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**changes in bold*

CONTENTS	
Purpose	2
Goals	2
Introduction	2
Membership Requirements	2
Liability	2
Leadership Team	3
Communication	3
Social Media	3
Solicitation Policy	4
Guest Policy	4
Costs	4
Teachers	5
Semesters	5
Classes	5
High School Courses	6
Elementary Classes	6
Grade Level Determination	7
L.I.G.H.T. Points	7
Registration	8
Class Changes	8
Attendance and Tardy Policy	8
Sick Policy	9
Flu Policy	10
COVID-19 Policy	10
Allergy Policy	11
Substitutes Policy	11
Conflict Resolution Policy	12
Discipline and Suspension Policy	12
Anti-Bullying Policy	14
Dress Code	16
Bathroom Policy	16
Parent Responsibilities	17
Student Responsibilities	17
Teacher Responsibilities	18
Responsibilities of Helpers	20
Set-Up and Clean-up Policies	20
Greeter Policy and Procedures	21
Weather Policy	22
Safety and Security Procedures	23

PURPOSE

To minister to the needs of homeschooling families with high school students and their younger children

GOALS

- To broaden the scope of home-based education by combining parents' talents and resources;
- To provide homeschooled children with the opportunity to participate with others in group activities;
- To offer an economical means of enriching homeschoolers' educational experiences;
- To enable homeschooling families to form supportive relationships with other homeschoolers; and
- To fulfill the mission of the church in winning others and making disciples for Christ.

INTRODUCTION

“Let us therefore make every effort to do what leads to peace and to mutual edification” (Romans 14:19).

These written policies and procedures will help everyone understand expectations, prepare us for certain situations in advance, ensure our safety, and help us manage the use of the facilities that the Lord has provided. The Leadership Team reserves the right to change policies and procedures without notice.

All families should read these policies and procedures as well as the member handbook thoroughly before joining Academy Days and before starting each subsequent semester. Upon understanding how we function and what your responsibilities will be, you can then determine if Academy Days Co-op is a good fit for your family. Your signature on the enrollment form indicates that you and your family have recently read, understand and will abide by these policies and procedures. Furthermore, your enrollment indicates your commitment to participate for a full semester and to contact your fellow team teachers and helpers or secure substitutes to fill in when absent.

MEMBERSHIP REQUIREMENTS

“Each one should use whatever gift he has received to serve others” (1 Peter 4:10).

Enrolled families manage this organization and contribute to its success, so parent participation is mandatory. Although designed for high school students, Academy Days Co-op includes preschool through high school classes so the entire family can participate.

1. As a ministry of Outlook Academy, Academy Days Co-op welcomes all families from diverse backgrounds, beliefs, and homeschool styles, whether homeschooling independently or under a church school covering.
2. Membership is open to all families home educating at least one child who will be in first grade or above during the current academic year. Preschool-kindergarten classes are reserved for their younger siblings.
3. This is not a “drop-off” situation. If your child is at Co-op, then you must be too, serving as a helper, teacher, or in some other capacity.
4. If you will be absent, you must contact your team teachers and/or helper or secure a substitute for each of your responsibilities; failing to do so jeopardizes your membership and your seniority for pre-registration the following semester.
5. Under no circumstances will a student who has been removed from public or private school because of behavior or discipline problems be permitted to attend. If discovery is made after registration, the student will be removed automatically.

Academy Days Co-op is neither a substitute for nor alternative to schooling at home; participating in co-op will facilitate the educational process to a high degree and relieve burdens, but it will not replace parents' responsibilities in the process. In fact, your participation in and supervision of your child's education will be integral to your child's success.

LIABILITY

Eastmont Baptist Church, Outlook Academy, Academy Days Co-op, their members, teachers and administrators

assume no liability and make no assumptions of risk for anyone attending any function. Parents are directly responsible for their children's education and actions. Compensation for injury or damages, deliberate or accidental, shall be borne entirely by the responsible family. Parents must sign an agreement to this effect.

LEADERSHIP TEAM

“I urge, then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people—for kings and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness” (1 Timothy 2:1-2 NIV).

As with most successful nonprofit organizations, the Leadership Team is self-perpetuating, meaning the leaders serve until they step down and the existing team determines the replacement. The Leadership Team is currently composed of:

- Carren W. Joye
- Shannon Dannelley
- Angela Segrest

The members of the Leadership Team are here to serve you and are not “bothered” by requests for prayer, fellowship or counsel, so please feel free to make your needs known.

At least one Leadership Team member is on break each period to monitor our areas of the church and to be available for questions or assistance; therefore, Leadership Team members cannot be asked to substitute.

COMMUNICATION

Good communication helps everyone understand a particular situation better, reduces gossip, and builds unity.

1. Email is our primary form of communicating advance cancellations and important information, so it is imperative to check your email regularly. *At minimum, check your email Monday and Wednesday afternoons.* Go to our Google group at <https://groups.google.com/g/academydays> for emails you may have missed. Emails are restricted to information and events related to Academy Days Co-op only.
2. Special notices are posted on the table in the Parents' Lounge, so be sure to check each week for news of interest.
3. Anyone may leave a flyer on the table in the Parents' Lounge as long as it is removed before the end of fourth period. (See Solicitation Policy for details on solicitation and distribution.)
4. Our private Facebook page is limited to general information regarding our group, but NEVER used for cancellations or important information. Do NOT post for substitutes on our Facebook page! **Such posts will be deleted.**
5. The Cancellation Call Chain is used for last-minute cancellations only. Therefore, please keep it in a central location so you will know whom to call and how to activate and complete the chain. We also recommend that *you check your answering machine or voice mail prior to leaving your home on Thursday mornings.*
6. Academy Days Co-op is independent of the church's operation, so do *not* contact Eastmont Baptist Church regarding any Co-op matters. Instead, direct inquiries to a member of the Leadership Team.

SOCIAL MEDIA

You may find Academy Days Co-op at the following locations:

Web Site: <http://www.academydays.com>

Facebook:

- Academy Days (public) - <https://www.facebook.com/AcademyDays/>
- Friends of Academy Days Co op (members only) - <https://www.facebook.com/groups/524249024302557/>

Instagram: <https://instagram.com/academydays>

Pinterest: <https://www.pinterest.com/academydays>

Occasionally photographs are posted on some of these sites. At registration, parents sign a waiver giving permission for their children to be photographed in the course of normal classroom activities and for the pictures to be used in Academy Days Co-op promotions, including social media and local print media. **If parents do not want their children in pictures, they must inform the Leadership Team and their children's teachers and/or helpers AND monitor the situation constantly. The Leadership Team will not be responsible for group pictures inadvertently posted on our private Facebook page or in local news media as members cannot be expected to remember exceptions.**

SOLICITATION POLICY

To ensure a friendly environment and to remove undue stress on member relationships, direct solicitation of products or services during Co-op is not allowed.

1. Direct solicitation includes, but is not limited to, literature distributed individually, product demonstrations, and direct sales.
2. Indirect representations of products and services, such as brochures and catalogs, may be placed in the Parents' Lounge only and must be removed by the end of the day.
3. Using the directory for the purpose of solicitation is a violation of privacy and is strictly forbidden.
4. Persons not enrolled are prohibited from any and all forms of soliciting to members, both directly and indirectly. These include, but are not limited to, soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services, or engaging in any other solicitation, distribution, or similar activity during the day.

GUEST POLICY

Visitors may join us for lunch only, unless scheduled as guest speakers for a class.

1. Due to insurance and church requirements, only registered, paid students and parents, or their spouses or substitutes, are allowed to attend.
2. The following may *not* attend: visiting relatives, friends, children you are babysitting, your children in public or private school or daycare who are out that day, and your graduated children, except as substitutes. Please do not jeopardize our insurance and church agreements or put us in the awkward position of having to ask you to send or take your visitor home.
3. Teachers may schedule guest speakers for their classes at any time with at least one week's advance notice to the Leadership Team.
4. Due to the Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations of the IRS, Academy Days Co-op cannot host campaigning politicians at the church, even if their visit is not part of their campaign.

COSTS

All fees are per semester, not per week. There are no refunds, even if a class is canceled. The cost is:

- Registration Fee per family per semester, to be determined by Leadership Team
- Any books required by the class, to be determined by the teacher and Leadership Team
- Any additional supplies or fees per class, at the discretion of the teacher and Leadership Team

We aim to keep Academy Days Co-op affordable. No one gets paid. To help defer costs, we offer teacher discounts and participate in the Box Tops for Education program. The family registration fee covers general expenses and a \$1,000,000 insurance policy for our members' safety and peace of mind. Class fees pay for supplies only. Any additional necessities are donated by members or provided by Outlook Academy.

