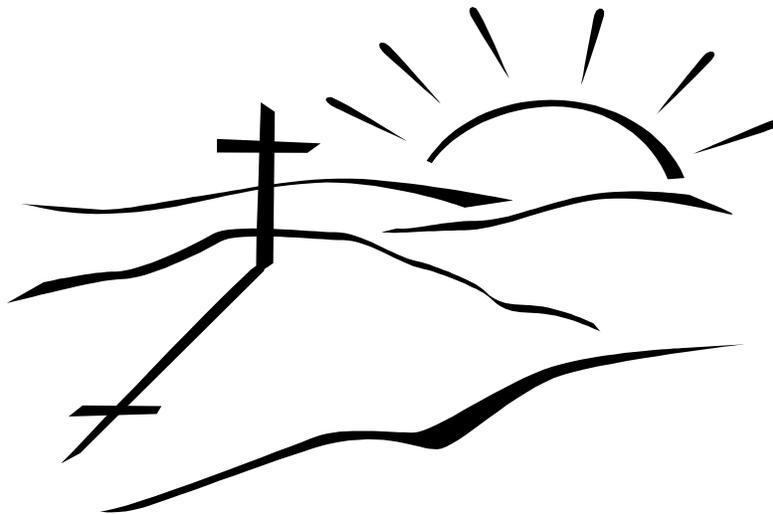


Sonrise Homeschool Co-op Parent and Student Handbook 2017



www.sonrisehc.org
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Mailing Address:
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Vancouver, WA 98665

What is Sonrise Homeschool Co-op?

Sonrise Homeschool Co-op (Sonrise HC) is a Christ-centered cooperative dedicated to supporting homeschool families through high quality, biblically based programs focused on spiritual development, educational growth, and fellowship within a supportive and enriching environment.

Is Sonrise HC a Christian Co-op?

Yes. Sonrise HC was founded by Christian families and includes homeschool families from a variety of backgrounds. This is both a blessing and a challenge as there is a range of beliefs held under the label of “Christian.” Despite the challenges diversity brings, there is also a huge blessing as Sonrise HC is a visible reminder that God is the ultimate authority. We are merely humble servants and children, seeking to honor our King. Ultimately, we are united in our belief in the biblical definition of a Christian – a follower of Jesus Christ who has surrendered his / her life to Him; a sinner saved by grace through accepting, believing, and confessing that Jesus Christ is Lord.

Who can join Sonrise HC?

Anyone can join. Sonrise HC does not require potential members be of the Christian faith to join. However, it is important for potential members to understand that we are going to pray, read from the Bible, sing about Jesus and teach about Him. All of the teaching at Sonrise HC, both in and out of the classroom, is biblically based and encourages personal growth through faith in Jesus Christ. All members of Sonrise HC, from youngest to oldest, are taught and encouraged to uphold biblical and moral life style 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, are in complete support of Sonrise HC’s Statement of Faith / Christian Conduct, and can sign that they agree with and will not teach anything contrary to our Statement of Faith / Christian Conduct are allowed to serve as teachers or considered for leadership positions on Sonrise HC’s Board of Directors. If you are not able to sign our Statement of Faith / Christian Conduct, we have other areas where you can help within the co-op.

What Does Co-op Membership Include?

Sonrise HC membership includes access to field trip opportunities, community events, google chat group, ability to participate in Friday School, Friday School Facebook pages for both adults and teenagers, and parent/teacher networking. Families must be members of Sonrise HC in order to enroll their children in Friday School classes.

