



MEMBER HANDBOOK

Updated 6/25/22

This member handbook covers practical issues. Refer to our Policies and Procedures for details that are not specified here. Please go over this Handbook as well as the Policies and Procedures with your children before classes start, so they'll know what to expect and what's expected of them.

CONTENTS

Introduction: A Typical Day

A short narrative on what you might expect

Administrative Policies

Contact Information

Arrivals

Drop off

Name tags

Allergies

Medical Conditions or Learning Disabilities

Health and Safety

Toys

Lunch routine

Forgotten items

Boundaries

1. Classrooms
2. Hallways
3. Parking Lot
4. Smoking Area
5. Playground

Box Tops and Pop Tabs

Academic Information

Library

Syllabus for Grades 7-12

Syllabus for Elementary and Preschool-Kindergarten

Student supplies

Helpers

Punctuality

Pickups

Changing classes

Study Hall

1. As a Class
2. In Detention

Student Absences

Science

Break periods

Cleaning up

Parent Information

Hospitality

Prayer Request Box

Homework and Syllabus

1. Elementary
2. Grades 7-12

Yearbook

Teacher & Helper Information

Grades 7-12

Lesson Plans

Storage

Late Students

1. Elementary
2. Grades 7-12
3. Parents

Additional student issues

Noise

Substitute Policies

Introduction: A Typical Day

Although students' and parents' schedules will vary depending on the classes each semester, a typical day follows a general routine.

The welcome banner is the first thing families see as they drive around the back of Eastmont Baptist Church and park near Entrance B between 9:00 and 9:15 a.m., well before their first period. The set-up crew has already raised the banner, put up signs, and sanitized areas in preparation for the new day.

SETTING UP

Now the building springs to life with students and parents welcoming each other, official greeters opening the entrance doors and assisting parents bringing in supplies, and teenagers helping first period teachers move tables. In the midst of the hustle and bustle, parents of preschoolers and kindergartners take their little ones to their classroom as the older children and other parents head to their first period classrooms.

FIRST PERIOD

A few minutes before class begins, students find their seats, get out their homework or materials for the class, and put on name tags (for the first four weeks). Then they are free to socialize with friends and classmates until class starts. Similarly, teachers prepare for their classes or socialize with other parents until first period officially begins at 9:30.

Most teachers start each class with prayer, which gives an extra minute or two for possible latecomers before the doors are closed. We do not have bells to signal the start or end of periods, so teachers, helpers, and students generally monitor the clocks and end the lesson in time to clean up before the period ends at 10:25. Teachers and helpers work with students to tidy the room together before leaving, so our students learn to be good stewards. Even when the lesson ends early, students and teachers remain in the classroom until the official end of the period so other classes can finish up without noise from the hallway.

SECOND PERIOD

When first period ends at 10:25, students and parents take a few minutes to catch up with friends in the hallway, head to the bathrooms, and carry bookbags and supplies to their second period classes. Beginning at 10:30 and ending at 11:25 a.m., second period features PE, art, and other elective subjects. It's also the period with the most families enrolled, so students and parents often greet new arrivals in the hallway as they proceed to their classes.

LUNCH

After second period, we break for lunch from 11:30 to 12:25. The fellowship hall fills with family members reuniting after morning classes and setting up their lunches. While a few families eat out at local fast food restaurants, or go out and bring back lunch to eat in the fellowship hall, most families bring their lunch from home. Elementary children sit with their parents, but older students grab their lunch and make their way to eat with friends at separate tables. Elementary students usually wolf down their food so they can go outside to play under the Lunch Monitors' watchful eyes while groups of junior high and high schoolers either go outside to hang out or stay at their table in the fellowship hall until time to clean up.

Around 12:15, about 10 minutes before lunch ends, families begin cleaning up their tables, the lunch cleanup crew members commence sweeping and emptying the trash, and those who ate out for lunch start arriving for third period.