All fees must be paid at Orientation and Registration in cash. Checks and credit cards cannot be accepted. If these

costs present a hardship to you, please consult with the Leadership Team in advance.

TEACHERS

The Leadership Team neither employs nor recruits teachers. Parents not only remain the primary teachers of their own children, but also provide the teacher pool and class suggestions for their children.

1. Instructors are fellow homeschooling parents who may be certified teachers or parents with a degree, special knowledge, work experience, or passion for the subject.
2. Teachers volunteer their time and expertise free of charge. In recompense, teachers receive a discount on fees, guaranteed space for their children, and seniority when enrolling their children in classes.
3. Two or more parents may elect to team teach a class. Each class is assigned at least one helper to ensure not only two adults per class, but also a ready substitute in case of teacher absence.
4. Teachers turn in lesson plans via email two weeks prior to registration and bring hard copies to put in storage and give to helpers at registration. Membership and teacher discounts are contingent on lesson plans being turned in on time.
5. **All teachers will email the class syllabus to their students' parents the day after Registration.**
6. **Since some families do not have reliable Internet**, all teachers will provide hard copies of the syllabus to junior high and high school students at Registration for parents to pick up because homework is usually due the first day of class. Teachers will distribute the syllabus to elementary students on the first day of class.
7. The Leadership Team makes the final determination regarding teachers and helpers, based on teacher volunteers, student interest, and class needs.

SEMESTERS

1. Co-op meets on Thursdays for 12 weekly classes spread over 14 weeks to allow for two breaks each fall and spring semester.
2. Fall semester ends the week before Thanksgiving, and spring semester ends the second or third week of May, depending on the Leadership Team's assessment of cold and flu season.
3. Mandatory, parents-only Orientation and Registration is two weeks before the start of each semester.
4. Each weekly day has four class periods and one lunch period.

CLASSES

“Train up a child in the way he should go: even when he is old he will not depart from it” (Proverbs 22:6 NIV).

1. As a Christian ministry, we base our guidelines on precepts from the Bible, all classes are taught from a Christian world view, and each class begins with prayer.
2. To ensure that high school students earn the required history/social studies credits within four years and to allow families with multiple children to study the same subjects at the same time at home, we maintain a 4-year history rotation: government/economics and Alabama history, world history, U.S. history, and world geography. Consult the web site to determine the current history in rotation.
3. To ensure that high school students have the opportunity to earn necessary science credits before graduation and to allow families to plan ahead, we also have a rotating science schedule for grades 7-12. Science classes vary each year, depending on the rotation and teacher availability, but generally include at least three of the following per academic year: Space & Earth Science, **Science in the Atomic Age**, Physical Science, Biology, Advanced Biology (Human Anatomy and Physiology), Forensic Science, Marine Biology, and Chemistry. Consult the web site to determine the current sciences in rotation.
4. Classes for each subsequent semester are determined well in advance of the end of the current semester to ensure adequate teachers and student interest prior to pre-registration. If not enough parents volunteer to teach classes at any grade level, those classes or grade levels will not be offered.
5. Unless otherwise noted, all classes are year-long.
6. Schedules are subject to change; classes without a minimum number of teachers or students may be canceled, but new classes may be not be started unless they cause no disruption to class schedule or

student distribution.

7. Neither the Leadership Team nor the Church will be held responsible for content taught in classes, but the Leadership Team has the right to add, monitor, cancel or censure any class or teacher.
8. Members of the Leadership Team and parents may sit in on classes at any time.
9. Although teachers may teach their classes the way they see fit, they should take into consideration the desires of the students' parents, strive to avoid teaching subjects that may contradict the beliefs and opinions of other families, and defer any questionable discussions to the students' parents. The Bible is the standard to determine the appropriateness of subject matter.
10. If you have any questions or concerns about a class, please talk with the teacher before you contact a member of the Leadership Team. As a courtesy, please keep the Leadership Team informed.

HIGH SCHOOL COURSES

1. High school and junior high school classes are college prep. Weekly class discussions and activities revolve around required homework assignments. For these reasons and for the sake of serious students, we request that only students who are sincerely interested in the subjects, intend to complete the assignments on time, and are prepared to participate in discussions sign up for the classes. Do not force your child to take a class he or she is not interested in taking or is not academically ready to take.
2. Some high school classes are open to grades 7-8. Please prayerfully consider your child's academic and maturity levels before enrolling him or her in a high school course because your child will be expected to meet the high school standards, including homework, class participation, and maturity level.
3. Teachers and Leadership Team reserve the right to ask a student to withdraw from any class for any cause, including, but not limited to, academic or behavioral reasons. Please see Discipline & Suspension Policy for details on this issue.
4. According to Home School Defense Association (HSLDA), the high school credit means 120-150 hours of contact time with an instructor during the school year at the high school level. As a result, parents are still the primary teachers for all subjects. To earn high school credits, students must complete all homework and meet all deadlines, and parents may need to assign supplemental coursework at home.
5. Testing is not required for homeschoolers in Alabama, so class time is not wasted on testing. Teachers may grade some assignments, such as essays, or provide tests for parents to administer at home, but parents retain the authority to test or not and determine final grades for all classes.
6. Study hall is available for grades 7-12 as a privilege for students who may not be interested in taking subjects offered that period. It is a class. Parents are expected to assign work from home for their child, and students are expected to work or read quietly and independently without disturbing others. No visiting or game playing will be allowed. Furthermore, Study Hall is a "no cell phone zone." Students may listen to music via headphones only, unless this becomes a disruption in any way; in such cases, the student will lose this privilege.

ELEMENTARY CLASSES

The intent of Academy Days Co-op is to lighten the burdens of parents with high schoolers, not increase them by mandating either homework or a certain curriculum for their elementary children. Parents maintain the freedom to choose any curriculum or method that works best for their elementary child at home.

1. Unlike high school and junior high classes, preschool through elementary classes provide academic enrichment. In other words, the coursework, mostly in the form of hands-on lessons, activities, and games, follows academic standards in that particular subject or grade level and, therefore, should supplement any curriculum in that subject used at home and provide the necessary structure and accountability for parents who desire them.
2. Parents have the option, and are encouraged, to follow each elementary class's syllabus to stay on topic with their own curriculum of choice at home, but following the syllabus is not required.
3. One or two short homework assignments or a semester project may be given to students in 5th and 6th grade classes only, but completion is strictly optional.
4. These 5th and 6th grade "transition" classes are designed to assist parents and their older elementary

students in bridging the gap between lower elementary classes and junior high courses. In 5th and 6th grade classes, students fine-tune the skills required for junior high and high school, such as completing (limited and optional) homework assignments on time, sitting quietly, listening to teachers, taking notes during brief lectures, following directions on their own, working well with others in a group as well as giving short presentations in a positive and supportive environment.

5. Transitioning from elementary to junior high can be a big adjustment for any student and cannot be prepared for adequately in a weekly co-op. Therefore, as in all grade levels, parents still maintain responsibility for preparing their own children for future academic expectations.
6. Tutoring Time is available for 1st through 6th grade students who may be on a waiting list for a class or may not be interested in subjects offered that period. Similar to Study Hall for grades 7-12, the Tutoring Time students are expected to read or work on assignments brought from home, but unlike Study Hall, teachers are available for help.

GRADE LEVEL DETERMINATION

1. Classes are divided by grade and/or age as of September 1: grades 9-12 or 14+ years old; grades 7-8 or 12-14 years old; grades 5-6 or 10-12 years old; grades 3-4 or 8-10 years old; grades 1-2 or 5-8 years old; and Preschool/K4/K5/K6 or 3-6 years old. All preschoolers must be potty-trained and not need naps.
2. All children must be in a grade-appropriate class. They are not permitted to be teachers or helpers in any classes, including preschool, except under conditions approved by the Leadership Team. Graduated homeschoolers can serve as substitutes or take on responsibilities *only* if their help is needed, upon advance approval of the Leadership Team.
3. As parents, we are aware of our children's social and academic abilities, but teachers are familiar with the levels of the courses they are teaching. Posted grade limits give an idea of the level to which each class will be geared.
4. *We request that students not be more than two years below or above their grade peers in age.* Exceptions may be considered on a case-by-case basis, if the class is not full, and at the discretion of the teacher and Leadership Team. If such exceptions are made, the teacher and Leadership Team reserve the right to revoke them at any time for any reason without regard to spaces in other classes.
5. If your child is either accelerated or behind more than two years, Academy Days Co-op may not be right for your child at this time. Classes are limited by the size of the rooms and by the abilities of the teachers, who may be equipped to handle only a certain age-range with an expected maturity level. Most importantly, for intense academic classes, particularly those with high school credits, separation by age is necessary based on the skills required; after all, we want upper level courses to be challenging for high school students trying to earn high school credit. As a result, sometimes the skills required for a class outweigh the student's interest in that class. Therefore, age will be given priority when filling a class.
6. Because most parents are not equipped to teach children with severe disabilities or maintain discipline in a class with special needs children, please prayerfully consider if Academy Days Co-op fits your special needs child.
7. It may be necessary for the parent of any child to be assigned as a teacher or helper in some or all of the child's classes, depending on the parent, teacher, and Leadership Team's assessment of the child's ability to participate in classes with minimal disruption to the learning process. On the other hand, a child sometimes behaves better without his or her parent present; in such circumstances, the parent may opt to limit her time in her child's class, or the teacher may suggest that option.

