked up from the hallways, lobby, sanctuary, fellowship hall, and bathrooms. Vacuums, brooms and dustpans are available if necessary.

All visible pieces of litter are to be picked up from the outdoor entrance areas and parking lot. If you are a MEMBER at GRACE your cooperation during cleanup is required. Failure to cooperate will result in LEADERSHIP TEAM discipline.

CLEANING – VACUUM SCHEDULE

All full-time MEMBERS, and HALF-DAY MEMBERS registered for 4th period classes, are required to participate in the cleanup of THE CHURCH starting at 2:35 p.m. Each MEMBER family will be placed on a Volunteer Placement Schedule to vacuum a designated room in THE CHURCH after co-op.

If you have physical limitations that restrict you from vacuuming please feel free to have your older children assist you. If you do not have a child who is old enough to assist you, please contact the ADMINISTRATIVE OFFICE MANAGER to see if you can assist with cleaning of THE CHURCH in another way.

DISCIPLINE POLICY

Good discipline honors God. The standard of expected behavior, for MEMBERS age 2 years and older, is FIRST TIME OBEDIENCE. If your family does not train to this standard, please talk with a LEADERSHIP TEAM member to determine if GRACE is the best option for your family.

No MEMBER, at any time, will be struck, pinched, bitten, slapped, spanked, or rough handled in any way. We do not wish to shame MEMBERS or try to embarrass them into appropriate behavior.

GRACE's principal methods of STUDENT correction are redirection or time-out from the situation. For grades Kindergarten through 12th Grade GRACE uses both a "5 Count" and a "5 Steps" policy.

The 5 Count - Used to quiet a group of STUDENTS. An adult counts to 5 while lowering their voice with each number. At 5, all STUDENTS should be silent and attentive.

DISCIPLINARY STEPS FOR STUDENTS (IN A CLASSROOM) – Disruptive or inappropriate behavior as otherwise defined in this Membership Handbook may result in a "step".

- ❖ STEP 1: Verbal warning.
- ❖ STEP 2: ASSISTANT removes STUDENT from class and talks with them in the hallway regarding appropriate behavior. The student returns to class.
- ❖ STEP 3: ASSISTANT removes STUDENT from class and escorts them to the GRACE CO-OP OFFICE to sit with a LEADERSHIP TEAM member until the next class. An Incident Report must be completed by the TEACHER or ASSISTANT and turned into the LEADERSHIP TEAM. PARENT/GUARDIAN is notified of the action step.
- ❖ STEP 4: A conference will be held with two LEADERSHIP TEAM members, PARENT/GUARDIAN and STUDENT to discuss behavior problems. STUDENT will then be placed on a Behavior Contract that is signed by the STUDENT, involved LEADERSHIP TEAM members, PARENT/GUARDIAN and TEACHERS.
- ❖ STEP 5: If the behavior issues continue the LEADERSHIP TEAM will determine the next disciplinary step. Possible disciplinary measures include short-term suspension, long-term suspension, or expulsion.

DISCIPLINARY STEPS FOR STUDENTS (OUTSIDE OF CLASSROOM) – Disruptive or inappropriate behavior as otherwise defined in this Membership Handbook may result in a “step”.

- ❖ STEP 1: Verbal warning. Any adult MEMBER of GRACE is authorized to issue a verbal warning; however, the appropriate Incident Report form must be completed and turned into the LEADERSHIP TEAM in order for the incident to be counted as “Step 1”. PARENT/GUARDIAN is notified of the action step.
- ❖ STEP 2: A conference will be held with two LEADERSHIP TEAM members, PARENT/GUARDIAN and STUDENT to discuss behavior problems. STUDENT will then be placed on a Behavior Contract that is signed by the STUDENT, involved LEADERSHIP TEAM members, PARENT/GUARDIAN and TEACHERS.
- ❖ STEP 3: If the behavior issues continue the LEADERSHIP TEAM will determine the next disciplinary step. Possible disciplinary measures include short-term suspension, long-term suspension, or expulsion.

DISCIPLINARY STEPS FOR ADULT MEMBERS – Disruptive or inappropriate behavior as otherwise defined in this Membership Handbook may result in a “step”.

- ❖ STEP 1: Verbal warning. Any adult MEMBER of GRACE is authorized to issue a verbal warning; however, the appropriate Incident Report form must be completed and turned into the LEADERSHIP TEAM in order for the incident to be counted as “Step 1”. MEMBER is notified of the action step and two members of the LEADERSHIP TEAM will privately discuss the incident with the MEMBER.
- ❖ STEP 2: A formal conference will be held with two LEADERSHIP TEAM members, the adult MEMBER and any other involved MEMBER to discuss the problem.
- ❖ STEP 3: If the behavior issues continue the LEADERSHIP TEAM will determine the next disciplinary step. Possible disciplinary measures include short-term suspension, long-term suspension, or expulsion. Other possible disciplinary measures include loss of family priority registration, loss of teaching privileges, or loss of membership.

