

# The Classes at Town North

(aka Green Roof Co-op)

## Guidelines for Students & Parents

### **2023-2024**

## 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 2023-2024

<b>Week 1</b>	August 24
<b>Week 2</b>	August 31
<b>Week 3</b>	September 7
<b>Week 4</b>	September 14
<b>Week 5</b>	September 21
<b>Week 6</b>	September 28
<b>Week 7</b>	October 5
<b>Week 8</b>	October 12
<b>Week 9</b>	October 19
<b>Week 10</b>	October 26
<b>Week 11</b>	November 2
<b>Week 12</b>	November 9
<b>Week 13</b>	November 16
<b>Thanksgiving</b>	<b>November 23</b>
<b>Week 14</b>	November 30
<b>Week 15</b>	December 7
<b>Week 16</b>	December 14
<b>Christmas Break</b>	<b>December 21, 28 and January 4</b>

<b>Week 17</b>	January 11
<b>Week 18</b>	January 18
<b>Week 19</b>	January 25
<b>Week 20</b>	February 1
<b>Week 21</b>	February 8
<b>Week 22</b>	February 15
<b>Week 23</b>	February 22
<b>Week 24</b>	February 29
<b>Week 25</b>	March 7
<b>Spring Break</b>	<b>March 14</b>
<b>Week 26</b>	March 21
<b>Week 27</b>	March 28
<b>Week 28</b>	April 4
<b>Week 29</b>	April 11
<b>Week 30</b>	April 18
<b>Week 31</b>	April 25
<b>Week 32</b>	May 2

\*Make-up day for inclement weather is May 9<sup>th</sup>\*

## 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. Students and parents will respectfully follow and support all CATN guidelines in both letter and spirit. Additionally, inappropriate language, conversation and attitudes are not acceptable.

Students will show respectful obedience to all teachers and monitors.

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

In general, any inappropriate behavior as determined by CATN leadership, occurring at CATN or a co-op related activity on or off campus, will be cause for disciplinary action or immediate removal from 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.

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. No Frisbees will be allowed as they too often end up on the roof.

Students and parents while on campus or at any co-op related activity, may not distribute any item or printed communication without the pre-approval of the CATN leadership.

## 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) 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.

- We must have a parent's permission in writing on file.
- No one may walk alone. The only groups to leave campus must be at least a group of three.
- Students will notify the monitors prior to leaving for Arby's and when they return back to campus.
- We do not have the manpower, nor time to watch every person leaving campus for lunch. However, if we find that a student is repeatedly leaving without parental permission, s/he will not be allowed to leave for the following 2 weeks, even if the parent gives permission after the fact. So, it is important that parents are proactive in granting written permission for this privilege. The permission slip can be found on-line under "Forms".
- The parental permission applies only for Arby's during the 2023-2024 school year. **Students 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 parents attending a class sanctioned event or invited by a teacher to attend a parent-teacher conference. 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.

## 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 must cover the top of a student's pants whether standing or sitting.
- Skirts, skorts, dresses and shorts (including girls and boys), must be no shorter than fingertip length when arms are fully extended parallel to the sides of the body.
- Exercise, yoga-type pants and leggings must be worn with shirts covering to mid-thigh.
- Ripped jeans above the knee are **NOT** allowed at CATN.
- 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. No off the shoulder tops. No part of bra straps may be exposed. Muscle shirts, tank-tops, racer back exercise type shirts must not be worn at CATN.

- Pants must be worn pulled up. No pants should hang low enough to determine what is being worn under them.
- No political messaging may be worn on any clothing, ball caps, or masks while on campus or at any CATN related activity.
- If a teacher or monitor asks a student not to wear something again to CATN, then a positive, respectful response is expected and the student will not wear that item of clothing again. **Please keep in mind, if a student is asked not to wear a particular item of clothing to co-op, this is merely reminding the student to follow the CATN dress code. This not a reflection on the student's character.**

In extreme cases, a parent may be called to bring a change of clothing. If a student wears the same clothing after asked not to, a corrective action notice will be issued. A corrective action notice will also be issued to students responding disrespectfully to monitors or teachers when advised to follow the CATN dress code.

## Student Responsibilities

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

Students are expected to contact the teacher if there is a question about an assignment or any other question. Students are 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 contacting teachers after Tuesday with a major question about the assignment due on Thursday.

