

# TLC Homeschool

## Co-op

Student/Family Handbook



## History

When four families with ten children between them began gathering in individual homes once a week to do science experiments in 2012, no one imagined that TLC would become what it is today. When it became a formal co-op the following 2013-2014 school year, the numbers had already grown to 40 kids, pre-school through 8<sup>th</sup> grade, with three class periods, meeting weekly at the Wilson Ballroom Building in downtown Lancaster. The vision moving forward at that time was to focus on assisting home educating families with Jr. and Sr. High students by offering upper level classes that can often be a challenge to teach at home.

The 2016-2017 school year saw TLC Homeschool Co-op grow to 55 families with approximately 150 students from pre-school to high school!

TLC is a Jr. and Sr. high school focused co-op, therefore, new families must have a homeschooling child at least 12 years of age to join. Classes for younger siblings are available as time and space permit.

## Registration and Payment Policy

TLC is a high school/middle school focused co-op. As such, you must have a student who is 12 years old or older in order to participate. Information on registration and class offerings will be available on our website, Facebook page, and sent out in an email prior to the start of each semester. **Class and supply fees are due at registration** unless your student is placed on a waiting list. Class and supply fees are determined by the individual teacher and are to be paid upon registration. No refunds will be given for class fees after general registration day. Likewise, there will be no refunds given for family registration fees beginning one week prior to the start of co-op—even if the entire family withdraws from classes. Students will not be allowed to attend classes if their fees have not been paid.

Moreover, if the fees are not paid by the specified date, the teacher will offer the spot to a student on the wait list.

Your TLC membership fee, due at registration, is refundable only if your entire family withdraws from TLC prior to the first class of the semester. This fee is used primarily as a gift to the church, and to cover costs associated with running the co-op. Board members are not paid in any way.

#### Inclement Weather Cancellation, Delay, and Emergency Policy

If Lancaster City Schools is closed due to weather conditions, **we are also closed**. This includes snow, ice, and flooding, but does not include wind chill. If the district closed for power issues or other emergencies, please double check your email or Facebook for information. We only follow Lancaster City for cancellations, not delays. If there is a delay for Lancaster City, co-op will meet as usual. In any weather conditions, please use your own judgement to determine whether it is safe to travel from your location to co-op. We will not make up time for missed days. Teachers will email assignments to students (or their parents, as appropriate) if needed so as to complete the curriculum by the end of the co-op year.

#### Check-in/Check-out

The parent or guardian of children attending classes is required to check-out at the welcome table if leaving prior to the end of your child's classes for the day. No family will be permitted to drop children off for co-op without a parent or

designated guardian being present for the entire time the children are at co-op, INCLUDING during lunch. If someone other than you is to bring your child to co-op, they are expected to stay at co-op for the entire time that your child is present. This is to prevent having any child participating in co-op without having an adult on site that is responsible for him/her.

In the event that a personal emergency arises during the co-op day, parents are expected to take their children with them or designate another parent to be in charge of their children temporarily. This designation will need to be written on the check-in sheet at the Welcome Table by the parent prior to leaving the co-op site.

The family mailboxes will be located on the welcome table as well. Please check these weekly, as they will contain needed information and updates. Teachers will communicate with you through your mailbox as well.

### Security Procedures

**All adult members will have a nametag sticker at the Welcome table each week that should be worn while you are at co-op.** Please pick your nametag up at the welcome table when you arrive at co-op each week. These nametags serve a dual purpose. They allow us to get to know each other's names, and let us know at a glance who has arrived to co-op that day. If you see someone without a nametag, please feel free to inquire about their presence as everyone who belongs to the co-op should have a name tag.

Please ensure that your children remain in the appropriate places for co-op. We have not been given permission by the church to use whatever parts of the building we please, and have only been given permission to use certain parts of the building for co-op. Please help us be respectful of the church by making sure that your children stay where they belong. During the day, there are several church staff members who are carrying concealed handguns as a security

measure, and as a result the church has requested that we keep our children in the areas that have been designated for co-op use.

At no time are students allowed to go into the woods without an adult with them. Additionally, if students are going to be outside playing at ANYTIME, including after lunch, there must be an adult outside to supervise them. Children AND teens should never be outside playing without having direct supervision, and no one should be going into the woods. Please DO NOT give your child(ren) permission to go outside to play without making sure that there is an adult outside to supervise them.

