



Home Education Network

Policy Guide

Updated for 2026-27 Membership Year

07/01/2026

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About LEARN

LEARN is a secular group of over 150 families from all over the Kansas City Metro area that was founded in 1995.

When families participate in LEARN they agree to be respectful of others, regardless of race, color, age, irreligion/religion, sex, sexual orientation, gender identity and expression, disability, marital status, military status, parenting choices, and homeschooling style.

We welcome families wherever you are with homeschooling - whether you are just starting out, are a long-time homeschooler, use a virtual school, have children in school (exploring homeschooling or doing both homeschool and private/public schooling), or have preschool age children, and regardless of curriculum used or not.

LEARN focuses on supporting homeschool families and we look forward to helping you find your niche.

Mission Statement, Vision, & Values

LEARN's Mission

LEARN Home Education Network facilitates an accessible, collaborative, and affordable community with inclusive secular opportunities for home educating families in the Greater Kansas City area.

LEARN's Vision

A collaborative community where secular homeschoolers can connect, find meaningful support, and cultivate lasting relationships within an inclusive ecosystem. We empower families with the resources, guidance, and refuge they need to pursue their educational journey with confidence and joy.

LEARN's Values

- We value the diverse identities of our members and families.
- We value community, connection, and belonging.
- We value service to community.
- We work to recognize, reduce, and address racism and racial inequity in our community.
- We hold that all participants in LEARN will fully affirm the gender and sexual identities of our LGBTQIA+ members.
- We value accountability to self and to community.

We challenge ourselves and each other to understand and correct any inequities we may discover and gain a better understanding of ourselves during this purposeful process. Should a member experience inequity that cannot be resolved through

discussion, we encourage reporting to the LEARN Board at kclearn@gmail.com. You may also notify the LEARN Board of issues by filling out the [LEARN incident report form](#) or anonymously completing the [LEARN feedback form](#).

Definitions

- **LEARN Home Education Network** (Let Education Always Remain Natural) - a secular homeschool group, founded in 1995, that facilitates resources, educational opportunities, and support to over 150 homeschooling families in Kansas and Missouri.
- **SCENE** (Secular Classes in an Enriching, Nurturing Environment) - weekly classes and open play - everyone is invited. Multiple locations, indoor & outdoor, on Tuesdays and Thursdays in the fall and winter/spring. There are fees for class enrollment but generally no fees for open play.
- **CIRCLE** (Children Involved in a Respectful Cooperative Learning Environment) - short term classes, activities, and field trips planned in multi-month terms. Families must offer an activity/class/field trip to participate in that session's offerings - cost varies per activity.
- **PODs** - Parent On Duty - a **parent or caregiver** who has agreed to be responsible for up to four children outside of their own during an activity or event.
- **Caregiver** - an individual that assumes responsibility for a child for whom the individual is not the parent or legal guardian. Caregivers must also [electronically sign a waiver](#).
- **Member** - an adult with children aged 19 or under who has been accepted as a LEARN member and has paid for the membership year. LEARN's membership year runs July 1 - June 30. Membership in LEARN does not indicate participation in [LEARN Governance](#).
- **Alumnus** - a former homeschooler with a history of active involvement in LEARN. Complimentary memberships are offered to LEARN alumni 20+. If a LEARN alumnus would like to participate in LEARN with their own homeschooling children, they will need to join as an active member and pay the accompanying membership fee. (See [Membership](#) for additional information.)

Code of Conduct

We are fortunate to have a diverse group of families in LEARN who come from a variety of perspectives with respect to religion and worldview, parenting philosophies, and educational philosophies. We respect the authority of parents to make decisions that they deem best for their own children. It is important to respect one another's styles and preferences, and it is not appropriate to criticize other parents' decisions for their own families.

LEARN expects that all of our members will adhere to the following Code of Conduct and reserves the right to address disruptive conduct from individuals or families on a case by case basis.

- Membership in LEARN indicates a willingness to be respectful of other members' beliefs or lifestyles that may not reflect your own. Members will be respectful when interacting with the LEARN community.
- We respect everyone's right to differing beliefs, but do not allow proselytizing (the action of attempting to convert someone from one religion, belief, or opinion to another) of any sort at LEARN activities or events, or on our online platforms.

- We respect every individual's sex, gender, sexual orientation, gender identity, and gender expression. We expect all LEARN members to be respectful of our community's differences.
- We believe that no one has the right to force their personal preferences onto others.
- We believe that everyone should have the right to safety from unwanted physical contact, sexual harassment, intimidation, threats, and ridicule.
- We believe that no one should intentionally harm another person, physically or verbally, in person or online.

Behavior Policy

All LEARN participants, youth and adults, are expected to conduct themselves with respect, self-control, responsibility & accountability to themselves, others, and any facility or online space we are using.

LEARN values the restorative process.

