

Redeeming Grace Church  
Home School  
Co-op  
Policy Manual  
2026 – 2027

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# RGC Co-Op

## OUR PURPOSE

God has called us to raise our children to know Him and to love Him with all their heart, soul, mind and strength (Deut. 6:4-9). Thus, our desire is to live for the glory of God and to encourage our children to do the same. The local church is a means of grace to help parents accomplish this task. The purpose of the RGC Co-op is to encourage, assist, and support homeschooling parents who are members, pursuing membership, or sponsored by a co-op member of Redeeming Grace Church. We want to provide a context where biblical relationships can grow between families, parents and kids. All co-op families must read and agree with RGC's statement of faith. Our desire is that participation in this Co-op will yield these relationships and will also stimulate academic growth as well as help for participating students.

## WHO WE ARE

Redeeming Grace Church (RGC) Homeschool Cooperative (Co-op) exists to provide a supportive and encouraging community for homeschooling families as they pursue academic excellence and raising their children in the discipline and instruction of the Lord (Ephesians 6:4). The Co-Op is a setting where parents can receive assistance from each other in their existing home school program. Every family has a different reason and vision behind their choice to homeschool, and we aim to be a community of believers that encourages and supports each other on this journey and brings Glory to God in the process.

At our very core, the Co-op is a Gospel based community, rooted in the love of Jesus Christ. By God's grace, through his word and Spirit, RGC seeks to transform students by the renewing of their mind after the image of Him who created them. We desire to bring into conscious subjection to God what has been redeemed in and through Christ.

The Co-op is open to members of Redeeming Grace Church and to families in our community with a sponsoring member. If you are not a member of RGC, you will need to be sponsored by someone at RGC or a current Co-Op member and meet with the Co-op leadership team for an interview.

## WHAT WE DO

The RGC Co-op in partnership with parents, hosts classes on Tuesdays (7th-12th grades) and Thursdays (K-12th grades) from September through May. This co-op format assists parents as a compliment to their own homeschooling program. A typical co-op day may consist of up to 5 classes that may be enrichment and academically based, with a lunch break at 12:20. The academic classes can replace what you are currently using at home, as homework is a requirement for these types of classes. Enrichment type classes will engage your child in a fun filled environment for learning. We welcome children from K-12th grade, with childcare for those under kindergarten age

This is a volunteer driven ministry of RGC, it is run by parents for parents. Teachers are not paid, so if you join our community, come prepared to give your time in some way, shape or form. Many parents teach a class; however, as our community grows, we will be in need of teaching assistants and childcare. We are happy to teach and pour our strengths into your child(ren), and we ask those who join us to do the same. We do not have a preferred curriculum. All class subjects are based on what a volunteer is comfortable, confident, and interested enough to teach.

## OUR MISSION

RGC co-op exists to encourage, support and build up the local community of believers on the journey of homeschooling their family. Our co-op intends to bring together homeschooling families to support each other in their calling of educating their children and teaching them about Jesus Christ. The goal is to provide a wholesome educational experience in small group settings working in a cooperative manner, with parents banding together as volunteers. We are here to support each

other, and help instill a lifetime love of learning in each other's children.

## OUR STATEMENT OF FAITH

Parents and teachers are asked to sign and declare they agree with our statement of faith in order to join the RGC co-op, this ensures we agree on the basics of our Christian faith.

1. We believe the Bible to be the inspired, inerrant, and infallible Word of God and of supreme and final authority in faith and life.
2. We believe there is one living and true God, an infinite, intelligent Spirit, perfect in all his attributes, and one in essence but eternally subsistent in three persons: Father, Son, and Holy Spirit.
3. We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man is born with a sinful nature and is unable to justify himself before God.
4. We believe that Jesus Christ being fully God became fully man, born of a virgin, lived a sinless life, died on the cross, was raised bodily and resides at God's right hand and will personally come again.
5. We believe that salvation is a gift from God offered to all people, by his grace alone, not by works, and is accepted by a personal faith in Jesus Christ, whose precious Blood was shed on Calvary for the forgiveness of sins.
6. We believe the marriage covenant was created by God and is between one biological man and one biological woman. All other sexual relationships outside of covenant marriage are contrary to the Word of God.

