

# TEACH Co-op Policies, Procedures, and Code of Conduct

Updated 2024

Welcome to TEACH Co-op! We are grateful for each and every family God leads into our co-op. This document specifies our procedures and expectations.

## About TEACH Co-op:

We hold to the Apostles' Creed as our statement of faith. While a family need not be Christian to be members of TEACH, the worldview of the co-op is Biblical and unapologetically Christian. All teachers have agreed to the Statement of Faith.

## Mission Statement:

TEACH Co-op exists to support area homeschooling families in their pursuit of a rigorous academic education, by offering both parent-led and teacher-taught classes in an unapologetically Christian environment.

## Membership Policies & Procedures

- ❖ TEACH Co-Op requires that a parent or designated responsible adult remain on site during the duration of a student's co-op day. High school students who have signed the code of conduct and a medical release may have the privilege to attend co-op without an adult on site.
- ❖ Children younger than high school should not be outside the building or wandering inside the building unattended. The Holloway Elementary school playground next door is off limits to TEACH co-op.
- ❖ Each member family will sign a form every year acknowledging receipt of and agreement to follow the policies, procedures, and code of conduct. This includes agreeing to respect the Mission Statement and Statement of Faith, although agreement with the Statement of Faith is not necessary to become a member. A liability release form and emergency contact/medical release will also be signed.

### Tuition, Fees and Communication

- ❖ A membership fee will be paid annually by each family. The fee will be the same for each family, regardless of family size. A small deposit for each class is also paid to the co-op each year. These fees cover administrative costs including, but not limited to, website costs, insurance, and supplies needed for the running of the co-op. Membership fees are non-refundable after July 31.
- ❖ Tuition fees are paid directly to each teacher. Tuition payments are to be made on or before the first day of each semester, unless other arrangements have been made directly with the teacher prior to the beginning of the semester. Any special arrangements made should be honored and paid on time as per the set schedule.
- ❖ Unless specific arrangements have been made with the teacher, failure to submit payment within the first two weeks of the semester will result in removal from class until payment is submitted.
- ❖ Parents will be responsible for any bank fees incurred by TEACH and/or teachers if checks are returned for insufficient funds.

❖ We believe in the quality of our classes and teaching ability of our teachers. Thus, we ask each family to carefully consider the benefits of each class with the understanding that their class commitment is for one year (with the exception of classes clearly stated as one-semester) and all tuition fees are per semester (not per week/per class) and are nonrefundable, unless a class is canceled. There will be no refund issued for missed classes due to student illness or other reasons. In addition, there will be no refund for days missed due to weather emergencies, teacher illness or other unforeseen circumstances.

❖ **Email is our primary means of communication in TEACH**, and it is necessary that all families be connected in this way. In order to facilitate connection among our families, a member directory is available on our website, accessible only by current TEACH members. A family may not opt out of inclusion in the directory (which is only visible to current co-op members), nor may they opt out of receiving the weekly e-newsletter. Please keep your family profile (especially email address) up-to-date.

### The Building

❖ While we do meet in Christian Fellowship Church, we are an independent entity. The church graciously supplies the facility, classrooms, and utilities. We strive to remain respectful of the building and grateful for its use by caring for the building each week.

❖ Please respect Christian Fellowship Church by bringing in your own items to use (with the exception of toilet paper and bathroom paper towels). Coffee and creamer for TEACH use will be clearly labeled.

❖ We collect a Gratitude Offering twice a year as a gift to the church in appreciation for the use of the facilities. While we collect the offering in December and April, this offering can be given to the Steering Committee at any time.

❖ Each family will sign up for a service role prior to the start of the school year. Options include cleaning the church building or serving on one of the various committees during the duration of the co-op year.

❖ The Fellowship Hall, couch area outside the sanctuary, and nursery are the areas where parents and siblings not attending class may wait. Parents and siblings may not use classrooms as they are needed for classes, teacher prep/set up and quiet study areas for students at designated times.

❖ Food should be consumed only in the Fellowship Hall - not hallways or classrooms.

❖ Parents should supervise their children's use of the kitchen/microwave.

❖ The area behind the partition in the Fellowship Hall is off limits to all students.

