



Policies/Procedures & Standards of Conduct

OUR VISION:

At legacy, we honor traditional family values. We love God and we love others. We look to God for direction in our lives as individuals, as families, as communities.

As homeschooling families, we are coming together in friendship and learning. To achieve this goal, parents work together to create a variety of classes

and activities. We believe there is value in many philosophies of learning and curriculum. We strive to enhance, not replace what we are learning in our individual homes, as we are stewards over our own families.

Our Lighthouse Symbol: At *Legacy*, we strive to be like a lighthouse. A place of safety, strength, hope and direction. We can help uplift and encourage each other by sharing our light!

Our Legacy: We honor the *Legacy* of our families, mentors, pioneers and our county's Founding Fathers. In them we find inspiration, wisdom and values to help guide our children and leave our own *Legacy*.

POLICIES & PROCEDURES

FAMILY MEMBERSHIP FEE

The family membership fee goes to operational costs that include building rent, website fees and some supplies. The amount covers a full day of co-op each week. It is paid each semester before you can register for classes. The fee is non-refundable once registration begins even if a family decides to withdraw from Legacy. The fee is determined according to the number of families attending Legacy. Our goal is to keep this fee as affordable as possible. However, we do not control the increase in rates at the building we are renting.

CLASS FEES

Class fees are set so each Guide can purchase the supplies needed for their class. Class fees will be determined by the individual class Guides and approved by Legacy Leadership, keeping in mind our goal is to keep fees as reasonable as possible. We encourage the pulling together of resources by way of used supplies or donations etc. Students are to bring basic school supplies to class.

*We give receipts which is helpful for those who are part of any homeschooling funding program.

ATTENDANCE / SICKNESS POLICY

Regular weekly attendance at Legacy is important to avoid members from having to “double up” on responsibilities. It takes all members working together to accomplish our goals each week. We are a team and we count on each other!

We understand that sickness and emergencies are part of life.

In case of an emergency or sickness and you are teaching that day, please promptly contact your Co-Guide or another parent to substitute for you, then contact Legacy Leadership and let them know. If you are sick, your children must stay home with you.

If your family has previously planned a vacation that falls on co-op day, please inform the Captain BEFORE the start of the semester. This way, the rotating teaching schedule can be planned out well in advance to avoid last minute changes and stress on fellow members.

***ALL MEMBERS NEED TO BE AWARE OF ANY LEGACY CO-OP “DAYS OFF/BREAKS” IN THE SCHOOL YEAR CALENDAR. THESE DATES MAY VARY FROM YEAR TO YEAR.**

EMERGENCY/SNOW DAY

In case of severe weather or other extenuating circumstances, you will be notified via GroupMe app of the cancellation or delaying of co-op.

FACILITY RESPONSIBILITIES

We ask that all members respect the facility. We need to stay in the areas that we have rented. Please clean up after yourselves. It is important that we maintain appropriate conduct while in the building so we can continue to rent this space.

SAFETY

We encourage the “buddy system” for teaching and for our children. There should always be two Guides in each classroom. If this is not possible, the door of the classroom should remain open. Children should take a “buddy” with them when they need to leave the classroom to use the bathroom etc. No child should leave the classroom without permission from their Guide or parent.

In case of a fire, Guides should quickly and calmly direct their class to the nearest exit outside and get to safety. The Guide should then make sure all children and adults are accounted for.

***PARENTS ARE REQUIRED TO REMAIN ON SITE WHILE THEIR CHILDREN ARE TAKING PART IN CLASSES AND ACTIVITIES. IF YOU MUST LEAVE FOR ANY REASON, YOU MUST TAKE YOUR CHILDREN WITH YOU. LEGACY IS MEANT FOR PARENTS AND CHILDREN TO ATTEND TOGETHER.**

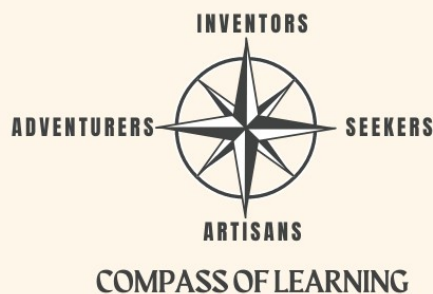
***ALL VISITORS TO LEGACY CO-OP MUST BE APPROVED BY THE CAPTAIN A WEEK PRIOR TO CO-OP DAY. THIS INCLUDES FAMILIES THAT ARE INTERESTED IN JOINING LEGACY. WE ALLOW ONE VISIT DAY FOR INTERESTED FAMILIES.**

TEACHING/HELPING OBLIGATIONS & CLASSES

To understand the *Legacy* left by our ancestors, and the cultures that shape them, is to understand ourselves better and continue the *Legacy*. We believe there is value in learning from other cultures and people from the past, along with their creativity and ingenuity.

