



# Living Hope Co-op Policy Handbook

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## THIS POLICY HANDBOOK

We recommend that you print this handbook and keep it in a three-ring binder so you have easy access to information needed throughout the year.



- Living Hope Co-op (LHC) offers families the opportunity to supplement their homeschool curriculum with academic and enrichment classes. Our ministry serves to augment, not replace, the home-based instruction already being given to the children by the parents at home.
- We are not an accredited school and only operate with the cooperative effort of the parent. The parent retains ALL responsibility for the educational outcome of the child and the fulfillment of the Washington State law requirements for home-based instruction.
- Joining this co-op also means becoming a member of a Christian community where families are willing to serve with a spirit of unity and cooperation. Here we share blessing, support, fellowship, accountability, and responsibility. When each member uses their time, talent and energy to help the co-op run smoothly, we all enjoy the blessing.
- Please take some prayerful time to read through this handbook. If you then feel LHC would be a support to your family, please follow the guidelines and dates provided in this handbook to complete the on-line registration process.

## **Key Things to Know About LHC**

- 1. We meet on Mondays, September to May. Specific dates are listed on our web site.**
- 2. We meet at Lighthouse Christian Center – 3409 23<sup>rd</sup> St. SW, Puyallup, WA 98373.**
- 3. To be a member of our co-op the oldest child registered must be at least nine (9) years old by September 1<sup>st</sup> for the year you register your family.**
- 4. A \$40.00 registration fee per family must be paid at the time of registration. Each family is also responsible for a \$150.00 facility usage fee per year, as well as a \$27.00 insurance fee.**
- 5. Tuition is \$5.00 per 55-minute class, \$7.50 per 1 ½ hour class for every 4-week session as well as individual material fees for every class. Tuition Fees and Material Fees are nonrefundable.**

## Living Hope Co-op Mission Statement

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The mission of Living Hope Co-op is to join together to assist each other in our effort to homeschool our children. We believe parents are ultimately accountable to God for the instruction and training of their children. Our goal is to offer a variety of educational classes and an environment for like-minded fellowship. Our desire is that our children will learn to think clearly, concisely, and critically with character reflecting that of our Lord Jesus Christ.

As a co-op, we value:

- excellent academic instruction from a Biblical Christian worldview
- families bringing a willingness to serve so the co-op will run smoothly
- wholesome relationships that honor Jesus Christ, and
- students pursuing Christ-like friendships at co-op rather than boyfriend/girlfriend relationships.

## Statement of Faith and What We Believe

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- We believe that there is one God eternally existing in three persons: the Father, the Son, and the Holy Spirit. (Gen. 1:26, John 1:1)
- We believe that the Bible is God's written revelation to man and that it is verbally inspired, authoritative, and without error in the original manuscript. (2 Timothy 3:16-17, 2 Peter 1:19-21)
- We believe the only way people can be saved is to believe in Jesus Christ, the one and only virgin-born Son of God, who died to take the punishment for the sin of mankind. We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory. (John 1:12, 3:3-7, John 3:16, John 5, John 14:6, Hebrews 9:11-28, Matthew 3:16-17, Matthew 28:19, Acts 1:9, Titus 2:11-14)
- We believe in the personality and deity of the Holy Spirit, that He performs the miracle of new birth in an unbeliever and indwells believers, enabling them to live a Godly life. (2 Corinthians 5:17-19, John 14:16,17 &26)
- We believe that creation, as described in Genesis, was an act of God, and not the result of evolution. (Genesis 1-2)
- We believe that man was created in the image of God, but because of sin, was alienated from God. That alienation can be removed only by accepting through faith alone God's gift of salvation which was made possible by Christ's death and resurrection. (Genesis 1:26-27; Romans 3:23)
- We believe God ordained marriage and the family, and that biblical marriage is a sacred covenant relationship between one man and one woman, symbolizing the union of Christ and His church. (Genesis 2:18-25, Matthew 19:4-6, Ephesians 5:22-25)

## Our Co-Op Members

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### • Leadership Board

|   |                  |
|---|------------------|
| <u>Chapel &amp; Mom Care Coordinator:</u> | Gloria Aaserud   |
| <u>Facility Coordinator:</u>              | MikelAnn Maier   |
| <u>Registrar:</u>                         | Stephanie Wright |
| <u>Sub Pool and TA Coordinator:</u>       | Anecia Robinson  |
| <u>Teacher Coordinator:</u>               | Tammy Swindler   |
| <u>Treasurer:</u>                         | Natalie Babbitt  |

***Above all, love each other deeply,  
because love covers over a multitude of sins.  
Offer hospitality to one another without grumbling.  
Each one should use whatever gift  
he has received to serve others,  
faithfully administering God's grace  
in its various forms.***

***1 Peter 4: 8-10***

### • PARENT AGREEMENT - Parents that register to attend Living Hope Co-op agree to:

- Teach and/or facilitate a weekly co-op class, and be available to do other jobs that are needed for the co-op to run smoothly.
- Utilize the co-op website ([www.livinghopecoop.com](http://www.livinghopecoop.com)) and email for family communication and registration procedures.
- Work in a spirit of cooperation and unity.
- Pay tuition and fees on time.
- Remain on campus the entire time that their children are enrolled at the co-op.
- Uphold and help to enforce all LHC policies as listed in this handbook.
- Plan to commit for the entire co-op year both in attendance and in participation.
- Serve in a set-up and/or restore job as assigned.
- Retain full responsibility for the education of their own children.
- Assume financial responsibility (provide medical insurance coverage for their family) for any accident or injury that may occur to any of their family members while in attendance at co-op functions.
- Assume financial responsibility for any accidental damage done to the church building should it be caused by one of their family members while in attendance at co-op functions.