## CO-OP MEMBERSHIP AGREEMENT

- The family must be a member of Redeeming Grace Church or sponsored by a current member of RGC Co-op. Non-member sponsorship must be renewed annually. **Non- RGC families must be a member of a church and provide pastoral contact information. If membership status changes during the year, you must inform the Leadership Team and a grace period will be provided to allow you to find another church.**
- The conduct of all participants in co-op, both parents and students, will be consistent with the teaching of Scripture and in alignment to RGC's statement of faith.
- All speech and behavior will be wholesome, respectful, and honoring to one another and to Christ.
- All Co-op participants agree to settle disputes and conflicts by following the biblical model of conflict resolution (Matthew 18:15-17). If unable to resolve their differences, families may seek assistance from the RGC Co-op leadership team. In some cases, families may petition the pastoral team at RGC to provide Biblical counseling in order to resolve the situation. However, in all cases, families will always abide by the decision of the leadership team and/or pastoral team.
- All policies in the RGC co-op manual will be reviewed by both parents and students attending RGC Co-op.
- All students/parents will abide by the contents of the co-op policy manual; acknowledging the Co-op policy manual is a living document, and may be altered at any time.
- All policies found in the RGC co-op Policy manual will be supported and followed in good faith.
- At least one parent is required to be at Co-op while the child is in class.

## WHAT WE ARE NOT

**The Co-op is not a school** and assumes no responsibility to provide legal covering for home schooling. Nor do we guarantee that participation in the Co-op will ensure any measurable result on any standardized achievement test. Parents in the Co-op are responsible for the academic progress of their children. When/if a student graduates in our homeschool graduation, the church or the Co-op is not graduating the student. The parent is graduating the student (so the church or Co-op name will not appear on the student's diploma.). Parents can choose not to graduate a student if they fail to meet the needed requirements.

To participate in the Co-op graduation ceremony, the student must be enrolled in the co-op the preceding year of the student's graduation. Non Co-op homeschooling RGC church members may apply to participate in the ceremony. This will be at the discretion of the co-op leadership team to allow them to participate.

**We are not a drop off program.** We are a “families helping families program.” Most teachers (\*paid/for profit classes are the exception and will be noted as such on the schedule) are home-schooling parents who want the educational diversity of a Co-op setting. Parents who are not teachers will be assigned other helping positions. These teacher/helper positions are weekly, school-year long commitments. **It is required that all enrolling families take a minimum of two classes (excluding drama), and more than two study hall periods per day are prohibited. Students may not audit any high school classes without prior written permission from the teacher and Co-op team.**

## PASTORAL AND ADMINISTRATIVE SUPPORT

Elder Oversight: David Falke ([david.falke@gmail.com](mailto:david.falke@gmail.com))

Church Office Contacts: Sam Bonnet ([sbonnet@rgcfairfax.org](mailto:sbonnet@rgcfairfax.org))

Leadership Team: Directors- Stacy Pratt ([mompratt11@gmail.com](mailto:mompratt11@gmail.com)), Rebekah Falke ([rebekahfalke@gmail.com](mailto:rebekahfalke@gmail.com)), Diane James ([dianejamesconsulting@gmail.com](mailto:dianejamesconsulting@gmail.com)), Karin Lanthier ([karin.lanthier@gmail.com](mailto:karin.lanthier@gmail.com))

***Members of the Leadership Team are referred to as “Team Members” in this document.***

# POLICIES AND PROCEDURES

## STUDENT HONOR POLICY

In the light of the TRUTH of God's Word:

- I will seek to reverence God with profound devotion as my Creator, Sustainer, and Redeemer through Jesus Christ.
  - Reverence towards God in thought, speech and actions
  - Reverent behavior during all prayers
  - Reverent behavior in reading and discussing God's Word

In light of COURAGE needed to live the truth of God's Word as Christians:

- I will seek to be respectful of others by showing them consideration, appreciation, and deference because they are bearers of the image of God.
  - Respectful disposition toward adults and all others in authority
  - Respectful disposition toward peers
  - Attentive attitude while a teacher is talking or giving instruction
  - Cooperative attitude when working with others
  - Considerate behavior in public hallways

In light of the life of SERVICE we are called to live as Christians:

