



ROOTED

CHRISTIAN CO-OP

Colossians 2:6-7

# 2023-24 Handbook

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**So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness. (Colossians 2:6,7)**

## General Information about Rooted Christian Community (RCC)

### **About**

Rooted Christian Homeschool Community (RCC) offers families the opportunity to supplement their homeschooling with academic and enrichment classes and events. Joining this group also means becoming a member of a Christian community where families work together and are willing to serve with a spirit of unity, mutual respect, and cooperation. RCC is a nonprofit 501(c)3 corporation run by volunteers. Please see our website for more information: [www.rootedchristiancoop.org](http://www.rootedchristiancoop.org).

### **Mission**

We exist to provide homeschool families with a Christ-centered community and enrich their home-based learning.

### **Purpose**

Our main objective is to provide academic support, social enrichment, and spiritual encouragement for local Christian homeschooling families. Our goal is to form and maintain a community that enables parents, students, and leadership to support and minister to one another in Christ, striving for both personal and educational growth as we acknowledge him in all things.

We aim to:

Support one another in the pursuit and continuance of homeschooling.

Share experiences and pool resources.

Provide opportunities for ourselves and our children to build relationships with others.

Our classes provide supplemental educational experiences to enrich and complement home education. Parental participation is a key component to our co-op community.

## **Leadership**

RCC leadership consists of a Board of Directors who have the final decision-making authority. The Board approves policies that direct operational management and delegates the necessary authority to coordinators, so they can fulfill their responsibilities.

RCC's Board of Directors are mandated reporters of child abuse for the state of Washington according to RCW 26.44.030.

RCC reserves the right to change policies and procedures as needed. The Board meets regularly with time allotted for member contributions. The Board can be contacted at [rootedchristian@gmail.com](mailto:rootedchristian@gmail.com).

## **Statement of Faith**

**Rooted Christian Co-op is a Christ-centered organization. We seek to honor biblical principles and bring glory to God in all that we do.**

### **We believe:**

- The Bible is the only complete, inspired and infallible Word of God. 2 Timothy 3:16
- There is one living and true God who exists for all eternity in three persons - God the Father, God the Son and God the Holy Spirit. Matthew 28:19, John 10:30
- All people are sinners and in need of salvation. Romans 3:23
- We are saved by grace through faith, which is a gift of God, not of our own works. Ephesians 2:8-9
- The Lord Jesus Christ was born of a virgin, died on the cross, rose bodily from the dead and ascended into heaven. Luke 1:31-35
- For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life. John 3:16
- Those who confess Jesus is Lord and believe in their hearts He rose from the dead will be saved. Romans 10:9-10
- Marriage was designed and ordained of God to be the union of one man and one woman. Genesis 2:22-24, Matthew 19:5-6

*Adult members and teachers must agree with and sign the statement of faith and agree not to teach anything contrary to it.*

## **Membership Types & Requirements**

### ***Full Membership***

RCC accepts homeschooling students ages 5-18. Preschool and toddler students and babies may attend if they have an attending sibling age kindergarten or older.

Attending children are limited to those whose parents or legal guardians are attending members of RCC. Please contact the Rooted Board for foster care, Safe Families placements, and any other extenuating circumstances.

Membership may include benefits such as classes, field trips, mission projects, moms' nights out, parties, and other special events.

### ***Partial Membership***

All membership benefits given to full members are extended to partial members as well, except class attendance.

There is no age minimum for partial membership.

Partial members may upgrade to full membership during open enrollment periods, subject to availability.

### ***Membership Requirements***

All members must complete a background check and sign the statement of faith. Full members are expected to attend for the entire semester. Registration fees are refundable up to seven days after the class schedule is released. No refunds are processed after this date. All other fees, including field trips, materials, and other fees, are non-refundable unless approved by the Board.

Memberships expire on December 31 (fall semester) and June 30 (spring semester).