## LHC Parent Responsibilities

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1. Since this is a co-op, parental participation is mandatory. **Students will not be allowed at LHC without a parent** (or designated substitute in the case of an emergency or illness) in the building at all times. Special exceptions to this rule will be evaluated by the board on a case-by-case basis. If it is necessary for a parent to leave the building they must sign out at the information center.
2. The parent retains ALL responsibility for the educational outcome of the child and the fulfillment of the Washington State law requirements for home-based instruction. While many of our teachers will provide a grade for the work completed in their class, it is ultimately the parent's responsibility to determine what your child has learned and the grade you would assign.
3. Parents will be familiar with the Academic Honesty Policy as listed in this handbook and ensures their student adheres to that policy. Cheating and plagiarism are serious and will not be allowed at LHC.
4. By registering your child at *LHC*, you agree to complete your assigned jobs every co-op class day. Your "job assignment" is separate from your child's enrollment; this means that if your child's schedule changes, your jobs do not. It is imperative that you *be on time* for all jobs. We all depend on one another for a successful co-op school day.
5. The standard of behavior, for children pre-school age and above, expected at *LHC* is first time obedience. If your child is not trained to this standard please talk with a board member to determine if *LHC* is the best "fit" for your child.  
Disciplinary Policy:
  - If misconduct occurs, student will be given a verbal warning.
  - If misconduct continues, student will be removed from classroom and have a conversation with a LHC Board Member and parent.
  - If pattern of behavior continues, student may be removed from classes at LHC.
  - Being a member of *LHC* is a privilege and one's membership can be revoked due to excessive misconduct as determined by the *LHC* Board.
6. Families are asked to respect the standard of behavior set by the *LHC* Board for boy/girl relationships.
  - View every relationship as an opportunity to model Christ's love.
  - Demonstrate mutual respect for one another as brothers and sisters in Christ.
  - Any public display of boyfriend/girlfriend/dating relationships is not acceptable at the co-op.
  - Parents and students must read over and sign the Student Agreement (5<sup>th</sup> grade and older.)
7. No children are allowed in classes they are not registered for --- this includes all siblings. If you have children in public or private school, they may not attend *LHC* on co-op days that they are out of school. (This applies to public and private school holidays.)
8. Please keep your child home during the contagious stages of an illness, with a fever, or lice.
9. As parents working in a class, it is expected that you would not use this time for socializing or using a cell phone, but rather assisting the teachers and students as needed. Teachers and Teacher Assistants reserve the right to ask those disturbing the class to leave.
10. Please register your children in their classes with the intention to participate from September to May. (If you have students in Running Start and would like to continue involvement at the co-op, please schedule his/her Running Start classes around their co-op classes.) If it is necessary to drop out of a class, you will need to still pay for the class tuition for four weeks from the date that you give notice of dropping the class. If you need to make a class change, make sure you have discussed your request with the teacher first, then go to the board table to get an Add/Drop Class Request Form. Please make sure you follow the instruction on the form.
11. Participation is contingent on tuition being paid on time. Pay according to the Payment Schedule.  
***(Session and material fees are non-refundable. The exception to this refund policy is if a parent that drops a class has paid more than one session ahead. The \$5 drop fee still applies. The refunds are only for sessions paid further in advance.)***
12. All *LHC* families must agree to abide by the rules set for our group by the host church while using their facilities.
13. **Parents, it is your responsibility to report to any known allergies your child may have to their teachers.**

## LHC Payment Schedule

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1. Session Fees: All 55 minute classes are \$5 per 4 weeks, per child. (The fee for a 1 ½ hour class- is \$7.50 per 4 weeks, per child.) Tuition is paid in 4 week increments and paid directly to the teacher's payment file.  
**If a parent withdraws his/her student from a class the tuition and material fees are non-refundable.** You may pay for more than 1 (4 week) session at a time.
2. Class Material Fees: Material fees are paid according to the teachers' request in their class description and paid directly to the teacher's payment file. (Material fees are spent on classroom consumables, objects that will ultimately end up in the student's ownership, and/or the co-op's ownership. Any remaining fees at year-end will be refunded to family.) *If a parent withdraws his/her student from a class, material fees are non-refundable.*
3. Facility Use Fee and Insurance Fee: Make checks payable to *Living Hope Co-op* for your facility fee of \$150.00 per family, per year. This facility fee is given to our host church to help cover a portion of building usage costs. It is our preference that you pay this as one payment of \$150.00 or you may make 2 payments. Note on your check that it is to be applied to this fee. In addition to Facility Use Fees- each family is responsible to pay for an "Insurance Fee" - the amount of this fee is listed on the "Payment Dates" section on our web site: [www.livinghopecoop.com](http://www.livinghopecoop.com) .
4. Checks (or envelopes with cash) are to be made payable to the instructor and filed in the teacher's payment file that is at the information desk. *If your children have multiple classes with an instructor, you may combine tuition and fees in one check for that instructor. Attach a note itemizing the students, classes and amount paid for tuition and fees for that check.*  
(We do not accept debit or credit card payments.)
5. If your payment is greater than 14 days past due there will be a \$5.00 late payment fee assessed (for each class). If your payment and/or late fee are greater than 28 days past due you will be asked to remove your child from that class until payment is "caught up."

***If it is your responsibility to know when tuition is due!  
Please refer to the section on our web site entitled  
"Payment Dates" to see when payments are due.***



# Student Responsibilities

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(Parents: Please read with your children)

1. Show respect for all adults and peers. Address adults with respect (Mr., Mrs., Miss).
2. Be on time for class and prepared to learn (i.e. completed assignments, sharpened pencils, all required books and supplies). All supplies, including bags, should be marked with your name! If you are more than 15 minutes late for a class you must spend that period in Lounge, or Homework Lab and you are responsible to get missed work from your teacher.
3. Students will be familiar with the Academic Honesty Policy as listed in this handbook. Cheating and plagiarism are serious and will not be allowed at LHC.
4. **LHC DRESS CODE:** Student's attire should be clean, neat and reflect Christian modesty. Dresses and skirts that are worn *without* leggings should fall at least to the knee. Dresses or skirts that are worn *with* leggings must be of modest length (no mini-skirts). No shirts should be worn that conflict with Christian ideals. Halter tops, or spaghetti strap shirts and dresses must have a sweater/sweatshirt covering shoulders and straps if they are worn at co-op. Clothing that reveals midriff or cleavage should not be worn at co-op. Pants must be well fitting with no undergarments showing. If student arrives at LHC improperly dressed the parent will be contacted. The student may be asked to go home and change. Please refer to LHC's Dress Code (located in this handbook) regarding more specific details.
5. Lounge is available for reading, study, quiet conversation, and games. Since students will be studying in the Lounge, noise should be kept to a minimum. Students may use cell phones, other electronic devices and CD/tape/MP3 players (with headphones) in the Lounge.
6. Homework Lab is designed as a "silent area" for students who need to complete assignments and need a room without distractions. Students may start off a class period in the Homework Lab and then once they complete their "homework", they may move to the Lounge for the remainder of the period if they desire.
7. Items that do not pertain to class or personal studies (i.e. cell phones, electronics, toys, etc.) are never allowed in the CLASSROOM. These items may be used during a student's lunch hour or in Lounge. Laser pointers, pocket knives, long boards, skateboards, rollerblades and firearms are *never* allowed on campus.
8. Show respect for church property. You will be held accountable for any damages caused by your actions.
9. Participate in your classes with a willing and joyful attitude, this is essential for the good of the entire class.
10. Willingly offer your help to Teachers and others as needed for clean-up duties throughout the co-op day.
11. Students must be in their registered class, homework lab, or lounge at all times while on campus, with the exception of lunch time. Unless a student is leaving campus with a parent, or with parents' permission, students are required to remain on campus during lunch. If permission is granted to play outside, it is with the understanding that an adult will be supervising the play for 5<sup>th</sup> grade and under.
12. Food and drink are not allowed in the classrooms unless permission has been obtained for special events; however, water bottles are okay.
13. Please walk and use quiet voices while changing classes.
14. **Being a member of LHC is a privilege and one's membership can be revoked due to excessive misconduct as determined by the LHC Board.**