- We encourage parents to take time to care for their child(ren) and themselves first, before also working through communications with other person(s) involved.
- We value the diversity of our community in terms of differing levels of physical, cognitive, and emotional development, and as a result, their needs.
- We encourage all members to assume good intentions within the community.

In order to foster community and trust and to maintain privacy, **if you have a personal concern or issue please speak directly to the other person(s) involved and limit the discussion(s) to only those persons.** If discussions are unable to resolve your concerns please email the board at kclearn@gmail.com, fill out the [LEARN incident report form](#), or fill out the [LEARN feedback form](#).

The Board reserves the right to address behaviors mentioned and not mentioned below on a case by case need, as developmentally appropriate. The following actions specifically go against our community code of conduct:

- Violence or aggression, either physical or verbal.
- Bullying - threatening or attempting to cause or actually causing hurt or harm to another person or group of people in a repeated or severe manner. This can include:
 - Cyber bullying: the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
 - Covert bullying: Indirect covert bullying mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem, that is, through psychological harm rather than physical harm.
 - Overt bullying: Overt bullying involves physical actions such as punching or kicking or observable verbal actions such as name-calling and insulting.
- Discrimination (see [Nondiscrimination Policy](#))
- Behavior that disrupts an organized activity. (Including social media)
- Behavior that disrupts the operations of the organization or otherwise harms the organization.
- Damage to property or facilities caused intentionally or by negligence.

It is imperative that all LEARN participants, adult and youth, understand and comply with the above expectations as developmentally appropriate: **Parents, please discuss with and make sure that your children understand these expectations.** If the above policy is not followed, we have the following suggestions and procedures in place:

1. For infractions of the specific behaviors listed above, involved individuals are expected to address the situation, **in a restorative, respectful, direct, and discreet way.**
 - a. Typically, if a child is involved, speak with the parent first.
 - b. In the case of urgent or acute risks, it may be appropriate for adults supervising a child to address the child(ren) first.
 - c. In cases where there is not an immediate risk, every effort should be made to care for your family first and then inform the other parent if the behavior was ongoing or egregious and begin working towards resolution together.
2. Damage to property or facilities caused intentionally or by negligence will be assessed, and the individual(s) responsible will be required to make amends. The cost of damage will be borne by the individuals/individuals' families who created the damage
3. As a last resort, the LEARN Board reserves the right to:
 - a. recommend involved parties seek outside mediation.
 - b. request that a family withdraw their child or entire family from activities for a set period of time or permanently if the child or family cannot follow the guidelines for behavior at LEARN. Terms for possible return to activities will be decided on a case by case basis.

Communication

By applying to join as a LEARN member, and/or participating in LEARN activities, you acknowledge that your name and email address are viewable by other members. Participating families or LEARN volunteers may take photographs/videos/interviews of students and families at organizational functions for use in LEARN yearbooks, LEARN newsletters, LEARN websites, LEARN social media, etc.

Contact and other relevant information may be shared with instructors or coordinators for the activities in which you participate, and photographs/names may be included in group emails/publications/social media. LEARN does not share/sell contact information with third parties outside of what is stated here. LEARN Members are not to share other member information with outside parties without the explicit consent of said member. Additionally, members may not use the LEARN groups and directories for private or commercial purposes without the express written consent of the involved members.

LEARN strives to provide communication that is accessible to all members. We share all official information to member emails provided and on Homeschool Life Forums.. Additional chat platforms may be utilized and information will be shared via HSL.

For questions or concerns related to LEARN, LEARN activities, CIRCLE or SCENE classes please email kclearn@gmail.com or fill out the [LEARN feedback form](#).

Building, Equipment, and Cleaning Policy

At all of our locations, please remember to be a courteous guest and follow the facility rules.

Dispose of trash and recycling in the receptacles provided and tidy up after yourself. Inform a Board member or the activity coordinator(s) of any safety concerns, functional issues, or damage as soon as possible.

LEARN is a volunteer organization. Participants are expected to take part in setting up at the beginning and/or cleaning up at the close of any activity in which they participate. If this is difficult for your family please email the Board for other ways that you can contribute. Set up and clean up procedures will vary with the activity. See specific activities for some of those guidelines.

Property Damage - The cost of damage done intentionally or through negligence to property or facilities will be borne by the individuals/individuals' families who created the damage. LEARN is not responsible for loss or damage of personal property.

Teens

For continued participation in events, at all LEARN events, teens must:

- Agree to and follow the [Behavior Policy and Code of Conduct](#)
- Be respectful of each other
- Be respectful of the space we are using and clean-up at the end of activities
- Not possess or use alcohol
- Not possess or use illegal drugs
- Not smoke or vape
- Not engage in excessive PDA (making out, etc.)

