

# The Classes at Town North

(aka Green Roof Co-op)

Student, Parent and Teacher Responsibilities

**2020-2021**

## Welcome to the Classes at Town North.

We are home school parents just as you are. Because of having a small co-op of our own for a number of years, and finding our “niche” or love for a particular field or course of study, we now welcome students from the home school community to join our own children in some of our classes (primarily high school, with some classes offered at the junior high level). This began in 2001 with just a few science classes and has since expanded.

Our intent is to broaden our children’s horizons, encourage them to think beyond their immediate circumstances, and to prepare them for the next stage; whether that would be the next grade, college and/or the working world. Our desire is to help them to understand that one of their “jobs” before the Lord right now is school; and so, their work should be done as unto the Lord. We want to keep each student accountable for getting his/her work done in a timely manner, being responsible for communicating with the teacher about missed classes for whatever reason, to have the work done as assigned, and to come to the end of the school year feeling a sense of accomplishment for a job well done.

Since we only meet once per week, the majority of the work will be done at home. We encourage parents to be involved with what the student is learning and to continue to interact with the education process of their children.

It has never been our intent to have to continually add new guidelines or rules each year. It is important to remember that our goal is academic. Anything that impedes that goal will be dealt with, whether it is inappropriate clothing to inappropriate speech between classes. It is our goal to provide a safe place, both physically and mentally, for your children.

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## Calendar 2020-2021

<b>Week 1</b>	August 27
<b>Week 2</b>	September 3
<b>Week 3</b>	September 10
<b>Week 4</b>	September 17
<b>Week 5</b>	September 24
<b>Week 6</b>	October 1
<b>Week 7</b>	October 8
<b>Week 8</b>	October 15
<b>Week 9</b>	October 22
<b>Week 10</b>	October 29
<b>Week 11</b>	November 5
<b>Week 12</b>	November 12
<b>Week 13</b>	November 19
<b>Thanksgiving</b>	<b>November 26</b>
<b>Week 14</b>	December 3
<b>Week 15</b>	December 10
<b>Week 16</b>	December 17
<b>Christmas break</b>	<b>Dec. 24, Dec. 31, Jan. 7</b>

<b>Week 17</b>	January 14
<b>Week 18</b>	January 21
<b>Week 19</b>	January 28
<b>Week 20</b>	February 4
<b>Week 21</b>	February 11
<b>Week 22</b>	February 18
<b>Week 23</b>	February 25
<b>Week 24</b>	March 4
<b>Week 25</b>	March 11
<b>Spring Break</b>	March 18
<b>Week 26</b>	March 25
<b>Week 27</b>	April 1
<b>Week 28</b>	April 8
<b>Week 29</b>	April 15
<b>Week 30</b>	April 22
<b>Week 31</b>	April 29
<b>Week 32</b>	May 6
<b>Make-Up If Needed</b>	May 13*

\*\*\*\* May 6<sup>th</sup> should be Homeschool Day at Six Flags. Teachers make every effort to accommodate if your family attends this event.

## Conduct

Students and parents will speak and act in a manner that will promote unity and encouragement among classmates and teachers.

Students and parents will avoid acting in ways considered disrespectful, offensive, intimidating, immoral or rude, including gossiping. Inappropriate language, conversation and attitudes are not acceptable.

Students will show respectful obedience to all teachers, monitors and parents.

Parents will be responsible for their own student's behavior and enforcing proper conduct.

In general, any consistent inappropriate behavior (as deemed by the majority of teachers and monitors at The Classes at Town North or outlined in this document) will be cause for disciplinary action or immediate removal from class or the co-op.

Disciplinary action may include:

- 1st offense – contact parent and student with Corrective Action form (if it is behavior student and/or parent have already been informed about through this document)
- 2<sup>nd</sup> offense – may result in appropriate disciplinary action. However, since a Corrective Action form was previously given, it could result in being released from The Classes at Town North if it relates to the child's protection or the protection of the classes.

Deliberate defiance of our rules is also cause for dismissal from our classes. The disciplinary action taken will be determined by the teachers at The Classes at Town North.

## While on Campus

As long as a student is on campus, s/he must be in class, study hall\*, lunch room or in the courtyard. Students may not roam the buildings or be found in any part of the building unsupervised. This church has graciously allowed us to use the buildings, and at the same time pastors and business personnel are working on campus. If students must stay through a study hall, they must bring enough work to keep them occupied.

Students should not arrive until their class or a sibling's class is about to begin and should be picked up after the last family member's class. If other arrangements must be made, please speak to one of your child's teachers. We know from experience it is not productive for a student to spend many "free" hours "visiting". Study hall is meant to offer a place for students to go between classes for an hour or two and should be used as such.

