

Policies & Guidelines
for Co-op Track
&
Upper Level Only Track



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Learning Station's Vision, Mission & Values

Vision

Investing in our children's future by inspiring them to reach their God-given potential

Mission

Supporting homeschool families by providing a cooperative learning environment in which students develop academically and socially in a Christian community

Value statement

- *Collaboration*: parents working together to meet shared educational needs
- *Structure*: classroom environment that encourages learning with accountability
- *Community*: cultivating a welcoming atmosphere that fosters positive relationships
- *Safe environment*: students learning and exploring ideas in the context of a Christian worldview
- *Variety*: exposing students to diverse teaching styles, passions, skills, and expertise

Section 1: Co-op Track Policies

General Expectations

Member Responsibility

Learning Station is a cooperative. Our success depends on the contributions of each and every member's time and unique talents. We strive to match members' roles with their own interests, giftings, and preferences. We also try to divide the labor so that no one is overburdened. That does not mean that labor is divided evenly; that is an impossible goal to achieve. The stated guideline for the division of labor is that each member will be assigned duties that are the equivalent of teaching/helping in three classes and one extracurricular. That is the minimum required, but our co-op would fail without the many members who do much more than the minimum.

The three classes/one extracurricular equivalency may be achieved in several ways and is far from an exact science. We try to recognize assignments that require more of a time commitment. For instance, being a member of the upper level drama team often counts for two classes as it is a 15-week, 3-4 hours weekly commitment with additional demands outside of co-op hours. In the same way, if a member has expressed discomfort with leading any class, we may ask him or her to be a helper in four classes rather than just three, or perhaps we'd request that he/she take on a second extracurricular to lighten the load on those who are spending time outside of co-op preparing lesson plans. Both are valuable and needed; we have always been blessed with a complementary mix of people. If everyone looks for ways in which to use their gifts and to help one another as much as possible, then no one should feel overwhelmed by their commitment to the co-op.

Learning Station co-op track members are expected to fulfill a one-year commitment.

Godly character

Members agree that our lives should reflect consistent Christ-like behavior in our personal, church, and public life including but not limited to the following:

- Godly character in your personal life which includes regular and consistent Bible reading and prayer as well as providing Biblical instruction for your children (Romans 12:12, Proverbs 22:6).
- Godly character in your public life which includes sharing Christ with others, leading a life that is pleasing to God, being at peace with everyone (Philippians 1:27, I Thessalonians 2:12, Ephesians 4:1, Romans 12:18), and being an example in speech and conduct, in love, in faith, and purity. (II Corinthians 5:15, Ephesians 5:2, Philippians 1:27)
- Godly character toward the local church which includes regular involvement at church services to develop spiritual gifts, participation in ministry, and fellowship with other believers. (I Corinthians 14:26, I Peter 4:10)

Communication

Communication is vital to the success of our co-op, therefore, each co-op member must commit to respond to email communication from Learning Station. Failing this responsibility places a greater burden on other members. Members should also make a point to regularly check their family's folder which will be in the lobby of LEFC each week.

If a member has a message which is relevant to the entire co-op, he or she has two options. (1) Send the message to the Learning Station coordinator by Saturday evening to be included in the weekly messages. This is the best option as it condenses co-op communication to one email and reduces inbox clutter for our members. (2) Members may also utilize the online forum to send co-op-wide messages.

Each teacher has access to a class-specific forum on his/her classroom dashboard which should be used for communicating with students and parents of that class.

For messages that are not relevant to the entire co-op or to a whole class, please use private email directed to specific individuals rather than the website forum.

LEFC Liaison

Members, even those who currently attend LEFC, should not take Learning Station related matters directly to LEFC staff. Any such requests, inquiries, and concerns directed which require LEFC input should go through Learning Station's LEFC Liaison. In addition, you should direct any LEFC staff-initiated communication regarding Learning Station to the Liaison.

