



Guide me in the path of your commands, for I delight to walk in it. Psalm 119:35

TLC POLICY MANUAL 2023-2024

PURPOSE STATEMENT

The purpose of this group is to encourage and support Christian home-school families in our area while offering a variety of educational and enrichment opportunities for our children in a safe and loving environment. We will work together to provide social, academic, and character-building activities. We will offer classes that support a Christ-centered worldview. The purpose of TLC will be reviewed annually and may be adjusted as the TLC Board, with input from the Elders of Hope In Christ Church, sees fit and as the need arises.

MORE ABOUT US

We co-labor by serving each other through our God-given strengths, gifts, and passions. Class offerings will supplement what the student is learning at home, either as a new “elective” or to support “core” subjects, with a once-a-week opportunity to gain a fresh perspective from the teacher and from positive interaction with fellow Christian homeschoolers.

STATEMENT OF FAITH (same as that of *Hope In Christ*)

1. WE BELIEVE the Bible, consisting of the Old and New Testaments to be the only inspired, inerrant, infallible, authoritative Word of God written.
2. WE BELIEVE that there is one God eternally existent in three persons: Father, Son, and Holy Spirit.
3. WE BELIEVE in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. WE BELIEVE that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. WE BELIEVE in the present ministry of the Holy Spirit by Whose indwelling power and fullness the Christian is enabled to live a godly life in this present evil world. The evidence of the Holy Spirit's ministry is His grace, His fruit, and His gifts.
6. WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. WE BELIEVE in the spiritual unity of all believers in Christ.

GOVERNING VALUES

Jesus said to them, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind...And the second is like it: you shall love your neighbor as yourself.” (Matthew 22:37-39)

- Christ-centered community - We believe the Bible is the infallible Word of God.
- A safe and loving environment - We value unconditional love and grace for one another.
- Fellowship - We desire close interaction to encourage and strengthen one another.
- Co-labor - We value the uniqueness each member brings.

- Creative excellence by serving - We value the emphasis of coming together to be a system of support to the home-schooling community. God has given us a tremendous responsibility to teach our children the way they should go. By drawing upon each other's gifts and talents, we hope to provide quality educational experiences, lasting friendships, and precious memories for our members.

TLC Co-Administrators contacttrailblazers@gmail.com

- Laurie Russell
- Christine Thompson
- Lisa Clark

TLC BOARD MEMBERS

- Don Beland drbeland@comcast.net
- Laurie Russell russelltlmgea@gmail.com
- Bob Shaw rts59@comcast.net
- Pastor Steve Kasanovich pastor@hcnh.com
- Rachael Teague togregre@aol.com
- David Thompson thompsonpgd@gmail.com

COMMUNICATION

TLC families will be placed on an e-mail list, which will be one of our main means of communication. Participants are responsible for reading their e-mails to learn important announcements related to the co-op. Social Media will also be used as a means of communication. We may also send out a group text. If we send out a group text please do not respond in that text window. Instead, if you would like to respond please do so in a separate text window directly to Laurie, Christine, or Lisa.

EMERGENCY/SNOW DAY POLICY

In the event of snow, TLC will follow the Chichester School District's call. If they cancel, we will cancel. Please check your e-mail by 8:30 a.m. on co-op days for any special notices about bad weather. We may also send out a text.

REGISTRATION POLICY

- A per-family fee of \$50/semester (or \$100 for the year) is required with your registration.
- All class fees (made out to the teachers) are also due with your registration.
- We do not want to have anyone excluded because of a lack of finances. If you truly are not able to afford part or all of these fees, please let the Leadership know. Scholarships will be given according to family needs and the funding available.

MEDICAL RELEASE FORM POLICY

In an effort to ensure the safety of your children, a medical release form is required to be filled out for each of your children who will be in attendance at the Co-op.

CRIMINAL RECORDS RELEASE

All parents, teachers, assistants, etc. over the age of 18 must fill out a Criminal Records Release online through the link provided every 3 years. TLC will cover the cost.

ILLNESS POLICY

Participants should not attend Co-op if they are sick or are experiencing any of the following symptoms:

- Colored mucus
- Diarrhea, vomiting, or nausea (within last 24 hours)
- Eye drainage
- Virus or infection (known to be contagious)
- Rashes (contagious)
- Head lice
- Fever (within last 24 hours - non-medicated)

SEXUAL MISCONDUCT STATEMENT

Any misconduct taking place at TLC by students, staff, or parents that is of a sexual nature must be reported to the leadership immediately without exception.

