



2019-2020 Living Hope Co-op Policy Handbook

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



Key Things to Know About LHC

- Living Hope Co-op (LHC) offers families the opportunity to supplement their homeschool curriculum with academic and enrichment classes. Our ministry serves to augment, not replace, the home-based instruction already being given to the children by the parents at home.
- We are not an accredited school and only operate with the cooperative effort of the parent. The parent retains ALL responsibility for the educational outcome of the child and the fulfillment of the Washington State law requirements for home-based instruction.
- Joining this co-op also means becoming a member of a Christian community where families are willing to serve with a spirit of unity and cooperation. Here we share blessing, support, fellowship, accountability, and responsibility. When each member uses their time, talent and energy to help the co-op run smoothly, we all enjoy the blessing.

- ❖ **We meet on Mondays, September to May. Specific dates are listed on our web site.**
- ❖ **We meet at Lighthouse Christian Center – 3409 23rd 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 1st 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.**
- ❖ **Tuition is \$5.00 per 55-minute class, \$7.50 per 1 ½ hour class for every 4-week session as well as individual material fees for every class. Tuition Fees and Material Fees are nonrefundable.**

- Please prayerfully read through this handbook. If you then feel LHC would be a support to your family, please follow the guidelines and dates provided in this handbook to complete the on-line registration process.



Living Hope Co-op 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 boyfriend/girlfriend relationships.

Statement of Faith and What We Believe

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

Leadership Board

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



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

1 Peter 4: 8-10

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

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

LHC Parent Responsibilities

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

LHC Payments

It is your responsibility to know when tuition is due!

Please refer to the section on our website entitled “Payment Dates” to see when payments are due.

Payments are made at the Payment Table which is joined to the Board Table in the Fellowship Hall. At the Payment Table you will find the Payment Boxes. These filing totes have all of the teacher’s payment sheets and payment envelopes. Members sign in their payments and deposit their payments per teacher as needed per the Payment Schedule. Payments to teachers 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.

Session Fees: All 55-minute classes are \$5 per 4 weeks, per child. (The fee for a 1 ½ hour class- is \$7.50 per 4 weeks, per child.)

Tuition is paid in 4 week increments and paid directly to the teacher’s payment file.

If a parent withdraws his/her student from a class the tuition and material fees are non-refundable.

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

Class Material Fees: Material fees are paid according to the teachers’ request in their class description and paid directly to the teacher’s payment file. (Material fees are spent on classroom consumables, objects that will ultimately end up in the student’s ownership, and/or the co-op’s ownership. Any remaining fees at year-end will be refunded to family.)

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

If a parent withdraws his/her student from a class, material fees are non-refundable.

Facility Use Fee and Insurance Fee: Make checks payable to *Living Hope Co-op* for your facility fee of \$150.00 per family, per year. This facility fee is given to our host church to help cover a portion of building usage costs. It is our preference that you pay this as one payment of \$150.00 or you may make 2 payments. Note on your check that it is to be applied to this fee.

In addition to Facility Use Fees- each family is responsible to pay for an “Insurance Fee”- the amount of this fee is listed on the “Payment Dates” section on our web site: www.livinghopecoop.com .

**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.*

Late Payments: If your payment is greater than 14 days past due there will be a \$5.00 late payment fee assessed (for each class). If your payment and/or late fee are greater than 28 days past due you will be asked to remove your child from that class until payment is “caught up.”

Family Payment Checklist: A helpful tool to use for keeping your payments organized is to print your “Family Payment Checklist”.

To do this, go to the website, log in, press the “My Family Registration” button and click the blue line at the top “Print Family Payment Checklist”. Take this list and fill out all the Material Fees and session fees 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.

Checks (or envelopes with cash) are to be made payable to the instructor and filed in the teacher’s payment file that is at the information desk. *If your children have multiple classes with an instructor, you may combine tuition and fees in one check for that instructor. Attach a note itemizing the students, classes and amount paid for tuition and fees for that check.*

(We do not accept debit or credit card payments.)

LABELING YOUR ENVELOPS: When paying in cash, it’s important that you label it. Place all cash in envelopes and label as so:

To: Miss Othmar
For: Charlie Brown
Grammar Level 2
1st Period
Session I & Material Fee (1st Semester)

LHC Payments (Cont.)

TEACHER PAYMENT SHEETS: Teachers are paid by members directly. To keep payments documented, Payment Signout Sheets are provided. Each teacher has a file located in the Payment Boxes and the Payment Table. To pay a teacher, locate their last name on the file, pull out the Payment Sheet (example below), and record the amount that is being paid. (**Note: members only write in the white sections. Teachers initial in the shaded sections.*) Next place the check or cash (cash must be placed in a labeled envelop) in the manila payment envelope.

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 will 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.

EXAMPLE OF TEACHER PAYMENT SIGNOUT SHEETS:

Teacher Payment Signout Sheet

1st Period Grammar Level

Teacher: Miss Othmar

Material Fees: \$25 first semester and \$10 semester.

