



# 2020-2021 POLICY HANDBOOK

## TABLE OF CONTENTS

Key Things to Know About LHC	2	<b><u>Security Team</u></b>	25
LHC Mission Statement	3	Walkie Talkies	
LHC Statement of Faith		Security Team Duties	
Leadership Board	4		
Emails and Information Distribution		<b><u>Emergency Procedures</u></b>	26
• Newsletter		Fire, Earthquake, Lock Down, Power Outages	
• Website		Snow Policy	
• Information Tables at Co-op	5		
• Mandatory New Family Orientation		<b><u>Facilities</u></b>	27
Membership Agreement	6-9	Set-up/Clean-up	
Expectations for LHC Students	10-12	Lost & Found	
		Facilities Table	
<b><u>LHC Policies &amp; Procedures</u></b>	13	Used Curriculum Sales Table	
Disciplinary Policy	13	AV Equipment	28
Disciplinary Procedures	13	Parking	
Harassment/Bullying Policy	14-15	Play Fort	
Academic Honesty Policy	16		
Dress Code Policy	17	<b><u>Lunch Policy</u></b>	29
Attendance Policy	18		
• Parent Absences		<b><u>Class Information</u></b>	30
• Child Absences		Class Schedule/Chapel Schedule	
Attendance Procedures	19	Class Requirements	
• Sub Pool System		Homework Requirements	
• Sub Pool Assignments		Students' Supplies	
• Teacher Absences		Lounge	
• Attendance on Federal Holidays		Homework Lab	31
• Student Attendance		Running Start Students	
Payment Policy	20	Nursery	
Payment Types	21	PreK	
• Registration Fee		Non-Registered Siblings/Friends	
• Session Fees/Paying Teachers		Foster Care Child(ren)	
• Class Material Fess		Special Needs	32
• Facility Use Fee		Chapel Service	
• Insurance Fee		Teachers	33
Payment Procedures	22	Teacher Attendance	
• Family Payment Checklist		Teacher Support	
• Teacher Payment Sheets		Classroom Management	
• Late Payment Notice		Teacher Assistants	34
Teacher Payment Sign-out Sheets	23	Online Registration	
		Scheduling Requirements	
<b><u>Safety &amp; Security Procedures</u></b>	24	Online Waitlist	35
Background Checks		Add/Drop Classes	36
Security Badges		Dropping Family From Co-op	
Visitors			
Bathroom Security			
Parental Supervision		Credits	36
Entrances			
Skate Boards/Wheels			
Elevator			

**THIS POLICY HANDBOOK:** We recommend that you download this handbook so you have easy access to information needed throughout the year. This document is updated yearly. We ask that all members be sure to review it yearly before registration.

If needed, the Board will reissue this handbook during the year if an urgent change needs to be updated.

## **KEY POINTS TO KNOW ABOUT LIVING HOPE COOPERATIVE**

- 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 each 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 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.
- It is the expectation that the members of our co-op families are the combination of parent(s) and their biological or legally adopted children.  
***Any other arrangement outside of this framework must be submitted to the Board for consideration.***

- **Our cooperative meets on 31 Mondays, September to May. Specific dates are listed on our website.**
- **We meet at Lighthouse Christian Center – 3409 23<sup>rd</sup> St. SW, Puyallup, WA 98373.**
- **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.**
- **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.**
- **Session fees are \$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. Session Fees and Material Fees are nonrefundable.**
- **We are a cooperative of homeschooling families. Parents participate fully in attendance and collective work load. We are not a school.**
- **Co-op communication is email and website based. Weekly newsletters are sent to keep members informed. Our Website address: [livinghopecoop.com](http://livinghopecoop.com)**
- **All members agree to uphold the standards and policies set in this handbook.**
- **We do not have a drop off policy. Parents are expected to remain on campus with their child(ren).**

## LHC MISSION STATEMENT

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 romantic/dating relationships.

## LHC STATEMENT OF FAITH

- 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 created man in His own image, in the image of God He created him; male and female He created (Gen 1:27) and one's biological sex is assigned by God at birth.
- 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)

## LEADERSHIP BOARD



Blessed be the God and Father of our Lord Jesus Christ, who according to His great mercy has caused us to be born again to a living hope through the resurrection of Jesus Christ from the dead-  
1 Peter 1:3

<u>Communication &amp; Care Coordinator:</u>	Gloria Aaserud
<u>Facility Coordinator:</u>	MikelAnn Maier
<u>Registrar:</u>	Elizabeth Chong
<u>Secretary:</u>	Ellie McNicol
<u>Sub Pool and TA Coordinator:</u>	Anecia Robinson
<u>Teacher Coordinator:</u>	Katie Coulter
<u>Treasurer:</u>	Natalie Babbitt

The Board can be contacted individually (contact information can be found in the LHC Members Directory or on the website once a member has logged in.)

The Board can be contacted as a group by emailing [livinghopeBoard@gmail.com](mailto:livinghopeBoard@gmail.com)

## EMAILS AND INFORMATION DISTRIBUTION

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.

## NEWSLETTER

In an attempt to limit the amount of co-op emails our members receive, each week our newsletter will be sent. All members are expected to be reading the newsletter.

The newsletter will contain information regarding weekly events at co-op (pizza sign-up, yearbook deadlines, payment dates, all upcoming field trips and more.)

If you want to place co-op related information in the newsletter, contact our Communication & Care Coordinator for assistance.

## WEBSITE

Our website is technically two websites in one: (a public and a members only site with login.) [www.livinghopecoop.com](http://www.livinghopecoop.com) is our public website. It contains general information such as the Handbook, payment dates, registration procedures, class schedule and more. The **home page** updated regularly with upcoming basic important dates to remember (including possible co-op closures due to weather) and any urgent information.

From the main website, our members have access (by login/password) to our members only website. This website contains: calendar, printable family payment schedules, family contact information, class grid, and more.

## **INFORMATION TABLES AT CO-OP** (AKA “The Board Table”)

(These tables are found in the Fellowship Center; in front of the indoor play fort.)

- **The Board Table:** One of our Board or long-standing members will be at the table to answer questions you might have. Also located at this table are:
  - **Important Papers File:** a portable file box containing all hard copies of co-op forms. This is also where Add/Drop forms are turned in year-round and teacher applications are submitted in January.
  - **Parent Sign Out Sheet:** parents are to stay on campus. If a parent must leave, for a brief time, they must designate (through a private arrangement) another parent to be responsible for their child(ren) and sign out.
  - **Sub pool Check In:** all members sign in at the beginning of their Sub pool hour at this desk.
  - **Facilities Notebook** contains sign-up sheets for AV equipment, Emergency Procedures Information, and job descriptions.
  - **Pizza Orders /Sign Up Sheet:** (Look for ordering details in the weekly Newsletter.)
  - **Absent Student Tracking Log:** if you are present, but one or more of your children are absent, record their absence on the Absent Student Tracking Log.
  - **First Aid Kit**
  
- **Family Mailboxes:** each family has a mailbox. Only adults are allowed to use the mailboxes. Check your mailbox each co-op day - preferably when you arrive and when you depart co-op. This table is located on a separate table in the Fellowship Center.  
*Students are not allowed to be retrieve family mail or deposit items into others' mailboxes.*
  
- **The Bulletin Board:** located by the Family Mailboxes for educational opportunities outside of our co-op. Information is to be posted on the bulletin Board only by Board approval. If you have information you wish to share, it must be cleared by the Board first. Items posted do not necessarily constitute *LHC* endorsement or promotion.
  