Absences/Substitutes

Sometimes absences are necessary due to illness or extenuating circumstances, but attendance for both adult and student members should be a priority. If you *must* be absent, please follow these procedures:

When you know about your absence in advance	When you have an illness or an emergency on Wednesday morning
<ol style="list-style-type: none">1. Contact your co-teacher and ask her to take charge of the class.2. Contact a substitute from the sub list on the co-op track homepage to fill in for you.3. Report the absences and sub arrangements using the online form linked on the co-op track homepage.	<ol style="list-style-type: none">1. Contact your co-teacher and ask her to take charge of the class.2. Contact a substitute from the sub list on the co-op track homepage to fill in for you, if possible.3. Report the absences and sub arrangements using the online form linked on the co-op track homepage.4. Text or call Adrienne (and/or Jen if you teach UL classes) to alert her.

Elementary-aged students may not attend co-op without their parents except for pre-approved and extenuating circumstances. If approval is granted, the parent must designate another co-op member to be responsible for his/her children.

All appointments, trips, and other commitments should be avoided during scheduled co-op days. Avoidable absences reduce the availability of substitutes for unavoidable ones, place an unnecessary burden on other members, and are contrary to the commitments members make to Learning Station. If a member *plans* to miss any co-op days in a year, he/she should notify the steering committee as soon as possible and preferably prior to registration. The steering committee will consider requests for more than one planned absence on a case-by-case basis. If the steering committee determines that the absences would hinder the member's ability to fulfill his/her minimum obligation to the co-op, the committee will not approve the request. The member may then decide to withdraw his/her membership for the year. Refunds will be issued according to the refund policy, and exceptions to the refund policy will be considered on a case-by-case basis. If a member takes more than one avoidable absence in a year without approval from the steering committee, he or she will require steering committee approval to renew his/her membership for the following year.

Because faithful attendance is vital to the success of the co-op, the steering committee will re-evaluate the membership status of any member who, for two consecutive years, misses three or more co-op days per year for any reason. The steering committee will also re-evaluate the membership status of any member who misses four days for any reason in a single year. Extenuating circumstances will be taken into consideration.

Remaining on Campus

All member-parents are expected to remain at LEFC during co-op hours if he/she has elementary-aged children. Everyone should make themselves available to substitute in emergencies during their free periods. This is not the time to do your shopping, etc. We are not a babysitting service. If you have a particularly light year/semester, please look for ways to help out.

Timeliness

It is important for everyone to arrive on time for Chapel as late-comers are very distracting to the one who is leading this time. Consider adjusting your morning routine to arrive by 8:50 to facilitate a smooth start to the day.

Registration Requirements

Process

The steering committee reviews all membership applications. Acceptance and admittance require a unanimous vote from steering committee members, and approval of applications is at

their discretion. Though not limited to such factors, when evaluating new membership, the steering committee will consider such areas as:

- ability to sign the statement of faith
- class size
- applicant's connection to a current or previous co-op member (and his or her subsequent recommendation)
- membership or connection to the hosting church

Applicants are first accepted and then admitted.

Condition of Continued Membership

Continued membership in Learning Station co-op track is contingent upon:

- a cooperative spirit displayed by both the parents and children
- adherence to core beliefs and objectives of Learning Station
- a shared vision of the common goals and beliefs of Learning Station
- pursuit, teaching, and modeling of Christ-like principles, attitudes, and behaviors
- family's adherence to membership requirements

Additionally, the steering committee can nullify a family's membership if the above are not met, or:

- a family member is charged or convicted of a civil or criminal offense
- a family member misrepresents the membership requirements.
- a family repeatedly and knowingly violates Learning Station's policies and/or rules

Registering additional children

Families may only register children for whom they are the legal guardian (i.e.: parent, adoptive parent, foster parent, etc.). Only children who are registered may accompany members.

Learning Station is not prepared to accept the added liability of having non-registered children on the premises.

Under special and unavoidable circumstances, the steering committee will consider requests to allow a member family to register a child for whom they are not a legal guardian. If approved, an additional fee would be added to the member's registration. The steering committee will consider requests on a case-by-case basis under the following circumstances:

- The member submits his/her request for an exception in a timely manner.
- The member has a close enough relationship with the parent(s) of the child (i.e.: close relative) to presume the status of in loco parentis.

