



2026-2027 Handbook

Mission Statement

Northwest Tennessee Homeschool Co-op is open to all area homeschoolers.

We provide weekly classes during the school year to enrich your homeschool experience. Our goal is to come alongside our families in the education of their children by offering affordable, quality courses, taught from a Biblical worldview.

NWTN Homeschool Co-op Board of Directors

Kelly Hames - President

Jennifer Julian - Secretary

Anita Dunn - Treasurer

Beth Brown - Assistant Treasurer

Lindsay Craddock

Cherry Hiens

Weekday Director - Cherry Hiens

Nursery Coordinator - Megan Abbott

Tutors

Beth Brown

Kelly Hames

Jennifer Julian

Kelly Nanney

Nichole Bryant

Tori Russell

Lindsay Craddock

Anita Dunn

Ewelina McBroom

Christina McMahan

Sara Hubbard

Brandi Barner

Contact Information

www.homeschool-life.com/TN/nwtnhsc

nwtnhsc@gmail.com

Student Code of Conduct

- **Always be respectful in dress, manner, and speech.**
- **Students must walk between locations while at the co-op and must stay in the designated areas and classrooms.**
- **Please dress modestly.** No strapless, halter top, spaghetti strap, sleeveless athletic tops, or mesh clothing. Shorts and skirts need to be at least fingertip length. No see-through clothing or shirts that show cleavage or midriff. No clothing or accessories with messages that are inconsistent with Biblical values.
- **No Cell Phones/Devices/Toys/Earbuds are permitted in the classroom.**
- **Food/Drinks** - Students are allowed to have water (only) bottles with them in class.
- **Please respect other students and physical boundaries while at co-op each week.** Keep your hands and feet to yourself. No public displays of affection. Students are not to be alone with a non-related member of the opposite gender.
- **Please clean up after yourself.**
- **Be Prepared!** Be on time and prepared for class with books, homework, supplies, and other materials.
- **Complete assignments as given and on time.** Late assignments will be taken **only at the individual tutor's discretion.**
- **No loitering in the building during classtime.** Each student must be enrolled in a class or with a parent during co-op hours. High School students can volunteer in a pre-approved capacity during co-op hours, but must keep up with their own hours and submit for leadership approval.
- **Assignment integrity.** The use of AI such as chat GPT to complete an assignment is not allowed. This and any instance of plagiarism is considered dishonest. If a student is struggling with course material, please communicate with a tutor for help!

Addressing Student Behavior Issues

- *Tutor may warn the student.*
- *Tutor may contact the parent.*
- *If a problem persists, a parent may be asked to sit in on classes with their student or your student may be asked to sit out of class time for a specified number of weeks.*
- *If an issue cannot be resolved, the board will meet for a resolution. (NOTE: If a child is released from the co-op due to class behavior, there will be **NO** refund.)*

Please understand that NWTNHSC has a NO TOLERANCE policy on drugs, tobacco, alcohol, bullying (both in-person and online), sexual harassment, threatening behavior, weapons, or pornography. These behaviors may result in expulsion and no refunds will be issued.

Parents Commit To:

- ***Follow Biblical principles for conflict resolution.*** Parents are expected to go directly to another parent or tutor privately if an issue arises in the co-op and work out their own issues. If this is not possible or a solution has not been reached in a timely manner, please reach out to the Director or a board member to assist with resolution.
- ***Communicate with your child's tutors.*** Notify the co-op during registration of any special needs and accommodations that are needed. This includes food allergies and learning challenges. Tutors will make the necessary accommodations whenever possible. Notify us if your children will be late or absent. If you are scheduled to volunteer and cannot serve, please find a replacement and let the director know.
- ***Remain active in your child's education.*** Please understand that tutors are coming alongside you (the primary teachers) in your homeschool journey. You still carry the responsibility of making sure your student understands the material, checks their assignments weekly, is prepared for class, and completes the work assigned. Although some tutors give a suggested grade, you are responsible for grade reporting. We recommend using an umbrella school, but the option that you choose to legally homeschool is up to you.
- ***Pitch in!*** Many hands make work light! To keep costs low, our parents are asked to volunteer. Parents may request a permanent helper position, or may be set up on a schedule. The frequency of participation will depend on the number of co-op families. We will have a volunteer schedule ready for all parents prior to the first day, and you will receive a reminder through our group conversations when it is your week to volunteer. We also require a background check on any adult that is working with our group. Nursery is available for tutors and volunteers, but littles are allowed to be present in the classroom at the tutor's discretion. **If you are unable to volunteer, please contact Cherry Hiens.**

Please understand that NWTNHSC has a NO TOLERANCE policy on adult bullying (both in-person and online), slander, and gossip. . These behaviors may result in the expulsion of your student and no refunds will be issued.