DISCIPLINARY STEPS – GRACE reserves the right to apply short-term suspension, long-term suspension, expulsion, loss of family priority registration, loss of teaching privileges and the permanent loss of membership to any STUDENT or MEMBER who willfully performs any act which interferes with or is detrimental to the orderly operation of GRACE or who the LEADERSHIP TEAM feels is a threat to the health or safety of GRACE MEMBERS.

DISRUPTIVE ITEMS

MEMBERS are prohibited from bringing to GRACE objects that interfere with or disrupt the educational process. MEMBERS found using or in possession of prohibited items, or inappropriately using restricted items, will have the object confiscated and be subject to LEADERSHIP TEAM discipline.

GRACE **PROHIBITS** the following items from being brought onto THE CHURCH property:

- ❖ Fruit juices or other beverages that stain
- ❖ Laser pointers
- ❖ Squirt guns
- ❖ Weapons of any sort (real, replica or play)

GRACE **RESTRICTS** usage of the following items while at co-op:

- ❖ Toys
- ❖ Balls
- ❖ Games
- ❖ Electronic devices such as phones, music players, media players, etc.

These restricted items are not allowed during or between class times. These items may be used before co-op, during lunch and after co-op.

DRESS AND APPEARANCE

GRACE's dress and appearance policy applies to all GRACE MEMBERS, including PARENT/GUARDIANS, TEACHERS, ASSISTANTS, VOLUNTEERS and STUDENTS.

GRACE's dress and appearance policy applies during the hours of co-op, and during any GRACE sponsored event outside of co-op hours (special presentations, fundraisers, graduation, etc.).

GRACE's dress and appearance policy applies to all uniforms and costumes that are used while in attendance at GRACE and those that are to represent GRACE to the general public.

All GRACE MEMBERS are expected to:

- ❖ Be neat and clean at all times. Extreme clothing and excessive makeup is not necessary and is not encouraged at GRACE.
- ❖ Observe modesty, appropriateness and neatness in clothing and personal appearance.
- ❖ MEMBERS may express individuality in their dress and grooming, within reasonable bounds.
- ❖ MEMBERS are not appropriately dressed or groomed if their appearance causes a disruptive influence either to themselves or to others while in the pursuit of the educational process, or if their appearance presents a health or safety problem.
- ❖ Wear appropriate footwear, except as specified in certain school activities. STUDENTS enrolled in physical education classes may be required by the TEACHER to wear specified attire, such as athletic shoes or pants.

The following types of clothing are NOT to be worn at GRACE:

- ❖ Shorts, dresses, and skirts that are not long enough to reach your fingertips when your hands are at your sides.
- ❖ Cut-off denim shorts.
- ❖ Tops that are strapless, have off the shoulder straps, or spaghetti straps.
- ❖ Articles of clothing that expose the midriff, cleavage, or undergarments.
- ❖ Any articles of clothing that are profane, lewd, or would cause disruption, or interference with school operation.
- ❖ Any articles of clothing that advertises alcohol, tobacco products, and/or illegal drugs.

MEMBERS not complying with the above standards of dress and appearance will be subject to LEADERSHIP TEAM discipline.

EMAIL/INTERNET ACCESS

GRACE does not require potential members to have a personal email account or home access to the internet, however, it is important for potential members to understand that email and internet access are the PRIMARY ways that MEMBERS are kept up-to-date on what is happening at GRACE. It is the responsibility of each MEMBER to ensure that they are receiving email notifications from GRACE.

EQUIPMENT AND SUPPLIES

GRACE provides the following equipment and supplies for use by MEMBERS each Tuesday:

- ❖ Microwaves can be found in the kitchen and lunchrooms.
- ❖ Coffee and tea supplies, hot water, paper cups, plastic silverware, etc., can be found in the Teacher's Lounge next to the Sanctuary. These supplies are for ADULT MEMBER use and are not to be used for classroom use/supplies.
- ❖ Vacuum cleaners are located throughout the building and in the GRACE STORAGE ROOM.
- ❖ Brooms and dustpans are located in the kitchen.
- ❖ Cleaning supplies and classroom supplies (stapler, scissors, bathroom pass) can be found in a black bag in each classroom. Each black bag is labeled with its designated classroom #.
- ❖ Extra cleaning supplies (cleanser, paper towels, garbage bags) are in the GRACE CO-OP OFFICE or GRACE STORAGE ROOM.
- ❖ Emergency First Aid Kit is kept in the GRACE CO-OP OFFICE. DO NOT ADMINISTER MEDICATION OR FIRST AID TO A STUDENT. It is the right and responsibility of the PARENT/GUARDIAN to administer medication and first aid to their satisfaction.

EVACUATION

Should an emergency occur which requires the evacuation of GRACE MEMBERS from THE CHURCH; the emergency alarm will be activated.

The ultimate goal is to get every GRACE MEMBER to the gravel parking lot at the corner of 14th Street SW and 10th Avenue SW (by the green water tower).

If an evacuation emergency occurs during class time it is the TEACHER and ASSISTANT'S responsibility to calmly walk the STUDENTS through the evacuation process.