Teen activities include regular gatherings, group activities, Fall/Winter Dance, Spring Formal, volunteer opportunities, graduation for Seniors, and other opportunities. *All teen activities depend on the willingness and availability of volunteers.*

Families must be current paid members of LEARN to participate in Teen Group activities. While outside and family commitments may preclude a parent's full participation in teen activities, please remember that LEARN is built on relationships. Participation in supervising, supporting, and planning teen activities is a great way to foster community and support your teen. Please make sure to confirm POD requirements for any teen event that your youth attends.

SCENE

For session-specific details, including dates, location, and facility information, see the current SCENE information on Homeschool Life

These weekly gatherings and classes are held on Tuesdays and/or Thursdays. Classes are coordinated each term and run approximately 4-12 weeks in the Fall/Winter and Winter/Spring. Each term includes a variety of classes for all ages. Most sessions include a week or two for needed makeup classes plus a possible showcase to display what was learned.

Enrollment in classes is not mandatory to attend a SCENE location. This is a great time to socialize with fellow homeschoolers. Member families are welcome to join us regardless of

enrollment and be part of our social community. At some locations, day pass fees may be required.

Teachers offer classes on a wide variety of topics and interests. Some classes are professionally led, some are lay-led, some are cooperatively led. Past offerings have included art, dance, music, creative writing, science, history, individual and group sports, and finance. Parents are encouraged to offer classes in their area of interest!

SCENE teacher class submission expectations

- Teachers required to submit their own classes and expected to commit to teaching the class for the full session
- Co teachers expected to be listed on classes in the form
- Student teachers are required to have an adult co-teacher

Coteachers are expected to teach the class in absence of the primary teacher. Assistants are not expected to teach the class and do not gain early enrollment permissions. Our volunteer parent teachers/coordinators will be able to enroll in a limited number of classes prior to open enrollment each term. Early enrollments are generally considered on a per family basis not per teacher.

Cancellations

- Cancellations by the Board/SCENE team due to weather or other unforeseen events will be communicated pursuant to our [Communication Policy](#).
- With a single day, class specific cancellation by teachers, teachers are expected to find a substitute AND communicate the changes or cancellation to their class with as much notice as possible via Homeschool Life using the Class Roster to email all enrolled students AND copy kclearn@gmail.com to ensure the Board/SCENE team are aware.
- A teacher pulling the class from the schedule after enrollment has completed will be required to find a suitable substitute or may be responsible for refunding fees to enrolled participants.

Class fees generally run from \$20-\$100 per term per class.

- This includes a fee for space rental and administration
- There may also be costs to cover supplies and/or instructor fee as determined by the convener
- First time SCENE teachers are not permitted to charge over \$10 in supply fees per student without prior permission from the Board.
- Part of LEARN's mission is to provide affordable classes so we do prioritize classes that are member volunteer led. Please also consider reaching out to the community to ask if there are any community supplies which may be available to use such as crayons, pencils, scissors, markers, felt, etc.

LEARN is a volunteer organization. Participants are expected to take part in setting up at the beginning and/or cleaning up at the close of any activity in which they attend. We also need parents participating in supervising youth who are not currently in classes, this may include outside, gym, and hangout spaces. Additional volunteer time may be requested, depending on the needs of the space.

All enrollment and payment information is available in your Homeschool Life portal. Most classes have a minimum and/or maximum participation number and classes may be canceled

if minimums are not met.

SCENE Payments

Payment for SCENE Classes is normally due shortly after the close of registration. All payments for SCENE classes must be paid in full before families may enroll in other LEARN cooperative activities or member benefit activities.

A payment plan is available for SCENE classes when requested by the family, typically 50% will be due up front.

If you discover after enrollment that a class will not work for your family, check Homeschool Life for the waiting list and contact kclearn@gmail.com to see about transferring your spot to the next family. If there is not a waiting list, you are free to sell your spot to another member family. No refunds or credits are provided after the payment period has closed.

As always we do not want the cost to prevent families from participating. If this is a concern, prior to enrolling, please contact the LEARN Board (kclearn@gmail.com) to discuss options.

As LEARN is a 501(c)(3) nonprofit organization, all lay teachers offering a class will be required to submit receipts for their SCENE supplies. Receipts and reimbursement requests can be uploaded using the [LEARN Receipt & Reimbursement Form](#).

Student/Teacher Expectations at SCENE

Though designed to give a taste of a classroom experience, LEARN classes have expectations that differ from a traditional school setting for both the adults and youth involved. This information is provided for clarity:

The adults or youth teaching classes are most likely volunteers or - if professionals - are offering their services for a significantly reduced amount. Though they are interested and perhaps experienced in the subject of the class, they may or may not have had any sort of “classroom management” training, particularly for challenging situations. If, after reminders from the teacher, a youth has trouble with class norms and is disruptive to the learning of others, a parent (or another parent-designated support person) will be asked to be present in class to assist their youth. If this is not possible or does not resolve the situation, the child may be asked to sit out of class for the rest of the semester. In some cases the parent may be able to sell the spot to another family and this will be resolved on a case-by-case basis.