L.I.G.H.T. POINTS

Seniority is executed at pre-registration through the accumulation of L.I.G.H.T. Points.

1. Members have five areas in which to accrue L.I.G.H.T. Points:
 - Length of membership
 - Instructing in the next semester
 - Giving extra time
 - Having high school students

- Teaching this current semester
2. Details on each member's L.I.G.H.T. Points will be provided one month prior to pre-registration. It is each member's responsibility, not the Leadership Team's, to verify his or her points prior to pre-registration.
 3. Since this organization is a "cooperative" one, the more involved you are and the more semesters you participate, the more points you accrue and the higher your family's seniority.
 4. If your oldest child is elementary age, you can gain more points as well as "guarantee" his spot all day by team teaching at least one class and volunteering in other areas, such as set up crew, clean up crew, etc.

REGISTRATION

Registration is a two-step process, beginning with pre-registration and ending with final registration.

1. Pre-registration begins no later than two weeks before the end of each semester for the next semester, at which time current members will be assigned certain times to sign up for classes, based on their L.I.G.H.T. Points.
2. Families may register for one, two, three or all four classes in a day. They do not have to register for all day, but families who register all day will have seniority if a spot in a full class is questioned.
3. Open enrollment begins after current members sign up for classes and ends the Thursday before Orientation and Registration.
4. Most classes span both semesters, but new students may still enroll in a spring semester class, upon teacher's approval.
5. Final registration, known as Orientation and Registration, is held two weeks before classes start. It is a mandatory, parents-only meeting when parents turn in their registration forms and pay for classes in cash.
6. To prevent extra fees accruing due to unforeseen insufficient funds, checks are not accepted only cash.

CLASS CHANGES

After the pre-registration deadline over summer or winter break, students may switch classes, if spaces allow, but class changes may NOT be made at final registration.

1. If your child desires a class change after final registration, approval must be obtained from the Leadership Team and the teachers involved.
2. A refund will not be given for the first class, and fees for the new class will be due and payable before attending.
3. Additionally, since most teachers purchase supplies at bulk discounted pricing and receive discounted printing rates due to the number of syllabi printed, the new teacher may require the parent to print the child's syllabus.

ATTENDANCE AND TARDY POLICY

"Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others" (Romans 12:4-5).

By enrolling your children, you are committing to Academy Days Co-op for the entire semester, so we ask you to consider your decision prayerfully before joining. Your attendance and punctuality are crucial because we depend on one another for a successful year. When even one parent is late or absent or quits, it puts a heavier burden on the rest of us, and consequently, the children may suffer. Therefore, if you already know that you may miss three Thursdays in a row due to vacations or prior commitments, you probably should not join as you and your children will already miss a full quarter of classes, not including possible illnesses.

We understand that illnesses and emergencies occur unexpectedly, and we do *not* want anyone who may be sick to attend (see Sick Policy and Substitutes Policy below), but we also respect the time and effort that instructors put into their classes each week. They deserve the mutual respect of having their helpers and students be in class on time, barring unforeseen situations and illnesses. Because children look to their parents to set examples and take them each week, we ask parents to remember their own commitment and make punctual attendance a priority.

1. Please schedule appointments and vacations accordingly, secure substitutes when you will be absent for any reason, and leave your home in plenty of time to be punctual each week.
2. Once you have committed to attend for the semester, please plan to continue even if you experience frequent absences, due to health reasons for example, and we will work with you through your absences. Securing temporary substitutes is much easier than finding permanent replacements if you quit.
3. To reduce class interruptions and delays, classes for grades 7-12 will have their doors closed after a grace period, typically after the class prayer. As a result, late students in grades 7-12 will face a closed door and a sign instructing them to notify their parents first and then go to the **detention section of Study Hall** for the remainder of the period. Late students are not allowed in their parents' class or another class, Parents' Lounge, bathroom, hallway, car, or outside. At teachers' discretion, late students may or may not be retrieved for class and/or given an extra assignment.
4. When a student misses class due to absence or tardiness, it is the responsibility of students grades 7-12 or their parents to turn in assignments that are due that week as well as to find out what was covered in each class, what assignments are due the next week, and to turn them in on time as well.
5. Students in grades 7-12 who are absent and/or tardy three times or who do not keep up with assignments may be asked to withdraw from class. (See Discipline and Suspension Policy.)
6. If you know your children in any grade level will be absent, please be courteous and notify their teachers in advance as some activities require a minimum number of students, and teachers may need to make adjustments to their lesson plan for the day.
7. Since study hall is not open to elementary students, and since most elementary lessons require the full 55-minute class time to complete, please be advised that late elementary students may be given alternative seat work, such as a crossword puzzle or coloring page, to allow the class to stay on task and finish the lesson or activity on time.
8. Being chronically tardy or absent without subs three times in a semester constitutes grounds for losing your family's seniority the following semester. The Leadership Team reserves the right to refuse enrollment to a family with a record of excessive absences or tardies in the previous semester.
9. Due to insurance and church requirements, students are not allowed to attend without a parent or legal guardian present, or a designated adult substitute due to illness or emergency, *not* scheduling conflicts or errands. (See Guest Policy.)

SICK POLICY (see below for Flu Policy and COVID-19 Policy)

“Do to others as you would have them do to you” (Luke 6:31).

We cannot stress this enough: *If you or your children are sick or recovering from an illness, even the common cold or a sinus infection*, please do not attend that week.* We do not want Academy Days Co-op to be a source of illness for any family, so please use good judgment. If in doubt, err on the side of caution, stay home, and get a substitute to fill in for you (see Substitutes Policy, Flu Policy, and COVID-19 Policy below).

1. We follow the health guidelines recommended by the American Public Health Association and the American Academy of Pediatrics. If you or your children exhibit any the following, do *not* attend:
 - Fever of 99 degrees or greater within 24 hours prior to the first class
 - Fever that needs medication to control (such as Tylenol, Advil or Motrin)
 - Vomiting or nausea within 48 hours prior to the first class
 - Diarrhea within 24 hours prior to the first class
 - Nasal congestion, or yellow or green nasal discharge, or excessive clear nasal discharge that is heavy enough to require frequent wiping
 - Cold symptoms with sore throat or persistent coughing or sneezing
 - Streptococcal infection, until 48 hours after medication has been initiated
 - Antibiotics for less than 48 hours
 - Infected skin or eyes or undiagnosed rash, including but not limited to conjunctivitis, poison ivy, Fifth Disease, chickenpox, etc., until the prescribed drops, cream or treatment are completed or incubation

- period recommended by doctor has passed
 - Cold sores (fever blisters) on children kindergarten and below, until lesions are scabbed
 - Acting lethargic, listless, or irritable
 - Any complaint of unexplained or undiagnosed pain
 - Other contagious symptoms, including but not limited to lice, ringworm, etc.
2. *Although a sinus infection is not contagious, the cold that preceded the sinus infection is highly contagious. As a result, with a sinus infection, stay home until fully recovered from cold symptoms.
 3. The same applies to strep throat. *If you still have cold symptoms even after 48 hours on medication, please stay home until cold symptoms end.*
 4. If your child has a clear runny nose, then use your best judgment as to whether it's sickness or allergy; most likely if it's after sickness, it's still contagious. If you decide to bring your child with clear runny nose due to allergies, please be diligent about wiping your child's nose often and washing your hands immediately afterward.
 5. Please instruct or remind your students how to cover their mouths properly when coughing or sneezing due to allergies.
 6. If you or your children are present and exhibit any of the symptoms listed above, you will be asked to find substitutes and return home. Please do not put us in the awkward position of having to ask you to go home or take a sick child home.
 7. If you need to stay home with a sick child, you must keep children through grade 2 at home with you. You may send your well children in grades 3 and above to class with a supervising adult (See Substitutes Policy).