- **Facilities Table:** contains the Classroom Folder Files, Security Team supply box and curriculum sales sign-up sheet. (See the “Facilities” section of this handbook for complete list of equipment.)
  
- **Payment Table:** Payment boxes for Session Fees, Material Fees, Insurance Fee, and Facility Fee are located here.

## **MANDATORY NEW PARENT ORIENTATION**

This 2-hour meeting is held at Lighthouse Christian Center during a regular co-op day for all new members after registration has closed. The purpose of this important informational meeting serves to acquaint families with the co-op. They meet each Board member, ask questions, go over details about how and where to make payments, how to find their family co-op mailbox, where to find child(ren)'s classrooms, as well as other important details regarding LHC's policies and procedures. At least one parent from each family enrolled at co-op needs to attend this meeting.

New parents will be notified after registration as to the scheduled date and time of the orientation.

# MEMBERSHIP AGREEMENT

When applying and accepting membership to LHC, the co-op understands that each family agrees to uphold the following written standards for every member (both parents and children).

## LHC PARENTS AGREE TO:

### **Work in a spirit of cooperation and unity**

Members agree to participate with the full understanding that this is a cooperative group. We partner together to support and honor one another.

*Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. (Phil 2:3-4)*

Our words and actions must reflect our commitment to Christ.  
All members need to use wholesome and polite language.

### **Retain full responsibility for the education of their own children**

Living Hope Co-op is not a school. Parents retain 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. All records and/or transcripts are solely the parent's responsibility to create and maintain.

### **Remain on campus the entire time that their children are enrolled at the co-op**

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 Board Table.

It is the expectation that the members of our co-op families are the combination of parent(s) and their biological or legally adopted children.

*Any other arrangement outside of this framework must be submitted to the Board for consideration.*

### **Commit to attend for the entire co-op year**

Our community can only function when we have our members present and participating. Because we do not have paid staff or employees, all tasks fall on our members. Family attendance is a high priority for our co-op to function smoothly.

Additionally, it is important to consider that teachers have planned for your child(ren) with their time and efforts. Your attendance shows you appreciate and value the extra workload that your children's teachers have taken on your family's behalf.

We ask that members arrange schedules and appointments for non-co-op days so that co-op is not missed.

Exceptions to our Attendance Policy: please keep your child and/or family home during the contagious stages of an illness, with a fever, or lice. (Please see Attendance Policy located in our Handbook.)

# LHC PARENTS AGREE TO: (cont.)

## **Participate with a servant's heart and mindset**

Our co-op only functions when we all do what we can to help one another. Again, we have no paid staff or employees. We must all help out wherever and however we can. Each parent is assigned a schedule of various jobs each hour. (Parents attending all 5 hours will be assigned a free hour as well.)

Parent jobs/schedule may change after you have registered. We do our best to construct your scheduled jobs per your request, but sometimes find it necessary to reassign jobs to cover the collective workload needs. Please be flexible and know that your work and support is greatly appreciated. If you have a physical restriction that limits certain jobs for you, please communicate this need with the Facilities Coordinator.

- 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.
- As parents working in a class, it is expected that you do not use this time for socializing or using a cell phone, but rather assisting the teachers and students as needed.
- Some jobs require going outside. You may be assigned an outside job for your sub pool, please be prepared for the weather.

## **Make Payments on time**

Participation is contingent on fees being paid on time. Pay according to the dates listed on the yearly Payment Schedule. Payments can be paid ahead if desired.

Session fees and material fees are non-refundable. The exception to this refund policy is if a parent who 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. Refunds will also be made if a class is dropped from the co-op schedule or a teacher is unable to teach.

More specific information regarding payments are found further in this Handbook.

## **Routinely gather co-op information**

Read the weekly Newsletter, co-op emails (from teachers and the Board), and utilize the co-op website ([www.livinghopecoop.com](http://www.livinghopecoop.com)).

Communicate any questions you have in order to be prepared for the different events or obligations you or your child(ren) might have at co-op.

## **Be aware of your child(ren)'s co-op homework and help them to be prepared for the co-op day**

Especially for Junior High and High School students, teachers may email families or use an online gradebook program (such as Canvas) to communicate homework for the week. Be sure to read these emails, check Canvas and go over them with your student. Monitor and help your student meet the requirements for their homework.

Depending on the age of your child(ren), train them how to use a planner or other study tools to manage time and meet due dates.

Every class has a list of supplies needed for the year in the class description. Make sure your child(ren) have these supplies packed and ready to use when needed.

Be sure all supplies, including bags, coats, lunchboxes, and water bottles are labeled with their name.

# LHC PARENTS AGREE TO: (cont.)

## **Uphold the Dress Code standards**

It is important that all members are dressed in clothing that is clean, neat, and reflect Christian modesty.

Please think about how your outfit will manage in various co-op jobs you may be asked to complete during your sub pool hour: being on the floor with PreK, vacuuming, having to bend down or lean over to assist a student.

The dress code specifics are found further in this Handbook.

## **Be responsible for communicating with teachers**

It is your responsibility to report any known allergies your child may have to each of their teachers.

Be proactive in letting teachers know of any learning difficulties or special needs of your child(ren). Communicate what works to assist with the needs of your child(ren). Because we are not a school, our teachers are not trained or certified in how to work with special needs students. Our teachers are loving and helpful, but they are not equipped to know how to help your child without your input and consistent communication. Please don't operate on the "No news is good news" philosophy. Build a working relationship with each teacher to make sure things are going well in classes.

Let teachers know when and if your child(ren) is going to be absent. Follow up with the teacher on any missed homework or how to turn in any missing assignments.

Contact a Board member if there are any conflicts or instances of harassment/bullying as soon as you become aware of any situation that is occurring in your child's class(es.)

More specific information on reporting Harassment/Bullying is found further in this Handbook.

## **Assume financial responsibility**

Members must provide medical insurance coverage for their family in case of an accident or injury that may occur to any of their family members while in attendance at co-op or co-op functions.

Members assume financial responsibility for any damage done to the church building should it be caused by one of their family members while in attendance at co-op or co-op functions.

## **Assume responsibility for their child(ren) while at co-op**

Parents are responsible for their children all day.

Parents understand that if their child is not able to maintain age appropriate behavior, they will be asked to collect their child from class.

Before and after co-op, parents are to have their child(ren) (4<sup>th</sup> grade and younger) with them. Children are encouraged to help their parents in the set up or clean up job, whenever/however appropriate. (Those helping with chairs and tables need to be big and strong enough to manage this task.)

Older students are encouraged to help with children, classroom set-up, especially moving tables and chairs, opening doors or helping other families unload vehicles. Parents still need to be aware of what their older students are doing in these unstructured times.

During lunchtime, students 4<sup>th</sup> grade and below need to be sitting with their parents older children can sit with friends, contingent upon their using appropriate behavior and cleaning up after themselves. Parents still need to be aware of where and what their older children are doing.



## **LHC PARENTS AGREE TO: (cont.)**

### **Uphold the Christian Standards as described in our Statement of Faith**

Being a member of LHC is voluntary. By applying, members (and their children) agree to uphold the standards set in LHC's Statement of Faith.