Youth are not required to participate in classes, even if they have enrolled. As such we ask that youth who feel they will be present under duress do not attend class as it negatively impacts those choosing to be there. Additionally, teachers will not force a student to stay in class. If a student chooses to leave the class the teacher will not stop them. If it is a younger child, every effort will be made to take the child directly back to their parent or reach out via communication platforms to request a parent or parent-designated support person come get the child. If this is an ongoing issue a parent (or another parent-designated support person) may be asked to be present in class with the child or the child may be asked to sit out of class for the rest of the session. If you/your student determines a class is not working for you, please communicate with the teacher to withdraw you/your student. In some cases the parent may be able to sell the spot to another family and this will be resolved on a case-by-case basis.

An atmosphere of mutual respect and consent offers the best opportunity for learning and is the basis of our co-op programs. If you know you're going to be late/absent from class, please make an effort to reach out to class coordinator(s) so they can plan accordingly.

We ask that teachers, families, and youth familiarize themselves with the behavior and bullying policies. If teachers witness any problematic behaviors in class, we ask that they address them directly and discreetly with the families involved. If this does not resolve the issue, please notify the LEARN Board at kclearn@gmail.com.

CIRCLE

The following is an overview of CIRCLE. For more details about creating and enrolling in CIRCLE classes, please see the CIRCLE manual (see Publications on Homeschool Life).

Rather than a one day, one location co-op, CIRCLE allows each family to pick the topic, time, date, and location of each class they are offering. Participants may offer one-day activities, or they may choose to teach recurring/multi-part classes (i.e. weekly throughout the session, three times total, etc.). The majority of our classes tend to be in Kansas City and its surrounding communities.

After submitting one class, you and your family have the opportunity to enroll in as many classes as you desire. Sessions are offered in multi-month terms. We start preparing for each term one month prior to the next. Prior to class submissions, participants often discuss the classes they are planning to offer on the relevant online platforms.

Class Submission

Each family must offer one class per session. Classes may be geared towards families, adults, teens, or children (any age). Casual meet-ups and park days do not count towards the co-op requirements. Guided tours, group discount tickets, large parties with organized activities (like a holiday party) and field trips connected to classes DO count, as well as organized classes pertaining to a particular subject.

Classes are coordinated via Google Calendar and Homeschool Life. Detailed directions on how to access the calendar are also in the CIRCLE manual.

Fees

You may only charge the actual cost of the class, which may include supply fees, professional teacher fees, or fees for field trips or performances. Parent teachers may not make a profit. Parent teachers will submit their receipt through the [LEARN Receipt & Reimbursement Form](#).

Payment for CIRCLE classes is normally due shortly after the close of registration. All payments for CIRCLE classes must be paid in full before families may enroll in other LEARN cooperative activities or member benefit activities.

A payment plan is available for CIRCLE classes when requested by the family, typically 50% will be due up front.

If you discover after enrollment that a class will not work for your family, check Homeschool Life for the waiting list and contact kc.circle@gmail.com to see about transferring your spot to

the next family. If there is not a waiting list, you are free to sell your spot to another CIRCLE family. No refunds or credits are provided after the payment period has closed.

Family and Teacher Expectations for CIRCLE

Because CIRCLE is a co-op between friends, it is that much more important to be respectful of each other. Therefore, we ask that CIRCLE participants keep the following in mind:

- Please notify the teacher in advance if you will be unable to attend a class in which you are enrolled - advance notice will allow wait-listed participants the chance to join the class.
- Registering for a CIRCLE class is a commitment to attend, and we do not offer refunds.
- If you are running late for a class, please try to contact the teacher in advance.
- If a teacher has an unavoidable conflict and has to cancel a class, the general rule is to cancel it completely rather than rescheduling for the same session. *The teacher must refund all fees for a canceled class. Receipts for refunds will be needed.*
- If you have a class that is weather dependent, consider scheduling a “rain date” (be sure to put the “rain date” in the class description). LEARN has put together [Weather Guidelines](#). We expect this information to be used to help inform cancellation thresholds for all official events. We also encourage people to participate within their own risk tolerances. CIRCLE class coordinators should be in communication about possible weather-related cancellations as soon as possible.
- Teachers should not make any changes after the enrollment period. If you MUST make changes, you are required to make contact with your students and confirm receipt.
- Unless otherwise arranged, CIRCLE classes are not drop-off activities.

Receipt and Reimbursement FAQ

LEARN is a 501(c)(3) nonprofit organization. All families/teachers who offer a class through CIRCLE or SCENE will be required to submit receipts for their supplies, activities, and field trips. Event and party coordinators will also be required to submit receipts for their supplies, food, and materials that are consumed or to be kept by LEARN. Receipts and reimbursement requests must be uploaded using the [LEARN Receipt & Reimbursement Form](#).

