

# Lincoln Friday Classes Inc.

## Member Handbook

\*This handbook is subject to updates and additions as needed between and throughout each semester.



### **Mission Statement**

*We at Lincoln Friday Classes Inc. welcome children and families from all beliefs and abilities. Our goal is to provide networking and support opportunities to families both within Lincoln Friday Classes Inc. and throughout our community who home educate.*

**PLEASE KEEP FOR REFERENCE**



# Lincoln Friday Classes Inc.

## Board of Directors

### Quick Contacts:

<b>President:</b> Rhonda Hayes	Call/Text: 402-890-7020
<b>Secretary/Communications:</b> Breana Pelster	Text: 402-309-6823 or Facebook Message: Via Private Semester Page
<b>Treasurer:</b> Amy Ackerman	treasurerlfc@gmail.com
<b>Teacher/Substitute Coordinator:</b> Kayla Letendre	Text: 774-452-3755
<b>Early Childhood/Nursery Coordinator:</b> Alyssa Riggan	Call/Text: 443-784-1306
<b>Facility/Service Coordinator:</b> Rachel Snyder	Text: 402-860-5462
<b>Leadership Support:</b> Connie Schindler	Call Only (no text) 402-429-2074
<b>Co-op Website:</b> <a href="http://www.lincolnfridayclasses.com">www.lincolnfridayclasses.com</a>	
<b>For further communications, please email</b> <a href="mailto:lincolnfridayclassesne@gmail.com">lincolnfridayclassesne@gmail.com</a>	
<b>Co-op Location:</b> Oak Lake Church - 3300 N 1st Street Lincoln, NE 68521	

*Lincoln Friday Classes Inc. is independent of the church's operation. If an emergency arises, please contact a member of the board. Thank you!*



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## Leadership Tree

- 1. President: Rhonda Hayes**
  - a. Historian (2 Members)
- 2. Secretary/Communications: Breana Pelster**
  - a. Safety Coordinator: (Member)
    - i. Outdoor Monitors (2-3 Members)
  - b. Field Trip/Extracurricular Activities Coordinator (Member)
- 3. Treasurer: Amy Ackerman**
  - a. Assistant Treasurer: (Member)
- 4. Teacher/Sub Coordinator: Kayla Letendre**
  - a. Teachers (Members)
  - b. Substitutes (40 Members)
  - c. Student Volunteers
- 5. Early Childhood/Nursery Coordinator: Alyssa Riggan**
  - a. Nursery Member Coordinator (Member)
  - b. Nursery Clean-Up Volunteers (3 Members)
  - c. Early Childhood Nursery Crew (15 Members) 3 per hour
- 6. Facility Coordinator/Service Coordinator: Rachel Snyder**
  - a. Set Up Crew (3 Members)
  - b. Clean Up Crew (8 Members)
  - c. Care Team Coordinator (1 Member)
    - i. Care Team (3 Members)
  - d. Events Set Up Crew (3 Members)
  - e. Events Clean Up Crew (3 Members)
- 7. Support Leadership - Connie Schindler**

## Running the Co-op

### Member Run vs. Leader Run

We are a member run co-op rather than a leader run co-op. Lincoln Friday Classes Inc.'s core precept is Families Serving Families as a means of building our community of homeschooling families.

- Everyone is a valued member of the co-op. We understand everyone will serve when and where they can according to the dynamics of their family situation. All families are required to routinely provide service in two or more Service Roles in the areas listed below
- Bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed. Wash your hands well to avoid spreading germs. If you see a problem, please pitch in and clean it up.

Each family will be asked to wipe down the table and chairs they use in the fellowship hall and put them away before leaving.



## Leadership Board

A team made up of a minimum of (odd number) persons who have been active in co-op for at least 2 consecutive years. They will oversee the overall operation of the co-op and be the "last word" in any decision affecting the group. The leadership team is responsible for helping to make needed changes in rules and policies. Roles on the leadership team include President, Secretary/Communications, Treasurer, Teacher/Sub Coordinator, Early Childhood/Nursery Coordinator, Facility Coordinator/Service Coordinator.

### 1. President: (Leader)

- a. Besides overseeing daily school activities, this person's duties vary from preparing for each new semester by recruiting teachers to helping to set up registration, figuring out the logistics of classroom assignments based on enrollment, and preparing for orientation. The president fields numerous emails and calls throughout the school year from prospective and current members. They communicate with the insurance, website, and church. They manage the website, content, layout, and information. During the school day the director keeps the school running smoothly and delegates duties when necessary. This job requires a lot of behind-the-scenes work.
- b. The president will ensure that the building is open, lights turned on, and at the end of the day ensure that the building is locked, and lights turned off. This responsibility can be shared with the other leaders.
- c. **Historian (2 Members)**
  - i. This volunteer position is responsible for taking pictures throughout the semester, creating class photo albums on the Facebook group, and adding pictures to the albums.

### 2. Secretary/Communications: (Leader)

- a. This person works closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. This person can step in when needed when the President is not available. This person is responsible for running the private, public, and community Facebook pages throughout the year, sending announcements, updating calendars, and maintaining the weekly email on the website throughout the year.
- b. **Safety Coordinator: (Member)**
  - i. This parent volunteer will be responsible for using the LFC Emergency protocols to create a safety plan for all of the families that attend. They will make sure all families know the plan for when different situations may arise.
  - ii. Prime Responsibilities: Roaming the hallways, guarding doors, and keeping track of who is coming in and out of the building. They will work to make sure Outdoor Monitors are present and positions covered. They will maintain a list of families who travel to co-op. They will work with traveling families to communicate about weather concerns. They will work with the Secretary/Communications Leader to decide if we cancel due to weather. Leadership will have the final say if co-op is canceled.
- c. **Outdoor Monitors (3 Members)**
  - i. This volunteer position will monitor students when they are outside throughout the day.
  - ii. They will work together to manage and maintain the LFC outside activity bin ensuring it gets put out and then put away at the end of the day. They will work together to decide if it is too wet/cold to play outside for the day. A Monitor must be physically located outside when children are



playing outside. At the end of the scheduled hour, Monitors are to check and restock bathroom supplies, including soap, paper towels and toilet paper.

**d. Field Trip/Extracurricular Activities Coordinator (Member)**

- i. This is a volunteer position. They will plan, announce, and execute activities for the group throughout the year; such as summer meet-ups, mom's night out, fall and spring themed activities, trips to local community businesses, etc. They will communicate with the Secretary/Communications Leader to make sure it gets out to all members.
- ii. *Lincoln Friday Classes will not be held responsible for any accidents, or injuries to members attending or traveling to or away from the activity.*

**3. Treasurer: (Leader)**

- a. This person works closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. This person can step in when needed when the President is not available. This detail-oriented person must be skilled at accounting, handling money, and record keeping. This person will handle all the co-op finances, including, but not limited to, managing the co-op's bank account, collecting registration, dispersing reimbursements, portal, and informing members when all fees are due. This person oversees keeping track of the co-op expenses and its budget. They file the co-op's taxes each year. They purchase supplies needed for admin purposes such as folders, nametags, storage bins, dry erase markers, tape, cleaning supplies, etc. They are also responsible to make copies and distribute information to members when necessary.