\* Please note, there are two study halls: one for quiet study with no talking allowed, and another where talking and visiting is fine. This latter room is also the lunchroom closer to noon.

Music devices such as iPods are allowed; however ear-buds must be worn at all times when listening and must be tight enough so as not to "leak" sound. If the sound cannot be contained, the student will be asked to turn it off.

Any type of weapon (including pocket knives) displayed by the student may be cause for immediate removal from the co-op.

Students may not skateboard, rollerblade, skate or use spinners on the church premises. Bicycles must be ridden in a responsible manner. No Frisbees will be allowed as they too often end up on the roof. No student may climb onto the roof for any reason.

## Leaving Campus

If a student drives to class, s/he may leave campus as allowed by his or her parents. Students are not to leave campus in a vehicle with other students (other than siblings) to run an errand or go get lunch and then return. This guideline is for safety, as we cannot police who may leave with whom. Also, when a student is finished with classes for the day and leaves campus, s/he should not return to campus to visit, study or eat lunch with friends.

We will allow high school students who are 15 years of age and above to leave the campus to **walk** to Arby's (to our north) or Oriental Express (to our south) to get lunch and bring it back or eat there. We have contacted the managers to request that they contact us if they have any problems with any group coming in.

Below are the guidelines for this privilege.

- No one may walk alone. The only groups to leave campus must be at least a group of three.
- We must have a parent's permission in writing on file. We do not have the manpower, nor time to watch every person leaving campus for lunch. However, if we find that a student is leaving without parental permission, s/he will not be allowed to leave for the following 8 weeks (the length of a quarter), even if the parent gives permission after the fact. So, it is important that parental follow-through occurs now. The permission slip can be found on-line under "Forms".
- The parental permission applies only for Arby's or Oriental Express during the 2020-2021 school year. **They may not leave campus to walk to 7-11. Please make that clear to your child.**

Otherwise, a student must come with any food or drink they may need or want during the day. We have a refrigerator in

Room 206 of the education building where student may keep a small pack, if needed.

## Public Displays of Affection

Holding hands, hugging everyone, arms hanging around a member of the opposite sex—are a distraction, and students should refrain from it while at CATN. To ensure everything is wholesome and above board with no offense to anyone, we are trying to avoid anything that "appears" as if there is a "relationship" whether there really is one or not. This policy will help all students maintain a pure reputation. Also, not all situations can be identified beforehand. If an adult makes a point to ask you to stop an activity, please respond respectfully and refrain from the activity. As Paul says in I Corinthians 14:19, "So let us do all we can to live in peace. And let us work hard to build each other up."

## Visitors

For security reasons, visitors are limited to family members and other appropriate adults, e.g. a youth pastor who might join students occasionally at their schools for lunch. All visitors must check in with the monitors in the lunchroom upon arrival. CATN students may not have other non-CATN friends visit them on campus during our class days.

## Conduct Summary

These are common-sense guidelines, and situations putting others or property in danger may be cause for immediate dismissal.

A number of the sections above are designed with the safety of the student in mind, while others are designed with keeping distractions down on campus as well as trying to keep behavior above reproach. We are sorry for any inconvenience this may cause you. If you have questions about these rules, you may contact us at [questions.CATN@gmail.com](mailto:questions.CATN@gmail.com).

## Dress Code

### Guidelines:

- Students will come to class dressed in an appropriate and modest manner.
- General appearance will be neither offensive nor outlandish to the point it distracts others. This includes hairstyle and color, clothing with questionable images or messages, certain piercings, or anything else we deem inappropriate for any reason. **Consider this a conservative classroom setting. If in doubt, don't wear it, or ask first.**
- Shirts should cover the top of a student's pants whether standing or sitting.
- Skirts or shorts must be no shorter than mid-thigh. This includes tops over leggings or yoga-like pants.
- Students must wear shoes at all times while on campus.
- No form fitting skirts or dresses.
- No spaghetti straps or revealing tops. All straps for tops must be at least three fingers wide. Off the shoulder tops need to have straps underneath that are at least three fingers wide. However, no part of underwear may be exposed. This includes bra straps seen with tops that are only three fingers wide.
- Boys must wear their pants pulled up. No pants should hang low enough to determine what is being worn under them.
- Boys may not wear muscle shirts.

- If a teacher or monitor asks a student not to wear something again to class, then a positive response is expected.