- The relationship between the member and the parent(s) is a personal one and not merely a business one.
- The child is with the member's family on a routine and regular basis.
- There are no other reasonable care options for the child during Learning Station hours.
- There is space available in the appropriate class for the child.

While the steering committee will consider all requests with as much grace and understanding as possible, the committee must also consider Learning Station policies, procedures, and insurance coverage, all of which presume that a child's parents will be on the premises.

Teaching/Helping Duty Policies

Supervising Elementary-Aged Students

Elementary children must always be supervised by two adults, except when one teacher is walking the children to their next class. Children are to walk quietly to their next class. Please do not let the children run, jump, or move about our church facility unattended. Ask your students if they need to use the restrooms and make a "pit stop" if required while in transition to their next class.

Elementary students may remain on campus after elementary classes are finished if his/her parent is also on campus. Elementary students must be always supervised by a parent, another adult, or a responsible teen. Upper level monitors are not responsible for elementary-aged students.

Snacks for Elementary

Second and third session teachers of each grade group should consult one another to determine the best time to schedule a snack for students. The second session teacher may either allow time for a snack at the end of class or the third session teacher may allow time at the beginning of his/her class. Students are required to provide their own snacks if they desire to have one. Snacks should be quick and easy to eat and not be anything messy.

Elementary Dismissal

Parents of students aged 0 to 8 (Mavericks, Explorers, Trailblazers, Trackers) should plan to pick up their children directly from class. Parents who teach third session will need to plan to pick up their students in a timely manner. Possible suggestions include: a) Ask a mom who is not teaching third period to help you out by picking up your students from dismissal point. b) If a co-teacher has older children who do not need to be picked up, he/she should stay with the class while you pick up your students and return to the classroom. Older elementary students (Rangers and Mountaineers) may be dismissed from class on their own. They will be instructed to either meet their parents at a pre-arranged location (like the parents' 3rd session classroom) or to wait in the lobby. Parents and children should be mindful that upper level classes are in session during elementary dismissal, so everyone should move through the halls quietly.

Collaborating with co-teachers/helpers

For fall classes, teachers should meet with their co-teacher(s) before September to plan for the class, plan the budget, and prepare a course syllabus. For spring classes, teachers should collaborate before January. There are different models for teaching a co-op class. As teachers, you should meet to decide which model you want to use. Although there are numerous possible variations, the two basic models are as follows: (1) Co-teaching model where co-teachers teach every other week or perhaps one person teaches the first 5 weeks and the other teaches the last 5 weeks. (2) Headteacher/helper model where one person plans and teaches the class, and the other person assists during class time and with whatever other help the primary teacher needs.

It is important for all teachers listed to agree on the model being used.

Guidelines/suggestions for planning a class

It is the desire of the steering committee that co-op classes be a fun and vibrant learning experience.

Here are some suggestions from the steering committee regarding this and how to engage the students in such a way that co-op continues to be something that they enjoy. We want co-op to be an enjoyable, fun time for our kids—not just babysitting!

- include lots of hands-on projects, involving the kids in active movement where you, as the teacher, are prepared to interact enthusiastically with your students.
- consider the varied learning styles of your students and vary your lesson plans accordingly (visual, auditory, kinesthetic, etc.)
- incorporate a project of some sort (a map, model, etc.) so that the students have something to show for their work at the end of the semester. These items should be displayed at the closing program. It is the expectation of co-op that each class does a display or in the case of the music classes, perform at the closing program
- use videos sparingly and only when truly complementing the goal of the lesson. A lot of class interaction should be included, not just watching the video.
- avoid worksheets or use them very sparingly for those under 5th/6th grade. Remember that the abilities to read/write vary greatly in the early elementary years. Also, remember that worksheets/coloring, etc. can be easily done at home. Look for group activities, like games, skits, etc. that reinforce learning and are not easily done on an individual basis.
- invite guest speakers who are a great resource specifically for classes like Community Helpers, Safety, World Religions, etc.

Budget for class supplies

Each co-op track class (elementary and upper level) is allotted a budget of \$100 per semester as a guideline. Some classes will need more and some less. Teachers should communicate with

the elementary coordinators if they anticipate needing more than \$100. Any expense teachers incur for their classes should be submitted online for reimbursement. Please check the inventory list before purchasing new supplies. We do keep reusable items on hand and sometimes have consumable ones as well.

