

KC LEARN Policy Guide

Updated for 2024-25 Membership Year

07/01/2024

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About LEARN

LEARN is a secular group of over 150 families from all over the Kansas City Metro area.

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 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 are committed to creating and nurturing an inclusive, diverse, and affirming homeschool community for every student and family, regardless of nation of origin, race, immigration status, religious affiliation (all faith/non-faith belief systems), disability status, or LGBTQIA+ identity.

We value community, connection, and belonging.

We encourage our community through affirming actions, language, and service.

We value service to community.

We consider service the foundation of our LEARN community. Each member's volunteer contributions are essential to build our community.

We strive to be anti-racist.

We acknowledge that racism can be unconscious or unintentional, and that identifying

racism as an issue does not automatically mean those involved in the act are racist or intend the negative impact. As an organization we vow to purposefully identify, discuss, and challenge issues of racism and their impacts on our organization, its systems, and its people.

We hold the expectation that all participants in LEARN will fully affirm the gender and sexual identities of our LGBTQIA+ members.

We strive to be anti-homo/bi/transphobic and to use affirming language around gender identity, such as always using persons' preferred pronouns. We know mistakes might be made unintentionally, and we will purposefully call in opportunities for education.

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 anonymously by filling out the [LEARN feedback form](#).

Definitions

- **LEARN Home Education Network** (Let Education Always Remain Natural) - a secular homeschool group 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 Wednesdays in the fall and winter/spring. Fees for class enrollment - no fee 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 - an adult who has agreed to be responsible for up to four children not their own during an activity or event.
- **Member** - an adult with pre-school/school-aged children 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.)

History

LEARN Homeschool Support Group was formed in January of 1995 when Kriss Miller, Kelly Wilson, and Seneca Gilbreath, and members of the now defunct Midtown Homeschool Group, organized a group for families seeking to educate their children at home for

non-religious reasons. The group served approximately 10 families at its inception and activities offered included monthly support group meetings, field trips, and weekly gatherings for youth to share activities and social experiences.

Although Seneca's family's needs changed, Kelly and Kriss continued to oversee the growth and expansion of LEARN. Services expanded with the needs of the community and eventually included monthly support group meetings, weekly field trips, a monthly newsletter, Recognition and Commencement Ceremonies, Talent Shows, Scout troops, teen and pre-teen specific activities, subject related clubs, Parent's Night Out gatherings, dances, and many more social activities. An annual highlight was unProm, a theme-based family masquerade ball. On Memorial Day weekend in 2004 LEARN put on LEARNapalooza, a regional homeschool conference for secular homeschooling families, at the Hyatt Regency Crown Center in downtown Kansas City.

After 10 years as a primary support for the secular community, LEARN had grown to include 250+ families from around the greater Kansas City Metropolitan area. With growth it became apparent that there was a need for multiple groups to serve this population. After much painful deliberation, the leadership of LEARN realized that it needed to cease operation to encourage other organizations to form. Several secular or inclusive support groups organized as a result.

In 2007 Kriss Miller, Jessica Mattingly, and Cheryl Westra reformed the group as LEARN Home Education Network, an organization focused primarily on serving new homeschoolers seeking secular support and on educating State Legislators and the general public regarding the diversity of the homeschool community. A year later the coordinators decided that LEARN would once again expand its range of services, re-merging with the active teen group co-coordinated by Carolyn Pajor.

CIRCLE, created in 2008, began as a group of families practicing attachment parenting principles. In August 2014, under the KC-CIRCLE leadership of Mandy O'Brien and Dionna Ford, KC-CIRCLE officially became part of the LEARN Home Education Network.

LEARN continues to expand to meet the needs of the secular homeschooling community by providing a variety of activities, including group classes at multiple locations, a metro-wide Teen Formal Dance, co-ops, holiday parties, an annual field day/reunion and much more.

We appreciate the vision and dedication of the founders and volunteers who created and sustained LEARN in the past. Board Members now manage the day to day business of the group with the help of volunteers in the community.

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 feel safe 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.
- We believe in living by the platinum rule: "Treat others as they would wish to be treated."

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. 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 to only those persons. If that does not resolve your concerns please email kclearn@gmail.com to set up a time to speak with Board members.

The Board reserves the right to address behaviors not mentioned below on a case by case need. However, the following behaviors specifically are not acceptable:

- 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 gross negligence.