### Dress Code

In order to promote modesty and respect to ourselves and the church whose facility we use, we are enforcing the dress code policy for co-op. This policy will be in effect for co-op days, as well as for any field trips that we attend as a group. We understand that individual families have different views about what is permissible for their children to wear. However, in an effort to pattern our conduct after that of Jesus and to avoid being offensive to others, the following dress code guidelines have been approved by the board:

~Skirts must touch the top of the knee or have leggings worn under them.

~Clothing must not be skin-tight.

~When shorts are worn, the hem cannot be higher than mid-thigh.

~Tank tops with spaghetti straps are not permitted.

~Shirts that button up may have only the top button remain unbuttoned. No "short length" tops will be allowed where the midriff would show (including when arms are extended). All writing and placement of writing on shirts must be non-offensive to the Christian faith.

~All jewelry must be inoffensive to the Christian faith.

~Proper undergarments must be worn at all times, and **not visible in any way**. This includes pants that are slouching or sagging so that undergarments are seen.

***Any student arriving at co-op in clothing that violates TLC dress code will be required to change their clothing or to go home for the day.***

### Classroom Standards

**It is the responsibility of the student to respect the teacher at all times as the authority in the class, regardless of whether or not the student agrees with the teacher's decision or procedure.**

~Students are to be seated and ready to begin class at the starting time of the period.

~Students are expected to do their homework and be prepared and ready for class each day.

~Students may not be in the halls during class time unless they have permission from the teacher or adult in charge of their class.

~ **Students who do not have a scheduled class during a particular class time will be required to be in a study hall.** No student should be wandering the halls during the co-op day for any reason.

~Students are to be courteous and respectful at all times to teachers, parents, church staff, peers, and guests.

~Students may not talk during class time unless they raise their hand to get permission to speak.

~Students must keep their hands to themselves and not be a distraction to any classmates.

~Students are expected to sit in chairs only, and not on table tops. They must keep all four chair legs on the floor. This way, we show respect for the teacher and class, and do not damage the church's property.

Please remember that WE HAVE NO GYM ACCESS DURING THE CO-OP DAY. This includes using the gym to enter or exit for the day, or taking a short-cut outside. On the rare occasion that we use the gym, we have received specific permission for the use of the gym from the church. Please make sure that your children are not in the gym for any reason, and that you are not using it as a short cut also.

### Student Correction

Because we exist as an extension of the Christian homeschool environment, we believe that working with parents to help children develop Christ-like qualities is of the utmost importance. When a matter at co-op requires discipline, the following will occur:

>The problem will be discussed with the student by the teacher or parent who observed the offense.

>The parent will be notified of the problem, and will be expected to take appropriate action to correct it with his/her child.

>If the problem or behavior continues, the matter will be brought before the TLC board of directors for review. Student consequences at this point could include removal from a particular class, or if necessary, exclusion from participation in co-op. Decisions will be reached on an individual basis, and the board's decision in such instances is final.

Unacceptable behavior includes the following:

~Swearing, vulgarity, profanity, taking the Lord's name in vain, stealing, throwing objects which could cause harm or damage, throwing of food in the

lunch room, meddling with another person's property without permission, frequent critical or derogatory remarks toward an individual (even if "just joking"), public display of affection (handholding, hugging, kissing, body contact), acts of rebellion against school guidelines, reactions of defiance or disrespect toward any teacher, helper, parent, or church staff, physical aggression (fighting, tripping, hitting, etc.), name calling or put downs, aiding or encouraging others to participate in any of the above.

**\*\*This is not intended to be an all-inclusive list\*\***

Severe offenses warranting expulsion will be directly taken to the board. These include:

~Cheating, plagiarism, destruction of church property, sexual immorality (including media that is inappropriate or explicit), drinking or possession of alcoholic beverages, smoking or possession of tobacco, use/sale/possession of illegal drugs, fighting, threatening, bullying, illegal or inappropriate use of a weapon, possession of a firearm at co-op, setting fires or false alarms, habitual committing of less serious offenses, extortion, forgery.