TEACHER is to secure the classroom folder and keep it with them at all times until the emergency has been resolved and the STUDENTS have either been returned to class or dismissed to their PARENT/GUARDIAN.

TEACHER and ASSISTANT are to line STUDENTS up with one adult at the front and one adult at the rear of the line. ASSISTANT is to quickly check the classroom to ensure all STUDENTS are lined up and that no STUDENTS (specifically younger students) are hiding under tables or in corners.

TEACHER is to lead students out of the building following the evacuation plan which is located in the classroom folder.

Once your class has reached the designated evacuation meeting point the TEACHER is to take attendance. TEACHER is to hold up the appropriate RED "HELP" sign if you are missing someone or the GREEN "OK" sign indicating all is well. These signs are located in the classroom folder. Continue to hold up the appropriate sign until a LEADERSHIP TEAM member provides you with further instructions. TEACHER and ASSISTANT are to work together to keep STUDENTS calm during this time.

If GRACE is to effectively evacuate all MEMBERS it is imperative that TEACHERS and ASSISTANTS stay with their class and assist their STUDENTS with evacuating the building. As a parent your first instinct may be to locate your own child to ensure their safety, however, this will only lead to disorganization and could result in one of your STUDENTS getting lost or injured.

FAMILY FILE

Each family has a file folder in the GRACE FAMILIES FILE BOX, which is located on the WELCOME TABLE in Lunchroom 2. This is where your name tags should be stored each week. It is MEMBER's responsibility to check their family file folder each week for communications from the LEADERSHIP TEAM and TEACHERS.

FOOD AND BEVERAGES

Fruit juices and beverages that stain are prohibited by GRACE. Non-spill bottles containing water may be brought to class. Unless it is a part of a class activity, all other food and beverages are permitted ONLY during the lunch period.

FRIENDS & FAMILY NIGHT

In December and April of each school year GRACE hosts a “Friends & Family Night” in which friends and family of GRACE MEMBERS are invited to tour THE CHURCH facility, view displays of student work, and enjoy stage presentations by various classes. Friends & Family Night is usually scheduled to take place on the last day of that semester at 6:00 p.m.

If there are STUDENTS graduating from the kindergarten program, a semi-formal graduation ceremony is held for them during the April Friends & Family Night. Students are provided with a cap and gown, experience the excitement of “pomp and circumstance”, and are presented with a keepsake kindergarten diploma.

FUNDRAISERS

Any attempt at raising funds in the name of GRACE needs to be approved by, and arranged in advance with, the LEADERSHIP TEAM. GRACE reserves the right to regulate or deny fundraising efforts made in the name of GRACE.

Any attempt by GRACE MEMBERS at raising funds for anyone or anything, that is to occur within THE CHURCH building or on THE CHURCH property, during co-op hours, needs to be approved by, and arranged in advance with, the LEADERSHIP TEAM. GRACE reserves the right to regulate or deny these fundraising efforts.

GRADUATION

On the last day of each school year GRACE hosts a semi-formal graduation ceremony for graduating seniors. Each PARENT/GUARDIAN of a graduating senior is responsible for working with an appointed LEADERSHIP TEAM member to assist in organizing and planning the graduation. Family and friends of the graduating senior are encouraged to attend the ceremony in support of the graduating senior.

HALL PASS

All STUDENTS who leave the class for short trips (i.e. bathroom) must carry a hall pass.
10/10 Rule: Passes will not be issued during the first 10 or last 10 minutes of class.

HARASSMENT, INTIMIDATION, AND BULLYING

It is a violation of GRACE’s membership terms and conditions for any MEMBER to be harassed, intimidated, or bullied by others at GRACE, at GRACE sponsored events, or when such actions create a substantial disruption to the membership experience. This policy applies to all STUDENTS, TEACHERS, TEACHING ASSISTANTS, LEADERSHIP TEAM MEMBERS, VOLUNTEERS, families, patrons, and visitors to GRACE.

- ❖ Harassment, intimidation, or bullying means an intentional electronic, written, verbal, or physical act that:
- ❖ Physically harms a MEMBER or damages the MEMBER’s property;
- ❖ Has the effect of substantially interfering with a MEMBER’s participation at GRACE;
- ❖ Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or

- ❖ Has the effect of substantially disrupting the orderly operation of GRACE.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group, whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted MEMBER actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Any GRACE MEMBER who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

It is also a violation of GRACE's membership terms and conditions to knowingly report false allegations of harassment, intimidation, and bullying. MEMBERS will not be disciplined for making a report in good faith. However, MEMBERS found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

ILLNESS

To ensure the health and well-being of our MEMBERS, GRACE asks that you not attend co-op if you, or your child:

- ❖ Have had a fever or vomited within the last 24 hours
- ❖ Have diarrhea
- ❖ Have lice or nits
- ❖ Have a green or yellow nasal discharge
- ❖ Have a continual cough that is not allergy related
- ❖ Have any type of contagious illness or disease

When in doubt, remember that a child is always more comfortable with their own parent in their own home when they are not feeling well.

GRACE reserves the right to refuse an ill MEMBER entrance into GRACE. GRACE reserves the right to dismiss an ill MEMBER from GRACE.