*...tell to the coming generation the glorious deeds of the Lord,  
and his might, and the wonders which he has wrought.  
That the next generation might know them,  
the children yet unborn, and arise and tell them,  
to their children, so that they should set their hope in God,  
and not forget the works of God, but keep his commandments... Psalms 78:4, 6-7*

# **Academic Honesty Policy**

At Living Hope Co-op, we hold one another and ourselves to high standards in our walk of faith, interactions with one another, and our academic pursuits.

Please be aware cheating and plagiarism are serious and may be dealt with through disciplinary action. Potential consequences include no credit on assignment and discussion between parent, student and teacher. If the behavior continues, the Board will meet with student and parent.

## **Cheating**

Cheating encompasses the unauthorized use of, access to, or provision of academic work in an attempt to misrepresent a student's actual efforts. This includes submitting another individual's work for a grade, soliciting solutions/assignments from online websites, unauthorized collaboration, or failing to adhere to requirements (verbal and written) established by the teacher of the course. Subcategories of cheating include but are not limited to:

- Use of unauthorized material (including teacher manuals)
- Use of unauthorized assistance
- Duplicate use of a student's prior work without permission
- Providing or benefitting from unauthorized academic material
- Submission of another individual's work

## **Plagiarism**

Plagiarism is defined as using another individual's ideas or words without attribution or credit. It also includes using prior work that has been submitted for credit or published in another venue as a new submission without citation or permission from the teacher. Using the ideas of others without proper attribution or citation is unethical. Subcategories of plagiarism include but are not limited to:

- Inadequate citation
- False citation
- Failure to quote sources or material



# LHC DRESS CODE

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## The Heart Behind the LHC Dress Code:

The purpose of establishing a dress code for Living Hope Co-op is to cultivate honor, respect and love for one another. The dress code for LHC was shaped by using Romans 12:10 as our guide: "Be devoted to one another in brotherly love. Honor one another above yourself."

As followers of Christ, it is important that we desire to exemplify modesty and respect for our brothers and sisters in Christ with our clothing choices. But, modesty is so much more than what shirt we wear, the length of a skirt, or some jeans. Modesty is a character quality within a person or personality, rather than just a list of clothes that are appropriate or inappropriate to wear. The soul of modesty is based on humility and our heart attitude.

As parents, the training and teaching process of what modesty looks like is a continual journey and it is not an easy task. Here at LHC our heart is to treat one another with love and care, always looking out for what is in the best interest of our brother or sister in Christ, not causing them to stumble. When it comes to clothing choices, we need guidelines to help us honor one another, as Christ asks us to. We take seriously our responsibility to bear the name of Jesus Christ in a way that reflects His truth. Because of this, you'll find that we have certain policies that need to be honored on Mondays. The dress code policy is not a "biblical mandate", but what we call "co-op preferences".

Please read over the LHC Dress Code carefully and share the heart and details of it with your family. On Mondays, our goal is to have unity at LHC that shines the beauty of Christ, that fosters an exemplary learning environment and that honors one another by abiding in all LHC policies and procedures!

## LHC Dress Code Expectations:

*Because fashions change quickly and often, the LHC Board will review these guidelines as needed and make changes at their discretion.*

We ask that all students and parents honor one another by following the below dress code policy for Mondays at Living Hope Co-op, as well as all other LHC planned events.

- Clothing that reveals midriff or cleavage should not to be worn at co-op.
  - ✓ Make sure tank tops have 3 finger width straps.
  - ✓ Halter tops, or spaghetti strap shirts and dresses must have a sweater/sweatshirt covering shoulders and straps if they are worn at co-op.
- Any message on a shirt, sweatshirt or hoodie must be of a neutral, or God honoring theme.
  - ✓ Shirts with vulgar or unkind writing, scary or obscene pictures should not be worn to co-op.
- Dresses and skirts that are worn **without** leggings should fall at least to the knee.
- Dresses or skirts that are worn **with** leggings must be of modest length (no mini-skirts.)
- Leggings and yoga pants are not suitable without a skirt or long shirt that covers even when bending over.
- Pants should be well fitting with no undergarments showing.
  - ✓ Undergarments should stay "under your garments."
  - ✓ Looser fitted pants may need a belt to help hold them up.
  - ✓ No bare skin should be showing through tears or holes in pants (2 inches above the knee.)
- Shorts should be well fitting and the length must be not shorter than 2 inches above the knee.

**If a person's clothing choices are not representative of the heart behind the LHC dress code, the following guidance steps will be taken:**

- **First time guidance is needed:** Person will receive an encouragement as to how they can better follow the dress code. Parent will be notified. It will be up to the board's discretion as to whether or not the person should go home to change clothes.
- **Second time guidance is needed:** Person will receive an encouragement as to how they can better follow the dress code and then be required to go home to change. Parent and student will need to meet with LHC Board Members during 2<sup>nd</sup> or 3<sup>rd</sup> period to discuss the heart behind the dress code.
- **Third time guidance is needed:** Person will be required to meet with LHC Board Members during 2<sup>nd</sup> or 3<sup>rd</sup> period to discuss whether attending LHC is really the best fit for them. It will be up to the board's discretion as to whether or not the person will be allowed to continue attending Living Hope Co-op, keeping in mind that on Mondays, our goal is to have unity at LHC that shines the beauty of Christ, that fosters an exemplary learning environment and that honors one another by abiding in all LHC policies and procedures!