### **Participate in a Set-up or Clean-up Job**

Getting co-op ready for the day and taking it down are both monumental tasks. We need the participation of everyone. Please note that when members choose not to do their assigned job, others must complete the task(s).

Parents need to arrive 30 minutes before co-op starts for set-up jobs and remain 30 minutes after for restore/clean-up jobs. If you are a TA, it is important that you help the teacher set-up or restore the classroom.

It is our co-op policy that all set up and clean up jobs are to be "family jobs." Students 4th grade and younger are to be with their parents. Older children can help other parents or participate in any helpful way. We ask that parents are working to train their children to take an active and servant's heart approach to these unsupervised times.

### **Hold their children to the policies as listed in this Handbook**

All policies regarding behavior and participation, as stated in this Handbook, are to be upheld by all members. It is best that parents be well informed regarding the expectations for students and be the first to enforce co-op policies as it pertains to their child(ren.)

The standard of behavior expected at LHC is first time obedience for children pre-school age and above. If your child has trouble reaching this standard please talk with a Board member to determine if LHC is going to be a good fit for your child.

### **Be an adult presence while at co-op**

While parents are to be responsible for their own children at co-op, we are still a collective body of parents committed to the safety and well-being of all children in our community.

- If any student is seen in an unsupervised or restricted area, away from adults and or isolated from other students, they must be asked to return to a supervised area.
- If you witness instances of harassment or bullying, you must immediately report it to the Board.
- If you come into a situation where a child(ren) is misbehaving, work to redirect them, find their parent, or come to the Board table for assistance.

### **Respect our host, Lighthouse Christian Center (LCC)**

Please remember that we are a guest who rents this building at a nominal cost. We want to be aware that the many small actions of our members can create a big effect as the day goes on.

Please protect the furniture, walls, carpet, and equipment as you use it or have students using it.

Consider placing money in the coffee donation cup when enjoying a hot beverage from the kitchen. Be sure that you are watching that children aren't helping themselves to items in the kitchen. All items in the kitchen are the property of LCC and we need to honor the church's hospitality.

When we drive in and out of the facility, follow the speed limit for the road that leads in and out of the campus so that we represent Lighthouse well to their neighbors.

# EXPECTATIONS FOR LHC STUDENTS:

In order to create a positive and cooperative learning environment at Living Hope Co-op, we need to remember that being at co-op is a privilege and with privileges, come responsibilities. It is important that our children understand and agree to the expectations set forth by our co-op.

Behavioral expectations vary depending on age, but it is important that families are aware that first-time obedience is an important standard for the behavior for our students.

\*Please note: Children 10 years old and above will each be required to sign a "Student Behavior and Conduct Agreement Form" at the beginning of each co-op year.

## **Show respect for all adults and peers**

- All members need to use wholesome and polite language.
- Students address adults with respect (Mr., Mrs., Miss).
- Behavior needs to be self-controlled and respectful of other's personal space and belongings.
- Students are not to engage in any acts of aggression, harassment, or bullying towards any member. Members must abide by the Harassment/Bullying Policy as stated further in this Handbook. Failure to do so may result in loss of membership.

## **First time obedience is required**

Students, aged, preschool and above are expected to be able to follow all class instructions and co-op policies. Students are expected to respond appropriately to verbal redirection.

If a child is not able to obey after the verbal warning, the Discipline Policy will be activated. (Please see Discipline Policy as described further in this Handbook.)

## **Uphold the LHC Dress Code**

Student's attire should be clean, neat and reflect Christian modesty. Please refer to LHC's Dress Code (located in this handbook) regarding more specific details

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

## **Be on time for class and prepared to learn**

Have assignments completed, all required books and supplies packed and brought to class.

If a student is more than 15 minutes late for a class, the student must spend that period in Lounge or Homework Lab. Students are responsible to get missed work from the teacher.

## **Uphold the Academic Honesty Policy as listed in this handbook**

Cheating and plagiarism are serious and will not be allowed at LHC.

## **Complete homework requirements**

If a student falls 2 assignments behind, the parent/student will receive a warning. If any student falls 4 assignments behind they will be sent to Lounge/Study Hall until they are "caught up". Repeated episodes could result in the student being removed from the class. Please be aware that late assignments create more work for teachers.

# EXPECTATIONS FOR LHC STUDENTS: (cont.)

## **Show discernment in bringing items from home**

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.

## **Uphold the Christian Standards as described in our Statement of Faith**

Being a member of LHC is voluntary. By applying, members (and their children) agree to uphold the standards set in LHC's Statement of Faith.

**Lounge** is available for reading, study, quiet conversation, and quiet games. Since students will be studying in the Lounge, noise should be kept to a minimum. Students may use cell phones, iPods, MP3 players, or other electronic devices with headphones in the Lounge.

**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.

## **Show respect for church property**

You will be held financially accountable for any damages caused by your actions.

## **Students must attend their registered class, homework lab, or lounge**

- Participate in your classes with a willing and joyful attitude, this is essential for the good of the entire class.
- Students must use the class hall pass if they need to go to the bathroom during class time. They will be asked to sign into the bathrooms by a Security Team Member. Obedience to the directions of Security is important.
- We do not allow non co-op students as visitors in classes. Only the students listed on the roster of a class are allowed in that class.
- LHC Students are not allowed to visit other classes, unless teachers have prearranged a visit.

## **Food and drink are not allowed in the classrooms**

Exceptions are if a teacher arranges a party or activity with food and drink. Water (in water bottles) is fine.

## **Students walk and use quiet voices while inside the building**

Students who are running or horse playing will be redirected and/or taken to their parent by any supervising adult.

## **Before and after co-op (Set-up and Restore/Clean-up)**

Before and after co-op, parents are to have their children (4<sup>th</sup> grade and younger) with them. Children are encouraged to help their parents in the set up or clean up job, whenever/however appropriate. (Those helping with chairs and tables need to be big and strong enough to manage this task.)

Older students are encouraged to help with children, classroom set-up, especially moving tables and chairs, opening doors or helping other families unload vehicles.

## EXPECTATIONS FOR LHC STUDENTS: (cont.)

### **During lunch**

Children 4<sup>th</sup> grade and younger must stay with their parents at all times other than class time.

Students 5<sup>th</sup> Grade and older are allowed to be with friends during lunch as long as they behave according to the standard set forth in this Handbook and clean up after themselves.

Students 6<sup>th</sup> grade and older may be outside with parent permission.

Unless a student is leaving campus with a parent, or with parents' permission, students are required to remain on campus during lunch.

Water is the only beverage allowed for students during the co-op day.

### **Using the play fort**

Being outside on the play fort needs to be supervised by a parent for 5<sup>th</sup> grade and younger.

Children 12 years and older are not on the play fort.

Parents assume all responsibility for their children.

**Students are not to enter any kitchen area without a supervising adult.** Students are not allowed to help themselves to any items in the kitchen. The kitchens *and their contents* are property of our host, Lighthouse Christian Center.

### **Students must stay in designated hallways.**

The church has asked us not to use certain side hallways and staircases. Families are shown these side areas during the New Family Orientation tour. Parents are to show/teach their children where these few areas are located and instruct them not to use these areas.

