

LINDSAY LANE CHRISTIAN ACADEMY (2010-11)

Home Education Cooperative Policy

Welcome to Lindsay Lane Christian Academy's Home Education Cooperative (LLCA Co-Op). We pray your participation will be rewarding. Please read this policy document thoroughly. You will be required to sign a statement of agreement to abide by these policies prior to the beginning of your first semester and at the beginning of each school year. If you have any questions regarding these policies, please contact a Steering Committee member for clarification.

For Him and the children,
LLCA Co-Op Steering Committee and Director

VISION

*"As each one has received a gift, minister it to one another, as good steward of the manifold grace of God."
(1 Peter 4:10)*

MISSION STATEMENT

*Jesus said to them, "You shall love the Lord your God with all your heart,
with all your soul and with all your mind...And the second is like it:
You shall love your neighbor as yourself." (Matt. 22:37-39)*

LLCA Co-op operates as a Christ-centered organization and functions from within the Christian worldview. As such, the teachers and curricula covered will always follow the Christian viewpoint. Our mission is to:

- 1) Provide a supplement to our families' home teaching through a variety of educational and enrichment classes in a safe and loving environment.
- 2) Strengthen Christian home educating families by providing times of close fellowship and interaction.
- 3) Co-labor with each other under God's direction to achieve excellence by serving each other through our strengths.
- 4) Display the positive principles of home education to our community.
 - a) *Christ-centered co-op* – We believe the Bible is the infallible word of God and strive to glorify Jesus Christ.
 - b) *Safe and loving environment* - We value unconditional love for and grace toward one another.
 - c) *Fellowship* - We desire close interaction to encourage and strengthen one another.
 - d) *Co-laborers* - We value the uniqueness each member brings.
 - e) *Excellence by serving* - God has given us an immense responsibility to teach our children in the way they should go. By drawing upon each other's gifts and talents, we hope to provide quality educational experiences, lasting friendships, and precious memories for our members.

STATEMENT OF FAITH

LLCA Co-Op adopts the Lindsay Lane Baptist Church Statement of Faith in its entirety and without exception.

CHURCH USE

Lindsay Lane Baptist Church (LLBC) has been most gracious in allowing us use of their facilities. In doing so, a great deal of trust has been placed in the parents and children of LLCA Cooperative.

- Please use the facility wisely and express gratitude.
- Respect and honor all requests made by the staff to the LLCA Co-op.
- Do not waste water or paper products provided.
- Keep the tone of our voices pleasant - no yelling as other classes may be in session.
- Do not disturb others working in the buildings.
- Notify the director of lost or broken items.
- Do not use supplies that are in the rooms.
- Return any moved items to their original places.

ELIGIBILITY, REGISTRATION & FEES

- 1) Families whose oldest child will be at least 5 years old and beginning kindergarten at the start of the fall semester are eligible for co-op participation.
- 2) Beginning with the fall 2010 semester, HSLDA membership is mandatory for all LLCA Co-op participating families.
- 3) Co-op registration forms will be available from the registrar after class fees have been announced and will be completed on a per semester and per family basis. All dependents participating in the LLCA co-op must be in the legal custody of the adult listed on the registration form.
- 4) New member families must complete an LLCA Co-op application as part of their initial registration process.
- 5) LLCA Co-op growth will be assessed on an annual basis. The LLCA Co-op enrollment cap is currently 105 students, preschool through 12th grade. Once this cap is reached, interested families will be placed on a waiting list. Student registration is accepted according to the following guidelines:
 - a) Current co-op participants may register as soon as class schedules and fees for the upcoming semester are published. A deposit of \$25 is due at that time. Current participants are encouraged to complete registration prior to the beginning of open registration, or risk losing their slots to new enrollees.
 - b) LLBC members not currently participating in co-op may register for fall and spring semesters beginning June 1 and November 11, respectively. Full-time ministers serving at other churches or local missionaries and their dependents may also register at this time. A deposit of \$25 is due at that time.
 - c) Non-LLBC member families are welcome. An informal policy review meeting between prospective families and at least two Director and Steering Committee family representatives will be held before registration is complete. For prospective families, all parents or guardians and all children participating in co-op must attend this review meeting. These families may register for fall and spring semesters beginning June 16 and November 18, respectively. A deposit of \$25 is due at that time.