We have borrowed part of these guidelines from the Richardson public high school guidelines. Remember, we are asking for conservative dress only 32 days of the year. We have an oversized shirt for the student to change into if dressed in a manner that does not follow these rules, or we can send them home. We appreciate your support in this matter.

## Student Responsibilities

Students are expected to turn in work that is complete, legible/typed and in a timely manner.

Students are expected to call the teacher directly if there is a question about an assignment, concept, or any other reason. This is the time for students to be responsible for getting the help they need. College professors will not ask to help your student, so your student needs to learn how to ask for help in a non-threatening environment. However, we ask for consideration by not calling Wednesday night with a major question about the assignment due the next morning.

When an assignment requires a typed paper, students are expected to type their own papers as this is a necessary skill for high school age.

## Teacher Responsibilities

Teachers have the responsibility for making sure students know what is required for the next class. A schedule/syllabus will be handed out for the year, by the quarter or by the project as the teacher chooses.

Each teacher will keep parents informed if a student is doing poorly academically, or if the student is not acting in an appropriate manner in the classroom.

## Grading

Our classes are designed to get students ready for college and at the same time help them to understand that one of their areas of “work unto the Lord” is their schoolwork. If a student starts to slip to “D” work, the work is either too hard and the class is not an appropriate choice for the student, or the student is not putting the necessary work into it. Either way, a student consistently turning in D work will be dismissed.

Parents should keep tabs on ensuring that work is completed at home as assigned. If a student consistently comes unprepared for class, after an initial warning, the teacher has the option of dropping the student from class.

**All of our classes** have assignments designed to improve a particular skill. Classes are not to be skipped at will. All assignments must be turned in on time. Late work may be penalized according to the same guidelines as the science and math classes (listed below), or at the discretion of the teacher.

**Science and math both** have regular tests. If a student has an overall “D” average (according to the individual teacher’s grading system) for a period of two consecutive tests/assignments, s/he can be dismissed. The parent will be made aware of the first time the “D” average occurs.

Tests and lab sheets must be turned in on time. Having a class once per week requires a student to make sure that if a class is missed, s/he doesn’t wait until the next week to find out what to do. Prior to an excused absence (extra-curricular activities and vacations), students are responsible for completing and mailing in assignments, so their work can be graded together with their classmates work. If a student is sick, s/he must contact the teacher about the missed class prior to the next class.

Late tests or lab sheets will be penalized as follows:

- From the due date to the following Monday – half a letter grade below the actual grade on the work.
- Tuesday through Thursday (one week late) – full letter grade below the actual grade on the work.
- Friday through the following Wednesday after it was due - two full letter grades taken off.
- By the second **Thursday (two weeks late)**, it will not be accepted and will result in a “0”.

The above penalties may be modified at the discretion of the individual teacher.

## Teacherease

We have chosen [Teacherease](#) as our platform for posting all assignments and associated grades. At the beginning of each school year, parents and students will be notified with login information for the classes their student is enrolled. This online gradebook allows parents and students access to the current grade average including completed, missed and incomplete assignments.

## Plagiarism

Plagiarism occurs when words or thoughts are claimed as your own. Even if you do not mean to plagiarize someone’s work, you have cheated and stolen ideas and words. Paraphrasing the words and ideas of another does not make the content your work. Avoiding plagiarism is easy. Simply give credit to the author of the words and ideas. If you are ever uncertain if you have plagiarized, the best policy is to give credit to the author.

In college, if you write a paper for one class, you cannot turn in the same paper for another class. It is possible to plagiarize yourself! University professors use search engines to check for

plagiarism. When students plagiarize in college they are either expelled immediately from the university or at the very least, the student will fail the class.

CATN teachers have systems in place to detect plagiarism in student work. While teachers are aware that a student may unintentionally plagiarize, the teacher is obligated to hold the student accountable for plagiarism.

Students who plagiarize at CATN will receive the following consequences: For the first offense, the student will receive zero credit on the assignment. Parents will be notified. A second offense may result in permanent expulsion from the class with no class credit or refund.

## **Parents as Proctors**

We are trying to keep the students on the honor system, but it requires the parent to be involved. Please make sure the student comes to the table (where you can see them) with only blank paper and anything else the teacher has stated. (ie. Chemistry often needs a Periodic Table and a calculator). Parents are the proctors for these tests and will be asked to sign each test indicating it was done as stated. It is also important to make sure your student is not accessing the Internet during any take home test unless the teacher has stated differently.

## **Electronics**

Students are not permitted to use electronics (laptops, tablets, iPads etc.) while on campus. Teachers may approve exceptions for specific class instruction. Cell phones are allowed for personal use only outside of class.