**b. Assistant Treasurer: (Member)**

- i. A person who will assist the treasurer when needed and provide accountability. This person cannot be a member of the Leadership Team. This person would provide support and communication with the supply's coordinator. This person will be responsible for stocking and organizing our storage room. This would entail shopping for and refilling supplies at the beginning of each session and keeping our storage area in order at the end of the day and throughout the semester. This person keeps up with the supplies needed for the classrooms such as art supplies, etc.

**4. Teacher/Sub Coordinator: (Leader)**

- a. This person works closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. This person can step in when needed when the President is not available. This detail-oriented person is responsible for the smooth functioning of the co-op by ensuring that all parent assignments are covered when members are absent. They are the head contact person when teachers/subs need help finding coverage. This person fields messages (absent form) from those who are going to be absent and makes the substitutes aware of their places to serve. This includes all areas of the co-op; teachers, set-up, clean-up, and nursery.
- b. This person is responsible for cheerfully greeting all members as they enter the building each morning and keeping track of daily attendance. The Teacher/Sub coordinator must also closely monitor and keep track of people entering and exiting the building throughout the day. Greeting visitors, providing visitor name tags, and escorting them to where they need to be is also expected.

**c. Teachers: (Members)**

**i. Teaching Guidelines**

We welcome returning members as teachers with or without kids participating in co-op. All class submissions will be accepted on a first come basis.



## 1. General Guidelines

- a. Please use **only** supplies of your own or belonging to the co-op.
- b. All teachers are eligible for early sign up for classes.
- c. Storage is limited. No storing items unless approved with Leadership.
- d. Teachers are responsible for all student projects including those left behind or drying. They must all be taken home at the end of the day. LFC cannot store them for the following week.

## 2. Class Submissions

- a. Classes are to be submitted by the semester showcase for the following semester.
- b. If you are a returning member, even if you have taken a semester or two off, you are able to submit classes for the semester.
- c. New families are strongly encouraged to take the first semester to observe, substitute and get to know other members at co-op. Their classes will be approved on a case by case basis at the discretion of the leadership board.
- d. Please submit ages when you can instead of grades.
- e. When pricing out your classes, think of the cost of supplies and add a little extra for unexpected expenses that may come up. It is part of our vision to keep classes as low as possible for families.

## 3. Teacher Etiquette

- a. Remember to treat all students and parents with respect.
- b. Be prepared and on time to teach.
- c. Only use your phone for class instruction or emergencies.
- d. Get to know the students and enjoy doing what you do.

## 4. Teacher Attendance

- a. In becoming a teacher, you made a commitment to the students and families to attend co-op and be prepared to be on time and teach each week during the semester.
- b. If a teacher misses two or more classes in which there is no contact/no show a replacement teacher will be decided for you and you will be required to refund class fees to each student. Further action could be taken in which you will be asked not to teach at LFC in the future.

**c. Each situation will be handled on a case by case basis.**

## 5. Substitute Guidelines

- a. Teachers are required to prepare **two sub plans** for **each class** you teach and store them at co-op.
  - Sub plans do not need to be as detailed as what you would normally teach, but need to somehow relate to the class and occupy the students during the time you are gone.
  - Plans need to be labeled with teacher, class name, and class time.
  - Plans will be collected **on orientation day** for the current semester.
- b. Teachers are responsible for finding their own substitute and informing parents and leadership when a substitute will be teaching.



- c. Canceling class is NOT an option. Utilizing LFC general sub plans or games and activities are always an alternative.

## 6. Parent Helpers

- a. Parent helpers are very valuable in a class.
- b. Parent helpers can act as another pair of eyes and hands. They take notice of a child who may need extra help, take children to the restroom, help with classroom control, get extra supplies, help with end of class clean up, etc.
- c. **Parent Helper Guidelines**
  - Please be proactive and don't wait for the teacher to ask you to do something.
  - Take notice of a child who may need extra help, take children to the restroom, help with classroom control, get extra supplies, help with the end of class clean up, etc.
  - At the end of class, remain with the class until all students have been picked up by their parents.
  - Please do not bring your younger child(ren) in the room with you when you are a class helper. If you have a separation anxiety issue with your younger child, please ask an adult in the nursery to take over your spot as a class helper, so you can stay in the nursery with your child.
  - Please turn your cell phone to vibrate and refrain from visiting with the other class helper(s) as these can distract the class and the teacher.
  - It is your responsibility to remain with the class the entire class period, and until all students have been picked up by their parent or designated adult.

## 7. Safety

- a. Teachers should get to know the parents of their students early on so when kids are picked up, it is by a familiar face. If there is a change in who is picking a child up, parents are responsible to inform the teacher.
- b. Teachers should do their best to arrive to class on time, or early. Parents are responsible for their children getting to class and picking up on time or discussing with their children where to go when class is over. If teachers have stragglers who are delayed in getting picked up, the teacher should converse with the parents to find a solution.
- c. Teachers should not let students out early so that parent pickup is not interrupted.

## 8. Allergies

- a. Teachers are responsible for informing parents when food, snacks, or treats are going to be provided in class.
- b. Parents are responsible for communicating allergies to teachers and providing allergy-free alternatives for their child.

## 9. Cleaning Classrooms

- a. It is the responsibility of **each** teacher to ensure that their classroom has been completely cleaned before they leave the classroom. This includes **any** room of the church you are teaching in. Please do not leave your mess for another





teacher to clean up. If this becomes a consistent issue the LFC leadership board will become involved.

- b. LFC requires that **all** last period teachers complete the following cleaning tasks, **with the help of their parent helpers and students**, during the last five minutes of class each week. *This requirement is non-negotiable and failure to comply could result in LFC leadership board discipline.* \*\* If you need to be out right away for that particular week, let Leadership know and we will make sure to get a vacuum to you first to help.

**10. Student Showcase** (*More information found "End of Semester Student Showcase" section*)

- a. ALL classes are participating in some way.
- b. Leadership doesn't have any expectations or specific directions for each class. Only to give all the students an opportunity to share in some way what they have learned. Teachers direct their classes how they would like.
- c. Sharing will look differently for each class. This can be a table display, students sharing (favorite thing they did in your class that semester), or a live demonstration of something they learned.
- d. REMEMBER teachers do not need to be present for their classes to participate. If you are not going to be present, please let a member of the leadership know.
- e. Please let Leadership know your plans by week 7 of the semester so we can get prepared for the Showcase.