### Attendance/Cancellation policies

❖ **Illness policy:** Students should be healthy to attend co-op. Children exhibiting fever, vomiting, diarrhea, or any symptoms of communicable diseases are asked not to attend. Children should not attend co-op unless they have been symptom free for at least 24 hours. This includes being fever-free WITHOUT medication for at least 24 hours.

❖ **Weather Policy:** TEACH Co-op will follow Springfield or Toledo Public Schools for weather delays and cancellations for snow hazards. If EITHER district closes for weather, we will be closed. TEACH will NOT cancel for fog or cold, only delay one hour if

needed. In the event of a delay or cancellation, TEACH will send an email to its members. We trust our families to make the best decision for their individual families concerning travel safety.

### **Code of Conduct:**

- ❖ While parents are the authority over their children, enrolling in classes at TEACH is a choice to voluntarily place them under the authority of their teachers. Parents are to encourage a respectful attitude toward adults in the co-op, and also to encourage full participation in class and completion of outside work for each class.
- ❖ Cheating, including plagiarism and use of AI, is prohibited.
- ❖ Students are expected to give full attention to each teacher during class, speaking respectfully and in turn. Expectations include, but are not limited to, being awake, participating, completing assignments, and using phones only under teacher direction.
- ❖ Out of respect for your teachers and other students in the class, please be on time to co-op and to your classes. Regular attendance is also expected.
- ❖ Please communicate regularly with your student's teachers. Any issues with the teacher or the class should be addressed directly with the teacher. We believe in the Matthew 18 model of resolving issues, and only unresolved or ongoing issues should be addressed with the Steering Committee.
- ❖ Students should dress in an appropriate and God-honoring manner. Clothing that is revealing or immodest, or tops that expose bare midriff or undergarments is not permitted. (Examples include halter tops, tube tops, spaghetti straps, and low cut tops) Shorts, skirts, and dresses should be of modest length. (Consider using the "closed fist guideline"...The bottom of the shorts/skirt should be below the extended arm with a clenched fist.)
- ❖ Out of respect for all students (and especially because we are a preschool-12th grade co-op) public displays of affection are not allowed anywhere on church property. This includes, but is not limited to, hand holding, kissing, embracing, etc....
- ❖ Student and adult interactions and conversations must be God-honoring. Foul language, conversations of a sexual nature, and bullying will not be tolerated.
- ❖ No adult should be alone in a room with a single child, unless that child is their own.
- ❖ At least one parent from each member family shall sign that they have read, or had explained to them, and agree to abide by this Code of Conduct. Members of the co-op who violate the Code of Conduct will receive a warning. Any further violations may result in disciplinary probation, which could ultimately result in dismissal from TEACH co-op if issues are not improved in a satisfactory manner.
- ❖ The Steering Committee is composed of volunteer parents who also agree to the Statement of Faith, and is charged with the financial well-being and smooth management of the TEACH Co-op. The Steering Committee appreciates that new issues will arise, and unforeseen circumstances will be evaluated on a case-by-case basis using good faith judgment. The final decision will rest with the Steering Committee, with input from involved parties as needed.

**TEACH Co-op Acknowledgement of and Agreement to the Membership Policies and Code of Conduct**

I, the parent, am the primary educator of my children and will work to help my child(ren) come prepared to all of their co-op classes. I will encourage all involved (including adults) in TEACH co-op to follow the Code of Conduct. All adults involved in the co-op are expected to uphold the Code of Conduct and will be subject to the same disciplinary guidelines.

I, the student, agree to respect my teachers and fellow students at TEACH co-op and uphold the Code of Conduct.

If a student continually comes to class unprepared, is not fully engaged in class, or violates the Code of Conduct, he/she will receive a warning. Further violations may result in disciplinary probation, which could ultimately result in dismissal from TEACH co-op if issues are not improved in a satisfactory manner. Dismissal from TEACH includes forfeiture of monies paid in the form of fees and tuition.

I have received a copy of, read, and agree to abide by the TEACH Policies, Procedures and Code of Conduct.

(Parent) \_\_\_\_\_ Date \_\_\_\_\_

(High schooler) \_\_\_\_\_ Date \_\_\_\_\_