

Policies & Procedures

Firm Foundations of Greensboro

Guiding Principles

- Respect for All:
 - Treat every member of the co-op with dignity and courtesy.
 - Use kind and respectful language at all times.
 - Practice active listening and constructive dialogue.
 - Avoid any form of physical or verbal aggression, including bullying, teasing, and disrespectful language or gestures.
- Responsibility:
 - Respect the property and environment of the co-op and the church.
 - Follow the instructions of tutors and other adults in authority.
 - Be mindful of others in shared spaces.
 - While tutors will supervise students during class time, parents are responsible for the supervision of their children at all other times while on co-op premises. This includes ensuring that *children are not left unattended* in unsupervised areas, are not engaging in behaviors that may put themselves or others at risk, and remain on campus at all times, with the exception of parents with only high school students.
- Academic Integrity:
 - Engage enthusiastically: Show eagerness to learn and explore new ideas.
 - Be an active listener: Pay attention to the tutor and fellow students.
 - Ask thoughtful questions: Seek clarification and delve deeper into topics that interest you.
 - Contribute constructively: Share your own insights and perspectives respectfully.
 - Support and encourage others: Celebrate the successes of your fellow learners.
 - Maintain a positive and respectful learning environment: Treat others with kindness and consideration, and avoid disruptive behavior.
 - Embrace challenges: View learning as an opportunity for growth and development.

Facility Policies

- For everyone's safety and security, we utilize a single-entry/single-exit system.
- Please check in at the front desk upon arrival and check out before leaving.
- Only currently enrolled students and family members are allowed on campus. Students are not allowed to have friends visit them on campus.
- We will only use the middle staircase to move between the main floor and upstairs. The staircase at the end of the hallway is off-limits.
- Parents are welcome to sit in on any class.
- Parents must remain on campus for all students in 7th grade and below. Only 8th-12th grade students have the option for drop off.
- Public displays of affection are inappropriate for a school setting.
- We maintain a substance-free environment. Smoking, vaping, e-cigarettes, alcohol, and illegal drugs are strictly prohibited on campus.

Policies & Procedures

Firm Foundations of Greensboro

Chapel

- Chapel will occur from 11:00-11:15, followed by lunch/recess from 11:15-12:00.
- Chapel attendance is mandatory for all adults and children on campus, except those fulfilling scheduled duties.
- Let's create a respectful environment by silencing cell phones during chapel.

Academic Excellence Policies

- In our educational environment, we emphasize personal engagement, critical thinking, and original work. As such, the use of artificial intelligence tools, including but not limited to AI-based writing assistants (such as ChatGPT), image generators, or other AI-powered platforms, is generally not permitted for academic work unless explicitly authorized by a teacher or school administrator.
- Monitoring and Accountability: Teachers and administrators will monitor the use of technology in academic settings. If AI is used inappropriately, it may affect your grade and/or require you to revise your work as well as face disciplinary action.
- Submitting assignments on time demonstrates responsibility and supports the learning process for everyone. If you anticipate difficulty meeting a deadline, please communicate with your tutor in advance or as soon as possible to request an extension or make alternate arrangements. Consistent missed assignments may impact your progress. We are here to support you! Please reach out to your tutor if you need assistance.
- Please refer to the class syllabus for specific policies on missed or late assignments.

Supervision Policies

- While our co-op places a strong emphasis on community, parents are still ultimately responsible for the supervision of their own children while on campus.
- All middle school and high school students must be enrolled in a class or a study hall while on campus.
- Elementary age students have the option of remaining "with parent" during a break in their class schedule. However "with parent" means within arms reach. Elementary parents who have received 2 notifications of their elementary student being unsupervised will be given two options- enroll that student in a study hall or withdraw from FFG.
 - This is especially important given that our host facility is located at the intersection of two main roads in Greensboro. We absolutely cannot take the chance that an unsupervised child will wander outside and potentially enter a busy parking lot or street.

Behavior Policies

- Respect for adult and tutor authority is fundamental to ensuring that students thrive academically and socially, and that educators can effectively guide the classroom. Students are expected to demonstrate respect for tutors, staff, and fellow students at all times.
- Students are expected to listen attentively to tutors and follow instructions promptly.