**d. Substitutes: (Members)**

- i. This is a volunteer position to be available to sub for any class during an hour of choice if there is a teacher unavailable during that time. Volunteers are not required to be knowledgeable in the subject matter. Teachers have sub plans available for subs. The volunteer would use a sub plan provided by a teacher and/or a back-up generic sub plan the co-op provides.

**e. Teen Service: (Student Volunteer Opportunity)**

- i. Older students volunteer during lunch and at the end of the day to help teachers with cleaning some of the classrooms, as well as set up and clean up for not only events but during Lincoln Friday Class Days.
- ii. We are hoping to be able to split into two teams, one week team 1 would be set up and lunch shift. Then team 2 would be at the end of the day and help clean up where needed. Then next week they would switch so team 2 would be set up and lunch shift and team 1 would be at the end of day and to help clean up wherever needed, etc. Students will receive a certificate at the end of the semester for volunteer hours, which looks great on college applications!!!

**5. Early Childhood/Nursery Coordinator: (Leader)**

- a. This person works closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. This person can step in when needed when the President is not available. This person oversees and ensures that the youngest members of our families (nursery through Pre-K) are well cared for. They are the liaison between parents and leadership. They make sure all positions in the nursery are staffed throughout the day. They manage the nursery registration forms, the check-in and out of the nursery. They are responsible for the nursery bin, nursery set-up, and clean up. They work with the nursery crew each week.



**b. Nursery Member Coordinator (1 Member)**

- i. The Member Coordinator serves as the key liaison between parents and leadership, ensuring clear communication and a positive experience for all. Each semester, one member will serve in this role for the semester, working closely with the Early Childhood/Nursery Coordinator to ensure proper volunteer coverage for each hour in the nursery. Additionally, they facilitate the check-in and check-out process and help maintain an organized and welcoming environment for families and volunteers.

**c. Nursery Clean-Up Volunteer (3 Members)**

- i. This position involves cleaning the nursery and nursery bathroom at the end of the day, following the 2:00 PM class time. Volunteers will work with the Early Childhood/Nursery Coordinator and the 2 PM volunteers to understand cleaning procedures and ensure all tasks are completed before leaving campus.

**d. Early Childhood/Nursery Crew (15 Members)**

- i. Volunteers that will serve for one hour each week for the semester ensuring littles are safe and watched over. They work with the Early Childhood/Nursery Coordinator to learn all the rules and guidelines. They are responsible for picking up toys at the end of the hour. They need to work with their crew to create an activity for the littles to do during their hour each week. (This does not have to be the whole hour or complex, just a simple planned activity). Volunteers will remain in the nursery until the next nursery monitors arrive. There are 3 positions per hour.

**e. Nursery Guidelines**

1. **Parents/guardians are responsible for the ultimate care of their children. Nursery monitors are in place for the safety of the children while in the nursery. Please make sure a nursery monitor is present before leaving your children in the nursery.**
2. Use the Nursery Sign In Box when dropping off their child/ren to be watched in the nursery. This information will include the child's name, age, parent's name, allergies, where a parent/guardian can be found each hour, and diaper preference (who changes/takes to potty etc.).
3. Communicate with nursery monitors on ALL aspects of the care of your children.
4. Clearly mark sippy cups and diaper bags with the family name **before** arriving at the co-op.
5. Ensure all children have a nametag.
6. Food is not allowed in the nursery. Please keep food in the fellowship hall.
7. Encourage children to put away their toys. Each shift should start and end with a fairly cleaned up area so it is not left for the end of the day crew.
8. Do not use the diaper genie to store diapers. LFC provides disposable diaper bags for you to use. Place soiled and dirty diapers in the disposable diaper bags and place in the garbage can found by the sink.

**6. Facility Coordinator/Service Coordinator: (Leader)**

- a. This person works closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. This person can step in when needed when the President is not available. This person works with the teachers and the facility to make sure everyone has what is needed and everything goes back in the correct place at the end of the day. This person will communicate the needs of the teachers with the set-up and clean-up coordinators. They will ensure all areas of the facility are ready at the beginning of the day and that all areas have been cleaned and put



away at the end of the day.

- b.* This position includes working with the set-up crew to make sure the facility is set up for the day. They work with the Facilities Coordinator to make sure the classrooms are ready for the teachers throughout the day. They work with the set-up crew to set up the facility for all the members of co-op, this might include setting up tables, placing signs where needed, setting out specific admin supplies, rotating cleaning supplies, checking areas in the kitchen, and bathrooms. This person will supervise the set up crew and ensure that all areas of the building are ready for the first hour of classes.
- c.* This volunteer will supervise and work with the clean-up crew to ensure that all areas of the building have been cleaned. At the end of the day, the coordinator makes sure the facility is put back the way we found it. This might include vacuuming floors, cleaning tabletops and chairs, sweeping tile floors, taking out trash, checking the kitchen, and bathrooms and making sure classrooms are left according to the facility chart posted on each classroom door. The Coordinator makes sure that the building is left cleaner than when the co-op entered the building and ready for the church to hold their services on Sunday. This person is responsible for putting away the classroom signs and information table at the end of the day.

**d. Events Set Up Crew and Events Clean Up Crew (Members)**

- i.* Members who volunteer for the event set up and clean up crews will either set up and or clean up events such as orientation and showcase. These responsibilities are similar to the weekly set-up and clean up crews responsibilities.

**e. Set Up Crew (3 Members)**

- i.* This crew works with the Facility Coordinator/Service Coordinator to set up the facility for all the members of co-op. This might include setting up tables, placing signs where needed, setting out specific admin supplies, rotating cleaning supplies, checking areas in the kitchen and bathrooms. This crew arrives early before co-op begins.

**1. Setup**

**a. General Guidelines**

- i.* Classroom and co-op information signs placed in a given location using either tape or the magnetic clips.
  - 1. Classroom signs are placed on the metal door frame using the magnetic clips
  - 2. Storage room is located in the NW corner of the church
  - 3. Cleaning supplies Room is located next to the kitchen

**b. Fellowship Hall**

- i.* 12-14 long rectangle tables with 6 chairs at each table
- ii.* One tub of wipes at each table
- iii.* Tub with balls and cones placed outside, weather permitting
- iv.* Place large garbage can from the kitchen near the serving center
- v.* Take garbage bags from the kitchen and place them in the LFC storage area so we do not have to interrupt classes to get them.