Membership Type	Payment Schedule	Per Child	Per Family
Full	Each semester	\$52 <i>(plus any class material fees)</i>	
Partial	Each semester		\$25



Rooted Christian Co-Op Daily Schedule	
Check-In for Those with Set-Up Duty	8:35
Check-In Deadline for All Others	8:50
First Period	9:00 - 9:55
Second Period	10:00 - 10:55
Third Period	11:00 - 11:55
Teardown Duty	12:00 to completion

**Rooted Christian 2023-24 Calendar**

Fall Semester

- September 11: Week 1
- October 9: No Co-Op, Fall Break
- November 27: No Co-Op, Thanksgiving Break
- December 11: Week 12

Spring Semester

- January 22: Week 1
- February 19: No Co-Op, Midwinter Break
- March 11: No Co-Op, Break
- April 1: No Co-Op, Spring Break
- April 29: Week 12
- May 6: Snow Makeup Day *\*if needed*

## Parental Attendance & Participation Policies and Expectations

### Requirements of Parents

#### ***General Expectations & Code of Conduct:***

All members are required to read and abide by all policies in the RCC Handbook. Failure to comply with policies will result in a membership review by the Board of Directors. This may result in the loss of membership.

Read all materials. Written material, electronic and printed, is the primary method of communication for our co-op.

Treat with respect all parents, students, church staff and leadership.

Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.

We want to uplift and encourage one another. Please be aware of how easy it can be to gossip or have a negative spirit. Don't be afraid to leave a negative conversation. We want to honor the Lord by talking about "things that are true, noble, right, pure, lovely, admirable, excellent and praiseworthy." (Phil. 4:8) Be especially aware of conversations that are happening around children.

RCC is not an accredited organization. Parents retain full responsibility for the education of their children.

Parents are ultimately responsible for their children's actions and behavior.

#### ***Background Checks:***

RCC Homeschool Group requires a national criminal background check to be conducted every two years through an agency determined by RCC on all teachers, adult members, and their spouses, paid by applicant. RCC is not allowed to accept background checks conducted for any other organization. A completed background check is required every two years for membership renewal.

If the background check precludes a potential member from being eligible to work with children, membership will be denied and all fees paid to RCC will be refunded.

RCC Membership can NOT extend to volunteers who do not meet the recommended standards of participation as stated in Washington State WAC 388-06-0170.

### ***On-Campus Requirements:***

By registering students in classes, member agrees to work assigned periods, assist with set-up and/or tear-down, and contribute to additional programs. Class assignments, facility job assignments, and any additional program assignments will be published prior to the beginning of each semester. (See section on *Teaching & Teacher Assistants*.)

Assignments may require early arrival and/or late departure on class days or at an RCC event.

All parents in classrooms must take an active role in facilitating classes..

Parents may not bring their own child to their assigned class unless the child is registered for the class. This also applies to other assigned positions, such as hall monitor. Exceptions may be granted at the Board of Directors' discretion.

Young children will be with an adult or older sibling outside of class time, including set-up, tear-down.

### **Attendance**

Parental attendance is essential to the operation of RCC. If there are not enough adults to function in all positions, classes will be canceled. Keep this in mind when considering non-emergent absences.

All parent or child absences **must** be reported to the attendance coordinator as soon as possible but no later than one hour prior to the start of classes. Absences reported within 24 hours of co-op should be sent via text. For planned absences, notify the attendance coordinator in writing (text or email) as soon as you are able. **Failure to notify the attendance coordinator of a parental absence will result in a review of membership standing by the Board.**

**Dropping off students is not allowed and the attending parent must be available all periods for possible assignments.** In the event of a parental absence, students may attend with another family. Attendance coordinator must be notified of who will be supervising the students.

The second member on the membership contract may also substitute for the primary member. In such a case, a parental absence will not be incurred.

To remain in good standing for registration purposes, parents must not incur more than three absences per semester. Parents with 4 or more absences will have their membership standing reviewed by the Board. Parental absences incurred after class registration may affect the following semester's registration priority.

