

Kingdom Builders Homeschool Co-op

Rules and Guidelines

All Members of Kingdom Builders Homeschool Co-Op are volunteers, and are to abide by the rules stated in the Kingdom Builders Homeschool Co-Op Rules and Guidelines and the Child Protection Policy, to include the KBC Leadership Team.

A. Membership

1. A Member is an individual who has been accepted for membership by the KBC Leadership Team and is considered to be in good standing by the KBC Leadership Team.
2. All Members:
 - a. Must participate in the MinistrySafe childcare and child abuse training every 3 years and have a signed KBC Child Protection policy on file.
 - b. Must have undergone a criminal background check if over 18 years old. Criminal background checks will be repeated every 3 years.
 - c. Must attend the annual Existing Member Meeting to review rules and guidelines of Kingdom Builders Co-Op, to include a refresher training on the KBC Child Protection Policy.
 - d. All New Members must complete and sign the KBC Family Membership Form, KBC Participation Agreement and KBC Commitment Agreement. New members must also attend New Member Orientation to review the KBC Rules and Guidelines, and KBC Child Protection Policy, prior to attending their first day of Kingdom Builders Homeschool Co-Op.

B. General Behavior

In order to maximize the benefit of co-op, we ask all co-op members - parents, teachers, students and children follow these guidelines:

1. We expect members to be exemplary in their attitude of cooperation and respect for others. If a conflict arises between two members of Kingdom Builders, please follow the guideline set out in Matthew 18:
 - a. First, go directly to the person to discuss the issue.
 - b. If the issue cannot be resolved through direct communication, or if the member is uncomfortable discussing directly with the other person, contact a member of Leadership to help resolve the dispute.
 - c. Leadership may meet with one or both parties and will help to reach a compromise or resolution.

2. Respect and be good stewards of Bull Street Baptist Church and its members. Stay in the designated areas being used by the co-op only. Kingdom Builders members may not enter the pastoral offices, baptistries, secure storage areas, or church work spaces.
 - a. The church facilities are used for worship services and other ministries during the week. We must leave every space we use clean, orderly, and fully ready to use for the church's regular ministry use and Sunday worship.
 - b. Members may not use the church's consumable supplies, equipment, musical instruments, or audio-visual equipment without express written approval from Leadership and Bull Street Baptist Church.
 - c. 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.
 - d. 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.
 - e. Any purposeful acts of vandalism will be dealt with swiftly and severely!
3. 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 with prior approval from KBC Leadership.
4. The co-op contact list is for the sole use of its participants. It is not to be shared with anyone outside of our group.
5. Bullying, harassment, or intimidation of any kind will not be tolerated.
6. Students are not allowed to have pocket knives or lighters.
7. No guns or weapons of any kind are permitted on the premises.
8. No drugs, alcohol, or illegal substances are permitted on the premises. There will be zero tolerance for possession and/or solicitation of any of these substances.
9. Please see the comprehensive cell phone policy.
10. 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.

C. Classroom 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 and fellow students.
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 all students 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. Student cell phones are to be turned off and not used during class. See the comprehensive cell phone policy in section F.

D. 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 Team member until the parent arrives.
3. The Leadership Team will evaluate and determine disciplinary actions on a case by case basis to include restrictions, suspensions, and expulsion in instances of persistent behavior problems over a period of time or major rule violations.

E. 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 their 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 each Friday.
2. If you (the parent) are unable to attend and fulfill your required volunteer hours, you must contact your Area Coordinator and co-teacher to inform them of your absence. The Area Coordinator will secure a sub for your class.
3. When the parent is absent, we reserve the right to ask you to keep your preschool-aged and elementary school-aged children home with you. Middle and High school students may still attend classes only if a participating parent is willing to take responsibility for your student(s).
4. Punctuality is vital to the success of the co-op. It is very disruptive to and inconsiderate of the class if a student or teacher is consistently late.

F. Cell Phone/Personal Technology

1. Students are not allowed to use their phones during the co-op day. All cell phones must be turned off and placed in the student's backpack before entering co-op and must

remain off and in the student's backpack during the entire co-op day, "bell to bell" including lunch.

2. If a student needs to call his parents during co-op hours, he may do so only with permission from a teacher.
3. Cell phones that are used during the co-op day without permission will be collected and given to a Leadership Team member. The KBC Leadership Team will then immediately turn the cell phone over to the parent of the student found to be in violation of the cell phone policy.
4. Using any personal technology in a bathroom will be deemed a major rule violation. Using electronic devices to access inappropriate materials in the co-op building will be deemed a major rule violation.

Classroom Exception: Teachers have the permission of the Leadership Team to create and administer unique technology policies for the classroom in which they are teaching only. Students are responsible for turning off their phones and putting them away upon completion of that class.

