



## Policies/Procedures & Standards of Conduct

*All Legacy members agree to abide by and stay within the bounds of our Vision, Policies/Procedures and Standards of Conduct. All members must sign the liability waiver.*

### **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 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.

### **SEMESTER TUITION FEE**

The tuition fee is a single fee per child, per semester and covers all classes. The total fee is divided evenly and distributed to each Guide to be use for classroom supplies. The fee is always reasonable and the amount decided by all members of the co-op according to the needs of classes taught each semester. Students are expected to bring basic school supplies

to class. Guides are allowed to ask parents to send their child with extra supplies for a class project. For example, a cardboard box to make a diorama. The guide should give the parents sufficient notice.

\*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 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.

### **TEACHING & HELPING OBLIGATIONS**

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 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 a Guide who is teaching. Most of our classes run for 40 minutes. Jr. Explorers( 4-7) and Explorers(8-11) receive the same lessons/classes, while Navigators(12-18) receive different lessons/classes appropriate for their age.

Families are expected to volunteer to help set-up and clean up of spaces on co-op days. We have a “sign up” sheet with days available. Clean-up responsibilities are to be completed immediately after co-op.

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

\*All classes MUST be pre-approved by Legacy Leadership to make sure the class aligns with Legacy’s Vision and Policies and Standards.

### **SAFETY / PARENT RESPONSIBILITY**

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. Legacy is meant for parents and children to attend together as we are “stewards over our own families.”

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

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.

\*ALL visitors to Legacy Co-op must be approved by the Captain a week 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.

### **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.

### **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.

### **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.

(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.*