Parents are expected to enforce the rules of the co-op with their own children, as well as any other child in co-op. This is a community of parents, and as such, any and all adults are expected to correct any misbehavior during co-op in anyone else's children. Please DO NOT give your children permission to break any of the rules, or to allow them to be an exception to the rule. When your children are participating in co-op, they are expected to follow the same rules as everyone else—regardless of how your family usually operates. Families who refuse to follow co-op rules, or consistently fail to control their children, will be asked to withdraw from co-op, and will not be allowed to participate in co-op activities again. No refunds will be issued for any classes if any child or family is asked to leave co-op because of behavior problems.

### Lunch room conduct

During lunch, students are expected to behave in a respectful and appropriate manner. **No throwing of food will be tolerated.** Students will also be expected to clean up after themselves and help to keep the fellowship hall clean. Students may only be in the fellowship hall at lunchtime. Use of the microwaves and the refrigerator are permitted, but please make sure that all food items are taken home at the end of the day. DO NOT leave anything in the fridge for the next week. The church has graciously allowed us to use the refrigerator space, but needs the space for its own use during the rest of the week. Likewise, please bring all the lunch supplies you need with you from home. **DO NOT USE, OR ALLOW YOU CHILDREN TO USE, ANY SUPPLIES FROM THE CHURCH KITCHEN.** This includes paper plates, napkins, plastic forks/spoons/knives, cups, or ANY other disposable item that the church stocks. These items are for the church's use ONLY.

### Electronics Usage

Students are not permitted to have phones, ipods, tablets, laptop computers, or any other type of electronic media out during the co-op day. The **only** exception to this rule will be if a student needs to use a laptop in study hall to complete school work. **Absolutely no games, internet browsers, or movies/Netflix should be in use by students during co-op hours.** If students have electronic devices out during class time, teachers will confiscate them and return them to the parent at the end of class. No headphones or earbuds will be permitted to be worn.

### Volunteer Activities

Parent involvement is a requirement for membership in TLC co-op. Our group cannot survive without parent volunteers! Each family must provide 1-2 hours of parent volunteer time per week, depending on how long their children are at co-op each week. There are many areas apart from teaching a class where parent

volunteers are needed. At the beginning of each semester, there will be a list provided of volunteer needs. Each family needs to have a parent participating in meeting these needs in some capacity. If you are unable to fulfill your volunteer role, please find a replacement and let the volunteer coordinator know of the change. No family will be permitted to drop children off for co-op without a parent or designated guardian being present for the entire time the children are at co-op, including during lunch. If someone other than you is bring you child to co-op, they are expected to stay at co-op for the entire time that your child is present.

### Limitation Of Liability

A committee of volunteer parents administers TLC co-op. Member parents assume all risks and hazards incidental to participation in the program and must sign, each year, a form stating that TLC co-op shall not be liable for any loss, claims, demands, injuries, damages, etc. to persons or personal property; neither shall the church where classes are held be liable; nor shall the TLC board of directors be held liable.

### Meeting with the Board of Directors

The board meets once a month to cover various situations or questions that arise. If you would like to meet with the board, please contact a committee member and let them know what you would like to talk about. We will schedule a meeting for you or make time for you at a regularly scheduled meeting. Depending on the agenda for any given month, we may not be able to meet that particular day.

### Modifications to Policies

We may modify any of the terms and conditions contained in this handbook at any time and at our sole discretion. If any modification is unacceptable to you, your only recourse is to terminate your participation. Your continued

participation at TLC following our posting of a change notice or new policy constituted a binding acceptance of the change.

TLC co-op is a private Christian organization; membership is a privilege and not a guaranteed right. Non-compliance and/or abuse of co-op privileges may result in dismissal from the co-op.

### Assembly

A co-op wide assembly will be held each co-op day between the 2<sup>nd</sup> and 3<sup>rd</sup> class periods of the day. Assembly will be held in the sanctuary. During this time we will have a devotion, announcements, pledge, etc. Please make every effort to attend! If you want to know what is going on in co-op, you need to be at assembly. No one is permitted to sit in their classrooms during assembly to wait for class to start. Any children found in classrooms during assembly will be sent to the sanctuary. Parents, please don't give your children permission to skip assembly and go to their classroom. Also, please remember that we are in the church's sanctuary during this time, and remind your children to be respectful of that area.

Board Member contact info.

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