

## TEACH Texarkana Guidelines for Co-op Classes

1. Rules and information particular to each Co-op shall be posted on the website. Rules and information shall be read by parents and to children prior to attending Co-op.
2. To attend Co-op, a person shall be a member of TEACH Texarkana and shall read and agree to comply with all TEACH Texarkana Governing Documents.
3. No child may attend Co-op without a parent unless a prior arrangement is made with the Co-op Director.
4. The parent shall inform the Co-op Director of needing to leave Co-op early. The parent shall also check their students out with the class teachers and Co-op Director before leaving the Co-op.
5. Students will not be permitted to use cell phones or other devices during Co-op time unless the cell phone is required for the class.
6. Guest speakers and visitors to Co-op shall be approved through the Co-op Director prior to Co-op.
7. Adults and children shall dress following the TEACH Texarkana Dress Guidelines at all Co-op classes.
8. Participants shall be at the Co-op location 15 minutes prior to the Opening Assembly.
9. Participants who fail to show up for Co-op forfeit all monies paid toward that Co-op.
10. Registration for Co-op but failure to submit payment by the published deadline shall result in cancellation of registration.
11. Students shall not run inside any buildings or make noise that is disturbing to others. They shall show respect for property, adults, and each other. All participants shall be quiet and listen during any speaker presentations.
12. No alcohol, tobacco, controlled substances, e-cigarettes, etc., shall be permitted at Co-op classes.
13. Except for service animals, no animals shall be permitted at Co-op events.

14. All Co-op classes should have two unrelated adults as teachers and/or helpers. These adults should not leave their students at any time during their class. There will be hall monitors to assist in bathroom breaks or to help run errands as needed by teachers.

15. Parents may be texted or called to come get their child out of a class if that child has a behavior problem or other emergency.

16. Teachers may not provide food or drinks to their students unless each child has submitted a food allergy list. Students may bring bottled water to class.

17. Co-op locations generally require a fee. This fee shall not exceed \$450 each semester. If a facility requires more than \$450, it shall need approval by the TEACH Texarkana Board of Officers prior to reservation of the facility. Any love offering above \$450 shall be approved by the Board of Officers.

18. Co-op teachers are given \$10-\$30 in reimbursement opportunities for supplies for their class. Teachers should check with the Co-op Director before purchasing anything for their class to determine if the supplies are already held by a TEACH Texarkana member and to inquire about the total amount available for reimbursements. All monies not spent during that semester shall then be transferred to the TEACH Texarkana General Fund.

19. All Co-op attendees shall sign in at the beginning of each day of Co-op. Also, students shall be brought back to the area predetermined by the Co-op Director to be dismissed to their parents at the end of the co-op day.

20. The Co-op Director shall fulfill all duties addressed in the TEACH Texarkana Bylaws.

Reviewed February 2024