LOST & FOUND

All GRACE equipment and supplies are to be stored in a designated area of THE CHURCH at the end of co-op each week. MEMBERS are responsible for taking home all personal items each week. Misplaced or lost items will be collected and placed into the Lost & Found. If you find an item that appears to be lost please bring it to the GRACE CO-OP OFFICE to be placed in the Lost & Found. Items placed in the Lost & Found will be set out for identification and retrieval each week during co-op hours. These items can be located next to the Welcome Table outside the Sanctuary from 9:30 am until 2:30 pm each Tuesday. GRACE is NOT responsible for lost items. Unclaimed items are donated to a charitable organization after two weeks.

LUNCH

Lunch is scheduled from 11:50 am to 12:30 pm and must be eaten in the Lunchroom or portable classrooms. MEMBERS are not to eat lunch in the Sanctuary.

Please do not bring juices that stain.

MEMBERS are responsible for cleaning up their lunch area, including washing their table/chair if needed and putting all garbage in the trash. PARENT/GUARDIAN is to ensure that their child's lunch area is cleaned.

STUDENTS are to remain supervised by their PARENT/GUARDIAN during the lunch period. PARENT/GUARDIAN is responsible for their own child(ren) during lunch. In the case of an emergency evacuation during the lunch hour PARENT/GUARDIAN is responsible for making sure that their children are accounted for.

No STUDENT, regardless of age, is allowed to hang out in or roam the parking lot without PARENT/GUARDIAN direct supervision. Simply getting permission from their parent is not enough. A PARENT/GUARDIAN must be with a STUDENT. This includes LEADERSHIP TEAM MEMBER children.

NURSERY - KINDERGARTEN PROGRAM

Nursery care and pre-k is provided ONLY for younger siblings of students registered for GRACE classes. In order for a family to use the nursery and pre-k program that family must have at least one child old enough to register for pre-k (4 years of age by September 1st for Fall registration or December 1st for Spring registration).

There is no material fee charged for the Nursery, however, you are required to provide diapers, wipes, bottles, formula, etc. for your own child.

A small material fee is charged for the Pre-K and Kindergarten classes to cover the expense of art and crafts materials, fresh snacks, and to regularly replace worn toys and materials.

PARENT/GUARDIAN must use the sign-in/sign-out sheet when dropping off or picking up their child from the Nursery, Pre-K, and Kindergarten classes. The sign-in/sign-out sheet is what TEACHERS will use to confirm attendance in the event of an emergency evacuation, so please do not skip this important safety step!

PARENT/GUARDIAN may appoint another GRACE MEMBER to drop off or pick up their child from the Nursery, Pre-K, and Kindergarten. PARENT/GUARDIAN must designate the alternate pickup with the teacher in advance. The alternate must be a MEMBER of GRACE and must be at least 13 years of age or older. If PARENT/GUARDIAN wishes to designate someone outside of these guidelines it must be approved by and arranged with the LEADERSHIP TEAM in advance, including siblings.

If for some reason PARENT/GUARDIAN needs to have a NON-GRACE MEMBER pick up their child from the Nursery, Pre-K, or Kindergarten class this MUST BE ARRANGED IN ADVANCE and IN PERSON. The NON-GRACE MEMBER will be required to show legal identification prior to TEACHER releasing the child.

The PARENT/GUARDIAN of Nursery, Pre-K, and Kindergarten STUDENTS must provide their child with shoes and a coat that are weather-appropriate for whatever season it may be (Fall, Winter, Spring, Summer). These items must be labeled with the child's name and left in the classroom with the child. These items will be necessary for occasional outdoor time or in the event of an emergency evacuation.

PARTICIPATION REQUIREMENTS

PARENT/GUARDIAN attendance each week is mandatory. Participation in multiple activities is required for GRACE to function well. GRACE will do its best to assign MEMBERS duties according to their preferences; however, **ALL FULL-TIME MEMBERS, AND HALF-DAY MEMBERS REGISTERED FOR 4TH PERIOD CLASSES, MUST PARTICIPATE IN THE CLEAN-UP OF THE CHURCH STARTING AT 2:35 P.M.**

STUDENTS are not allowed to attend GRACE without a PARENT/GUARDIAN, or an acceptable adult substitute, on site. A PARENT/GUARDIAN adult substitute must be approved by the LEADERSHIP TEAM.

All minors that attend GRACE must be registered STUDENTS. Minors are not to be present at GRACE unless they are registered.

No minor or STUDENT, regardless of age, is to attend class with a PARENT/GUARDIAN who is assigned a task for that period (Teacher, Teaching Assistant, Hall Monitor, etc.).

PHOTOGRAPHY

MEMBERS are encouraged to take pictures of any meaningful experiences or projects that may occur at GRACE or any GRACE sponsored event. GRACE would love to incorporate your pictures into our yearbook. Before taking any photographs, please review the sections of this Membership Handbook entitled "Behavior" and "Privacy".