- I will seek to be responsible for myself while being trustworthy and reliable in the performance of all the duties to which Christ has called me
  - Care for his/her property and the property of others
  - Care and respect for the property of the church
  - Quiet, on task behavior during independent work time
  - Prompt attendance at school and classes
  - Prompt compliance with a request from an adult or a person in authority
  - Compliance with Co-op policies and procedures
  - Diligent completion of work to the best of the students ability

## HONOR CODE

*I pledge that I will strive to be reverent to God, respectful of others, and responsible for myself, seeking to honor Christ in everything I say and do.*

## FEES/REFUNDS

- Registration: **\$130** per student (non-refundable after August 9) payable to Redeeming Grace Church. The church will use that fee to cover overhead costs, which include the co-op celebration, two pizza parties, photocopying costs, supplies, and general administrative costs associated with room set up and clean up.
- There are also individual class costs/fees payable at registration which go directly to the teacher (these fees are variable depending upon the class).
- **Class fees are generally non-refundable, as the fees are spent on supplies for your enrolled student before classes begin.**
- Payment plans are available upon request.

## PARENTAL INVOLVEMENT

- Our Co-op is not a drop-off program.
- Parents are expected/needed to serve. While your student is in class, parents will be given other serving roles such

as teachers helper, substitute, and others. Teaching is highly encouraged.

- Parents participate in Co-op classes as a teacher or assigned helper. Parents cannot sit in their students' classes to observe, assist, or accompany their children.

## PARENTAL ABSENCE

- In the event of parental absence, there will be a clipboard on the bulletin board table for parents to write the student's name and the name of the adult who will be responsible for the student(s) while the parent is absent.
- Only 9<sup>th</sup> – 12<sup>th</sup> grade students may be at Co-op without a parent or designated responsible adult. (But parents of 9<sup>th</sup>-12<sup>th</sup> graders will be assigned weekly serving responsibilities.)
- If a 7<sup>th</sup> or 8<sup>th</sup> grade student needs to be at the building without a parent on Tuesdays, please coordinate with an adult to be responsible for the student.
- **It is up to the absent parent to secure appropriate subs for themselves in every class.**

## OUTDOOR POLICIES

- Parents are always responsible for their children.
- On Tuesdays, students may not be outside unless a parent is outside to supervise.
- On Thursdays, at lunchtime, students may only be at the soccer fields, at the playground (with a parent), or at the picnic tables.
- Students may not walk across Rt. 123 to go to the gas station or to the store.
- The only time a student may walk off church grounds is to walk home, and they must have their parent's written permission.
- Students may not be outside between classes (including in a car) and need to be inside when waiting for a ride.
- There are to be no bikes, skateboards, scooters etc...in the parking lot during Co-op hours unless prior arrangements have been made and/or parental supervision is available.

## PARKING

- Park in front of the basement auditorium (exception for high school drivers).
- High school drivers are required to park in the side lot closest to the Buddhist Temple.
- **No parking in the Visitor parking spaces in front of the church building.**
- Written permission is required if a student is going to drive another student to/from co-op.

## COMMUNICATION

- All important Co-op information will be communicated via email. Parents must provide a current and accurate email address in order to be informed of upcoming Co-op meetings, activities, etc.,
- Co-op documents are available on our website such as our schedule, calendar, and policy manual.
- The bulletin boards at Co-op are for public use. Members can post advertisements for upcoming events, curriculum for sale etc....

## BUILDING USE

If for any reason you would like to reschedule a class or schedule an additional event at the building for your class, please talk to a Team Member before coordinating with Sam Bonnet. (SBonnett@rgcfairfax.org).

## BUILDING REQUESTS

If you have special room change or set-up requests, plan to have an outside speaker or activity and have unique needs, email Rebekah Falke (rebekahfalke@gmail.com) with your request/need.

## CALENDAR

Classes meet primarily on Thursdays with Middle/high school classes also meeting on Tuesdays. Please note, a middle/high school class may have a special lab day, a mid-term, a final exam, or a final class in addition to the regularly scheduled Tuesday and/or Thursday classes. This information is found in the course description for your class.

- **Parents:** *There are two co-op planning meetings with required attendance. An adult from your household **MUST** be present. One meeting is in the fall, and the other in early spring.*
- Age/Grade Level Due to the size of the Co-op, kindergartners need to be five as of September 30 of that school year. If you would like to request an exception, please speak to a Team Member.

