

Daily WCHC Schedule

9:30	Arrival & check-in: Our check-in desk is located in the Kids' Check-in Area. Please sign-in each week & grab a name tag. This will help us all as we get to know each other over the first few weeks. Please ensure your children also have name tags.
9:45	Chappel: is our time to get together as a community to worship God, read scripture, & pray for our day. We appreciate that everyone makes an effort to attend, respect one another and participate. Here are a few things we can do to help it go smoothly: <ul style="list-style-type: none">• Chappel is strongly encouraged to participate• Parents: Please sit with your children (10 yrs old and under) and address any necessary behavioral issues.• No eating or drinking during chapel
10:00	10 am classes
10:55	Passing time: Teachers and helpers please ensure your classes are cleaned and ready for the next class.
11:00	11 am classes
11:55	Parent Pick up time: Parents pick up their children so they can then attend the right group schedule for assembly/lunch/recess time. Teachers and helpers please ensure your classes are cleaned and ready for the next class.
12:00	Lunch/Recess Time
1:00	1pm classes
1:55	Passing time: Teachers or other helpers please focus on getting your classrooms cleaned and ready for the next class.
2:00	2pm classes
2:55	Clean up & departure: Fourth hour teachers are responsible to empty their trash, vacuum the classroom, and return the classroom to its original setup.

Who We Are

Introduction

Welcome to our gathering of home educators! We are thrilled to have you! We meet every Tuesday from 10am to 3pm at Calvary Crossroads, 1301 Maple St., Wenatchee, WA 98801. Our purpose is to encourage, enrich and educate our homeschoolers using a variety of methods and curriculum, and spread God's love in our communities.

We are not a school, independent learning program, or an extension of the public school. This is not a drop-off program. We are a volunteer-based cooperative ("Co-op") and share blessings, support, responsibility and accountability. Each parent must remain on campus while her child attends and is expected to fulfill assigned responsibilities throughout the day. These responsibilities may include, but are not limited to, teaching, assistant teaching, and clean-up tasks. When we use our time, talents and energy to help, the co-op runs smoothly and we all enjoy the blessing.

Mission Statement

Wenatchee Christian Homeschool Co-op exists to establish a ministry of home educators who **serve** and **support** one another in Christ. A ministry is defined by us as "the faithful service of God's people rendered unto God and others on His behalf to bring Him glory, build up His church, and reach out to His world."¹ We understand that only by God's grace and provision will this be attainable.

We hope to accomplish this by:

- serving and supporting one another in all things (Luke 22:27, Eph 4:16, 1 Cor 25-27);
- assisting parents who are ultimately responsible for training their children (Proverbs 22:6, Deut 4:9);
- inspiring a love for learning in a safe and respectful environment (Col 3:23, Eph 4:2-6);
- and encouraging all who participate to be a reflection of the Lord Jesus Christ (Eph 6:6, Psalms 19:14, Matt 5:13-16).

The idea that service to God should have only to do with a church altar, singing, reading, sacrifice, and the like is without doubt, but the worst trick of the devil. How could the devil have led us more effectively astray than by the narrow conception that the service of God takes place only in the church and by works done therein. ... The whole world could abound with services to the Lord ... not only in churches but also in the home, kitchen, workshop, and field. --Martin Luther

¹ Bible.org

Statement of Faith

Our Statement of Faith is a governing measure put in place to ensure the values and goals of the cooperative are being effectively met. All decisions made by the board will be held to these standards. It is in no way meant to exclude or demean any person or group of persons.