Class Syllabus

Your syllabus should be uploaded to the Classroom Dashboard on the website by July 15 for fall classes and December 1 for spring classes. A tutorial is available on the website's homepage. Previous years' syllabi are available as a guide on the website. Each syllabus should contain the following information in the heading: Learning Station, Name of Class, Semester and Year (i.e. Fall 2014), and Teachers' Names. The steering committee strongly recommends that you set your syllabus up by weeks and list skills that will be covered for each week. This helps when compiling portfolios. A template is available [here](#).

Program for the closing program

Prepare and submit a short summary of your class to the program typist for the closing program three weeks in advance of the final class.

Certificates of Completion:

A certificate of completion for portfolio purposes should be placed in each student's family's hanging folder at the end of the semester.

Program Night Displays

Whenever possible, plan a display or presentation for program night.

Copier

LEFC graciously allows us to use the copier in the basement of the church for a low per-page fee. Our code is 10500. You may make copies at a print shop and submit the receipt for reimbursement, but for plain black and white copies, the cost will be much less if you make them at LEFC.

Elementary class discipline

If a student's participation in class is inadequate or disruptive, the teacher will first discuss possible resolutions with the parent. Parents should be open to the teachers and the feedback they provide. If a mutually satisfactory solution is not found, the teacher and/or the parent may involve Learning Station leadership. This person(s) may report to the steering committee to obtain guidance and support as needed. As parents and teachers, we all need to work together to ensure that standards and expectations are being maintained and followed.

Toddler class discipline

Wednesday morning format tends to be long for the little ones. While we understand that this is a preliminary training period for this age group, any inappropriate behavior such as hitting,

excessive pushing, etc., will result in a time-out for the child. If there is a persistent behavior problem, parents will be notified at pickup time and asked to stay the next week during the parent's free hour to assist the teachers in resolving the situation.

The parent should inform nursery workers of any potential behavior concern, for example, if a child has been biting others. If a child does bite or intentionally harms another child, the parent will be notified and asked to remain in the nursery until the behavior is under control.

Set-Up/Clean Up

Teachers are responsible for set-up and clean-up in their classrooms. Please leave classrooms in the condition they are found or better. If you have the last class in your classroom, clean the dry-erase boards, stack the chairs, turn off the lights, and shut the door.

We ask that everyone, who is available before and after co-op, assist with general set up and clean up. We want to be considerate guests and leave everything as we find it.

Section 2: Co-op Track & Upper Level

Policies Regarding Conduct

Learning Station should be a place where everyone in the group feels a sense of unity and encouragement. Parents and students should strive to encourage and edify one another.

Verbal or Physical Harassment

All co-op members shall refrain from vulgar, demeaning, discriminatory, or harassing behavior, and speech. Bullying and fighting will not be tolerated. Students should report any threatening interactions or altercations to a teacher or the steering committee.

Dress Code

Students and teachers will wear modest clothing reflecting Christ and showing respect toward other students and teachers. All clothing, jewelry, and hairstyles should not be distracting.

- Shirts with sleeves or modest sleeveless shirts are permitted. No midriff style shirts, revealing necklines, or tank tops.
- Shirts and pants must meet when standing or sitting and must be worn at or above the hips.
- Clothing that advertises or promotes alcoholic beverages, cigarettes, or any other objectionable/offensive activity or message, will not be worn.
- Shorts or skirts will be no shorter than "fingertip" length.

Weapons Policy

Students may not possess, at any time, a weapon in a vehicle, in any of the church buildings or on the grounds, or during a sponsored co-op activity. The definition of “weapon” includes, but is not limited to:

- Any knife, cutting instrument, cutting tool, stick, nunchuck, club, firearm, shotgun, rifle, air gun, or spring gun. We understand that sometimes a knife or cutting tool is to be used in an activity (e.g., Woodcarving, Cooking Classes). In that case, they may be used in a structured and supervised activity.
- Any “look-alike” of any listed above.
- Any item intended to be used or being used to inflict bodily injury or property damage.
- No items are to be used to make a weapon of any kind, i.e., paper clips, rubber bands, pencils, etc.