In the interests of preserving community health, the Board will consider medical exemptions to the absence policy and the effect of absences on registration standing.

Attending parents must not leave the campus. In case of an emergency where the attending parent must leave the campus:

1. Get approval from a Board member.
2. Ask another adult member to be responsible for any children left on campus.
3. Tell children to whom they are accountable.
4. Notify the attendance coordinator.

Note: Scheduling conflicts or miscellaneous errands are not considered emergencies.

## **Tardiness**

Adults who are late to class disrupt class time and compromise our safety policies (two adults required in each classroom). All parents are expected to be on campus by their check-in deadlines (8:35 if you have a set-up job, 8:50 if not). RCC allows five minutes between classes. After classes begin, hall monitors will verify attendance of children and adults. More than 3 tardies to class or facility jobs may result in the loss of good standing.

## **Beginning-of-Day Procedures**

1. All parents are expected to be on campus and checked in by the check-in deadlines. Failure to check in will be considered an absence.
2. For people with set-up jobs, check in with the building manager by 8:35. Check-ins after 8:35 will be considered a tardy. Complete any set-up job assignments. Instructions for set-up are in the attendance book for each classroom.
3. Check in with the attendance coordinator as well by 8:50. Checking in with the attendance coordinator after 8:50 will be considered a tardy.
4. If you are supervising another member's child(ren) for the day, remind the attendance coordinator.
5. Check family files for any correspondence.
6. Distribute name tags to all family members. Replacement name tags are available for a fee.

## **End-of-Day Procedures**

1. Gather nursery through preschool-age children from classrooms promptly after the last period of the day, and prior to completing tear-down responsibilities or other activities. All older students will be dismissed from classrooms.

2. Keep all children with you during the completion of your tear-down responsibilities. Older siblings may supervise younger children during tear-down, but parents are ultimately responsible for the behavior of their children. Please be mindful that others are attempting to complete their tear-down jobs and cannot supervise your kids.
3. Instructions for tear-down are in the attendance book for each classroom.
4. Check family files before leaving. Place name tags back in the family file.
5. Check lost and found for any personal belongings.
6. If not assigned tear-down duty, please exit the building promptly to allow the tear-down crew to complete tasks.

### **Parent Zone**

This parent zone is for adults only, with the exception of infants. Refreshments are for adults only. All parents are asked to bring snacks periodically to the parent zone as requested by the hospitality team.

Parents assigned a floater position must check the attendance sheet at the beginning of that period and remain in the Parent Zone if unassigned.

### **Parents' Free Periods**

A free period may be assigned. RCC reserves the right to assign jobs during free periods.

Members must indicate their location on the Attendance Sheet if not remaining in the Parent Zone.

Assignments during floater and free periods will be assigned based on attendance and involvement.

Contact the Board of Directors for permission to conduct fund-raising activities for other organizations at any RCC event.

## Grievances

RCC relies on Biblical solutions to resolve disagreements among our adult members. All grievances should be handled following the pattern of Matthew 18:15-17, which reads as follows:

*"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." (NIV)*

If a resolution cannot be reached privately, consider reaching out to the Board of Directors to assist with a resolution while avoiding any gossip and respecting the parties involved.

## Classes: How They Run & Expectations of Parents and Students

### Class Information

#### **General Operations:**

Classes are held on Mondays. Class lists are created for each semester. We have two 12-week semesters, beginning in September and January. Each class is 55 minutes.

Classes are taught by members or those approved by the Board of Directors. Rooted does not guarantee that any particular class will be taught in a semester. We strive to offer classes that will supplement and enrich students' character and education.

Class capacity is generally 15 students. Exceptions can be made at the discretion of the Board of Directors.

RCC requires two adults to remain in each classroom with children. Each class will have a teacher and at least one TA (*see details regarding student TA under requirements of teachers*).

No member of RCC or its meeting facility will be held liable for content taught.