Last Name	First Name	1st Semester Material Fees(5/14)		Session #1(5/14)		Session #2(10/1)		Session #3(10/29)		Session #4(12/3)	
Anderson	Russell										
Brown	Charlie	\$25- #1267	MO	#1267	MO	#1267	MO	#1267	MO	#1267	MO
Brown	Sally										
Snoopy	----										
Schroeder	----	Cash \$25	MO	Cash \$5	MO						
Van Pelt	Linus										
Van Pelt	Lucy										
Violet	-----										
Woodstock	-----										

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

Student Responsibilities

(Parents: Please read with your children)

1. Show respect for all adults and peers. Address adults with respect (Mr., Mrs., Miss).
2. Be on time for class and prepared to learn (i.e. completed assignments, sharpened pencils, all required books and supplies). All supplies, including bags, should be marked with your name! If you are more than 15 minutes late for a class you must spend that period in Lounge, or Homework Lab and you are responsible to get missed work from your teacher.
3. Students will be familiar with the Academic Honesty Policy as listed in this handbook. Cheating and plagiarism are serious and will not be allowed at LHC.
4. **LHC DRESS CODE:** Student's attire should be clean, neat and reflect Christian modesty. Please refer to LHC's Dress Code (located in this handbook) regarding more specific details
If student arrives at LHC improperly dressed the parent will be contacted. The student may be asked to go home and change.
5. 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 study hall until they are "caught up". Repeated episodes could result in the student being removed from the class.
6. Lounge is available for reading, study, quiet conversation, and games. Since students will be studying in the Lounge, noise should be kept to a minimum. Students may use cell phones, iPods, MP3 players, or other electronic devices and (with headphones) in the Lounge.
7. 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.
8. 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.
9. Show respect for church property. You will be held accountable for any damages caused by your actions.
10. Participate in your classes with a willing and joyful attitude, this is essential for the good of the entire class.
11. Willingly offer your help to Teachers and others as needed for clean-up duties throughout the co-op day.
12. Students must be in their registered class, homework lab, or lounge at all times while on campus, with the exception of lunch time. Unless a student is leaving campus with a parent, or with parents' permission, students are required to remain on campus during lunch. If permission is granted to play outside, it is with the understanding that an adult will be supervising the play for 5th grade and under.
13. Food and drink are not allowed in the classrooms unless permission has been obtained for special events; however, water bottles are okay.
14. Please walk and use quiet voices while changing classes.
15. **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.**

Please note: in addition to these commitments, students 5th grade and older will be required to sign a Student Expectations and Conduct Agreement each year in order to register. (A copy of this agreement can be found in the Appendix of this Handbook.)

Academic Honesty Policy

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

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

Cheating

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

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

Plagiarism

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

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



LHC DRESS CODE

The Heart Behind the LHC Dress Code:

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

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

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

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

LHC Dress Code Expectations:

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

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

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

LHC Dress Code (cont.)

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

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

ABSENCES & ATTENDANCE:

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.

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

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

TEACHER ABSENCES:

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

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 their class, per day, from the money that has already been paid to them by students enrolled their class.

CONSIDERATIONS FOR 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. A general guideline to follow is being sure all members have been symptom free (fever, diarrhea, and vomiting, etc.) for at least 24 hours.

Conditions such as (but not limited to) untreated rashes, pink eye, lice, ringworm, Hand-foot-&-mouth disease, chickenpox, etc. qualify for an absence.

ABSENCES & ATTENDANCE: (cont.)

ATTENDANCE ON FEDERAL HOLIDAYS

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

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

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

ATTENDANCE IN GENERAL

We ask that families make attendance a priority. Please work to avoid scheduling medical appointments, etc. planned co-op days.

SUB POOL:

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.

SUB POOL ASSIGNMENTS

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

At the very beginning of the period go to the board table and check in with the board table attendant. You will be assigned a job where a sub is needed. If 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 come up).

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.

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.

WEBSITE: Our website contains the overall framework of our information: Calendar, Payment Schedules, Family contact information, co-op forms in PDF, Class Grid, and more. The **main home page** is updated regularly with upcoming basic important dates to remember (including possible co-op closures due to weather) and any urgent information.

EMAILS AND INFORMATION DISTRIBUTION (cont.)

