



Thursday Connection Information

Please read and keep for reference

STATEMENT OF PURPOSE

We are a Christian home school cooperative. We believe strongly in the parents' ability to educate their children and wish to enable them in this endeavor. We wish to assist the home school educators, not replace them. We are not, and do not plan to become a school. We wish to minister to the parent and the child through these years of their lives. We welcome non-Christian families into our cooperative who are willing to follow our guidelines. We do not require families to sign a statement of faith.

Two Types of Classes:

We believe that we can provide two options to aide the home educating family.

ACADEMIC CLASSES: These classes will most likely provide weekly homework and projects to be returned to the teacher. The teacher will provide a syllabus which will enable parents to more adequately direct their student during the week. These classes should only be taken with a commitment to complete all assignments. All academic classes for grades 7-12 will offer grades. Grades for younger children are available by request. Please do not call the teacher after the semester is over (especially during their Christmas and summer break) to request grades. Please do not call during breaks for grades.

ENRICHMENT CLASSES: These classes are expected to offer activities that will enhance your child's educational experience. They will offer very little homework. Sometimes, the teacher may give a list of suggested home activities, but these are not required. These activities will help your child to get the most out of the class. Enrichment classes will not offer grades, with the exception of grades 9-12. For grades 9-12, grades will most likely be "participation only."

ADMISSION

Non-discriminatory Policy

Thursday Connection accepts students for enrollment in any and all educational programs without regard to race, sex, religion or national origin.

Religious Affiliation

We are an outreach ministry to homeschooling families in the Knoxville area. We have a working relationship with First Cumberland Presbyterian Church. While not a formal ministry of the church, we do consult with the leaders on issues that arise from time to time. Our policies and guidelines reflect a moral standard as set forth by our Faith; however, parents and students are not required to sign a statement of faith to participate in our program. Families are, nonetheless, expected to read and understand our statement of purpose.

VOLUNTEER OBLIGATIONS

Volunteer Requirements

Each family is required to volunteer 16 hours each semester. We have dates available for each parent to choose, and we try to be flexible in allowing this freedom to choose dates and jobs. Shifts are 4 hours for 4

days, 2 hours for 8 times, or 1 hour per week to fulfill the 16 hour requirement. When you sign up for a shift, we expect that you will fulfill your obligation. Please mark your volunteer shifts on your calendar. Thursday Connection will send a reminder email with a list of volunteers for the week. Please check your emails.

Volunteer Check-in

Please be 10 minutes early for your shift to allow time to check-in and settle your children in their respective classes. At the volunteer check-in table, you must initial that you are present and pick-up a job description from the job description box. Please read and follow that description unless you are asked by the volunteer coordinator to serve somewhere else. At the end of your shift, please replace the job description and initial out. Thursday Connection reserves the right to place you in any job as our needs dictate.

Changes/Absences

- If you have a schedule change, you are required to make the change with Shannon Wilson the week before your scheduled shift. The master list will be available during co-op hours through Shannon to obtain names and numbers of other workers with which to switch your dates. You may also access the list through Shannon by email during the week (sew211@gmail.com). **It is your responsibility to find a replacement for yourself.** When you have made a switch or found a replacement, please notify Shannon as soon as possible.
- If you choose, you may buy out your volunteer time at the rate of \$35 per 4 hour shift for a total of \$140 per semester. This option is for returning families only. Some volunteers may need to buy out shifts and serve volunteer time in various combinations. Please speak to Shannon about these options.
- If you have a medical emergency or last minute change during the week you are scheduled to volunteer, it is your responsibility to find a replacement or hire a substitute. Then you should make Shannon aware of the change via email. The substitute list will be available online and the first few weeks at co-op. If you have a medical emergency the morning you are scheduled to work, you must call Shannon, and each emergency will be handled on a case by case basis.

'No shows'

If you chose to be negligent in serving your volunteer time as scheduled, you will be fined \$60 (this includes a \$35 substitute fee and a \$25 fine) per 4 hour shift. If you are a "no show" for 2 shifts, action may be taken by the board regarding the lack of commitment by the family in question. Please be diligent in service and worthy of trust by full cooperation and participation in our program.

Tardiness

If you are late, it makes it hard on everyone. Please be 10 minutes early for your scheduled shift to allow time for your own children to be settled into their respective classes and for you to sign in at the volunteer station. You will be assessed a \$5 penalty for every 15 minutes you are late for your shift. If you are 1 hour late, you will be considered a 'no show,' and be assessed the \$60 fine. Occasionally, we all have circumstances that we cannot control, and Thursday Connection will try to take these things into consideration. By planning to be early, most of these circumstances will not affect your arrival.