**c. Information Table**

- i.* Table set up near the NE door of the church in the fellowship hall
- ii.* Family folder tubs
- iii.* Announcement board



- iv. Service Roster
- v. Service Binder with cleaning checklists
- vi. Extra pens

**d. Lost and Found**

- i. Small table placed near the information table
- ii. Lost and found container

**e. Nursery**

- i. Nursery tub placed in the nursery (contains checklist found in the tub)
- ii. Church soap removed from the bathroom, and LFC soap placed on the sink
- iii. Disposable diaper bags placed on the changing table and the church changing items placed in the cabinet under the changing table
- iv. Remove the diaper genie from the nursery bathroom and place in the infant side of the nursery

**f. Restrooms**

- i. Church soap and decorations removed and replaced with LFC soap near each sink.
- ii. Check if supplies of toilet paper and paper towels are adequate for the day.

**2. Clean Up Crew (8 Members)**

- a. People who will stay after classes end each week to clean the building. The building will be divided into sections and each parent will be responsible for one section. This might include vacuuming floors, cleaning tabletops and chairs, sweeping tile floors, taking out trash, cleaning the kitchen, and main bathrooms and making sure classrooms are left according to the facility chart posted on each classroom door. With the help of the Facility Coordinator/Service Coordinator the Clean-up Crew makes sure that the building is left cleaner than when the co-op entered the building and ready for the church to hold their services on Sunday.

**b. Cleanup**

**i. Fellowship Hall**

- 1. Wipe Down Tables and Chairs with clorox wipes. Fold up and put away.
- 2. When classes are done/and cleaned collect all the signs and place them back into the binder on the information table. Return the magnets to the box on the same table.
- 3. Vacuum the entire hall (including the edges) and the u- hallway.

**ii. Kitchen**

- 1. When cleaning the kitchen, you are welcome to use a pair of nonlatex gloves found in the cleaning supplies room.
- 2. Collect LFC signs found anywhere in the kitchen and on the door and place them on the Information Table. Return the magnets to the box on the same table.
- 3. Clean microwave ovens



4. Wash, dry then put away any remaining dishes
  5. Using Clorox wipes, wipe down sinks, including faucets
  6. Wipe down countertops using Clorox wipes, and lower the extendable counters
  7. Remove all dirty washcloths/towels and place on the edge of the basket found in the cleaning supplies room
  8. Sweep the floor and empty trash
- iii. **Entryway**
1. Collect signs and return them to Information Table
  2. Put furniture back into its proper places
  3. Wipe down tables, chairs and door handles
  4. Clean both sides of all door windows
  5. Vacuum carpet and empty trash
- iv. **Classrooms**
1. Clean door windows if needed
  2. Wipe down tables and chairs
  3. Vacuum and/or sweep floors
  4. Empty trash
  5. Arrange the space to match that displayed on classroom information sheet
  6. Close blinds then flip classroom sign to indicate cleaning is finished
- v. **Nursery**
1. Wipe down chairs, toys, play structures and picnic tables, and put toys away
  2. Return LFC storage bin to LFC storage area
  3. Sweep foam mats, vacuum carpet and empty trash
- vi. **Bathroom**
1. \*Cleaning Supplies is located on top of the cabinet in our storage room. There is a red bucket that has our toilet wands. You will retrieve bowl cleaner from the Utility closet just to the right of the Kitchen. The church lets us use this so please put it back.
  2. Clean toilets by:
    - a. wiping down the outside of the toilet including the toilet seat with Clorox wipes
    - b. clean the inside of the toilet by using the toilet bowl cleaner and brush
  3. Clean sinks, countertops and mirrors
  4. Restock the church's paper towels and toilet paper
  5. Empty, if needed, the small garbage cans found in each individual stall
  6. Sweep the floor and empty trash
  7. Put church's soap back onto counters, and place the soap belonging to LFC into the bathroom caddy



8. Tape the outside of the bathroom door with a large X and place do not enter signs signifying the bathrooms have been cleaned.

**f. Care Team Coordinator: (1 Member)**

- i. The Care Team Coordinator would lead the Care Team to help co-op families feel welcome and connected. This role would be better suited for a returning member.
- ii. Members of the Care Team will welcome and greet families entering the co-op. We want families to be welcoming and make new friendships. The Care Team will have an opportunity to encourage conversation.
- iii. They will also be a point of contact for families that may have questions or concerns. If they need further assistance, they can point them in the right direction to who can help them best.
- iv. The Care Team Coordinator also coordinates with the Care Team with hospitality and teacher/parent appreciation projects, such as than you cards for teachers, meal trains for mothers with newborns, or those who have been sick or injured, etc.
- v. They work with the Treasurer if purchases are necessary.

**g. Care Team: (3 Members)**

- i. The Care Team helps co-op families feel welcome and connected.
- ii. Members of the Care Team will welcome and greet families entering the co-op. We want families to be welcoming and make new friendships. The Care Team will have an opportunity to encourage conversation.
- iii. They will also be a point of contact for families that may have questions or concerns. If they need further assistance, they can point them in the right direction to who can help them best.
- iv. The Care Team Coordinator also coordinates with the Care Team with hospitality and teacher/parent appreciation projects, such as than you cards for teachers, meal trains for mothers with newborns, or those who have been sick or injured, etc.

**7. Leadership Support (Leaders)**

- a. These additional leaders work closely with the President throughout the school year to assist him or her with the responsibilities of running the co-op. These additional leaders can step in when needed when the President is not available. They support leadership where needed. They attend leadership meetings, and are an additional voice for all members of the co-op.

## Member Enrollment

This is done using the Lincoln Friday Classes website. [www.lincolnfridayclasses.com](http://www.lincolnfridayclasses.com)

1. **New** families need to register for membership using the “join now” tab found on the homepage of the website.
2. **All** families need to update their family profile each semester.
3. **All** members of your family who will be in attendance at co-op whether enrolled in classes or not are **required** to be listed on the website as part of your family profile. This will assist with name-tags, nursery enrollment and safety for all attending co-op.
4. **Please** do not share personal phone numbers or email addresses of the board of directors with interested families. Please direct them to register on the website, or if they have questions, please direct them to our email: [lincolnfridayclassesne@gmail.com](mailto:lincolnfridayclassesne@gmail.com). Thank you.



## Class Schedule

Classes are held during both the fall and spring semesters. See our website for a full schedule and co-op calendar.

### Class Times

1. Majority of classes run either for 55 or 25 minutes. Occasionally classes may be held for 115 or 90 minutes.
2. Students will have 5 minutes between classes to check in with parents if needed, get a drink, go to the bathroom and/or get right to their next class.
3. Teachers do not have to repeat any missed information due to tardiness, and if a student is late enough that it would be difficult to catch up or be too disruptive to the rest of the group, the teacher may enforce whatever policy desired, including asking the student either to leave or sit quietly and watch others participate and miss out on some parts of the class due to the tardiness.