### **Students are not allowed to use the Family Mailboxes.**

Even if adults ask, students are not to place items in or take items out of Family Mailboxes.

Failure to uphold these standards will result in the activation of the Disciplinary Policy.

Depending on the level of infraction, especially in cases of Harassment/Bullying, the LHC Board reserves the right to handle unusual circumstances as they see appropriate, even up to membership removal.

**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.**

# LHC POLICIES & PROCEDURES

## DISCIPLINARY POLICY

Being at co-op is a privilege. All members agree, as stated in the Parent Agreement and Student Expectations sections listed in this Handbook, to abide by the standards of behavior set forth by this co-op community. Failure to uphold these standards will result in the activation of this Disciplinary Policy.

1. **VERBAL WARNING:** If misconduct occurs, student will be given a verbal warning. Parent will be notified in person or by email, call or note. If needed, the parent may be called to remove their child from class. A Verbal Warning is noted in the Disciplinary Binder at the Board Table.
2. **WRITTEN WARNING:** If misconduct continues, student will be removed from the classroom and have a conversation with an LHC Board Member and parent. A written warning is issued and filed in the Disciplinary Binder at the Board Table
3. **CLASS REMOVAL:** If pattern of behavior continues, student will be removed from class(es) at LHC.
4. **MEMBERSHIP REMOVAL:** Being a member of LHC is a privilege and one's membership will be revoked due to excessive misconduct as determined by the Board.

Depending on the level of infraction (either by student or parent), especially in cases of Harassment/Bullying, the LHC Board reserves the right to handle unusual circumstances as they see appropriate, even up to membership removal.

In extreme cases, membership removal may be taken without following the Disciplinary Procedures as the Board deems fit. We, as parents, are examples to our children. Therefore, the above standards apply to our co-op adults as well as their children.

## DISCIPLINARY PROCEDURES

### We start with our words

Verbal interactions between members (both youth and adult) should be positive and up lifting. Members should strive to keep verbal interactions encouraging, constructive, and work to build one another in Christ.

### We Redirect

Give some options on how a student could make a better choice. Point them in the direction their behavior needs to align.

### We Move

We can remove a student from a choice, sitting next to a friend, group, or fun activity. We kindly let them know they have to choose to obey.

### We find the parent

If these steps are not working, have your TA go and find the parent. The parent will need to remove the child from the class and bring them to another area for the remainder of class time.

### We begin the Discipline Policy

You will need to follow up with the parent as to a plan that seeks to resolve the behavior. This is considered the first phase of the Discipline Policy. (The Teacher Coordinator can assist if needed.)

# HARASSMENT / BULLYING POLICY

## Definition of Harassment, Intimidation, Aggression, and Bullying

Any intentional electronic/cyber, written, visual, verbal, or physical act that:

- Physically or emotionally harms another or damages another's property; or
- Has the effect of substantially interfering with another's education; or
- Has the effect of substantially disrupting the orderly operation of the co-op.

## What makes bullying different from other incidents where others may be hurt?

- There is an imbalance of power. People who bully use their power to control or harm, and the people being bullied may have a hard time defending themselves.
- Intent to cause harm. Actions done by accident are not bullying; the person bullying has a goal to cause harm.
- Repetition. Incidents of harassment, aggression, or bullying happen to the same person over and over by the same person or group.

Every instance of harassment/bullying is unique. But, in general here are some guidelines for how to respond to instances of bullying:

- Intervene immediately. It is ok to get another adult to help.
- Separate the children involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the children involved, including bystanders.
- Model respectful behavior when you intervene.
- Begin the reporting process as stated below. (Contact the Board and file an Incident Report.)

## Avoid these common mistakes:

- Don't ignore it. Don't think children can work it out without adult help.
- Don't immediately try to sort out the facts, with the children involved in each other's presence.
- Don't force other children to say publicly what they saw.
- Don't question the children involved in front of other children.
- Don't talk to the children involved together, only separately.
- Don't make the children involved apologize or patch up relations on the spot.

## Why do we have to report Harassment/Bullying?

In an effort to be positive and not cause problems, families tend to avoid seeking help with harassment/bullying situations. These situations only become worse and more complex. By the time the Board is brought into the situation, it has grown to the point where a resolution is difficult.

We want to be proactive in resolving these situations. Oftentimes, by shedding light and holding each other accountable, we can resolve problems quickly and peace can be restored.

This process is provided as a tool to help come alongside families and get situations resolved before they get too large for families to handle.

## **How to report Bullying?**

- The process begins when a child tells either their parents or the teacher that they feel harassed or bullied.
- The parent or teacher reports the behavior to a Board member. An Incident Report will be filed.
- The Board member will talk with the teachers and the parents to investigate what is happening.
- If the Board member's investigation confirms that harassment/bullying did indeed occur, the Disciplinary Procedure will then be implemented.
- If teachers or Teacher's Assistants witness acts of harassment/bullying, (even if the targeted student doesn't report it) they must report the incident to the Board table and fill out an Incident Report.

## **What if harassment/bullying is occurring between adult members?**

We are assuming that if a parent is feeling bullied it is because they have made efforts to ask for the behavior to stop and these efforts have gone unheeded. If the unwanted behavior has continued, report any incidents to a Board member directly. (Follow the same guidelines as is stated in this section of the Handbook.)

## **What happens after a Harassment Incident Report has been filed?**

Each situation is different. Sometimes a report can be followed by quick intervention and resolution. (These situations typically do not meet the definition of bullying.)

1. When an incident or series of incidents meets the definition of bullying, a Board member will conduct an investigation. The investigation includes interviews with teachers, teacher assistants, and parents of children who were identified as eyewitnesses.
2. The Board may deem it necessary to ask the alleged aggressor to stay home from co-op until the results of the investigation are completed and it is decided they may return.
3. Parents of both the alleged aggressor and the targeted student will be contacted.

## **What are the possible outcomes once the investigation indicates that bullying has occurred?**

Every occurrence is going to be different in its degree and circumstances, but possible outcomes may be (but are not limited to:)

- Removal from class
- Parent must attend class(es) with their child
- Loss of independence at lunch and other unstructured times.
- Loss of participation at co-op events and field trips
- Loss of Membership for the year
- Permanent loss of membership

\*It must be noted that if it has been determined that a member of our co-op has participated in an act(s) of harassment/bullying and has been allowed back to co-op after the investigation, there is standing notice that ANY further acts will constitute immediate withdrawal of membership.

The Board may decide that a 3<sup>rd</sup> party mediator be brought in to walk through a mediation process with the parties involved.

# 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 that we consider cheating and plagiarism unethical. We take this behavior seriously and will deal with infractions through our Discipline Policy. (Refer to our Discipline Policy in this Handbook.)

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.

## DEFINITION:

<p><b>Cheating</b></p>	<p>Unauthorized use of, access to, or provision of academic work in an attempt to misrepresent a student's actual efforts.</p> <p>Failing to adhere to requirements (verbal and written) established by the teacher of the course.</p>	<p><b>Subcategories of cheating include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Use of unauthorized material (including teacher manuals)</li> <li>• Use of unauthorized assistance/collaboration</li> <li>• Duplicating one's own prior work without permission</li> <li>• Providing or benefitting from unauthorized academic material</li> <li>• Soliciting solutions/assignments from online websites</li> <li>• Submission of another individual's work for credit</li> </ul>
<p><b>Plagiarism</b></p>	<p>Using another individual's ideas or words without attribution or credit.</p> <p>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.</p>	<p><u>Subcategories of plagiarism include but are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Inadequate citation</li> <li>• False citation</li> <li>• Failure to quote sources or material</li> </ul>



# DRESS CODE POLICY

The purpose of establishing a dress code for Living Hope Co-op is to cultivate honor, respect and love for one another.

