

TEEN LEARNING CENTER POLICIES

We are a True Cooperative:

1. Done in cooperation with others: *a cooperative effort*.
2. Marked by willingness to cooperate;
3. Of, relating to, or formed as an organization jointly owned or managed by those who use its facilities or services and who share in its benefits.

Thursdays

Fall Dates: 1st Thursday in September for 12 weeks

Winter Dates: 1st Thursday in January (except Jan. 1) for 14 weeks

(Subject to changes depending on calendar year)

Daily Schedule:

| | | | |
|------------------------|---------------|------------------------|---------------|
| 1 st period | 9:15 – 10:15 | Lunch | 12:30 – 12:55 |
| 2 nd period | 10:20 – 11:20 | 4 th period | 1:00 – 2:00 |
| 3 rd period | 11:25 – 12:25 | | |

Mission

The **Teen Learning Center is a cooperative** which presents opportunities for teens in grades 7th –12th to be involved in one or more unique and exciting classes designed to supplement, aid, or enrich the home school experience. We offer quality supplemental/enrichment classes for grades K-6th. The TLC experience will also aid students in making the transition from the home school climate toward a more structured, traditional classroom (i.e. college). The organizational committee has spent uncounted hours praying for TLC and planning this schedule each semester. We hope that the teens profit academically and spiritually from this variety of learning opportunities. Class size will be kept small to ensure individual attention.

All classes will be taught from a literal Biblical creationist point of view, centered around Jesus Christ as Savior.

E-Mail

TLC disseminates information, policy changes and forms only through e-mail (comm@teenlearningcenter.org) Many teachers will also communicate assignments to students through e-mail. Be sure to check your e-mail every couple days. No hard copies of forms or communication will be available.

Parents' Responsibilities

Because this is a home school **co-op**, each parent will be required to:

1. Lead-teach or co-teach one class.
2. Have one job responsibility each period their family attends. Parents staying all 4 periods will be given an ON CALL period.
3. Arrive 10 minutes before first assigned class.
4. Stay on site the entire time the student is in class or lunch. Leaving the premises to obtain lunch is absolutely not permitted.
5. Read and sign the TLC Contract.

6. Complete the assigned cleanup job each week. If you are unable to stay for the job to which you are assigned, please arrange to trade with another family and notify the appropriate committee member. With many of us working together, it will take only a short time to complete.
7. Bring a snack for the Teacher's Lounge according to the schedule.

Because this is a home school **co-op**, each parent will be required to stay on site the entire time the student is in class. You may not use any free hour you may have to run errands, get lunch or schedule appointments. We often need parents on call to fill in for someone who is sick or out of town. We would obviously need your presence should an emergency arise involving your child, since we do not have the authority or information to authorize any form of necessary medical treatment.

Academic Responsibilities

1. All students and parents have read and signed the TLC Contract and are expected to abide by its provisions. Teachers are encouraged to first attempt to resolve situations with a student and/or parent in a loving and Christ-like manner prior to requesting the TLC Committee to become involved.
2. Students are not permitted to skip class or attend a different class. Students are not permitted to audit a class. Enrollment is required for each class the student participates in.
3. Students are to complete all assignments on time as instructed by the teacher.
4. Students are to be **prompt** in arriving to class.
5. Students are to show **respect** for teachers, all parents, other students and the facilities.
6. Bring:
 - a. A teachable spirit
 - b. Appropriate text and materials
 - c. Pens, Pencils, and notebook or paper
 - d. Completed assignments

Behavior Guidelines

We are guests of the church. They have graciously provided a comfortable environment for us to use. We are committed to respecting the privilege of being their guests. *Any student found willfully not complying with TLC Guidelines, academically or behaviorally, will be reprimanded up to the point of temporary suspension or even expulsion from TLC.*

- Every parent is to relinquish the right to be the only disciplinarian of his or her children at TLC and should strive to reinforce each teacher's classroom expectations for behavior.
- Every parent accepts the right and responsibility to correct every child participating at TLC regarding any breach of policies, whether written or understood. Discipline is to be administered in a Christ-like manner.
- Every child is to respect the authority of every adult. As problems arise, teachers/parents are to take action immediately, going to the TLC Committee only for crisis intervention (unresolved conflict, blatant disregard for TLC policy, etc.)