### Regular Class Schedule \*(these may be adjusted each semester)

<b>9:00-9:55</b> First Hour	<b>12:00-12:55</b> LUNCH
<b>10:00-10:55</b> Second Hour	<b>1:00-1:55</b> Fourth Hour
<b>11:00-11:55</b> Third Hour	<b>2:00-2:55</b> Fifth Hour

## End of Semester Student Showcase

- a. At the end of the semester, we have a day set aside where all students have an opportunity to showcase some of what they have learned throughout the semester.
- b. ALL classes are participating in some way.
- c. The showcase will begin our festivities.
- d. Leadership doesn't have any expectations or specific directions for each class. Only to give all the students an opportunity to share in some way what they have learned. Teachers direct their classes how they would like.
- e. Sharing will look differently for each class. This can be a table display, students sharing (favorite thing they did in your class that semester), or a live demonstration of something they learned.
- f. REMEMBER teachers do not need to be present for their classes to participate. If you are not going to be present, please let a member of the leadership know.
- g. Leaders will provide:
  - Program for the live performances
  - Slideshow of semester classes and events
  - Tables for display items to be used by classes
  - Student name tags for table displays
  - Class signs for table displays





- Sound equipment will be available for use including microphones. Please use the sound equipment provided. Teachers will need to provide a copy of their music by a designated date to a member of the board who is running the sound.

## Name Tags

1. Lincoln Friday Classes will provide name tags for each child and one for the primary parent or guardian.
  - a. Student name tags will include student name, parent name and phone number, student schedule, and allergy information
2. Name tags need to be worn each week by **all** participants.
3. Name tags are to be returned each week at the information table in the family folder.
4. All visitors need to check in at the information table, and wear a visitor name tag..
5. Please do not put stickers on the name tag holder, or the actual name tag. These name tags provide important information and should not be covered with stickers. Stickers ruin the holders and we have to throw them away and purchase new ones each semester.
  - a. Teachers, if you would like to use stickers as a reward option, please place them in alternate locations.

## Lincoln Friday Classes Boundaries

Please do not jeopardize our ability to use this facility by going beyond the designated areas.

1. **General agreement** - LFC Inc. has use of the church space not including the church offices, or musical and electronic equipment found in the sanctuary.
2. **North East Door**- will remain unlocked throughout the day. We are welcome to enter and exit here.
3. **Church Main Entrance** - This will only be used in case of snow and ice on the sidewalks. You will be notified through our various means of communication which weeks we will be using this entrance.
4. **Entryway** (The Church Offices) - This area is considered the quiet zone and is off limits to students at all times during the day, except between classes. If a student needs to enter this area, please remember to put on your quiet self as you walk between classes. The Secretary and Pastor of the Church are working in the offices and need to be able to conduct business during regular business hours.
5. **Nursery** - is split into two separate rooms. One is used for moms, dads, and infants. There are cribs, rocking chairs, etc. The other side of the nursery is for children up to age 5. This room is filled with toys, playhouse, a toy slide, picnic tables, etc. Please treat this room with respect. **No food allowed in the nursery.**
6. **Sanctuary** - The sanctuary will be used for **select** classes. **Food and drink are not allowed.**
7. **Outside** - Lincoln Friday Classes families are **ONLY** allowed to be in the north grassy area of the church. The forest area and the irrigation ditch to the north; the dirt pile, compost pile, community garden, picnic table to the east; the parking lot to the west, and the small forest, cell tower, and small field area on the south side of the building will be **off** limits. Children need to stay within the boundaries.
  - a. **Automobile and Parking lot regulations.** All members are to park on the North side of the church which is closest to the large grassy area of the church. Students are NOT allowed to hang out in or roam the parking lot without parent/guardian supervision.
8. **Fellowship Hall and Classrooms** - The Fellowship Hall is the "family gathering space". Families are encouraged to bring and play quiet games, toys, etc. to share and play with each other as well as friends! Lunch time will be held in the fellowship hall.





# Communication

## 1. Website

- a. ([www.lincolnfridayclasses.com](http://www.lincolnfridayclasses.com)) - Please utilize all of the communication tools available on our secure site.

## 2. Weekly News Update

- a. Our weekly news update is distributed via the website each **Wednesday**. This will be sent automatically to your email. **If you would like anything announced** please e-mail: [lincolnfridayclassesne@gmail.com](mailto:lincolnfridayclassesne@gmail.com) by 10:00pm each Monday.

## 3. Family Folders

- a. Folders for each family will be available in a file box every week at the information table.

## 4. Facebook

- a. Lincoln Friday Classes manages a secret group on Facebook. This will be used mainly for pictures and current members only. We also have a public Facebook page where interested families can learn a little about us and will be directed to our website.
- b. Each year, Lincoln Friday Classes creates a Facebook group for co-op to use. For privacy purposes access to the group is limited to current co-op members only. Here you will find postings for recent Lost and Found items and for miscellaneous announcements and discussions. Families are also encouraged to post photos they take at co-op to share with others. The group is used throughout the school year and summer months. It is then deleted prior to the start of the new Fall Semester.
- c. Each family is highly encouraged to become a member of the Facebook group.

## 5. Bulletin Board

- a. Announcements and other communication will be found on the weekly bulletin board at co-op.

## 6. SMS (*also found in "Parent/Guardian contract #10"*)

- a. Each family is required to sign up to receive texts for emergency notifications.
- b. Signing up for this is found under the family profile on the group's website.

## 7. Family Emergency Communication

- a. Each family is required to meet with the safety coordinator during Fall and Spring orientation letting them know which form of communication they will be using.
- b. If SMS or Facebook is not an option for the family they must talk with the safety coordinator to make sure a plan is in place for them to be notified of emergencies.
- c. In the event of last minute cancellations, all families are required to check texts and/or Facebook before coming (More information can be found in "Cancellations" section)

# Finances: Membership and Class Fee

## 1. Membership Fee

- a. Total dues for membership and attendance at Lincoln Friday Classes Inc. is \$45 per semester.
- b. This covers charges associated with the website, insurance, supplies, donation for use of the church space, and other miscellaneous costs.
- c. If you need assistance paying the membership fee outside of the Website or have any further questions, please contact [treasurerlfc20@gmail.com](mailto:treasurerlfc20@gmail.com).



- d. Membership dues are fully refundable if membership is canceled within 48hrs of payment. After 48hrs a portion of the membership (\$5) is non-refundable.
- e. If circumstances change and the family can't attend the semester, families can request before the first day of class to have their funds credited to next semester's membership fee. Families are responsible for registering the following semester or they will forfeit the membership fee in full due to co-op expenses.
- f. If you wish to withdraw from Lincoln Friday Classes after sign-ups and/or classes have begun, and have notified leadership before the end of day on the second Friday of classes, you are eligible for a partial refund (\$40). After the second Friday of classes, all dues will become non-refundable.
- g. Returning members have the responsibility to communicate their intentions of returning to co-op before class sign-ups begin. They will not be allowed to sign up for classes until the membership fee has been paid, or other arrangements with a member of the leadership have been made.