*“Be devoted to one another in brotherly love. Honor one another above yourself.” -Romans 12:10*

	Requirements	Restrictions
<b>Tops</b>	Both shoulders and torso must be covered completely.	<ul style="list-style-type: none"> <li>• No inappropriate slogans, pictures and or advertisements.</li> <li>• No tank tops (shirts must have a sleeve).</li> <li>• No revealing clothing that exposes cleavage, midriff, back, and undergarments.</li> <li>• No undergarments should be visible.</li> </ul>
<b>Bottoms</b>	<p>Bottoms should not be too tight or too loose</p> <p>Bottoms must cover all skin from waist to 3 inches above the knee.</p>	<ul style="list-style-type: none"> <li>• Leggings/workout pants must be covered from waist on down to mid-thigh.</li> <li>• Skirts and dresses worn without leggings must fall at least to the knee.</li> <li>• No jeans with holes/tears revealing skin of thigh.</li> <li>• Undergarments should not be visible.</li> <li>• Shorts should be well fitting and must be no shorter than 3 inches above the knee.</li> </ul>

**Parents will be familiar with the Dress Code policy and will check their own and their child(ren)’s attire before leaving the house on co-op days.**

If a student arrives at LHC improperly dressed the parent will be contacted. The student may be asked to go home and change. The Discipline Policy will be activated for failure to abide by the Dress Code. (See Discipline Policy in this Handbook.)

We, as parents, are examples to our children. All adult members at LHC understand the importance for us to dress appropriately. If a parent member chooses to not follow our dress code, the steps listed in the Discipline Policy will be implemented.

# ATTENDANCE POLICY

LHC is not a school or organization with paid employees. The co-op can only function when we have all members in attendance. When members are absent, other members have to fill in the jobs left undone.

It is vital that all members commit to making weekly attendance a priority when applying for membership.

## PARENT ABSENCES:

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.

We ask that you do your best to schedule vacations, birthday celebrations, medical appointments and such during days other than co-op scheduled days. If parents are unwilling to commit to attending co-op on a weekly basis, they may lose their priority status in next year’s registration or have membership revoked.

### If you need to find a sub for one or more of your jobs, you will need to:

- Call or email the Sub Pool Coordinator (contact information located in family directory) if you have a “Sunday Night, or Monday Morning Emergency” and cannot come to co-op. They will then work to arrange filling your jobs from the sub pool list.
- Teachers will, in addition, need to contact their assigned TA’s to arrange substituting their class(es).
- If you have a “pre-planned” absence, notify the Sub pool Coordinator as soon as you know of the absence. Teachers, again, need to arrange coverage for their classes with their assigned TA’s.
- If the parent cannot attend co-op, but still wish their children attend co-op that day, they may do so, provided they have another parent who is present at co-op and willing to be responsible for their children on that day. This arrangement may be used only **two times** during the school year. Any further absences, children will need to stay home with parents.

If you have extenuating circumstances, please feel free to present them to the Board in writing for review. (livinghopeBoard@gmail.com)

## CHILD ABSENCES:

Because we are oftentimes in close contact with one another at co-op, please do not bring a family member if they have symptoms of illness or conditions that can be easily passed to others:

These can include, but are not limited to:

(All members need to be symptom free for at least 24 hours before attending co-op.)

- Fever
- Diarrhea
- Vomiting
- Untreated rashes
- Pink eye
- Lice
- Ringworm
- Hand-foot-&-mouth disease
- Chickenpox
- Green discharge from eyes or nose

***\*We highly suggest that you have the Sub pool Coordinator’s contact information stored in your phone ahead of time, in case an emergency comes up.***

# ATTENDANCE PROCEDURES

## SUB POOL SYSTEM

In order to fill the gaps due to parent and teacher absences, our co-op has designed a Sub Pool System. Each hour has a set number of parents designated to be assigned, where needed, during our scheduled day to fill in for absences.

## 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 period, you need to be available and ready to work, “as needed”, during that period.***

1. Before the class period begins for your assigned sub pool hour, go to the Board table.
2. Check in with the Board table attendant.
3. You will be assigned a job where a sub is needed.
4. If there are no immediate 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 arise).

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 each position that will require your attention.

## TEACHER ABSENCES:

If a teacher is unable to come to class due to illness or emergency, the Teacher Assistant(TA) for that class will be the responsible Substitute Teacher. The Teacher will contact the TA to inform them about the absence and what the class plan should be for the day. Session fees will not be refunded.

If a teacher must be absent more than three (3) times during the co-op school year, they are asked to pay their substitute teacher \$1.25 per student in their class, per day, from the money that has already been paid to them by enrolled students.

## ATTENDANCE ON FEDERAL HOLIDAYS

*\*Please note that our co-op does not follow any school calendars.*

Because we must meet for 31 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.

Co-op families are still expected to attend co-op on these Federal Holidays.

## STUDENT ATTENDANCE

Roll call is taken at the beginning of each class. TA’s will note the names of absent students and report these names to the Board Table immediately after roll is taken. If a student is unaccounted for a search will be issued to the Security Team.

If your child is absent, parents need to notify all teachers and record their absence on the Absent Student Tracking Log (located at the Board Table).

# PAYMENT POLICY

Payments to teachers are made directly and are considered “Honorariums” – our co-op does not hire or pay teachers. These payments are a way for each family to compensate the parent that stepped forward to help support other members in their homeschooling journey.

## **It is your responsibility to know when payments are due**

Payment Dates are listed on a Payment Table handout. This handout is printable from the website. Please ask our Treasurer if you have any questions.

- All payments are made at the Payment Table (located next to the Board Table in the Fellowship Center.)
- At the Payment Table you will find the Payment Boxes.
- These filing totes have alphabetized files for all of the teacher’s payment sheets and payment envelopes. The Facility and Insurance Fees can be found at the back of the Teacher files in these totes.
- Members write in payment amounts on each payment sheet and deposit their payments in the large envelope found in each file.

## **Late Payments**

Late Payment notices will be issued by teachers and placed in your family mailbox. If you receive a notice, please be sure to make this payment as soon as possible.

If your payment is greater than 28 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.

## **Failure to pay**

This can lead to removal from class(es) affected, loss of membership, or delay (until payments are made) in registration for the following year.

# **PAYMENT TYPES**

***All payments are made by cash or check.***

## **Registration Fee**

This is a one-time fee of \$40, which covers the cost of the background check. The rest goes to the co-op annual budget for all co-op supplies (bins, totes, files, printing, microscopes, walkie talkies, etc.)

This payment is due when you bring in your paperwork on Application Day.

## **Session Fees/ Paying Teachers**

You pay teachers directly throughout the year. Checks are made out to each teacher, *not LHC*.

All 55-minute classes are \$5 per 4 weeks, per child.

All 1 ½ hour classes are \$7.50 per 4 weeks, per child.