## CURRICULUM

Parents have full responsibility for their child's education. Redeeming Grace Church gives freedom for the teacher to choose the best curriculum for the class. Each teacher is required to teach in accordance with Scripture and with the practices and beliefs of Redeeming Grace Church. If parents have a concern about a specific curriculum, they are encouraged to discuss this with the teacher, and if necessary, a Team Member. Teachers are required to review their curriculum and discuss any questionable material with a Team Member.

## COURSEWORK

- The student is expected to attend all classes, meet deadlines, participate respectfully, and perform to a satisfactory level on quizzes, tests, and assignments.
- The student must contact teachers in advance to obtain information regarding assignments that will be missed while the student is away from school
- All tests should be proctored, put in an envelope, and signed by the parent. Homework should be overseen by the parent.

## HOMEWORK OVER BREAKS

- Co-op's scheduled days off are listed on the Co-op calendar.
- Teachers schedule a light workload over the breaks. No Sunday due dates.
- Teachers have tests due on Tuesdays or Thursdays.

## PHOTOCOPYING

The copier is for Co-op class use only. You must comply with the copyright laws for the material you are reproducing.

## CLASSROOM SUPPLIES

The classrooms are for the primary use of Grace Kids on Sundays. Please remove supplies and personal belongings from the room at the end of a class. Please put your name on the supplies you store in the Co-op storage room and remove them at the end of the Co-op year. (Everything must go home at the end of the academic year!) Do not store food in the Co-op storage room! Do not use any of the consumable church supplies in the classroom or in the storage room (except dry erase markers). In an effort to leave the rooms ready for Sunday mornings, please adhere to the following:

- Pick up any trash
- Wipe tables as needed
- Erase white board
- Remove students' belongings
- Vacuum the classroom as needed

**Note to Teachers: End your class promptly, both to allow time for cleanup and to allow the next class to begin on**

**time. Do not release students early.**

## LUNCH

All students and parents are responsible for:

- Eating lunch in the basement and/or outside (Exceptions: Tuesday lunchrooms are rooms B07, B05, and B03)
- Conducting themselves with appropriate deportment
- Throwing away all trash
- Cleaning up where they have eaten
- Arriving at their 1pm class punctually and prepared.
- All coolers and lunch boxes must be stored on the bakers cart outside the kitchen door and need to be removed by 2:30 pm.

## ADULT COFFEE TABLE

Adults only may help themselves to the coffee, tea, and snacks provided at the coffee table. Please use lids on your hot beverages. This table is for adults and seniors only.

## SNACK SALES

Snacks are available for purchase on the coffee table at Co-op. Students MAY NOT purchase snacks on credit; that option is for adults/teachers only.

## SPILLS

Please report all spills promptly to a Team Member.

## KITCHEN USE

If you need to use the kitchen for your class, please attend kitchen training and make sure you know how to use the equipment properly. If you need the kitchen during Co-op, please talk to a Team Member. In general, please do not use the kitchen for personal use during Co-op. Kitchen use must be scheduled with Sam Bonnet (SBonnet@rgcfairfax.org) prior to its use.

## GIVE-AWAY PILE

Across from the adult beverage table you may put items you wish to give-away. Anything remaining after 2:30 will be thrown away.

## FUNDRAISERS

Co-op may hold bake sale fundraisers. We ask that all contributions containing nuts be labeled.

## CO-OP CELEBRATION

Co-Op's celebration is at the end of the academic year in May. Teachers will have the option to have their class present a 2-3 minute stage presentation and/or have a table presentation. All these are presentations by class, not by individuals. There will be a catered dinner along with other activities. Co-op families are encouraged to bring guests. The board reserves the right to approve or deny presentations.

# SAFETY AND SECURITY POLICIES

## INCLEMENT WEATHER POLICY

**Weather delays and cancellations will be emailed by 9pm the night prior to a co-op class day. If Fairfax County Schools are closed (due to road conditions):**

- All Co-op classes are canceled. Teachers may contact their students with any assignments to complete for the following week or with further assignment instructions.
- If Fairfax County Schools have delayed openings:
- On Thursdays, 8:00 AM and 9:00 AM classes will be canceled. The 10:10 AM classes will begin as scheduled.
- On Tuesdays, the 8:00 AM classes will be canceled. The 9:30 AM classes will begin as scheduled.
- If Co-op has a delayed start, but the roads in your area are too dangerous to drive, please stay at home.