Sonrise Homeschool Co-op

Statement of Faith & Christian Conduct

Part A - Faith

Section 1. The Bible: We believe that the Bible is the written and authoritative Word of God. Inspired by the Holy Spirit, the Bible is completely truthful in all it affirms. It bears witness to Jesus Christ, the Living Word and is infallible in its purposes. While reason, experience, and tradition together with the Bible serve to inform truth and life, the Scriptures are the primary and final authority in the rule of faith and practice. (II Timothy 3:16-17; I Peter 1:23 - 25; Hebrews 4:12)

Section 2. God: We believe in one God, creator of all things, who has existed from all eternity and revealed Himself in three persons, the Father, the Son and the Holy Spirit. These three are one in eternity, deity, and purpose; everlasting, of infinite power, wisdom, and goodness. (Genesis 1:1-2:22; Psalms 90:2;

Psalms 102:25-27; I Timothy 1:17; John 1:1-2; 8:58; Hebrews 1:8; Revelations 1:8; Romans 1:20; Matthew 3:16-17; 2 Corinthians 13:14)

Section 3. Jesus Christ: We believe in the incarnation and virgin birth of Jesus Christ who came into the world in human flesh to reveal the Father, being fully God and full man, except without sin. Jesus is the reflection of God's glory and the express image of the Father. Jesus, together with the Father and the Holy Spirit, is the Creator of all things. We further believe that in Christ dwells all the fullness of the Godhead bodily, and that He is our savior, the one perfect mediator between God and humanity. We acknowledge that Jesus Christ is Lord over all things in heaven and in earth, and under the earth. (I Corinthians 15:3-4; Acts 1:3; John 1:1-2 & 14; I Timothy 3:16; Acts 7:37-38; Philippians 2:9-11; Hebrews 9:14; Micah 5:2)

Section 4. Christ's Resurrection and Imminent Return: We believe in Jesus Christ's sinless life, miracles, substitutionary death, bodily resurrection and His ascension into Heaven. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. He will return in power and glory to judge all people. As His return may occur at any moment, the believer's response is joyous expectation, watchfulness, and diligence. We anticipate His return at which time there will be a new heaven and a new earth, a resurrection of those who are lost to eternal death and those who are saved to eternal life. (1 Corinthians 15:3-4; Acts 1:3, 11; 3:19-21; Romans 6:23; Ephesians 2:8-9; Daniel 7:14; Revelation 14:6, 20:4; 21:3-8, 22:1-5)

Section 5. The Holy Spirit: We believe that the ministry of the Holy Spirit is being manifested in the Church through the fruit of the Spirit. The gifts of the Holy Spirit are operative in the Church today in order for the Church to experience the fullness of God. We believe in the sanctifying work of the Holy Spirit that begins at regeneration. The Holy Spirit continually empowers a believer to live a holy life like Christ. The evidence of the work of the Holy Spirit is a person's obedient response to the Word of God, a Christlike life of holiness, and manifesting the fruits of the Holy Spirit. (John 15:26; 16:14; Ephesians 5:18-21; Galatians 5:22-23; I Corinthians 12:11; John 16:13)

Section 6. The Creation of the Universe and Humanity: We believe that the universe and all living things (including man), were made by the direct creative acts of God within the 6 (six) literal 24-hour days as described in the book of Genesis. Any biological changes that have occurred since the Creation week have done so within the original created kinds. The special Creation of Adam and Eve in the image of God, and their subsequent fall into sin is the basis for our belief in the necessity of a Savior for all mankind. We believe that humanity was created by a direct act of God, innocent and morally free with the responsibility to choose between good and evil, right and wrong. All people are created by God and in His image and have the same inherent rights regardless of race, gender, or color. (Genesis 1-2; Romans 5:17-19)

Section 7. The Fall of Humanity: We believe that all men are in violation of God's righteous requirements and His holy character both by nature and act. Through disobedience, humanity fell from a state of righteousness and holiness into total depravity, a state of sinfulness, unable in their own strength to obtain a right relationship with God and restore His image within. (Romans 5:12-21; I Corinthians 15:1-4; Romans 3:23; 5:12; Ephesians 2:1-2)

Section 8. Satan: We believe in the reality and personality of Satan, a fallen creation of God, who was defeated by Christ through His death, burial and resurrection. Christ has given authority over Satan to the Church. (Matthew 28:18-20; Job 1:7; Matthew 4:1-11; Ephesians 1:19-23; Colossians 2:15)