Session fees are paid in 4 week increments and paid directly to the teacher's payment file.

You may pay for more than 1 (4 week) session at a time.

## **Class Material Fees**

This fee is paid to each teacher for Semester 1 and then later for Semester 2 supplies.

In order to buy class supplies and photocopies, teachers list a Material Fee amount for each Semester.

Material Fees are listed in the class description.

(Go to the Class Grid, click on the class, and Material Fees will be listed there.)

Any remaining fees at year-end will be refunded to the family.

If a parent withdraws his/her student from a class, the Session and Material Fees are non-refundable.

If a teacher has to close the class, Material Fees and pre-paid Session Fees will be refunded. (If the Material Fees have been spent on supplies, you will receive the supplies will be given and not the money back.)

## **Facility Use Fee**

This fee is paid in September (if paid in one payment) and in January (if paying two payments.)

This facility fee is paid to our host church to help cover a portion of building usage costs.

Make checks payable to Living Hope Co-op for your facility fee of \$150.00 per family, per year.

You may pay this as one payment of \$150.00 or make 2 payments of \$75 each Semester.

Note on your check that it is to be applied to this fee.

## **Insurance Fee**

This one-time fee is paid in full each September.

Each family is responsible to pay 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) .

*\*You will find the payment sheet for Facility Use Fee and Insurance Fee in the back of the payment box behind the A-Z teachers' files.*

# PAYMENT PROCEDURES

## Print your Family Payment Checklist

This is a helpful tool to print out for your personal records. This helps to keep your payments organized.

1. Go to the website and log in
2. Click on the sidebar link labeled “My Family Registration” button
3. Click the blue line at the top- “Print Family Payment Checklist”
4. Print this list
5. Write in all the Material Fees and session fees that you need to make so that you know what to pay.  
(This list will contain the teacher’s name for each class.)

*You can find the material fees by going to the grid, clicking on each class, and the fee will be listed in each class’ description.*

## TEACHER PAYMENT SHEETS

Teachers are paid by members directly. To keep payments documented, Payment Sheets are provided. Each teacher has a file located in the Payment Boxes at the Payment Table.

### TO PAY A TEACHER:

1. Come prepared with your completed Family Payment Checklist (See instructions above.)
2. Go to the Payment Table and locate the Payment File Boxes
3. Locate the teacher by last name on the file, as needed
4. Pull out the Payment Sheet (example next page) and record the amount that is being paid.  
*\*Note: members only write in the white sections. Teachers initial in the shaded sections*
5. Place your check or cash (cash must be placed in a labeled envelope) in the manilla envelope (located in the hanging file.)

Teachers will go through their file and sign off on payments made. If they see that a mistake has been made or there is any confusion, they will contact our Treasurer. The Treasurer will work to sort out the confusion between the member and the teacher.

## Late Payment Notice

If a teacher sees that a payment has not been made, they need to fill out a “Late Payment Notice.” This half sheet will be placed in the member’s mailbox to let them know of the missed deadline. If a member thinks this late payment notice is in error, they should contact the Treasurer to help coordinate a resolution.

# PAYMENT PROCEDURES (cont.)

## EXAMPLE OF TEACHER PAYMENT SIGNOUT SHEETS:

### Teacher Payment Signout Sheet

#### 1st Period Elementary Spanish\_

Teacher: Tammy Smith

Material Fees: \$10/semester

Last Name	First Name	1st Semester Material Fees(5/13)		Session #1(5/13)		Session #2(9/30)		Session #3(10/28)		Session #4(11/26)	
Anders	Blaine										
Anderson	Sam	#1372		#1372		#1372		#1372		#1372	
Bloom	Jesse										
Chester	Tom										
Goodson	Charlie	Cash \$10	TS	Cash \$5	TS						
McDonald	Beth										
Smith	John										
Thatcher	Joy										

Page 1 of 1

*\*Note: members only write in the white sections. Teachers initial receipt of payment in the shaded sections.*

**Checks (or envelopes with cash)** are to be made payable to the instructor and filed in the teacher's payment file located at the Payment Table.

If your children have multiple classes with the same instructor, you may combine Session and Material fees in one check for that instructor. List the students in the note line of the check. Write in the same check number on the payment sheets for each class and amount paid for Session and Material fees for that check. (We do not accept debit or credit card payments.)

**LABELING YOUR ENVELOPS:** When paying in cash, it's important that you label it. Place all cash in envelopes and label as shown here:

*To: Miss Smith  
 For: Charlie Goodson  
 Elementary Spanish  
 1<sup>st</sup> Period  
 Session 1 & Material Fee (1<sup>st</sup> Semester)*

# SAFETY AND SECURITY PROCEDURES

## BACKGROUND CHECKS

All members are required to have current a background check. The Board will 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 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 are 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

For the safety of our children and for the protection of the church, all members must retain responsibility for their families.

Children 4<sup>th</sup> grade and younger need to be with parents during all unsupervised times.

Children 5<sup>th</sup> grade and older may be with friends during unsupervised times, with the parent permission. (Parents are still responsible for their children.)

Students are not to be anywhere in the building unattended. If any parent comes across children in an area away from adults, they must ask the children to come back into supervised areas.

## ENTRANCE TO THE BUILDING

Our co-op entrance is at the lower lobby 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, longboards, Heelys, rollerblades, scooters, bikes, etc. are NOT permitted on the co-op campus.

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



# SECURITY TEAM

Our Security Team works to maintain safety at our two entrances, in our hallways, and on campus. Even if you are not assigned to a Security Team position, you most likely will be required to fill in at some point in sub pool.

It is important that you read the folder located at your station to familiarize yourself with the responsibilities required for this station.

## WALKIE TALKIES

This is our first means of communication between the Security Team members. Walkie Talkies are located at each Security Station, the Board table, with a Security Rover, and one Board member.

## AT THE BEGINNING OF EVERY HOUR

Each Security Team member must check in with their walkie talkie. Once you report in, you may begin completing the tasks as itemized in your station folder.

In general, you want to familiarize yourself with the area around you:

- Check the bathrooms for any possible messes or children who failed to get to class.
- Read over the list of visitors in the building or names on the bathroom hall pass list. Be aware of what's gone on during the last hour(s) to see if there are any situations that have continued into your hour.
- Be sure to know the right time for ringing the bell (regular or chapel day schedule).

# EMERGENCY PROCEDURES

## Fire, Earthquake, Lock Down, and Power Outages

Teachers will be instructed in fire safety and walk the children through the escape plan in each class.

If alarms sound:

1. All children should be evacuated away from the building.
2. Children are to remain with their teacher.
3. A Board member will notify teachers when it is safe to re-enter the building.
4. Should we be unable to enter the building, teachers will remain with their students until parents pick them up.
5. In the event of an earthquake, everyone should go under a table and assume the "Duck and Cover" position, staying away from windows.
6. 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.*

# FACILITIES

## 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 assigned 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.

Please be sure any moving or lifting of tables and chairs is done by persons big and strong enough to complete the task.

Any questions regarding the set-up/clean-up jobs need to be directed to the Facility Coordinator.

## LOST & FOUND

The Lost & Found Box is located in 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.

## FACILITIES TABLE

Located in the Fellowship Center is the Facilities Table next to the Payment/Board Tables.