Drug & Alcohol Policy

Learning Station policy prohibits the use of tobacco, drugs, and alcohol by ALL PERSONS, students, and adults, at all times on-premises. This includes electronic nicotine delivery systems (ENDS). ENDS are noncombustible tobacco products such as e-cigarettes or vapes. Learning

Station strives to maintain a drug-free environment. It is a violation of this policy to use, possess, sell, or be under the influence of any drug or have in your possession drug paraphernalia. We operate on a zero-tolerance policy. In the case of reported or observed use of any of the above, disciplinary action will be taken which could include immediate expulsion from all Learning Station classes and activities for the remaining school year. No class refunds will apply in this case. Consideration will be made for the following year based on the steering committee's decision.

PDA

Learning Station hopes to be a place of unity and encouragement. Considering that goal, students should refrain from public displays of affection (PDA) such as kissing, touching, handholding, sitting close, etc. during classes, in study hall, during rehearsals, at Learning Station events, or on field trips. Concerns regarding PDA should be brought to the upper level coordinator to be addressed in an appropriate manner.

Discipline

Parents will be notified if students fail to uphold Learning Station's code of conduct or policies, and disciplinary action may be taken. Disciplinary issues which are not resolved may result in permanent dismissal from Learning Station.

The steering committee reserves the right to address and determine consequences for behaviors that are not specifically described in the written policy. Consequences may include expulsion if those behaviors negatively impact the safety or well-being of other students or teachers, disrupt the learning environment at Learning Station, or violate the law. Every reasonable attempt will be made to resolve the issue before termination is required. No refund will be made.

Respect for Hosting Church

All members should work together to leave the church and the church grounds in the same or better condition than they found it. Students should not run in the hallways or play any games that could result in damage to LEFC's property. Members should refrain from using any of LEFC's consumable supplies. Finally, everyone should practice courtesy toward LEFC staff members by not entering the office area and not sitting or playing in front of the office windows.

Other Policies

Wellness Policy

- If you or your child has flu-like, intestinal, or other virus symptoms, please keep your family home. Co-op track members should find a substitute to cover their assignments.
- If you/your student(s) have had a fever, please do not return to co-op until you have been fever-free for 24 hours.

- If the co-op gets hit hard with an outbreak, we will reach a limit on the number of teachers that can be absent before we must consider canceling classes. For that reason, please inform the Learning Station coordinator if you will miss co-op and who you found to substitute.
- Most importantly, please pray for protection against illness for our students and teachers, especially during our program nights.

Winter Weather Delay

Learning Station follows the Warwick School District delay and cancellation schedule. Listen to WJTL for delay updates or check our website. If Warwick cancels, all Learning Station classes will be canceled. If Warwick runs on a delay, Learning Station will follow a modified schedule which is posted on the website.

If there is ANY snow in the parking lot and there is any driveway and parking area cleared, PLEASE stay on the cleared area. This will make further snow clean-up easier. Clearing surfaces that have been driven over can be difficult. Also, please be careful about the amount of snow that you bring into the building.

Special Education Limitations

Learning Station desires to work with all students and their families to provide a positive experience. Our member-teachers are not equipped to meet every need of every student and every family. If a student or family has needs that fall outside the scope of classes offered or the abilities of our teacher, it may be necessary for the family to find a different educational environment and resources.

Disagreements

If a parent, teacher, or student wishes to challenge a decision or action of the leadership affecting their membership or continued involvement in Learning Station they should first air that grievance to the Learning Station coordinator. If there is no resolution at that point, the coordinator will take the concern to the steering committee. The steering committee will then discuss the best steps toward a resolution which include but are not limited to:

- having those who feel wronged come to share at a steering committee meeting
- designating one or more members to work more closely with the situation and report back to the steering committee
- asking someone in spiritual authority not directly related to the situation to step in and mediate

Fees & Payments

Where to mail payments

Hand-written or bank-issued checks may be mailed to the financial coordinator, *Laura Fahnestock, 421 Weber Road, Lititz, PA 17543*. If using an online banking service, be sure the

“Pay to” lines are correct and the first address line is *c/o Laura Fahnestock*. Checks will either be made out to *Learning Station, CHALC, or an individual ULA teacher*.

