

The Classes at Town North  
(aka Green Roof Co-op)

Guidelines for Students & Parents

**2026-2027**

### **Welcome to the Classes at Town North.**

We are experienced home school parents. After 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 us in 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, from 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 2026-2027

<b>Week 1</b>	August 20	<b>Week 17</b>	January 7
<b>Week 2</b>	August 27	<b>Week 18</b>	January 14
<b>Week 3</b>	September 3	<b>Week 19</b>	January 21
<b>Week 4</b>	September 10	<b>Week 20</b>	January 28
<b>Week 5</b>	September 17	<b>Week 21</b>	February 4
<b>Week 6</b>	September 24	<b>Week 22</b>	February 11
<b>Week 7</b>	October 1	<b>Week 23</b>	February 18
<b>Week 8</b>	October 8	<b>Week 24</b>	February 25
<b>Week 9</b>	October 15	<b>Week 25</b>	March 4
<b>Week 10</b>	October 22	<b>Week 26</b>	March 11
<b>Week 11</b>	October 29	<b>Spring Break</b>	<b>March 18</b>
<b>Week 12</b>	November 5	<b>Week 27</b>	March 25
<b>Week 13</b>	November 12	<b>Week 28</b>	April 1
<b>Week 14</b>	November 19	<b>Week 29</b>	April 8
<b>Thanksgiving</b>	<b>November 26</b>	<b>Week 30</b>	April 15
<b>Week 15</b>	December 3	<b>Week 31</b>	April 22
<b>Week 16</b>	December 10	<b>Week 32</b>	April 29
<b>Christmas break</b>	<b>Dec 17, 24, 31</b>	<b>**Makeup day if needed</b>	May 6

## Conduct

Students and parents will speak and act in ways that 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 are responsible for their students' behavior and enforce 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:

1<sup>st</sup> offense – contact parent and student with Corrective Action form (if it is a 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.

When a student drives themselves to co-op, they may not wait in their car until their class begins or stay in the parking lot after classes have ended. CATN cannot monitor the parking lot to ensure students are safe because it is located in the back of the building.

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. 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 are fine. This latter room is also the lunchroom closer to noon.

Any type of weapon (including pocket knives) brought or displayed by the student may result in 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 may not help themselves to equipment in the gym. Two basketballs are provided for half-court basketball.

While on campus or at any co-op-related activity, students and parents may not distribute any item or printed communication without the CATN leadership's pre-approval.

No solicitation by students is allowed on campus.

### **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, get lunch, and then return. This guideline is for safety, as we cannot oversee 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.

### **Public Displays of Affection**

Holding hands, hugging, and arms hanging around a member of the opposite sex—are distractions, 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 good

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 foyer upon arrival. CATN students may not have other non-CATN friends visit them on campus during our class days.

### **Dress Code**

Guidelines:

*Consider this a conservative classroom setting. If in doubt, don't wear it, or ask first.*

- Students will come to class dressed in an appropriate and modest manner.
- General appearance will be neither offensive nor outlandish enough to distract others. This includes hairstyle and color, clothing with questionable images or messages, certain piercings, or anything else we deem inappropriate for any reason.
- 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 the bra straps may be exposed. Muscle shirts, tank tops, and racerback exercise-type shirts are not to 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 displayed on any clothing, ball caps, drink bottles, electronic devices 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 that if a student is asked not to wear a particular item of clothing to co-op, this is**

**merely a reminder to follow the CATN dress code. This is 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 being 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 required to turn in work that is complete and legible/typed. Students are required to arrive at class with homework completed. CATN is college-prep level, and students must stay current with assignments. The once-a-week class format does not allow teachers to re-teach material for students who are not prepared for class. If a student consistently arrives at class unprepared, then the teacher will need to drop the student from the class.

Students are required to contact the teacher if they have any questions about an assignment, class discussion, or curriculum content. 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 that you not contact teachers after Tuesday with a major question about the assignment due on Thursday.

Parents are expected to ensure that students complete their assignments

properly. Parents should check regularly their student's progress on assignment completion.

### **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 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 ensure that work is completed at home as assigned and that students arrive at class with all assignments completed. 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. A student who repeatedly arrives at class unprepared may be dismissed.

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, *Thinkwave.com*. Students who do not maintain an average of at least 75% are not eligible to register for classes at CATN the following year.

All assignments and tests must be turned in on time. Late work may be penalized at the teacher's discretion. Weekly classes require 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.

### **Thinkwave**

Thinkwave.com serves as our grading platform. At the beginning of each school year, parents and students will be notified of the login information for the student's 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 that originate from another source. Plagiarism includes the use of AI such as ChatGPT.

Even if a student does not intend to plagiarize someone's work, they have cheated by stealing ideas and words.

Paraphrasing another's words and ideas does not make the content the student's own work. Avoiding plagiarism is easy. Simply give credit to the author of the words and ideas. If a student is uncertain whether 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 including AI in student work. While teachers are aware that a student may unintentionally plagiarize, they are 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 or CATN 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 under your supervision. 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. Generally, cell phones may not be used on campus, around other students, or during class or break time.

### **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, handwritten 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, CATN will order a replacement badge on the first day of co-op for \$10. Returning students who lost their ID badge should report to the check-in desk 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 on the first day of classes. 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 check-in desk 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 the parent and student to sign acknowledging the incident. They 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 carefully consider their class choices. Below are helpful criteria to ensure the best class choices:

- Note the number of books – no option to skip certain titles.

*All curriculum (books, supplies, etc.) must be purchased in time to arrive before the start of classes.*

- 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 of class placement for any student will be complete only once the family has been informed that there is space for the student and all paperwork and fees have been submitted. 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 our 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 online.

### 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 on [greenroofcoop.com](http://greenroofcoop.com) 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 two months non-refundable tuition 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 the start of class unless prior arrangements have been made with the teacher.

- Failure to comply with these requirements will prevent the student from enrolling and beginning class.

### **Tuition and Family Fee**

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 is more than one month past due, 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**

Please add: “**gmail.com**” to the end of each email address. i.e.

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