REGISTRATION IS NOT COMPLETE UNTIL 100% OF FEES AND PAPERWORK HAVE BEEN RECEIVED BY THE CO-OP REGISTRAR. Deadlines for Fall and Spring registration are July 16 and December 2, respectively. If all fees and paperwork are not received by these dates, the space becomes available to those on the waiting list. Exception to the above timelines may be made if the co-op is not full and there is interest from additional

families. These cases will be handled on a case-by-case basis through review and/or approval of the Steering Committee with input from involved teachers. If the current semester is already underway, there will be no exceptions made to these guidelines, and the prospective members must wait until the following semester to participate.

- 6) The following signed forms must be submitted in order to complete registration and participate in the Co-Op.
 - Statement of faith
 - Medical Release
 - Release of Liability
 - Annual policy acknowledgement agreement – required before upcoming semester classes begin
- 7) All fee payments will be made to Lindsay Lane Baptist Church, memo LLCA, and given to the LLCA Co-Op financial secretary.
- 8) Exceptions to the above timelines may be made for existing co-op families with family additions, either through birth or adoption, to the greatest extent possible.

CLASSES

- 1) Classes for Fall semester will be finalized no later than 7 days after the final spring co-op session. Classes for the Spring semester will be finalized by November 1. Teachers will quantify and communicate class fees by this time.
- 2) A final class schedule will be available from the Schedule Planner and distributed via e-mail two weeks prior to start of classes each semester.
- 3) In the interest of instructional quality as it is influenced to a great extent by teacher-student ratio, the desired maximum class size is 20 students. If, however, the teacher is comfortable with a larger class and is in agreement with the Director that a larger class is in the best interest of the students in that class and the co-op in general, the teacher may allow additional students to enroll in the class. Similarly, the teacher may determine the maximum class size to be less than 20 students.
- 4) If a parent believes that their child would be better suited in a different class than his/her age group, they may:
 - a) move the child to a younger group if space is available, at the parent's discretion;
 - b) request permission from the teacher to move the child to an older class if space is available. Because some classes are more adaptable for younger students than others, this permission must be obtained by the lead teacher of the requested class. Assignment to alternate age group classes cannot be guaranteed, and a general promotion to an older age group will not be granted.
- 5) The below guidelines should be used to direct student fee calculation and disposition of teaching materials after the class has been completed.
 - a) The full cost of teacher's manuals and teacher-required supplies will be shared equally by students participating in the first class using those materials.
 - b) Generally, teachers are not financially compensated for their time. There may be instances where a class requiring special skills or training is desired. In such cases, the Director and Steering Committee may agree to compensate the teacher for his/her time. The compensation amount will be shared equally by the class participants.
 - c) Student fees include the student's required materials, plus their shared portion of teacher's manuals/materials and compensation as applicable.

- d) At the conclusion of the class, teacher's manuals/materials become property of LLCA, and may be used for future classes, by co-op parents if available, or for disposition by agreement of the co-op members (e.g., sold on eBay).
- 6) Classes or care for pre-kindergarten children will be provided as required for families enrolled in the LLCA co-op, to enable parents to teach or assist in other classes. These classes are not intended to function as a babysitting service.
- 7) LLCA Co-op classes meet approximately 15 weeks per semester with 3-4 class periods each week.
- 8) Families may select a study hall option for one or more of their children, under the following conditions:
 - a) participating children are no younger than 6th grade;
 - b) students may select the study hall option for no more than 2 class sessions per semester;
 - c) parent must submit weekly lesson plans for material to be completed by the child during each study hall session;
 - d) teacher responsible for study hall must validate that students are reviewing the appropriate material.