Policies & Procedures

Firm Foundations of Greensboro

- Creating a Positive Learning Atmosphere: Let's maintain a focused learning environment. Avoid distractions such as talking over the tutor, excessive noise, side conversations, or the misuse of electronic devices..
- Communicating Respectfully: Use kind and appropriate language at all times. Avoid disrespectful or offensive language and actions such as mocking or showing contempt.
- We value the physical safety and well-being of all members. Physical aggression, such as hitting, pushing, or any form of physical altercation, will not be tolerated.
- *Running, screaming and shouting will not be permitted within the facility as it is a disruption to other classes as well as the church staff and offices.*

Addressing Challenges

- If concerns arise regarding behavior, we will address them in a constructive and supportive manner. In instances where a member's behavior disrupts the learning environment or poses a safety concern, the co-op may implement appropriate consequences. These may include, but are not limited to, the following:
- Guidance and redirection: Reminders and support to help members understand and follow expectations.
- Restorative practices: Opportunities for members to understand the impact of their actions and make amends (e.g., apologizing, replacing a broken item, etc).
- Temporary restrictions: Limited participation in certain activities or areas of the co-op.
- Family meeting: A meeting with the family and co-op leadership to discuss concerns and develop a plan for improvement.
- In rare cases, temporary suspension or expulsion may be necessary to ensure the safety and well-being of all members.

Conflict Resolution

- At Firm Foundations, we believe that conflict resolution should be handled by following the principles outlined in Matthew 18:15-17.
We encourage students, parents, and staff to follow these principles which provide a clear and biblical framework for resolving conflicts via direct communication, accountability, and reconciliation with the goal of maintaining harmony within our community.
- Matthew 18:15-17 (Summary):
 - Step 1 (Private conversation): If someone has wronged you, approach them privately to discuss the issue.
 - Step 2 (Involve a witness): If the issue remains unresolved, bring one or two others along to help mediate the conversation.
 - Step 3 (Involve leadership): If the matter is still unresolved, bring the issue before the Director and Administrative Team to help bring about a resolution.

Appeals Process

- While the Director is responsible for the day-to-day leadership and decision-making within the co-op, we recognize that concerns may occasionally arise. If a parent, staff member, or

Policies & Procedures

Firm Foundations of Greensboro

volunteer believes the Director has acted in a way that significantly harms the integrity or operation of the co-op, it is appropriate to bring the concern to the Board of Trustees.

- Appeals to the Board should be made only after all reasonable efforts have been made to resolve the issue directly with the Director.
- Concerns must be submitted in writing and should be respectful, specific, and grounded in the co-op's mission, policies, and values.
- The Board of Trustees has the ability to override the Director by a $\frac{2}{3}$ vote.

Dress Code

- Clothing should be clean, neat, and appropriately sized. Avoid clothes that are too tight, too loose, or excessively worn.
- No Distracting or Offensive Clothing: Clothing with inappropriate logos, graphics, or language is not permitted. This includes offensive slogans, profanity, advertisement for drugs, alcohol or tobacco as well as satanic or scary images. It is important to remember that while your teen may be unaffected by a scary image, we have a wide variety of ages on campus that includes toddler, preschool and elementary ages.
- Girls are prohibited from wearing spaghetti straps, crop tops that allow more than 2" of skin to show, tops with excessive cleavage and see through or excessively revealing clothing.
- Boys are prohibited from wearing tank tops and no underclothes should be visible.
- Shorts, skirts and dresses should be of a reasonable length to promote modesty and ensure that all students feel comfortable in their academic environment. They should have a minimum of a 4" inseam or extend 4" below the bottom of the buttocks.
- If the student attire does not meet the guidelines, he or she may be asked to change.
- Repeated violations of the dress code may result in further discussions with the student and their parents to ensure understanding and compliance.

Food Policies

- No food on campus or in the classrooms with the exception of lunch. Rare exceptions may be granted by the Director for truly necessary occasions.
- Lunch may only be eaten in the designated areas or outside.
- Nut Free campus: Please do not bring any nuts or nut related products on to our campus.

Allergy Policy

- To ensure that students with allergies are properly supported, we require that parents/guardians actively monitor and manage their child's allergies.
- While the school will work diligently to provide a safe environment, parents are primarily responsible for ensuring their child's allergies are appropriately managed.
- We will make efforts to accommodate allergies where possible but it is important to recognize that complete elimination of allergens from the environment is not feasible.
- Parents are responsible for the following:
 - Inform the allergy coordinator of any known allergies (food, environmental, medication, etc.) that their child has, prior to the student's first day at school or at the beginning of each academic year.