On the Church Grounds

1. All students pre-K through 4th grade must be accompanied by an adult when going up or coming down the stairs.
2. All children/teens will be scheduled either in a class, study hall, or childcare. Students are not to be outside except when arriving at or leaving TLC, or when under the supervision of a parent or teacher.
3. Children are not permitted in the Teacher's Lounge.
4. Walk in the halls at all times.

5. TLC members are only to use the assigned stairway. All other stairways are off limits and are not to be used except in an emergency. The elevator is not to be used except by teachers or their assistants carrying heavy loads, a permanent or temporary disability, or in other situations as approved by the TLC committee.
6. Place trash in trash cans.
7. Clean up the classroom at the end of each class period.
8. Leave each room in better condition than you found it
9. Bikes, skateboards, roller blades, scooters, hee-lies, etc. are not to be used on church property.
10. Leave at home:
 - ✓ Bad Attitude
 - ✓ Chewing gum
 - ✓ Lighters, knives, or other weapons (even pocket knives)
 - ✓ Anything that would be a distraction to the learning atmosphere or show lack of respect for the church.
11. Any parent/teacher is authorized to confiscate any of the above items at any time and return to the parent by the end of the school day.

Personal Appearance

1. In the spirit of courtesy and respect for others, we yield our rights of clothing choices. Instead, choose clothes, which are above reproach -- appropriate, modest and neat.
2. Modest Dress:
 - Skirts and shorts are to be at least knee length and loose fitting. **No miniskirts or skorts.**
 - **No** backs, shoulders, or midriffs showing.
 - **No** spaghetti straps.
3. If there is the *tiniest hint of doubt in your mind* about the appropriateness of an item of clothing or an outfit, **wear something else** on TLC days.

Parents, please do not expect TLC to police your children's dress. Check before you leave your home.

“Three Strikes and You’re Out” Policy

At the discretion of the teacher and TLC committee, if a student:

- Misses three (3) of the same classes in a semester, OR
- Is excessively tardy, OR
- Displays disrespect toward teachers, other students or any one else (TLC or church staff), OR
- Does not complete assignments,

After 3 strikes, the student will be withdrawn from the class and re-assigned to Study Hall for the remainder of the year with no credit being given from that teacher for that class. The only exception is if there are extenuating circumstances that are discussed *in advance* with a TLC Committee member. The teacher retains the right to disallow the student admittance in future classes taught by him/her. The TLC committee will retain a copy of student's strikes. The TLC committee retains the right to take alternate measures depending on the severity of the offense, including temporary suspension or expulsion.

Media Devices and Electronics

PARENTS: With the exception of the members of the TLC Organizational Committee, all cell phones, computers, and other media devices and electronics are to be turned OFF during hours of assigned duties unless being used for purposes of instruction. Cell phones, computers and other media devices may only be used during ON CALL periods and free lunch times (lunch monitors must maintain their duties.) No cell phones should be ON or answered upstairs. Downloading from the internet is strictly prohibited on church grounds. Teachers may use streaming video or pre-loaded material for purposes of instruction.

STUDENTS: Cell phones must be left at home or turned OFF at all times while at TLC. Student computer use during class is left to the discretion of the teacher. Students may listen to music via headphones during study hall. Gaming devices are prohibited on church grounds. Teachers have the right and responsibility to confiscate an active cell phone or any disruptive media device and return it directly to the parent at the end of the day.

Class Descriptions

In selecting classes, please note the rating of each class given on the course description and the schedule of classes. Classes are rated on a scale of 1–4 stars, where 1 star is a supplemental class with no outside work required and 4 stars is a core curriculum course requiring a high level of commitment and daily outside work. The Course Descriptions give basic information about the courses including the targeted grade level and the amount of time required outside of class during the week to complete the assignments for that class. In selecting classes, parents should carefully consider whether a desired course will fit into the schedule of the curriculum taught at home and any other TLC classes.

In assigning students to desired classes, priority will be given as follows:

1. Older students will have precedence over younger,
2. Teachers' children will be given priority choice,
3. Classes for 4th – 6th grade level are for siblings of teens who are in class at that specific hour or whose mother is teaching.