Below are some FAQs to help navigate the ins and outs of receipts and what should/should not be charged when offering classes.

What qualifies as a receipt?

1. If you are offering a field trip to an outside venue this will be fairly straightforward: LEARN needs the receipt from the venue.
2. If you buy supplies directly for your class, LEARN needs the receipts from the store.
3. If you buy in bulk and use a portion of the supplies for the class, LEARN needs you to submit a [self-created receipt](#) that details the money you spent that LEARN will reimburse you for, but you must also submit the original receipts from your purchases (the full amount).
 - a. For example, if you host a baking class and you buy 20 lbs of flour, but you only plan to use 10 lbs in the class, you will create a receipt for the 10 lbs that LEARN will reimburse you for, and you will submit that receipt along with your original store receipt.
4. Typically LEARN needs original store receipts for any supplies you request

reimbursement for. We understand that you may have consumable supplies at home that you do not have an original store receipt for, but you would like to use for class. In that case, you will simply [create a receipt](#) and submit it without the original store receipt.

- a. As a rule, LEARN will reimburse for household consumables no more than \$20/class or \$4/participant if you have no original store receipts.
- b. You are free to use your household consumables without charging student fees or check with the LEARN board and community to see if there are supplies which may be available to borrow/use,
- c. Examples of consumable supplies include: construction paper, eggs, glue. Please research market prices for these items when submitting class fees.
- d. Supplies that you would NOT be reimbursed for include items you will be keeping and using for your own personal benefit.

*****Note** - when you open the Self-Created receipts template in Google Sheets, please save a copy of it to your own Google Drive or computer to fill out.***

What will LEARN reimburse?

We reimburse supply and activity fees, including sales tax. LEARN is a tax exempt organization, but we will reimburse/cover the sales tax paid by its teachers.

When will LEARN reimburse?

1. While we are calling it “reimbursement,” technically, most funds will be sent to you BEFORE your class so that you are able to purchase supplies/pay venues without taking funds out-of-pocket. LEARN will send your class fees to you after enrollment has been completed and fees have been paid by students.
2. LEARN asks that every teacher **submit all receipts within one week of the conclusion of each class**. If receipts are not submitted before the planning session of the next CIRCLE quarter or SCENE Semester, you will need to repay the class fees that were sent to you before you can enroll in any future sessions.
3. If we do not receive receipts from you, your class fees will be counted as income for you by the IRS and you may be issued a 1099 at the end of the year. It is important to send your receipts in so that you do not have to count class fees as income.

Do you have to spend EXACTLY what you charge?

The ideal is to be as close to cost as possible.

What happens if you go over/under the cost you charged?

1. If you receive more funds than are actually used for your class, you will need to send the overage funds back to LEARN. If you do not return the overage funds, you will need to pay those back before enrolling in the next session. Any overages returned will be considered a donation to LEARN and will be used for LEARN events and operations.
2. If you go over your class cost, you cannot be reimbursed for more than what was charged for the class. **Before spending significantly more than your collected fee, please reach out to the LEARN Board.**

****Note** - when planning classes, it can be helpful to reach out to the LEARN community and

see if you can acquire materials through trade or donation. Often, members have overage supplies from other classes and/or items around the house that could work well without incurring any costs. This can be helpful when you are trying to keep to a low budget and small class fee. It is also possible to ask each student to bring common supplies to class, such as scissors or a stapler.

How detailed do receipts need to be?

Teachers and event coordinators must adequately account for expenses within a reasonable time (see the timeline under the next heading below). Receipts for expenses should include the following:

1. Date
2. Time
3. Location
4. Item Name(s)
5. Amount
6. Purpose for the expense.

Our [LEARN Receipt & Reimbursement Form](#) includes this information, but we ask that you also include it on any [self-created receipts](#).

*****Note** - when you open the Self-Created receipts template in Google Sheets, please save a copy of it to your own Google Drive or computer to fill out.***

What items can you include in your class fee?

CIRCLE teachers are not allowed to make a profit, so when you host a CIRCLE class, you may only charge for supplies used for the class. This can include snacks if you plan to share food with your class. As long as you are using the items you purchase for your class, it is ok to charge for them.

If you are teaching as a volunteer at SCENE, only charge for the materials that will be used in the class. SCENE teachers (including parents) CAN charge an instructor fee, if they wish to host a class for profit. In this case, the teacher will be given a [1099 form for any profit over \\$600/year](#). Generally, per LEARN's affordability mission, volunteers leading SCENE classes will be given scheduling and early enrollment priority over for-profit teachers.

When do you need to submit a receipt?