It is imperative that all LEARN participants, adult and youth, understand and comply with the

above expectations: **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, individuals are typically expected to address the infraction, **in a respectful, direct, and discreet way**, with the other party, who is expected to respond respectfully and change the behavior. If a child is involved, speak with the parent first. It may be appropriate for adults supervising a child to address the child first, but every effort should be made to inform the parent if the behavior was ongoing or egregious.
2. Damage to property or facilities caused intentionally or by gross negligence will be assessed, and the individual responsible will be required to make amends. The cost of damage will be borne by the individuals/individuals' families who created the damage.
3. Outside mediation may be recommended by the Board .
4. In certain circumstances, the Board reserves the right to request that a family withdraw their child or entire family from activities permanently or for a set period of time 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 pertinent information to member emails provided, on Homeschool Life Forums, and in the Facebook group.

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 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 gross 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:

- 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.)
- Agree to and follow the Behavior Policy and Code of Conduct

Teen activities include regular gatherings, group activities, Spring Formal, Fall/Winter Dance, volunteer opportunities, graduation for Seniors, and other opportunities.

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 Wednesdays. 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.

Cancellations due to weather or other unforeseen events will be communicated via Homeschool Life and Facebook.

Participation in classes is not mandatory. 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! *Our volunteer parent teachers/coordinators will be able to enroll in a limited number of classes prior to open enrollment each term.*

Class fees generally run from \$20-\$100 per term per class and include:

- nominal fee for space rental and administration
- possible costs to cover supplies and/or instructor fee as determined by the convener

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. Please note that enrollment is on a first come first served basis and some classes may fill within a few minutes of opening. 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 Tier 2 Class Co-Op 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. 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 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.

An atmosphere of mutual respect and consent offers the best opportunity for learning and is the basis of our co-op programs. 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. Participants often discuss the classes they are planning to offer in the Facebook community group and Homeschool Life Forums prior to the start of the planning month.

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 they 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). CIRCLE and LEARN follow the inclement weather cancellation policy of the school district in which the class is occurring. 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
 - c. Examples of consumable supplies include: construction paper, eggs, glue. Please research market prices for these items when submitting class fees.
 - d. Examples of supplies that you would NOT be reimbursed for include: scissors, pencils, crayons

*****Note** - when you open the Self-Created receipts template in Google Sheets, [please download a copy of it to your 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. Amount
5. 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 download a copy of it to your 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 semester, 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. 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.

Social Media Policy

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

Do not screenshot LEARN community posts to share 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, vendors, or services. 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.

LEARN has three membership “tiers”:

1. **Tier 1** is our Social Activities Membership. This membership allows families to attend all social activities, including Teen Meetups, Dances, Double Digits, clubs, and any other paid social activity sponsored by LEARN. Tier 1 membership is \$30 per family (prorated on January 25th to \$15).
2. **Tier 2** is our Class Co-op Membership. This membership INCLUDES access to all events included in the Social Activities Membership, and ALSO includes access to our two class co-ops - SCENE and CIRCLE. Tier 2 membership is \$50 per family (prorated on January 25th to \$25)
3. **Tier 3** is for our Recent LEARN Graduates (families whose children have all graduated). This membership allows for participation in social events and activities for graduates up through age 19. Tier 3 membership is \$15 per family.
 - a. Beyond age 19, alumni are free, but their participation is generally limited to our annual picnic. We welcome all alumni to stay involved in our community through the Facebook public page and volunteering. Free membership does not include access to 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 in any tier 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. For paid member events (i.e., participation in SCENE, CIRCLE, parties, etc.), we ask that you only bring your family members who are covered by your membership. 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 another adult to POD (“parent-on-duty”) your child for a CIRCLE class, that adult does not need to be a LEARN member.

- However, if the adult needs to bring their own non-member child(ren) to participate in CIRCLE events while POD'ing for you, they will be required to contact the class organizers.
- They may be required to participate in 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 the membership fee for Tier 2. 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

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 enroll in SCENE classes, their family must apply to join LEARN and pay the membership fee for the Class Co-op Tier. One-time visitors to SCENE classes should be cleared with the class teacher and a supply fee may be collected.

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 injury occurs at any LEARN event, the involved families should fill out the

[incident report form](#) found in Homeschool Life Publications. If the incident occurs during a SCENE/CIRCLE event, we ask that the convener/instructor also fill out a 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 a parent; (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 on Zoom

- 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 (for Board member communications), 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 are expected to supervise and be accessible to their children unless the activity is specifically posted as a drop off event. Parents may ask another parent 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, please notify a Board member and make a notation on the sign-in sheet. 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 by February of the year they will participate in the ceremony. 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.

The Missouri Department of Elementary and Secondary Education lists public school graduation [requirements](#), which families *may* use as a reference for their high school students.

Kansas does not delineate their graduation requirements in a clearly marked way but families *may* choose to refer to this document: [Kansas Graduation Requirements](#)

Neither state 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 participation in LEARN. If needed, please contact the Board at kclearn@gmail.com to make payment arrangements or inquire about scholarships 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 exists because of its dedicated community, including our Board Members, committee

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](#).