- The Bible is the only divinely inspired and infallible Word of God and is complete in its entirety of its 66 books. (Psalm 12:6, 2 Timothy 3:16-17, Hebrews 4:12)
- There is one God, who exists for all eternity and manifests Himself in: Father, Son, and Holy Spirit. (Matthew 3:16-17, Matthew 28:19, John 1:1-2, John 14:15-17, John 16:12-15)
- We believe the Biblical account of the creation of the physical universe, angels, and mankind; and that this account is neither allegory or myth, but a literal, historical account of the direct, immediate creative acts of God in six days without any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. We believe that human life begins at the moment of conception. (Genesis 1, 2, Colossians 1:16-17; John 1:3; Psalm 139:13)
- We believe that man was created in the image and likeness of God, under the law of his Maker. Adam fell from his innocent state by voluntary transgression, and all mankind sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's fallen nature, and are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse. We accept God's definitions of sin as contained in the Bible as literally interpreted to include homosexuality and all other forms of sexual conduct outside the confines of a marriage between one man and one woman. (Genesis 3:1-6; Romans 3:10-19; 5:12,19, 1:18, 32)
- Justification – We believe justification is that judiciary act of God whereby He declares the believer to be righteous upon the basis of the imputed righteousness of Christ; that it is bestowed, not in consideration of any work of righteousness which we have done, but solely through faith in the Redeemer's shed blood. (Romans 3:24; 4:5; 5:1, 9; Galatians 2:16; Philippians 3:9)
- The Security of the Saints – We believe that all who are truly born again are kept by God the Father for Jesus Christ for eternity. Philippians 1:6; John 10:28-29; Romans 8:35-39; Jude 1.
- We believe that civil government is of Divine appointment for the interests and good order of human society; that governmental officials are to be prayed for, conscientiously honored, and obeyed, except in those things opposed to the will of our Lord Jesus Christ Who is the only Lord of the conscience, and the coming King of kings. (Romans 13:1-7; 2 Samuel 23:3; Exodus 18:21-22; Acts 23:5; Matthew 22:21; Acts 5:29; 4:19-20; Daniel 3:17-18)

- We believe in the deity of Jesus Christ. He was born of a virgin, lived a sinless life, died on the cross, atoned for the sins of the world, and was physically raised from the dead on the third day. He ascended into heaven and is coming again. (Isaiah 7:14, Matthew 1:18-25, Matthew 27, 28, Luke 1:31-35, 1 Corinthians 15, Colossians 2:9, Titus 3:47, Hebrews 4:14-16)

Policy Overview

Board of Directors

The Board meets regularly to oversee the operation of the Co-op and to pray for WCHC families. WCHC Board members have homeschooled children enrolled in Co-op. When the Board seeks to fill vacancies, it will, at its discretion, request nominations from WCHC families. Nominees must have actively participated in WCHC for at least one Co-op session. Board vacancies are filled by unanimous approval of current Board members.

Nonprofit

WCHC is a registered Non-profit entity through Washington State and a 501(c)(3) charity.

Campus

WCHC meets on Tuesdays at Calvary Crossroads Church, located at 1301 Maple Street in Wenatchee.

Registration

In order to register, you will first need to thoroughly read through the current Family Handbook which includes any and all applicable information. If you are not able to access these on our website, please request a printed copy from the secretary. By registering your child for a class, you are agreeing to purchase any necessary books required by the teacher for your student. You are also agreeing to support your student's completion of homework and to arrive prepared for their classes.

Membership Requirements:

1. A parent or guardian must have at least one child who is age 5 by September 1st of the year you are registering.
2. A parent or guardian must submit all required enrollment forms prior to registering.
3. The Membership Fee and Class Fees must be paid prior to the start of classes and are defined as follows:
 - a. The membership fee covers operating expenses of the Co-op, including liability insurance, processing fees, website maintenance, etc;

- b. Class fees cover the cost of the facility as well as whatever the teacher determines to be an appropriate amount for class materials.
- 4. Each person age 18 and older must submit to a Washington State Patrol Criminal History check. You will be asked for your full legal name and Date of Birth so that the board can run the check.
- 5. Students must attend at least 2 class hours on campus while Co-op is in session.
- 6. A parent or guardian must remain on site during Co-op hours.
- 7. Each member must fulfill their credit requirements per session in order to be eligible for continued membership. Credit requirements are explained below.
 - a. Full-time attendance: for students who are enrolled in 3 or more class hours during the Co-op day, each family must volunteer in a class 3 out of 4 class hours, and find other volunteer opportunities, if needed, to fulfill the 3 credit requirement.
 - b. Part-time attendance: for students who are enrolled in 2 hours during the co-op day, each family must volunteer for both hours in a classroom, and find other volunteer opportunities to fulfill the 2 credit requirements.
 - c. Credit Opportunities: A list of credit opportunities will be posted on band and available for everyone to view and sign up for, through the Jobs Coordinator person.
- 8. Each Child, no matter the age, must be registered to a class every hour that the family is attending.
 - a. We have a study hall available for students starting in 1st grade and up.
 - b. We have nursery, toddler rooms and preschool rooms for younger siblings.
 - i. If you register your preschooler or a toddler, then please plan to volunteer in a preschool or a toddler room for at least 1 hour during the Co-op day.
- 9. **Toddler Policy**: Mothers with children, aged 18 months or older, are welcome to sign up as a helper in Preschool or K-2 classes ONLY with the following criteria:
 - i. Parents must pay the full price of the class fee for their toddler.
 - ii. The child must not be disruptive or impede the learning environment.