- Any time you spend money to teach/host a class through CIRCLE and/or SCENE that you expect to be reimbursed for.
- If you make a purchase, at the request of the LEARN Board, to be used by LEARN (for example: paper napkins to share with everyone for a party or event; name tags for special events, etc.)

Note: All receipts must be submitted within one week of the conclusion of each class or event (i.e., at the end of the SCENE session, or after individual CIRCLE classes). Feel free to submit receipts earlier than one week.

How to submit a receipt

1. Go to this Google form to get started: [LEARN Receipt & Reimbursement Form](#)

2. Fill out the requested information - make sure you put in CURRENT and ACCURATE information in order to receive your reimbursement promptly.
3. Upload your receipt or email receipt to kclearntreasury@gmail.com. Accepted file formats are Document, PDF, Image, or Spreadsheet.

Photo Release Policy

LEARN may take photographs/videos/interviews of students and families at organizational functions for use in LEARN yearbooks, LEARN newsletters, LEARN websites, LEARN social media, etc. If you are uncomfortable with a photo shared within the LEARN community's social media or website, please contact the person posting the photo and/or email the Board to have the photo removed.

If LEARN participants are taking photos at various events for posting on their personal social media accounts, please get permission from all persons pictured in the photograph prior to posting. No photographs may be used for business purposes.

Community Media Policy

Please do not post your personal businesses to any of our community groups. Free items may be posted at any time, but do not post items to sell. There are separate Buy/Sell/Trade (BST) groups that can be used for self-promotion. Please also see the posted rules of the KC LEARN Community Network and LEARN BST Facebook groups for further guidance.

Do not share LEARN community posts, chats, photos, or other information outside the LEARN community. As always, be respectful.

Nondiscrimination Policy

LEARN does not and shall not discriminate on the basis of race, color, age, irreligion/religion, sex, sexual orientation, gender identity and expression, disability, marital status, or military status, in any of its activities, operations, or selection of volunteers, members. We are committed to providing a secular, inclusive, and welcoming environment for all participants in LEARN.

Membership

LEARN's membership year runs July 1 – June 30. Please note that submission of a membership application does not guarantee acceptance. We review each application and may in addition request an interview with an applicant family.

Our membership includes access to all Social Activities, as well as our two class co-ops - SCENE and CIRCLE. LEARN membership is \$50 per family (prorated on March 1 to \$25)

LEARN Graduates (families whose children have **all** graduated) may remain members of LEARN as Active Alumni members. This membership allows for participation in social events and activities for graduates and/or their parents and a Homeschool Life account for the parents as long as the family is active. Active Alumni membership is \$15 per family.

- a. Non-active alumni are free, but their participation is generally limited to our

annual picnic. We welcome all alumni to stay involved in our community. Free membership does not include access to the Members section of Homeschool Life; however, you can access the public calendar on Homeschool Life.

- b. If a LEARN alumnus would like to participate in LEARN with their own homeschooling children, they will need to join as an active member and pay the accompanying membership fee.

Membership covers one family. A family is defined as individual or co-parenting adults, and their dependent children, who share one Homeschool Life account for the purposes of participating in LEARN classes and activities. If there are circumstances where co-parenting families need separate Homeschool Life accounts, please email the Board at kclearn@gmail.com.

Paid members have access to a printable membership card through Homeschool Life. Families can print these and laminate them to receive student/educator discounts at select stores.

Members often ask if they can bring extended family and/or other homeschooling friends to LEARN events as guests who participate. For member-only events (i.e., participation in SCENE, CIRCLE, parties, etc.), we ask that only family members who are covered by your membership participate. We ask that any time you would like to have additional family/friends at an event, please contact LEARN (kclearn@gmail.com) in advance so that we can verify whether non-members may attend. If you have questions about special events where non-member fees may apply, please contact us.

We understand that there are special circumstances, and we have instituted the following policy for non-member participants.

For CIRCLE Classes

- If you need to send your child(ren) with an adult caregiver:
 - And this adult needs to bring their own non-member child(ren) to participate in CIRCLE events while caregiving for you, they will be required to contact the class organizers.
 - They may be required to participate in LEARN/CIRCLE if this will be an ongoing situation (i.e., apply for membership and offer a class).
- If you homeschool another child that you do not have custody of and they regularly attend CIRCLE events with you, the child's family is required to apply to join LEARN and pay a membership fee. The other child's family will not need to offer an extra CIRCLE class - your class will suffice for this regularly attending child. Please note that this policy does not include daycare owners.
- If you have a guest you'd like to bring to a CIRCLE class, please reach out to the class coordinator to determine if an additional attendee is feasible (it may not be possible). You may be required to pay for tickets, supply fees, or other costs associated with participation.

For SCENE Classes

- If you need to send your child(ren) with an adult caregiver:
 - And this adult needs to bring their own non-member child(ren) to participate in SCENE events while caregiving for you, they will be required to contact the

class organizers.