Section 9. Repentance: We believe that repentance is the result of the convicting work of the Holy Spirit in the lives of believers and non - believers. The conviction of the Holy Spirit, which often accompanies the preaching of the Gospel of Jesus Christ, will result in the revelation of one's sinfulness which should lead to remorse. Remorse causes us to turn away from sin and selfishness and to accept the free gift of forgiveness through faith in Christ. (II Corinthians 7:10; Psalms 51; Acts 11:18; II Timothy 2:25; Matthew 9:12-13; 1 John 1:9)

Section 10. Justification: We believe that repentance and faith in the Lord Jesus Christ results in justification whereby the believer, through faith in the atoning work of Jesus Christ, is accounted as righteous and made free from the guilt and the penalty of their sins. (Romans 5:1-9; 3:21-26, 28; 5:8-9; Luke 22:20)

Section 11. Salvation: We believe that by a new relationship with Jesus Christ one is born again and is a new creation. With a new life and a new spiritual nature capable of faith, love, and obedience to Christ, the old life is past and the new life is begun. Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9; John 5:24; II Corinthians 5:17; Colossians 3:9-10; Titus 3:4 -5)

Section 12. Restoration: We believe in divine restoration to the image of God for the whole person. This restoration was obtained through the atonement in Christ's sacrificial death and, by faith, brings healing and wholeness in mind, body, soul, and spirit. Although Christians may grieve the Holy Spirit, God's grace is sufficient for those who humbly repent, accept the correction of the Holy Spirit, trust the advocacy of Jesus, and mend their relationships. (Romans 8:11; I Peter 2:24-25; I John 1:9; Isaiah 53:4-5)

Section 13. Baptism: We believe that water baptism is a sacrament, commanded by our Lord Jesus, administered to believers as a declaration of their faith in Jesus Christ as Savior, and a symbol of the new covenant of grace. (Acts 2:38; Romans 6:4)

Section 14. The Lord's Supper: We believe that the Lord's Supper is a sacrament of our redemption by Christ's death. To those who rightly, worthily, and with faith receive it, the bread and the cup is a symbolic partaking of the body and blood of Christ, in remembrance of His life, death, and resurrection. The supper is also a symbol of the love and unity that Christians have among themselves. (Mark 14:22-24; John 6:53-58; I Corinthians 5:7-8; 11:23-29)

Section 15. The Church: The Church is the Body of Christ in the world. In worship the Church comes together to meet the holy God and to respond in obedience and love. In witness, the Church makes known the good news of Christ throughout the local community and to the ends of the earth, calling the lost to repentance and faith. In making disciples, converts are brought into the body, baptized, trained and equipped for service to Christ. In fellowship, redeemed people experience their oneness in Christ by sharing in one another's lives with love and concern. In service, the Church corporately cares for the needs of its own and others. The Body of Christ may corporately join together in specific geographic

areas in what is referred to as local churches. These local churches are manifestations of the larger Body of Christ and reflect through their various traditions and history the nature of discipleship and growth toward Christlikeness. (Acts 1:8; Matthew 28:18-20; Ephesians 4:11-13; Acts 2:42; 26:17)

Part B - Christian Conduct

Section 1. Worship: Christians are called to the regular practice of public worship first for glorifying God, and for the edification and salvation of people. Worship should be in the language of the people and should guard against centering upon personality, performance, or object, instead calling those participating to draw near to God with their whole being. (Psalms 150; Acts 24:14)

Section 2. Financial Giving: The Scriptures provide a pattern for financial support of the Church through tithing, which should be expected of all believers, as well as through special offerings, as one is able and compelled, as a means to provide for specific needs as well as to express love for God, and to obey the command to care for the poor. Giving tithes and offerings should be practiced continually by all believers and are outward expressions of the unity of the church as it joins together in support of the work of God in the world. (Genesis 14:18-20; 28:20-22; Proverbs 11:24, 25, Malachi 3:8-10; Matthew 23:23; Luke 11:42; I Corinthians 16:22; II Corinthians 8:7; 9:6-9)

Section 3. Benevolence: Scriptures are clear concerning helping those in need. We are encouraged to do good to all people as we have opportunity, with a special emphasis upon caring for those who profess to be fellow Christians, especially those of our own fellowship of believers. This is true for the local church as an organization as well as for the individual members of the church. (Proverbs 25:21; Proverbs 28:27; Isaiah 58:10; Acts 20:35; Galatians 6:10; I Timothy 6:18-19)