## Absences

**Illness:** If a student is unable to attend class due to illness, the parent should email the teacher(s) and make arrangements to turn in assignments and make up any missed work.

**Planned absence:** If a student will miss class due to vacation or extra-curricular activities, the parent or student needs to notify the teacher prior to the absence and make arrangements for turning in work and completing assignments.

**Students are expected to attend all classes unless an absence is unavoidable due to one of the circumstances listed above.**

## Grading

Our classes are designed to prepare students for college and at the same time help them to understand that one of their areas of “work unto the Lord” is their schoolwork.

Parents should keep tabs on ensuring that work is completed at home as assigned. All classes have assignments designed to improve a particular skill. If a student consistently comes unprepared for class, their learning is impeded and impacts the morale of the entire class.

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. It is the parent and student’s responsibility to keep track of cumulative grades through our grading platform, *Teacherease*.

All assignment and tests must be turned in on time. Late work may be penalized at the discretion of the teacher. Weekly classes requires a student to make sure if a class is missed, s/he doesn’t wait until the next week to find out what to do. Again, 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.

## Teacherease

[Teacherease](#) serves as our grading platform. At the beginning of each school year, parents and students will be notified with login information for the student classes. This online gradebook allows parents and students access to the cumulative grade average including completed, missed and incomplete assignments.

## Plagiarism

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

In college, if a student writes a paper for one class, they cannot turn in the same paper for another class. It is possible for a student to plagiarize themselves! 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

At CATN, we utilize the honor system with parental involvement. When testing, please make sure the student is within your purview. Parents are the proctors for tests and may need to sign a completed test indicating the honor system procedure was followed. The Internet should not be accessed 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

**All students** must wear their ID badge clipped to their clothing (from the neck to mid-chest) or on a lanyard. ID badges are not to be worn at waist level or below.

Students are not to add anything to the name badge, i.e. stickers, political messaging, hand written additions.

All **returning students** are required to wear their ID badges on the first day of class. If a **returning** student doesn't have an ID badge, then CATN will order a replacement badge on the first day of co-op at a charge of \$10. Returning students who lost their ID badge should report to the Fellowship Hall to have a photo taken for their replacement badge. Parents will be notified via email of the replacement and the amount owed.

All **new students** are provided with an ID badge and will have their photo taken before their first class. The ID badge will be issued to the student the following week. New students should arrive on campus at least 20 minutes before their first class and report to the Fellowship Hall to have their photo taken.

After the first 2 weeks of class, students without their CATN ID badge will be issued a corrective action form stating they violated the CATN policy. The form requires a parent and student signature acknowledging the incident. The form may be electronically signed and submitted. Students receiving 3 corrective action forms are subject to dismissal from the co-op.

# Registration

Typically, registration for the coming year begins in March.

Please consider carefully your choice of classes. Often there is a wait-list to enroll in a class. Please do not hold a space in the class if you are not absolutely certain this class will meet your student's needs. We understand circumstances may change, please notify the teacher at once if you determine the class no longer fits your student's needs.

To 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. Below are helpful criteria to ensure the best class choices:

- Note the number of books – no option to skip certain titles
- Dissections are required for Biology and Anatomy & Physiology
- Be aware of the class workload
- Make sure no scheduling conflicts exist with dual credit classes

Final confirmation for class placement for any student will only be complete once the family has been told there is space 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.

### Drop Penalty

If a class is dropped during the year the following applies:

- September drops – September tuition is due
- October to December drops: tuition for October, November and December is due
- January to March: tuition for January, February and March is due
- No refunds will be issued for dropped classes

## CATN Statement of Faith

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son and the Holy Spirit.

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, the Scriptures are true, inerrant, believed, and trusted.

We believe that God Created Adam and Eve in His image, but they sinned when tempted by Satan. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus, Israel's promised Messiah, was conceived through the Holy Spirit and born of the virgin Mary. Jesus lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father.

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

\*Adapted from The Doctrinal Statement of the Evangelical Free Church of America

We believe in the sanctity of human life. We believe that all life should be protected and defended from conception until natural death.

\*adapted from the Human Coalition

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

\*excerpted from Stonebriar Community Bible Church

## **Contact Information**

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