- If this will be an ongoing situation, they may be required to join LEARN.
- All children enrolled in SCENE classes must be part of a paid member's family. For example, if you homeschool another child that you do not have custody of and they wish to enroll in SCENE classes, their family must apply to join LEARN and pay the membership fee.
- One-time visitors to SCENE classes should be cleared with the class teacher and a supply fee may be collected.

For Social Events

- Members are responsible for their non-member guests and handling communication with organizers to ensure guests would be able to participate
- Non-members are expected to adhere to the policy guide and LEARN rules
- If guests attend events more than once, they may be required to apply to join LEARN.
- If you'd like to have a guest at a social event, please reach out to the coordinator to determine if an additional attendee is feasible (it may not be possible).
- Members may be asked to pay for their guest's tickets, supplies, or other costs associated with participation.

Liability Policy

By participating in LEARN in any way, I agree to release, indemnify and hold harmless LEARN Home Education Network, its officers, directors, associates, independent contractors, independent contractor instructors, and volunteers from and against any claim(s) for damages and/or injury of any nature (except intentional misconduct) arising from, or pertaining to participation of myself and my family in any activity sponsored or sanctioned by LEARN Home Education Network.

This indemnification and hold harmless includes any claim(s) by any visitors whom I request be allowed to participate in and/or observe any activity sponsored or sanctioned by LEARN Home Education Network. If this Waiver of Liability involves the release of any claim(s) for injury suffered or sustained by a minor, which claim(s) the minor (or minor's guardian, heirs successors or assigns) subsequently assert(s) against LEARN Home Education Network, its officers, directors, associates, independent contractors, independent contract instructors, and/or volunteers, then and in that event, I PERSONALLY agree to defend (pay all attorney fees and costs reasonably associated with the defense) of such claim(s) and I PERSONALLY agree to indemnify and hold harmless LEARN Home Education Network, its officers, directors, associates, independent contractors, independent contract instructors, and volunteers from and against any such claim(s) by said minor for damages. If I, my family, my child(ren,) or guests, cause damage to LEARN Home Education Network buildings or property (including those rented or temporarily in use by said organization), or my child's Instructor's personal property, during the use of, or as a result of such use, I agree to accept responsibility for any damage occurring and will bear the full cost of repair, including replacement, if necessary.

If an incident covered by the Policy Guide occurs at any LEARN event, the involved families should fill out the [incident report form](#) found in Homeschool Life Publications. We may also ask that convenors, instructors, coordinators, volunteers, or other witnesses also fill out the incident report form.

Allergy Policy

We would like to remind everyone that we do have member families with children who have severe and life-threatening food allergies to not only peanuts, but also to other common food allergens, such as tree nuts, eggs, and shellfish, in addition to other less common food allergens, such as coconut, sunflower seeds, legumes, chocolate, etc.

Parents are expected to supervise children while attending LEARN events or arrange for a Parent-on-Duty (POD). Rather than limit all possible allergens, we urge families to supervise children with food and clearly label all ingredients and brands in any shared food item(s) so families can make the safest decisions for themselves.

Best practices to keep all kids safe include:

- (1) teaching your children not to share food and drinks with others without permission from the other child's caregiver;
- (2) cleaning your eating area when finished; and
- (3) practicing good hygiene, including hand washing before AND after meals.

Board

The business of LEARN will be managed by a volunteer Board of Directors, composed of at least three Directors (commonly referred to as Board Members). The Board is responsible for maintaining the overall policy and direction of the organization. The Board has the authority and is responsible for all services, programs, classes and all other activities of LEARN and for the complete functioning of LEARN and implementation of the policies established by the Board of Directors.

Originally, the Board was composed of several founding members. One founding member still serves on the Board, while three other founding members have retired and now serve as Emeritus Founding Directors (without voting privileges) and/or as active LEARN volunteers. The Board normally has up to seven Board Members. All Board Members typically serve up to three-year terms, excepting for the Founding Board Member who is non-termed. At the end of a three-year term, Board Members take a minimum of a one-year break before re-applying to serve on the Board. In special circumstances, the Board reserves the right to vote to adjust terms as needed.

Prospective Board Members apply and are elected by the current Board.

To apply for a Board Member position, you must meet the following qualifications:

- Current adult home educator committed to secular home education
- Good standing in LEARN for an ideal period of at least one year prior to applying to be a Board member. The Board reserves the right to make an exception to this period with a super majority vote
- Have taken an active role in LEARN (preferably as a volunteer) for at least two years in the year prior to applying to be a Board member
- Available at least 5-7 hours per week (more when organizing special activities) for Board responsibilities, in addition to semi-monthly Board meetings in person and online
- Awareness of LEARN activities and a willingness to be a regular participant
- Computer literate and willing to participate in LEARN's communication mediums (i.e.,

email, Facebook, Slack, Signal, etc.)

