



# The Learning Connection Handbook

*“You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up” (Deuteronomy 6:7).*

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## I. Statement of Faith

The Learning Connection is a Bible based Christian home schooling group. We recognize that there are doctrinal differences throughout the denominations represented in the Christian community. Although these differences exist, we believe there are certain truths that all Christians uphold and that therefore we can walk in unity as believers. The following statement of faith represents the core beliefs of this community. By signing this statement of faith you are signifying that you understand what this community believes and you are agreeing to not teach any other belief that conflicts with TLC's core beliefs

1. The Bible is the inspired and infallible Word of God (II Timothy 3:16).
2. There is one God eternally existent in three persons: Father, Son and Holy Spirit (Revelation 1:8). Jesus Christ is God come in the flesh, born of a virgin, being both fully God and fully man, except without sin (John 1:14; Luke 1:26-33).
3. Man is by nature sinful and inherently in need of salvation. Salvation is the free gift of God given to the sinner by grace and received by personal faith in the Lord Jesus Christ and His shed blood (Romans 3:21-24; Acts 4:12; Ephesians 2:8-9).
4. Jesus Christ's death provided substitutionary atonement for our sins (Hebrews 10:10, 12; Galatians 2:20; Hebrews 9:11-15; Isaiah 53).
5. Jesus Christ literally and bodily rose from the dead (Matthew 28:6-7; Mark 16; Luke 24; John 11:25; John 20, 21).
6. Jesus Christ will literally come to earth again at the Second Coming (Luke 21:27-28).

**II. Mission Statement**

We at TLC believe that God has called parents to be the primary nurturers and teachers of their children. Since He has given His people all things pertaining to life and godliness, they need not feel inadequate or fear failure in the area of educating their children. We are able to rest in knowing that in all things we are more than conquerors through Him who loves us, and this includes the education of our children. Parents must stand firm in knowing that He who began a good work in us will be faithful to complete it.

As we acknowledge the fact that God is in complete control, we must, therefore, cast aside any form of pride and in sincere humility live out the convictions we have to home educate our children. However, we must never become self-righteous as to condemn those who have chosen to do otherwise (Philippians 2:1-4).

TLC's mission is to encourage and assist parents in this calling through the unique individual contributions of each member.

**III. Purpose of TLC**

TLC desires to see parents rediscover their God-given role to educate their children. "You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up" (Deuteronomy 6:7).

**IV. Vision of TLC**

Our vision is that, through the practical application of God's word and prayer, we would heed God's instruction to love, educate, and equip our children that they may develop to the fullest extent of their abilities. "That our sons may be as plants grown up in their youth; that our daughters may be as pillars, sculptured in palace style" (Psalm 144:12).

**V. TLC General Information**

The Learning Connection is a Christ-centered home education support group ministering to families in Northwest Jersey. We are here to encourage you on this journey of home schooling through many facets.

The annual non-refundable membership fee for TLC is \$40/family. As a member, you will have access to our website at [www.mytlcnj.com](http://www.mytlcnj.com), which includes our Calendar of Events and Forum for support and communication.

Below is a list of possible activities you can look forward to:

Mom's Night Out	Family Nights	Field Trips
TLC Weekly Co Op	Holiday Parties	Geography/Science Fair
Standardized Testing	Graduation Events	Yearbook

Professional student portraits	Harvest Celebration	Much, much, more
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Members of the group may submit event ideas for approval by the administration.

## **Activities**

- Student portraits for all TLC Support Group members will take place during our weekly Co Op day, which currently meets on Thursday.
- Each year, TLC will host a year end Awards Night ceremony. At this ceremony, all of our children are recognized for their achievements and advancement to the next grade level. All students are given a certificate for this achievement. During this ceremony, the Kindergarten and 8<sup>th</sup> grade classes will be recognized and may wear caps and gowns. 12<sup>th</sup> grade graduates will have a separate cap & gown graduation ceremony to celebrate their achievement. This event will be coordinated by the parents of the graduates under the supervision of the administrator. If the 8<sup>th</sup> grade graduating class is large enough, they will have a separate ceremony as well.
- Standardized Testing is offered annually depending on sufficient interest and is typically held in April. Ordering of tests is done by each family starting in February. Testing is proctored by parents who are qualified through the testing agency. This is not a drop off event, all parents will be involved whether as testers, monitors, nursery workers, etc.