## 2. Class Fee

Teachers, when you are setting your class fees, it might be helpful to think about what supplies you will need to purchase before the beginning of classes, how much those supplies will cost, and whether or not you will have a refundable portion of your class fees for families that withdraw before the end of the second Friday of classes of the semester and request a refund. You might also want to consider if you need a minimum number of students to run a particular class and set an appropriate deadline for you to decide whether or not the class will take place or if a family's moneys should be returned to them.

1. Classes are priced for the total number of hours per semester of instruction depending on the class.
2. Payment for classes should be made for the semester to all teachers before the first day of classes unless other arrangements are made with the teacher. If other arrangements are made, please be prompt with your payments. Delay or absence of payment may result in your student being removed from the class.
3. Teachers have the responsibility to set deadlines with families for receiving payment for classes. If families do not meet those deadlines, teachers have the right to turn the collection of payment over to the leadership board.
4. Any outstanding balances must be paid in full before registering for subsequent semesters.

## Lunch time

### 1. General Guidelines

- a. **We do have some families with severe banana, peanut and tree nut allergies, so please avoid bringing them.**
- b. We have built a lunch time for everyone into the schedule from 12:00 to 12:55. The Fellowship Hall/Mom's Area will be the primary place to sit and eat lunch. If that area fills up, we can use another room as an overflow, but please make sure the room is cleaned and ready for the next teacher. Outside picnics are always fun!
- c. Please do not bring **red beverages or other staining foods**.
- d. The lunch area is carpeted, so please consider that when packing your lunches so as to avoid spills and crumbs and lessen the possibility of stains. Your help in this area is much appreciated!
- e. Please bring your own tableware so as not to use the church's resources. The co-op will provide



tableware for any special potlucks or events we have.

- f. Please be sure to clean up all food and paper fragments from lunch or snacks no matter where you eat on the property. Also, please be sure to finish in time for your students to arrive at their next class on time and to remove your lunch items from the classroom so the next class may start on time.
- g. Please have all belongings off the tables and preferably in your vehicle by 2pm so the cleaning can be done.

## 2. Kitchen

- a. The kitchen should be limited to adults or older children.
- b. Lunches may be stored in the refrigerator, and heated in the different microwaves. Please be sure to wipe out the microwave after use. All food stored in the refrigerator needs to be labeled and taken home each week. Any food left in the refrigerator will be discarded.
- c. We can use the kitchen for celebrations, orientations, and for sharing food from cooking classes. The kitchen is also used for select classes.
- d. Please leave the kitchen clean and orderly, including after each class.

## Lost and Found

1. Lincoln Friday Classes keep a lost and found box near the information table each week.
2. Any personal items (for example backpacks, coats, watches, etc.) left at the end of the co-op day will be placed in the lost and found box.
3. Between Fridays, lost and found is kept locked in the LFC closet found in the storage room.
4. Any perishable items, such as: food, leftover lunch items, food from the refrigerator, will be thrown out each week at the end of the co-op day.
5. If there is an emergency and you need to retrieve something before the next co-op day, you can contact **a member of the Leadership Board** as an option of getting said items by meeting them at the church.
6. All items left in the lost and found box will be emptied and donated periodically and at the end of each semester at the discretion of the leadership board.

## Illness

1. Stay home when you are sick. Often when family members are sick, it may be wise that the whole family stays home from LFC. It is okay to miss LFC if you suspect a risk.
2. Please do not bring any child who has had a fever, vomiting, or diarrhea **within the last 24 hours**.
3. If your nursery or preschool child has a cloudy, runny nose or a consistent cough, please do not bring him/her to the co-op. It is not worth the chance of infecting other children.
4. Regularly and thoroughly wash your hands with soap and water (at least 20-30 seconds). Or clean them with an alcohol-based hand rub, if needed.
5. Avoid close contact with people who are sick. This may include avoiding shaking hands or other customary greetings.
6. Avoid touching your eyes, nose and mouth. One of the most common ways of contracting illness is by touching objects or surfaces and then touching your nose, eyes, or mouth before washing your hands. Try to help your children learn this principle.



7. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Use of a bent elbow is encouraged if no tissue is available.
8. **Covid-19 and Lincoln Friday Classes.** We encourage families to follow public health agency recommendations for current guidelines, but ultimately the decision on how to handle illness, risk and prevention would be up to each individual family. If you have further questions, or concerns, please feel free to contact us.
9. We have hand sanitizer, clorox wipes, soap and paper towels available for families. We invite you to use these to help limit the spread of germs.
10. If your child requires any medication, please keep it with you and administer as needed.
11. Notify teachers if your child has any allergies, especially in a class where food may be served.

## Lincoln Friday Classes Closure/Snow Policy

- In case of snow, ice, or inclement weather, leadership will communicate with families and make a decision no later than **6am Friday morning**.
- If Oak Lake Church has a funeral or wedding, that activity will take priority, and Lincoln Friday Classes will cancel classes.
- In the event the leadership feels it necessary to cancel Lincoln Friday Classes for the day due to a special circumstance, you will be notified through our various means of communication no later than **6am Friday morning**.
  - **ALL** family cancellations need to be communicated to the safety coordinator by Thursday evening.
  - In the event a large number of families are not able to attend co-op, leadership will send a **"warning"** message via "SMS", and/or Facebook. If Friday morning brings even more families canceling causing the co-op to run inefficiently, messages will be sent via "SMS" and/or Facebook stating co-op will be canceled. (More information found in the "Communication" Section)

## Emergency Procedures

Please go through this with your family, so all are aware of the plan.

### • Fire

- In case of a fire, alarms will sound and all families should be evacuated along assigned routes to safe areas away from the building. Evacuation routes have been placed in each room of the church including the location of fire extinguishers and fire alarms. Please help keep children as calm and quiet as possible.
- Move quickly, but do not run or allow children to run. All classes need to remain together with their teacher and facilitator. A leader will notify teachers and facilitators when it is safe to re-enter the building. Should we be unable to enter the building again, teachers will remain with their students until parents are able to pick them up
- Class leaders may only leave their group to be with their child/ren if another capable adult has clearly accepted responsibility for their group.
- **LFC Fire Location - North Side Tree Line on the other side of the grass**



## ● Earthquake

- In the event of an earthquake, everyone should immediately get under a table and assume the duck and cover position. It is important that you stay away from windows and remain in the room until given further instructions.
- In order to adequately account for each student during an emergency, Lincoln Friday Classes require all students who are unaccompanied by a parent to remain in their class, library, sanctuary, etc with their teacher(s) until reclaimed by their parent/guardian.