LEADERSHIP DESCRIPTIONS

Decisions for LLCA's Co-op are made not by one individual, but by a team of people willing to serve others. Leadership positions within the co-op are the Administrator, Steering Committee, Director, Financial Secretary/Registrar, and Schedule Planner.

The **Administrator** of the LLCA Homeschool Cover also serves as Administrator of the LLCA Co-op. The Administrator serves as the liaison between the LLCA Co-op and the LLBC senior staff. The Administrator's responsibilities include, but are not limited to:

- 1) advising the Steering Committee and Director regarding co-op policy issues;
- 2) promoting cooperation between home educators, LLCA's Co-op, and the Lindsay Lane Christian Academy;
- 3) addressing issues not resolved at the Steering Committee and Director levels, and making final decisions regarding these matters.

The **Steering Committee** consists of three families who are members of both LLBC and the LLCA Homeschool Cover and who have completed at least one full year of co-op participation. One or both parents from these families may serve on the Steering Committee, with each family having one vote total. Steering Committee members are eligible to serve three consecutive 1-year terms of office. After three consecutive years, committee members may not serve for a period of one year, but are then once again eligible to serve. Members may serve additional consecutive terms if a) they are willing, and b) no willing and qualified replacements are available. Steering Committee responsibilities include, but are not limited to:

- 1) establishing the overall policy and direction of the co-op;
- 2) reviewing issues pertaining to the co-op policy and making additions or revisions if deemed necessary;
- 3) addressing conflicts unresolved at the Director level;
- 4) assessing co-op student capacity, monitoring growth, and determining appropriate limits for student enrollment;
- 5) nominating prospective Committee members for Director and Administrator approval.

The **Director** must be an LLBC and LLBC Homeschool Cover member who has completed at least two full years of co-op participation. The Director is eligible to serve three consecutive 1-year terms of office. After three consecutive years, the Director may not serve for a period of one year, but is then once again eligible to serve. The Director may serve additional consecutive terms if a) he/she is willing, and b) no willing and qualified replacement is available. The Director's responsibilities include, but are not limited to:

- 1) executing co-op policy and directing weekly co-op activities;
- 2) communicating with the LLCA Principal and Co-op Administrator as needed;
- 3) addressing disciplinary issues and conflicts in accordance with co-op policy;

- 4) delegating tasks to other Co-op membership as needed;
- 5) nominating a prospective Director for Administrator and Steering Committee approval.

The **Financial Secretary/Registrar** is an LLBC and LLBC Homeschool Cover member who is selected from the Co-Op membership by the Steering Committee and Director. The Financial Secretary/Registrar may exist as one position or two separate positions. Responsibilities include, but are not limited to:

- 1) distribute to and receive from new/prospective families all necessary paperwork;
- 2) accounting of all LLCA Co-op monies;
- 3) collecting class fees and placing orders for necessary class materials;
- 4) distributing reimbursement in exchange for legitimate receipts;
- 5) giving an annual financial report to the membership before the co-op year's end;
- 6) maintaining registration rolls within constraints of specific class enrollment limits and overall co-op capacity.

The **Schedule Planner** is selected from the co-op membership to coordinate the development of class schedules within constraints of available facilities, class subjects and teachers, specific class enrollment limits and overall co-op capacity.