***The Board reserves a right to waive one of the requirements per family on a case by case basis.

Moms Social Hour (Updated 12/15/2025)

In order to foster community and mom connections, we will have a mom social hour available for moms . The classes offered to moms are on the bottom of the schedule.

While participating in mom social hour, moms are not earning volunteer credits.

However, the person who is facilitating mom's social hour class may receive 1 credit.

For example teaching Bible Study, exercise class or craft class for moms earns 1 credit.

If there is a cost associated with the class, moms must register on Active and pay the fee.

There will be a limit of 10-12 spots for mom social hour each hour, because we also need moms in the classrooms for our children.

Moms social hour is optional and if you rather not participate in mom social hour, then you simply opt out.

Financial Aid

Availability of financial aid funds and the distribution of those funds are at the discretion of the WCHC Board. Sponsoring another family and/or making donations for financial aid are always welcome. Please talk to the Treasurer about making your WCHC donation by cash or check.

Registration process

- A.** We are now using the Active Registration Platform to register for classes. At this point, the software does not have password protection for registration, which means that we use an honor system and allow families to register in the following order:
 - 1. Board Members
 - 2. Current Teachers
 - 3. Future Teachers
 - 4. Current Families
 - 5. People on the waitlist, after they've submitted their enrollment forms, one at a time.
- B.** The Registrar will post the timeline for registration on the Band app and contact the families directly to notify them when it's their turn to register.

- C. Those families who register prior to their turn, will have their registration canceled and will be responsible for paying a 6% cancellation fee.

Class Change Policy (Updated 2/17/25)

This policy applies if you are wanting to drop a class and add another class, remaining in the Co-op. Please see the *Co-op Cancellation Policy* below for total Co-op cancellation.

- A. Prior to co-op starting:
 - a. Members will pay a 6% cancellation fee.
- B. After Co-op starts, a 6% cancellation fee will apply and class fees will be reimbursed based on the following tiers:
 - a. 1st week (prior to day 2):
 - i. Members will be reimbursed for class fees in full, less the 6% cancellation fee.
 - b. 2nd week-3rd week (prior to day 4):
 - i. Members will be reimbursed 50% of class fees, less the 6% cancellation fee.
 - c. 4th week-end of semester:
 - i. Members will not be reimbursed for any class fees. Students can only change to study hall or toddler room.

*Some Exclusions apply. Check with Registrar if you have questions

Steps to change a class:

1. All changes must be made through the website, no matter the week of change. If a class isn't on the website, the class is closed and isn't an option.
2. The Registrar will receive the class change notice, document the change in the class rosters, and send the Bookkeeper the information.
3. The Bookkeeper will invoice the family for the change, if necessary.
4. The Registrar will contact the teacher of the change to add the student to the class roster and notify the previous teacher of the class drop.

*Teachers CANNOT make changes. They must direct parents to the Registrar.

Co-op Cancellation Policy: (Updated 2/17/25))

This cancellation policy applies to members' total cancellation from the co-op. If you are wanting to drop a class but remain in the co-op, please see the class change policy listed above.

- A. Prior to co-op starting:
 - a. Members will pay a 6% cancellation fee.
 - b. Members will be reimbursed their full membership fee and class fees.
- B. After co-op starts, a 6% cancellation fee will apply, membership fees will not be reimbursed, but class fees will be reimbursed based on the following tiers:
 - a. 1st week (prior to day 2):
 - i. Members will be reimbursed 100% of class fees, less the 6% cancellation fee.
 - b. 2nd week-3rd week (prior to day 4):
 - i. Members will be reimbursed 50% of class fees, less the 6% cancellation fee.
 - c. 4th week-end of semester:
 - i. Members will not be reimbursed for any class fees.

Number of Families

The number of families we can allow to attend is determined by the size of our facility. The Board reserves the right to determine if more families can be added or if limits on a certain age group need to be made in order to follow the building's classroom occupation limits.