THIRD PERIOD

Beginning at 12:30 p.m., third period is predominately the history hour as we offer several history or geography courses for grades 7-12 in addition to the standard history rotation for the year for all grades. Mid-semester we host a history feast based on the history rotation, at which time we dress up in period costumes and have class costume contests. In the past we've enjoyed themes such as the "America Discovered" feast with pirates and pioneers, a "Roaring '20s Feast" with flappers and gangsters, and a "Medieval Feast" with a student king and queen and the lords and ladies of their court. Costume contest winners from each third period class receive gift cards during

recognition at the feast, and history projects are on display. We always set up a background scene for photos and sometimes invite guest re-enactors, such as Native Americans and pioneers from Fort Toulouse and knights from the local medieval organization. We also share a potluck buffet featuring similar dishes from the time period being studied.

FOURTH PERIOD

When third period ends at 1:25, once again students and parents head in all directions, this time to their fourth period classes, which begin at 1:30 and end at 2:25 p.m. Science is the last period of the day so the high school classes can run over a few minutes if needed for dissections or other time-intensive experiments.

If anyone goes to the bathroom during this period, or any period, he or she will likely pass a member of the Leadership Team making her rounds and see the Greeters monitoring the entrance doors as they do every period. About halfway through fourth period, the cleanup crew members commence their work by taking down the door signs, putting away the banner, collecting trash, and generally preparing to clean up.

CLEANING UP

Once fourth period ends at 2:25, the hallways crowd with students and parents helping teachers move tables back to their original locations, taking supply bins and projects to their cars or to the storage closet, sharing a few laughs, and saying goodbye until next week. Teenagers congregate in small groups to talk for as long as they can before they have to leave while their younger siblings run around to let out some energy before getting in the car for the drive home. Parents make sure everything has been put away and cleaned up, make plans for weekday play dates, say goodbye to friends, and gather their kids for departure.

The last to leave are the cleanup crew and a member of the Leadership Team. Together they conduct a final walk-through to ensure the rooms are in good order and to look for any forgotten belongings to be placed in Lost and Found. Then they turn off the lights and lock up.

At the end of the day, the banner and signs have been put away and families have left for their homes until we all meet again next week.

Administrative Policies

Academy Days Co-op Leadership Team:

- Carren W. Joye, 334-312-0380 cell, carren@outlookacademy.com
- Shannon Dannelley, 334-365-5188 home or 501-226-9380 cell, dannelleys@yahoo.com
- Angela Segrest, 334-517-5549 her cell, angelasegrest@hotmail.com

Social Media:

- Web Site: <http://www.academydays.com>
- Public Facebook page: <https://www.facebook.com/AcademyDays/>
- Private page (Friends of Academy Days Co op): <https://www.facebook.com/groups/524249024302557/>
- Instagram: <https://instagram.com/academydays>

Arrivals:

1. Plan to arrive each week at least *15 minutes before your class* to park and get to the classroom on time.
2. If you're a new member, *on the first day arrive 30 minutes before your first class* for your children's tour.

Drop off:

1. You *cannot* drop off your children. This is mandated by the church and our insurance.
2. You may ask someone to watch your children in an *emergency only* – not to run errands or pick up lunch.
3. If you cannot be present, then your children grades 2 and below must stay home with you, and you must ask a relative to attend with your children grades 3 and above, *even high schoolers*, or ask another member parent to be in charge.

Name tags:

1. We wear name tags the first 4 weeks so we can get to know each other.
2. All 1st period classes will have name tags for parents and students on the table in the classrooms.
3. Name tags in the Entrance Hall are RESERVED for families without a first period class. Please *DO NOT use the name tags in the Lobby* if you have a 1st period class.
4. If you don't have a 1st period class, please get a name tag in the lobby for you and your family members when you arrive because everyone else will already have their name tags on.