Policies & Procedures

Firm Foundations of Greensboro

- If an allergy is diagnosed or discovered after the school year begins, it is the responsibility of the parent/guardian to notify the co-op immediately.
- Parents should provide written documentation detailing the allergy, severity, and necessary treatments or precautions. Please include information on the type of allergy, emergency action plans for an allergic reaction (e.g., use of epinephrine, specific medications) and any specific dietary or environmental restrictions.
- A care plan for the child's allergies should be submitted to the allergy coordinator.
- In case of exposure or an allergic reaction, parents should immediately contact the allergy coordinator, tutor and/or Administrative Team to provide further instructions and ensure timely intervention.

Work Duty

- Details about work duty will be developed closer to the beginning of the 2025/26 school year. This is our first year at this facility, so it will take some time to finalize the specifics.
- In general, work duty involves assisting with set-up or breakdown or assisting with lunch duty.
- Typically, work duty is around 6-7 times per year, depending on the number of families who are registered.
- There will be some Special Duty positions available. More information will be posted on these later.

Security

- We utilize a single-entry/single-exit system for improved security.
- Specific details on check in/check out and attendance will be shared at a later date.
- We plan to implement a Dads on Duty program. If you or your spouse have a background in the military, police or security and are interested in finding out more about this program, please contact Kelly Jewell at sixhappyjewells@yahoo.com.

Inclement Weather Policy

- In the event of poor weather, a decision to either continue, cancel or delay the community day will be made by 7:30am.
- Snow Day Policy: In the event of inclement weather, Firm Foundations reserves the option to cancel one community day without making it up.
- Delay Schedule: TBD

Sick Policy

- We prioritize the health and well-being of our students, staff, and community. In order to maintain a safe, healthy environment, it is important for everyone to follow clear guidelines when a student is ill.
- When to Keep a Child Home:
 - Fever: If your child has a fever of 100°F (37.8°C) or higher, they should stay home until they are fever-free for at least 24 hours without the use of fever-reducing medication.
 - Vomiting/Diarrhea: If your child has vomited or had diarrhea, they should stay home until they have been symptom-free for 24 hours.

Policies & Procedures

Firm Foundations of Greensboro

- Contagious Illnesses: If your child has a contagious illness, such as the flu, strep throat, chickenpox, or other communicable diseases, please keep them home until they are no longer contagious, as advised by your healthcare provider. If uncertain, consult a healthcare provider for guidance.
- Severe Cold or Cough: If your child is experiencing a severe cold or a persistent cough, it may be best to keep them home, especially if symptoms are preventing them from engaging in class activities. If a cough is accompanied by fever or other flu-like symptoms, keep them home until symptoms subside.
- Eye Infections: If your child has red, itchy, or swollen eyes with discharge, it may be a sign of a bacterial or viral infection (e.g., pink eye). They should stay home and only return after receiving medical clearance.

Registration and Payment Policies

- The \$140 registration fee is paid one time annually for the entire family. (note this is for the year, not per semester)
- There is a one time annual facility and administration fee of \$100.00
- The registration fee, facility/administration fee and \$50 per class is due April 5.
- The remainder will be split into two payments.
- 1st payment due June 9.
- 2nd payment due October 18.

Child Protection & Abuse Reporting Policy

We are committed to maintaining a safe, respectful, and protective environment for all children in our co-op. North Carolina law requires any adult who suspects child abuse – including sexual abuse – to report it immediately.

What to Do if a Child Discloses Abuse

- Stay calm.
- Listen without asking leading questions.
- Tell the child: “You did the right thing by telling me.”
- Report immediately to local authorities (DSS or 911).

Mandatory Reporting (N.C. Law § 7B-301)

Every adult in North Carolina must report suspected child abuse. This includes parents, volunteers, and staff. You do not need proof – just reasonable suspicion.

How to Report

- Call Guilford County Department of Social Services at: (336)641-3000
- Or call 911 if the child is in immediate danger.

Our Co-op’s Response

- The accused will be suspended from activities with children while authorities investigate.
- We will maintain confidentiality and cooperate fully with law enforcement and DSS.

Policies & Procedures

Firm Foundations of Greensboro

- The co-op will offer referrals for counseling and support.

No Retaliation

Anyone reporting in good faith is protected. Retaliation is not tolerated.