Injury Policy

If an injury occurs, based on the extent of the injury, an immediate determination will be made by an adult as to whether to immediately call 911 and/or have the parent found and brought to attend to her child. Regardless, a student or adult in the class will go to the Welcome Table for assistance. The Board may ask that an Incident Form be completed. Incident Forms are located at the Welcome Table.

Bathroom Policy

All children under 5 years of age need to use the restrooms adjacent to the classroom when in class. Any child who is potty training must be accompanied by his or her parent/legal guardian to the restroom.

Snow Policy

Our Snow Policy corresponds to the Wenatchee School District.

Listen to KPQ, AM560, for the school report.

If Wenatchee schools are closed all WCHC classes will be canceled.

If Wenatchee schools are running late we will meet for classes as usual.

Visitor Policy

Advanced notice of any Visitor is expected. All visitors must check in at the Welcome Table and must wear a Visitor name tag.

- a. If a Washington State Patrol Criminal History form is on file for another parent, family member or guardian who will occasionally be with your children at Co-op, they are not considered a Visitor.
- b. If your spouse is off work and wants to stop by, or you have an out-of-town guest who will come with you to Co-op, please stop by the Welcome Table to receive a Visitor name tag.
- c. If you need to bring your other children who are on holiday from public or private school, they may attend WCHC with you and accompany you where you are assigned each hour, or sit in the study hall.

Policy changes

The WCHC Board makes every attempt to include all information in the WCHC Family Handbook. At its discretion, the Board may revise policies and procedures at any time. Updates or amendments, when necessary, will be distributed to families registered at WCHC. The most current information will be available on our website and the Band app.

End of Year Bash

The End of Year Bash is an annual event planned and hosted by WCHC parents. It is an exciting opportunity for our students to showcase some of their accomplishments. In the past, this day has included drama presentations, art exhibits, class performances, recitations, displays of class work, awards, and food.

Facilities

Location

We are independent of the church's operation and ask that you do not call Calvary Crossroads Church regarding WCHC matters. Please address all inquiries to Board members.

All students and parents must remain in the designated on-site areas. "On-site" is defined as the Calvary Crossroads Church Facility. The parking lot is not considered "on-site." The following are general guidelines:

- Treat all church property with respect. We expect the building to be left in better condition than found.
- Parents are responsible for the cost to replace any damaged property or items due to negligent acts.
- No smoking, red dye, or bubblegum allowed.
- Eating snacks and food during class is at the discretion of the teacher. Water bottles are allowed in the classrooms.

- No running in the buildings.
- Please use the back gate as WCHC's main entrance and the courtyard walkways to move between classes.
- Building 1 (Worship Center and Youth Rooms) is off limits. Please do not go there unless supervised by a teacher for a class.

Emergencies

In case of an emergency, such as a fire, and the building must be evacuated, follow these evacuation procedures:

- Stay calm and encourage your students to remain calm.
- Remain in the classroom lined up and ready to go until a WCHC member arrives and lets you know it is clear to exit the building.
- Evacuate immediately to the SW corner of the church grounds in the grassy area; stay out of the parking lot. The last person leaving any room should close the door behind them.
- The Teacher is responsible for leading their students to the proper meeting place.
- The TAs must check their attendance sheet to ensure that all students are accounted for.
- A member of the Board will contact 911 if necessary.
- DO NOT reenter the building until an All-Clear is announced by a Board Member.

Communications

BAND App

Band is our preferred method of communication for daily, weekly and general communication needs. It is the place to make announcements, track upcoming events via our calendar, check-in for attendance, and share any news that you would like to share! Treat everyone with respect and courtesy.

*** If you have any issues, please do not post them on the Band thread. Please take your issues/concerns directly to a Board Member.

Responsibilities and Expectations

Attendance

Attendance is mandatory for all families, barring any illness. If you commit to being a part of the Co-op, then the understanding is that you will be present during all possible community days. It is only by supporting one another that this Co-op can function. Please do not schedule appointments, trips, etc. during Co-op community days to the best of your ability. If you must be absent, please follow the steps below.

WCHC uses the BAND Calendar to track attendance. The evening before our community day, please take the time to find the correct event on Band and let the Volunteer Coordinator know whether or not you will be present. If you think your family is too ill to attend the night before, then it is best to mark them absent.