At this table you will find the following:

- WALKIE – TALKIES: Each Security Station, the Board Table, and a Rover are to have a walkie-talkie.
- CLASSROOM FOLDERS FILE: This is a crate that contains all of the room folders.
- FACILITIES NOTEBOOK: This notebook contains sign-up sheets for all AV items: Video Projector, Overhead Projector, TV/DVD on cart. It also contains the detailed descriptions of jobs.  
(This binder is stored in the Facilities box but is oftentimes placed at the Board Table for easier access.)
- SECURITY TEAM BOX : The folders, bells, and air-horns for Security Stations are stored in this box.
- CLEANING SUPPLIES
- VIDEO PROJECTOR
- EXTENSION CORDS

## USED CURRICULUM SALES TABLE

Members may display their used curriculum for sale. In order to sign up for a date in which to sell your items, go to the Facilities Table and locate the clipboard to sign up.

We ask that only items of educational value be displayed for sale. (i.e. books, DVD's, curriculum, manipulatives, and educational activities.) No household items such as toys and clothes.

# **FACILITIES (cont.)**

## **AV EQUIPMENT**

The TV/DVD Carts and Overhead Projector can be found, during the co-op day, in front of the back sound-booth in the Fellowship Center. They are brought out and put away under a stairwell of the church.

Please see the Facilities Coordinator for help locating these, if needed.

The Digital Projector and extension cords can be found at the Facilities Table. (Sometimes they are in the bins under the table.)

## **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 Outdoor Games classes.

## **PLAY FORT**

Students 5<sup>th</sup> grade and under must be supervised by a parent if playing outside.

Students aged 12 years or older may not climb on the outdoor play fort.

The indoor play fort (located in the Fellowship Center) is off-limits to all members of the co-op, regardless of LCC church membership.

# LUNCH POLICY

## Parent Supervision

Parents are responsible for their children whether they are eating with them or eating with friends. All children 4<sup>th</sup> grade or younger must sit with their parents. If your child is 5<sup>th</sup> grade or younger the parent must accompany the child while he/she is outside.

Unless a student is leaving campus with a parent, or with parents' permission, students are required to remain on campus during lunch.

There is to be no running, rough housing or loud behaviors. **Any student unable to follow the behavioral guidelines will be asked to sit with their parent during lunch. Depending on the behavior(s) the Discipline Policy may be started.**

## Designated Eating Areas

We are only allowed to eat downstairs as per our agreement with Lighthouse Christian Center. Food is only allowed in designated areas, unless it is a part of a Teacher's classroom plans.

Fellowship Center or any downstairs hallways: All members may eat in the Fellowship Center and downstairs hallways.

Students 5<sup>th</sup> grade or higher may eat lunch with friends contingent upon appropriate behavior and they clean up their eating area.

Outside: All members and Students 6<sup>th</sup> grade or higher may eat outside during lunch with parent permission.

Room 9: Teens (13 years or older) may eat in room 9. This is contingent upon parent permission, appropriate behavior and students cleaning up after themselves.

All students are to remain in common areas. No students are to be in an area by themselves or out of areas where there are no adults present.

\*Remain in the Fellowship Center or side hallways while waiting for the bell. We ask that there is NO standing in the lower level lobby. We need to keep this area clear so that the Security Team has access to all visitors coming in or out of our building.

## Beverages

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 parents to have a beverage of their choice, but this privilege is not available to students.

## Clean Up

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. Any lunch boxes left behind will be thrown out; we do not have refrigeration storage available for food items.

**Snack Shack:** Located in the Fellowship Center (next to the Board table) is the Snack Shack. Here we have a basket of various items for sale. Parents need to make sure that correct payments are being made.

**Pizza:** Most co-op days we have the opportunity to order pizza slices in the morning. The sign-up sheet for ordering is located next to the Board table. Pizza sale information will be communicated weekly through the Newsletter. Pizza is served at the kitchen counter window in the Fellowship Center at the beginning of lunch.

There is no pizza available on Chapel days.

# CLASS INFORMATION

---

## CLASS SCHEDULE

<b>1<sup>st</sup> Period</b>	(8:00) 8:30 - 9:25
<b>2<sup>nd</sup> Period</b>	9:30 - 10:25
<b>3<sup>rd</sup> Period</b>	10:30 – 11:25
<b>LUNCH</b>	11:30 – 12:00
<b>4<sup>th</sup> Period</b>	12:05 – 1:00
<b>5<sup>th</sup> Period</b>	1:05 – 2:00

## CHAPEL SCHEDULE

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

---

## 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.

## 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, lunch boxes and coats, should be marked with their name. (Please replenish these supplies throughout the year.)

## LOUNGE

The Lounge is available for children (5<sup>th</sup> grade and older) 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 area 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 setting for more than 1 hour per co-op day.) There is no fee for Lounge. Lounge meets in the Fellowship Center.

# **CLASS INFORMATION (cont.)**

## **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.

Unless otherwise noted, 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. Homework Lab meets in the Library of the church.

## **RUNNING START STUDENTS – LOUNGE**

If you register a Running Start student in co-op classes, please do so with the intention to participate from September to May. Be sure to schedule each quarter’s 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 Session for four weeks from the date that you give notice of dropping the class.

If you don’t want to sign up for any co-op classes, but transportation is such that your family might need to have your Running Start student come to co-op, please sign them up for Running Start Lounge. This allows them to be at co-op as needed throughout the year as their schedule changes.

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

There is a 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.

Breast feeding should be done in designated areas: nursery, prayer room, or cry room (if there is no class in the room.)

Parents utilizing the nursery will be required to serve in the nursery at least one hour of their co-op day.

## **PREK**

Students must be potty trained and turn three years old by September 1st. Younger students will be considered in the fall if space is available.

Preference for PreK slots are given to children older than 36 months, if there is limited availability.

## **NON-REGISTERED SIBLINGS/FRIENDS**

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 in which they are out of school.

(This applies to public and private school holidays.)

## **FOSTER CARE CHILD(REN)**

Because each foster care arrangement is unique, we need to assess each request on a case-by-case basis. Please speak to a Board member for approval as soon as you know that you are caring for a foster child(ren) and would like to bring them to co-op. Only babies and preschoolers are able to attend, if we have space available. If approved, you will need to fill out an Add Form and a Liability & Medical Release Form.

Turn in these two forms to the Board Table for the Registrar to update our records.

School aged (K-12) foster care students cannot attend co-op. They are considered a “Non-registered Sibling.”

# CLASS INFORMATION (cont.)

## SPECIAL NEEDS

Be proactive about which classes you register your child(ren) in for the year. You should contact the teacher ahead of registration to ask your questions and see if particular classes are a good fit.

Once registered, be proactive by letting each of your child(ren)'s teachers know of any learning difficulties or special needs of your child(ren). Please communicate what works to assist with the needs your child(ren) have.

Because we are not a school, our teachers are not trained or certified in how to work with special needs students. Our teachers are loving and helpful, but they are not equipped to know how to help your child without your input and consistent communication. Please don't operate on the "No news is good news" philosophy. Build a working relationship with each teacher to make sure things are going well in classes.

If a student is showing signs of aggression towards others or refuses to obey, LHC may not be a good fit for your student. We try our best to accommodate, but we ultimately must maintain a safe and ordered environment for all members.