G. 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. Participants may NOT wear the following:
 - a. Tank tops
 - b. Halter tops
 - c. Tops with spaghetti straps
 - d. Netted or see through clothing
 - e. Midriffs or tops showing stomach
 - f. Shorts/skirts/slits shorter than fingertip length
 - g. Shirts displaying distasteful pictures or sayings, advertising tobacco, alcohol or controlled substances
 - h. Pants that are low cut, too tight, or that hang low off of the hips.
2. Caps and hats are permissible with the discretion of the teacher.
3. Shorts should be at least fingertip length with arms fully extended at side.
4. The dress code must be maintained by everyone registered at or visiting our co-op.
5. Any participant in violation of the dress code will receive a warning by a member of the Leadership team. When a student is warned of a violation, their parent will be notified as well. The Leadership Team reserves the right to ask the student to wear an oversized t-shirt to cover their body appropriately or ask the student to leave co-op and return in clothing that aligns with the co-op dress code.

H. Homework Policy

1. Elementary Students (1st-6th grade):

Elementary students will be given a homework notebook at the beginning of each session. We will give you a few guidelines on how to use the homework, but want you to remember that you know your child better than anyone. Feel free to assign the amount of homework you feel is challenging for your child. The homework notebook will be “stamped” each week to record the amount of homework and extra credit that the student completes. While homework is not mandatory at the elementary age, it is highly encouraged and will be rewarded at the end of each session.

2. Middle and High School Students (6th-12th grade):

These students will be expected to work very hard and diligently to complete all assignments and to learn the material. The class material will build upon itself in skill and knowledge level. It would be very easy to get behind if the assignments were not learned systematically. Please read the class descriptions and expectations 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

- a. Kingdom Builders 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). 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 before the first day of class.
- b. If the teacher feels the student is not keeping up with assignments, he/she will notify the Leadership Team and a parent. It will then be the parent's responsibility to follow-up with their student. We realize that there are unavoidable circumstances that can cause missed assignments. Out of respect for our teacher's time and efforts, we ask for prompt, clear communication for adjustments to be made. If this becomes a recurrent, unresolved problem, the student and parent will be asked to meet with a leadership member and may be asked to withdraw from the class.
- c. Academic Probation: If a student misses two assignments without parental communication with the teacher, leadership will speak with the parent and student. Leadership will evaluate the circumstances for the missed assignments. If there are no extenuating circumstances, the student will be placed on academic probation. A subsequent missed assignment will result in the student being removed from the class without fee refund. The student will be required to stay with their parent (in the same room) for the entire class time the remainder of the year.

- d. Academic Honesty: Our teachers are familiar with their student's work and can identify inconsistencies therein. If an assignment appears to have been written with AI, copied or plagiarized, the student will receive a 0 on the assignment. The parent will be contacted and will be required to sign off on subsequent assignments to indicate they have reviewed the work prior to the student turning it in. Further incidents will be handled on a case-by-case basis, up to removal from class with no fees refunded. Students who have been removed from a class must remain with their parent for the entire class period.
- e. 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 consider that the teacher/facilitator is to be viewed as a help to the parent. Our courses are structured to give parents options to fulfill some of the graduation requirements recommended by the state graduation guidelines, if they so choose. However, as the parent, it is your responsibility to determine if the requirements for graduation have been fulfilled.

I. Supplies

- 1. All students will need to bring a backpack or tote bag to carry supplies.
- 2. Clearly label all items, especially backpacks, lunch boxes and supplies.
- 3. Parents will provide pencils, crayons, markers, scissors, glue and backpacks or tote bags for preschool and elementary students.
- 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.

J. 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.

K. Lunch Time

- 1. Lunch time will be included in the schedule. All students should bring lunch to co-op each week. Please be sure to finish lunch quickly to arrive at your next class on time.
- 2. Parents will be assigned to monitor lunchtime for all lunch periods.
- 3. Nursery and preschool children may not bring peanut products, tree nut products, or red beverages. If possible, drinks should be light or clear in color.
- 4. A nut-free table is provided for students with allergies.

5. Please be sure to clean up all food and paper fragments after lunch.

L. Nursery and Preschool

1. Nursery children may only be in the nursery during actual hours parents are involved in the co-op or teaching. (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 child with special needs, please notify Leadership and 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, NPK Area Coordinator 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. No peanuts or tree nuts are allowed in the preschool area at all.

M. KBC Child Protection Policy

All KBC Members must abide by the rules written below:

1. KBC enforces a Two Volunteer Rule, meaning that our policies require there to be at least two volunteers present with the children at all times. The following ratios are maintained for all KBC meeting times:
 - a. For children ages 0-12mo, there will be two volunteers, with at least one adult for every three children.
 - b. For children ages 12mo-35mo, there will be two volunteers, with at least one adult for every five children.
 - c. For children ages 3-5 years, there will be two volunteers, with at least one adult for every eight children.
 - d. For children ages 5-18 years, there will be two volunteers, with at least one adult for every fifteen children.
2. 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.
3. Bathroom Policy
For the protection of all, members should never be alone, with a child of any age, in a bathroom with the door closed or a closed bathroom stall. . If the child needs assistance a female volunteer may help while the door is open or the NPK Coordinator should be contacted for help. In addition only women volunteers may change diapers, with another volunteer present.
4. Physical Touch Policy
While appropriate physical contact with children can be an effective means of aiding in

communication, redirecting attention, calming restlessness, or of showing godly love and care, it can also be easily misinterpreted. Therefore, the following policy is in place, when Members are caring for children that are not their own, because we would not afford any opportunity for our Members to be compromised in this area.