General Information

- **Location:** 2nd Baptist Church, 831 Graham Street, Union City, TN.
- **Drop Off/Pick Up:** Drop off and pick up at the north entrance of the building (under the canopy facing Graham St) **Please drop off your student no earlier than 8:45 am and pick up your student ON TIME. Late pick-ups are subject to a late fee of \$10 for each 15 minute increment.** Please let our director know if anyone other than a parent is going to pick up your child.
- **Security:** For your student's safety, as well as the church's protection, security cameras are in place in classrooms, as well as throughout the building and in the parking lot.
- **Student drivers:** Students who drive themselves to co-op are not permitted to leave campus during co-op hours without written parent permission. This can be in the form of a text to the director FROM the parent. Please use the doors at the check-in area to enter and leave the building.
- **Guests:** Only enrolled students and parent volunteers may attend classes.
- **Grades:** Check your class descriptions to find if your high school tutor provides a suggested grade. In a graded class, if the student completes the homework as it is assigned, the tutor will submit a grade to the parent at the end of each semester. Accommodations will still be made for students that need them, and parents may choose to opt out of this service by communicating with their tutor.
- **Age categories:** Kindergarten students must be age 5 by August 15 of the current school year. 4th-grade students can be enrolled in Elementary or Middle School classes at the parent's discretion. 8th-grade students may enroll in select high school courses for credit. Please check with your grade reporting agency before registration to make sure our courses are compatible with your requirements.
- **Sick policy:** Everyone attending the co-op is required to be free of fever (100.4 and above), vomiting, diarrhea, chills, body aches, sore throat, Unexplained rash, cough, congestion, colored mucus (not related to a chronic condition) 48 hours before attending the co-op. If you have the flu, strep, or a stomach bug, please stay home.
- **Medication:** We do not administer medication at NWTNHSC. The only exceptions are epi-pens and rescue inhalers.
- **Events:** We host events throughout the year for actively enrolled students. Elementary and middle school students must have a parent accompany them to these events. To be considered actively enrolled, you must be up to date on all fees and a student must have a 75% attendance record. Some of our events such as prom, winter formal, etc. are allowed outside guests. All guests must be 20 or under and are subject to board approval. Guests over 18 may be asked to provide a background check.
- **Cancellations:** We will follow the Obion County Public schools regarding cancellations for inclement weather.

Classes are generally divided into the following groups:

Elementary - K-4th
Middle School - 4th-8th
High School - 8th-12th

We do have some classes that cover multiple grades not in these designated age groupings. Please read class descriptions carefully when choosing classes for your students.

Fees and Payments

Our tutors are making a 30 week commitment, as are you. Please spend time dedicated to prayer before enrollment. When you register, you are pledging to pay fees for the entire 30 week school year - regardless of how many classes your student attends. If you decide to later withdraw, there are no refunds and no canceling of future payments. You will still be responsible to pay the entire amount.

Payment Plans::

1. **Up front:** You can pay all your fees at once by August 12th.
2. **By the Semester:** You can split your fees into 2 payments (due August 12th & January 13th)
3. **Monthly Payments:** You can divide your fees into 8 monthly payments. Monthly payments will be due on the **2nd Wednesday** of August, September, October, November, January, February, March, and April.

Payment Methods: After you have registered and chosen classes, you may view your invoices on our site by logging in and scrolling down to the Accounting link under the tab that says My Profile.

- **IN PERSON CASH OR CHECK**

Instructions: MONTHLY cash or check payments must be made in person on the 2nd Wednesday of each month, and must be organized by you using envelopes. The supply fee you owe for each of your classes may be added together and paid with a cash envelope or one check payable to NWTNHSC. Tutor cash envelopes and checks must be made out to each individual tutor each month. **You must use a separate envelope for each tutor with their name and your name on the envelope and the exact amount enclosed. We cannot make change.** Bring your payments to Cherry Hiens or Anita Dunn during first period for them to distribute and issue your receipt.

- **PAYPAL PAYMENTS THROUGH OUR WEBSITE**

Instructions: To make payments using paypal, you will log in to your membership account and scroll to the accounting link under the My Profile tab. You will click the appropriate choices for the payment plan you choose. If you choose to pay in 8 monthly payments, you must remember to log in each month before the 2nd Wednesday to make your payment, as it will not automatically draft.

Late Payments: Any payment not received by the 3rd Wednesday of the month may result in your children being unable to attend classes or events and a late fee of up to \$15 per student.

In the event of insufficient funds, you will be charged a fee of \$30 and you will be required to make cash payments -in full- by the semester going forward.

Additional Fees

- **Registration Fees** - Each family is responsible for a **non-refundable** registration fee of \$80 that secures your spot in the co-op and must be paid no later than July 28th. Registration fees go toward insurance, background checks, shared supplies, Homeschool life, and donations to Second Baptist Church.
- **Senior Fees** - Families with 12th-grade students that plan to participate in our graduation ceremony will also have a senior fee added to their charges for the year. This helps to cover costs related to graduation and will be due in the spring semester.

Updated May 6, 2026