



TAPESTRY  
UNIVERSITY

*Where you are the faculty.*

Your Notes:

## RULES AND REGULATIONS

**Regarding the church facility**, members will:

1. Enter glass doors on the upper level (not through church office).
2. Park in the big upper-level lot (not the parking spots closest to the doors).
3. Refrain from using church phones, copier, and kitchen appliances other than microwave and refrigerator (as space allows).
4. Stay out of the commons. Our co-op has not been given access to this area.
5. Use the upstairs bathroom only.
6. Take out any classroom trash, wipe down tables, turn out lights, and leave classroom furniture as found.
7. Clean up after themselves at all times.
8. Stay after last class to help clean rooms.
9. Refrain from disturbing church staff. Direct questions to teachers or core team members.
10. Aim to leave the facility by 1:45.

**Regarding student expectations**, members will:

1. Walk quietly in halls and between classes and not socialize/congregate in the hallways.
2. Leave all phones, iPods, and media devices at home or out of the buildings.
3. Come to class prepared with necessary items (pencils, notebooks, TOG books to be discussed) as well as completed assignments and discussion questions.
4. Engage in discussions and stay on task during class.
5. Speak in a respectful manner at all times. This includes both speaking to teachers respectfully and encouraging fellow students.

**Regarding teacher expectations**, members will:

1. Prepare for classes.
2. Make every effort to attend all co-op classes.
3. Find own subs if unable to attend. (Contact assistant or “free” teacher on schedule).
4. Supervise students at all times.
5. Communicate with parents through Google group/e-mail regarding class assignments for classes that are not *Tapestry*-related.
6. Willingly substitute when needed.

**Sickness Policy:** Please keep a child home if he/she has had a fever within 24 hours.

**Weather Policy:** We will send an e-mail when the weather is questionable. We may operate on a delayed schedule.