- Youngest child no more than 13 years of age at the beginning of the academic year in the year the member is applying to serve
- The Board reserves the right to amend these qualifications, as needed

To learn more about being a Board member, please read the [job description](#). You may also read LEARN's [Bylaws](#).

Parent on Duty - PODs

In general, **LEARN activities are not drop off events**. Parents, caregivers, and PODs are expected to supervise and be accessible to their child(ren) unless the activity is specifically posted as a drop off event. Parents may ask another **parent or caregiver** to be responsible for their children if they are unable to attend. We call this responsible party a POD ([see definitions](#)). To ensure everyone's safety, **PODs can only be responsible for supervising up to one additional family or no more than four additional children**.

Please be sure that your child(ren) are aware of who has agreed to be their POD. At SCENE, you must notify a board member or SCENE team member to designate a parent as a POD for your kid(s). At all other events please notify the coordinator of the event.

Illness Policy

In order to protect all of our families, please follow these guidelines in regard to illness. Individuals must be free of the following symptoms for 24 hours before they can participate in LEARN activities:

- fever above 99.6 (without Tylenol or similar medication)
- diarrhea or vomiting
- severe sore throat
- continuous coughing or blowing nose (related to active illness)
- undiagnosed rash or skin lesions
- red, itching eyes with discharge
- For novel pathogens (ex. COVID-19), refer to the CDC Guidelines

Communicable Illness:

If a communicable illness is diagnosed (COVID-19, norovirus, chicken pox, pink eye, lice, scabies, impetigo, etc.) after participation in a LEARN activity, please email the Board at kclearn@gmail.com. This allows the Board to discreetly inform other community members of possible exposure risk. Follow physician's/health guidelines for return to LEARN activities.

Repeated violation of this policy or knowingly exposing others to communicable illness may result in disciplinary action at the discretion of Board leadership. Thank you for helping LEARN continue to be a safe, respectful community.

Graduation

Each May, LEARN offers a memorable, personalized commencement ceremony to honor those transitioning into adulthood. Friends and family gather together to celebrate with those wishing to take part in what, for many, is a cultural rite of passage. A reception follows the

commencement ceremony.

Those graduating in any given year are asked to make their intention known to the LEARN board (kclearn@gmail.com) by the end of February of the year they will participate in the ceremony. It is possible to request inclusion into the ceremony after February; however, it may not be feasible. Graduates and their families will meet several times to create the ceremony and choose attire. Families pay a fee for ceremony space rental and are responsible for purchasing their own graduation attire and invitations, if desired.

Diplomas

Diplomas are granted by the responsible homeschooling adult(s), not LEARN Home Education Network. However, LEARN will create a diploma, with wording chosen by the graduate and their family, for each graduate participating in the ceremony, to be signed by their responsible homeschooling adult(s).

High School Graduation Requirements

LEARN Home Education Network is not responsible for overseeing or confirming that graduates have met any particular requirements for graduation. Families are responsible for creating and maintaining their student's transcripts, if desired. Homeschool transcript examples can be found with an internet search.

At the time of this publication, neither Kansas nor Missouri has specific graduation requirements for homeschool families. Once a family has decided their homeschool student has graduated, the student may then list themselves as a high school graduate on all higher education or job forms.

Financial Assistance

We do not want financial hardship to prevent families from participating in LEARN. If needed, please contact the Board at kclearn@gmail.com to make payment arrangements or inquire about fee waivers for annual membership dues.

We are able to help underwrite the cost of a portion of SCENE classes if needed.

Financial assistance is available for both membership and events - we do not want anyone excluded based on their inability to pay.

Volunteering

LEARN members are expected to be active contributors to the community within their abilities. LEARN exists because of its dedicated community, including our Board Members, committee/team members, and volunteer teachers. More volunteers mean more opportunities and benefits for all members.

We would like to help every family to find their niche. If you have an idea for an activity or a class, please offer it. If you need help fleshing out the idea, or guidance on how to implement it, ask by emailing kclearn@gmail.com.

Insurance Policy

LEARN maintains appropriate organizational insurance policies. If information about a policy is needed, please contact the Board at kclearn@gmail.com.

LEARN Governance

LEARN Home Education Network is a non-membership organization - that means our member families do not vote on Board or Organizational activities or decisions. You can view LEARN's tax filings using our EIN 27-3617386 at the [IRS website](#). You can also search for LEARN Home Education Network to see our Missouri Secretary of State filings [here](#).

The Board strives to govern this organization in the best, most beneficial way for the entire community, and welcomes feedback, suggestions, and ideas by emailing us or using this [Feedback Form](#). Because our organization is one that seeks to continually grow and evolve, the Board may amend this Policy Guide or the [Bylaws](#) at any time. Such changes will be communicated to you as soon as practicable.

Link to Not for Profit Letter

You can view our IRS Letter of Determination [here](#).