INFORMATION TABLES AT CO-OP: (All these tables can be found in the Fellowship Hall)

- The **Board Table**: One of our board members or long-standing members will be at the table to answer questions you might have. Also located at this table are:
 - **Important Papers File** is a portable file box where we can access 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**: If you have to sign out, come to the board table.
 - **Sub Pool Check In**: This is where you check to see where your Sub Pool assignment will be for the hour.
 - **Pizza Orders /Sign Up Sheet**: (Look for ordering details in the weekly Newsletter.)
- **Family Mailboxes**: Each family has a mailbox. It is your responsibility to check this twice a day (preferably when you arrive and when you depart co-op) This table is located on a separate table in the Fellowship Hall. Only adults are allowed to use the mailboxes. *Students are not allowed to be retrieving family mail or depositing items into others' mailboxes.*
- The **Bulletin Board** is set up by the Family Mailboxes for educational opportunities outside of our co-op. (Information is to be posted on the bulletin board only by a board member. If you have information you wish to share, it must be cleared by a board member first and she will date and sign the item prior to posting. Items posted do not necessarily constitute LHC endorsement or promotion.)
- **Facilities Table** is where the Classroom Folder File and Facilities Notebook (containing sign-up sheets for AV equipment, Emergency Procedures Information, and sign-up sheets for selling curriculum) are located. (See the "Facilities" section of the handbook for the list of equipment items at this table.)
- **Payment Table**: Payment boxes for Session Fees, Material Fees, Insurance Fee, and Facility Fee are located here.

MANDATORY NEW PARENT ORIENTATION

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

We will go over details about how and where to make your payments, how to find your family co-op mailbox, where to find your child's classrooms, as well as other important details regarding LHC's policies and procedures. You will receive an email reminder about this meeting.

SAFETY AND SECURITY

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

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

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

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

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

SAFETY AND SECURITY: (cont.)

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

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

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

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

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

EMERGENCY PROCEDURES

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

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

SNOW POLICY

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

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

LOST & FOUND

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

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.

FACILITIES: (cont.)

LUNCH

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

- SNACK SHACK: Located in the Fellowship Hall (next to the board table) is the Snack Shack. Here we have a basket of various items for sale.
- 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 Hall at the beginning of lunch.

FACILITIES TABLE:

Located in the Fellowship Hall is the Facilities Table next to the Payment and Information/Board Tables.

At this table you will find the following:

- WALKIE – TALKIES: Each Security Station, the Board Table, and a Rover 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 Curriculum Used Sale sign-up sheet.
- SECURITY FILE BOX : The folders, bells, and air-horns for Security Stations are stored in this box.
- FIRST AID KIT
- 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 Facilities Notebook. Inside you will find the sign up sheet.

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.

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 Hall. 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.



Class Information

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

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; you, the parents, pay the teachers directly.

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

Teachers will seek the LHC Leadership/Board Members' approval when making decisions about my class that are "out of the normal course description" for classes (i.e.: field trips, guest speakers, musical and drama performances, or other extra events, etc.) via a written request that will include dates, time, place, adult supervision plans, or other significant information. After approval is given, they will put dates for these events in the "Co-op Calendar" that is located at the information table.

TEACHER ASSISTANTS

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

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.

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.

Class Information (cont.)

DISCIPLINARY POLICY

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

LOUNGE

The Lounge is available for children and adults to visit or play games quietly, and also for use as a "semi-quiet" place for children who wish to read or do assignments independently. Students and adults may utilize the Lounge for reading, study, quiet conversation, and games. Since students will be studying in the Lounge, noise should be kept to a minimum. Students may use cell phones, other electronic devices and CD/tape/MP3 players (with headphones) in the Lounge as per parent permission. This 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 room for more than 1 hour per co-op day.) There is no fee for Lounge. Lounge meets in the Fellowship Hall.

HOMEWORK LAB

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

STUDENTS' SUPPLIES

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

NURSERY (Birth through 36 months)

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

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.

ONLINE REGISTRATION:

There are three phases to the Registration Process: Pre-Registration, Registration Preparation, and Online Registration.

All information and forms for Pre-Registration and Online Registration can be found on our website under "**Registration Procedures.**" This process has several steps; it is helpful to follow the **Personal Checklist for Registration.pdf** as you go along. (You will also be receiving a **Registration Instructions** sheet at Pre-Registration. It's important to read this ahead of time to see if you have any questions.)

Class Information (cont.)

ADD/DROP CLASSES

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

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. The Sub Pool Coordinator and Facilities Coordinator will be notified as the form passes through the check-off procedure.

ONLINE WAITLIST

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

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



2019-2020 LHC Student Expectations and Conduct Agreement

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

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

- Commitment:** choosing to fulfill my responsibilities to the glory of God
- Community:** choosing to honor others above myself in relationships
- Character:** choosing to demonstrate Christ-like behavior and attitude

I will honor God, others and myself and agree to: (Students need to initial each section as they read along)

Commitment (I choose to fulfill my responsibilities):

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

(student initial) I have read this section and agree to fulfill these responsibilities.

Community (I choose to honor others above myself):

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

(student initial) I have read this section and agree to honor others above myself.

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

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

(student initial) I have read this section and agree to demonstrate and display Christ-like behavior and attitude.

I UNDERSTAND AND AGREE TO FOLLOW ALL OF THE ABOVE.

Student's Signature

Date

Parent's Signature

Date