RCC reserves the right to substitute a teacher or cancel/substitute a class.

RCC has three levels of homework expectations. These expectations will be indicated on the class list at class selection:

- None
- Optional: Supplemental work will be offered.
- Required: Completion of homework is vital to the class. Parents will be contacted if homework is not complete. If this is an ongoing problem, the student may be moved to study hall for the remainder of the semester, upon agreement between teacher, parent, and a Board member.



### ***Supplies and Fees:***

Students must bring all supplies listed on the class list.

Material fees are determined by the teacher and are included in the class list. Fees cover the actual cost of items given to or consumed by the students. Fees for general non-consumables or for the purchase of class curriculum will be listed on the class list at class selection.

### ***Study Hall:***

Study hall is offered each period for ages 8 and up. Students in study hall will be expected to work independently and quietly. **RCC cannot make accommodations for students in online courses.**

### **Teachers and Teaching Assistants (TAs)**

Each teacher must agree with and sign the RCC Statement of Faith, agreeing not to teach anything contrary to it. Teachers and TAs report to the Board of Directors and are responsible for following handbook policies and procedures . TAs are accountable to the Board of Directors (not the class teacher).

RCC does not employ teachers. Teachers are not allowed to sign any documents for reimbursement of public funding.

Fathers serving as the attending adult will not be assigned to nursery to protect nursing mothers' privacy.

### ***Class Applications:***

Submitting a class application is a commitment to teach the class if it is included on the class list. Should an emergency arise that prevents the teacher from completing the semester, any purchased materials, material fees, and lesson plans for the remainder of the semester must be forwarded to the replacement teacher.

Materials to be provided by the students must be indicated on the class application.

Teachers may request an extra TA or one student TA.

### ***In Case of Teacher Absence:***

The teacher must notify the attendance coordinator of the absence and should alert the attendance coordinator of any notices regarding materials or lesson plans needed for the day. The teacher must also notify their TA and provide a lesson plan to the substitute teacher.

### ***Teacher Communication:***

Teachers should send any class-related emails directly to the individual student/family email address. Email addresses are provided on each class roster and are also available in the online Hub.

Refer all class change requests to the registration coordinator.

### ***Student TA requirements:***

- Must fulfill the duties of a TA.
- Must be at least 12 years of age and between 2-4 years above the class age range, at the discretion of the class coordinator.
- Student TA must receive prior permission from the teacher

### ***Teaching Assistants:***

While teachers should communicate classroom needs to TAs, TAs are expected to be engaged and actively involved in class. TAs should seek to help teachers by taking attendance, handing out materials, supervising children, and otherwise helping in any way possible. Do not use electronics in any classroom or nursery except in emergencies and for class purposes.

If a teacher is absent (planned or otherwise), the TA will serve as the substitute. Teaching assistants must remain in the classroom at all times with the teacher. If either parent needs to leave the classroom, the hall monitor on duty should be alerted and step into the classroom until the TA/teacher returns, so as to maintain the two-adult minimum in each class. In cases of long-term teacher absences or a teacher leaving co-op in mid-semester, the Board of Directors will endeavor to find a parent volunteer to serve as a replacement teacher.

## **Team Teaching**

Co-teachers must agree on a plan for the class (i.e., who teaches each week, what subjects will be included, how material fees will be divided, who will purchase materials, etc.) before submitting the class application.

Both teachers will be required to agree to the class application. Both teachers should agree on one person who will be listed as the lead teacher. All material fees will be given to the lead teacher.

Priority points for team-taught classes will be divided equally between both teachers.

## **Classroom Procedures**

Teachers and TAs should work together to provide a positive learning experience. *(See specific responsibilities of each role above.)*

If the teacher or TA needs to leave the classroom for any reason, they must ensure there are two adults present as per RCC guidelines. If not, the Hall Monitor will be asked to step in until the teacher or TA returns.