Allergies:

1. As explained in our Policies and Procedures, parents and children are responsible for monitoring their own allergies and sensitivities. When we are alerted to an allergy situation, we inform our members.
2. Be sure to carry an EpiPen in case your child is accidentally exposed to an allergy.
3. Several of our member students and parents have *life-threatening* allergies to nuts and latex. Do NOT bring these items! This includes such common items as PBJ sandwiches, peanut butter cups, and balloons. Bring something else to eat, and find another experiment if balloons are needed. Carren Joye skims lesson plans prior to each semester, but she's not looking specifically for balloons, so if you plan an experiment with balloons that she overlooked, find a replacement and email the updated plans to Carren.
4. Also, no essential oils, scented candles or strong perfumes as even some mild scents trigger migraines requiring medication or hospitalization.
5. For the feast and last day luncheon, we'll ask everyone to include an ingredients list on their dishes because some members have life-threatening allergies to eggs and onions. If you don't include a list, your dish will not be served.

Medical Conditions or Learning Disabilities:

1. Sometimes a child's condition or disability has become such a part of your family life that you may forget it's an issue, but *inform your child's teachers and helpers*, even if you told them last semester.
2. There's a spot for medical conditions and learning disabilities on the registration form, but teachers don't see that form.

Health and Safety:

1. Hand sanitizers are located in each classroom, and teachers and students should use them at the beginning and end of each period.
2. Each morning the set-up crew wipes down doorknobs, tables, light switches, and other touched surfaces with disinfectant wipes.
3. A First Aid Kit and paper towels will be on the counter of the built-in desk by the small kitchen (Headquarters) and in the Preschool-Kindergarten room.

Toys: Children can bring 1 or 2 toys in their backpacks, but tell your child to take them out only at lunch, not in class, or the teacher can hold them until the end of class.

Lunch routine:

1. Visitors are welcome at lunch time only, unless they are speaking to a class or subbing for you.
2. You can bring your lunch and eat at the church, or go out for lunch. Just be back about 12:15 to find a parking space and get to your 3rd period class on time.
3. If you plan to eat at the church, your lunch bags can be kept in the Parents' Lounge. Sometimes we may not have access to the fellowship hall, so you cannot "hold" your table with your lunch bags or belongings.
4. *To prevent pest infestations*, eat ONLY in one of 3 places: the Fellowship Hall, the Parents' Lounge, or outside on the picnic tables by the playground. If you see someone eating in another area, kindly ask them to move to one of those 3 places.
5. We can also use the basketball court, but students CANNOT take food out there.
6. The church has asked us not to sit out front as a safety precaution. Instead, you may sit out by the playground where there are tables, benches and umbrellas. Just clean up and *close the umbrellas* every time!
7. If you eat at the church, your elementary children need to eat with you or at a table nearby so you can keep

an eye on them and clean up after them.

8. We have designated Lunch Monitors to supervise children at play in two areas: playground and basketball court. The Lunch Monitors schedule will be posted in the Parents' Lounge and the built-in Info Desk in the hall (Headquarters).
9. Teenagers usually eat at tables in the fellowship hall before going outside. Be sure a designated Lunch Monitor is present outside, and check behind your teenager and his or her friends to make sure they cleaned up after lunch.
10. We are asking the Lunch Cleanup Crew to check outside when they clean the fellowship hall after lunch, but *if your child eats outside*, just make a habit to *go outside when lunch ends to pick up any trash left out*, whether it was left by your child or not, and *make sure the umbrellas are closed*.
11. The church may have activities scheduled later in the week or on the weekend, so we need to be extra mindful about cleaning up. The Lunch Clean-up Crew only sweeps and empties the big trash cans to help out the church custodian. *Please clean up your table area and your children's area so the Lunch Clean-up Crew won't have so much work to do*. They are giving up their break time to clean up after us.

Forgotten items:

1. Please *do not call the church* if you discover you have left something after the end of the day. Instead, contact a member of the clean-up crew or Leadership Team.
2. We have a Lost & Found, so you may have to wait to get your belongings the following week because we can't open the church after closing for the day.