Section 4. Marriage and Family: At creation God instituted marriage for the well-being of humanity and procreation. Marriage is an institution of God described singularly as the lifelong and exclusive union of one man and one woman in a faithful relationship that the Scriptures call “one flesh.” Marriage is the only proper setting for sexual intimacy. Scriptures require purity before and faithfulness within marriage. Likewise, the Bible condemns all unnatural sexual behavior such as incest, child molestation, homosexual activity, bestiality, and prostitution. It clearly renounces as sinful, behaviors such as adultery, fornication, bisexual conduct, pornography or any attempt to alter one’s gender. A healthy marriage should provide a loving, life-giving context for raising children in the fear and instruction of the Lord. It is the foundation of the family, the basic structure of society. (Genesis 2:24; Matthew 19:4-6; Mark 10:6-9; Ephesians 5:22-33; I Corinthians 6:18-19; I Thessalonians 4:3)

Section 5. Guidance and Biblical Counsel: The Body of Christ has spiritual resources for those seeking help. The chief resources are the renewing power of the Holy Spirit, the Word, prayer, sacraments, counsel, support, and Christian community. Through these, God can bring healing and reconciliation. Such care and nurture of people is offered in programs through the wisdom, counsel, and support of those who are gifted and mature in faith. (Proverbs 12:18, 13:10; 15:22; 20:5; John 16:13; Romans 15:14; Galatians 6:1-2; Colossians 1:28; 3:16; II Timothy 3:16-17)

Section 6. Discipline: We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person is to be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or

attitudes are unacceptable. It is within this context and with this mindset that Scriptural discipline is to be conducted. Discipline of board members, teachers, volunteers, and general members administered in truth and love, in a spirit of meekness and confidentiality provides for the restoration of the one subject to the discipline and hence the strengthening of the community. The steps of discipline are according to the pattern of Scripture: private confrontation, private confrontation with witnesses, meeting with an appropriate oversight group, review by the board or it's designees for judgment leading to restoration or separation. (Matthew 18:15-20; Galatians 6:1; Romans 16:17; II John 9-11; I Corinthians 5; II Corinthians 2:6-8; I Timothy 5:20)

Part C – Conclusion

As ministers for Jesus Christ, we seek to be instruments of discipleship by developing the lives of youth to assume leadership and influence in culture through Christ-like lives of service in excellence. We draw upon the consensual wisdom of a variety of churches whose experience and wisdom may inform us for greater effectiveness in our calling.

What is Friday School?

Friday School is the one-day homeschool co-op that is at the heart of our program. It meets for two sessions each year: one in the fall and one in the spring. This format assists parents as a complement to their own homeschooling. The fall session is eight weeks, and the spring session lasts ten weeks. Please see our website for specific dates. Friday School begins at 8:30 a.m. with chapel and announcements. We offer three standard blocks of classes beginning at 9:00 a.m. and ending at 12:00 p.m.

Parent Participation

Each participating family will have one parent who is assigned a position at the school for two of the three standard class blocks at Friday School. If the parent does not apply to be a classroom teacher, then he/she will register for a parent helper position either in a classroom, as a hall monitor, as a substitute or wherever is deemed necessary by the Friday School Staffing Coordinator.

Every family will participate by signing up for a co-op "Job" via Sign-Up Genius (links on our website). Our co-op functions because we all help. There are a variety of jobs available at different times to accommodate family needs. Many of these jobs are designed with the whole family in mind.

A few jobs that require 10 or more hours a session are available and earn the family "Teacher" status for registration. If you complete your "Teacher" status job well during one session, you will have first choice to continue that job the following session.

Teaching at Friday School

Only members who have accepted eternal life through verbal confession of their belief in the redeeming salvation of Jesus Christ, are in complete support of Sunrise HC's Statement of Faith / Christian Conduct, and can sign that they have read, agree with, and will not teach anything contrary to our Statement of Faith / Christian Conduct are allowed to serve as teachers.