### ***Beginning-of-Class Procedures:***

Attendance notebooks will be provided in each classroom. Attendance must be taken to ensure all members are in assigned classes and positions. Students not on the class roster should be escorted to the correct class or the Hall Monitor.

### ***Emergencies:***

If an accident, medical incident, or injury takes place, see Hall Monitor for basic supplies.

1. Call 911 if necessary
2. A complete first aid kit and additional supplies are available in the hall monitor crates and parent zone.
3. Locate parent as appropriate.

4. Please notify a Board member as soon as possible so the proper documentation can be completed.

Emergency Procedures are located in each attendance notebook. *(For more safety details, see also the handbook section on safety policies.)*

### **End-of-Class Procedures:**

Plan ample time to clean classrooms at the end of each period. Class must end promptly so the next class can begin on time.

### **Requirements of Students**

Parents: Read this information with all students/children and make sure they understand and abide by the following expectations:

- Show respect for all adults.
- Demonstrate a mutual respect for other students as brothers and sisters in Christ.
- Show respect for all property regardless of where an RCC-sponsored activity is located.
- Be an active participant in class.
- Bring all assignments and required materials to class each week.
- Walk and use quiet voices while changing classes.
- Wear name tags during class days. There may be a replacement fee for lost nametags.
- Use electronic devices only when permitted outside of class and when appropriate for use in class.
- Students should review and be familiar with the discipline policy and dress code.

### **Prohibited Behaviors:**

- Inappropriate conversation/gestures, explicit/foul language, aggressive physical contact, bullying or threatening verbal/physical behavior will not be permitted. Such actions may cause a student to be removed from RCC.
- Do not bring any drugs to any RCC function.
- Do not bring weapons (real or play) to any RCC function, unless required for class and held by the teacher.
- Do not leave the room without an adult's permission.
- Do not leave campus without parental permission.

- Food and drink (except water) are not allowed in the classroom unless provided by the teacher.
- Excessive interpersonal contact or inappropriate display of affection is not allowed.

Families will be held financially responsible for any damages caused by their child(ren).

### **Off-Site Class Information**

For a class field trip or off-site meeting during or outside class hours, follow the following procedures:

- At least two weeks prior to the planned event, request approval from the Board of Directors.
- Once approval is granted, secure a completed, signed field trip permission slip for each student.
- Keep the permission slips on hand during the field trip and submit to the Board of Directors following the field trip.
- Have access to a copy of each student's liability release form on the field trip. Obtain access from the Board of Directors .
- At least two adult RCC members must serve as chaperones, unless the children are in the care of their own parents.

## Health & Safety Policies

### Background Checks

RCC Homeschool Group requires a national criminal background check to be conducted every two years through an agency determined by RCC on all teachers, adult members, and their spouses, paid by applicant. RCC is not allowed to accept background checks conducted for any other organization. A completed background check is required every two years for membership renewal.

If the background check precludes a potential member from being eligible to work with children, membership will be denied and all fees paid to RCC will be refunded.

RCC Membership can NOT extend to volunteers who do not meet the recommended standards of participation as stated in Washington State WAC 388-06-0170.

### Diaper Changing

Parents are expected to change their own child's diapers or help if their children need assistance in the restroom. Teachers and TAs are not to aid children in the restroom behind closed doors.

### Nut Policy

RCC has a nut-free campus. This includes lunches, parent zone snack, and items made in classes.

### Illness

No member should attend RCC if exhibiting any of the following (please consider keeping the entire family home if one or more members are exhibiting any of the following symptoms):

- Feeling sick

- Communicable disease (head lice, chicken pox, ring worm, etc.)
- Open cold sores (only for children in nursery or toddler rooms)
- Presence of fever within the last 24 hours
- Any incidences of vomiting or diarrhea within the last 24 hours

If unsure whether symptoms prevent attendance, consult a nursing line or physician's office.

Individuals who become symptomatic (fever, nausea, vomiting, or otherwise feeling ill) at a Rooted event should immediately leave the event, along with their immediate family.