Boundaries:

1. Classrooms: Our areas are the classrooms on the three hallways, Fellowship Hall, playground (after 11:30), and basketball court. Our classrooms have signs, so do not enter any other rooms as they are staff offices. Only at certain times of the day do we have the Fellowship Hall, kitchen, and PE areas. We should NOT be in front of the church, the parking lot, or offices. Remind your children that this is the house of the Lord and that church employees work here, so no roaming around and no running.
2. Hallway: Only the Greeter can be in the hallway after classes start. Please don't linger to "visit" with the Greeter because they may feel awkward about asking you to go to the parents' lounge.
3. Parking lot: To comply with the church's insurance, we cannot have skateboards, scooters or bikes in the parking lot. For safety, parents and students cannot be in the parking lot, except to retrieve items from cars.
4. Smoking Area: Eastmont Baptist Church is a non-smoking facility.
5. Playground:
 - a) Our access is after 11:30 a.m. and is ONLY for ages 10 and below.
 - b) Check the playground area for wasps' nests and other creepy crawlies *before* letting your children play.

Box Tops and Pop Tabs:

1. Academy Days Co-op participates in the Box Tops for Education program and collects pop tabs for donations.
2. Put the Box Tops and pop tabs in the little bins on the table in the Parents' Lounge.
3. You can still bring Box Tops to the Parents' Lounge each week if you have them, but please download the app when you can. Go to BTFE.com for details. We earn \$0.10 for each Box Top, and those little tops really add up!
4. One of our members takes the Pop Tabs to Birmingham Children's Hospital, which gets money from recycling the aluminum.

Academic Information

Library:

1. A "Resource Connection" list is in the Parents' Lounge with various books and materials you can use at home with your children or in your class.
2. You can add to the list any items you have that you wouldn't mind lending to another family.
3. Erin McAliley is the "librarian" if you have any questions.

Student supplies:

1. Students in grades 7-12 should already have their books *by Orientation* because most have homework due the first day of class. If you don't have books yet because they are on backorder, let us know before Orientation begins.
2. Many classes require additional supplies, such as dissection kit, highlighters, or Internet and printer at home. You should already have all required supplies by Orientation. If not, let us know immediately.
3. Remember to provide book bags, notebooks, paper and pencils for ALL your children, *even preschoolers, kindergarteners, and 1st and 2nd graders.*
4. The elementary classes already have basic elementary supplies (glue, crayons, scissors, pencils, colored pencils, markers) kept in a container in the storage room and brought into the classrooms at first period. The Preschool-Kindergarten classroom does too, except it does not include markers.
5. Please do not use church supplies!
6. An electric pencil sharpener is located on the Welcome table in the hallway.

Helpers:

1. Please sit at the tables among the students, NOT on your cell or otherwise off in the corner, so you can be part of class discussion, quickly help the students, and keep them quiet and focused on the teacher.
2. If you're a helper in *your* child's class, do not devote all your time just to your child. Help ALL students!
3. Teachers, some helpers may not know where they're needed; they don't want to step on your toes or they're shy, so tell them *from the first day exactly how* you want to be helped. It's our job to "train up" each new generation, so show your helpers and new team teachers what to do.

Punctuality:

1. Your fellow team teachers and helpers, as well as the parents of students in your class, expect you to be on time to each class every week. Of course, emergencies do occur, so please keep your team teachers and helpers informed as soon as you know you may be late.
2. If you teach or help two classes back-to-back, you may not be able to be on time to your next class because you can't leave the first class until the next teacher arrives. Don't assume your team teachers or helpers know why you are late. Before the first day of class, *make sure one of them can be on time*, and let them know you may be 2-5 minutes late each week.

Pickups:

1. Let your child's elementary teachers know if *you* or a *teenaged sibling* will pick up your child after 2nd period (at lunch) or after 4th period (at the end of the day), or if the *teacher* needs to bring your child to you, especially if you teach an elementary class and can't leave until all your students are picked up.
2. Also, *only parents* can pick up their child *during* a class period.

Changing classes:

1. Students in grades 7-12 change rooms during the day, so make sure your teenagers know their classes each period.
2. Elementary students stay in same classroom, *except 2nd period*, so some parents write the 2nd period class on their child's name tag along with their child's name.
3. The Set-up Crew will post Class Lists on elementary classroom doors for 1st period creative writing teachers to help students know where to go 2nd period, so reassure your child.
4. Your Family Schedule Form will be given back to you at Orientation. Bring it with you the first few weeks so you will know where you and your children need to be each period.