# Policies and Procedures

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## **MANDATORY NEW PARENT ORIENTATION**

This meeting will be at Lighthouse Christian Center during a regular co-op day. All new parents will be notified as to the scheduled time of the orientation. This will be an important informational meeting to get you acquainted with the co-op and a time for you to ask questions, as well as tour the co-op. At least one parent from each family enrolled at co-op needs to attend this meeting.

## **LHC DRESS CODE SUMMARY** *(For full Dress Code, refer to the Student Responsibilities section in this handbook)*

We ask that all students and parents honor one another by following the dress code policy for Mondays at Living Hope Co-op, as well as all other LHC planned events.

Attire should be clean, neat and reflect Christian modesty. Dresses and skirts that are worn **without** leggings should fall at least to the knee. Dresses or skirts that are worn **with** leggings must be of modest length (no mini-skirts).

No shirts should be worn that conflict with Christian ideals. Halter tops, or spaghetti strap shirts and dresses must have a sweater/sweatshirt covering shoulders and straps if they are worn at co-op. Clothing that reveals midriff or cleavage should not be worn at co-op. Pants must be well fitting with no undergarments showing.

If student arrives at LHC improperly dressed the parent will be contacted. The student may be asked to go home and change.

Please refer to LHC's Dress Code (located in the Student Responsibilities section in this handbook) regarding more specific details.

## **SUB POOL ASSIGNMENTS**

Almost every parent is assigned to a "sub pool" job during a specific period for the year. The sub-pool job is a very important job and should not be considered your "free period". ***During your sub pool assigned period, you need to be available and ready to work, "as needed", during that period.***

On your job assignment sheet, if you have "sub pool" listed as your job for any period, ***"sub pool job for 1<sup>st</sup>-5<sup>th</sup> period"***, at the very beginning of that period, go to the board table and check in with the board table attendant. You will be assigned a job where a sub is needed. If you are assigned to sub in a Security Team position or Homework Lab/Lounge Monitor, be sure to read all the information in the folder at that location. There are specific instructions for these positions that will require your attention. If there are no immediate sub-pool needs, then you may use the remainder of that period as you wish on campus (please let the board table attendant know where you will be located, in case a need does come up.)

## **IF A PARENT NEEDS TO BE ABSENT**

The "sub pool" will be used ONLY to fill in jobs that need replacements due to "Sunday Night, or Monday Morning Emergency" illness, pre-planned absences, or mid-day illness/ emergency situations.

### **If you need to find a sub for one or more of your jobs, here is what you need to do:**

- If you have a "Sunday Night, or Monday Morning Emergency" and are unable to make it to co-op, then you will call or email the Subpool Coordinator (phone numbers are listed in the family directory). They will then transfer the information about your absence to the board table attendant and they will fill your jobs from the sub pool list.
- If you are a teacher and you must be absent, you will also need to contact your assigned T.A.(s) and they will be your substitute for the day.
- If you have a "pre-planned" absence, notify the Subpool Coordinator as soon as you know of the absence.
- If you, as the parent cannot attend co-op and need to utilize the sub pool, but still wish to have your children attend co-op on that day, you may do so, provided you have another parent who is present at co-op and willing to be responsible for your children that day. This arrangement may be used two times during the school year. Any further absences, your children will need to stay home with you. If you have extenuating circumstances, please feel free to present them to the Board in writing for review.

## Policies and Procedures (Cont.)

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### **TEACHER ABSENCE**

If a teacher is unable to come to class due to illness or emergency, the Teacher Assistant for that class will be the responsible Substitute Teacher. The Teacher will call the Teacher Assistant to inform her about the absence and what the class plan should be for the day. Tuition will not be refunded.

### **EMAILS AND INFORMATION**

Living Hope Leadership and teachers will communicate through email. It is up to members to be checking their email for co-op information. Texting and personal phone calls will only happen when an individual co-op leader/teacher chooses on their own to contact in this way. (It is best to double check your email on Sunday nights before a co-op day. Occasionally, last minute information will be distributed.)

### **SAFETY AND SECURITY**

**BACKGROUND CHECKS:** All co-op parents will be required to grant permission to the co-op board so that they may request a Criminal History Information from the Washington State Patrol.

**SECURITY BADGES:** All adult co-op members will receive a clip-on security name badge in the fall. These badges are to be worn on co-op days so that all members can be better equipped to distinguish between members and non-members on campus. (If any member forgets their security badge, they will need to get a temporary badge for the day at the board table.) There will be a replacement fee of \$1 for lost badges.

**VISITORS:** All visitors must sign in at the check-in station by either the lower or upper entrances. There they will receive a visitor badge from a security team member so all adults on campus are identifiable.

\*If you see an adult that does not have either a member security badge or a visitor badge, please introduce yourself and politely ask if they need any help. Stay friendly, but walk them to the nearest check-in station to sign in and receive their visitor's badge if they are here for a co-op reason. If they need to go to the church office, ask if they know the way and allow them to proceed to the office. (Each security station will be asking them their status as they proceed to the office.)

All church staff is aware of our security needs. They are happy to be approached by our members that do not recognize them. It's better to inquire about their presence in our co-op than to allow an unfamiliar adult to go about without notice.

**BATHROOM SAFETY:** Adults that are not co-op members will be asked to wait until bathrooms are cleared of all children before entering. Our security team will be assisting with this policy. If, however, you do not see a security member around and yet notice a visiting adult entering a restroom, kindly ask them to wait while you check to see if any children are present in the restrooms before having the adult enter.

**PARENTAL SUPERVISION:** It is our co-op policy that all set up and clean up jobs are to be "family jobs." Students are to be with their parents, unless a responsible older sibling is assigned to watch over them. Lunch time is also a time when parents are to be completely responsible for their own children. This is for their safety and for the protection of the church.

**ENTRANCE TO THE BUILDING:** Our co-op entrance is at the lower lobby entrance of the church facility. All other doors need to remain closed and locked during the co-op day for the safety of our children. The church requires that no doors be propped open.

**SKATE BOARDS / WHEELS:** Skate boards, long boards, hee-lies, rollerblades, scooters, bikes, etc. are NOT permitted on the co-op campus.

**ELEVATOR:** Students are NOT allowed in the elevators at any time.

## Policies and Procedures (Cont.)

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### **EMERGENCY PROCEDURES**

Teachers will be instructed in fire safety and walk the children through the escape plan in each class. If alarms sound, all children should be evacuated away from the building. Children are to remain with their teacher. A board member will notify teachers when it is safe to re-enter the building. Should we be unable to enter the building, teachers will remain with their students until parents pick them up. In the event of an earthquake, everyone should go under a table and assume the duck and cover position, staying away from windows. In case of lock-down, all classroom doors will need to be locked and all members stay away from windows.