PRIVACY

GRACE understands that there may be special circumstances that restrict or prohibit certain MEMBERS at GRACE from having their picture taken. GRACE MEMBERS have the right to refuse having their picture taken while at GRACE or any GRACE-sponsored event (with the exception of having a photograph taken for adult name badges).

PARENT/GUARDIAN has the right to refuse photographs being taken of their child(ren) while at GRACE or any GRACE-sponsored event.

MEMBERS are **NOT** to photograph or to publish pictures of any GRACE MEMBER to any social networking websites without the permission of that GRACE MEMBER or that MEMBER'S PARENT/GUARDIAN. Please respect the privacy of GRACE MEMBERS.

PUNCTUALITY

It is imperative that all MEMBERS are on time to perform assigned tasks. Failing to notify the TEACHER COORDINATOR of your absence or late arrival **BY 9:00 AM THE DAY OF CO-OP** constitutes an “UNEXCUSED” absence.

If you are a full-time MEMBER, arriving for co-op AFTER 9:30 AM, without notifying THE TEACHER COORDINATOR that you will be late, constitutes an unexcused absence. If you are a half-day MEMBER, arriving for co-op less than TEN (10) MINUTES BEFORE YOUR FIRST SCHEDULED CLASS, without notifying the TEACHER COORDINATOR that you will be late, constitutes an unexcused absence.

Habitual absences or late arrivals (even if they are individually considered Excused) may result in LEADERSHIP TEAM discipline. Three or more UNEXCUSED absences will result in LEADERSHIP TEAM discipline.

REGISTRATION PHASES

- ❖ **Priority Registration:** The last calendar week of each semester current MEMBERS of GRACE can register their children for classes before registration is opened to the general public.
- ❖ **Open Registration:** The period when new members are allowed to register their children for classes.

REGISTRATION GRADE LEVEL / AGE RANGE

GRACE offers classes to STUDENTS from birth through 12th grade. Classes are grouped into different grade/age levels to create a comfortable learning environment among different intellectual and social peer groups. If a parent wishes to register their child for a class outside of their child's grade/age level, they must consult the TEACHER COORDINATOR who will then coordinate with the PARENT and TEACHER to determine if the class is an appropriate fit for the STUDENT. It is the TEACHER COORDINATOR'S job to provide an unbiased analysis based on the information received from both the PARENT and TEACHER. PARENTS are not to negotiate directly with the TEACHER to receive permission to register their child in the TEACHER'S class. STUDENTS will not be allowed to register for the class in question unless it has been arranged through the TEACHER COORDINATOR.

RELATIONSHIPS

Boys are **BLUE**, girls are **PINK...NO PURPLE ALLOWED!**

GRACE strives to provide Christian educational experiences and opportunities to participate in group learning activities for all MEMBERS. GRACE discourages MEMBERS from using co-op time to initiate, to develop, or to advertise existing romantic relationships.

MEMBERS are not to isolate themselves or walk the halls as boy/girl couples.

MEMBERS are not to engage in public displays of affection (hand holding, full body hugs, nuzzling, kissing, etc.).

MEMBERS who violate this relationship policy will be subject to LEADERSHIP TEAM discipline.

RESPONSIBILITY OF ASSISTANT

ASSISTANT agrees to:

- ❖ Take attendance for the TEACHER within the first FIVE MINUTES of class. GRACE needs accurate attendance records in the event of an emergency to assure that all STUDENTS are accounted for. Classroom attendance sheets can be found in the classroom folder next to the black classroom bag.
- ❖ Help maintain a controlled classroom environment. This helps to free the TEACHER to cover the materials they worked hard to prepare for that class.
- ❖ Run errands for the TEACHER, if necessary, and return to the classroom as quickly as possible.
- ❖ Remove misbehaving children from the classroom and/or escort misbehaving children to the GRACE CO-OP OFFICE. ASSISTANT will need to complete an Incident Report and answer any questions the LEADERSHIP TEAM may have.
- ❖ Fill in as a substitute in the event the TEACHER is absent (planned or unplanned). GRACE suggests that the ASSISTANT and the TEACHER be in communication with one another as to the goals for the class. The TEACHER has provided at least one backup lesson plan to the TEACHER COORDINATOR and that backup lesson plan can be found in the GRACE CO-OP OFFICE.
- ❖ Remain in the classroom at all times, except in the case of running errands or an emergency. Personal needs (phone calls, bathroom breaks, etc.) need to be taken care of between classes.
- ❖ Read, understand and enforce GRACE'S discipline policies as outlined by this MEMBERSHIP HANDBOOK.
- ❖ Not to bring their own child, or a guest that is a minor (under 18 years), to class with them. Only registered STUDENTS may attend GRACE (please see the policy on VISITORS in this MEMBERSHIP HANDBOOK). All minors attending GRACE need to be registered STUDENTS of GRACE and must attend the classes which they are registered for. STUDENTS that cannot attend their registered class due to illness or injury need to be taken home.