PARENTAL INVOLVEMENT & RESPONSIBILITIES

- 1) Parental participation is mandatory. Parents contribute as teachers and/or teaching assistants, or by providing other needed support services, including facility clean-up.
- 2) Have all family members seated and ready for Opening Assembly. Assembly begins with devotions 15 minutes prior to the first class session. If possible, please bring food pantry items on the first co-op day of each month to support Limestone County Churches Involved (LCCI) food pantry supply.
- 3) Remain on the premises while children are participating in the co-op. If you must leave for any reason, please designate responsibility for your children to another parent.
- 4) Attendance is expected unless illness or other extenuating circumstance prevails. Report any absences to the Director as soon as the absence is realized.
- 5) Please be aware of ALL children, not just your own. Students are not permitted outside the building during lunch or after co-op without adult supervision.
- 6) Understand and enforce all building and co-op policies. Make sure your family adheres to proper dress and behavior at all co-op functions.
- 7) If there is concern regarding a situation in class or with a teacher, work through the conflict resolution policy. If contacted by a teacher about a problem with your child, work with the teacher to resolve the issue.
- 8) Read each class syllabus from the teachers and purchase all materials.
- 9) See that your child makes up any work missed due to absence. Parents of younger students should contact the teacher. Older students are expected to do this for themselves.
- 10) Clearly label all personal items brought from home. These items include backpacks, class materials, coats, lunch boxes, etc. Any personal items not needed for co-op such as laptops, i-pods, cell phones, toys, etc. are not to be brought to class by students.
- 11) Laptops for class prep and cell phones for emergencies are allowed for parents *only*. Exceptions will be made for classes requiring such devices (e.g. laptops for a Microsoft course).

TEACHER RESPONSIBILITIES

- 1) Meet with parents and fellow teachers during co-op planning sessions to discuss classes you are willing to teach, and your vision of how they benefit homeschool students. Discuss any potential out-of-class work and evaluation at this time.
- 2) Prepare a semester syllabus for each class being taught to be presented to students the first day of class. Please include class description; resources to be used; grade level of students; method of evaluation, if applicable; class fee; and any additional supplies needed.
- 3) Announce class fees by May 1 for Fall Semester and November 1 for Spring Semester.
- 4) Be punctual, prepared for each class, and ready to provide excellent instruction.
- 5) Dress and present yourself in a manner worthy of respect and treatment as one in authority. Request that students address you as Mr., Ms., or Mrs. _____ .
- 6) Set up the room as you wish, but return furnishings and equipment to their proper locations after classes. *Please leave the room in as good or better condition as you found it.* Be sure trash is removed and a new can liner put in place.
- 7) Know and support our co-op's expectations of student conduct. Quickly remind students of proper classroom behavior. Take a disruptive student to the parent or director. Do not put him/her in the hall. This may stop classroom disruption, but does nothing to help the student.
- 8) Release students at the scheduled time - not early and not late.
- 9) Willingly communicate with parents regarding a student's behavior and progress while in your class. All high school level classes for credit require a progress report and attendance record.
- 10) Teachers may find it appropriate to grade student material, and may do so provided parents of class members are advised that grading will occur before the semester begins. It is recommended that plans to have graded material be listed on the class description form.
- 11) All teachers, assistants, floaters, etc are expected to attend every co-op session.
 - a) In the event of a planned absence, secure your own substitute (most likely the assistant) and provide lesson plans accordingly.
 - b) In the event of an unplanned absence due to illness or emergency, *notify the director and your assistant immediately* and secure a substitute if possible.
- 12) Assign class responsibilities to teaching assistants and helpers as needed.
- 13) If materials are purchased for class and reimbursement is necessary, see the Co-op's Financial Secretary for the proper form and signatures. Retain all related receipts. They will be required for reimbursement.

ASSISTANT/HELPER RESPONSIBILITIES

As a Teacher's Aide your main responsibility is creating an environment in which the teacher can effectively teach. These responsibilities include but are not limited to:

- 1) helping lead teacher and students with class activities and class control as necessary;
- 2) encouraging students to come in, take their seats, and take out necessary class materials;
- 3) preparing class as agreed upon with the lead teacher (making copies, room set-up, acquiring needed

- supplies, etc.);
- 4) cleaning up the classroom, making certain room is left in as good or better condition;
 - 5) keeping attendance records for high school classes for credit.

