



Purpose

Branches Christian Co-op will serve as a Biblical foundation in education while providing an atmosphere of Christian fellowship for our families. We will glorify our Heavenly Father through praise, education, prayer, fellowship, and ultimately discipleship.

General Expectations

- Branches Co-op will meet on Tuesdays at 9am in the sanctuary for Chapel.
- Regular, timely attendance is necessary for the smooth functioning of the co-op.
- Everyone must stay in the co-op area at all times.
- Parents: If you have an emergency and need to leave, please inform a Director or designated Team Leader and let them know who is responsible for your child(ren) while you tend to the emergency.
- Tutors: Please give as much notice as possible if you are unable to attend class. A 24 hour notice is preferred but we understand that is not possible in all circumstances.
 - If you are unable to attend class, please utilize your co-tutor as well as notify the designated Team Leader.
- Team Leaders will coordinate with Directors to arrange substitute coverage.
- Communication Policy: Our primary source of communication is the GroupMe App. We may also utilize email, as well as our private Facebook page.
 - All information regarding individual classes, co-op notifications, weather related cancellations, etc. will be sent out through GroupMe.
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- Illness Policy: Please allow 24 hours of being symptom free before returning to co-op. Symptoms include but are not limited to fever, vomiting, diarrhea, or rash.
- Snacks/Food: Please do not bring lunch or snacks with any nut products.

Code of Conduct

- All parents and students will conduct themselves in a Christ-like manner and will reflect Jesus in their attitude, language, and behavior. Ephesians 4: 29 says, *“Let no unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”*
 - No profanity, indecent or insulting language (to include using the Lord’s name in vain) will be tolerated.
- Students will respect and obey those in authority.
- Students will respect their peers, including their personal belongings.
- Students will respect the property of the church. Students should stay OFF the stage at all times and NEVER touch the equipment in the sanctuary.
 - If there is damage to any church equipment, furnishings, or the building itself, parents of the child(ren) responsible will be expected to pay for repairs.
- Students should not be in any area of the building unsupervised.
 - *Please note the areas that are off-limits to students without supervision: indoor storage areas, kitchen, church offices, unused classrooms, outside area behind the playground and storage units.*
- No running through the buildings.
- Hitting, slapping, pushing, or bullying of any kind will NOT be tolerated.
- Students are expected to be in their appropriate class during co-op time.
- Students should not use cell phones/electronic devices during class unless the tutor requests their use.
 - Cell phones should not be checked during class (includes texts, calls, social media, etc.).
- Students are expected to complete all work using integrity and according to the guidelines given by each tutor.
- Only bottles containing water are permitted in the classroom. No other food or drink should be consumed during class time unless otherwise noted by the tutor.
 - Tutors and students will be responsible for any clean up of crumbs and trash from snacks.
- Students are not to engage in public displays of affection (inside or outside).
- There is NO smoking permitted on the property while participating in co-op or a co-op sponsored event.

Conflict Resolution

We will adhere to the Biblical approach to conflict resolution as outlined in Matthew 18:15-20.

- Step 1: Pray First
 - Seek wisdom, humility, and peace.
- Step 2: Address Privately
 - Whenever possible, speak directly and kindly with the individual involved.
- Step 3: Involve Leadership if Needed
 - If a resolution cannot be reached, leadership may assist.
- Step 4: Pursue Unity
 - Our goal is restoration and healthy communication.

Discipline

- Excessive discipline problems and/or policy violations, may result in a loss of co-op privileges.
- Behavior issues in the classroom setting at co-op will follow a three step discipline policy.
 - The 1st offense will warrant a verbal warning from the tutor or adult in charge.
 - The 2nd offense will incur separation from the ongoing activity. The student will sit with a monitor until class is over, and the tutor has time to discuss the situation with them. Parents will be notified of the incident as soon as possible.
 - If a 3rd offense occurs, the Team Leader will be notified and will discuss, pray over, and decide what, if any, disciplinary action should be taken.
 - If the third step is reached, it will be considered an automatic violation of co-op policies and the Director(s) will be notified.

Dress Code

- It is our desire that our outward appearance reflects our inward heart attitude towards the Lord and one another. Students and parents are expected to dress modestly and in a manner that honors God. Guidelines include:
 - NO offensive/inappropriate logos, images, or text on apparel that reflect an anti-Christian worldview
 - Shorts/skirts must be mid-thigh
 - No pants with rips above the knee
 - Students may wear leggings but their top must cover mid-thigh
 - Tutors/Parents - no leggings/spandex material should be worn
 - No tops too low cut or too short at the bottom exposing bare midriff
 - No spaghetti straps or exposed bra straps
 - No hats, caps, or hoodies (worn with the hood up) inside the building
- If the co-op leadership has concerns regarding the clothing you or your child are wearing, we will bring it to your attention and request that something else be worn.