FLU POLICY

On the advice of member parents who work as nurses, the Sick Policy includes two specific provisions for the flu:

1. According to the Centers for Disease Control (CDC), you are contagious even if you do not have a fever. Therefore, we ask everyone to wait the FULL 7 DAYS on Tamiflu before returning to classes even if your symptoms have ended.
2. Also, if someone at your home has the flu, it would be wise NOT to send seemingly well children to classes just in case they are contagious but not yet showing symptoms. We know it may be an inconvenience to keep members of the family home even if they seem well, but the flu is highly contagious before symptoms begin, and we do not want to take any chances.

COVID-19 POLICY

These precautions are important, but please be aware that these efforts cannot eliminate exposure to all viral or other illness-causing factors while at Academy Days Co-op.

Precautions:

1. Our number one priority is the safety for you, your family and others, so we follow the policies recommended by the Centers for Disease Control (CDC) and Alabama Department of Health.
2. Each week before first period starts, the Set-Up Crew will spray or wipe all classroom tables, stair rails, door knobs, light switches and other surfaces with disinfectant.
3. While at the church, parents and students must wash their hands with soap frequently for a minimum of 20 seconds and use hand sanitizers when entering and exiting a classroom.
4. It is recommended, but not required, that family members sit together when eating lunch at the church.
5. We will not require parents or students to wear masks. However, anyone who prefers to wear a mask may do so.
6. Parents are asked to monitor their children's social distancing in the hallways, classrooms, and bathrooms.
7. Every family should evaluate their unique circumstances and make an informed decision before attending each week.
8. If a student or parent becomes sick while at Co-op, he or she will be promptly separated from others and sent home immediately.

9. In a case of potential exposure at Co-op, families may be instructed to quarantine for a required period of time. If such should take place, we will revert to online classes with the plan to return to in-person classes as soon as possible.
10. If Montgomery is under a shelter-in-place order at any time during the school year, classes will immediately transfer to online classes. Once lifted, we will revert back to meeting in person.

Procedures for parents and students:

1. **If you or anyone in your household tests positive (or is suspected to have) COVID-19, all members must stay home. The day symptoms start is Day 0, so the following day will be Day 1.**
2. **All members must not attend Co-op until Day 11, if and only if you have been fever free for at least 24 hours AND any symptoms are improving. The timeline restarts if other individuals develop symptoms during the 10 days.**
3. **If you have been exposed to COVID-19, remain home for 5 days. If possible, test all exposed individuals before returning to Co-op on days 6-10. If any household members develop symptoms during this time, refer to rule 1 for further guidance.**
4. **Guidance is constantly evolving. We will follow the recommendations from the Alabama Department of Health to decide how to proceed on a case-by-case basis. Please notify the Leadership Team as soon as possible if you suspect a member of your household has or has been exposed to COVID-19.**

ALLERGY POLICY

1. Notify EACH of your child's teachers and helpers if your child has any medical conditions or allergies. Although you will fill out a section on the registration form regarding medical conditions and allergies, teachers do not see the form.
2. Parents and children are responsible for monitoring their own allergies and sensitivities.
3. If your child has a serious allergy, carry an EpiPen with you at all times in case your child is exposed.
4. When the Leadership Team is alerted to an allergy situation, we will email a general notice for members to be aware; otherwise, the most we can do is ask children and parents to be alert and wash their hands carefully with soap and water throughout the day.
5. We have no control over what individual families bring for lunch. When we host group meals and potlucks, we do our best to inform members of the allergy risk and label shared dishes.

SUBSTITUTES POLICY

We cannot stress this enough: *As soon as you know that you will be absent, you must either get a substitute for each class you teach or help or let your team teachers or helpers in every class know so they can get a volunteer to fill in for you.* Not doing so three times in a semester constitutes grounds for losing your family's membership or seniority the following semester because we need to maintain two adults per class.

Follow ONE of two possible procedures, depending on whether or not the absence is known in advance:

1. *If you know in advance* that you will be absent, such as for a trip or a scheduled doctor's appointment, let your team teacher or helper know in case a substitute will not be needed. If a sub is needed, then **you can text or call a parent on break that period or you can ask someone in person at Co-op a week or two prior to your scheduled absence by simply going to the Parents' Lounge during the period you need a sub and asking for a volunteer from the parents on break. Do NOT post a sub request on Facebook.** Be sure to let your team teacher or helper know who has volunteered.
2. *For unforeseen and last minute absences due to illness or emergency,* simply call or text your team teacher or helper to fill in, as helpers function as automatic substitutes for teachers. If more help is needed, that subbing team teacher or helper will then get a volunteer from the Parents' Lounge or a helper from another class to maintain two adults per class. **Do NOT post a sub request on Facebook.**

If supplies are not stored at the church, the absent parent must make arrangements to give any necessary lesson

materials to the team teacher, helper or sub sometime prior to class. To make such situations easier on everyone, it is suggested that teachers give a copy of their lesson plans to their helpers and store lessons and supplies at the church for any substitute's use.

Set-up, Lunch Clean-up, and Clean-Up Crews should call someone else on that crew to substitute, or someone on break the period during which the work is done.

Follow these procedures in EVERY case when trying to secure a sub:

1. The Substitutes List is the far right column on the Academy Days Class Schedule. All parents on break are available substitutes that period, except Leadership Team.
2. When securing substitutes, call **or text**. **Do NOT email or post on Facebook as these methods are neither timely nor reliable**. Some members do not check their email regularly, and many are not on Facebook. You **MUST** get a verbal confirmation.
3. Do *not* call the Leadership Team as they will not find a substitute for you.
4. Do not ask someone to fill in for you if he or she is already committed to a class that period.
5. If you are asked to substitute during a period in which you are scheduled as a helper, you must decline or find a substitute for your own class.
6. If you have a break during the period in which you are asked to sub, you **MUST** accept. If desired, you can then ask someone else to sub in your place so you can keep your break. *Declining to sub when you are available is guaranteed to impact your seniority negatively for next semester's registration.*
7. If you are ever the only adult in an elementary class, go to the Parents' Lounge and ask for a volunteer. If necessary, take your elementary class with you so young students will not be left alone.
8. Please inform the Leadership Team when a team teacher or helper is frequently absent, habitually neglects either to let you know or to get a substitute, or refuses your request to sub as these will impact his or her seniority for next semester.
9. Before you substitute, be sure to sign the Substitutes List in the Parents' Lounge so we will know where you are in case of an emergency with your child.

If you must leave in an emergency, *not* an errand or scheduling conflict, you may ask another parent to be responsible for your children. If so, please tell a Leadership Team member and your children to whom they will be responsible.

CONFLICT RESOLUTION POLICY

“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” (Matthew 18:15-17).

Please help us deal with inevitable personality conflicts and misunderstandings in a proactive, Christian way.

1. If a conflict arises between any combination of parents and children, parents should pray first and then try to resolve the issue together following Matthew 18:15-17.
2. If a parent or child will not cooperate to resolve the situation, or if a resolution cannot be met, the parties then need to seek the Leadership Team's assistance.
3. If the conflict includes physical violence or the threat of physical violence, which could result in grave bodily harm, and which is not the result of personal defense or defense of a third person, then parents should ask the Leadership Team's advice on whether or not to proceed or to hand the matter over to the Leadership Team to handle.

Details for certain conflicts follow below in the Discipline and Suspension Policy and the Anti-Bullying Policy.

DISCIPLINE & SUSPENSION POLICY

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:11).

Students and parents should conduct themselves to reflect the virtues of Christ. Children should honor the Lord's house and respect authority. Parents are responsible for their children at all times, so it is your responsibility to handle any misbehavior.

In cases of inappropriate behavior by a student of any age, these steps will be taken by the teacher or helper:

1. For the first offense, the teacher or helper will give the student a verbal warning, and the student will apologize and rectify his or her behavior.
2. For the second offense, the teacher or helper should send the student to the **detention section of Study Hall** (junior high and high school only) or take the student to his parent, explain the situation and allow the parent and child to work it out alone according to their family's rules. In the former case, the teacher will inform the parent and a member of the Leadership Team by that afternoon of the circumstances involved because a third infraction may result in suspension. The student may return to class after proper apology, restitution, and resolution to reform are made.
3. If the inappropriate behavior continues for a third time, the teacher will repeat the second step, and the student will not return to class, but will either go home or stay in the **detention section of Study Hall** or Tutoring Time with his or her parent for that period. The parent will get a substitute(s) as necessary. The Leadership Team will then notify the parents that the student is suspended beginning the following week. The student may return after the one-week suspension and after proper apology, restitution, and resolution to reform are made.
4. If behavior problems persist, the student will be expelled from the class or from Academy Days Co-op for the remainder of the semester as the Leadership Team sees fit. It is not the responsibility of the teacher or Leadership Team to make accommodations for the suspended or expelled student.