STUDENT RESPONSIBILITIES

- 1) Be prompt and prepared for classes with all materials and completed assignments. Due to the nature of the once-a-week classes, it is imperative that students stay current with their assignments. Contact the teacher regarding any missed material and catch up prior to the next class session.
- 2) All students are expected to practice the common courtesies of "please," "thank you," "may I," "yes or no ma'am/sir," etc. when dealing with others. Honor other parents and teachers by addressing them as Mr., Ms., or Mrs. _____.
- 3) Display self-control and respond appropriately to teacher and parent directives. Walk in the halls between classes. Do not yell except in the event of an emergency.
- 4) Encourage and support one another in a gracious manner. No name-calling or destructive comments will be tolerated. Keep hands and feet to yourself - no pushing or hitting.
- 5) Be respectful of others and their property. Any item damaged must be replaced with the same or better item by the individual causing the damage.
- 6) Be respectful of LLBC property. The goal is to leave LLBC facilities in better condition than we found them.
 - a) Clean up after yourself.
 - b) Do not waste water or paper products provided.
 - c) Notify the director of lost/broken items.
 - d) Do not use supplies that are in the rooms and return any moved items to their original places.
- 7) Keep all language pleasing to God. No offensive language, cursing, or derogatory comments will be tolerated.
- 8) Attend all co-op functions wearing appropriate clothing as detailed in the Dress Code and Guidelines section.
- 9) Do not bring toys, cell phones or other electronic games/equipment unless approved by the teacher for classroom use. Teachers will confiscate any such items and give them to the parent.
- 10) Older students set a good example for our younger students at all times. This includes maintaining proper decorum with the opposite sex. No inappropriate physical contact will be allowed.
- 11) Violations of co-op policy will be handled promptly in accordance with Co-op Discipline Policy.

DRESS CODE & GUIDELINES

Dressing appropriately reflects a healthy respect for ourselves, those around us, and the God we serve. We expect each of our participating families to adhere to the LLCA Dress Code and Guidelines at all co-op sponsored events. Our desire in this process is not to be legalistic, but to set forth a Godly example of purity and integrity.

- Do Not Wear:
- Shorts or skorts shorter than your fingertips at the leg
 - Dresses or skirts higher than the knee while standing
 - Shorts, pants, or sweats with words on the back
 - Pants that appear to be falling off or allow undergarments to show
 - Tight clothing of any kind
 - Thin-strap, spaghetti strap, strapless, backless, or halter tops

- Crop tops or bare midriffs (even when bending, stretching, or raising the arms)
- Plunging necklines (no visible cleavage even when bending)
- Clothing with objectionable messages, slogans, or pictures
- Clothing with sheer materials
- Pajamas
- Hats in the building (boys)

WE WILL SEE NO CLEAVAGE, BRA STRAPS, BELLIES, BRIEFS, OR BOXERS! Violation of the dress code will require changing, adding clothing, or being asked to leave. These actions will always be taken after discussion with the attending parent so as to preserve all dignity and respect.

- Do Not Bring:
- Cell phones, MP3s, PSPs, or other electronic devices to classes or assembly.
 - Any form of tobacco, alcohol, or illegal drugs
 - Knives of any kind unless specifically used for meals

Each parent and all students age seven and up must sign a statement indicating they have read, and agree to abide by, the above-mentioned "Dress Code & Guidelines" while at any LLCA Co-op sponsored event.

DISCIPLINE

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrew 12:11 (TNIV)

LLCA Cooperative practices a "three strikes" method of discipline.

- 1) The first offense will be handled by the teacher speaking to the student about the behavior or problem.
- 2) If the pattern of behavior or problem persists, the teacher will speak to the parent.
This may include removing the student from the class into the custody of the parent for the remainder of the class period (even if the parent is teaching).
- 3) If still not resolved, the problem will be taken to the Director for further action, including possible removal of the student from the class or co-op.
- 4) Parents may appeal disciplinary action to the Director or Steering Committee as appropriate.