You can find FCPS's weather cancellation and delay notices on FCPS's Emergency Announcement website (<http://www.fcps.edu/news/emerg.htm>).

## CHILD PROTECTION POLICY

- There should be two adults in a classroom with elementary age children at all times.
- When accompanying a child(ren) to the bathroom (or changing a diaper), please take a second adult with you (the hall monitor or an available mom.)
- There are to be no one-on-one teacher/student scenarios in a classroom. (Hallway or lobby is fine.) When you are in a teaching, tutoring, or personal capacity, you as an adult are not in a classroom with only one student. Ensure that there is always either a 2<sup>nd</sup> student (acceptable for post-elementary students) or a 2<sup>nd</sup> adult.
- All teachers and classroom helpers must complete a background check.
- Teachers (Adults over 18 or older) that do not have children in the Co-Op are required to be interviewed by the Leadership Team to receive approval to teach.

## FIRE EVACUATION PROCEDURES

**When a fire alarm sounds, teachers and helpers should do the following:**

- Remain calm. The children will take their cues from the teacher and helpers.
- Form a line in the classroom. Once the line is formed, the teacher should lead the line out of the classroom, out of the building, and to the predetermined rally point.
- Evacuation routes and rally points are posted in the classrooms.

# STUDENT CONDUCT

## GENERAL GUIDELINES

- All technology shall be handled with care and respect
- Students shall refrain from any activity that would be considered illegal, immoral, or offensive to others. Authoring such material, accessing such sites, or sharing such items with other students is a serious offense.
- Students should avoid behavior that disrupts the educational experiences of their peers.
- Students are only allowed to use school wifi for educational purposes only
- It is the student's responsibility to contact teachers in advance to obtain information regarding assignments that will be missed away from school.
- Students are not permitted to use the elevator.

## BEHAVIORAL OBJECTIVES

RGC Co-op students ought to be maturing by God's grace in the following ways:

- **Be respectful toward God, others and themselves (Luke 10:27) as evidenced by:**
  - Reverent behavior during all prayer
  - Respectful disposition toward adults and all others in rightful authority
  - Respectful disposition toward peers
  - Attentive attitude while a teacher is talking or giving instruction
  - Care for his/her property and the property of others
  - Care and respect for the property of the school
- **Be kind, and compassionate, and forgiving toward others (Eph. 4:32) considering others more important than themselves (Phil. 2:3) as evidenced by:**
  - Cooperative attitude when working with others
  - Quiet, on task behavior during independent work time
  - Considerate behavior in public hallways
  - Promptness to classes
- **Be willing to follow the directions of teachers and others in rightful authority (Romans 13:1) as evidenced by:**
  - Prompt compliance with a request from an adult or another person in authority
  - Diligent completion of work to the best of the student's ability
  - Compliance with RGC co-op policy and procedures

## CLASSROOM STANDARDS

- **Promptness:** Students are to arrive to class punctually and prepared.
- **Attentiveness:** Students are to listen attentively during all instruction.
- **Note Taking:** Students are to take notes during class lectures and discussions.
- **Speaking:** Students are to communicate only in a way that honors God and others.
- **Working Independently:** Students are to work quietly and are not to seek help from another student unless explicitly permitted to do so.

## ANTI-HARASSMENT POLICY

- RGC Co op is a place where all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation, and harassment whether sexual, racial, or based on nationality, ethnicity, age gender or disability. The co-op includes bullying and cyber-bullying in its definition of harassment.
- The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint.

- Students should go immediately to any teacher, team member, parent or adult to report an issue with harassment.

## STUDY HALL

- Each student must be registered/enrolled for study hall (with a maximum of 2 study halls per day).
- Bring enough schoolwork to do, a book to read, or something quiet to keep busy the entire period.
- Study hall is for quiet, independent work.
- Headphones/earbuds are allowed *for preset playlists only*. Cell phones must be stored in backpacks.
- Computers are allowed for school work. Students may conduct research or complete school lessons. **No streaming, unless school or class related. Computer screens must be facing the study hall monitor.**
- If a student needs to leave study hall for any reason (i.e. bathroom, talk to Mom, etc...), Ask for permission to leave and tell the study hall monitor where you are going and return promptly **Students may not leave early** unless prior arrangements have been made with the monitor.
- No food is allowed in study hall.