Study Hall:

1. As a Class:
 - a) Students who take study hall *as a class* do not sign in or out, but do need to bring schoolwork or some other non-disruptive activity (draw, read, etc.).
 - b) They will not be able to play games to ensure the period will be a quiet, productive time for those who are taking it as a class and working on schoolwork from home.
2. In Detention:
 - a) The detention section of Study Hall is a "No Cell Phone Zone" for students in grades 7-12 sent to study

- hall for tardiness or no homework. They will sign in and out and sit in the detention section.
- b) Students sent to Study Hall *for not doing homework* must finish their homework and return to class.
 - c) *Late students* should start on next week's homework – it's not a fun break! Teachers may or may not get them to join class.

Student Absences:

1. When your child is absent, please notify teachers in advance or as soon as possible because some lessons and activities require a certain number of students. Plus, as a safety issue, teachers need to know if a child is missing or simply absent.
2. This includes Study Hall and Tutoring Time!
3. Absent junior high and high school students may still be expected to turn in homework on the day it is due, so they must ask the teacher for his or her preference in this matter.

Science: High school science classes are scheduled for 4th period intentionally so they can take an extra 10-15 minutes longer if needed.

Break Periods:

1. All parents have at least one break, unless they attend only one period. Before taking your break, check to see if your child's class needs a sub.
2. Whenever you take your elementary child to class, please stay until the teacher or another adult arrives.
3. During your break, you can sit in your child's class or in the Parents' Lounge. We cannot sit in a spare room, hallway, fellowship hall, or our cars. As mentioned before, *the entrance hall is ONLY for the Greeter*, so if you need a quiet place, try Study Hall.
4. *If you sub during your break, sign the Substitute List so we can find you in case of emergency!* If your child needs you and the schedule says you're on break, we'll look first in the Parents' Lounge.

Cleaning up:

1. Every class ends at 25 after the hour, so start putting things away and cleaning up about 20 after the hour to allow the next class to start on time.
2. Don't let students leave until the room is clean – they are supposed to help! We are teaching them to be good stewards.
3. If needed, brooms and dustpans are in the storage closet and stationed in the elementary hallway.
4. *To prevent pest infestations*, eat ONLY in one of 3 places: the Fellowship Hall, Parents' Lounge (Room 207), or outside on the picnic tables by the playground. If you see someone eating in another room or at the basketball court, kindly ask them to move to one of those 3 places.
5. If you eat at co-op, your elementary children need to eat with you or at a table nearby so you can keep an eye on them and clean up after them.
6. Teenagers usually eat in the fellowship hall at their own tables with their friends, but make sure they clean up afterward, even if you eat outside with your elementary children and must come inside to check that your teen and his or her friends cleaned up from their lunch.
7. At the end of the day, our clean-up crew will take out trash and tidy bathrooms, but not classrooms, so we all need to be extra diligent at the end of 4th period.
8. Just as 1st period teachers are in charge of getting students to help move the tables to the classroom, 4th period teachers are responsible for getting students to help return tables where they belong.
9. *Wherever you are 4th period, look for a picture in the doorway* showing how the room should look with a list on the back explaining where the tables may need to be moved. Do NOT let students leave the classroom until the tables and chairs are returned to their original locations.

Parent Information

Hospitality: We try to provide several opportunities to get to know each other. As with anything related to homeschooling, it takes a bit of effort and consistency. Here are a few suggestions you may find helpful:

1. Name tags at Orientation: The numbers below your name are the grades of your children, so when you're talking with other parents at Orientation, you can spot someone who has a child in your child's grade.

2. Parents' lunch after Orientation: It's usually a small group and a relaxed way to get to know a few other parents at a local restaurant. This was been canceled for the 2021-22 school year. It may or may not be resumed for Fall 2022.
3. Lunch: At co-op each week, plan to stay for lunch and *show* your children how to meet others, such as asking if you can sit with a group, inviting someone who's looking around to sit with you, etc.
4. Directory: Find children who live nearby and are the same age as your children so you can invite them over to your house or to meet at the park, etc.
5. Field trips: We don't organize field trips, but anyone can set up a field trip for our break weeks (Weeks 5 and 10).
6. Teen ECHO: Contact information through Elmore County Homeschool Organization (ECHO) is located on the back of your agenda at Orientation. Outings are typically scheduled for the 3rd Friday of each month.