***Each classroom has a folder with the specific evacuation route for their room and further written instructions. Teacher/TA's need to read and familiarize themselves with these procedures.***

### **SNOW POLICY**

If the Puyallup School District is closed or delayed (due to weather), co-op classes **MIGHT** be canceled. It is important to be checking your email for information on co-op closures. The co-op website will also be updated as to closures. Please check the co-op website to confirm co-op status. If you do not have access to your e-mail due to power outage or other circumstances, please try to make contact with someone from the co-op to find out the online information. Please do not call the church for information.

### **LUNCH**

We have committed to the church that we will only have lunch food eaten downstairs. Food is not allowed in classrooms, unless it is a part of a Teacher's classroom plans. Students may eat lunch in the fellowship room or any downstairs hallways. Lunch may NOT be eaten in any classrooms or either of the upstairs floors. Students may eat outside during the lunch hour. If your child is 5<sup>th</sup> grade or younger the parent must accompany the child while he/she is outside. Out of respect for our host church we ask you to bring WATER for your beverage; JUICE and POP are not allowed. (Throughout the day we do allow moms to have a beverage of their choice, but this privilege is not available to students.) Parents are responsible to make sure their children clean up after themselves. In order to not fill up Lighthouse's dumpster we ask that you take your lunch garbage home with you. General announcements concerning LHC activities may be made during the lunch session. Unless a student is leaving campus with a parent, or with parents' permission, students are required to remain on campus during lunch. Any lunch boxes left behind will be thrown out, because we do not have refrigeration storage available for food items.

### **LOST & FOUND**

There is a Lost & Found Box at the downstairs lobby entrance next to the check-in station. LHC is not liable for lost or unclaimed items. Items not claimed will be given to the Goodwill or Tacoma Rescue Mission.

### **INFORMATION CENTER**

An information center will be set up in the Fellowship Center. Board members will be available at this center throughout the co-op day. Each family will have a mailbox that will be located in the Fellowship Center. It is your responsibility to check twice daily (preferably when you arrive at co-op and when you depart) for updates and news about LHC. **(Students are not allowed to access mailboxes.)** Information is to be posted on the bulletin board only by a board member. If you have information you wish to share, it must be cleared by a board member first and she will date and sign the item prior to posting. Items posted do not necessarily constitute LHC endorsement or promotion.

### **NURSERY (Birth through 36 months)**

There is a \$5 yearly snack fee for nursery. All children in the nursery need to have a diaper bag that is packed with diapers, wipes, labeled cup and a change of clothes. Babies are not allowed in the classrooms at any time. Diaper changing should only be done in the nursery. Feeding and nursing should only be done in the nursery, pre-school, or lunchroom. Parents utilizing the nursery will be required to serve in the nursery at least one hour of their co-op day.

### **PARKING**

Co-op parking is located in the lower parking lots or along the side of the building. The upper parking is reserved for church business and PE classes.

## Policies and Procedures (Cont.)

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### **SET-UP/CLEAN-UP**

Each co-op family is required to participate in the set-up and/or clean-up of our co-op. **This will mean that you arrive at least 30 minutes before 1<sup>st</sup> period and/or plan to stay at least 30 minutes after 5<sup>th</sup> period to assist with set-up and/or clean-up. You'll be accountable for your specific assigned job each week.** If you are registered for all 5 periods you will be placed to serve in a set-up and/or clean-up job. For those families who only attend for a few class periods, you will be placed in either a set-up or clean-up position. Please remember that jobs are family jobs – this means that you need to keep your children with you as you complete your job and please include them in the process to the best of your ability. Any questions regarding the set-up/clean-up jobs need to be directed to the Facility Coordinator.



## **Class Information**

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| <b>CLASS SCHEDULE</b>        |                    | <b>CHAPEL SCHEDULE</b>       |                    |
|------------------------------|--------------------|------------------------------|--------------------|
| <b>1<sup>st</sup> Period</b> | (8:00) 8:30 - 9:25 | <b>1<sup>st</sup> Period</b> | (8:00) 8:30 - 9:20 |
| <b>2<sup>nd</sup> Period</b> | 9:30 - 10:25       | <b>2<sup>nd</sup> Period</b> | 9:25 - 10:15       |
| <b>3<sup>rd</sup> Period</b> | 10:30 - 11:25      | <b>3<sup>rd</sup> Period</b> | 10:20 - 11:10      |
| <b>LUNCH</b>                 | 11:30 - 12:00      | <b>CHAPEL</b>                | 11:15 - 11:45      |
| <b>4<sup>th</sup> Period</b> | 12:05 - 1:00       | <b>LUNCH</b>                 | 11:45 - 12:10      |
| <b>5<sup>th</sup> Period</b> | 1:05 - 2:00        | <b>4<sup>th</sup> Period</b> | 12:15 - 1:05       |
|                              |                    | <b>5<sup>th</sup> Period</b> | 1:10 - 2:00        |

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### **INSTRUCTORS**

All instructors at LHC are born again Christians and have shared their personal testimony with the board members of LHC. The teachers are in complete agreement with the Doctrinal Statement of LHC. Instructors determine the course content and materials. LHC does not employ instructors. They are under the employment of the families who have a student attending his/her class. For this reason we do not pay the teachers; you, the parents, pay the teachers directly.

If a teacher is unable to come to class, the Teacher Assistant will be responsible for that time period. The Teacher Assistant may teach the class or use a "study hall" format while remaining in their classroom. Tuition will not be refunded.

### **TEACHER ASSISTANT**

A primary role parents play at this co-op is as a Teacher Assistant within a classroom. Each class will have at least one Teacher Assistant who is assigned to help assist with classroom management, keep track of attendance, check the class payment sheet and notify parents who are late in paying, and be in charge should the teacher be absent. (The Teacher Assistant may teach the class or use a "study hall" format while remaining in their classroom.)

## Class Information (Cont.)

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### **CLASS REQUIREMENTS**

Be sure to check grade requirements and prerequisites *before* registering your child(ren) for a class. If your child is one grade younger OR older than the grades stated for the class, they may be eligible to enroll with teacher permission. You will need to contact the teacher directly to receive permission for this arrangement. Any request to enroll into a class with a difference beyond the one grade level exception must be presented before the board.

