

Kingdom Builders Rules and Guidelines

A. General Behavior

In order to maximize the benefit of classes for all students, we ask that you instruct your child in the following classroom behavior:

1. Participate.
2. Obey your teacher.
3. Listen carefully to directions.
4. Raise your hand if you want to say something.
5. Do not talk when someone else is talking, **especially the teacher.**
6. Stay seated in your chair unless your teacher requests you to do otherwise.
7. Be respectful to all adults.
8. All adults are referred to as Mr. or Mrs. _____.
9. Use your best manners at all times, (i.e. yes ma'am, no thank you, please, etc.)
10. We expect older children to be exemplary in their attitude of cooperation.
11. Students and parents must be in their assigned classes in a timely manner.
12. No gum will be allowed in the facility.
13. Students should not engage in traditional dating behavior at co-op. We want all students to feel comfortable and to treat each other as friends.

Note: we realize that younger children will need to be reminded of these rules often, however, by third grade we expect the children to follow these rules carefully.

B. Discipline Policy

Co-op students should "read and heed" all co-op Rules and Guidelines. We do not anticipate having any behavior problems with our students. However, general discipline policies must be set.

Please understand that blatant defiance will not be tolerated at any level.

If behavioral issues arise, the following protocol will be used:

1. The teacher will address the problem with the student.
2. If any student causes serious class disruption, he/she will be removed from class that day and taken immediately to the parent. If the parent is not available, the child will be placed with a leadership staff member until the parent arrives.
3. If the behavior problem persists over a period of time, the student may be asked not to return to co-op.

Any purposeful acts of vandalism will result in **immediate** expulsion! We do not anticipate having any problems, but in fairness to all (including White Bluff Methodist Church) we will adhere to this policy.

C. Homework Policy

Elementary students:

Many classes will be sending home information and worksheets that will help the parent know what the child is learning. True learning will take place when the child incorporates these materials into their daily homeschool work for learning and review. It is only fair to the teacher, the student, and the class as a whole if everyone takes that class seriously and learns the material. It will be worth the small amount of additional work if we are also teaching our children diligence in the process. It is up to the parent to explain the benefits of learning the material presented and to see that the work is accomplished. However, we realize that we all have different home school expectations, so we will basically leave this up to the individual families for elementary ages.

Middle and high school students (5th-12th grade):

These students **will be expected** to work very hard and diligently to complete all assignments and to learn the material, especially in the foreign languages, science courses, and courses receiving high school credit. This material will build in skill and knowledge level and it would be very easy to get behind if the assignments were not learned systematically. **Please check course descriptions for homework requirements before committing to any class.**

***“And whatever you do, do it heartily as to the Lord and not to men,
knowing that from the Lord you will receive the reward of the inheritance,
for you serve the Lord Christ.”
Colossians 3:23-24***

Kingdom Builder’s Homeschool Co-op has set a high, godly standard for our students in that they are to strive for excellence in all of their classes and take them seriously (as to the Lord).

Please read the class descriptions and expectations **before** signing up for classes.

We will expect students to be prepared to participate in class and to turn in all assignments and tests on time. The students will need to keep up with their assignments even during the weeks when there are no co-op classes. A detailed syllabus will be given on the first day of class.

If the teacher/facilitator feels the student is not keeping up with assignments, he/she will notify the parent. It will then be the parent’s responsibility to follow-up with their student. If this becomes a recurrent, unresolved problem, the student may be asked to withdraw from the class.

Note: Our co-op is not a school and does not function as a school. We are here to help the parent fulfill what God has called them to do. Please understand that the teacher/facilitator is to be viewed as a help to the parent.

D. Attendance

It is our prayer that we will all have a servant attitude and will view the co-op as an opportunity to minister to one another. Parents and students must take our commitment to the co-op seriously. Consistent attendance is vital for the co-op to run efficiently. There is a great loss in classroom instruction with each absence. It is not only hard on the student, but is difficult for the teacher, especially for those working on an on-going project or for classes that build in skills.

1. Once commitment is made to the co-op, barring a family emergency or illness, we will be counting on your attendance. Should you change your mind about participation, please alert the leadership ASAP.
2. If you (the parent) are unable to attend and fulfill your required volunteer hours, you must contact your teaching team to inform them of your absence. You are also expected to help find a substitute to fulfill your co-op duties. When the parent is absent school and preschool age children still may attend classes only if a participating parent is willing to take responsibility for your children. This does not apply to nursery age children.

3. Punctuality is vital to the success of the co-op. It is very disruptive to the class and unfair to the teacher and fellow classmates if a student is consistently late. Please be considerate of this concern.

E. Dress Code

The purpose of a dress code is to honor God and to promote an orderly learning environment. Our co-op will maintain a high standard of Christian conduct. We ask that each parent and student try their best to exemplify Christ in their lives by wearing clothing that would honor Him.