- Please see the Band Calendar and find the date for the upcoming Co-op day.
- Please mark if you plan to attend or plan to be absent.
- If you plan to be absent please mark "decline" AND make a comment that you are planning to be absent, and the reason why, if possible, so we can pray for you.
- Please confirm your attendance prior to 9 am on Co-op day.
- If you find that you aren't able to attend and it is past 9 am, please mark decline on the Band Calendar event, make a comment AND text the Volunteer Coordinator (number on Band).
- TEACHERS: store an emergency lesson on-site (in a clearly labeled container with your name and class name) in case someone has to cover your class at the last minute. Also comment who will cover your class if you plan ahead to be absent.

Absences

In the event of a personal emergency arising during the Co-op day, parents are expected to take their children with them or follow the standard Temporary Guardianship procedures as explained below. All Temporary Guardians must check in at the Welcome Table when arriving on campus. When a parent must be out of town and his or her children are under the care of a guardian, that adult may bring the children to Co-op and fulfill the parent's duties.

Illnesses and Absences

Adults or Children with a contagious illness do not belong at the Co-Op. The Board reserves the right to request that sick families leave Co-op for the day. General guidelines for illness include:

- Green Nasal Discharge
- Fever/ Chills
- Wet Cough
- Stomach Bug
- Nausea/ Vomiting/ Diarrhea
- Covid Symptoms
- Head Lice
- Rash

Stomach Bugs: if you or any family member has contracted the stomach flu, please be aware that you may be contagious before you exhibit any symptoms and that those germs stick around for 1-2 weeks after symptoms fade. We ask that you please remain home during this time.

Contagious Rashes: such as Hand/ Foot and Mouth, chicken pox, ect... please stay home for the duration of the illness and an additional 1 whole week after the last scab fell off. This is to ensure prevention of spread.

Healthy Siblings

Healthy siblings can be assigned a Temporary Guardian

a. If your child has these symptoms your non-ill children can attend.

- i. Runny nose
- ii. Dry/Diminishing Cough

b. Temporary Guardian Form is located at the Welcome Table and on the Band app under Forms

Temporary Guardianship Procedures

A “Temporary Guardianship Form” is used only in the case of illness, injury or emergency, NOT personal appointments and errands. The “Temporary Guardianship Form” transfers the responsibility of your child(ren) to another adult for a temporary period of time, and is at the Board’s discretion. Children must be informed of who their Temporary Guardian is before the parent leaves the premises. Filled out forms will be filled online for our records. The Board will review the Temporary Guardianship Form file to determine if abuse is occurring. A pattern of abuse is cause for disciplinary action.

Classroom

- Adults and students must be at their classes on time. No rough housing or loud talking in the halls or bathrooms.
- Each class must try to have at least 2 adults in the classroom. Please ensure you have a helper on hand. If you don’t please ask the Volunteer Coordinator to send a fill-in to your class.
- Students may not leave the classroom without the teacher’s permission. Bathroom visits should be saved for time between class periods. Students may not loiter in the bathroom.
- Be kind and respectful of others by being:
 - on time.
 - prepared with necessary materials.
 - quiet while around other classes.
 - good listeners during class.

Lunch and Recess (12:00 pm-12:55 pm)

Lunch and Recess Time

Parents please make sure your children know our lunch and recess rules. These keep all our children safe. Let's make a plan and prepare for our time together to be peaceful, safe and enjoyable.

- Parents must supervise their children at all times during lunch and recess.
- Children must wait until 12:20 to play.
- Children may play with a Four Square ball in the designated area.
- If the weather is nice, the children can run and play outside in the courtyard during recess time. (Note: no throwing anything on the roof of the building or climbing on the roof for any reason)
- During rainy or snowy days, we ask that each family talk with their kids about bringing a favorite board game, card game (Uno, Pokemon?), legos, puzzles, ect., so that kids have a quiet sit-down playing activity during lunch/ recess time.
- All food must be eaten in the designated lunch area and NOT in the kids' wing.
- Please clean the tables after your family and children are done eating.