### **HOMEWORK REQUIREMENTS**

Be sure you understand the homework commitment for each class your child is enrolled in. If a student falls 2 assignments behind (in their homework) the parent/student will receive a warning. If any student falls 4 assignments behind he/she may be removed to study hall until they are "caught up". Repeated episodes could result in your child being removed from the class. If you have a circumstance where your student needs to make special arrangements for meeting homework requirements, please speak with the Teacher right away. As the parent, you can help your child to have the most success by being in communication with his/her teacher on a regular basis throughout the year.

### **DISCIPLINARY POLICY**

1. If misconduct occurs, student will be given a verbal warning.
2. If misconduct continues, student will be removed from classroom and have a conversation with a LHC Board Member and parent.
3. If pattern of behavior continues, student may be removed from classes at LHC.
4. Being a member of *LHC* is a privilege and one's membership can be revoked due to excessive misconduct as determined by the *LHC* Board.
5. The LHC Board reserves the right to handle unusual circumstances as they see appropriate.

### **LOUNGE**

The Lounge is available for children and adults to visit or play games quietly, and also for use as a "semi-quiet" place for children who wish to read or do assignments independently. Students and adults may utilize the Lounge for reading, study, quiet conversation, and games. Since students will be studying in the Lounge, noise should be kept to a minimum. Students may use cell phones, other electronic devices and CD/tape/MP3 players (with headphones) in the Lounge as per parent permission. This room will be available during all co-op periods and an adult attendant will be present each hour. If you would like your child to be in this room, please register him/her for Lounge during the appropriate hour. (We have found that younger students have difficulty being enrolled in this room for more than 1 hour per co-op day.) There is no fee for Lounge.

### **HOMEWORK LAB**

Homework Lab is designed as a "silent area" for students who need to complete assignments and need a room without distractions. Students may start off a class period in the Homework Lab and then once they complete their "homework", they may move to the Lounge for the remainder of the period if they desire. The Homework Lab is available during all co-op periods and a parent will be in the room each hour to offer limited homework assistance and supervision. If you would like your child to be in this room, please register him/her for Homework Lab during the appropriate hour. There is no fee for Homework Lab.

### **STUDENTS' SUPPLIES**

Students must come prepared with *ALL* required supplies starting on the first day of school. Book bags or backpacks are recommended. All supplies, including bags, should be marked with their name. (Please replenish these supplies throughout the year.)

# Registration Procedures

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## The Online Registration Process

1. We are blessed to have on-line registration. Please read this Policy Handbook thoroughly. Contact the registrar or a board member if you have questions that have not been answered by reading this handbook.
2. You will have two days to “pre-register”. You will need to physically come to the co-op to pre-register on the Pre-Registration dates listed on the web site under the link “Registration Procedures”, between the hours of 8:30 am – 1:30 pm.
  - Registration priority is given to currently enrolled families. If the number of new families applying for membership exceeds our enrollment capacity; new family registry will be awarded on a lottery basis.
  - *If a family is not awarded a registration opening via lottery, all fees will be refunded.*
  - We have a minimum age requirement to join. **The oldest student must be at least 9years old in the fall.** If, after Pre-Registration, we have space available we will open registration to families with the oldest student being 7 years in the fall.)
3. When bringing in paperwork for “pre-registration”, you will need to bring:
  - Liability and Medical Release Form
  - Family Pre-Registration Information 2018-2019 Form
  - Student Agreement Form : read over it with each your students, 5<sup>th</sup> grade on up, that will be attending co-op and make sure you both sign it before you bring it with you. (Each student, 5<sup>th</sup> grade on up, will need a separate completed form.)
  - \$40.00 Registration Fee (cash or check made out to “Living Hope Co-Op”.) The \$40.00 fee is only refundable if you do not get into the classes that your family had hoped for and you wish to drop out of the co-op completely before the time stated on the “Registration Procedures” on the web site. If this should be the case, you would need to come to the co-op to get your registration money returned to you from the treasurer. If you were required to complete a background check- the cost of the background check will be deducted from your refund.
4. Once accepted, new families will be given via email:
  - A link to complete a mandatory background check (NOTE: you will not be cleared to register for classes until background check is complete.)
  - A password for online registration
  - Further instructions on how to register for classes
5. Your registration “password” will only allow you to register within the listed time frame on the website. During your registration week, you can change your class schedule as much as you want, but after the time frame has passed, the registration for your “grouping” will be blocked and you will no longer be able to change your schedule.
6. Registration Days will all be done in the following order:
  - Board Members (past and present) for Living Hope Co-Op
  - Teachers for Living Hope Co-op
  - Current Living Hope Co-op families (*Returning families will not be given this priority if they have been unenrolled for more than one academic year. They must have been members for a full year before they left to qualify as a ‘Current Member’.*)
  - New Living Hope Co-op families
  - If, at this point, we have not reached our maximum capacity, then any additional new families can register during the “Late Registration” day.
7. All student class registrations and parent job registrations are subject to change if the Board deems it necessary for the co-op.
8. Following the LHC Payment Schedule you will need to come to co-op to make your payments for 1<sup>st</sup> Semester Materials Fees, as well as the Session #1 Fees for all classes you are registered for. If payments are not made by the deadline stated your family will automatically be dropped from the co-op. Registration will then be closed.

## **ADD/DROP CLASSES**

Class changes can be made, starting in the fall once co-op has started by using our Add/Drop process. Specific details regarding the Add/Drop process are listed on the Add/Drop Forms. The Add/Drop process and forms will be emailed to you at the beginning of the year and can be found on the website under LHC REGISTRATION PROCEDURES. Please make sure you follow the instructions on the form in order for your add/drop to be approved. To drop a class after the Registration period is over will require a \$5 payment to be paid to the teacher for the next session fee. (A copy of the Add/Drop forms will be emailed to you, can be accessed in the appendix of this handbook, and on the website under LHC Registration Procedures.)

If you are wanting to get into a full class, you will want to register your student for the Online Waitlist.

When dropping a class, this may affect a parent's job. There is a section on the Add/Drop form that asks if the class change affects the parent job. Mark "Yes" and list the class that the change will impact. The SubPool Coordinator and Facilities Coordinator will be notified as the form passes through the check-off procedure.

## **ONLINE WAITLIST**

The Online Waitlist feature is only for LHC classes that have "Student Max Reached" as their class status. Placing your name on a waitlist does not guarantee you will be able to get into a particular class, however, it will give your family priority for adding the class should a parent drop their student from the class in the Fall.