Age Limit

The age limit for teens is 18. Except in circumstances approved in advance by the TLC Committee, the school year in which the student turns 18 years of age will be their final year.

Nametags

At the request of the church, every member of TLC is to wear their own nametag on the front, top-half of their shirt (not on hats, hems, handbags, bookbags, etc.) The nametag should be in plain view at eyesight level and clean of any artwork or other additions. This is for building security. There will be a \$2 charge for lost or unreadable or altered nametags.

Registration Forms

The registration packet includes: Student Registration Forms, Parent Form, Class Fee Schedule, and Contract. You will need to fill out a Student Registration for **each** child grade K and older; please list children preschool and younger on Parent Form. All **four forms and all fees must be** returned for your registration to be complete and processed. On the Student Registration Form, list the classes desired. Please note that K -6th graders do not typically have a choice of classes. On the Parent Form, list the job(s) you may be willing to fulfill.

Registration Fee

There is a \$50 per semester, per family registration fee made payable to *Teen Learning Center*. \$40 per family is donated to the church in appreciation for their allowing TLC to meet in their facility. The remainder is used for supplies (markers, easels, erasers, signage, postage, copies, teacher's lounge consumables, etc.) This fee is non-refundable.

Class Fees

Attached to the Registration Forms is a Class Fee Schedule. Instructions for completing this form and for payment of the fees are given on the form.

Separate checks for class fees are to be made payable to the teacher of each class. Checks are due the first day of TLC classes. If class fees are unpaid after the 2nd week, the teacher will notify the TLC committee of all

unpaid fees. If class fees are unpaid after the 3rd week, the student will be transferred to study hall for the remainder of the year. All class fees are non-refundable. Expect your checks to be cashed at any time. We appreciate our teacher's desire for Nursery through Kindergarten to be more than a babysitting time, however it is expected that teachers use easily accessible supplies/books in order to incur no fees for families. Any exceptions discussed with the committee should not exceed \$5.

Textbooks and Material Costs

All TLC participants are volunteers and receive no monetary profit for their teaching, nor does TLC receive monetary profits.

The teacher is responsible for the cost of the teaching materials. The student is only required to purchase the student text.

The textbook to be used in each course is listed in the Course Description. The Course Description will indicate whether the student or the teacher is responsible for obtaining the textbook. If the student is responsible for obtaining the text, the student should have it prior to the first class. The teacher should know sources where the book can be purchased. If the teacher will be obtaining the text on the student's behalf (as in curriculum sold in a student text/teacher's manual bundle), the cost for the student text only is included in the "Cost" listed in the Course Description. The teacher will then be responsible for collecting the cost of the text from each student. Other costs (beside the text) will be estimated costs to cover copies, supplies, and other materials.

Teachers needing to furnish photocopies for their class should estimate .10c per copy plus the actual cost of other materials. Teachers are asked not to request more fees than is actually required.

Request for Class Changes

Class changes are highly discouraged, but we understand may be necessary. There is a \$15 fee per class per student from the time the Student/Class Assignments are made to the day before TLC begins. After TLC begins, the only changes permitted will be to Study Hall with no fee. There are no exceptions. The TLC committee must approve all class changes.

ABSENCES:

We understand that there will be emergencies and times of illness. When these occur, each person is responsible for securing a substitute for that position. Before TLC begins, every member will receive a Job Schedule and Directory. As soon as you know you will not make it:

- ❑ Check the Schedule and make calls to cover **all** of your duties (including snacks and cleanup duties). There will also be a chart on the information table listing who is free each period so you can find someone to substitute for you if you know a week ahead of time that you are going to be absent.
- ❑ Phone the Set-Up Coordinator and let them know how your jobs are covered. Contact a member of the Organizational Committee to inform them of your absence.
- ❑ You may send 4-12th grade students if a surrogate parent has agreed in advance to accept responsibility for your children in your absence. No children 3rd grade and under may attend without a parent.

Assistants: Please always be prepared in mind and heart to step in and take up the slack when the lead teacher calls in with an emergency absence.

You may think that you won't be missed, but you are. Any time we have multiple absences, filling the gaps is even more difficult. Remember that each parent has a job and each job is important to the smooth and effective operation of TLC. Some jobs may not seem as important as others, but if you are not there, someone else has to add your job on top of the one she is already fulfilling. Please make the extra effort to be there each week to help, realizing that others are making a sacrifice to help educate your children.