## **ID Badges**

Students must wear their ID badge at all times while on campus. If a student fails to bring their ID badge to co-op and is sent to the monitors for a temporary badge, there will be a \$1 fine assessed for the day. Parents will be notified at the end of each week if your student forgot their badge and if the fine was or was not paid for the week. Students are expected to pay the fine the following week if the fine was not paid on the day the ID badge was forgotten. Students with unpaid fines may not register for classes in the following year until all fines are paid.

# Registration

Typically, registration for the coming year begins in February.

## Background

We have seen an increase in drops from classes. Many were due to over-scheduling a student, changing their mind about the “need” for that class, or not investigating ahead of time whether or not that class would be a fit for the student.

However, it is very disruptive to a teacher and class. Also, because the class had already begun, any waiting list is no longer in effect by the time of the drop since those wait-listed families had to find another solution once school started. A drop affects the class size for the teacher and it greatly affects class dynamics. So, it affects the teacher, the classmates and other families who may have wanted in that class.

To hopefully curtail the drops once class starts, as well as the last minute drops just before classes begin, we ask families to seriously think through their choice of classes. We have added some “reasons” for thinking it through, as well as some penalties for dropping classes in September or beyond. The “reasons” for thinking through which classes you want are found during the final confirmation of registration.

Students who drop a class during the present school year will be treated as a new student the following year during registration. In some serious cases of multiple drops for the same student, the teacher reserves the right to place the student at the end of the waiting list, thus the student might not be confirmed until August.

Final confirmation for class placement for any student will only be complete once the family has been told there is a spot for the student, and all the paperwork and fees are turned in. Fees

include: 2 months non-refundable tuition for each class, materials fees for each class and the non-refundable registration fee per family. All forms, tuition and fees should be received by registrar by the last day of the spring semester, or your spot will be offered to another student if there is a waiting list. Registration instructions are found on-line.

## Late Registration

For students beginning classes after the initial start date or at the 2<sup>nd</sup> semester:

- Please refer to the [Registration Instructions](#) for information on all forms, fees and tuition required to enroll your student.
- All registration forms, fees (co-op family fee and class materials fee) and tuition (two and half months non-refundable tuition [covering enrollment month, April and May] must be submitted to the registrar before students begin attending class. Upon receipt of the tuition and fees, the registrar will notify the teacher(s) and in turn, the teacher(s) will notify the family that the student may begin class.
- All curriculum (books, supplies, etc.) must be purchased or secured before beginning class unless prior arrangements have been made with the teacher.
- All assigned homework due on the first day the student attends class must be completed and ready to turn in to the teacher.
- Failure to comply by these requirements will prevent the student from enrolling and beginning class.

## **Tuition and Family Fee**

The first two months tuition and family fee (both non-refundable) are due by the last day of the spring semester. Tuition payment will begin again in September and will be due the first Thursday of each month from September through March.

### **Late Tuition**

If tuition payment is behind more than one month, the student will not be allowed to participate in class until the tuition balance is paid in full or other arrangements have been made with the teacher.

Grades (quarterly and final) will not be released if there is a tuition balance.

### **Drop Penalty**

If a class is dropped during the year you will be expected to be current with your tuition payments for the month you drop and there will be no refunds.

## **Contact Information**

Please add: “**gmail.com**” to the end of each email address. i.e. [MrsTeacher.CATN@gmail.com](mailto:MrsTeacher.CATN@gmail.com)

### **Jaree DeMetrotion**

972-396-0399  
MrsDeMetrotion.CATN@

### **Jane Fuller**

972-849-9388  
MrsFuller.CATN@

### **Keith Gibson**

972-974-3002  
MrGibson.CATN@

### **Leigh Gibson**

972-974-1177  
MrsGibson.CATN@

### **Rhonda Helmreich**

972-713-7947  
MrsHelmreich.CATN@

### **Bob Jennerich**

201-264-2098  
MrJennerich.CATN@

### **Cindy Moser**

214-557-3102  
MrsMoser.CATN@

### **Jon Motter**

972-897-9490  
MrMotter.CATN@

### **Michelle Price**

214-507-9549  
MrsPrice.CATN@

### **Craig Schill**

214-728-1321  
MrSchill.CATN@

### **Lori Taylor**

214-870-2242  
MrsTaylor.CATN@

### **Michael Stroh**

440-829-5331  
MrStroh.CATN@

### **Stacy Thorne**

214-755-4993  
MrsThorne.CATN@

### **Larry Walsted**

972-793-3391  
MrWalsted.CATN@

### **Becky Wilson**

972-726-7125  
MrsWilson.CATN@