In order to teach, teachers need to fill out the teacher application, which is sent to the Educational Coordinator. Due dates for teacher applications for each session are located on Sonrise HC's calendar. Families who turn in their application by the due dates, and have their class approved, will earn "Priority Teacher" or "Teacher" status (based upon the date they turn in their application). All classes are approved by the Board of Directors.

Friday School classes vary each session based upon the types of classes parents volunteer to teach. When designing classes, we ask that teachers create eight-week (fall session) or ten-week (spring session) classes. Teachers also set homework guidelines and supply fees for their class.

Sonrise HC requires teachers to be at least 19 years of age. On some occasions, we have allowed students to teach a class they feel they have an expertise in. The Friday School Educational Coordinator will consider an application from a student if he/she meets the following requirements:

- The student is at least 16 years old.
- Their parent is willing to actively supervise the teacher and the class.
- The student has been a member in good standing for two semesters, minimum.

“No Drop Off” Rule

Because Friday School is organized as a cooperative effort by the parents, it is necessary to enforce the “no drop off” rule. Friday School is not a drop off situation. This means that every child enrolled must have a participating parent who is at Friday School the entire time that the child is there. If a participating child is present without a parent, the Friday School Coordinator will contact the parent by phone or letter. If there is a second occurrence, that family’s participation at Friday School will be reviewed by the Board of Directors and may be revoked for the remainder of the session.

Guardianship

In specific cases, parents may not be able to participate with their child during Friday School hours. The parent must submit a Guardianship form to the Friday School Coordinator indicating who will be responsible for your student while at Friday School. The form is available on our website and in the Visitor Notebook. This form is necessary even if another parent is bringing your child(ren) to Friday School for only one week.

Absenteeism

Please do not miss Friday School unless you or one of your children is ill. Children who are not sick may come with the other parent or grandparent (who has had a background check done) in the event that you need to stay home because of sickness. This person should be willing to assist wherever assigned by the Staffing Coordinator. If there is a highly contagious illness in your family, however, please keep everyone home. As soon as you are aware that you will not be able to attend, please call the Staffing Coordinator.

Background Checks

We value the safety of the parents and children attending Friday School. We want to take prudent measures to attempt to safeguard people and assets from potential harm. Therefore, Sonrise HC requires all adults (people age 19+) attending Friday school to have a current background check on file before the Friday School session begins. Initially, each adult will fill out the background check form linked on the

website. Each adult will be notified annually that a new check needs to be done. The Membership Coordinator will email the Authorization and Consent form in order for the recheck to be done.

Background checks are done by Protect My Ministry (PMM). PMM specializes in national background checks for churches and other ministries.

Registration

Classes are filled on a first-come, first-served basis. Please check the website for the registration dates and times of each session. While we would love for all families to be able to participate, we require the oldest participating student to be at least seven years old by September 1st of the Friday School year in order to register your family for classes.

On the day of registration, priority for registering for classes is as follows:

1. Board Members
2. "Priority Teacher" status
3. Teachers and Families with "Teacher" Status Jobs
4. Co-op families

In order to register for a class, each student must be within the set age range by the date of registration. Children (age 0-6) are placed in self-contained classes based upon their age by September 1st of the Friday School year. These classrooms for younger children are designed to be year-long, meaning children will remain in their classroom for the duration of the Friday School year (both fall and spring sessions).

Please note that classes have a minimum number of students required or that class will be cancelled. If a class is full, there is not a waiting list. Teachers do not have the ability to accept extra students to a full class. Any decision to open classes to more students is made by the Board of Directors after considering need and any restrictions.

Parents are asked to “work” two blocks with one block off for fellowship in the parent break area. You will sign up for the parent helper positions you wish to help with for two Friday School blocks after registering your child(ren). The parent helper positions are subject to change according to the needs of the co-op as determined by the Friday School Staffing Coordinator.