Nonpayment

Anyone not paying their registration or class fees in full by July 1 will be assumed to be withdrawing their membership in the co-op and/or class fees will be removed from the schedule unless prior arrangements have been made with the steering committee. Class registration and fees occurring after June 20 will be due within 15 days.

Textbooks/Class Supplies/Field Trips

Parents are responsible to purchase any class textbooks and supplies that are required by the teacher. Students must have these items with them at the first scheduled class. Text/supplies needed are listed in the class description provided on Learning Station’s website. In some cases, the instructor may send out more information about books or supplies needed closer to the time classes begin. Some classes may schedule optional field trips. Any expenses incurred for travel, admission, etc. will be the responsibility of the student.

Submitting Registration Fee

Co-op and upper level track fees are due by June 15. Members will be prompted to mail payments to the financial coordinator in June. For upper level class registrations made after June 1, payment will be due within 15 days.

Co-op track members, please note that your commitment to Learning Station is binding once co-op registration ends on April 15. *The delay in collecting the registration fee is a matter of convenience and not an indication that members may equivocate on this commitment.*

Refunds

The co-op track registration fee is non-refundable, but in the case of unexpected family circumstances (i.e., serious illness, death, etc.), the steering committee may vote to refund registration to a departing member.

For upper level classes, no refunds will be issued for fees paid to ULA teachers. Refunds of registration fees and class fees for ULB classes will be considered by the steering committee for extenuating circumstances only.

Co-op Track Registration Fee

Fee Schedule

\$95 per family w/1 child enrolled + \$30 CHALC fee*

\$105 per family w/2 children enrolled + \$30 CHALC fee*

\$115 per family w/3 children enrolled + \$30 CHALC fee*

\$125 per family w/4 or more children enrolled + \$30 CHALC fee*

\$50 per child not in the immediate family (Approval from steering committee required. See the registration policy on the co-op homepage for details.)

**You will be able to get a partial refund for the CHALC fee through CHALC if you are already a member of another co-op or support group. Refunds will be issued automatically in April.*

Upper level fees

Fee Schedule and Submission

The upper level fee structure is based on the track you have chosen and whether or not you intend to fulfill your monitoring duties. (See the monitoring policy for more information.) The differential in fees is applied after registration in the form of discounts, so members should wait until all discounts are applied before submitting payment. An email will be sent to alert members that accounts have been updated. Even though payment is not due immediately after registration, upper level members should not view their class selection as tentative. All registrations should be made in good faith.

Co-op Track		Upper Level Only Track	
Monitor Opt-In	Monitor Opt-Out	Monitor Opt-In	Monitor Opt-Out
Registration fee \$0	Registration fee \$20 per ULA per class per semester	Registration fee \$10 per class per semester	Registration fee \$30 per class per class per semester
No fee for ULB classes ULA class fees (varies) payable to individual teachers		ULB class fees (\$60 -\$80 per class per semester) payable to Learning Station. & ULA class fees (varies) payable to individual teachers	
CHALC fee billed with co-op track registration		\$30 CHALC fee payable to CHALC	

Monitoring Duties

Every parent of an upper level student is expected to serve as a study hall or hall monitor during the semesters his/her students are enrolled unless the parent opts out. This choice impacts your registration fee (see upper level fee schedule for details). Therefore, upper level families must register their opt-in or opt-out status under their profile by June 1.

The number of monitoring slots assigned depends on the number of classes in which your student is enrolled. Co-op track families may be asked to cover two monitoring slots (1 to 1.5 hours long) per ULA class per semester per enrolled child. Upper-level-only track families may be asked to cover up to two monitoring slots (1 to 1.5 hours long) per ULA/ULB course per semester per enrolled child. Members will sign up for their preferred time slot each semester in August and December. Those who do not sign up will be assigned to unfilled timeslots. There is no guarantee that time slots will concur with your student's class schedule.