### **Medical Issues**

Medical conditions and directives are noted on the class rosters in each classroom folder and in the hall monitor books.

If an accident, medical incident, or injury takes place, see Hall Monitor for basic supplies.

1. Call 911 if necessary.
2. A complete first aid kit and additional supplies are available in the hall monitor crates and parent zone.
3. Locate parent as appropriate.
4. Please notify a Board member as soon as possible so the proper documentation can be completed.

### **Emergency Procedures**

Detailed emergency procedures are updated regularly and are located in each attendance and hall monitor book. These procedures are the most comprehensive reference for step-by-step instructions in case of emergency.

## Class Selection & Class Selection Priority

### **Class Selection**

Class selection takes place two times per year, prior to the start of a new semester. All classes are subject to availability. Rooted does not guarantee that any particular class will be taught in a semester. We strive to offer classes that will supplement and enrich students' character and education.

Class selection is open to any family with full membership. Partial members may upgrade to full membership if space allows during the class selection period.

Each family must attend a full day of classes (no partial-day attendance).

Upon class selection, members are responsible for all class and material fees regardless of class placement or if a family's attendance plans change. All fees are nonrefundable and paid through the online Hub.

During class selection, students may apply for an age exception for a class if within one year of the class's grade range. Age exceptions will be processed after students within the class's designated age range and a teacher's own children.

### ***Class Changes:***

Class changes can be made within the first three weeks of a semester. No refunds will be given for dropped classes. To request a class change:

1. Consult registration coordinator to determine class availability.
2. Upon approval by registration coordinator, obtain, complete, and submit the class change form, along with material fees for the new class.

### **Class Selection Priority**

Class placements are determined by class selection priority points and a member's co-op standing.



Class selection priority is as follows:

1. Members in good standing
2. Members not in good standing
3. Partial Members (based on seniority)
4. New families

To remain in good standing each semester, parents must meet the following requirements:

- Owe no money to teachers or to RCC.
- Have notified attendance coordinator prior to all absences.
- Have no more than three absences.
- Have no more than three tardies.
- Have fulfilled assigned jobs.

Class selection priority points are based on the previous semester and are assigned as follows:

- All full members: 1/2 a point for each semester of attendance
- Teachers: 6 points per class taught in the prior semester  
*(team-teachers split points equally)*
- Photos, Building Managers, Field Trip, New Member,, and Yearbook Coordinators: 4 points
- Hospitality Coordinator: 6 points
- Facility, Registration, Attendance, and Class Coordinators: 8 points
- Board Members, Bookkeeper: 12 points

Coordinator positions shared by two people will split the points equally. The Board of Directors will designate priority points for any new coordinator positions as they are created. Except for the priority points given for each semester of attendance, points do not rollover or accumulate.

## Other Co-Op Procedures & Policies

### Communication

Electronic communication is the primary form of communication and includes periodic email newsletters. Membership in the electronic communication group is required. An invitation to join the email group will be sent upon registration.

Check email prior to any RCC event in case of last-minute changes.

For the protection of members, all emails sent to an RCC email group will be reviewed by a moderator for approval. Because of this, there may be a delay in processing, and some messages may not be approved. The email group is used for RCC business, family, and homeschool-related issues only.

Family files are used to communicate information on class days.

#### ***Snow Days:***

For snow days, check e-mail in the morning before leaving for co-op to confirm if RCC will be delayed, canceled, or remain on schedule.

### Discipline

High behavioral standards are expected at RCC, both inside and outside the classroom. All adults will demonstrate love, grace, and helpfulness to all students. However, this does not mean that inappropriate behavior will be tolerated. If a student is not following the standards set forth in the RCC handbook, the procedure will be as follows:

1. A verbal warning will be given by the teacher or adult in charge. A student may only receive ONE warning per class period.
2. If the behavior continues, the student will be excused from class with a behavior slip and escorted by the hall monitor to a Board member, who will then take the student to his/her parent.