RESPONSIBILITY OF HALL MONITOR

HALL MONITOR agrees to:

- ❖ Go from classroom to classroom with the HALL MONITOR clipLEADERSHIP TEAM and make sure there is a minimum of 2 adults (or 1 adult & 1 teenaged helper) in each class.
- ❖ Check off the classes as they go along and report any missing TEACHERS/TAs to the LEADERSHIP TEAM "on duty" in the GRACE CO-OP OFFICE.
- ❖ After checking the classes return the clipLEADERSHIP TEAM to the Welcome Table for the next period's use.
- ❖ Distribute snacks and water pitchers during 1st and 3rd period to the nursery, pre-k, and kindergarten classrooms (snacks are kept in the upstairs storage room).

- ❖ Pick up the snack trays and water pitchers during 2nd and 4th period.
 - o Sanitize them and return them to the storage room.
- ❖ Ensure any late arrivals or guests get their temperatures checked by a LEADERSHIP TEAM member.
- ❖ Escort any guests to the GRACE CO-OP OFFICE for check-in.
- ❖ Frequently stroll the halls and make sure there aren't any lost/distracted STUDENTS roaming the halls or disrupting classes, etc.
- ❖ Seek out Rachel Anderson or any other LEADERSHIP TEAM member should problems arise.

RESPONSIBILITY OF PARENT/GUARDIAN

PARENT/GUARDIAN agrees to:

- ❖ Ensure their child brings their own class supplies every Tuesday (paper, pencils, pens, etc.).
- ❖ Ensure the REGISTRAR is aware if their child has a medical or physical issue that may affect their learning or behavior in a classroom.
- ❖ Ensure their child's TEACHER is aware if their child has a medical or physical issue that may affect their learning or behavior in a classroom.
- ❖ Ensure their child completes all homework assignments by the assigned due dates (or their child may be removed from the class).
- ❖ Ensure their child understands and complies with all GRACE regulations and policies.
- ❖ Accept responsibility for the actions and behavior of their children.
- ❖ Not bring any minor guests (under 18 years), to GRACE with them. Only registered STUDENTS may attend GRACE (please see the policy on VISITORS in this MEMBERSHIP HANDBOOK). All children attending GRACE need to be registered STUDENTS of GRACE and must attend the classes which they are registered for. STUDENTS that cannot attend their registered class due to illness or injury need to be taken home.

RESPONSIBILITY OF SECURITY MONITOR

SECURITY MONITOR agrees to:

- ❖ Be the eyes and ears of safety for our members.
- ❖ Give their full attention to the security of our campus (this means that you should not be on your phone or have your small children with you).
- ❖ One Security Monitor will be positioned at the co-op bathroom door entrance to monitor people who are entering and exiting the building. This Security Monitor will ensure that all members on campus are wearing their name tag and that guests are directed to the GRACE CO-OP OFFICE.

- ❖ One Security Monitor will walk the perimeter of our campus and parking lot, ensuring all exterior doors are secured.
- ❖ Report to the Security Coordinator, Melinda King, if you have any questions or concerns. In the event of a potential emergency, please report to any LEADERSHIP TEAM Member immediately or call 911.

RESPONSIBILITY OF STUDENT

STUDENTS agree to:

- ❖ Bring their own class supplies every Tuesday (paper, pencils, pens, etc.).
- ❖ Arrive for class prepared and on time. If you arrive for class after the bell has rung, that is considered “Tardy.” Tardiness is rude and disruptive. Habitual tardiness may affect your family’s Priority Registration privilege.
- ❖ Assist TEACHER and ASSISTANT with the set up and cleanup of the classroom.
- ❖ Participate willingly in class activities and discussions. STUDENTS are not to disrupt or class with socializing.
- ❖ Not to leave the classroom without permission from the TEACHER or ASSISTANT. STUDENT is required to carry a hall pass when leaving the classroom with permission. Hall passes can be found in each black classroom bag.
- ❖ NOT wander the halls or congregate in the bathrooms during class time. STUDENTS are here to attend classes.
- ❖ Complete all homework assignments by the assigned due dates (or STUDENT may be removed from the class).
- ❖ Address adults by their last name (Mr., Mrs., or Ms.). This is a way to demonstrate honor and respect to those in authority. STUDENTS are expected to comply with this rule regardless of whether they are required to follow this rule outside of GRACE.
- ❖ Agree to read, understand and comply with all GRACE rules listed in this Membership Handbook.

RESPONSIBILITY OF TEACHER

TEACHERS agree to:

- ❖ Provide a detailed description of their class so that STUDENT and PARENT/GUARDIAN can make an informed decision on whether to enroll in that class. Description should include the class focus, objective, materials required, materials provided, estimated homework and an explanation for any material fee.
- ❖ Report the absence of their TA to the Teacher Coordinator as soon as possible. In most circumstances every TEACHER will have at least one ASSISTANT assigned to their class. If you have a preference, or if you need additional assistants, please note that on your teacher application and the TEACHER COORDINATOR will do their best to arrange that for you.