Financial Responsibilities

There is a \$20 annual co-op membership fee. The Sunrise HC membership runs from August 1st to July 31st of the following year. In addition to the yearly co-op membership fee, participation in Friday School requires a Friday School membership of \$50 for the year. Class supply fees are determined by the teachers and typically range from \$4 to \$25. All class fees are due within a week of registration. Registration is not complete and class participation cannot begin until full payment is received or arrangements have been approved by the Treasurer.

Scholarships

It is our desire that finances never keep a family from participating in Sunrise HC's Friday School. Scholarships are available. A full scholarship is defined as a maximum of \$36 per child per session. You

may obtain a scholarship application by downloading the "Scholarship Request" form from our website. Please return the completed application to the Treasurer. All scholarship forms need to be approved by the board prior to the start of classes.

Refund Policy

If for some reason a family or student needs to drop out of Friday School, c fees are forfeited. Often time teachers have already purchased supplies or paid for professional services.

Family Folders

Each registered family is given a Family Folder. We keep these folders on a table that we set out each week in the church foyer. Our family folders act as our "inter-office mail." Feel free to use these to drop notes to friends, communicate with leadership, as well as for teacher thank you notes.

On Friday mornings, you will find your name tags in your folders. Be sure to stop at the family folders when you first arrive before 8:30 a.m. to eliminate distractions during worship. At the end of the day, return your family's name tags to your folder downstairs and pick up any mail that may have been placed there.

Name Tags

Name tags are stored in your family folder. Adults and children must wear their name tags every Friday where we all can see them (not on the bottom of their shirt, their backpack or other low visibility location). We also ask that students do not wear lanyards. Adults can wear lanyards as long as they are not pink, yellow, or red. These colors are reserved. Please **DO NOT** take your name tags home. Return them to your family folder at the end of the Friday School day.

Broken name tags and clips due to normal wear and tear are replaced at no cost. Please put a note and the broken tag in the Membership Coordinator's family folder. Please also email the Membership Coordinator to notify her about a damaged name tag.

Visitors/Guests

No unregistered children or adults may attend Friday School classes. However, occasional visitors are allowed. For security reasons you must log in your guests via the Visitor Log Book (located at the checkin table near the family folders). They will need to wear a visitor badge and stay with you.

If you would like your guest to participate in a class with your child(ren), please contact the Educational Coordinator before Thursday of that week. The Educational Coordinator will check with each teacher in advance for permission to place any extra student(s) in their class as well as to determine if there are enough materials available.

Morning Chapel

All Friday School participants are required to attend morning chapel each week. Important announcements, a devotion time, prayer, and worship will occur during this time.

Hall Monitors

Another parent helper position, besides being a teacher or teacher assistant, is to sign up to be a hall monitor(s) in blocks A, B, or C. Hall monitors are the co-op's eyes and ears during class time. They will be given a brightly colored safety vest for visibility, a notebook that identifies where each student or parent can be located during that block, and a bell to ring at the end of class time. A bell is not rung at the end of C block as teachers release students after 12:00 p.m. when all classroom clean-up is complete.

The hall monitor is there to help students and guests find their classrooms, help teachers locate parents, assist little ones to and from the bathroom, contact leadership with any problems (as they arise), reroute those without name tags to the Visitor Log Book, and ring the bell at the end of blocks A and B.

Bathroom Policy

Students need to go to and from the bathroom in a timely manner. Hall monitors will be there to monitor behavior and seek help in emergencies. If a child is needing assistance in the bathroom there needs to be two adults present. Teens may help their siblings. Adults and teens are not to be alone in a bathroom stall with children who are not their family members.

Emergency Procedures

In the event of an emergency, please evacuate the building via the exit marked on your classroom fire safety diagram that can be found in your classroom folder. Do NOT attempt to reunite with your children prior to exiting. Make your way to the **northwest corner of the church campus** or as far from the building as possible. Complete emergency procedures can be found in the classroom folders.