UNLAWFUL MATERIAL

Vapes, vaping material, illegal drugs, or any form of an illegal substance will not be permitted on the HIC/TLC Campus grounds. Underage drinking, smoking, and/or any other illegal activity will not be permitted on the HIC/TLC Campus grounds. Unlawful possession of a firearm by minors will not be permitted on the HIC/TLC Campus grounds.

GENDER STATEMENT

In agreement with the Hope in Christ Church bylaws, we agree to accept and refer to the gender of teachers, students, and visitors as it was determined by God when He formed them.

CONFLICT RESOLUTION GUIDELINES

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise.

- Based on Matthew 18, if a conflict arises, parents and teachers should seek to resolve the issue on their own.
- If either party is unsatisfied or the resolution* cannot be met, the parties then need to seek the assistance of the Admins (Laurie, Christine, and Lisa).
*Resolve/resolution—achieved when all parties reach a mutual agreement or understanding.
- As a last resort, the conflict will be taken to the TLC Board, and they will make a decision. If necessary, it will then go to the elder board of Hope In Christ Church.

DRESS CODE GUIDELINES

In keeping with the values of purity and integrity that we hold at heart, we have developed dress guidelines that each of our participating families is asked to adhere to. Our desire in this process is to set forth a Godly example of purity and integrity.

- No spaghetti straps, low-cut tops, or bare midriffs
- No sheer materials that show undergarments
- No short shorts (length of shorts should be as long as at tips of fingers when arms at side)
- No mini-skirts
- No tight shirts or shorts
- No shorts, sweats, or pants with words on the back
- Tight leggings may only be worn if under a dress or long shirt that covers the bottom
- No clothing with inappropriate messages, slogans, or pictures
- No jeans with rips higher than the length of approved shorts (see above)
- All pants should be worn in such a way that prevents underwear from showing

CHAPEL

- Please strive to arrive at TLC by 9:50 am each week as Chapel will begin promptly at 10 am.
- Chapel will include prayer, devotional, singing, and announcements.
- This time promotes community and relationship building within the Co-op body.
- It also provides an opportunity to keep members up-to-date on important Co-op issues and activities.

CLASS TIME

Class Bells

- There are class bells located in the sanctuary and hallway of the main building. There is also a class bell located in the hallway of the old building.
- The class bell will ring a “musical” sound to signify it is the end of the class period. However, students must wait for the teacher to dismiss them.
- In the event of an emergency (see “Emergencies”), the class bell will make a different sound. A loud siren sound would indicate the need to evacuate the building. A guard dog sound (dog barking) would indicate lockdown.

Unaccounted for student:

- If you are a teacher and a student who should be in your class is unaccounted for, please try and verify where the student is at the beginning of your class.
- If your other students are unaware of the student's absence, make an effort to locate the student.
 - If your class is in the main building, you may ask your class assistant (or ask a student) to go to the foyer and ask the parents there if they know where the student or the student's parents are.
 - If your class is in the old building please use the radio to ask the parents in the foyer if they can update you on the status of unaccounted-for students or parents.

Hallway

- All parents who are in the foyer should be watchful to monitor all students using the hallway during class times.
- Restrooms should not be used as a social hangout. Therefore, if a parent sees a group of kids go into the restroom, the parent should go in as well to prevent the desire for kids to unnecessarily hang out there.

Students leaving classroom

- Students may leave the classroom for short periods of time to get water or use the restroom.
- Prolonged absence from the classroom during a water or bathroom break should be discussed with the parent(s) after class.
- Students may ask to leave the classroom at any time to see their parent(s).
 - If children are younger, an assistant should go with the child to make sure they find their parents.
 - If the student is coming from the old building, either radio to the main building or text the student's parent directly. We do not want students freely walking around the HIC/TLC campus during class time.

Cleaning

- Teachers are required to clean classroom tables in their room at the end of every class.

Phones & earbuds

- Phones and/or earbuds are NOT allowed in any classrooms unless the teacher specifically allowed them for an academic purpose relating to that class.
 - Noise-canceling headphones used to offset sensory issues are always allowed.

LUNCH/RECESS**Students**

- No pushing, wrestling, or using playground equipment in an obviously dangerous way. Students can only climb up the slide if there is no other student trying to slide down. All language is to be edifying. No name-calling, insulting, or excluding other students.

Lunch/Recess monitors

- Parents are to keep a general eye on their own children. To assist with this, Lunch/Recess monitors have volunteered to try and help keep everyone safe and the church grounds respected.

EMERGENCIES**Fire Alarm:**

- In the event the Fire Alarm goes off, teachers in the old building please grab the radio in the room and all teachers grab your green/red cards (see below) by the light switch (or you may use your own green/red cards) and following the evacuation plan in the classroom walk your class to the assigned meeting place. (All others please exit the building and go to the meeting place).
 - Both Main Building & Old Building: In the grassy field between the old building and the new church building.
- Once outside, radio to the other building to alert them as well. We will then set the class bells to a siren, alerting both buildings to evacuate.
- If you have a concern that requires evacuation (like fire/smoke) but the alarm is not sounding, quickly alert someone via the radio as you walk your students outside. Once your class is safe you can provide more details, but we can sound the alarm alerting everyone to evacuate.
- If a fire or emergency has been discovered, the person who discovered it should also call 911 unless someone else has already done so.

- Green/Red Cards (Teachers)
 - o If you have everyone from your class and you do not require assistance please lift up a green card to alert everyone that you are all set.
 - o If you DO NOT have everyone from your class and/or you DO require assistance please lift up a red card to alert everyone that you need assistance. If you need immediate help, use a radio or cell phone to get any help that is needed.
 - o If you forgot to grab the red/green cards, do not go back inside the building for the cards. If you need help use a radio or cell phone to get any help that is needed.
 - o Cards and Radios are not a replacement for 911 in emergencies.

Outside Threat:

- If you see a threat outside of the building, please lock the doors and keep your class as safe as possible. Let others know of the threat using the radio ASAP. We would then send an alert over the class bell that sounds like a guard dog (dogs barking). This unique sound would alert everyone in both buildings to go into lockdown. At this point, students should be kept inside, and outside doors should be locked. Once the threat is cleared we will communicate that via the radio.
- If an emergency has been discovered, the person who discovered it should also call 911, unless someone else has already done so.
 - o Radios are not a replacement for 911 in emergencies.

RADIOS

When to use:

- Radios are for situations that require quick communication between buildings.
 - o Examples: an unaccounted-for student, a student traveling by himself between buildings, a teacher needing assistance, or an emergency
 - o They are not for casual conversations.

How to use:

- Turn the knob on the top of the radio clockwise to turn the radio on.
 - o Keep turning the knob until the volume is to the max.
- After turning the knob, the radio will announce that it's powered on and on Channel 16.
- Use the large button on the left side to talk.
- Avoid hitting the up and down arrows under the talk button, as that changes the channel. Stay on channel 16.
 - o If you accidentally leave channel 16, use those up and down arrows until it announces the number "16".

Who should use a radio and where?

- Radios should be used by parents/teachers only.
 - o If the circumstance warrants it, a parent/teacher can request a student communicate a need over the radio.
- There are 6 radios, and they are each labeled. The base will be in the foyer during TLC time.
 - #1 Floating #1 (Recess monitors)
 - #2 Floating #2 (Upstairs RM2 in Old Building)
 - #3 Foyer
 - #4 David (Can be used by an adult in Old Building)
 - #5 Old Sanctuary
 - #6 Conference room (old building)
- First-period teachers who teach in the old building should check the base on their way by the foyer to see if the radio for the classroom they are going to still needs to go over. If so, please carry it over.
- Likewise, moms going to pray should check to see if either of the 2 floating radios is missing. If both are in the base, please take one with you. The last mom in the prayer room (at any point throughout the day) should return the radio.
- Finally, the last teacher in any of the classrooms in the old building should please carry that room's radio back to the base (located in the foyer of the main building). The volunteers who handle the end-of-the-day clean-up in the old building should double-check that the radios were returned.

Charging Radios

- At the end of the TLC day, the radio charging base with its 6 radios will be returned to the Tech Booth in the Sanctuary and plugged into an outlet that turns on and off with the tech booth.

CODE OF CONDUCT

Parent

- Everyone is expected to show up, be on time, and be prepared to assume their assigned responsibilities.
- Families should arrive at the Co-op on time for Chapel. This is to ensure that all are kept informed about policies and other important Co-op activities and events. (See more information under "Chapel".)
- Attendance is expected unless illness or extenuating circumstances prevail.
- All parents are volunteers who are responsible for serving in some capacity within the Co-op.
 - Please sign up for at least 5 morning set-up or afternoon clean-up dates.
 - Please sign up for at least 2 recess monitoring dates
 - Be alert and aware of all classroom activities, as we are all hall monitors/traffic controllers.
 - Parents who are available should be willing to fill in if a teacher/assistant is absent.
- Parents are responsible for their children at ALL TIMES.
 - Children are not permitted outside the building AT ANY TIME without parental permission.
- Parents are expected to remain on the premises while children are participating in the Co-op.
 - If you must leave for any reason, you must designate another parent to be responsible for your child/ren and record this on the parent sign-out notebook at the Information table.
- Please be familiar with class fees, registration fees, as well as fee schedules. Please make sure all fees are paid on time.
- Parents must read "Course Descriptions" for classes and purchase all necessary texts, materials, and other specified items prior to the start of classes.
 - All personal items brought from home should be labeled clearly for ALL students.
- Our desire is to encourage strong, genuine friendships in our children; for this reason, we would like to promote an atmosphere that discourages dating and would help our children understand how to properly interact with the opposite sex, allowing them to flourish in an environment without the pressures of the dating relationship.
- Parents, please be mindful of the Dress Code Guidelines listed previously in this manual.
- Please read, understand, and enforce all policies and adhere to proper codes of conduct and behavior while at TLC.
- Each family is required to sign the TLC Statement of Faith & Code of Conduct form.

Teacher

- All Teachers and Assistants must fill out a teacher application prior to teaching.
 - Teachers should attend and serve in a Bible-preaching church.
 - Teachers serve at the discretion of the board.
- Teachers must prepare a course proposal and submit it for approval for each class they are teaching.
- Be punctual, be prepared for each class, and do a job of excellence.
- Please clean the tables off at the end of your class
- Please find your own substitute and provide a substitute lesson plan in the event of your planned absence.
 - Notify the On-site Leadership Team and your cooperating assistant (if applicable) before the beginning of the school day in case of illness or emergency.
- Teachers are to quickly remind students of proper classroom behavior, no matter what the offense.
- Be willing to communicate with parents regarding their child's progress and behavior while in your class.
- Should you choose to take your students off-campus, permission slips must be signed by the parents and collected prior to leaving for a field trip. Each student MUST have a permission slip turned in, or he/she will not be able to go on the field trip (only if the student's parent not attending).
- Please read, understand, and enforce all policies and adhere to proper codes of conduct and behavior while at TLC.
- All Teachers are required to sign the TLC Statement of Faith & Code of Conduct form.

Student

- Students are to arrive to class on time.
- Students are to be prepared and bring needed supplies (i.e. notebook paper, sharpened pencils, etc.).
- Students are to walk in the halls between classes. No yelling.
- Students are expected to encourage and support one another in a gracious and loving environment. No name-calling or destructive comments toward one another will be tolerated. Students are to be respectful of others and their property.
 - o Keep hands and feet to yourself.
 - o No wrestling, fighting, or horseplay.
 - o Be respectful of the church property.
 - o All language is to be edifying.
 - No name-calling, insulting, or excluding other students.
 - No Swearing, coarse language, or inappropriate speech (conversations, jokes, etc.).
- Students are to follow the Dress Code Guidelines listed previously in this manual.
- Students are expected to have self-control and respond appropriately to the teacher's directives.
- Students who disregard any classroom expectation are to be addressed immediately.
- Students are expected to read and understand all policies and adhere to proper codes of conduct and behavior while at TLC (as appropriate for the age of the student).
- Students in 6th grade and older are required to sign the TLC Statement of Faith & Code of Conduct form.
- Behavior that is not in line with the code of conduct could result in suspension or expulsion at the leadership's discretion. If suspension or expulsion occurs semester/class fees would not be refunded.

Please sign and return this section

I have read the TLC Policy Manual including the Statement of Faith, Governing Values, and Code of Conduct, and I agree to abide by them while I'm participating at any Trailblazers Learning Cooperative Class or event.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

***for students 6th grade and older**

Student Signature: _____ Date: _____

***for students 6th grade and older**

Student Signature: _____ Date: _____

***for students 6th grade and older**

– For additional students, please sign below.