

# EAGLE CO-OP Family Handbook/Rules

## Family Responsibility and Expectations Policy

1. RESPECT: Show Respect to all teachers/parents, other students, and host church staff, as well as the building and premises.
2. Remain within designated boundaries of the host church. You may NOT use areas of the church/premises that we have not been invited to use.
3. No foul, abusive, or coarse language. No crude or cruel joking around. No bullying. This will not be tolerated.
4. Running, rough-housing, horseplay, climbing on/being disrespectful to church property, biting, kicking, slapping, and/or pushing is not permitted, even in jest.
5. Participation in classes is mandatory. Please come to class on time, be respectful to both the teacher and other students, participate cheerfully, listen to your teacher, and complete assignments.
6. No cell phones, electronic games or personal music devices are allowed in/during class unless given permission by the teacher.
7. No food or drink in the sanctuary. Use only designated areas for eating and drinking.
8. **Dress Code:** We ask that parents and students alike dress appropriately for the occasion. EAGLE does not want to institute a specific dress code. We do, however, want all members to dress modestly and be mindful of your appearance.
9. No weapons of any kind, real or fake, (guns, knives, etc.) or illegal drugs or alcohol are permitted.
10. Students either need to be in the Fellowship Hall or in their assigned classrooms.

Students are not to wander hallways, sanctuary, or outside without supervision.

Church equipment is not to be touched without permission out of respect to our host church. This includes the stage in the Sanctuary, Foosball Table, Piano, and Ping pong table. These items are not for our use.

## Visitors

Families who are interested in attending EAGLE co-op are welcome to visit. They must schedule their visit with the Director. We also welcome guests to our field trips/special events, when there is space available. Contact **Edie: 253-651-7258** or another member of the board if you'd like to bring someone.

## Attendance

1. **Please follow these steps in the event of an absence, scheduled or not:**
  - A. Notify **Susan Howes: 707-704-5987** so she can plan coverage for you.
  - B. If you are a teacher and have materials, we may need for the day please let us know so we can arrange pick-up.
  - C. If this is planned absence, ALL teachers must deliver classroom prep the week prior to whoever is covering your class.
2. Please be sure you arrive ON TIME. Arriving on time is very important. We are depending on you. Everyone is contributing to the co-op, even the helpers. If you are running late, please notify **Susan Howes: 707-704-5987**.
3. Continued lateness will result in a review of your membership by our board and may result in the termination of membership.
4. We do realize that illness and unforeseen emergencies may arise. If this happens, it is YOUR responsibility to call or text **Susan Howes: 707-704-5987** before co-op to let her know you will not be there.

## Conflict Resolution

We do realize that with so many different personalities, conflicts and misunderstandings may arise. This may be due to poor communication or if there are different expectations. We must agree as a whole on how to deal with these situations before they arise.

Please first pray about any conflicts/differences that arise. Most can be resolved with overlooking and forgiving the person who offended you. If God gives you peace over the issue, please move on and do not discuss it with others.

After you have prayed, if you still feel the conflict/difference must be addressed, please use Matthew 18:15-20 as a standard for your resolution.

Take the problem first to the person you feel has offended you. If you cannot reach a satisfactory resolution, please ask for a member of the board to talk. Above all, please do all of this with "a spirit of love and gentleness." {1 Corinthians 4:21}

## Multimedia/Photo Policy

1. Members of EAGLE may use various media to record our classes and events and to recognize families and their participation and accomplishments, such as yearbook, graduation, performances, field trips, etc.
2. By becoming a member of EAGLE, you are granting us permission to use you/your child's image/likeness and voice in different forms of print, digital or electronic. This includes but is not limited to public display of flyers, special events, advertisement, internet, or print.
3. We cannot be held responsible for what other co-op members may do with their own photos/videos that they have captured.

## **Field Trip/Special Events Guidelines**

1. All students participating in field trips/special events must be accompanied by a parent or guardian. You may not drop your child(ren) off.
2. Payment for field trips is due within 48 hours of registration. No reimbursement for event you don't attend. No exceptions.

## **Field Trip/Special Event Guidelines for Children**

(Parents, please review this with your child.)

1. Be courteous and polite at all times.
2. Respect all others and the property at the location of the field trip/special event at all times.
3. Obey your parents/teachers and follow all rules at the location of the field trip/special events.
4. Listen carefully and attentively to instructors, guides, and staff.
5. Be patient in waiting your turn.
6. Please be cheerful and do not complain.
7. Be thankful to all those who helped during the field trip/special event. Don't forget to say "thank you" to the people conducting the class, event, or tour.

Policies, guidelines, and requirements set forth herein include but are not limited to every word in this handbook and are subject to change at any time at the discretion of the Director and board.

Please know that the *Membership Guidelines and Policies* was put together for the benefit and safety of you, your child(ren), our co-op, and our host church. When regarding the requirements, guidelines, and policies set forth and our actions and attitudes during co-op and any function/special events associated with it, please remember Colossians 3:17: