



**TriStar Cottage School and**

**Homeschool Co-op**

**Policies and Procedures**

**2025-2026 School Year**



## Leadership Staff

### Operations Board

Jill Trapp, Executive Director  
Theresa Milton, Co-op Director  
Carol Parker, Operations Manager

### Advisory Board

Robert Brady  
Jennifer Christy  
Amber Van Orden

## Qualifications

1. Child/Children must be registered homeschoolers under an umbrella school or the local school district. Your children must comply with guidelines listed by your state of legal residence.  
Homeschooling in TN:  
<https://www.tn.gov/education/topic/home-schooling-in-tn> TN Standards:  
<http://www.tennessee.gov/education/topic/academic-standards>
2. Oldest child must be at least five years old. Our preschool and nursery are for the siblings of school-aged children.
3. Families must plan to attend classes regularly.
4. Parents or legal guardian must attend the Co-op with their registered child/children.

## Teacher Responsibilities

1. Be prepared and on time for your class(es).
2. Work inside your budget and turn in receipts for purchases for reimbursement.
3. Behave appropriately in the classroom at all times. (i.e. language, phone usage, etc.)
4. Ensure students are never left alone in the room. Two adults are required in each room at all times.
5. Bring student or class challenges, including cell phone/electronic device problems with students, to Carol's attention immediately.
6. Communicate with the leadership staff (to include, but not limited to Jill Trapp & Carol Parker) and your co-teacher in the event that you are absent.
7. Prepare class material several weeks in advance with your co-teacher. In the event one or both of you are out, a substitute needs access to necessary materials so the class can continue. A shared Google drive file or even group message on Facebook linking Carol and Jill will ensure we don't have a classroom of students with nothing to do.
8. Ensure classroom is neat and tidy at the end of each class.



## Parent Responsibilities

1. You must remain on premises while your children are in class. Leadership must approve exceptions first.
2. You must participate in a volunteer capacity assigned by Carol.
3. You are responsible for ensuring your children are prepared.
  - Arrive on time. Classes start on the hour. Late starts and disruptions affect the quality of the class for everyone.
  - Verify your children have all needed supplies and assignments.
  - Notify Carol and teachers of absences and ensure students get the assignments necessary. Attendance is expected unless illness or extenuating circumstances. Communicate with teachers to catch up on missed work.
4. Read and understand all policies and adhere to proper codes of conduct and behavior while at the Co-op location. You must model the same behavior expected of the students.
5. **Outside of class time, PARENTS ARE RESPONSIBLE for their children.** This includes lunch. Unattended children will be returned to the parent.
6. Permission is required for all visitors to the Co-op. All visitors must check in at the Front Desk upon arrival. If the teacher does not feel comfortable accepting a visitor, then those wishes will be honored.
7. Visitors, students or adults, must sign in.
8. Check your students' backpacks, Google classroom, or Facebook group pages for assignments that need to be completed. Students are expected to complete all assignments before class. If your children come to class unprepared, they will be sent to study hall.
9. Please label all belongings clearly for ALL students and volunteers.
10. You are responsible for lunch for your family as well as choosing an hour to take off for lunch. Should you choose to go out for lunch, remember the 1:00 PM class starts on time and you and your child are expected to be in the class and ready at 1:00 PM.
  - There is NO eating in the Nursery Rooms or Sanctuary.
  - You must clean up after yourself after lunch, to include, but not limited to, sweeping under where you were eating and wiping off tables.
11. Children of ALL ages are not permitted outside the building AT ANYTIME without adult supervision. Please be aware of all children, not just your own.
12. Social Media such as Facebook, Instagram, Twitter, Snapchat, etc. will be considered public information. Do not post pictures of other children without express permission from their parents.
13. Review Student Responsibilities with your child/children.
14. Parents with children in grades 2nd and below, MUST pick up their children from their classrooms in a timely fashion. Parents are required to pick up their students personally at lunch and during the last class of their schedule. Children MUST be picked up by their parent(s) and not an older sibling.
15. Diaper policy: If you have a child in Pre-K3/4, they must be potty trained, and able to care for themselves while using the restroom. Teachers will help with washing of hands, but not changing. If your student requires help, you will be asked to come and take care of them.



## Student Responsibilities

1. Be on time to class. Classes start on the hour. You may be asked to sit in study hall if you are late.
2. Be respectful to the adults and students in your classes.
3. Be respectful of the church building, as we are guests in this facility.
4. No running, jumping, wrestling, carrying each other, piggyback riding, punching in fun or anger, hat stealing, name calling, or foul or disrespectful language. ***In other words, keep your hands to yourself and exercise self-control.***
5. Be prepared for class by having all materials and assignments ready before your arrival. Students are responsible for class materials missed in the event of an absence. It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed.
6. Food and drink are not allowed in the Sanctuary.
7. Any personal items irrelevant to Co-op such as electronic games, card games of any kind, headphones, fidget spinners, phones, electronic devices, etc. may not be used during class time ***unless specific permission is given.***
8. Please refrain from PDA (public displays of affection) during Co-op hours. This is an academic learning environment in a church building and our behavior must reflect that.
9. ***Social Media such as Facebook, Instagram, Twitter, Snapchat, etc. will be considered public information. Be mindful of what you post.***

## Driving Teens

1. Student must have approval from the board to drive to and from Co-op and attend alone.
2. Student must have current proof of insurance and Parent Release Form.
3. Student must check in and out with Carol upon arrival each week.
4. Student may not transport non-related students in their vehicle during Co-op hours.