- The Online Waitlist is for classes with Student Max Reached status only.
- Each waitlist will accommodate a list of 5 names.
- If a class has prerequisites, priority will be given to students who meet the specified class prerequisites. If you are unsure of the prerequisites - please read the class description and information. If after reading the class information you are still unsure, please contact the teacher directly before placing your student on the list. (Examples of classes that may have prerequisites are science, writing and math classes.)
- Once we begin co-op in September, seats that become available for those on the waitlist will be activated. When a closed class has an open spot, the first family name on the waitlist will be contacted. If the 1st family is no longer interested, the 2nd family will be contacted and then so on down the list.
- If you change your mind and want to remove your name from the list, you can do so by clicking Unregister.
- Only the names on the Online Waitlist will be contacted for admittance into a class that has a seat available in September after co-op begins. Teachers will not be keeping a separate wait list, so please do not ask them to put you on a waitlist for their class. Teachers may not overload their classes. All members must follow the Online Waitlist process to give every member equal opportunity to access seats in full classes.

**If a spot opens up and you accept this seat**, you will need to follow our Add/Drop policy to make the change. Specifics regarding our Add/Drop policy and procedures are listed above on this page and on the LHC Registration Procedures website page.

**Registering for the Online Waitlist Instructions** (The Online Waitlist opens in May after the close of registration.)

1. Go to our web site and log-in.
2. Once logged-in, click on Class Grid.
3. Click on the class for which you would like register for the Waitlist.
4. At the bottom of the page, find the drop-down window named "Register Family Member". Select the name of your student and click Register.
5. You are now on the Online Waitlist for that particular class. Your family will be notified if the class has a spot open in the Fall.

Our co-op yearly schedule can be found on the “Important Class Dates” section of our website or on our online calendar.

Because we must meet for 30 Mondays to meet the credit requirements for high school students, we must continue to hold co-op on important holidays that our family members may have off (such as Veteran’s Day and Martin Luther King, Jr. Day.) If you have a child(ren) that attends a public/private school and they have no school on days that co-op is scheduled, you must find other childcare arrangements. Children not registered for classes at LHC may not attend co-op on the days they are out of school.

The only exception to this policy is for Running Start or High School students that have previously attended co-op classes and have families currently registered for LHC. These students may come to co-op on their days off but will need to stay in the Lounge/Homework Lab for the co-op day. We suggest they bring their school work, a book to read or something quiet to do while they are in the Lounge/Homework Lab. They will need to check-in at the Board Table when they arrive and then go to the Lounge and sign-in with the Lounge/Homework Lab Monitor.





## CHECK LIST FOR 2018-2019 LHC REGISTRATION

**I have read the entire LHC Policy Handbook**

\*Current members, the Policy Handbook is updated every year. Be sure that you take a moment and review its contents every year. It is a good idea to print the Handbook and keep it in a binder for easy access.

**(Current Members)** I have updated my family information on the website:

The grade level for each of my children is updated for next year and our address/contact information is current.

*\*This information is used for the Photo Directory.*

**(New Members)** After receiving my password for the website, I have reviewed my family information to insure it is correct. I have verified that the grade level for each of my children reflects their status in the fall.

I have printed, filled out and signed (as needed) the following:

- 1. LHC Family Pre-Registration Form 2018-2019
- 2. Student Agreement Form (one for every child 5<sup>th</sup> grade and older)
- 3. Liability and Medical Release Form
- 4. Gather \$40.00 Registration Fee (check made payable to Living Hope Co-op)
- 5. Bring the above-mentioned items to the Living Hope Co-op on April 2nd or April 9th, between the hours of 8:30 am – 1:30 pm for “Pre-Registration”. Turn in my paperwork to the Board Table (located in the Fellowship Hall) and have my photo taken for the Directory.
- 6. Read information given to me after I have “pre-registered” and put my “online class registration date” on my calendar.
- 7. Go outside for a walk with my family and enjoy a few hours together in the fresh air.

**My soul finds rest in God alone...  
He alone is my rock and my salvation;  
He is my fortress, I will never be shaken.  
Psalm 62:1-2**



*(Print, read and sign this form with your student and bring it with you when you come to pre-register)*

## **Living Hope Co-op Student Expectations and Conduct Agreement**

We desire for our students and their parents to understand the kind of environment we want to foster at Living Hope Co-op and the role they play in that. In addition to the policies outlined in LHC's handbook, we have some requirements and expectations of how our students are to conduct themselves in the following areas:

**Commitment:** choosing to fulfill my responsibilities to the glory of God

**Community:** choosing to honor others above myself in relationships

**Character:** choosing to demonstrate Christ-like behavior and attitude

All students, 5th grade and up, with their parents, must sign and return this form before your family registration will be accepted. Please use a separate STUDENT EXPECTATIONS and CONDUCT AGREEMENT form for each student in your family who will be attending LHC. Students will follow these expectations on Mondays at co-op, as well as at all co-op sponsored functions.

### **I will honor God, others and myself and agree to:**

#### **Commitment** (choose to fulfill my responsibilities):

1. Come to Living Hope Co-op & co-op functions with a readiness to learn.
2. Behave and work responsibly in the classroom; abide by all policies and procedures set by the co-op.
3. Be responsible with classwork and do my best to complete all homework and assignments.

#### **Community** (choose to honor others above myself):

1. View every relationship as an opportunity to model Christ's love.
2. Respect and honor all students as brothers and sisters in Christ. Seek to build-up others with edifying words and actions.
3. Pursue Christ-like friendships at co-op and co-op functions rather than boyfriend/girlfriend relationships. I understand that any display of boyfriend/girlfriend relationships is not acceptable and that any public display of affection (except between siblings or husband and wife) is not acceptable at co-op. I understand that students of the opposite sex are never permitted to be alone together during the co-op day.
4. Wear clothing that reflects Christian modesty:
  - ❖ advertising on clothing must not conflict with Christian ideals.
  - ❖ clothing that reveals midriff or cleavage should not to be worn at co-op.
  - ❖ any message on a shirt, sweatshirt or hoodie must be of a neutral or God-honoring theme.
  - ❖ dresses and skirts worn without leggings should fall at least to the knee. \*dresses or skirts worn with leggings must be of modest length (no mini-skirts).
  - ❖ make sure tank tops have 3 finger width straps...halter tops, or spaghetti strap shirts and dresses must have a sweater/sweatshirt covering shoulders and straps if they are worn at co-op.
  - ❖ pants should be well fitting with no undergarments showing.
  - ❖ shorts should be well fitting and the length must be not shorter than 2 inches above the knee.