## HALLWAYS

Other than the 10-minute breaks between classes and during lunch, no loitering will be permitted in the hallways or in restrooms. Students must be in class, in study hall, or with their parent.

## DRESS CODE

Modesty and neatness are expected at all times. All under garments will be covered by clothing at all times.

## INAPPROPRIATE ITEMS

- No weapons or dangerous items allowed on church property.
- Unapproved items will be confiscated and only returned to parents.
- Electronic devices are a distraction to the academic atmosphere and have limited allowance in class. These include but are not limited to, iPods, cell phones, and handheld games.
- Earbuds are limited to study hall, lunch, and usage related to online courses approved by the Leadership team. They may not be used in the hallways or in class.

## CELL PHONES

Electronic devices are a distraction and have restricted use during school hours (8:00am- 2:30pm). These devices include but are not limited to iPods, cell phones, apple watches and handheld games. All cellphones should be stored in backpacks. No student cell phone use ***with the exception of the following***: lunch period, music streaming in study hall, or unless directed to use by a teacher. Contact with parents may be made through a board member. **The Administration has the final authority on the appropriateness of any item brought to the Co-op, and will administer appropriate consequences.**

**CONSEQUENCE:** Inappropriate phone usage will result in confiscation by a teacher or other authority and turned in to a Co-op Team member. To obtain the phone at the end of the day parents maybe required to pay a fine of \$5. If a student's cell phone is confiscated three times, that student may no longer bring the phone to co-op.

*Students and Parents should be aware that a more serious misuse of technology may result in immediate parental involvement and a meeting with the Co-op board.*

## TARDINESS

Most Thursday classes are one hour, with a ten-minute break between classes. Most Tuesday classes are 90 minutes with a

five-minute break in between classes. Students must arrive on time. If tardiness becomes habitual, it will be treated as a disciplinary matter.

## ATTENDANCE

- Attendance is expected for every class.
- If a student is going to be absent, parents should notify teachers directly. If illness\* or an emergency should arise, parents should contact each teacher directly as soon as possible.
- Any student who does not attend class for three consecutive weeks without contacting the teacher may be dropped from the class (and his space filled if there is a waiting list).
- It is the student's and/or parent's responsibility to inquire about and make-up missed work.

## ILLNESS

- Do not send a student to school with an infectious condition (pink eye, fever, diarrhea or vomiting within the past 24 hours).
- Students are to be fever-free and should not experience vomiting or diarrhea for 24 hours **before returning to co-op.**

## CHEATING

If cheating occurs (including plagiarism), the teacher should directly address the student and parent. At a minimum, the student will receive a "zero" grade for that assignment, with other consequences at the discretion of the teacher. If cheating persists, the below steps (#4,5,6) will be followed.

# DISCIPLINE POLICY

***Inappropriate conduct:*** Inappropriate conduct will be handled by the teacher and is addressed by a progression of consequences which may include, but are not limited to, a loss of privileges, a meeting with the teacher and/or administration, and a parent conference.

***Gross Misconduct:*** Gross misconduct or repeated offenses may result in suspension, probation, or expulsion. Examples of such misbehaviors include, but are not limited to the following:

- Bullying (including cyber-bullying)
- Repeated violations of school policy
- Slander
- Lack of respect for authority in word, attitude or deed
- Lack of respect for peers in word, attitude, or deed
- Violation of the school's anti-harassment policy including but not limited to
  - Verbal harassment
  - Physical harassment
  - Sexual harassment
  - Electronic harassment
  - Foul language, or vulgar gestures
  - Fighting, hitting, spitting, inappropriate contact, or physically aggressive behaviors
  - Inappropriate physical displays of affection
  - Stealing, Cheating, lying, forgery or plagiarism
  - Leaving school grounds, the class or student group without permission
  - Possession or viewing of pornographic material (including laptops or phones)
  - Confirmed use or possession of weapons
- Written communication, including text messages via cell phones or personal computers, which discredits or causes offense to Christ or RGC co-op, its teachers, Board, students, parents or others.
- **Violation of the cell phone policy**
- Academic Performance including poor grades, regularly not turning in homework/assignments.