## **Communication/Forum**

Our online forum is provided as a service to registrants of TLC exclusively. Through this media members of the group may post messages on topics such as, but not limited to, the following:

- Favorite home education websites (under “Links” on the home webpage)
- Field trip details and/or ideas
- Club details and/or ideas
- Fellowship event details and/or ideas
- General information on events in a given area that would be of interest to home educators
- Prayer requests (under “Prayer Request Forum”)
- Curriculum discussions/suggestions
- Home education teaching methods
- Legislative alerts pertinent to New Jersey home schoolers only

As we all know, time is precious to our families, so please be sensitive to the fact that some members have limited access to the internet. With this in mind, remember the following points when posting messages to the group:

- The Forum is for the sole purpose of mutual exhortation, edification, and education in the area of home schooling. Please do not send messages selling items such as Pampered Chef, Tupperware, Avon, etc. However, messages concerning the loan, sale, and giving away of home schooling material are acceptable. Remember to only post messages that are directly related to home schooling, education enrichment, and fellowship. Please note: TLC's website, [www.mytlcnj.com](http://www.mytlcnj.com) has a classified section for the sale of various items. We also offer a Business Directory if you would like to post your business. Please do not post a business that does not belong to you. Here you can list your business, add a link, and have your contact information included. Once it is there, people can look you up. Your business will be deleted at the end of the school year (in the month of August) so when you re-register for the next year, you will need to put your business back in.
- The Forum is for parental use only. If your child(ren) would like to organize a home school or fellowship related activity, and wants to post the details on this forum, you may do so on their behalf. Please be sure to review (and edit) this message for content before posting.
- If you wish to post any message concerning an activity involving another group or a church other than TLC, approval is required from the TLC Director. Please email your information to [info@mytlcnj.com](mailto:info@mytlcnj.com).
- To post to the group, go to [www.mytlcnj.com](http://www.mytlcnj.com) and sign in. Go to "Forum" and then choose "New Thread". Pick the subject it falls under and type in your message.

As Christians we desire to have all participants deal with one another with the generally accepted basic values of the sanctity of life and home, the worship of God, and mutual respect which we offer through the love which Christ has placed in our hearts. If any member feels she/he has been offended, please do not respond to the other party publicly via this message board. Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother (Matthew 18:15).

Please keep in mind that we serve a God who is able to reconcile and restore. However, if this principle is violated, this will be cause for a meeting with the TLC Director.

In the event TLC dissolves, all left over monies will be donated to the Home School Foundation, the charitable arm of HSLDA.

## VI. Request/Renewing Annual TLC Support Membership

TLC accepts new members at any time of the year. New families may request membership by going to our website and clicking on “Request Membership”.

- **TLC Support Member only:** \$40 Annual non-refundable fee
- **TLC Support Member and Co Op Fee:** \$225/family for the year

Our Support Member only fee will be waived for any new member joining after February 28<sup>th</sup> until our renewal time in May. Annual membership will expire on June 15<sup>th</sup>.

**To join TLC, you must be the full time primary educator to your school age child(ren).**

If your membership expires without payment, you will be “parked” and denied access to the website until your membership is renewed with payment. If you are parked, please contact us at [info@mytlcnj.com](mailto:info@mytlcnj.com) to renew your membership. If membership is not renewed by June 29<sup>th</sup> of current year, your information will be deleted from the website.

**Termination of membership:** If a member does not abide by the TLC handbook, and the issue is not resolved in accordance to the Peacemakers Pledge, membership may be terminated by agreement of 3/4 of the board.

## VII. Payment & Refund Policy

Our preferred form of payment is online. TLC will absorb the transaction fees, except when refunds are requested (2.2% + .30/transaction). On occasion we will also accept payment by check made out to ***The Learning Connection***.

- The support membership fee (\$40) is non-refundable
- Co Op Refund structure is as follows:
  - 100% up to 6 weeks prior to the Co Op\*
  - 75% up to 4 weeks prior to the Co Op\*
  - 50% up to 2 weeks prior to the Co Op\*
  - Barring extenuating circumstances, no refunds of fees will be given for cancellations made less than 2 weeks before the Co Op start day

**\*All refunds will be made by bank check.**

**An additional reduction of 2.2% + .30/transaction will be made for payments made online.**

### **VIII. Financial Assistance**

If your family is in need of financial assistance, please contact the administration at [info@mytlcnj.com](mailto:info@mytlcnj.com). Each request will be considered by both need and availability of funds.

Under special circumstances, deferred payment plans are available. Please contact the administration at [info@mytlcnj.com](mailto:info@mytlcnj.com) to set this up. **Deferred payments can only be made online.**

### **IX. Co Operative Distinctive**

TLC offers a Co Operative learning environment meeting once a week during the academic school year, and is a ministry to families by families. It is an opportunity for parents to come together and share their resources, gifts, and talents for the benefit of other families and ultimately the Body of Christ.

#### **Current Meeting Place**

We currently meet on Thursdays from 9:15 AM – 2:15 PM at St. Mary’s School in Hackettstown, NJ.

Our role is to encourage the parent through support, assistance, Co Op classes, and relationship building. We do not function as a school. We do not choose what parents teach. Parents choose what they would like to teach. Some parents will teach using a curriculum and some will create classes using many different sources. (The Administration retains all decision making over which proposed classes make it to the class grid. They will take into consideration both time and space concerns as well as interest for subjects expressed by the current year Co Op members.)

**Preschool classes are only available to families who have at least one school age child (age five by September 30th) participating in classes.**

Every family will play a vital role in the success of this educational venture. Because this is truly a Co Operative effort, each family will support the Co Operative by assisting consistently in some of the following areas:



- ❖ Teaching
- ❖ Nursery Worker
- ❖ Teacher's Aide
- ❖ Administration

- ❖ Clean-up/Set-up
- ❖ Copying
- ❖ Hall/lunch monitor

It is mandatory that parents serve in the assigned capacities.

All Co Op members are required to attend the annual mandatory meeting usually held one week before the beginning of the Co Op year in September. Excuse from this meeting is based on extenuating circumstances and must be communicated to the TLC Director for approval through our online form.

### **Responsibility Bond**

Reason for the bond:

- We have, in the past, experienced families that would not show up for Co Op with out letting anyone know, regularly show up late or leave early, or have excessive absences.
- Each family is a vital part of the Co Op. When you are absent it affects everyone. When you are late it affects everyone.
- We found that when we implemented the bond it drastically reduced the above issues.

The bond helps bring accountability to our group so that no one is left scrambling on the day of Co Op or the classes that parents have paid for are being taught without disruption.

Here are the things that cause TLC to cash your bond:

- Frequent tardiness
- Frequent absences
  - (more than 4 unexcused absences in a year considering we only meet 31 times)
  - Excused absences are sickness, emergency situations, etc. (vacation, routine dr. appointments, etc are not considered excused)
- Not informing TLC of your absences via the absentee form, email or phone call
- Failure to fulfill your duties during the Co Op day

### **TLC, as a ministry, desires to be accessible to all families**

- Prices of classes will be determined by the cost of supplies alone. Teachers and all other helpers will volunteer their time. (An expert may be hired to teach a specific course with the condition that he/she has no children enrolled in classes at TLC.)
- Special needs children are welcome to participate in TLC activities as long as their parent stays with them as needed for assistance.

- We do not want to turn any family away because of finances and will, to the extent possible, offer financial aid (refer to VIII).
- TLC Co Op is collaborative in style. We are not in competition with any other Co Op. We will be very generous in sharing new ideas, forms, and processes that work (or don't work) in our Co Op. In this way, we foster relationships and grow together.

### **Set Up/Clean Up Duties**

- First hour info table will set up coffee, info table, and snack table
- First hour teachers are responsible to open their rooms for the day, turn on the lights, run air conditioner, fan, open windows, etc.
- Fourth hour teachers will close windows, clean black boards, push in chairs, take garbage to cafeteria and replace garbage container with new bag. Teacher is the last person out of the room; they will turn off lights and close the door. We want to encourage each student to assist in the cleanup.
- Fourth hour Hall monitors will tidy bathrooms. They will leave posts during the last 5 minutes of class and wipe down sinks, pick up spare trash, bring all garbage to cafeteria, put new bag in garbage container, and make sure bathroom is tidy.
- Fourth hour info table will break down info and snack tables, and ensure coffee station and kitchen are cleaned up.

## **X. Structure of the Co Op**

TLC leadership will consist of the following delegation:

### **Administration Team:**

Heather Kohler – Director  
Sue Runnion – Registration  
Michelle Scrivens – Finances  
Kate Wood – Absences and subs for Co Op days  
Jen Weaver – Hospitality and new family tours

### **Coordination Team:**

Kirsten Megaro – Calendar  
Sandy Keegan – Special Events  
Jessica Nickoley – Field Trips (PreK – 5<sup>th</sup> Grade)  
Jen VandenBrink – Field Trips (6<sup>th</sup> Grade – 12<sup>th</sup> Grade)  
Serena Edoh – Hot Lunches and Fundraisers  
Christina Carter – Nursery  
Kelly Bunk – Snack/Coffee/Info tables

**Advisory Board** – Michele Gross, John Gross, Tina Atilas, Colette Beach

## **XI. Operating Procedures**

This Co Op shall have the right to govern itself according to the standards of the New Testament scriptures, “endeavoring to keep the unity of the Spirit in the bond of peace” (Ephesians 4:3). The governing body of this organization shall be known as its Advisory Board and it shall have plenary powers to do all things necessary and proper to operate the organization.

### **Responsibilities of Director**

#### **TLC Director shall:**

- Agree with the statement of faith of TLC.
- Adhere to the mission of TLC.
- Demonstrate servant leadership.
- Demonstrate the ability to maintain Christian unity in a variety of circumstances within the Co Op.
- Be a member and in good standing of a Bible believing and teaching church.
- Demonstrate the ability to adhere to the Peacemakers Pledge (see below) when dealing with conflict within the Co Op as well as outside the Co Op.
- Be responsible for all aspects of the TLC program.
- Serve as Director for a minimum term of 1 year.
- Provide written salvation testimony.
- Adhere to all teacher requirements.
- Be accountable to an advisory board of at least 2 others.

A new Director shall serve for an initial one year term. Afterwards, a person may serve indefinitely until:

- They desire to step down from service, or
- The advisory board recommends they step down due to a lack of adherence to the Director guidelines above.

The cancellation of any TLC class or the use of any other primary facility must be approved by the Director and advisory board.

The Director together with the advisory board shall decide on policy, teachers, job descriptions, and oversee all aspects of the TLC ministry.

The Director of TLC shall appoint all administrators to help facilitate activities and accomplish needed tasks within the group. The Director, together with the administration, shall decide on schedules, classes, coordinator job descriptions, and the day to day workings of the support and Co Op group.

## Responsibilities of Teaches

### Teachers shall:

- Agree with the TLC statement of faith.
- Provide a written testimony of their salvation and a referral letter from the church they attend.
- Be a member and in good standing of a Bible believing and teaching church.
- Agree with TLC's mission statement.
- Demonstrate servant leadership.
- Have demonstrated the ability to maintain Christian unity within the classroom as well as outside the classroom.
- Demonstrate an ability to adhere to the Peacemaker's Pledge (see page 15) when dealing with conflict within the classroom as well as outside the classroom.
- Provide/make classroom materials available to allow for the continuation of his/her class in the event of his/her absence.
- Keep the Scriptures at the center of their instruction.
- Set class size restrictions and projected prices of supplies per student.
- Submit receipts for class related expenses (keeping within total of predetermined class material cost).
- Be on time or early for their class.
- Be in control of the class at all times. The teacher's expectations of student behavior shall conform to the Student Conduct Rules and the Parent Contract.
- Never be alone with a student(s) for any reason. Any teacher found alone with a student(s), other than their own child, will disqualify themselves for teaching and attending Co Op. There is a 2 adult policy within TLC.
- Be a member of the Co Op for one year before stepping up to teach. If the Co Op has a need for a teacher that cannot be filled by those who have been members of the Co Op for at least 1 year, a new Co Op member may teach provided they are approved by the advisory board.