1. Participates may **NOT** wear the following:

Tank tops	Halter tops
Tops with spaghetti straps	Netted or see through clothing worn with tops with spaghetti straps
Midriffs or tops showing stomach	Shorts/skirts/slits that are not within fingertip length
Shirts displaying distasteful pictures or sayings	Pants that are very low cut, too tight, or that hang low off of the hips
Shirts advertising tobacco, alcohol, or controlled substances	Caps or hats, except on designated days or for P.E.
2. The dress code must be maintained by everyone registered or visiting our co-op.
3. Any participate who refuses to abide by these rules will be issued an oversized t-shirt to wear for the day.
4. Designated co-op leaders will enforce these rules.

F. Supplies

1. All students will need to bring a backpack or tote bag to carry supplies.
2. **Clearly label all items, especially backpacks, lunchboxes and supplies.**
3. The Co-op will provide pencils, crayons, markers, scissors and glue for preschool and elementary students. These students will still need a backpack or tote bag for notebooks and projects.
4. Check the child's bag for notes sent home from your child's teachers each week.
5. Lost and Found items will be placed in a box on the information table each week. Items will be held for one month before being donated to charity, so please check the lost and found box regularly.

G. Illness

1. Please do not bring any child (**nursery thru 12th grade**) who has had a fever, vomiting, or diarrhea **within the last 24 hours**. (If in doubt, please don't.)
2. If your nursery or preschool child has a cloudy, runny nose or a consistent cough, please do not bring him/her to co-op. It is not worth the chance of infecting other children.
3. If your child requires any medication, please keep it with you and administer as needed.
4. Notify teachers if your child has any allergies, especially in a class where food may be served.

H. Lunch time

1. Lunchtime will be included in the schedule. Please be sure to finish in time to arrive in your next class on time.
2. Parents will be assigned to monitor lunchtime on a rotating basis.
3. Nursery and preschool children may not bring **red beverages**. If possible, drinks should be light or clear in color.
4. **Please be sure to clean up all food and paper fragments from lunch.**

I. Nursery and Preschool

1. Nursery children may only be in the nursery during actual hours parents are involved in the co-op, teaching or in Bible study. (Five hours would make it a long day for both babies and workers.)
2. Nursing mothers, please use modesty and discretion around other children.
3. Babies, 4 months and older, **must** be left in the nursery. It is disruptive to the class and potentially dangerous for the baby otherwise.
4. If you have a special needs child, please notify his/her teachers.
5. If you ask anyone to pick up your child (I.e. husband, grandparent, friend, etc.), please notify the nursery/preschool teacher and also pin a note on your child's diaper bag or backpack so all teachers will be aware of it. (Sometimes the teacher in that class may be different than at the beginning of the day.)
6. At least two adult teachers should be with the children **at all times**.
7. Leave the door open whenever there is only one teacher in the room.
We have scheduled two teachers in every class but we also recognize that there are times when one teacher may need to leave the room to take children to the bathroom, get supplies, etc. Therefore when this occurs please leave the door open.
8. Prop the door to the bathroom open when taking younger children to the bathroom.
When using the main restroom please check first to make sure it is clear of other adults and older students before allowing the children to go in. We realize that younger children may need help with hand washing etc. so please prop the door open with one of the provided doorstops when interacting with children in the bathroom.

J. Visitors

1. Guests, adults, and children are welcome to visit the co-op **one time only**.
2. Visiting children must be school age (not nursery or preschool.)
3. Inform your guests that there may not be supplies for them in certain classes.
4. Please have your visitors check in at the leadership desk.

K. Announcements

1. Announcements will be sent through e-mail. It is imperative that each family check your e-mail at least one time per week to stay abreast of announcements. If you do not have access to a computer, please arrange for another co-op family, etc. to make you a copy or to inform you of information as it arises.

L. Miscellaneous

1. If for any reason a student, of any age, is not enrolled in a class while on the premises, he/she must either be with a parent or helping in a younger class. We believe that strictly enforcing this rule will help us to avoid any potential problems.
2. Please stay in the designated areas being used by the co-op only. **We do not wish to interfere with the church staff or the business of the church.**
3. Do not play with the church instruments or equipment.
4. Bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed. If you see a problem, please pitch in and clean it up.
5. If you leave an item at the church, it will be placed in the co-op lost and found. All unclaimed items will be donated to charity periodically
6. No handheld electronic games, radios, or CD players are allowed except by teachers.
7. Student cell phones are to be turned off and not used during class. Teachers, please adjust yours to vibrate only.
8. **Teachers, please be careful to use only classroom supplies belonging to the co-op. Also, please leave your classroom as it was when you arrived.** If you bring co-op supplies into the classroom, please remove them when you leave.
9. Pocketknives, airsoft guns, and lighters are not allowed on the premises.
10. The co-op phone list is for the sole use of its participants. It is not to be shared with anyone outside of our group.