3. If under the age of 8, the student will remain with their parent. Older students will be taken to study hall for the remainder of the period. Students may return to class the following week after a resolution with the teacher has been reached. The teacher needs to communicate resolution to the Board of Directors.
4. If this is an ongoing problem, every effort to resolve the issue will be made. However, RCC reserves the right to deny participation, with the final decision residing with the RCC Board of Directors.

Any aggressive physical contact, bullying, verbally or physically threatening behavior, bringing unapproved weapons (real or play) to an RCC function could result in a child being sent home for the remainder of the day and an emergency Board meeting to review and determine appropriate disciplinary action up to and including expulsion.

### **Dress Code**

The desire of RCC is to honor God and one another in our clothing choices. Clothing is expected to be modest and not provocative, defined as follows:

- Clothing must cover and conceal private areas and undergarments. This includes midriffs when sitting, standing or raising hands above head.
- Refrain from any clothing with inappropriate pictures or writing.

### **Lost and Found**

RCC is not liable for lost or unclaimed items. It is recommended to mark all personal items with your family name. RCC does maintain a lost and found area, and parents should check this before leaving co-op each day. Items not claimed will be periodically donated.

## **Visitors**

Visitors are welcome after obtaining approval from the Board of Directors at least 24 hours in advance.

Upon arrival, visitors must check in and obtain a visitor pass.

Potential new members must contact the Board of Directors to schedule a tour. Any accompanying children must remain with a parent at all times.

Former RCC students or siblings of current students may visit RCC during lunch or may wait in study hall if there is space and they are at least 8 years old.

## **Field Trips**

By signing up for a field trip, you are obligated to pay any fees associated with the field trip. Fees are nonrefundable. If unable to attend, contact the field trip coordinator. Members with unpaid fees will be considered not in good standing.

## Appendices

### APPENDIX I:

#### Rooted Board of Directors

Blossom Storms, President

Amber Davis

Amy Hoover

Molly Mellick

Laura Morrissey

Shay Pendergraft

Addie Sandall

Please direct all questions for the Rooted Board to [rootedchristian@gmail.com](mailto:rootedchristian@gmail.com).

## APPENDIX II:

### Quick reference guide for important contacts

Below are your most frequent contacts:

- **The Rooted Board (all policy concerns, requests for exceptions to the policies, general questions) *If you don't know whom to contact, start here:***  
rootedchristian@gmail.com
- **Ashley Coberly (co-op registration or class selections for your child):**  
ashleycoberly@gmail.com
- **Amber Davis (payment questions):** amberdavis08@gmail.com
- **Laura Morrissey (attendance or parental assignments for your jobs):**  
maysonandlaura@yahoo.com
- **Terri MacDonald (new member coordinator, general “newbie” questions, “how does this work?” etc.):** tmacd.33@gmail.com

Other coordinators you are not likely to need to contact often:

- **Addie Sandall (yearbook):** admaysand@yahoo.com
- **Molly Mellick (hospitality, for questions about moms' nights out or the parent zone):** sweenm1@spu.edu
- **Rachel Toroni (class coordinator, for questions about teaching or class applications):** racheltoroni@yahoo.com
- **Jaime Jorgensen (field trip coordinator, for field trip ideas or questions about planned trips):** missjaimedeloris@gmail.com
- **Amy Arnold (facilities-specific questions, but NOT questions about your assigned job—those should go to Laura Morrissey):** amyarnold@gmail.com

## APPENDIX III:

### **Rooted Christian 2023-24 Calendar**

#### Fall Semester

September 11: Week 1

October 9: No Co-Op, Fall Break

November 27: No Co-Op, Thanksgiving Break

December 11: Week 12

#### Spring Semester

January 22: Week 1

February 19: No Co-Op, Midwinter Break

March 11: No Co-Op, Break

April 1: No Co-Op, Spring Break

April 29: Week 12

May 6: Snow Makeup Day *\*if needed*