#### **Character** (choose to demonstrate and display Christ-like behavior and attitude):

1. Be a good role model for the younger children who attend LHC.
2. Have a courteous, respectful, obedient and cooperative attitude toward all adults and students.
3. Abide by the Academic Honesty policy by not plagiarizing or cheating. (Refer to Academic Honesty Policy found in Handbook.)
4. Follow the Biblical principles for wholesome speech, conduct and spiritual purity (think, act & speak in a way that honors God, others and self).

### **I UNDERSTAND AND AGREE TO FOLLOW ALL OF THE ABOVE:**

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Student's Signature

Date

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Parent's Signature

Date

(Print this form, fill it out and bring it with you when you come to the all co-op family orientation in the fall)

**LIABILITY AND MEDICAL RELEASE FORM - LIVING HOPE CO-OP**

Release of All Claims for: \_\_\_\_\_  
(Please print First and Last Name of both parents)

In consideration for being accepted by the Living Hope Co-op (LHC) for participation in any activities, I, being the parent or legal guardian of the below named child-participant(s), do for myself and on behalf of my child(ren), hereby release, waive and forever discharge LHC, the meeting facility, and the directors, employees or agents thereof, from any and all liability, claims or demands for emotional or personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and/or their child-participant(s) that occur while participating in any activity or trip.

The undersigned hereby agrees to hold harmless and indemnify LHC, its directors, employees and agents, for any loss, liability, damage or cost they may incur as the result of the negligent, willful or intentional acts of said participant(s).

I hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in activities involved therein.

I hereby grant my permission for him/her to participate fully in said activity/trip, and, should emergency medical treatment be necessary, I hereby authorize an appropriate adult to engage qualified medical personnel to initiate any necessary medical treatment or care. In the event of such an injury, it is understood that LHC will use all reasonable efforts to notify me (or the emergency contact listed below), where practical, prior to initiating medical treatment for any such injury or illness. Should neither party be available, I hereby give permission to any such physician or other medical personnel to provide such medical treatment such individual deems medically necessary. I understand and agree that I am responsible for all medical care expenses incurred to treat the Participant's injuries including, without limitation, physician, hospital, lab, drug and device expenses.

I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the law of the State of Washington and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read and voluntarily sign this release and further agree that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE.

Parent/Guardian Printed Name \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Children attending Living Hope Co-op:

| <u>Name</u> | <u>Age</u> | <u>Allergies or significant medical conditions</u> | <u>Medications</u> |
|-------------|------------|--|--------------------|
| _____       | _____      | _____  | _____              |
| _____       | _____      | _____  | _____              |
| _____       | _____      | _____  | _____              |

Medical Insurance Yes No Policy # \_\_\_\_\_

Insurance Company Name and Address \_\_\_\_\_  
\_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_



# DROP REQUEST

**In order to make a class change, please complete the following steps:**

1. Notify the current class teacher (by email, phone, or in person at co-op) of your intent to drop their class. It is helpful if the teacher is aware of the reasons for your drop request.
2. Print and fill out one Drop Request form per class change.
3. **You must attach a payment of \$5.00 to this form, made out to the Teacher of the class you are dropping, in order for this request to be approved and processed by the board.** The \$5 payment will compensate the Teacher for the next session fee they would have received for the student's enrollment in their class. **(Previously paid Session Fees and Material Fees are nonrefundable).**
4. Place this completed form in the "Completed Add/Drop" file that is located on the board table in the 'Important Papers Box.'

*The Registrar, Treasurer, and Sub Pool Coordinator (if needed) will approve and process the request by changing co-op and website records and then place this form in the appropriate Teacher's mailbox.*

|  |                       |
|--|-----------------------|
| <b><u>DROP REQUEST :</u></b>   | Date Submitted: _____ |
| Student Name: _____  |                       |
| Please DROP from (Name of Class): _____ Period: _____  |                       |
| Teacher's Name: _____  |                       |
| Does the parent have a co-op assigned job that may be affected by this request? (Y/N) _____  |                       |
| If so, please state the job affected : _____ Period: _____   |                       |
| <b><u>CHECK THE BOX THAT STATES WHERE YOUR STUDENT WILL BE ADDED:</u></b>  |                       |
| <input type="checkbox"/> Register my student in Lounge/Homework lab for this class period.<br><input type="checkbox"/> List my student as "Not at Co-op". We will not be on campus during this class period.<br><input type="checkbox"/> I am adding my student to another class. <b>(You must print and fill out an ADD REQUEST form and follow the instructions for the Add to be accepted.)</b> |                       |
| _____<br>(Parent's Signature)  |                       |

**Teacher, the Board has processed the paperwork to DROP this student from your class:**  
Keep this form for your records.

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Sub Pool Coordinator

# ADD CLASS REQUEST



**In order to make a class change, please complete the following steps:**

1. Contact the class teacher (by email, phone, or in person at co-op) of your intent to join their class. There must be a seat available. Teacher's are not allowed to overload their classes.

*(If a class is full and you wish to be added to the Online Waitlist, go to our website page "LHC Registration Procedures. Instructions on how to register for the Waitlist are towards the bottom of the page. You must be on the Online Waitlist if you are requesting to be added to a full class. This does not guarantee you a seat, but puts you in line for one.)*

2. Print and fill out one Add Class Request form per class change.
3. Place this completed form in the "Completed Add/Drop" file that is located on the board table in the 'Important Papers Box.'
4. The Registrar, Treasurer, and Sub Pool Coordinator (if needed) will approve and process the request by changing co-op and website records and then place this form in the appropriate Teacher's mailbox.
5. Make your payments at the payment box to the teacher for the Material Fee and appropriate Session Fee.

|   |                       |
|---|-----------------------|
| <b><u>ADD REQUEST :</u></b>   | Date Submitted: _____ |
| Student Name: _____   |                       |
| Please ADD to (Name of Class): _____  | Period: _____         |
| Teacher's Name: _____   |                       |
| Does the parent have a co-op assigned job that may be affected by this request? (Y/N) _____ |                       |
| If so, please state the job affected: _____   | Period: _____         |
| _____   |                       |
| (Parent's Signature)  |                       |

**Teacher, the Board has processed the paperwork to DROP this student from your class:  
Keep this form for your records.**

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Sub Pool Coordinator