a. Member to Child Contact

- i. Always remain in open sight of other adults. Never ask a child to accompany you into an unattended area.
- ii. All volunteers should refrain from the following activities: roughhousing, wrestling, or giving shoulder or piggyback rides to children. Physical contact in group activities such as outside games, classroom exercises, etc., is reasonable and understandable, but the principle is to be above reproach in all relationships.
- iii. Do not initiate hugs. Prolonged, frequent, or frontal hugs are not appropriate. If an older child initiates a hug, redirect them to a more appropriate contact, such as a gentle high-five.

b. Child to Child Contact

- i. No male and female under 18 should ever be alone together.
- ii. No inappropriate touching of any kind will be accepted. (i.e., no physical display of affection.) Students should interact as friends.
- iii. Fighting will not be tolerated and any child participating in violent action will be dismissed and placed into their parent's care. A member of the KBC Leadership Team will be called if necessary and these children will not be allowed to return until clear safety plans are agreed upon by parents, volunteers and KBC Leadership Team.

c. Proper Displays of Affection

- i. For children ages 0-4 years
 - 1. Carrying a child on the hip
 - 2. Holding and rocking to sleep
 - 3. Sitting on laps or holding while reading or being consoled
 - 4. Other nurturing contact such as side hugs, always in sight of other adults.
- ii. For children ages 5-18 years
 - 1. A pat or touch on the shoulder for redirection or to communicate godly love
 - 2. High-fives, handshakes, or first bumps
 - 3. Brief side hugs

5. Child Abuse Response Plan

For the purposes of Kingdom Builders Homeschool Co-Op, we use the following definition of child abuse: A child whose physical or mental health or welfare is harmed

or threatened with harm by acts or omissions of his/her parent or other person responsible for his/ her welfare.

KBC is committed to addressing all allegations in accordance with the principles of Matthew 18, in harmony with the KBC Rules and Guidelines, and the laws of the state of Georgia. Any situation will be handled with discretion and respect. Georgia law, in subsection (c) of O.C.G.A. § 19-7-5, requires that persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children and having reasonable cause to believe that a child has been abused shall notify the person in charge of the event, or the designated delegate thereof. According to this code, all volunteer staff in any organization that care for children are mandatory reporters in the state of Georgia. You are required by law to make a report to appropriate authorities within 24 hours from the time that there is “reasonable cause to believe a child has been abused.”

- a. If it is a “questionable behavior” offense (examples include flirtation, shoulder massages, etc.), notify Kingdom Builders Leadership Team.
- b. If there is “reasonable cause to believe that a child has been abused”: (Examples include actual abuse either sexual, physical, or emotional) notify Kingdom Builders Leadership Team.
- c. Kingdom Builders Leadership Team will immediately suspend the alleged abuser from service within KBC until such time as the incident has been thoroughly investigated.
- d. It is not the responsibility of the reporting person or the Kingdom Builders Leadership Team to substantiate any allegations or suspicions. Rather, we are responsible for complying with the Child Abuse Prevention and Treatment Act (CAPTA) and to cooperate fully with Child Protection Services and the law enforcement officials in our community. At all times in such a process confidentiality will be upheld. Do not discuss with other members.
- e. Steps to follow for reporting to the Department of Families and Children Services DFCS.
 - i. After notifying Kingdom Builders Leadership Team, call the local DFCS office (within 24 hours) 1-888-GAKIDS.
 - ii. All allegations must be properly documented. Must include the following Information:
 1. Name, age, gender, address of victim
 2. Name, age, gender, address of alleged perpetrator
 3. Date, Location and Nature of abuse
 4. Relationship between the perpetrator and victim
 5. Any other evidence that supports the allegation

N. Visitors

1. All visitors to co-op should be scheduled with a member of the Leadership Team prior to arrival.
2. All visitors must check in with Leadership upon arrival and be assigned a member escort for the time while they are in the building.
3. The visitor may not leave the sight of the designated member escort and must abide by all Kingdom Builders Rules and Guidelines while in the building. A visitor may never be permitted to be alone with children at any time.
4. Visitors must wear a clearly designated name tag while in the building.
5. Visitors (including children) attending a New Member Interest Tour must stay with the Member leading the tour and may not wander the halls or building.
6. Visiting children must be school age (not nursery or preschool.)

O. Announcements

Announcements and other important information will be sent through e-mail. It is imperative that each family check your email throughout the week and Thursday evening 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.

In addition to emails, members will receive periodic text message announcements and reminders through the GroupMe app. These messages do not take the place of e-mail as our primary mode of communication.

P. Miscellaneous

If you leave an item at the church, it will be placed in the co-op lost and found until the next scheduled co-op day. The Leadership Team does not have the flexibility of accessing the church at any time because of the church's alarm system.

All unclaimed items will be donated to charity periodically.

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