Volunteer Coordinator's Contact Information

Shannon Wilson: 219-8626 home Email: sew211@gmail.com
384-1141 cell

PARENT GUIDELINES

1. **Illness:**
 - a. Excessive cough or runny nose—clear, yellow, or green from nose, throat or eyes. The only exception to this is allergic symptoms that have been diagnosed as allergic by a doctor. If your child has a bad cold and you can alleviate their symptoms with antihistamines and/ or cough suppressants, so that they are not “shedding” the virus constantly throughout the day, they are welcome to attend.
 - b. Bacterial infections that are treated by antibiotics—please make sure that your child has been on the antibiotic regimen at least 24 hours before returning to class—this would include such things as pink eye and strep throat.
 - c. Vomiting, diarrhea, or fever—your child should be symptom free for at least 24 hours before coming to class.
 - d. Rash—do not bring your child to class with any rash UNLESS it has been diagnosed by a doctor as non-contagious.
2. **Book bag:** Each child should come to class with a book bag, backpack or something similar to keep papers and loose items in during the day. PLEASE LABEL ANYTHING THAT YOU DO NOT WANT TO LOSE.
3. **Please do not loiter in the hallways.** If you would like to visit with other moms, you may sit in the childcare room or break room or the parents’ room. If you would like to work quietly, you may do so in the library, if there is room.
4. **Please do not use classroom time to talk with teachers.** We will provide a teacher phone list so that you may make an appointment to talk with them at appropriate times. Please do not approach the teachers about money or scholarship issues. Scholarship requests will be handled by the board. If you wish to request assistance, please contact Claire Phillips (claire@thursdayconnection.org).
5. **Please check your email weekly.**
6. **Parents are always welcome to sit in any class** their student is taking or to supervise their student in any class. As a courtesy to teachers, please let them know your plans to stay. Please do not bring younger siblings into the classroom, including nursing infants.
7. **Children not in TC classes must be supervised** and should not be allowed to disrupt classes or roam hallways. ONLY parents working on their volunteer time have the option of using the childcare room for younger siblings.
8. **You or a designated adult must accompany your K-5th grade child into the building each week. Your child should scan themselves in/out using his/her ID badge. Students 6th grade and above do not need an adult to enter or leave the building.** If you have high schoolers, they may sign themselves and their siblings in/out.
9. **If you have a K-3rd grader, please make sure they have their schedule on the back of their ID tag before you leave.** All students must leave this nametag on during the day. Volunteers will help the younger kids move between classes, but TC cannot guarantee a child makes every class if they do not wear their nametags. PLEASE help your child become familiar with the campus and go over room numbers and class times.
10. **If you have a 4th -12th grade student, please make a schedule card for them with their class room numbers and times for them to carry. They may make a schedule sticker for their ID tags if this will be easier.**
11. **Pick up time is no later than 4:45.** Please remember that in your contract, you agreed for one of our board members to take your child to their home, if you are late.
12. **Parking and Entrance into building**—Please use the back parking area and courtyard door only.
13. **Student Rules**-Please make it a point to go over all student rules with your child prior to the first day of class.

DISCIPLINE GUIDELINES

Parents desire to raise children with high standards of character and integrity and we work hard to develop these traits in our children. These traits include a high standard of behavior, a positive attitude, and respect for authority. When our children are in large group settings or in classrooms under the charge of a teacher other than their parent, they have the opportunity to practice what they are learning.

Since parents are in the process of training their children, sometimes children fall short of proper etiquette. When this happens, discipline is needed to correct the child. Behavior instruction is Biblically mandated to the parents, and is therefore not the responsibility of TC teachers. Since TC is an extension of your efforts, we take behavior issues very seriously. It is very important that parents respond at home to any behavior issues that arise at TC. Your positive attitude toward these guidelines will help your child value the importance of these guidelines.

It is the goal of our conduct guidelines to help students know what is expected of them at TC. Please go over these guidelines with your student thoroughly. These guidelines are designed to maximize parent/teacher/administrator communication.

Student Discipline Guidelines

1. **Be respectful and obedient during the day.** This includes respecting the teachers, volunteers, and any other adult, fellow students, and property.
 - Disrespectful language or attitudes towards any adult or student will be addressed strongly.
 - Aggressive language or behavior will not be tolerated.
 - Lack of respect for property will result in community service or more serious consequences which could include removal from co-op.
2. **Come prepared to class as requested by your teachers.**
 - Bring all needed supplies.
 - Homework should be completed neatly and on time.
3. **A hall pass is required to leave a classroom.**
 - No one should be in the hall for any reason between classes without a hall pass.
 - Requests to leave class should be only in emergencies. Use the restroom between classes.
4. **Dress Code:**
 - Dress modestly and do not wear offensive clothing.
 - Pants must be worn at the waist; no sagging allowed.
 - Undergarments should be worn but not seen.
 - Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves.
 - No midriffs or cleavage should show.
 - Shorts, skirts and dresses must be no shorter than 3 inches above the knee.
 - Leggings may be worn, but only with a skirt or dress that meets the dress code length.
 - Clothing and accessories must not display offensive language or images.
 - The TC Board reserves the right to determine what is unacceptable dress.
 - You will be asked to wear a T-shirt and/or pants or skirt of our choosing if the dress code is violated.
5. **Bring only items needed in class to co-op,** leave all distracting toys at home.
 - Do not bring trading cards, or occult related games (i.e., Pokemon, Harry Potter) or materials to co-op. These will be confiscated and only returned to the parent.
6. **Clean up after yourself.**
 - Place all trash in proper containers.