Parents and students in junior high and high school classes sign an agreement to attend diligently, be on time, participate willingly, and bring all completed assignments and required materials to each class. Please be aware that students who are late, unprepared for class, disruptive, or disrespectful will be sent to the **detention section of Study Hall** or his or her parent. This is as much a respect issue for the teacher and the child's fellow classmates as it is an academic issue.

In cases when a junior high or high school student is not prepared for class or does not participate as required, these steps will be taken by the teacher:

1. For the first offense, the teacher will send the student to the **detention section of Study Hall** to complete the work. As soon as that assignment is finished or the student agrees to participate as required, the student may rejoin the class.
2. The teacher will inform the parent before the end of that day or via email that afternoon of the situation and allow the parent and child to work it out according to their family's rules to ensure it does not happen again. In some cases, a legitimate family emergency or faulty technology, rather than poor time management or outright defiance, may have been involved, and this gives the parent a chance to determine and possibly explain the child's reason for negligence as well as assist in rectifying the situation and preventing a recurrence.
3. At the second offense, the teacher will repeat the first and second steps as well as inform the Leadership Team by that afternoon of the circumstances involved as the student is now in jeopardy of suspension.
4. At the third offense, the teacher will send the student to the **detention section of Study Hall** to stay and will notify the parents and Leadership Team that the student is suspended from class beginning the following week. The student may return to class after the one-week suspension and after proper apology, suitable restitution, and resolution to reform are made.

5. If the problem persists, the student will be expelled from class for the remainder of the semester. Space permitting, the student may transfer to Study Hall or Tutoring Time or join another class, upon approval from that class's teacher and Leadership Team and after paying the class fee. It is not the responsibility of the teacher or Leadership Team to make accommodations for the suspended or expelled student.

Similarly, when a junior high or high school student is late or absent, or neglects to turn in homework, or when a student of any grade demonstrates a marked academic level lower than his classmates, these steps will be taken by the teacher:

1. Teachers should notify parents within 24 hours via email, phone or in person whenever a student misses a deadline or spends the class period in the **detention section of Study Hall** due to tardiness. This gives the parent a chance to assist in rectifying the situation and preventing a recurrence.
2. If the student has been tardy twice or absent twice without turning in required homework, or is academically far below the other students in class through two weeks of demonstrated work, the teacher should discuss the situation with the parents and notify the Leadership Team.
3. At a third occurrence or third week of inferior work, the teacher will inform the parent as well as a member of the Leadership Team of the circumstances involved as the parents may be asked to remove the student from class. Student may remain in class only if the parent and student intend to be present each week on time and to turn in assigned homework on time.
4. If the problem persists, the student will be removed from class for the remainder of the semester. This is not expelling the child, but simply moving the child to a class that better fits his or her needs. The student may join another class, space permitting, upon approval from that class's teacher and Leadership Team and after paying the class fee, or join Study Hall for grades 7-12 or Tutoring Time for grades 1-6, again space permitting. It is not the responsibility of the teacher or Leadership Team to make accommodations for the student that period if space is not available.

The Leadership Team and teachers reserve the right to refuse enrollment in continuing classes, similar classes, or Academy Days Co-op entirely to a student who has been suspended or expelled from a public or private school or Academy Days Co-op, has had three or more absences or tardies, has neglected to do homework, has created disruptions, has exhibited inappropriate behavior, or has demonstrated a marked lower academic level than other students in a class, even if the student's actions did not result in suspension or expulsion at the time of the action.

ANTI-BULLYING POLICY

“Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind. Do not repay evil for evil or reviling for reviling, but on the contrary, bless, for to this you were called, that you may obtain a blessing” (1 Peter 3:8-9).

The Academy Days Co-op is committed to a safe educational environment for all students and parents, free from harassment, intimidation, peer victimization or aggression, bullying, or retaliation against a student who reports acts of bullying. “Harassment, intimidation, peer victimization or aggression, bullying or retaliation” means any written, verbal, or physical act against a named or unnamed student or parent, when any such act does or may:

- Physically harm a student or damage the student’s property; or
- Have the effect of substantially interfering with a student’s education; or
- Create an intimidating or threatening environment due to severity, persistence or pervasiveness; or
- Have the effect of substantially disrupting the orderly operation of the Academy Days Co-op.

Harassment, intimidation or bullying can take many forms, including, but not limited to: slurs, name-calling, teasing when asked to stop, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks and/or threats, peer group exclusion, or other written, oral or physical actions.

As parents, we need to make sure our children understand they should not put up with bullying of themselves or

anyone else, and we must hold our children accountable, even if a child feels he was provoked. However, we also need to be cautious of being overly sensitive to perceived slights, so please make certain, when bringing a charge of bullying, that the offense has risen to that level.

In line with the Conflict Resolution Policy, all acts of harassment, intimidation, or bullying will be dealt with in the following steps:

1. Any act during Academy Days Co-op witnessed by a third party should be stopped immediately and the parents of the involved children informed of the details so the parents may resolve the situation together with their children. The event should also be reported to the Leadership Team, and the parents will keep the Leadership Team informed as they address the problem.
2. A student who feels he or she has been harassed or bullied at Academy Days Co-op should report it immediately to his or her parent, who will write down the facts. The parent will inform the parent of the other child so both parents may resolve the situation together with their children, keeping the Leadership Team apprised of the on-going situation.
3. Parents who are told their child has bullied another student at Academy Days Co-op need to understand that they must get involved as this is not something that can be left to children to work out on their own. If the parents choose not to cooperate, intervene, and resolve the issue, then they choose to withdraw from Academy Days Co-op.
4. If the parents and students cannot resolve the issue together, or if the harassment or bullying continues, or if the act was against unnamed individuals or groups at Academy Days Co-op, the Leadership Team will intervene. The parents and students involved will meet separately and together, as necessary, with the Leadership Team to investigate the allegations and resolve the conflict as the Leadership Team sees fit.
5. Students who are found to have harassed, bullied or retaliated against a student who reported acts of bullying must apologize, make restitution, and resolve to reform and may be subject to disciplinary action.
6. Depending on the nature and severity of the harassment, bullying or retaliation, discipline can range from a verbal warning to expulsion. The Leadership Team will decide if expulsion is temporary or permanent. Additionally, the Leadership Team will decide if the parent is part of the problem, resulting in the entire family being asked to leave Academy Days Co-op.

Here is what you can do if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying with you.
- Find out what your child feels he or she needs in order to feel safe.
- Pray together for wisdom and a peaceful and positive resolution.
- Communicate with the other child's parents and the Leadership Team by following the steps outlined above.
- After the situation has been resolved, talk regularly with your child and the Leadership Team to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

If you are told that your child has been bullying, here is what you can do:

- Take a deep breath and be receptive to what you may hear.
- Be grateful you have been alerted. Thank the parent or teacher for informing you and acknowledge how difficult it was for him or her.
- Take a moment. Accept that you may need time to process what you heard.
- Make a pledge. Assure the parent and/or Leadership Team that you will talk with your child, and then talk

with him or her.

- Follow up if you need to get further understanding, or to discuss what you are doing to address the problem, and fully cooperate with the other parent and Leadership Team to resolve the issue.
- Be understanding and supportive if the Leadership Team must take disciplinary action.
- Pray for wisdom and a peaceful and positive resolution.

DRESS CODE

“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies” (1 Corinthians 6:19-20).

Parents and students should wear appropriate modest clothing. As in every area of our lives, we desire the way we dress to honor the Lord, so please choose clothing from a spiritual point of view. Basically, if in doubt, choose something else.

To standardize what is considered appropriate, parents and students need to adhere to the following dress code:

- Tank tops, halter tops, spaghetti straps and/or visible cleavage are unacceptable.
- Shorts, dresses, and skirts must come down to the person’s fingertips when arms are resting to the side.
- Bare midriff, front or back, is unacceptable.
- Underclothing should not be visible at any time.
- Clothing may not have inappropriate messages or graphics that are vulgar, rude or appear to dishonor God or the Christian faith.
- Shoes and shirts are required at all times. Heelies are not allowed.
- A person’s eyes must be seen clearly at all times.

We do not want to tell adults or children that they are out of line, so parents should police clothing before leaving for Academy Days Co-op. Do not arrive at the church and then ask the Leadership Team if clothing is appropriate. If you need to ask if something is appropriate, *then it is not*, so wear something else.