Those who opt in are expected to fulfill their commitment. If illness or other matters make it impossible for a member to serve his/her slot, there are three options:

1. Switch slots with another member
2. Have a spouse cover the slot (no adult children or grandparents without prior approval)
3. Pay a \$10 fee for the missed slot. The fee will be due within 10 days of the missed time slot.

Statement of Faith

Affirmation

Our co-op track members affirm the statement of faith held by our hosting church, LEFC. Upper level track members do not have to affirm the statement of faith, but they must accept that Learning Station leadership and teachers operate in agreement with that statement and agree to respect and defer to the policies and principles set by the steering committee. Members must also promise not to oppose, undermine or malign the beliefs outlined in our statement of faith and affirmed by all of our co-op track members and upper level teachers.

Statement

The following is the statement of faith of the Evangelical Free Church of America, the national organization with which this church is affiliated and whose theological convictions we hold. The steering committee has added a statement on gender and marriage for clarification.

God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without

error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.

Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah- was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.

The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially and to live out our faith with care for one another, compassion toward the poor, and justice for the

oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

We believe in the personal, bodily, and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

Response & Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

If you would like to read the scriptures that inform our statement of faith, please click on this link to read the statement of faith with scripture references:

<https://www.efca.org/about/what-we-believe>

Gender & Marriage

We believe that God created mankind in His own image and that God created human beings in two sexes of equal value: male and female. One's sex is an immutable characteristic that is determined by a person's biology at birth/conception. As such, the attempt to adopt a sex other than one's birth sex is immoral. We believe that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside of the marriage relationship is sinful.

Section 3: Upper Level Policies

Expectations

Age/Grade Requirement

Upper level classes are open to students in 7th through 12th grade who are at least twelve years old as of September 15 of the school year. Individual classes may have additional grade/age restrictions.

Know and Follow Guidelines

Learning Station families who have students in upper level classes are expected to read and know Learning Station's policies as well as agree to the following guidelines which have been instituted to make all classes run smoothly and be profitable for all students.

Attendance

Registering for an upper level class is a commitment to be an active part of the class. Therefore, students are expected to attend all classes in which they are enrolled. If the student must be absent, teachers should be notified via email and arrangements should be made to catch up on missed notes and work before the next class. Parents will be notified when a student misses a class. If a student misses two classes in a semester, he/she may be dropped from the roster. No refund will be issued. Extenuating circumstances will be considered by the upper level coordinator.

Homework

Students will complete and turn in homework on time. After two late and/or missing assignments, the teacher will notify the parents via email. If a third offense occurs, the student may be dropped from the class with the potential for termination of Learning Station membership. No refunds will be issued. Teachers will set their own policy regarding late submission of homework. They are under no obligation to credit students for work that is not submitted in a timely manner. Teachers will consider extenuating circumstances on a case-by-case basis.

Parent Responsibility

Learning Station functions as a homeschool co-op that brings families together for the sake of working cooperatively to enhance (or aid in) the education of our children. Since Learning Station is not a school, parents are responsible for requiring students to complete their assigned work: monitoring students' weekly progress, checking students' status on the Classroom Dashboard, and maintaining school records/transcript. While parents retain the role of supervisor of their child's education, they are expected to allow upper level teachers to set the assignments, due dates, and consequences without undue interference. Parents and students are also expected to have a cooperative spirit and to abide by any special expectations, instructions,

directions, or policies that a teacher may provide. This allows the student to adjust to the requirements of another teacher. Finally, Learning Station's upper level teachers very much want to work with students and their families. If your student is struggling with an assignment or with any aspect of the class, please communicate with the teacher. Students who continually struggle with assignments may require more assistance at home. Teachers are not expected to tutor students outside of class unless they detailed such services in their class description and included it in their class fee.

Communication

Learning Station communicates with members through the website's forum. Members must commit to read all communication from Learning Station and respond when necessary. Weekly announcements are emailed during the school year. If you do not receive these announcements, please check the message delivery preference settings in your profile on the website.

Email addresses will only be available to Learning Station families and teachers. If an upper level student's email is not provided, it is the parent's responsibility to relay teachers' correspondences to the student. A parent's failure to pass along important messages will not be accepted as an excuse for students not having the necessary assignments or information.