Lunch Co-op Cleanup Schedule

Cleanup Time: 12:45 PM

Tasks to be Completed as a Community:

- All **tables** wiped down
- All **chairs** put away
- **Garbage** picked up and placed in the bin
- Assigned parents will **vacuum**
- Everyone helps tidy the dining room, gym, and play area

Student Responsibilities:

- **Ages 10 & up:**
 - Wipe tables in the gym and dining room
 - Put away chairs and tables in the gym
- **Ages 10 & under:**
 - Find and throw away **5 pieces of garbage**
 - Gather and return any sports equipment used
 - Collect all of their belongings before leaving for class

Thank you for helping keep our Co-op clean and welcoming for everyone!

“Whatever you do, do it all for the glory of God.” — 1 Corinthians 10:31

Boundaries/Items Not Allowed

- DO NOT use areas of the church that WCHC has not been invited to utilize.
- WCHC has a closed campus policy prohibiting students from making trips off-site during Co-op hours unless parental consent is obtained.
- Students may not bring weapons (real or play), laser pointers, illegal drugs, alcohol or cigarettes on the premises. These items will be confiscated and returned to the parent or law enforcement as warranted.
- No electronic devices are allowed in class unless they serve a specific function set forth by the teacher. This applies to parents and students alike.
- Toys should be left at home, unless required for class. Any item, toy, or electronic device can be confiscated if it becomes a disruption to the class. The item will be returned to the parent.
- Except in the case of working service dogs, advance Board approval is required before bringing animals/insects/etc. (including pets) onto the premises.

Parents

As parents, God has placed us as our children's primary teacher. You retain full responsibility for the education and discipline of your children. Parents are ultimately responsible for their children's actions and behavior while at WCHC. It is all of our responsibility to encourage others in love to uphold the guidelines set forth in this Family Handbook. We must seek to be the example in the adherence of WCHC's policies. Parents should handle issues they see or hear, correcting in love.

Conduct and Dress Codes

All participants, students and parents alike, are to treat others with courtesy and respect at all times. Interpersonal concerns should be directed to the parent first. Inappropriate conversation, vulgar language, gesture, or aggressive physical contact will not be permitted. Physical affection between boys and girls is unacceptable during Co-op.

We should seek to honor God in both character and dress. Modesty and discretion are the standards we hope to communicate in our appearance as a homeschool co-op. We should prefer modesty and discretion over making a 'statement' with our clothing, makeup, and jewelry. *Visible underclothing, bare midriff or cleavage is not allowed.*

Copyright Policy

WCHC does not condone the photocopying of any Copyrighted material that does not specifically allow you to photocopy. We have found that most authors/publishers are happy to grant permission for copying, or to sell a license (usually only a small fee) if you contact them.

Field Trips

Off-site field trips occurring during Co-op hours must be approved by the Board at least two weeks in advance of the planned activity. A Field Trip Permission form and instruction sheets are available upon request.

Teacher Expectations

Teachers must acknowledge they have read the WCHC Mission Statement and Statement of Faith. Teachers must submit a signed WCHC Statement of Faith Form, Class Proposal via google Forms, WSP background check and be approved by the board before their class will be offered. These documents can be found on the Registration/Forms page at www.wenatcheehomeschool.org. You are encouraged to utilize your TA or Co- Teacher in any way that complements your teaching style.

1. Non-Members as Teachers: Non-Members will be considered by the board after receiving the aforementioned paperwork and a resume. An interview may be requested by the board.
2. Members as Teachers: members must attend one full session at WCHC before submitting paperwork.
3. Teachers determine the course content, materials, and cost of each class (materials fees, tuition, etc.). Parental concerns regarding class content will be directed first to the teacher. Teachers are not contracted or employed by WCHC.
4. In order to comply with IRS tax requirements:
 - a. A teacher must decide whether they wish to be contracted or volunteer.
 - i. If the teacher wishes to be contracted, they must have a private business license or be a certified teacher, and expect to receive over \$600 per year. If these requirements are met, then WCHC will report their earnings to the IRS and send out a 1099 form.
 - ii. If a teacher chooses to volunteer then they must submit reimbursement receipts for any materials they wish to be reimbursed for.
5. Teacher absence: If a teacher is going to be absent, they are responsible to contact their TA/Co-Teacher and the Jobs Coordinator in advance to let them know that the TA/Co-Teacher will be teaching. **The teacher is responsible for providing the lesson plans and materials to the TA to teach the class.** (Please keep a copy of lesson plans in the classroom in case of absence).
6. In the classroom: Classroom conduct expectations should be clearly explained to the students. Teachers and helpers should handle discipline in their classroom. Refer to the pertinent areas of the Family Handbook when addressing classroom disruptions. If a behavior problem persists please enlist the help of the child's parent before bringing it to the attention of the board.