Sick Children

Please consider others in bringing your contagiously ill children to TLC. We ask that if your child is running a temperature or has in the last 24 hours, has a runny nose or cough, please find childcare with friends or relatives, if at all possible. Your attendance at TLC, particularly in the class you are lead teaching, is so very important to the rest of us, but we also want to protect the health of your child's classmates.

Inclement Weather

TLC will be **cancelled** if the Charlotte-Mecklenburg schools or the offices of Steele Creek Church of Charlotte are closed or postponed. TLC does not work on a postponed schedule.

Study Hall

1. Study Hall is for 6th grade and up.
2. Students need to come prepared with work or reading to do during that hour.
3. Any talking should be quiet so that it does not disturb the people around you.
4. One trip, at the most, to the water fountain or bathroom should be sufficient.
5. We strongly encourage parents to work with their child(ren) individually in a corner of the study hall.
6. Parent monitors have the authority and responsibility to gently remind students of proper behavior. If there is a situation that you are uncomfortable about handling or that you have a question about, please contact one of the TLC Committee members.

Lunch

There is 25 minutes for lunch. Lunches are to be packed for individual family members so students are prepared to eat with their respective age group as soon as lunch begins. Parents with children aged birth to 3rd grade are to eat with their children. The 4th-6th graders eat together with Lunchroom Monitors and the 7th-12th graders eat together with Lunchroom Monitors. Please be considerate of the church's property (floors, tables, chairs, etc.) and keep each area clean.

Out of respect for the church staff, we have chosen not to use the kitchen.

Teachers Lounge

This is room on the bottom floor provided for fellowship, relaxation and/or class preparation for parents. **No one under the age of 19 is permitted in this room.** Children are permitted to use the restroom across the hall and are asked to not enter this room.

TLC provides cups, spoons, coffee, and a variety of hot beverages at no additional cost. Snacks are provided on a rotation basis by the parents once per semester (according to the Snack Schedule). Any paper products needed for snacks are the responsibility of the provider.

Nursery

The Nursery is provided for children birth to Kindergarten of TLC families. The Nursery is staffed by TLC parents per period as their assigned job. Please be sure to:

1. Label everything you bring.
2. Bring toys, blankets, etc for babies.
3. Bring a snack and favorite books, toys and games appropriate for your pre-school child (ren).
4. Nursery workers may find it helpful to bring some of the above things with them.
5. Children in the Nursery will need to be picked up by a parent, not an older child.

Set-up & Clean-Up Duties

Each family will be assigned either *Set-Up* responsibility (families to arrive at 8:45am to arrange tables and chairs and set up the facility for TLC use), or *Clean-Up* (families to stay 10-20 minutes after to clean up and arrange the facility the way it was found.) Students are to stay after class and clean their 4th period room and cannot leave until dismissed by the teacher. Students on *Set-Up* may leave after the 4th period bell with the teacher's knowledge. If you are absent, you must get a substitute for these duties also.

Visitors

Visitors to TLC are only permitted under the following conditions and only with prior notification of Organizational Committee:

- Adults who are scheduled as a guest speaker.
- Adult family members who are substituting in the absence of a TLC member.
- Adults and children who are checked in with the Organizational Committee with the business of interviewing or seeking participation.
- Only biological, adopted, legal foster children or children living with and under legal guardianship of member families are permitted to attend/participate in classes.
- In the case of a parent in TLC who shares custody with another parent, non-custodial or shared custodial parents may not visit unannounced. Please make arrangements with TLC parent in advance of arrival.

Under no circumstances are youth visitors permitted to lunch with students or sit in on classes.

Fundraising

Out of respect for the church, there is to be no soliciting in or around church property. Examples include but are not limited to Girl Scout cookies, popcorn, candy bars, and any other type of product sold to raise money.

Evaluations

Teachers are encouraged to send parents a written mid-term communication on their students' progress (grades, assignment completion, attendance, attitude, class participation, etc.) Sample forms are available from the committee. Verbal communication at any time is encouraged between parents and teachers.

If you have questions, contact one of the following TLC committee members:

**Tina Gilbert
Melanie Ptacek
Laurie Walton**

Revised 08/21/2010