Timely Pick Up

The last regularly scheduled upper level class ends at 4:00. All students must leave the building and the campus at that time. Please be considerate of the upper level coordinator's time and plan to pick up your student(s) no later than 4:00.

Study Hall Guidelines

Students may not wander in the building. If not in a class, students may use one of the areas designated as a study hall.

Social Study Hall

- Students may go outside, but they must stay within view of the entrance to the upper level hallway by Room G56.
- Quiet conversation is perfectly acceptable. Please be sure your voices do not carry further than the group you are sitting with. This especially needs to be remembered when playing a game or conversing in a large group.
- Please refrain from eating in room G56. Take your lunch and snacks to the cafe area or outside to consume.
- Music is only allowed with earbuds.
- The social study hall is open between 9:05 a.m.-4:00 p.m.

Quiet Study Hall Guidelines

- The area designated for a quiet study hall should remain quiet for students to do work.

- Music is only allowed with earbuds.
- Please do not eat in the quiet study halls. Take snacks and lunch to the cafe area or outside to consume.

Section 4: Steering Committee Guidelines

Confidentiality

For the benefit of Learning Station members, the steering committee will maintain confidentiality when discussing sensitive issues. The steering committee will share relevant decisions with members.

Meeting Procedures

The Learning Station coordinator or designated member determines meeting dates and times, striving to choose accommodating dates. Members are expected to make every effort to attend.

A quorum which consists of 2/3 of the steering committee members must be present. The steering committee shall consist of 5 to 10 members.

Before the meeting, the Learning Station coordinator or a designated member will issue reminders of report submissions and requests for agenda items. Closer to the meeting date, reports, agenda, and other pertinent documents will be sent out.

Number of SC Members	# of votes required to pass resolution
5	4
6	4
7	5
8	6
9	6
10	7

If a member is aware that he/she will not be in attendance, it is his/her responsibility to provide any information to the Learning Station coordinator before the meeting; this would include reports, proxy votes, and comments to be read to the steering committee, and any other concerns he/she would wish to have voiced.

Any member may submit a proposal for discussion. The procedure for adopting a proposal is as follows:

1. Open an orderly discussion
2. Move made by any steering committee member to accept, reject, or modify the proposal. Additionally, members may move to table the decision until a later date.
3. A motion must be seconded by any other steering committee member.
4. All steering committee members present at the meeting vote. A passing vote requires $\frac{2}{3}$ of all current steering committee members.
5. Members should respectfully address the concerns of those with opposing views and values and incorporate their ideas when possible.

Any time-sensitive issue may be decided between meetings via email when necessary. The Learning Station coordinator or designated member will establish and communicate the procedure for such a vote.

Individual Roles

The steering committee is a team, so no member is expected to perform his/her role in isolation; however, each member has autonomy within his/her defined role. Members are accountable to the steering committee and should maintain open lines of communication by submitting regular reports and sharing relevant information with each other. All should bring major issues, decisions, or changes to the steering committee for discussion and a vote. Issues that merit a committee vote include:

- Policy or procedure changes including changes to wording
- Acceptance and admittance of new co-op track members
- Approval of annual budget
- Approval of expenditures above or outside the allocated budget
- Acceptance of new ULA teachers
- Disciplinary action or expulsion of a member or student
- Case-by-case exceptions to policies/guidelines

Commitment

Participation on the steering committee is a multi-year commitment. However, renewal of this commitment takes place yearly in correlation with the submission of the elementary survey.

New Steering Committee Members

As needed, new members will be added to the steering committee to either replace outgoing members or take on a new role. Steering committee members will suggest and discuss potential candidates. After a $\frac{2}{3}$ vote of approval on one of the potential candidates, a steering committee member will contact him/her about serving on the committee. If willing, the candidate will attend and observe three meetings to understand the position and discern if they are called to serve in leadership. After three meetings, the steering committee will vote to extend an invitation to the candidate to join the steering committee as a member with full responsibilities and voting rights. Upon affirmation, the candidate will be asked to accept or decline the position.