We believe it is important for our children to learn how to cooperate with each other, build friendships and discover talents and interest.

Our children will be able to explore many topics with our “Compass of Learning” as our guide. Our goal is to create at least one class in each of the four “Compass of Learning” points for our children to attend each week. Navigators and Explorers become ***Inventors, Seekers, Artisans and Adventurers*** for the day! As Guides, we strive to create engaging, interactive classes while keeping lessons simple.



INVENTORS: Science, Tech, Math, Engineering, Robotic, Building Challenges, Business & Finance, Etc.

SEEKERS: History, Geography, Writing, Constitution, Debate, Literature, Cultures, Life Skills, Leadership, Etc.

ARTISANS: Arts & Crafts, Drama, Sewing, Music, Cooking, Painting, Drawing, Photography, Design, Etc.

ADVENTURERS: P.E., Health & Fitness, Sports, Dance, Board Games, Team Building, Active Play, Etc.

Classes are divided into age groups. **Navigators** (12-18), **Explorers** (9-11), **Jr. Explorers** (4-8) **Little Lights** (0-3). If there is not enough Little Lights or Guides to hold a class, they will remain with their parent. Classes go from 10:00-12:00, with a lunch break, then Adventure Hour classes from 1:00-2:00.

During ADVENTURE HOUR (30 min. P.E. and 30 min. Games/Activities), Guides are expected to “sign up” to teach P.E. class and/or oversee Games & Activities Class in one or both age groups, all Explorers together and all Navigators together. The number of times Guides will have to teach in a semester depends on many Legacy members.

At Legacy, we are “**families helping families.**” In order to fulfill our Vision and have enough variety of classes for our children, It is required for a parent to teach a class each semester. Most classes have Guides rotating teaching or team teaching in 13 or 14-week semesters. When it is not your turn to teach in the rotation, you need to be helping assist a Guide who is teaching.

In the morning are, INVENTORS, SEEKERS, ARTISANS classes. The Explorer groups have 40 minute classes and the same class is taught twice. Once to the Explorer's and once to the Jr. Explorers. The Navigator's classes are 1 hour. The teens are put into two groups and most of their classes are taught twice.

***ALL CLASSES MUST BE PRE-APPROVED BY LEGACY LEADERSHIP TO MAKE SURE THE CLASS ALIGNS WITH LEGACY'S VISION AND POLICIES AND STANDARDS.**

***PLEASE KEEP IN CONTACT WITH LEGACY LEADERSHIP THROUGHOUT THE SEMESTER ABOUT HOW YOUR CLASS IS GOING, CONCERNS YOU MAY HAVE, OR IF YOU ARE NEEDING EXTRA HELP OR SUPPORT.**

SETTING UP/CLEANING

*Families are expected to volunteer to help set-up and clean up spaces on co-op days.

We have a "sign up" sheet with days available. Those setting up must arrive 15 minutes early to co-op. Clean-up responsibilities are to be completed immediately after co-op. Tables and chairs must be returned to their proper place, floors swept, and garbage taken out to the dumpster with a new garbage bag placed in cans. Guides and children need to clean up their classroom after use by picking up garbage and putting away supplies.

Please clean up after yourselves and your family throughout the day. Including the inside of the building and outside playground and grass area. Parents are responsible for their own families' belongings. Anything left at co-op at the end of the day will be put in the buildings' "lost and found."

STANDARDS OF CONDUCT

DRESS CODE: In keeping with Legacy's vision, we ask that students and parents adhere to the following dress code.

- Fingertip length shorts and skirts, including rips in pants.
- Shorts under skirts to play in.
- Chest, back, midriff covered.
- No vulgar or scary graphics or language

***PARENTS ARE RESPONSIBLE FOR MAKING SURE THEIR CHILDREN KNOW THE DRESS CODE AND FOLLOW IT AT LEGACY.**

BEHAVIOR STANDARDS

To maintain an uplifting, positive, respectful environment, members are to conduct themselves in such a way that encourages unity and friendship building among members. Any kind of aggressive behavior, belittling, gossiping, foul or vulgar language are NOT permitted at Legacy. All interactions amongst members must be respectful and appropriate for Legacy's "family friendly" setting. Excessive physical contact or inappropriate behavior, is not allowed. Please also be respectful of other's personal space.