## CHAPEL SERVICE

Each month our Co-op gathers for a time of worship and fellowship. It is expected that families sit together. Exceptions can be made during times where children are involved in the chapel. Other than that, all children (regardless of age) sit with their families.

Parents who are involved in the chapel service, Security Team, or other co-op designated duty may prearrange for their children to sit with another family.

All classes are shortened by 5 minutes on chapel days. Chapel is held once a month, usually the 2<sup>nd</sup> Monday of the month, however that does vary. See the official co-op calendar for actual chapel dates.

1st Period (8:00) 8:30 - 9:20

2nd Period 9:25 – 10:15

3rd Period 10:20 – 11:10

CHAPEL 11:15 – 11:45

LUNCH 11:45 – 12:10

4th Period 12:15 – 1:05

5th Period 1:10 – 2:00

- Pizza is not sold on chapel days
- All students must sit with their families. In the past, students have skipped chapel and parents thought they were just sitting with another family. Sitting together as a family ensures that students are in chapel.
- If a class is involved with chapel and needs to sit up front, they need to be accompanied by a teacher and TAs.
- Use the main stairway to exit chapel. The back stairs are not for co-op use.

Our purpose for chapel service is to glorify God, Biblically instruct and provide personal application from parent or student speakers. We recognize that LHC is a diverse group of homeschool families, with many different worship styles and even doctrinal differences. Chapel worship is led by the Praise and Worship class, where students are learning the heart of worship. The style of worship is typically more contemporary.



# CLASS INFORMATION (cont.)

## TEACHERS

All teachers 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 Mission Statement and Statement of Faith declared by LHC and have agreed to teach nothing contrary to it.

Teachers determine the course content and materials. LHC does not employ teachers. They are under the employment of the families who have a student attending his/her class. For this reason, LHC does not pay the teachers. The co-op parents pay 'honorariums' to 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. Session fees will not be refunded.

Teachers submit a written request for the Board's approval when arranging opportunities for their class that are "out of the normal course description." (i.e.: field trips, guest speakers, musical performances, attending plays or other extra events, etc.)

The written request must include dates, time, place, adult supervision plans, or other significant information. After approval is given, teachers will email their class about the scheduled event.

### Teacher Attendance

Teachers must place a high priority on attendance. Filling their absence is often difficult and can be disruptive to the student's learning.

Being on time (in class before the 2<sup>nd</sup> bell) and prepared for class is expected.

If a teacher must be absent more than three times during the co-op school year, they need to pay their substitute teacher/TA \$1.25 per student in their class, per day, from their own money that has already been paid to them by students enrolled in their class.

### Teacher Support

Teacher Assistants are there to help. Utilize their presence in the classroom. They can help with managing behaviors, correcting papers, taking roll, managing your payment files, and more.

The Teacher Coordinator can help as well. If teachers have a situation arise, need ideas, or just have some questions they should feel free to contact her.

### Classroom Management

It's very important that we catch behaviors when they're small. If behaviors are allowed to continue, they will only get bigger.

If a student is disruptive and unable to comply with verbal instructions or struggles with first time obedience, the parent needs to be called from their co-op duties to take the child from the class. Work with the parent to catch behaviors at an early stage. If behaviors continue, you must begin the Disciplinary Policy. Be informed on how to use our Discipline Policy.

If teachers or Teacher's Assistant witness acts of harassment/bullying, (even if the targeted student doesn't report it) they are to call the aggressor's parent from their co-op duties to take the child from the class and sit with them. You must report the incident to the Board table and fill out an Incident Report.

Be informed on how to use our Harassment/Bullying Policy.

# CLASS INFORMATION (cont.)

## TEACHER ASSISTANTS

A primary role parents play at this co-op is as a Teacher Assistant within a classroom. For insurance and safety reasons, each class must have at least one Teacher Assistant.

Assistants help in the following ways- but not limited to:

- Assist with classroom management
- Take attendance / report student absences to the Board Table
- Check the class payment sheet/notify parents who are late in paying
- Correct Papers
- Manage/prepare supplies
- Substitute should the teacher be absent. (The Teacher Assistant may teach the class or use a “study hall” format while remaining in their classroom.)

Teachers and Teacher Assistants reserve the right to ask those disturbing the class to leave. The student's parent will need to be located and the student delivered to the parent.

As parents working in a class, it is expected that we do not use this time for socializing or using a cell phone, but rather assisting the teachers and students as needed.

## ONLINE REGISTRATION

There are three phases to the Registration Process:

1. Application Day: turning in registration paperwork and \$40 fee
2. Registration Preparation: done at home before Online Registration
3. Online Registration: a window of time in which you register for classes

All information and forms for Application Day and Online Registration can be found on our website under “**Registration Procedures.**”

You will also find the **Personal Checklist for Registration.pdf**. Be sure to print this sheet. It will be very helpful to follow as you go through the three phases of the Registration Process.

You will also receive a **Registration Instructions** sheet during Application Day. It's important to read this handout ahead of time to see if you have any questions.

## SCHEDULING REQUIREMENTS

The collective work load of maintaining 20 classes for each hour of co-op makes it necessary for families to schedule for at least 3 hours of co-op classes.

Connect your schedule to either the morning or afternoon so that you can help set-up or restore/clean-up the co-op.

Exceptions to this requirement need to have Board approval.

# CLASS INFORMATION (cont.)

## 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.
- Only the parent can add their student to the Waitlist. The system only allows the family account access to this feature.

**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 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.

If you are interested in joining a closed class, you will want to get on the class’ waitlist. Once the Waitlist opens, go to the grid, click on the class you want, and the registration window will be available at the bottom (just like it did at registration).

***\*We ask that members do not contact the teacher in order to get into their full class-*** teachers are not allowed to circumvent the Online Waitlist process.

This Online Waitlist is open and available until November 1<sup>st</sup> of the following fall.

# CLASS INFORMATION (cont.)

## ADD/DROP CLASSES

Class changes can be made once co-op has started again in the fall by using our Add/Drop process. Specific details regarding the Add/Drop process are listed on the Add/Drop Forms. Turn in completed forms and \$5 drop fee (for each class drop) to the Board Table.

The Add/Drop process and forms can be located on the website under **LHC Registration Procedures**. Please make sure you follow the instructions on the form in order for the 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.

Dropping a class 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.

Adding your student into a class other than Lounge/Homework Lab after November 1<sup>st</sup> will require Board approval.

## DROPPING FAMILY FROM CO-OP

If your family needs to resign membership for any reason, contact the Registrar. She will assist in getting your account closed.

We ask that you notify your student's teachers regarding the drop as soon as possible so that they will know not to anticipate having your child in class. You do not have to detail any reason, but it is courteous to let them know your child(ren) is withdrawing.

If possible, please print and complete a drop form (for each class that you are dropping) and turn it into the Board Table. If you are unable to do this, please let the Registrar know.

Be aware that once your account is closed, all data concerning classes your children have taken is gone. If you are creating official transcripts/documents for your child(ren) and need registration/class information, you can ask for a delay in closing your account in order to have time to record the needed information.

LHC does not retain or distribute any records for families. You are responsible for maintaining and creating all documentation regarding your child(ren.)

## Credits:

Puyallup Public Schools: Harassment, Intimidation and Bullying Policy and Procedures Summary

Stop Bullying.gov

Work Safe BC

George Mason University (Academic Integrity)