- ❖ Openly communicate with their ASSISTANT as to what their expectations are and how the ASSISTANT can help them. If you do not explain to your ASSISTANT what it is you expect of them, they will not know how to assist you.
- ❖ Openly communicate with their ASSISTANT if they feel the ASSISTANT is not fulfilling their responsibilities according to this MEMBERSHIP HANDBOOK. If after communicating with the ASSISTANT, the situation is not resolved TEACHER should notify the TEACHER COORDINATOR.
- ❖ Notify the TEACHER COORDINATOR if any STUDENT is not fulfilling their responsibilities according to this MEMBERSHIP HANDBOOK. If you are experiencing trouble with a particular student its more than likely that other teachers are too. The TEACHER COORDINATOR cannot assist you if he/she is not aware of the problem.
- ❖ Provide the TEACHER COORDINATOR with at least one backup lesson plan for use by a substitute teacher in the event of TEACHER's absence. The backup lesson plan can be something as simple as a video for the class to watch in your absence. The backup lesson plan needs to come with instructions and not require any preparation on the part of the substitute or TEACHER COORDINATOR.
- ❖ Ensure their backup lesson plan is provided to the TEACHER COORDINATOR by the first day of co-op. TEACHERS will not receive the full balance of their material fees until the backup lesson plan has been provided to the TEACHER COORDINATOR.
- ❖ Freely take pictures of any meaningful experiences or projects that you may have in your classroom. GRACE would love to incorporate the pictures into our yearbook. A number of LEADERSHIP TEAM members have cameras available in the GRACE CO-OP OFFICE for events such as this.
- ❖ NOT to publish pictures of any GRACE MEMBER to any social networking websites without the permission of that GRACE MEMBER or that MEMBER'S PARENT/GUARDIAN.
- ❖ TEACHER will be notified by the LEADERSHIP TEAM if there is a privacy or security concern that would prohibit any STUDENT from having their picture taken.
- ❖ Provide adequate information on homework assignments. When assigning homework to STUDENTS in 7th grade or lower, TEACHERS are encouraged to type up a homework sheet with instructions and expectations. TEACHERS may either hand the homework sheet out to each child, place the homework sheets into the GRACE FAMILY FILE BOXES for each individual STUDENT, or post the homework assignment to GRACE'S website. If posting a homework sheet to the website it must be posted prior to Thursday at noon so that PARENT/GUARDIAN and STUDENT have plenty of time to read and accomplish the assignment before co-op on Tuesday.
- ❖ Remain in the classroom at all times, except in the case of an emergency. Personal needs (phone calls, bathroom breaks, etc.) need to be taken care of between classes. If you need something for your class, please use your ASSISTANT as your runner to get it for you.
- ❖ Inform PARENT/GUARDIAN of any accident involving a STUDENT. It is always better to be overprotective and inform the PARENT/GUARDIAN of any and all bumps and bruises. Please determine if an accident warrants immediate attention or is an incident that should merely be reported to the PARENT/GUARDIAN after class. If the accident results in an injury please refer to the "ACCIDENT" section of this MEMBERSHIP HANDBOOK.

- ❖ Read, understand and enforce GRACE’S discipline policies as outlined by this MEMBERSHIP HANDBOOK.
- ❖ Not bring any minor (under 18 years), to GRACE with them. Only registered STUDENTS may attend GRACE (please see the policy on VISITORS in this MEMBERSHIP HANDBOOK). All children attending GRACE need to be registered STUDENTS of GRACE and must attend the classes which they are registered for. STUDENTS that cannot attend their registered class due to illness or injury need to be taken home.
 - TEACHERS PLEASE NOTE that STUDENTS are allowed to change classes until the second week of the semester. Therefore, GRACE cannot guarantee class size or amount of material fees until after the second week of the semester. If class materials must be pre-ordered TEACHERS are encouraged to provide adequate information for STUDENTS to purchase the materials independently. That way if the STUDENT decides to withdraw from the class within the first two weeks the TEACHER will not be losing money.

RESPONSIBILITY OF VOLUNTEER

VOLUNTEERS agree to:

- ❖ Read, understand, and comply with all GRACE rules listed in this MEMBERSHIP HANDBOOK as they apply to VOLUNTEER.
- ❖ Read, understand, and enforce GRACE’S discipline policies as outlined by this MEMBERSHIP HANDBOOK.
- ❖ Not bring any minor (under 18 years), to GRACE with them. Only registered STUDENTS may attend GRACE (please see the policy on VISITORS in this MEMBERSHIP HANDBOOK). All children attending GRACE need to be registered STUDENTS of GRACE and must attend the classes which they are registered for. STUDENTS that cannot attend their registered class due to illness or injury need to be taken home.

SCHEDULE

Check-In	9:15 am	-	9:30 am
Assembly: Pledge & Prayer	9:30 am	-	9:50 am
1st Period	9:55 am	-	10:50 am
2nd Period	10:55 am	-	11:50 am
LUNCH	11:50 am	-	12:30 pm (recess 12:10-12:30 pm)
3rd Period	12:35 am	-	1:30 pm
4th Period	1:35 pm	-	2:30 pm
CLEAN UP	2:35 pm	-	3:00 pm

GRACE classes are 55 minutes, and lunch is 40 minutes long. MEMBERS rotate classrooms during the 5 minutes between classes. A bell is rung in the hallways to signal the beginning and end of each class and lunch.