ABSENCE/ILLNESS

Though parents should remain on the premises and be actively engaged during the day, we realize that exceptions to this policy may be necessary.

- 1) If a parent knowingly cannot attend on a weekly basis, the following conditions must be met:
 - a) Parent submits a written explanation at the time of registration, and receives approval from the Steering Committee and Director.
 - b) The explanation shall state the reason for absence, transportation arrangements for children attending co-op, and the designation of an on-premise adult to be responsible for the children in case of emergency or disciplinary issue.
 - c) Inform the Director if transportation or on-premise adult arrangements ever change.
- 2) During the semester, if any student will be attending co-op without a parent:
 - a) Provide written notification, including transportation and supervision arrangements, to the Director as soon as possible and receive approval ahead of time. Follow up with a reminder during the week prior to the planned absence.

- b) In case of parental illness or emergency, a phone call to the Director will be sufficient notification. Please explain the situation, along with transportation and supervision details.
- 3) Participants should not attend co-op if they are sick or are experiencing any of the following symptoms.
- Virus or infection known to be contagious
 - Fever within the last 24 hours (unmedicated)
 - Diarrhea, vomiting, or nausea within the last 24 hours
 - Colored mucus
 - Eye drainage
 - Contagious rashes
 - Head lice
- 4) If one of your children becomes ill and you must leave the co-op facility, you may choose to
- a) remove all of your children for the remainder of the day, or
 - b) find another parent who agrees to be responsible for your other children while they are on the premises.

Parents, please see that your child receives missed material and completes any necessary work.

CONFLICT RESOLUTION

"If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church...Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."
(Matthew 18:15-20)

"What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?"
1 Corinthians 4:21

Personality conflicts and misunderstandings can happen in any group. It is important that we agree on how to deal with these situations before they arise. LLCA Co-Op conflict resolution policy is drawn directly from Matthew 18:15-20 and 1 Corinthians 4:21.

Many differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask you to pray over the issue to decide if it is important enough to deem confrontation. After prayer, if God gives you the peace to dismiss the issue, then it is passed and forgotten and is not to be discussed with others.

If after prayer, you feel the offense must be addressed, this four-tier conflict resolution is to be utilized, parent to parent:

- 1) The offended party should first address the situation with the offending party alone.
- 2) If resolution is not achieved, take the situation to the Director.
- 3) If resolution is still not achieved, take the concern before the Steering Committee.
- 4) A final decision will be made by the Administrator if resolution is not achieved during the first three steps.

Note: At each step, both parties to the conflict will be included so as to avoid gossip, libel, or slander.

LUNCH

Children are under the authority of their own parents who need to see that all conduct complies with proper and respectful behavior. All food is to be confined to areas designated by our church staff and should not be taken into other classrooms. Each co-op member is responsible for cleaning up their own eating areas. Children are expected to remain in the designated lunch area for the duration of the lunch period.

EMERGENCY/SNOW DAY

LLCA Co-Op will not meet if Limestone County Schools have been cancelled or delayed more than two hours. If Limestone County Schools are delayed two hours or less, the LLCA Co-Op will meet as regularly scheduled.

SAFETY

- 1) Once students have arrived for classes, they will not be allowed to leave with anyone other than the parent or designated adult, unless permission has been given by the parent.
- 2) No student will be allowed to leave in a car with another student unless the parent has given written permission to the director.
- 3) Adults will be familiar with exit routes in case of inclement weather or emergency.

A FINAL NOTE

The Steering Committee appreciates that new issues will arise that are not specifically addressed within this policy. These unforeseen circumstances will be evaluated on a case-by-case basis using common sense and good faith judgment. The final decision will rest with the Steering Committee and Director with input from the teachers and co-op member families.