***Teacher approval by the TLC Director is contingent upon candidate teacher compliance to the above standards.***

## XII. Coordinator Guidelines

### Registration Coordinator(s)

- Put classes onto the grid according to time and place. Final approval of class time and place to be made by Director.
- Create nametags

### Financial Coordinator(s)

- Handle all finances pertaining to support group activities
- Set forth financial deadlines
- Approve Financial Aid subject to advisory board approval
- Sign all financial paperwork – 2 signatures required
- Some form of bookkeeping background is preferred but not mandatory. Minimal requirement: to be good with numbers.

### **Nursery Coordinator**

- Make sure the nursery is stocked
- Make sure toys are cleaned and put away after Co Op
- Bring any concerns to the Director

### **Facilities Coordinator**

- Create and facilitate set-up/clean-up schedule for all Co Op families
- Be responsible to oversee the maintenance of the facility in accordance with the Church of the Assumption's expectations for Co Op days (including any storage or damage).

### **Box Tops Coordinator**

- Coordinate Box Tops throughout the year for TLC to earn cash back
- Keep members informed of the program and when box tops are due

## **XIII. Visitors**

- Guests, adults and children, are welcome to visit the Co Op. All guests need to fill out the online visitor's form found at [www.mytlcnj.com](http://www.mytlcnj.com). All requests will go through an approval process with our hospitality coordinator. Once approved, all guests are required to check in at the information table the day of their visit.
- A child may be of pre-K age as long as they will be in kindergarten the following year or if they have a sibling of kindergarten age or older.
- Siblings of our Co Op families are welcome any time their school is closed for any reason.

## **XIV. Attendance/Absence Procedures/Tardiness**

- Membership in TLC is a commitment in a ministry to each other and to our children. Each family is allowed 2 unexcused absences per session (2 before Christmas break/2 after Christmas break). Please remember this is a CO OP (a CO Operative effort) and we are very grateful that parents give their time. We realize that illness and extenuating circumstances sometimes arise, but every effort should be made to fulfill your commitment to the Co Op. Doctor appointments, car/home repair appointments, vacations, etc should be scheduled on days that Co Op does not meet. Excessive absenteeism creates a burden for fellow homeschooling families who must cover your assigned duties. We need your Co Operation and attendance to make this Co Op work.

### **Tardiness**

- It is understandable that traffic or other emergencies may cause families to be late to Co Op, however tardiness creates an undue burden on teachers and the distraction negatively impacts the class instruction as a whole. We ask that you do everything you can to ensure you are at Co Op on time.

### Teachers

- If it is a planned absence, please fill out the Absentee Form online. We encourage to find a substitute teacher so your class can still be taught. If there is no one who can teach in your place, your class will become a study period.
- If you are unable to teach the morning of Co Op, please contact TLC by calling 908-619-8857 if it is after 8 am. If it is before 8 am on the day of Co Op please fill out the online Absentee Form.

### Class helpers

- If it is a planned absence, fill out the Absentee Form online and make the teacher(s) you are helping aware of the future dates you will not be at Co Op.
- If you are unable to make it the morning of Co Op, please contact TLC by calling 908-619-8857 if it is after 8 am. If it is before 8 am on the day of Co Op please fill out the online Absentee Form.

### All other members

- If it is a planned absence, please fill out the Absentee Form online.
- If you are unable to make it the morning of the Co Op, please call 908-619-8857 if it is after 8 am. Before 8 am, please fill out the online Absentee Form.

## XV. Sickness Procedure

- We ask that you report any illnesses that you or your child have (or may have) to the administrator so that appropriate procedures can be implemented for the safety of everyone in the Co Op. This applies to all students and parents.  
**Examples:** Bacterial or viral meningitis, pneumonia, chicken pox, measles, lice, etc.
- Upon receiving reliable information that someone at TLC has contracted, or has been in contact with a contagious disease, the TLC Director will immediately contact the staff of The Church of the Assumption and all families attending Co Op through email.
- We do ask all families to refrain from attending the Co Op while sick. **Sick children will not be allowed in the nursery.** This includes children with runny noses (the exception is a clear runny nose).