PARENT STEWARDSHIP

In our Vision it states that “we are stewards over our own families.” This includes while at Legacy co-op day and events. Parents are responsible for guiding and directing their children. Parents are encouraged to help their children remember the B’s and to invite them to follow them at Legacy.

Parents are responsible for knowing where their children are and that they are safe during co-op and activities.

Parents are responsible to make sure their children make it to classes and participate as best as possible. Children who choose not to participate in class and cannot sit quietly, need to go sit with their parent. This allows other children to be able to hear their Guide give a lesson and instructions without interruption.

Parents can encourage their children to tell their Guide when they feel uncomfortable in class or there is a problem that needs to be addressed. When appropriate, children should be encouraged to talk to their peers if conflicts arise between.

In case of injury or an emergency, a Co-Guide should take over a parent’s responsibilities so they can care for their child.

***IF A CHILD IS MISBEHAVING IN CLASS, THEIR GUIDE OR CO-GUIDE NEEDS TO ACCOMPANY THEM TO THEIR PARENT WHERE THEY CAN SIT QUIETLY WITH THEM.**

***IF ANY CONFLICT NEEDS TO BE RESOLVED AS A RESULT OF THE MISBEHAVIOR, ALL PARTIES NEED TO FOLLOW THE “CONFLICT RESOLUTION POLICY.” CONFLICT SHOULDN’T BE IGNORED FOR LONG, BUT SHOULD BE DISCUSSED DURING THE MOST CONVENIENT AND APPROPRIATE TIME FOR ALL INVOLVED.**

CONFLICT RESOLUTION POLICY

If conflicts arise at co-op between children and/or parents, they need to be resolved privately and respectfully at the most appropriate time. To avoid further hurt feelings or awkwardness, conflict resolution shouldn’t be delayed. If either party is unsatisfied or a resolution cannot be made, they are invited to seek the assistance of the Captain or another Leadership member to mediate. As a last resort, the conflict will be discussed among Legacy leadership, and together they will make the final decision if needed.

***MEMBERS ARE ENCOURAGED AS OUR VISION STATES, “TO LOOK TO GOD FOR DIRECTION...AS COMMUNITIES.” THIS CAN BE APPLIED WHEN CONFLICTS ARISE IN CO-OP.**

Legacy B's for Children

Be Respectful

- Respect other's property & personal space.
- Be respectful of the building. No rough housing or destructive behavior.
- Listen when Guide's are talking & peers are commenting.

Be Responsible

- Come to class on time with supplies.
- Don't leave class or go outside without permission.
- Use the "buddy system".
- Clean up after yourself.
- No open cans of soda in classes.
- Avoid using electronics in classes unless part of the lesson.

Be a Friend

- Be kind to yourself & others.
- Encourage, help & support one another.
- Take turns & share classroom supplies.
- Help your Guide clean up.
- Show gratitude.

Legacy B's for Parents

Be Respectful

- Kindly correct disrespectful behavior or inappropriate language.
- Communicate with others when a problem occurs.
- Inform others when you will be absent or late.
- Be considerate of other's ideas & concerns.

Be Responsible

- Come on time & be prepared.
- Be responsible for your children.
- Clean up after yourself & your family.
- Teach & help in classes.
- Set up & clean up spaces.

Be a Friend

- Be kind to yourself & others.
- Encourage, help & support one another.
- Encourage growth through participation & friendship building.
- Show gratitude.

All Legacy members agree to abide by and stay within the bounds of our Vision, Policies/Procedures and Standards of Conduct, including LegacyB's. All members must sign the liability waiver and are responsible for their own families.

(Policies/Procedures and Standards may be changed or added at any time to meet the needs of the cooperative. Policies/Procedures and Standards suggestions must be discussed, reviewed and approved by the Captain.)

** Legacy Homeschool Cooperative Captain has the right to revoke memberships to anyone who persists in conducting themselves in such a way that is contrary to Legacy Homeschool Cooperative's Vision, Policy/Procedures and Standards of Conduct.*