Infractions will be decided on a case-by-case basis by the Leadership Team, which will make the final decision on what clothing is or is not appropriate. This decision will be non-negotiable, although the Leadership Team will be glad to discuss it at the end of the day.

Depending on whether or not the person is a parent or a student, the parent may choose one of following options to correct the situation:

- The parent will go home or will take the student home to change clothes, and the parent will find substitutes while away from his or her classes.
- The parent will stay in the parents’ lounge or the student will remain in the **detention section of study hall** with the parent until the end of the day, and the parent will find substitutes for his or her jobs.

BATHROOM POLICY

To protect both parents and children, no adult should be alone with a child not his or her own at any time. Two adults need to be present in classes up through 6th grade to maintain discipline, provide an extra pair of helping hands, and escort children to the bathroom as needed.

Students in grades 7-12 should be responsible enough to use facilities before the first class starts, between classes, and during lunch rather than disrupt lessons. Parents should make every attempt to take their younger children to the bathroom between classes and during lunch.

In other instances, we will follow these policies:

1. Preschool through 2nd grade teachers should schedule a regular bathroom break during class, sending a small group of the same gender at a time with a helper.
2. Teachers may allow older students grade 5 and above to go to the restroom *one at a time*, but still send a helper to go with *two or more students* as they may need to be supervised or reminded to be quiet.
3. Teachers MUST escort children preschool through grade 4 to the bathroom.
4. The adult must leave the bathroom door propped open when taking a child or children to the bathroom and wait by the open bathroom door.
5. The child should toilet himself/herself, including entering the cubicle alone, wiping, and pulling up his/her own underwear. If a child comes to you by the open door, you may help with outer clothing and hand-washing.
6. Before returning to the classroom, the adult should check the bathroom after the child has exited as a precautionary measure against possible mischief and vandalism.

PARENT RESPONSIBILITIES

“Each of you should look not only to your own interests but also to the interests of others” (Philippians 2:4).

1. Families signed up for first period must arrive before 9:15 a.m. to help move any necessary tables into classrooms and to fellowship before classes begin. Families must return from lunch for third period classes by 12:20 p.m. For other periods, families should arrive 15 minutes before their first class for enough time to park, bring their belongings inside, and get to class on time.
2. Parents must read course descriptions and purchase all necessary books, supplies and other specified items prior to Registration Day because some classes will have homework due the first day of class.
3. It is the responsibility of parents to preview books required for their children's classes prior to registration. While teachers strive to select appropriate books, we are aware that families maintain different values. If parents find a book objectionable, they may censor offensive portions, use this as a “teachable moment” to discuss the material and share their personal beliefs, or switch their child to study hall or another class, space permitting, prior to registration.
4. As the parent and primary teacher, you have the responsibility to supervise your child’s work and assign grades, so stay in contact with your child's teachers regarding assignments and progress. High school and junior high classes have homework, but elementary and preschool classes do not. Use each syllabus to help you devise lessons for your elementary children at home, ensure that your junior high and high school children prepare for their classes, and assign supplemental coursework if necessary.
5. By registering your children, you agree to work, with at least one break, for the entire semester. During your free period, after ensuring that no class needs a substitute, you may socialize in the parents' lounge or observe in your child’s class. The Leadership Team reserves the right to use you on your free period if additional help is needed.
6. Please respect church property as a house of worship and use only items and areas sanctioned for our use: classrooms, playground, P.E. areas, kitchen and fellowship hall for lunch only, parking lot for vehicles only, but *not* the church offices, sanctuary, fellowship hall stage, or woods. Church personnel are working while we are there, so no roaming around and no running indoors.
7. Parents are responsible for their children's behavior and any damages or injuries incurred by their actions.
8. Children must be directly supervised at all times, whether outside or in the building. As a result, please watch your children during playtime or specifically ask another adult to supervise your child. Do not assume other adults in the area will watch your child.
9. Label your personal possessions and do not bring anything of value to Academy Days Co-op. Neither the church nor Academy Days Co-op will be held responsible for lost, stolen, damaged, or forgotten belongings. We are unable to open the building after closing for forgotten items.
10. We do not believe in banning cell phones as relatives may need to reach you in an emergency. Instead, set a good example and be considerate by muting sound, activating voice mail, and returning calls or texts between classes. However, we recommend keeping your child's cell phone with you or in your locked car; otherwise, instruct your child not to use the cell during class.

11. To prevent spills and pest infestation, food is confined to the kitchen, fellowship hall, parents' lounge, and **the picnic tables at the playground. We may NOT eat on the fellowship hall stage, at the basketball court area, or in classrooms**, unless part of a class function. If your family eats lunch at the church, be sure to clean up afterward and visually verify that your teenagers have cleaned up from their lunch.
12. After the last class of the day, please help your children return tables and clean up. We strive to leave the church in better condition than when the day started.
13. All parents are responsible to enforce Academy Days Co-op rules, monitor hallways and correct any child in a loving manner. Please understand that anyone in your family violating the rules will jeopardize your family's membership. The Leadership Team reserves the right to deny or revoke participation to any student or family.

STUDENT RESPONSIBILITIES

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity” (1 Timothy 4:12).

Students enrolled in a junior high or high school class and their parents must sign an agreement to abide by these standards. Parents should review these responsibilities regularly with their children.

1. Be on time, participate willingly, and bring all completed assignments and required materials to each class. If you are late to class, a sign on the door will direct you to inform your parent and to go to the **detention section of Study Hall** for the remainder of the period. Teachers also have the right to send unprepared students to the **detention section of Study Hall** or to their parents, to assign extra homework, and to suspend or expel habitually unprepared and tardy students.
2. Anyone talking aloud, whispering to friends, texting, talking on a cell phone, or in other ways disrupting class will be sent to the **detention section of Study Hall** or their parent. Disrespectful or inappropriate conversation and gestures and aggressive physical contact will not be permitted and will jeopardize your membership.
3. Participating requires attending diligently. If you must be absent, you or your parent must contact the teacher to find out what was covered and what assignments are due the next week.
4. Respect church property as a house of worship and use only items and areas sanctioned for our use (classrooms, playground, P.E. areas, kitchen and fellowship hall for lunch only, parking lot for vehicles only, but *not* the church offices, sanctuary, fellowship hall stage, or woods). Church personnel are working while we are there, so no roaming around and no running indoors. You will be held accountable for any damages caused by your actions.
5. Label all supplies with your name and do not bring valuables or anything that does not pertain to class, such as toys, electronics, bikes, skateboards, scooters, hee-lies, laser pointers, pocketknives, drugs and weapons (real or play). Students enrolled in Study Hall may listen to music via headphones; otherwise, listening devices must be kept in their parent's locked car. Toys, listening or electronic devices, or similar items used during class may be confiscated by an adult and returned after class or at the end of the day.
6. If you bring your cell to class, it must not be used in class, unless receiving a call or text from family members. Please set cells on mute and return calls or texts between classes. Cell phones used during class may be confiscated by an adult and returned after class.
7. Students will follow the dress code.
8. Be in class at all times while at the church, with the exception of lunch, and do not leave the classroom without the teacher's or helper's permission.
9. Help clean up at the end of each class and return any tables and chairs at the end of fourth period. Do not leave the room until both are completed. We strive to leave the church in better condition than when we arrived.
10. To prevent spills and pest infestation, food is confined to the kitchen, fellowship hall, and parents' lounge; **you are not allowed to eat on the fellowship hall stage, at the basketball court area, or in classrooms**. Please clean up after your lunch if you eat at the church.
11. Please follow the courtship standard for boy-girl relationships by respecting one another as brothers and

sisters in Christ and refraining from public displays of affection.

12. Students are expected to encourage and support one another in a gracious and loving environment. Rough-housing or bullying, even in jest, will not be tolerated.

Any student not honoring these standards for two weeks in a row will be removed from class for one week. Upon return to class, if the student habitually fails to honor these standards, the student will be removed from the class for the remainder of the semester.

TEACHER RESPONSIBILITIES

“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom” (Col. 3:16).