Wellness Policy

Please do not bring your child to Friday School if he/she has or has had any of the following symptoms in the last 24 hours:

- Temperature of 100 degrees Fahrenheit or higher
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea
- Productive cough with fever or sore throat
- Head lice

Snack

You are welcome to send a snack with your child to eat during Block B, if they need the extra boost. There are NO red drinks/ juice allowed. Also, please do NOT bring snacks with nuts or seeds (this includes peanut butter!) because some children attending are highly allergic!! Each teacher's class roster lets them know if there is a child that an allergy (as long you have provided this information on your membership application), but it is also wise to talk to each of your child's teachers personally about any allergies. Ultimately, YOU are responsible for communicating.

Parent Break Room

Parent Break Room is a place where parents can visit during their free time. During your block off come to the Parent Break Room to eat, chat, as well as hear about and sign up for special events. Sign-ups for

bringing snacks for the adults are done at the time of registration via Sign-Up Genius. If you are off during Block C, you will be helping clean the break room during the last 10 minutes of your break.

Snow Days/Closures In the event of snow, we follow Vancouver School District's snow closures. When possible, any cancellations will be posted at www.sonrisehc.org and emailed before 7:30 a.m. the morning of classes. If classes in the Vancouver School District are delayed 2 hours or cancelled, Friday School will not meet.

Clean Up Policy

We are guests at Mountain View Christian Center. Because of this, we want to be good stewards by leaving the building even cleaner than we found it. Every week each class will spend time cleaning their Block C classroom. Clean up is the responsibility of the students under the supervision of the teacher. All of the following must be done before any students are allowed to leave:

- ALL the chairs, tables and counters need to be wiped down, whether or not they look dirty.
- All trash cans need to be emptied.
- Vacuum the entire carpet in the classroom, whether or not it looks dirty. If there is a linoleum floor, please sweep all dirt and debris onto the carpet and then vacuum up the debris.
- All furniture needs to be arranged to look EXACTLY like the photo in the classroom folder.
- Any furniture that was moved into your classroom needs to be moved back to its original location. (There will be a notation on the whiteboard in your room if this is the case.)

A cleaning bucket is located in the hallway and specific room instructions are in your classroom folder. Make every effort to complete the classroom cleanup instructions. Please encourage your children to take part without being asked.

Pick Up Policy

We ask that all students age seven and under wait in their Block C classroom until they are picked up by their parent. Teens may pick up younger siblings if the parent pre-arranges that with the younger child's Block C teacher. A note of who is to pick up the child may be made on the label on the back of the child's name tag.

After finishing your Block C classroom cleanup duties, please gather your youngest children first. The nursery and toddler teachers cannot finish cleaning their rooms until these children have been picked up. Teachers- Do NOT release students until 12:00 p.m. AND when the room has been completely cleaned. (A bell is not rung at the end of C block as teachers release students after 12:00 p.m.) Work with your parent helper(s) to stagger picking up your own children without leaving your class unattended. Remember, we all have to wait for each other to pick up students, so please postpone your visiting until after you have picked up your children, turned in your name tags and checked your family folder.

Student Expectations

- Treat everyone courteously and with respect at all times.
- Walk quietly between classes.
- Respect the property of MVCC. Bless the church by cleaning up after yourself and others.

- Come to all classes prepared to learn and participate, having completed assigned work.
- Any public display of boyfriend/girlfriend relationships is not acceptable at any co-op sponsored activity.
- All Friday School students must attend all three blocks of classes. There are no free blocks allowed. If a student needs to leave early, he/she must remain in a class until the approved time and then leave the campus immediately.

Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful of their fellow students. At the beginning of each session, teachers will explain class rules to the students so that they understand what is expected of them during their Friday School.

If a student is disruptive, the following process will take place:

- First Offense: The student receives a clear warning from the teacher or other adult.
- Second Offense: The student is removed from the class and taken to his/her parent for supervision.
- Third Offense: The student and parent will meet with the Co-op Director and Friday School Coordinator to see if the student desires to remain part of Friday School. If the student continues to have discipline issues, the parent will be asked to remove the student for the remainder of the term, without a refund of fees.

Important Note: If a student's infraction is of a more serious nature, the corrective action may skip ahead to a more severe discipline up to and including permanent expulsion from Friday School. These would be decided on a case-by-case basis by the Board of Directors.