Prayer Request Box: This is kept on the table in the entrance hallway every week. We welcome your prayer requests (and praise reports!), and the Leadership Team and Prayer Team will pray for you. Your request can be anonymous and/or unspoken.

Homework and Syllabus:

1. Elementary Homework and Syllabus:
 - Elementary students do not have homework, but gr. 5-6 classes may have one or two *optional* assignments as they bridge the gap between elementary and junior high classes.
 - Elementary teachers email the syllabus to parents the day after Registration and give a hard copy on the first day of class, so parents should check your email and your child's book bag.
2. Gr. 7-12 Homework and Syllabus:
 - Pick up your child's syllabus for each class at *Registration* as homework is likely due the first day.
 - Homework is required for gr. 7-12, and they will follow a class syllabus detailing homework assignments each week. Teach your child how to follow a syllabus, to check off each item when completed, and to place his work in his bookbag or a certain spot each time so assignments won't be overlooked, forgotten or misplaced.
 - *Some teachers list homework under the date in which it's due, while others list the homework to be done that week and due the following week.* Make sure your child understands the method his or her teachers use for each of their classes.
 - Monitor your child's homework because he or she can be sent to the detention section of study hall and assigned extra work for incompleteness. Don't just ask your child if he or she has done the homework – occasionally ask to see it for accountability purposes and check on progress with the teachers.
 - Talk with your child about the maturity expected in a gr. 7-12 class each week if necessary.
 - Teachers will email or tell you *that day* if they had to send your child to the detention section of study hall. Don't take it as a personal insult. Instead:
 - Sending students to the detention section of study hall and assigning extra homework are tools for accountability and consequences.
 - Teachers are working *with you* to prepare your teenager for college, jobs, and various life situations.
 - Be ready to work together to see why your child didn't do the homework. Alternatively, if your child *did* do the homework, you need to find out why the teacher didn't receive it or thinks he or she didn't do it.
 - Your child may need more accountability at home, or there may be a simple misunderstanding or a technical error.

Yearbook:

1. Our first yearbook was published for the 2017-18 school year, and we have published every school year except for 2020-21.
2. Ordering yearbooks will be done online through TreeRing.com. Instructions and details on ordering and using special discounts will be emailed to parents throughout both semesters.
3. Even if your family attends only one semester, as long as your children attend regularly, they will be in the yearbook *more* than just in class group photos. We go through each page and count each child to ensure he

- or she is in candid shots a minimum number of times, usually 4 to 6 times but often 8 to 10.
4. We rely on parents and teachers to take photographs during class and post them on our private Facebook page with students' first names and a comment about what students are doing in the photographs.
 5. As soon as a class has all students present, please let Carren Joye or someone on the Leadership Team know so a class photo may be taken early in the semester.
 6. Occasionally, we'll try to schedule a professional photographer to take candid shots during classes.
 7. One big group photo of all students is taken each semester, usually Week 3.

Teacher & Helper Information

Teachers of Grades 7-12: Please stick to the syllabus, and don't make additions or changes during the week. Parents use your syllabus to plan additional assignments and extracurricular activities, and high school students use your syllabus to manage their time.

Lesson Plans: Teachers, give lesson plans to your helper at Orientation, and put a hard copy and 2 backup lessons in the designated crate for a future sub.