7. Teachers are responsible for cleaning their classroom at the end of every class, and especially if that class is the last one in that room for the day. Please follow the cleaning checklist.

Teacher's Aide (Co-Teacher).

The Teacher's Aide has specific responsibilities beyond helping the teacher. In order for the operations of the Co-op to run smoothly, the TA is expected to fulfill her assigned duties.

1. TAs should plan to be the substitute teacher if the teacher is absent.
2. Arrive promptly to your assigned classroom before class begins. Children will not be allowed in the room until two adults are present. If two adults cannot be present, the door must remain ajar.
3. Take attendance every week. This is very important. Inside each room folder is an attendance sheet for every hour of assigned classes. This folder will be used during an emergency as the record of students attending that day. Without proper attendance records we run the risk of missing a child left in the building. That is not a risk worth taking.
4. Find out from your teacher what specific tasks are expected of you and plan to assist as requested.
5. Do not participate in class discussions in a way that deters from student participation. The teacher is exclusively responsible for the content of the class.
6. If the teacher feels a child continues to be disruptive and needs to be removed from the classroom, take the student to either the Hall Monitor or to the Welcome Table.
7. TAs are responsible for helping to clean their classroom at the end of every class, and especially if that class is the last one in that room for the day. Please follow the cleaning checklist .
8. TAs must not be playing on the phone or computer during class, but must be mentally and physically present to assist the teacher in any way that is needed.

Grievance and Disciplinary Policies

Corporal punishment in the classroom is never allowed. Teachers and TAs should handle discipline in their classroom, correcting respectfully and in love. Teacher concerns regarding a child should be directed to the parent via Incident and Praise Reports.

Incident Reports

We want to be timely in our transition between classes. These reports help to respect each other's time and encourage healthy communication without encroaching on class time.

If a disciplinary action is taken, the teacher needs to inform the parents. There are Incident Report Forms in the blue attendance folders to be handed to the parent. The teacher does not need to notify the Board of the incident. The Incident Forms serves as a tangible *"just between the two of you."*

In the event that a student continues to be disruptive, the teacher may have the student removed and brought to the Welcome Table by the TA or Hall Monitor. The student will be asked to sit with the adults at the Welcome Table until either the end of the class period or, if necessary, her parent is brought to the Welcome Table.

Discipline Plan

When a disciplinary issue is not resolved in the classroom, further action needs to be taken by bringing the issue to the Board's attention. The Board determines whether the issue is a legitimate violation of the Family Handbook and/or expectations. A Board member consults with the parent in an effort to clarify WCHC policy and seek possible solutions.

If the Board determines that a pattern of policy violations are occurring they may vote to initiate the Discipline Plan. All steps taken are recorded in WCHC Board meeting minutes and documentation of disciplinary action kept on file with the Secretary.

1. An official verbal warning issued by two Board members. This conversation would specify problem area(s) and inform the parent that their Co-op membership is in jeopardy.
2. A warning letter will be emailed from the Board. The email will have an attached copy of the WCHC Family Handbook, and highlight the offending issue. The parent is asked to recommit to WCHC policy and sign a copy of the letter. The Secretary will keep a copy of the warning letter on file.
3. If another violation of Co-op policy occurs the family is expelled. An expulsion letter is prepared, and presented to the parent. Two Board members will present the letter in person when possible; otherwise the letter will be emailed. The Secretary will keep a copy of the expulsion letter on file. Under this circumstance, all fees are non-refundable.

The Board reserves the right to terminate the participation of any student or parent for any single violation that they determine to be extreme or immoral.

Expulsion

Expulsion time frames are at the sole discretion of the Board, as are the conditions under which a student or family may be allowed to re-enroll. The Board reserves the right to deny participation to any previously expelled student or parent.

Grievance Procedure

All grievances should be handled following the pattern of Matthew 18:15-17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”(NIV)

For the benefit of the group, ‘the church’ will be represented by the Board members. All information will be treated confidentially, and we expect and appreciate the same confidentiality in your handling of grievances. Gossip will not be tolerated. Please see the Peacemaker’s Pledge below for further instruction.