SNOW OR INCLEMENT WEATHER

If the Puyallup School District is closed OR delayed, all GRACE classes will be cancelled. You can obtain information about school closures on local TV stations, the radio (KVI 570AM) or <http://www.schoolreport.org>.

SPECIAL NEEDS STUDENTS

GRACE reserves the right to require an additional personal attendant to attend GRACE with a SPECIAL NEEDS STUDENT.

It is GRACE's desire to integrate SPECIAL NEEDS STUDENTS whenever possible; however, if a SPECIAL NEEDS STUDENT has the ability to cause injury to him/herself or other MEMBERS of GRACE, GRACE reserves the right to require the SPECIAL NEEDS STUDENT be supervised by a PARENT/GUARDIAN or personal attendant at all times.

TEACHER QUALIFICATIONS

MEMBERS who wish to serve as TEACHERS at GRACE must meet all of the following qualifications:

- ❖ Must be a returning MEMBER who has completed one full semester of membership with GRACE.
- ❖ Must be in complete support of GRACE's Statement of Faith.
- ❖ Must have accepted eternal life through verbal confession of their belief in the redeeming salvation of Jesus Christ.
- ❖ Must provide the LEADERSHIP TEAM with a written personal testimony regarding their relationship with, and salvation in, Jesus Christ.
- ❖ Must complete and submit a Teacher Application to the TEACHER COORDINATOR by the announced application due date.

The LEADERSHIP TEAM reserves the right to deny teacher applications.

VISITORS

All visitors to GRACE must report to the GRACE CO-OP OFFICE to obtain proper identification.

Visiting minors (under 18 years) must remain with their PARENT/GUARDIAN at all times.

Only registered STUDENTS may attend GRACE classes. For example, if you have a child who normally attends public school, or if you have a child visiting from out of town, that child MAY NOT ATTEND GRACE CLASSES with your family.

Hosting minor guests (under 18 years) that are not registered STUDENTS at GRACE

- ❖ Violates our insurance policy
- ❖ Is a distraction to registered STUDENTS
- ❖ Puts an unnecessary burden on TEACHERS

GRACE reserves the right to deny access to any visitor who willfully performs any act which interferes with or is detrimental to the orderly operation of GRACE or who the LEADERSHIP TEAM feels is a threat to the health or safety of GRACE MEMBERS.

WELCOME TABLE

The WELCOME TABLE is located in Lunchroom 2. Promotional items may be posted at the welcome table or placed in the GRACE FAMILIES FILE BOX only AFTER receiving permission from the LEADERSHIP TEAM. Items posted do not necessarily constitute endorsement or promotion by GRACE.

YEARBOOK

It is GRACE'S desire to provide a professional quality yearbook to its STUDENTS each school year. GRACE relies on volunteers to provide the services necessary to produce those yearbooks (photographers, props, software, etc.), and therefore GRACE cannot guarantee that yearbooks will be provided each school year.

WASHINGTON STATE BACKGROUND CHECK

Policies for safeguarding MEMBERS have been established by GRACE. Each PARENT/GUARDIAN and VOLUNTEER is required to complete a Washington State Background Check form. This form can be picked up in the GRACE CO-OP OFFICE. Whereas upon receipt of said form, GRACE reserves the right to process the WSP background check as deemed necessary by the LEADERSHIP TEAM.

ACCEPTANCE OF TERMS and AGREEMENT TO RELEASE AND HOLD HARMLESS

The terms and conditions outlined in this MEMBERSHIP HANDBOOK are the entire agreement between MEMBER and GRACE Homeschool Co-op pertaining to MEMBER's participation in GRACE. There are no oral promises, conditions, representations, understandings, interpretations or terms of any kind outside of this MEMBERSHIP HANDBOOK. GRACE may revise, amend, or modify this MEMBERSHIP HANDBOOK at any time and in any manner. Any new revisions, amendments or modifications will be published on the GRACE website at: <http://homeschool-life.com/wa/GRACEhomeschool/>. To ensure that you are familiar with the current terms and conditions of the MEMBERSHIP HANDBOOK, we recommend that you check the GRACE website regularly.

**IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS
OUTLINED IN THIS MEMBERSHIP HANDBOOK IN THEIR ENTIRETY
PLEASE DO NOT REGISTER FOR MEMBERSHIP AT GRACE**

I understand that my participation and/or involvement in GRACE Homeschool Co-op carries with it the potential for certain risks, some of which may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, my family, or others around me, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

Each member of my family is a willing participant in GRACE Homeschool Co-op.

By signing this agreement, I agree to release, indemnify, and hold harmless GRACE Homeschool Co-op and Puyallup Community Baptist Church, as well as all of its directors, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my involvement in GRACE Homeschool Co-op.

I have read and understand the terms and conditions set out in this MEMBERSHIP HANDBOOK and agree, on behalf of myself, my spouse, and my children to be bound by these terms and conditions.

SIGNATURES OF MINOR STUDENTS OVER THE AGE OF TEN (10)