Storage:

1. We have a designated section of the closet in Room 126. This is a classroom, so please be respectful when entering during a period to retrieve or replace your bin. If possible, wait until the time between classes.
2. Bins must be stored *exclusively on the shelves*, except some PE supplies. If your bin won't fit, here are two alternatives:
 - a) Replace a large bin with a smaller one that will hold 4 weeks of supplies at a time, and you can take the container home over each break to clear it out and resupply it for the next 4 weeks.
 - b) Bring your supplies to Co-op as needed and take them home each week.
3. All containers **MUST** have lids, except PE because the lid won't close, and be labeled on all 4 sides and top with "Academy Days Co-op" and class name and grade.
4. A Storage Manager will be in charge each semester. Sonya Maddox, Angela Segrest, and Kathy Abrams are our storage managers for Fall 2022.

Late Students:

1. Elementary Teachers:
 - You do **NOT** have to stop the lesson to catch up a late elementary student.
 - Have crosswords or coloring pages for latecomers while the class finishes the activity or experiment.
 - Hopefully, this method will encourage late parents to get their children to class on time so they won't miss out on the fun activity.
2. Teachers of Grades 7-12:
 - You can close the door when class starts or after prayer.
 - Email the parents *every time their child is late* because they may not know.
 - Teachers can decide to retrieve late students from the detention section of study hall for the class activity and assign extra homework for being late. It all depends on *why* the student is late, so find out.
 - Reminder: Students can be suspended from class for being late 3 times.
3. Parents:
 - Remind your students in grades 7-12 that if the door to their class is closed, the late sign tells them to go tell you and then go to the detention section of study hall.
 - They **MUST** go to the detention section of study hall as they cannot join your class or another class, or sit in the car, bathroom, fellowship hall, or hallway.
 - Parents, please text your teenager's teachers if you know they will be late. This will prevent potential missing students and let the teachers know that a student is in the detention section of study hall in case they want to get them for the class activity.

Additional student issues:

1. Even if you have a *minor* issue with a student's behavior or academics, *talk to the parent before it escalates*.
2. You'll find students with a wide range of abilities in your class. Some will be well below grade level and others far above. Just because they don't know much about what you're teaching doesn't mean they aren't

bright or their parents aren't teaching them right. They're in your class because their parents are not confident enough to teach that subject at home, so the student may not have been exposed to that concept yet. They could be very advanced in other subjects. Don't make assumptions.

3. It seems obvious, but please don't talk about students (or parents!) in front of others.

Noise:

1. We all realize that some activities during class will be louder than others. Try to keep the noise level down, but don't stress over it. Similarly, if your neighbor class is loud, please be understanding and politely inform the teachers.
2. Classes end at 25 after the hour, so if your class finishes early, please *keep your students in class until the end of the period* so they won't be loud in the hallway and disrupt other classes.

Absences and Substitute Policy:

1. You cannot drop off your children. If you can't be at co-op, you must ask a relative to go with them or ask another co-op parent to be in charge – *even high schoolers*. This is required by the church and our insurance.
2. You can ask someone to watch your children in emergency only – not to run errands or pick up lunch, etc.
3. If you will be absent for unexpected illness or emergency:
 - Simply call your team teachers or helpers and let them know you will be absent, and THEY will get a sub for you if needed.
 - If your team teacher or helper will be absent and you need to get a sub to help you, go to the Parents' Lounge for a volunteer and check the sub sheet to see who hasn't subbed in a while.
 - Signing the registration form obligates you to sub when asked, so you cannot say no. We can expect to sub several times.
4. If you know in advance that you will be absent (vacation, doctor appointments, etc.):
 1. 3 Options: 1) Switch weeks with your team teacher, 2) get your helper to sub for you, or 3) get a sub to fill in for you.
 2. Subs are listed in the far right column on the schedule by last name to make them easier to find in the directory. Getting a sub is a simple two-step process:
 - CALL someone on break that period, DO NOT email or text, and DO NOT post on our Facebook page because you must get a verbal agreement from the person who will sub. Plus, many members don't have Facebook, and don't check their email regularly, and don't have texting. So call!
 - If you post on our Facebook page, it will be deleted.
 - After you get a sub, let your team teachers or helpers know who is subbing for you if you can, so they will know whom to expect and can remind her that day for you.
 3. Make sure you have your team teachers' and helpers' correct cell numbers by Registration!
 4. Sign the Substitute List in the Parents' Lounge *every* time you sub in case of emergency.