- Leave all rooms better than you found them.
7. **Secure permission from the TC board before conducting any fundraising at co-op.**
 8. **Follow all rules set by the church.** No running in hallways. No heelies allowed inside the church. Use inside voices while inside the building. The playground area is reserved for children twelve years of age and younger with adult supervision.
 9. **Food, including lunch, must be eaten only in designated rooms.** No food or drink is allowed in classrooms except as part of planned educational activities.
 10. **Only high school students are allowed outside without an adult and only with permission.** Students are allowed in the outside picnic area only. There is to be no loitering in the parking lot, no sitting in cars, and no wandering around the building, inside or out.
 11. **No visitors are allowed to accompany students to classes without the approval of an administrator on duty.** No one will be allowed in the building without proper TC ID or signing in as a guest.

Disciplinary Policy

1st--Warning from teacher or adult in charge.

2nd – Student will be removed from class and the parent called.

3rd –Student will have appropriate consequences depending on the offence. These might include removal from class for a number of weeks, parent attending class with the student, or Thursday Connection chores.

4th —A meeting with the student, parent and at least 2 board members will occur. Child may not be allowed back in class until this meeting takes place.

5th--Extreme offenses may require immediate dismissal from TC.

HOMEWORK PREPARATION

At Thursday Connection our teachers offer rich courses with great opportunities for learning. Homework is an integral part of this education process. If your students are not prepared for class, it is a hindrance not only to your student's learning process but **also to the entire class**, who is now ahead of the student.

Middle and high school courses require more of the students than those for younger children. The parent, as the teacher-of-record, is completely responsible to be sure that their student has finished all homework well. The teachers' syllabi are provided to assist you in this task; familiarize yourself with what each class will require by a thorough reading of each syllabus and communication with the teacher as necessary for your understanding. Some of our teachers are using Engrade to help in communicating with you, as well.

If a teacher feels that assignments are not being done and that the student's lack of preparation is a hindrance to the class, we reserve the right to ask the child to withdraw from the class for the rest of the semester. In this case, no further monies will be due. Grades will be emailed at semester end to the email address on record.

Elementary enrichment courses do not depend so much on homework. However, to get the most out of each class, doing the assignments is greatly beneficial.

LUNCH

Lunches will be offered for purchase most weeks of the school year. Tickets may be purchased at Hall Monitor 3's table. Tickets for the semester will be available on the first day of class. For your convenience you can buy lunches for only the weeks you wish. No lunch is provided on the first or last weeks of the semester.

Lunch tickets must be purchased no later than one week before the lunch is offered. There will be no lunches sold on the day of the lunch. If you have questions about lunches, please contact Deborah Flanagan at deborahsflanagan@gmail.com.

FINANCIAL OBLIGATIONS

Registration fees, tuition, and material fees are the responsibility of the family. Financial assistance and scholarships may be available for some families after completing a financial need request form. After initial registration fees, including materials fees and first months' tuition are paid in the spring, tuition payments will be due on the first Thursday of September, October and November.

Pre-registration for 2nd semester will be held in November and December, and the checks will be dispersed to the teachers on the first Thursday of December. The remaining second semester tuition is due on the first Thursday of February, March, and April.

If tuition is not paid on the due date, **late fees of \$5 per student per class per week** will be charged. If late fees are not paid, the family will not be allowed to register for the following semester.

All tuition and materials fees checks should be made payable to the teacher, but turned in at the finance table in order to be properly recorded. Please do not pay the teachers directly. If paying in cash, please bring correct change; put cash for each teacher in a separate, labeled envelope. Our inability to make change will not be a valid reason for paying late. **Make sure that you receive a receipt when you are paying in cash.**

If tuition or registration checks bounce, they must be repaid along with any charged bank fees in cash. From that time forward, that family must pay in cash.

There is a 2-week trial period in which you may drop classes without being financially responsible for the entire semester. If you wish to exercise this option, you must drop your class by the end of week 2, August 25th. If you choose this option, please know that no prepaids are refundable. Should a class be dropped after the 2-week trial period, all tuition associated with the class is still owed to the teacher of the entire semester.

QUESTIONS & COMMENTS

Because we are not a packaged program, there will be rough bumps in the road. We wish to prayerfully walk through these with you. As we hit areas that are difficult to deal with, there will be changes. If you have a serious problem with your experience with our cooperative that requires immediate attention, please feel free to call one of our board members. If your problem is less serious and can wait up to a week for a response, please email a board member. A contact list is provided for you.