- Children must be **24 hours** free of fever, vomiting, or diarrhea before returning to Co Op. Those with serious illness should consult their physician before returning to TLC Co Op.

### **XVI. Homework Policy**

- Our teachers spend a great amount of time and effort in preparing for their classes each week. It is expected that all students respect this and that they turn in their homework, when required, on time.
- If a student is unable to hand in the work on time, it is expected that the teacher will be notified before the next week so other arrangements can be made if necessary.
- If a student repeatedly does not hand in homework without having good cause, the student will be asked to drop the class.
- All students who would like to register for a graded class will be expected to participate in all assignments that will be graded. If a parent wishes that their student not be graded, they will not be able to register for the class until registration is closed as we will give preference to parents who will be using the class for a grade. All students, whether being graded or not, are expected to participate fully in this type of a class.

### **XVII. Code of Conduct**

#### Basic Standards

- Teachers and staff are delegated authority from the parents and should be respected and obeyed accordingly. There should be no back talk or arguing with teachers or staff. Prompt and cheerful obedience is expected.
- Name-calling, slander, and gossip are forbidden. Students are expected to treat each other with respect.
- Dishonesty, lying, cheating, or stealing will not be tolerated.
- Students may not leave the school grounds without permission.

#### Classroom Standards

- Students are to be seated when class begins and have all required materials ready.
- Students are to focus on the teacher, stay in their seats, and keep their hands and feet to themselves.
- Toys or other distracting items are not to be brought to class.
- Students are to have cell phones off and stored in their book bags during class time.

- Students are to display good stewardship in caring for the property of the church, TLC, and other students.
- Students are to be Co Operative, respectful, and obedient to the teachers and staff at all times.
- Students are to be courteous, respectful, and loving to classmates and visitors.
- Being a source of distraction and causing others to stumble in the area of dress/appearance is a matter of spiritual purity and should be a concern to all believers. Students are to exhibit modesty through tasteful attire and timeless fashion in order to avoid the appearance of immodesty or inappropriate dress. Therefore, the following revealing types and styles of clothing and adornment are not to be worn during TLC classes and functions.

“Shock value” tee shirts, tight clothing, bare midriffs, sheer clothing, low cut tops, tank tops, “spaghetti strap” tops, short-shorts, extreme baggies, sagging pants, etc. Some language, gestures, and suggestive art on apparel may also be considered inappropriate. Your Co Operation will uniquely set TLC apart by emphasizing godly character.

- Food is only permitted in designated areas at specific times. No gum chewing is permitted.



## XIX. The Peacemaker's Pledge

### *A Commitment to Biblical Conflict Resolution*

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.<sup>1</sup> We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.<sup>2</sup> Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

**Glorify God** — Instead of focusing on our own desires or dwelling on what others may do, we will seek to please and honor God—by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.<sup>3</sup>

**Get the log out of your own eye** — Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts—confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.<sup>4</sup>

**Gently restore** — Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.<sup>5</sup>

**Go and be reconciled**—Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.<sup>6</sup>

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love.<sup>7</sup>

<sup>1</sup> Luke 6:27-36; Gal. 5:19-26; Matt. 5:9.

<sup>2</sup> 1 Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4.

<sup>3</sup> 1 Cor. 10:31; James 4:1-3; Psalm 37:1-6; Phil. 4:2-9; Col. 3:1-4; 1 Peter 2:12; John 14:15; James 3:17-18; Rom. 12:17-21; Mark 11:25.

<sup>4</sup> Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8.

<sup>5</sup> Matt. 18:15-20; James 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:1-8.

<sup>6</sup> Matt. 5:23-24; Matt. 6:12; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4.

<sup>7</sup> Matt. 25:14-21; 1 Peter 2:19, 4:19; Rom. 12:18; John 13:34-35

## XX. Discipline

Parents have the primary responsibility to discipline their children and must be informed of problems in order that they may work to correct them. All teachers will follow the guidelines below when dealing with student behavior problems.

