

Teach Co-Op Information and Policies

Co-Op Mission Statement

TEACH Co-Op is a community of TEACH members working together to provide opportunities for fellowship, educational enrichment and Christian encouragement for their families thru classes and activities that follow the ideas set forth in the TEACH Charter and Statement of Faith as well as that promote a Christian worldview.

Requirements for Co-Op Participation

Co-Op participation is available only to TEACH members

All Co-Op participants must adhere to the TEACH Code of Conduct and the TEACH Dress Code. Participants are also required to follow the Co-Op Rules of Conduct.

Co-Op fees are \$10 per family per semester and \$5 for each child that participates in a class per semester to be used for supplies. Fees are due at the time of sign-ups. Families who can not attend sign-up and elect to sign-up via email need to make prior arrangements regarding fees.

Families will be required to fill out a registration form as well as a Waiver and Release form.

Requirements for Co-Op Teachers

Teachers will be required to sign a Teacher Agreement Form.

All Co-Op teachers must be TEACH members and must have participated in TEACH Co-Op for at least one year prior to teaching. The board may waive this requirement for some classes. In those instances, the board must approve the teacher and class material.

The Co-Op Leadership and the TEACH board will review all class ideas submitted by teachers and reserves the right to refuse or request adjustments to classes proposed.

All teachers are required to submit an emergency lesson plan in the event of an unforeseen absence.

Co-Op Schedule and Registration

Classes are on a first come basis and some classes do have a student limit, therefore there is a possibility that classes may fill up. If your children want a class that has reached the student limit then they can sign up for an alternate class as well as be placed on a waiting list for the class they prefer. In the event an opening becomes available, parents will be contacted and children may be moved into the preferred class.

Once sign-up day concludes, additional sign-ups may be taken for 24 hours. Once sign-ups

are officially closed, no further sign-ups will be taken.

Parents that wish to sign-up their children in a class that is outside their current age range need to make the Co-Op Leadership aware of this before the time of sign-up. These children will need to sign-up for a class in their age range and be put on a waiting list for their requested class. Children within the set age range for the class will have first priority. If space is available, and teachers approve, the children on the waiting list may be moved into the requested class and parents will be notified.

We try to accommodate all preferred classes, however, children are not guaranteed all their first choices.

Parent Responsibilities

Parents are required to participate in Co-Op, either by teaching or helping in a class. **This is not a drop-off Co-Op.** Children 16 and older may attend Co-Op without a parent if they have personally signed the Code of Conduct Policy and a Parental Consent Form A1.1 has been signed by their parent/s.

Parents must accompany their children during the entire Co-Op day. If a parent cannot be present they need to make arrangements with another Co-Op parent to be responsible for their children for the day. The Co-Op Leadership should be notified of which parent will be responsible for children when parents are absent.

If a child must leave during the Co-Op day parents should sign their children out as absent.

Absences should be reported to the Co-Op Leadership as soon as possible. Leadership members should be contacted by email, text or phone.

Assembly is a time to come together for a small devotion as well as to convey announcements and important information to the group. Everyone should arrive at assembly in a timely manner, parents are responsible for their children during this time.

Announcements should be brought to the attention of the Co-Op Leadership. To keep announcement time orderly, only Leadership members will address the group and deliver announcements unless otherwise indicated by a Leadership member.

Parents are responsible for their children during break time. Families are encouraged to go outside for break during nice weather. Break will be held inside in the event of inclement weather, the break room will be announced once Co-Op starts. A warning will be given when break is almost over, parents should clean up, dispose of all trash and make sure that their children return to classes on time.

Inclement Weather Policy

Co-Op will follow the inclement weather recommendations of the Wayne County Public Schools. If Wayne County Schools are closed or on a delay then Co-Op will be cancelled. Attempts will be made to email families of the decision to cancel Co-Op as soon as possible.

In the event that a Co-Op is cancelled due to inclement weather, a make-up day may be used.

Classroom Policies

Teachers are responsible for being in their classrooms before classes start and to check to make sure classrooms are in order. Any problems noted with any classroom should be reported to the Co-Op Leadership as soon as possible.

All teachers will be required to take roll call at the beginning of each class as well as be familiar with any emergency plans set in place by Goldsboro Co-Op.

Teachers should not give food to children during class unless it is related to the class and parents have been notified ahead of time what is being served. Students have the option to decline food offered in class. Any student celebrations need to have prior approval from the teacher as well as the Co-Op Leadership and should not include food items unless ok'd by both teacher and Co-Op Leadership.

Children under the age of 13 are not allowed to leave their classroom unattended during class. Children under 13 who need to leave the classroom for any reason need to be accompanied by a class helper. Children who need to visit the restroom should be accompanied by the class helper through the hallway to the restroom. Helpers will wait in the hallway outside the restroom and then observe that children return safely to their classrooms.

Hall monitors should be in the hallways during the periods between classes to ensure that children are moving through the hallways in a timely manner and to discourage any unsafe behavior.

Co-Op Conduct Rules

In addition to the TEACH Rules of Conduct and Dress Code there are conduct rules specific to Co-Op

1. Students should not be in possession of items not related to Co-Op during class times. Any items that children may bring to Co-Op class that is deemed disruptive may be confiscated by the teacher and returned to the parent at the end of class.
2. Students are not allowed to bring weapons of any sort to Co-Op. Children found to be in possession of weapons will have those weapons confiscated and may be sent home for the day at the discretion of the Leadership Committee. Any repeat offenses will result in further measures as decided upon by the TEACH board and Co-Op Leadership.
3. Gifts should not be given during Co-Op class time unless students are participating in a Co-Op sponsored event.
4. There should be only appropriate physical contact between Co-Op students during Co-Op.

5. Children are expected to follow the direction of Co-Op teachers as well as behave in a respectful manner to all adults and children at all times. Children being disruptive during class will receive a verbal request to discontinue the behavior. If the behavior continues and teacher feels it is interfering with the class, then the child may be taken to their parents to remain until the end of class and an Incident Report may be filed.
6. An Incident Report System is used for behavioral issues that may arise. An incident may be destruction of property, bodily harm, or aggressive bullying behavior just to name a few. If incidents are repeated the student may no longer be able to attend Co-Op the rest of the semester.
7. All Co-Op members should treat our host church with respect at all times
8. Any concerns or questions regarding Co-Op should be addressed to a Co-Op Leadership member as soon as possible.

Communication of Co-Op Information

All Co-Op members will receive informational emails. Other areas of communication are the Facebook Page & TEACH website.

Initial sign-up information and general information will go out through email and Facebook but once families have signed up for Co-Op they will receive specific Co-Op information from the Co-Op emails. If you are not receiving Co-Op emails please let us know right away.

Any questions regarding Co-Op should be addressed to the Co-Op Leadership either in person, by email or text.

Any immediate concerns during the Co-Op day should be brought to the Co-Op Leadership attention immediately.