1. By volunteering to teach or team teach, you are agreeing to participate for the full semester, so please prayerfully consider before committing. Go to AcademyDays.com to read Tips for Teachers.
2. Although teachers may teach their classes the way they see fit, they should take into consideration the desires of the students' parents and should strive to avoid teaching subjects that may contradict the beliefs and opinions of other families. Defer any questionable discussions to the students' parents. The Bible is the standard to determine the appropriateness of subject matter.
3. Six weeks before registration, the teacher will determine class descriptions, appropriate books, supplies, and minimal fees, including copying costs. Any incurred costs above fees will be covered by the teacher. Any significant amount of money remaining at the end of a semester rolls over to the next semester for that class or a similar class.
4. If teacher's manuals or other materials are purchased by class fees, they become the property of Academy Days Co-op and should be turned in on the last day of the semester and kept in storage for future use. If the teacher plans to use that book later for her own children or for some reason wants her own copy, then she should pay for it.
5. Teachers must turn in lesson plans and two backup lessons via email to the Leadership Team two weeks prior to Registration Day. At Registration, one hard copy of lesson plans, along with everything necessary for two back-up lessons for substitutes, will be kept in storage, and one copy should be given to the teacher's helper. This will aid helpers or another substitute in the event of teacher absence.
6. The teacher must distribute and adhere to a syllabus beginning on the first day of class. Parents use the syllabus to assign suitable coursework at home and ensure their children are prepared for class each week.
7. Please abide by the *Copyright Guidelines for Teachers* at <https://copyright.universityofcalifornia.edu/use/teaching.html>.
8. Classes are not canceled due to a teacher's absence (See Substitutes Policy). You must call, not email or text or post on Facebook, your team teacher, your helper, or a parent on break to fill in for you. Not doing so three times in a semester jeopardizes your family's membership the following semester. The Leadership Team will not find a substitute for you.
9. Teachers of elementary classes should limit lectures, handouts, coloring pages, and textbook lessons, and instead prepare hands-on activities, such as crafts, projects, experiments, and games, and invite dynamic guest speakers.
10. High school and junior high classes may include lecture, but should primarily involve students in group activities such as discussions, debates, simulations, re-enactments, experiments and labs. Please limit games, such as Jeopardy, to the end of chapters, units or semesters as rewards for hard work. Tests are not given during class, but teachers may provide tests for parents to administer and grade at home.
11. Only junior high and high school teachers may require the purchase of books and assign homework.
12. The teacher may send students who are late, disruptive, disrespectful or unprepared for class to the **detention section of Study Hall** (for junior high and high school) or to their parent. This includes whispering among friends and texting during class. Please see Discipline & Suspension Policy for details.
13. The teacher will notify the parent if a student repeatedly fails to complete homework or participate in class. Upon the third offense, the teacher can suspend or expel a student from class. Please see Discipline and Suspension Policy for details.
14. Teachers must escort children preschool through grade 4 to the bathroom. For exceptions and policies for

older children, please see Bathroom Policy.

15. Teachers are to keep students in class until the period ends. Do not let students out early as they may disrupt classes still in session or may be prone to wander the premises. Instead, direct students to start on next week's homework, provide crossword puzzles or coloring pages, or plan a short game for the class to play until the end of the period.
16. Teachers will delegate responsibilities to the helpers as our goal is to train up a new generation of teachers.
17. Teachers, helpers, and students will tidy the room at the end of each class. Be sure the room is better than when class started and *do not leave or allow students to leave until then*. Help put away craft supplies, lab materials, or computers; erase boards; put debris in the trash; push chairs under the tables; ensure students collect their belongings; close windows; wipe tables; and sweep/vacuum if necessary. At the end of fourth period, teachers, helpers, and students will return tables and chairs to their original locations if necessary.
18. As part of a Christian co-op, teachers are encouraged to begin their classes with prayer.
19. Additionally, the teacher is expected to:
 - Print handouts and prepare copies before you arrive as we do *not* have access to the office copier;
 - Arrive a few minutes early to set up and to ensure that someone is present when students arrive;
 - Start class on time. Do not wait for latecomers;
 - Maintain order and focus in the class, avoid side conversations with the helpers, **and refrain from texting, surfing the 'net, talking on, or otherwise using your cell phone in a manner not related to the class;**
 - Be alert to help students who may have trouble but may be too shy to ask for help; and
 - End class on time so students will not be late to their next class.

RESPONSIBILITIES OF HELPERS

1. Helpers are just as important to the success of this co-op as the teachers. Every class has at least one helper for the teacher because two adults per class are mandatory.
2. If you will be absent, you must contact your team teachers to let them know in case they want to get a sub. Not doing so three times in a semester jeopardizes your family's membership the following semester.
3. When the teacher is absent, helpers will fill in, using the lesson plans given to them by the teacher or the back-up lesson plan for that class kept in storage. If you fill in for an absent teacher and find that you need an extra adult to help, go to the Parents' Lounge and request a volunteer.
4. Helpers, teachers, and students are responsible for cleaning the room at the end of each class and returning tables and chairs at the end of fourth period, as necessary. At the end of each class, be sure the room is better than when class started and *do not leave or allow students to leave until then*. Help put away craft supplies, lab materials, or computers; erase boards; put debris in the trash; push chairs under the tables; ensure everyone collects their own belongings; close windows; wipe tables; and sweep/vacuum if needed.
5. Additionally, helpers are expected to:
 - Help the teacher gather supplies, implement lessons and handle discipline;
 - Participate actively in class, avoid side conversations with the other helpers, **and refrain from using your cell phone in a manner not related to class;**
 - Assist students who need extra help; and
 - Help the teacher keep track of time so students will not be late to their next class.

SET-UP AND CLEAN-UP POLICIES

At least two parents will serve on the set-up, clean-up, and lunch clean-up crews to ensure that the work is evenly distributed. They will divide the responsibilities and maintain a checklist so substitutes may fill in easily.

Set Up:

1. To ensure that everything is ready before families start arriving each morning, the Set-up Crew should plan to arrive by 9 a.m. or as soon as the church is opened. Therefore, punctuality is a primary commitment for Set-up Crew members.

2. Set-up Crew and the Leadership Team member who opens the church will check all rooms before classes start. Any rooms found out of order will be itemized, photographed if necessary, and promptly reported to church administration.
3. Please keep your children with you if their teachers have not arrived yet. They may help you set up, but please do not delegate set-up responsibilities to them.
4. Setting up includes:
 - turning on the lights and AC/heat, if church administration doesn't do it
 - putting up the banner and all door signs
 - putting door stoppers and posting Safety Procedures behind each classroom door
 - wiping all classroom tables, door knobs, light switches and other public surfaces with disinfectant wipes
 - putting name tags in the classrooms and on the entrance hall table until the first break
 - posting class lists on the classroom doors for grades 1-2, grades 3-4, and grades 5-6
 - checking the master classroom chart to see which classrooms need tables/chairs and directing the older boys to move them
5. When set-up is complete, initial the set-up sheet.

Clean Up:

1. The Clean-up Crew should expect to stay until 3 p.m. The job will likely be finished earlier, but could take the whole time. Therefore, please do not schedule appointments or events that would conflict with your commitment to the cleaning crew.
2. After classes have ended, please keep your children with you if you still have work to do. They may help you clean up, but please do not delegate clean-up responsibilities to them.
3. Starting about 2:15 p.m.:
 - collect all signs, elementary class lists, and unused name tags and return them to storage
 - return thermostats to original settings, if church administration doesn't do it
 - dispose of remaining items in the Parents' Lounge or take them to storage
4. As fourth period classes end, organize and help move tables and chairs if a chart/photo must be followed.
5. To avoid duplicating your efforts, wait until after everyone has left the classrooms (about 2:30 p.m.) to:
 - direct the older boys to return any furniture that had been moved that morning
 - return rooms to their original set-up if instructed to do so by the church
 - check for scattered debris and forgotten items in all rooms, including the fellowship hall, kitchen, playground area, basketball court, and bathrooms
 - put forgotten belongings in Lost and Found
 - throw away anything left on the table in the Parents' Lounge
 - take out trash in classrooms and bathrooms
 - turn off all lights except those designated to be left on
 - sweep or vacuum rooms and hallway and wipe surfaces only if needed
6. The bathrooms, entrance hallway, kitchen and fellowship hall should be checked only after everyone has left the building (about 2:40 p.m.) to prevent duplicating your efforts.
7. When completed, initial the clean-up sheet.
8. A clean-up crew member and Leadership Team member will be the last persons to leave after checking rooms (and turning off lights if asked to do so by the church administration).
9. Periodically display Lost and Found items, and take those items not claimed to a charity facility at the end of each semester.
10. Maintain cleaning supplies, trash bags, and name tags in the storage room and restock as needed from registration fees.

GREETER POLICY AND PROCEDURES

Greeters will sit at the Welcome Desk at the entrance and admit latecomers or families who attend only certain periods. Greeters may relax at the desk, read a book, surf the net, work on a laptop, etc., but do not nap or talk on cell phone.