## ● Tornado

- Outdoor Monitor will ensure that all children outside come inside and that the door leading from the outside to the lunchroom is closed
- Classroom teachers and assistants will line up the children in their rooms and lead everyone to their assigned position. Last adult out of the classroom will be responsible to double check that no one is left behind before leaving. Leave all doors open behind you.
- Parents and children in the lunchroom will move to the designated area
- Class leaders keep all children with you unless a parent is ready to take care of their child/ren. A class leader may only leave their group to be with their child/ren if another capable adult has clearly accepted responsibility for their group.
- Ask all children to kneel or sit cross-legged bending forward and covering their necks with their hands. If jackets or blankets are readily available they should be used to cover the youngest children.
- Safety Coordinator will do a walk through to ensure all children and parents have moved to the designated areas.
- Stay in this position/ designated area unless instructed otherwise by Board members or the Safety Coordinator.
- **LFC Tornado Locations**
  - **Class Rooms 2-4, Library, Sanctuary:** East and South interior hallway
  - **Class Rooms 5-8, Nursery, Kitchen:** West interior hallway and into Bathroom areas
    - **NURSERY:** Your Backup/Outdoor Monitors are to report to the nursery to help move the youngest ones to the nearest safety area.
  - **Family Area:** You are to move to your nearest interior hallway/ available bathroom area.

## ● Intruder/Active Shooter

- We know no one wants to think that an active shooter/intruder situation can occur at a homeschool co-op. There has been an unfortunate rise in active shooter incidents on church grounds, schools, and organizations. Therefore, it is important that we have a process in place. When there is an active shooter situation, the agreement among law enforcement agencies is to Run! Hide! Fight!
- Leadership will utilize our LFC group text message and other means necessary to alert of any situation
  - **RUN-** If there is an active warning first assess possible escape routes and move you and the children towards the safest and closest exit and RUN! Get away from the church and wait until law enforcement or co-op leaders release you. **SAFE LOCATION- Tree Line on South Side of the Church**



- **HIDE**- If you aren't able to run, then HIDE. Lock and barricade the doors with heavy furniture or other items. Turn off the lights and cover the windows if you can. Get the children and yourself hidden until law enforcement gives an all clear sign.
- **FIGHT**- Last Resort SWARM the intruder

## Conflict Procedures

### Scope:

Conflict procedures listed in this "Member Handbook" include:

- Disciplinary steps for students in a classroom and outside of a classroom
- Policy on bullying and/or harassment and discipline

### Definition:

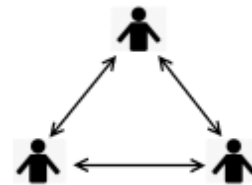
Conflict is a situation between two or more people which may be physical or involve differing thoughts or ideas. This can be between adults as well as children.

### Resolving:

In resolving ANY conflict procedures, our goal is to resolve conflict by effectively communicating. Effective **communication** skills serve a **key** role in successfully resolving **conflict**. The goal is having a person to person communication before moving to a communication triangle. The person to person communication needs to take place first because **while at co-op, you (the parents/guardians) are ultimately responsible for your own children** and need to be involved from the beginning. The communication triangle includes person to person and the LFC Board and is used when person to person cannot resolve the conflict between themselves.



Person to Person Communication



Communication Triangle

### Communication:

1. There are many benefits with person-to-person communication. Some are listed below:
  - Enhances trust and credibility
  - Helps to immediately raise and address problems
  - Helps reduce the risk of miscommunication
2. The ability to successfully resolve conflict depends on your ability to:
  - Manage stress quickly while remaining alert and calm
  - Control your emotions and behavior
  - Pay attention to the feelings being expressed as well as the spoken words of others
  - Be aware of and respect differences



3. If anyone experiences a disagreement within the co-op, please follow these steps to resolve the issue, starting with maintaining confidentiality as much as possible.
  - Go to the person with whom you have a disagreement at a time when you can have a private conversation. We anticipate that most issues will be resolved this way as both parties listen to each other. **Please remember that we're all on the same team, working together to make co-op a safe and positive experience for all involved.**
4. If you are unable to resolve the conflict, both parties involved should bring the issue to the attention of the LFC leadership board who will then make a final decision at their discretion on a case by case basis. This is where the triangle communication takes place.

## Disciplinary steps for Students

### 1. IN A CLASSROOM

- Teachers will each decide how to handle student discipline in their classes, involving parents and/or leadership when necessary
- **Communication is the key.** Teachers will communicate their rules and standards and set the expectations and rewards or consequences. Parents: please teach your students how to behave well and help enforce disciplinary measures when necessary. Disruptive or inappropriate behavior will result in a “step”
  - **STEP 1:** Verbal warning. If a student misbehaves, a warning will be given and the student will be reminded of the rules.
  - **STEP 2:** Depending on the structure of the class, the teacher immediately notifies the parent/guardian, or the teacher assistant immediately removes the student from class and escorts them to the parent/guardian. The purpose of the parent/guardian intervention is to obtain the parent's assistance in reinforcing that the teacher is in charge and that the student must follow the rules. The goal is to convey to the student that the adults, including the parent/guardian, are working as a team in supporting the student's ability to use self-control. We ask that the parent/guardian convey this if/when they are called to address the student. The parent/guardian may need to consider the option of removing the student for a brief time until he or she is ready to participate in class appropriately. If parental intervention is repeatedly necessary (max of 2 times), the parent will be asked to attend the class with the child (and participate as an engaged assistant for all the children).
  - **STEP 3:** If the child is not able to bring the behavior under control with a parent/guardian regularly in the room, a conference will be held with teachers, board members, parent/guardian and student to discuss behavior problems and course of action. Possible disciplinary measures include probation period, short-term suspension, long-term suspension, or expulsion. All cases will be handled at the board's discretion on a case by case basis.

### 2. OUTSIDE OF CLASSROOM

- If a child is behaving improperly between classes ANY adult member of LFC who witnesses either first hand or is reported to has the right and responsibility to help protect and ensure members have a positive and safe environment.
- **Communication is the key.** Students will communicate any instances to a trusted adult and





the adult will then communicate those concerns with appropriate students including parent/guardian of those students. Parents, please teach your students to behave well and help enforce disciplinary measures when necessary. Disruptive or inappropriate behavior will result in a “step”

- **STEP 1:** Verbal warning. ANY adult member of LFC is authorized to issue a verbal warning to that student and then contacting the parent/guardian of that student.
- **STEP 2:** If this behavior is repeated that same day, the adult will speak with a parent and the child may be asked to remain with the parent, or if necessary be asked to leave for the day. That child will not be allowed back until the next week, and will not receive a refund for any missed class time.
- **STEP 3:** If this behavior is repeated on a separate week, a conference will be held with the witness, parent/guardian, student, and board members to discuss behavior problems and course of action. Possible disciplinary measures include probation period, short-term suspension, long-term suspension, or expulsion. All cases will be handled at the board's discretion on a case by case basis.

