

Grace Christian Co-op of Niles Policies

Teacher and Student Policies

Lead with Kindness

Teachers are expected to lead their students with kindness and compassion. Have clear expectations and boundaries in regards to behavior, homework and class participation. Have high standards for the students, but when in doubt about how to respond to a student or another adult, extend mercy and kindness whenever possible.

Conflict Resolution

Communicate any conflicts between students or between the students and teacher(s) to the parent(s). Allow the parent(s) to resolve the conflict when possible, but if necessary, be available to help reinforce boundaries or consequences in cooperation with the parent. If any issues arise that need additional assistance, contact the leadership team.

Cell Phone Use

There will be no cell phone use during class except if it pertains to the class and is being used in instruction. This applies to everyone - students, teachers and co-teachers and includes nursery workers unless they are playing peaceful music to calm the children. Teachers, co-teachers, security, door duty and nursery workers may use their phones to text parents of students.

Teacher Teams

All teachers will have a designated co-teacher to assist in teaching the class. They are not required to have an equal role in leading the class, but they must be aware enough of how the class should be taught and managed that they can step in at any time and teach the class if necessary.

Substitute teachers

The co-teacher is the automatic substitute if the teacher is absent. They will also assume the teaching role for the class for the remainder of the trimester if the teacher is unable to finish teaching the class. It is the teachers' responsibility to ensure the co-teacher is informed enough about the class (syllabus, main goals, general scope and sequence, supplies needed, etc...) that they are able to step in to teach if the teacher is absent.

Absences

Planned absences must be emailed to the leadership team at Graceccofniles@gmail.com at least 2 weeks ahead of time. Unplanned absences must be emailed or texted ASAP to Christy at 269-313-3088.

For any absence, planned or unplanned, teachers must have their plans and materials for their class/es prepared and a substitute teacher arranged to teach in their absence. Teachers should consider having all of their supplies and plans for the following week each co-op day so that if something unplanned comes up, they already have the supplies and plans at the church. Only members of the co op are eligible to substitute teach. After the substitute teacher has confirmed, the teacher will text or email Christy about the absence and name the substitute teacher.

Diaper Changing and Restroom Policies

Nursery: Parents will provide diapers and wipes for their children and will change their own children's diapers. Nursery volunteers will send the security or door duty person to get the parent anytime a diaper change is needed. To keep things sanitary, the provided parchment or wax paper will be laid down on the changing table each time a diaper is changed.

Preschool-2nd Grade: Teachers and co-teachers will not assist children in the bathroom, but will have an adult walk them to the restroom and stand outside the door in the hallway. If a child needs assistance, the nursery worker will text the parent or send the person on security or door duty to get the parent. During class time, only one child is allowed in a restroom at a time. This applies even if there are multiple stalls unless a parent is assisting their own children.

3rd-12th Grade: Students will use the restroom in between classes when possible. During class time, there will only be one student using the restroom at a time.

Sickness

A child or adult will stay home if they have the following symptoms within the previous 24 hours of the start of co-op:

- Fever
- Vomiting
- Pink eye

Siblings of sick children may come to class if they aren't experiencing any symptoms of being sick, but it is up to the parent's discretion whether to bring them or stay home.

Building Policies

Grace Christian Co-op is a guest of Redeemer Church. All members of the co-op, both adults and students, will make every effort to respect the space that we have been allowed to use. Using this space is a privilege, not a right.

Food and Drinks

No food is allowed in classrooms unless it is part of the class. Teachers, use discretion about which projects to do if you are in a carpeted classroom, and be prepared to clean any messes. If it's available, you may use the kitchen for messy experiments or projects. Drinks are required to have a lid or cap. Spills or any other messes will be cleaned up as soon as they're discovered, and the leadership team notified promptly if there is any damage to the building or further cleaning required.

Cleaning

Teachers will direct students to clean up the classroom in the last few minutes of class

- Gather up and put away items and supplies
- Straighten chairs
- Clean any messes (check tables and chairs, check the floor for any crumbs or scraps of paper)

The last teacher for the day in each classroom will have the students help do additional cleaning of the classroom

- Wipe down tables and chairs with disinfectant wipes or hydrogen peroxide spray
- Check the floor for any messes
- Take the trash to the large trashcan near the kitchen

Printing

Please note: We have asked the church if we can use the printer for black and white copies only and for co-op related printing needs. We will update the policy and notify all members by email when we receive an answer. No other parts of this policy will be amended without agreement from members during registration.

Prohibited Substances and Behaviors

The following substances and behaviors are prohibited in the church building and on the church grounds:

- Alcohol
- Smoking
- Vaping
- Any tobacco products
- Marijuana or illegal drugs
- Vandalism

Security Policies

Door Duty

Exterior doors remain locked at all times. Before co-op begins, the person on door duty will stand at the door and only allow people entry if they are positive they recognize them as a current co-op member. If the person on door duty does not recognize the person wanting to gain entry, they will require the person to show their identification* through the glass without opening the door. The door will only be opened if the person is a member of the co-op or they are a guest whose name is on the guest list prior to the start of the day. Any questions on whether or not to allow a person to enter will be directed to Shoshannah (269-259-0101) while the person waits outside.

*Accepted identification is a state-issued drivers license or ID card, passport or military ID card only.

Child Pickup

If a child needs to be picked up by anyone other than the named parents on our family roster, we have to have received notification by email to Graceccofniles@gmail.com by the night prior. If it is unplanned (such as a child becomes sick during the day), Shoshannah has to have received a text at 269-259-0101 from the parent stating that this person is allowed to pick up the child. Under no circumstances will we deviate from this policy and allow a child to leave the nursery, their class or the building/property. If you're unsure, always contact Shoshannah first before allowing entry or exit. Any

deviation from this policy is a very serious issue and must be brought to the attention of the leadership board immediately.

Security Duties

The person on security duty will make rounds of the entire building during their hour. Walk the entire building, checking that doors and windows are locked, students are in their classes, and look and listen for anything out of the ordinary. Immediately report anything unusual to the leadership team.

During the first round of the hour, collect all attendance reports from every classroom, checking along the way that all students are either in their class or marked absent on the board by the entry door. Bring the reports to Shoshannah and verify that all students and adults not listed on the absence board are in their assigned classes.

Security will assist the door duty person if the nursery workers need a parent to be notified to change their child's diaper or to assist their child in the restroom. Find the parent and stay in the classroom for the parent while they are out of the classroom.

This concludes the general policies, but GCC leadership reserves the right to review on a case-by-case basis if an issue arises that is outside of this guidance.