

Policies/Procedures

&

Standards of Conduct

*All Legacy members need to abide by and stay within the bounds of our Vision, Policies/Procedures and 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, insurance, website fees and supplies. The amount covers a full day of co-op. It is paid each semester before you can register for classes and 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.

**CLASS FEES**

Class fees are for the supplies of the specified 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. If a student decides to drop a class after the semester starts, it is up to the Guide of the class whether that student will receive a refund (full, partial or none). A student may not drop or add a class after the first day of the semester.

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

**TEACHING CLASSES**

At Legacy, we are “families helping families.” To have a variety of classes for our children in all age groups, a parent is required to take a turn as a Guide teaching a class every semester. Most classes have Guides rotate teaching or team teaching in 14-week semesters. When it is not your turn to teach in the rotation, you need to be helping assist the Guide that is teaching. All classes MUST be pre-approved by Legacy Leadership to make sure the class aligns with Legacy’s Vision and Policies and Standards.

**SAFETY**

We encourage the “buddy system” for teaching and for our children when needed to use the bathroom etc.

Parents are required to remain on the 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. If you are sick or cannot come to co-op, your children must stay home with you. If you have a legitimate reason for not being able to attend, we do allow someone who is related to you to come with your child(s). They need to understand that they are “in charge” of them and need to assist where needed at co-op that day. This must be approved by the Captain PRIOR to co-op. This person could be a spouse or grandparent. If this opportunity is taken advantage of, we reserve the right to revoke membership. Legacy is meant for parents and children to attend together. If you have a unique circumstance to this scenario, please contact the Captain.

Children are not allowed outside unless they have their parents’ permission, or they are with their class Guides.

ALL visitors to Legacy Co-op must be approved by the Captain PRIOR to Co-op. This includes families that are interested in joining Legacy. We allow one visit day for interested families.

**EMERGENCY/SNOW DAY POLICY**

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

**ILLNESS and ABSENCE POLICY**

Members should not attend Legacy activities if they are sick or are experiencing any symptoms of illness (ex. fever, virus etc.).

If you are sick or need to stay home with a sick child and are supposed to teach a class, please promptly contact your Co-Guide or another parent to substitute for you. Also contact Legacy Leadership and let them know.

If you are going out of town and are teaching, please find a substitute parent ahead of time and make sure the Captain and students in your class are aware.

**FACILITY RESPONSIBILITIES**

We ask that all members respect the facility. We need to stay in the areas that we have rented. It is important that we maintain appropriate conduct while in the building so we can continue to rent this space. Clean-up responsibilities are to be completed immediately with everyone lending a helping hand. Many hands make light work!

**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.
* Chest, back, midriff covered.
* No vulgar graphics or language.

**CONFLICT RESOLUTION POLICY**

If conflicts arise between children and/or parents, they need to be resolved privately and respectfully. 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.

**BEHAVIOR STANDARDS**

-ALL Legacy members are expected to be respectful and kind to themselves and others, in and outside of the classroom, to act in such a way that our words and actions create unity and encouragement among Legacy families.

-Members need to avoid acting in such a way that is considered disrespectful, dishonest, offensive, intimidating, or rude. Members need to avoid gossiping to or about others and pushing personal beliefs in a way of trying to convert others.

-To avoid disruptions during classes, children not wanting to participate in a class should be under the supervision of their parent. If the parent is teaching a class, they are welcome to discuss the watching of their child with another available parent.

-The use of electronic devices, including cell phones and iPads, during class are prohibited unless intended for instructional use. Electronics can be a distraction from the learning process. Please be aware of what you are sharing with peers outside of classes to respect their families’ preferences.

-Open cans of soda are not allowed in classrooms and need to be put away in the kitchen after lunch to avoid spills.

-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 families’ belongings. Anything left at co-op at the end of the day will be put in the buildings “lost and found.”

-Please help in setting up and taking down the spaces used for classrooms.

-Please do not bring items that are disruptive or that could cause damage.

-Understand and respect each family and individual’s personal boundaries.

**STUDENT OBLIGATIONS**

1. Come to class on time. Not coming on time disrupts the class and causes you to miss important instructions.

2. Do not leave in the middle of class unless it is an emergency, or you have permission from the Guide. Use the “buddy system.” Stay inside that building unless your have permission by a Guide or your parent.

3. Be prepared with supplies needed.

4. Be respectful of others and their property and personal space.

5. Be respectful of the building. No rough housing or destructive behavior.

6. Respond appropriately to the Guides’ instructions and listen when they are talking.

7. Listen when fellow students are commenting.

8. Encourage, help and support one another.

9. Clean up after yourselves and keep track of your belongings. Help set up and clean up the classroom under the direction of your Guide.

**PARENT OBLIGATIONS**

1. Parents are responsible for guiding and directing their children, including knowing where they are. This includes making sure they are in class and not wandering the halls or the buildings surrounding areas. If a parent is teaching and unable to direct their child in simple instructions, another parent (Guide) is encouraged to do so. (see #8)

2. Come on time. Be prepared to assume your responsibilities.

3. Pay membership fee and class fees on time.

4. Agree to follow policies/procedures, standards of conduct and signed liability release form.

5. Contribute by teaching in a class each semester (team teach or rotate teaching).

6. Encourage growth through participation and friendship building.

7. Support and help one another and inspire children to do the same.

8. Please promptly and kindly correct disrespectful behavior, or inappropriate language. As Guides, please communicate with parents if something comes up with a child (behavior problem or injury).  There might be times when you as a parent need to care for your child because of injury or misbehavior. If this is the case, step away from the class you're teaching, and the second adult in the class will step in for you.

9. When it is not your turn to teach, you are expected to be an assistant to the person that is teaching. This may include passing out supplies and helping children engage in the lesson. It is also important to always have at least two adults in each classroom. If an adult is absent from a class, please make sure Legacy Leadership is aware so they can find a replacement.

10. Please avoid side conversations with other parents in classes when a Guide is giving instructions.

11. Participate and contribute, when/if possible, to co-op holiday parties and outside activities.

12. Set up and clean up your classroom and make sure the children in your class are helping clean and put things away.

\*Remember, at Legacy we are “families helping families.” Working together is one of the most important and rewarding parts of being in a homeschool cooperative.

(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 conduct in a way that is contrary to Legacy Homeschool Cooperative's Vision, Policy/Procedures and Standards of Conduct.*