1. Two Greeters are assigned for each period, and you two can decide to serve each week together or to rotate weekly, monthly, or whatever you mutually agree upon.
2. If you will be absent on a week you are supposed to be at the Welcome Desk, please *call the other Greeter* as soon as possible and get a *verbal commitment* so that someone will be at the Welcome Desk.
3. If you and the other Greeter will both be absent the same day, do NOT use the regular Substitute List to find a Greeter. First, use the Greeter List to call another Greeter who is on break the period you will be absent. If no other Greeter is available to cover for you, contact the Leadership Team member on break that period to help you further. Note: You will still use the regular Substitute List to get a sub for all of the classes where you are a teacher or a helper.
4. While it's encouraged for you to take your bathroom break in the time before your greeter period begins, we understand that's not always possible. If you are serving alone, do try to limit your time in the bathroom, as parents and students may be at the entrance trying to get to class, and they won't be able to enter if you're not at the Welcome Desk. If you feel you'll be away from the doors for more than a few minutes, please call the Greeter who shares that period with you so she can serve until you're able to return.
5. Each week, a Leadership Team member will place a copy of the Membership Directory on the Welcome Desk before first period and pick it up at the end of fourth period so that you can confirm the person at the door is a member for the current semester (see below).

Should someone unfamiliar approach the locked double doors:

1. Do not automatically open the door, but instead kindly ask the person through the glass doors, "Are you an Academy Days Co-op member?"
2. If they say yes, ask their name as well as their child's name and verify this information in the current semester's Membership Directory.
3. Even after confirming their names, if you are still in doubt, please contact the Leadership Team member on break that period.
4. If the person is not there for Academy Days Co-op, do not allow him or her into the entrance. Instead, say something along the lines of, "I'm sorry. You'll have to check in at the church office located at the end of the building."

In the event of a lockdown:

1. If you are initiating the lockdown, sound the air horn located on the Welcome Desk, if possible, or shout the lockdown phrase, "Code Red," as you head down the hallway and enter Room 114, and secure the door with the door stop.
2. If you are at the Welcome Desk and hear "Code Red" or an air horn from another part of the building, you can enter Room 207, and secure the door with the door stop.
3. If the lockdown occurs during second period PE or third period Fitness Fun and students are trying to get back into the building, you may assist the students and teachers so that they can safely get inside. Please use your best judgment to determine if these classes require your assistance.

In the event of a fire:

1. Check the bathrooms nearest the entrance to make sure no one is in there.
2. If safe to do so, assist teachers with their classes and evacuate to the white storage building and big tree on the other side of the parking lot.
3. *Please see the Safety and Security Procedures below for complete information.*

In the event of a tornado:

1. Check the bathrooms nearest the entrance to make sure no one is in there.
2. Assist teachers with their classes as you all make your way down the hall away from the glass doors and sit down against the walls.
3. *Please see the Safety and Security Procedures below for complete information.*

WEATHER POLICY

Academy Days Co-op will be canceled if Montgomery County Public Schools are closed due to inclement weather, but not for school breaks, so check radio, TV, or Internet for announcements. If Academy Days Co-op must be canceled for any other last-minute emergency, we will activate the Cancellation Call Chain.

1. Parents will receive a Cancellation Call Chain at Registration. **Updates or corrections will be made via email. Please print each new update and discard your old copy, or make the changes to your current hard copy; if you have a picture of it on your cell, be sure to take an updated photo.**
2. Please keep the Cancellation Call Chain in a handy location (on the refrigerator, by the phone, in your purse or wallet, etc.) or take a picture of it with your cell phone so it will be easily accessible and you will know whom to call.
3. When you are called, immediately call (do NOT email or text) the name following yours and spend no more than 2 minutes relaying the information. This is essential so that everyone is notified as soon as possible after the first call. If you cannot reach that person, or if you get an answering machine/voice mail, leave a message and go to the next name on the list, but continue calling the first person as well. Continue on the list until you actually speak to someone in person.
4. The last person in each group should call the first person, a Leadership Team member, in the group to signal completion of the chain.

If inclement weather develops during the day, parents on break will monitor the weather.

1. In the event of a tornado warning, parents on break will alert teachers, and the teachers and helpers will instruct their students to bring a book and lead their classes directly and calmly to the hallways well away from exterior glass doors, where they will sit on the floor and place a book over their heads. Teachers will take attendance, and if someone is missing, notify a Leadership Team member or another person of authority.
2. In the event of a fire alarm, the teachers and helpers will take the class directly and calmly out of the building through the nearest exit to the designated meeting location. Teachers will take attendance, and if someone is missing, notify a Leadership Team member or another person of authority.
3. With the help of the church, Academy Days Co-op has precautionary measures and a contingency plan in the event of a security breach. As with tornado and fire procedures, the lockdown procedures are shared with all parents before and during each Orientation via email, hard copy, and tour demonstration. For details, see the Safety and Security Procedures below.
4. A line-up drill for all parents and children will be held once per semester to ensure everyone knows what to do in the event of evacuation.

SAFETY AND SECURITY PROCEDURES

It is our intention for Academy Days Co-op to be safe and secure for all our members. As a result, we are being proactive by establishing precautionary measures, evacuation procedures, and lockdown procedures for fire, tornado and intruder alert.

Precautionary Measures:

1. Shortly after first period begins, the Greeters or Leadership Team member on break will close and lock the entrance doors, PE door, and all other exits.
2. A Greeter in the entrance hall each period will open doors for latecomers and vet strangers.
3. The PE door will be kept locked with a parent on duty inside during PE classes.
4. Door stoppers and a copy of evacuation procedures will be placed behind each classroom door.
5. An air horn will be placed on the desk in the entrance hall, at the PE door, and in the hallway near the elementary classrooms.
6. A first aid kit is located on the desk in the entrance hall, in the Parents' Lounge, and in the Preschool-Kindergarten Room.

7. A Leadership Team member is on break each period to monitor our areas of the church.
8. A Lineup Drill will be held one week each semester, date to be determined by the Leadership Team, for parents and students to practice lining up and evacuating the buildings.
9. Parents will decide how much of the lockdown procedures to share with their children, so we will NOT have a lockdown drill, only the lineup drill.
10. These instructions will be shared with all parents before and/or during each Orientation via email and mandatory tour demonstration. A hard copy will be kept on the table in the Parents' Lounge attached to the Guidelines and a reminder list will be posted on the back of every classroom door.

Evacuation Procedures:

1. Although the local fire department will respond quickly, first responders will NOT be able to arrive at the church within "a couple of minutes." *As a result, for safety reasons, if the fire alarm goes off, teachers will check the hallway and look out the windows to ensure evacuation is safe, and we will evacuate the building rather than wait for first responders to arrive to assess the situation.*
2. Teachers, helpers and students in Rooms 207, 205, 129 and the Small Kitchen will go out our main entrance. Those in Rooms 114-118, 120-126 and 137 will exit to the playground. Everyone will proceed to the white storage building and tree on the far end of the Entrance B parking lot, where we park for co-op.
3. One teacher or helper should lead the class line while the other teacher or helper ends the line to ensure all students arrive safely at the evacuation site.
4. The Leadership Team member on break that period will assign parents on break to assist teachers in moving along their students in an orderly fashion. She will also check the bathrooms before going to the evacuation site.
5. The evacuation site for a *fire* is the white storage building and tree on the far end of the Entrance B parking lot, where we park for co-op.
6. The evacuation site for a *tornado* is the hallways well away from any exterior glass doors. Students should sit on the floor against the wall with a book over their heads.
7. In the event of an *intruder*, if evacuation is possible, the evacuation site is the white storage building and tree on the far end of the parking lot. Otherwise, follow the Lockdown Procedures below.
8. Parents can take their purses, but students do NOT take their backpacks – just get out.
9. Teachers should take roll at the evacuation site to account for all children. If anyone is missing, the teachers should alert the Leadership Team or someone in authority.

Lockdown Procedures:

1. Use the air horns to activate lockdown for an intruder on site. An air horn will be placed on the desk in the entrance hall and in the hallway near the elementary classrooms.
2. Sonya Maddox and a member of the Leadership Team will call 911 first and then the church (334-277-6300).
3. "Code Red" is the code phrase unless or until an air horn can be used.
4. Teachers will turn off classroom lights, wedge a door stopper under the closed classroom door handle, and move students to the sides of the room out of sight of the door window.
5. The Greeter will join one of the classrooms nearest to him or her.
6. Any class meeting outside, such as PE, should go to the evacuation site located at the white storage building and tree on the far end of the parking lot or go inside the PE door and to their classroom, depending on the location of the intruder.