## Policy on Bullying and/or Harassment and Discipline

### 1. Scope:

- a. This policy covers all behavior that takes place during LFC co-op hours. It also covers all behavior that takes place during any LFC hosted activity regardless of location. It covers usage of electronic technology and communication during co-op hours, during activities, on computers, networks, forums, and mailing lists. This policy applies to ALL members of LFC including the leadership board, teachers, students, parents, etc.

### 2. Bullying:

- a. “Bullying” means written, verbal or physical conduct that adversely affects the ability of one or more people to participate in or benefit from LFC co-op, classes, events, field trips, or activities by placing the person(s) in reasonable fear of physical or psychological harm. Because this feeling and definition can vary from person to person and situation to situation, all instances will be handled on a case by case basis. All cases will be handled at the board's discretion. Each incident will be documented and signed by all parties involved.

### 3. Harassment:

- a. “Harassment” means written, verbal or physical conduct that adversely affects the ability of one or more people to participate in or benefit from LFC co-op, classes, events, field trips, or activities because the conduct is so severe, persistent, or pervasive. Because this feeling and definition can vary from person to person and situation to situation, all instances will be handled on a case by case basis. All instances will be documented and signed by all parties involved.

### 4. Physical Altercation:

- a. In the event of physical altercation there will be a 5-10 minute separation period for the children to calm prior to adult intervention. Physical altercations will be reported. (*See #5 Reporting Bullying, Harassment and/or Physical Altercations*)

### 5. Reporting Bullying, Harassment and/or Physical Altercations:

- a. **Parents Reporting Responsibilities**





- i. All allegations of bullying or harassment shall be initially reported to the responsible parent/guardian of the student(s) involved. This includes observing an act, as well as an act which is not observed, yet reported later. The person to person communication needs to take place first because **while at co-op, you (the parents/guardians) are ultimately responsible for your own children** and need to be involved from the beginning.

**b. LFC Leadership Reporting Responsibilities**

- i. If parents are not able to work it out on their own LFC Leadership will then be involved because **while at co-op, you (the parents/guardians) are ultimately responsible for your own children**.
  - LFC leadership will be notified of the allegation and a student incident report will be completed as soon as is reasonably possible. This report will remain with the file of the student(s) during the course of student(s) participation with LFC.
  - LFC leadership will investigate the allegation as soon as possible and will determine what action to take. Actions are found below in the section *"Bullying and/or Harassment Discipline and Remediation"*. LFC board members will be active participants in resolving each individual case.
- ii. All instances will be handled on a case by case basis. Each will be documented and signed by all parties involved. In addition to storing these documents digitally, copies will be made available to all parties involved.

**6. Anonymous Reporting:**

- a. While reports may be filed anonymously, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

**7. False Reports:**

- a. People who file false reports of bullying and/or harassment will be subject to disciplinary action.

**8. Who Can Report:**

- a. All allegations of bullying and/or harassment will be filed with the LFC leadership by all LFC members, including parents/guardians, teachers, students, etc.

**9. Responsibility of Students, and Member Families:**

- a. Any student or parent who observes an act of bullying and/or harassment should report the bullying or harassment to the teacher, parent/guardian.
- b. All acts of bullying and/or harassment that are unseen and later reported will be reported to the parent/guardian as soon as possible after the incident takes place. All acts will be reported verbally and filled out using an incident report form.

**10. Teacher & LFC Leadership Board Responsibility:**

- a. All members, including teachers and LFC leadership board, will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.
- b. Teachers are expected to take action whenever they observe or are notified of bullying, harassment, physical violence or hate language.

**11. Retaliation:**

- a. Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident (*LFC Leadership Board*) will not be tolerated. Members will be immediately expelled from the co-op and asked not to return.

**12. Investigation of Bullying and/or Harassment:**



- a. Once reported and requested LFC Leadership involvement, any allegation of bullying or harassment will be promptly investigated by the LFC Leadership. Disciplinary or other action will be taken immediately following the conclusion of the investigation.

### 13. Bullying and/or Harassment Discipline and Remediation:

- a. In keeping with the theme that we are all a team working together for the benefit of our children, while maintaining a positive and safe environment, enforcement of anti-bullying policies should focus on prevention, and education rather than exclusionary discipline. When all parties involved in the allegation or instance are amenable, mediation may be used as an alternative to, or in addition to, disciplinary action. This decision whether mediation or disciplinary action is used is at the discretion of the LFC Leadership Board, and depends on the severity and frequency of the incident and the safety of all involved.
  - i. Disciplinary actions for bullying and/or harassment **may include, but are not limited to:**
    - a warning
    - probationary period
    - the requirement of parental supervision during one or more class(es)
    - the requirement of constant parental supervision while at LFC
    - loss of the right to attend one or more class(es)
    - loss of the right to attend the LFC co-op or other LFC-sponsored activities
    - loss of ability to attend LFC co-op in the future
  - b. The LFC Leadership board's goal is that consequences should be consistent, reasonable, fair, age appropriate, that they match the severity of the incident, and are on a case by case basis. ALL final decisions will be based on facts gathered rather than emotion.

### 14. Training and Prevention

- a. This policy is included in the handbook and instructions on how to make a report are also included. ALL teachers, students, parents/guardians have signed signifying that they have read, understand and agree to abide by the information given therein.

**15. Unacceptable Corrective Methods:** Yelling, humiliating, and physical punishment by **any adult** are unacceptable and the adult will be asked to leave for the day.

## Lincoln Friday Classes Inc. Student Incident Report

REPORTED BY: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

### STUDENT INCIDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDITIONAL PERSON(S) INVOLVED: \_\_\_\_\_



\_\_\_\_\_

**WITNESSES:** \_\_\_\_\_

**INCIDENT DESCRIPTION:**

**RESULTING ACTION EXECUTED OR PLANNED:**

<b>PARENT/ GUARDIAN NAME:</b> _____	<b>PARENT/ GUARDIAN SIGNATURE:</b> _____	<b>DATE:</b> _____
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<b>PARENT/ GUARDIAN NAME:</b> _____	<b>PARENT/ GUARDIAN SIGNATURE:</b> _____	<b>DATE:</b> _____
---	--	--------------------

<b>LEADERSHIP BOARD NAME:</b> _____	<b>LEADERSHIP BOARD SIGNATURE:</b> _____	<b>DATE:</b> _____
---	--	--------------------

<b>–OPTIONAL– STUDENT NAME:</b> _____	<b>STUDENT SIGNATURE:</b> _____	<b>DATE:</b> _____
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