## Discipline and Conflict Resolution

1. Teachers should resolve minor issues immediately. If, as a teacher or parent, you are uncomfortable with the situation, please bring it to the attention of Carol or another member of our board.
2. Serious or repetitive disruptive behavior by the students or parents can result in one or more of the following actions:
  - Removal of the student to study hall
  - Meet with Carol
  - Meet with the Leadership Board for resolution
  - Dismissal from the Co-op



## **Facility Responsibilities**

1. Clean up after yourselves.
2. Everyone works on a cleanup, lunch, and/or set up team. If you have a 9:00 AM class, a 2:00 PM class, or are at the Co-op during lunch, you and your children will be placed on the appropriate teams.
3. Put your trash in the trashcan.
4. If you eat in a classroom, you are expected to clean up so the next class can start on time.

## **Weather/Snow Policy**

1. The Co-op follows the Montgomery County School System's lead in case of inclement weather, but we reserve the right to cancel based on need of parent and student safety as well as the needs of our facility.
2. Do not call the church office.
3. In case of inclement weather, we will post a message on our website, Facebook, and Instagram.

## **Dress Code**

Please read over our dress code policy carefully as everyone will be held accountable.

- Remember we are a multi-age group.
- Keep your clothing choices, slogans, and language appropriate to the church location. Clothing should be appropriate to the environment and occasion.
- This is a church building and you are participating in a class. If you cannot move, sit or bend over in what you are wearing, do not wear it.
- Suggestive or inappropriate slogan clothing should remain at home.

If you are not certain if something is appropriate to wear, do not wear it.

If you arrive dressed inappropriately, you will be asked to change.

## **Electronics guidelines**

1. Wi-Fi, if available, is for teacher use only. Students do not need access. Too many users slow the speed for all.
2. Electronic devices are permitted only as an enhancement to the learning experience.
3. No texting or checking of messages during class time.



## **Photography/Video Release**

By registering with TriStar Cottage School, I understand that my child's image can be used on the TriStar Cottage Active Members Only Facebook page and class groups. (These are private to our members only. If you share these images blur or sticker other people's children.) If my child participates in the end-of-semester showcase, and other public events, their image/video can be posted on our school's YouTube channel.

## **Harassment Guidelines**

TriStar is committed to maintaining an environment that is free from all forms of harassment by or towards adults or children. Harassment based on race, color, religion, creed, sex, sexual orientation, national origin, physical or mental disability, or other legally protected characteristics is prohibited. Harassment is defined as unwanted physical contact or sexual advances; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, emails, letters, other forms of communication; and any other conduct which is so severe that it interferes with an individual's performance or creates a hostile environment.

## **ATF Guidelines**

1. No Alcohol
2. No Tobacco
3. No illegal drugs
4. No sharing of medications. See parent or team for approval.
5. No student may bring weapons on site. This includes, but is not limited to, knives and mace (pepper spray).

## **Illness Guidelines**

Parents and children should not attend with any the following symptoms:

1. Fever within the last 24 hours (unless from teething)
2. Colored mucus that is yellow or green, unless attributed to allergies
3. Diarrhea
4. Vomiting
5. Nausea
6. Virus or infection that is thought to be contagious
7. Head lice
8. Red discoloration to the whites of the eyes (pink eye)

We follow the CDC guidelines and recommendations on how to manage exposure to any contagious illness, i.e. Strep; Hand, Foot, Mouth; viruses (including COVID-19); or bacterial ailments.



## Special Needs and Accommodations

If your child has special needs, please make sure the leadership team is aware. We want to meet the needs of all our students to the best of our abilities. We will do our best to accommodate you. Please contact Carol Parker with specific needs and requests.

In regard to service dogs, please refer to ADA government guidelines.

[https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm) As per the guidelines, we ask 1) is the dog a service animal required because of a disability and 2) what work or task has the dog been trained to perform.

## Emergency Policy

### In case of fire or drill:

Stay with your class and lead them out according to the evacuation map. The lead teacher for each hour is the last to leave the room. **Make sure every child is out and accounted for.** Exit the church via the nearest exit marked on the map. If the exit is blocked by fire and smoke, use the next closest exit. Go to the gravel lot behind the main building and wait for instructions from leadership or emergency personnel. Extra floaters and adults, be prepared to assist with children after exiting the building. **Do not re-enter the building.**

### In case of Tornado or drill:

Stay with your class and lead them to the secure locations according to the evacuation map. The lead teacher for each hour is the last to leave the room. **Make sure every child is accounted for.** Secure locations are as follows: hallway between children's classrooms and bathrooms, hallway between youth classrooms and children's sanctuary, hallway between nursery and children's sanctuary, closet where tables and chairs are stored, women's and men's bathrooms, hallway between main sanctuary and A-classrooms, and hallway between main sanctuary and church administration. **Go to your nearest location.**

### Shelter In Place:

Clear hallways and rooms that cannot be secured. Stay quiet and out of sight. Lock all doors. Stay away from doors and windows. Close blinds and turn off lights. Silence all cellphones and turn the brightness down to the lowest setting. Barricade doors with the heaviest objects in the room. Wait for an 'All Clear' from leadership.