- At the first and second offenses of behavior not in keeping with TLC standards, the teacher will admonish/warn the student and state the expected behavior.
- At the third offense, a teacher or teacher's aide will remove the child from the class and bring him to the Administration (one of the TLC leadership team members) for correction. It will be necessary for the student to make a sincere apology to the teacher in order to be permitted to reenter the class.
- In the event a child is removed from class, the Administration will contact a parent and inform him of the child's conduct.
- Please note: Participation in TLC is a privilege and may be suspended.
- The 3 strike policy is a guideline for minor offenses only and any child can be removed from classes anytime for offenses deemed major by the leadership team or advisory board.
- The goal of all discipline/correction is restoration.
- Student bullying will not be tolerated and there will be no 3 strike policy. If you are found to be bullying another student, you will be immediately suspended with repentance and restoration as the goal. Restoration will not take place until there is repentance and the child that was bullied is comfortable having the offender back in the Co Op.

**XXI. TLC Parent Contract**

We/I, \_\_\_\_\_ as the parent(s) of \_\_\_\_\_ promise to fulfill our responsibility and commitment to TLC by faithfully executing the volunteer duties and contributions to which we have agreed.

We/I understand and acknowledge the stated mission philosophy of TLC.

We/I realize that TLC is not a replacement for parental instruction but an enrichment and supplemental program for the benefit of home educating families.

We/I agree to have at least one of us present and available at all times during the TLC classes that our child(ren) are participating in.

We/I will keep apprised of our child(ren)'s conduct and progress by communicating frequently with the teachers.

We/I acknowledge our God-given responsibility to discipline our children. When informed of any behavioral problem we will properly discipline our child with the goal of ensuring compliance with the standards of student conduct set forth by TLC.

We/I acknowledge that we will be financially responsible for any property damage done by our children in or around the church building.

We/I promise to resolve disputes by dealing with the person or persons involved in a spirit of forgiveness and restoration without criticizing them or TLC using the guidelines established in the Peacemakers Pledge.

In consideration for the use of St. Mary's School and the volunteer staff of TLC, we/I hereby waive and release any right or claim we/I may have against Church of the Assumption, and agree to hold them harmless from all claims, suits, losses or related causes of action for damages, death, accidental or otherwise during or arising in any way from TLC classes and our children's use of St. Mary's School.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## XXII. TLC Student Conduct Contract

### Basic Standards

- Teachers and staff are delegated authority from the parents and should be respected and obeyed accordingly. There should be no back talk or arguing with teachers or staff. Prompt and cheerful obedience is expected.
- Name-calling, slander, and gossip are forbidden. Students are expected to treat each other with respect.
- Dishonesty, lying, cheating, or stealing will not be tolerated.
- Students may not leave the school grounds without permission.

### Classroom Standards

- Students are to be seated when class begins and have all required materials ready.
- Students will turn off their cell phones and store them in their bookbags during class.
- Students are to focus on the teacher, stay in their seats, and keep their hands and feet to themselves.
- Toys or other distracting items are not to be brought to class.
- Students are to display good stewardship in caring for the property of the church, TLC, and other students.
- Students are to be Co Operative, respectful, and obedient to the teachers and staff at all times.
- Students are to be courteous, respectful, and loving to classmates and visitors.
- Being a source of distraction and causing others to stumble in the area of dress/appearance is a matter of spiritual purity and should be a concern to all believers. Students are to exhibit modesty through tasteful attire and timeless fashion in order to avoid the appearance of immodesty or inappropriate dress. Therefore, the following revealing types and styles of clothing and adornment are not to be worn during TLC classes and functions.

“Shock value” tee shirts, tight clothing, bare midriffs, sheer clothing, low cut tops, tank tops, “spaghetti strap” tops, short-shorts, extreme baggies, sagging pants, etc. Some language, gestures, and suggestive art on apparel may also be considered inappropriate. Your Co Operation will uniquely set TLC apart by emphasizing godly character.

- Food is only permitted in designated areas at specific times. No gum chewing is permitted.

As a student, I understand the above standards and agree to behave according to these rules of conduct. I understand that if I fail to comply with these standards I may lose the privilege of participating in TLC

Student Signature \_\_\_\_\_