## CONSEQUENCES

**Confiscation of Property:** Confiscation occurs when the student brings an inappropriate item to school. Items will be held by a board member until parental retrieval.

**Probation:** Probation is a period during which a student must meet appropriate and specific behavioral expectations in order to continue with the co-op.

**Suspension:** Suspension is removal of classroom privileges for a designated period.

**Expulsion:** Expulsion is a permanent dismissal of the student from the co-op when serious misbehavior occurs.

## DISCIPLINARY ACTION – MATTHEW 18

**If concerning behavior occurs including academic issues, the following course of action will be followed:**

- The teacher will clearly and gently identify and explain to the student the inappropriateness of his behavior/academic performance and instruct him in the correct way to conduct himself. The teacher will decide whether or not to notify the parents. Each conversation will be documented/dated.
- If the student continues the behavior, the teacher will notify the student's parents, and the parents will be responsible to correct the problem. Teachers may get the student's parent involved during the class, and if necessary, send the student to study hall for the remainder of the class period or ask the parent to remove the child for the remainder of the class time. Each incident will be documented/dated. Teachers must inform the Team Members when this occurs.
- The teacher will speak to the parent to make sure his/her expectations are clear and to see if there is anything more he/she can do to serve the student and/or parents. The teacher will continue to keep a written record of these discussions to track progress and change.
- If the problematic behavior persists, the teacher may suspend or remove a student from class.

- If further steps are necessary, the Team will involve an elder/pastor and the student could face a two-week suspension from all classes. The student will either receive no credit for the work missed or the teacher may work out a scenario for the student to make-up the work.
- In rare instances, the student can be removed from Co-op for the remainder of the school year.
- Any student arrested by the police may be suspended from Co-op for up to two weeks pending a discussion with the elders, pastors, the parents, and the Co-op leadership to determine the student's suitability for ongoing involvement in Co-op.

## Co-Op Club Guidelines

As part of the RGC Co-Op, outside of normal co-op hours, we have the ability to offer Clubs (i.e. Theater, and Speech). These Clubs operate under the RGC Co-Op ministry and report into the Co-Op Leadership Team and the Co-Op Elder. These clubs in large must operate with all the same policies, rules, conditions and governance as Co-Op. This document is a living document and will be updated as needed. Below is a short summery/reminder of key aspects of running a Club under the RGC Co-Op.

### **Club Leaders are responsible for reading and abiding by the following documents:**

- Child Projection Guidelines
- Co-Op Manual
- Statement of Faith

### **Reminders:**

- Clubs must abide by the Co-Op Manual and the Child Protection Guidelines as defined by RGC and the RGC Co-Op.
- If parents are required to participate in your club, please make them responsible for their children during the club. If parents are not required to attend, please make sure you have a minimum of 2 or 3 parent volunteers present for each club meeting.
- All adults (18 and older) are required to have a background check, this includes parents or siblings that will be attending your club.
- Requests for building use initially need to go through the Co-Op board, specifically they will need to go through Rebekah Falke, changes during the year need to go through the Co-Op board.
- We highly recommend recruiting parents to participate and support you as volunteers with specific jobs to make your club a success.
- Students and Parents enrolled in the club should stay in proximity to the club and the building area reserved from them, they should not be wondering the building.
- Our preferred method of operating for clubs run by non-RGC members is to identify 1 or 2 RGC parents to support and help you navigate building use, policies, etc. The Co-Op Board may appoint someone in your club to help you.
- Finances collected outside the RGC co-op registration needs to be discussed with the leadership team and you may be required to disclose financial information for your club.
- Students and families joining the club that are not enrolled in Co-Op is under an exception which includes waving half of the student fee as well as the required two class minimum. It does not exempt them from the following.:
  - Must be a member of a local church
  - Must agree with our statement of faith
  - Must submit to the co-op leadership team and RGC elders (decisions and conflicts)
  - Be known in community by a Co-Op family
  - Be interviewed by the Co-Op leadership team or attend an alternative orientation night.
  - Parent Commitment & Student Commitment