



# **Policies, Procedures and Code of Conduct**

**2024-2025**

*Updated April 2024*

Document needs to be signed by the adult responsible for the family by the first day of classes or your family will be unable to attend.

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## **1.0 True North Governance**

### **1.1 Mission Statement**

Our desire is to unite families through a Christian worldview to nurture and empower children to be life-long learners who always seek God first.

### **1.2 Vision Statement**

We are a Christ-centered co-op which strives to encourage like-minded families to develop community focused on enriching their learning opportunities and relationships through classes, field trips, play dates, holiday celebrations, and experiencing life together. We aspire to mentor the next generation to be successful, courageous, and intentionally living through Christ.

### **1.3 Focus**

True North Homeschool seeks to build intentional community where friendships can form amongst both the students and parents. We desire to provide elective and enrichment focused classes that will supplement the core subjects that you are teaching at home. Class options change every semester based on teacher availability. Classes we've offered in the past are science, robotics, music, art, cooking, drama, steam, gardening, food education, PE & American Girl history.

### **1.4 Co-op Defined**

True North Homeschool is considered a co-op by the following definition. True North Homeschool is comprised of a leadership team who takes care of future planning, budget and day-to-day decisions. All decisions made are decided by vote amongst the leadership team. All leadership team members must be a parent of a child participating in classes at True North and are chosen by current leadership team members. While the leadership team members welcome input from all members of True North, decisions made are not up to overall vote from its members.

### **1.5 Location**

True North Homeschool meets at 500 North Street, Arcadia, Indiana 46030.

### **1.6 True North's Leadership Team**

Amanda Tancredi -Director of Education - [Amanda@truenorthhomeschool.net](mailto:Amanda@truenorthhomeschool.net)

Alicia Kiovsky – Director of Operations - [Alicia@truenorthhomeschool.net](mailto:Alicia@truenorthhomeschool.net)

Shannon Carley – Director of Communications -. [Shannon@truenorthhomeschool.net](mailto:Shannon@truenorthhomeschool.net)

All members on the leadership team are responsible for ensuring that members of the True North Community adhere to the guidelines and standards of the Code of Conduct.

### **1.7 Class Day Schedule**

9:10am – Families can begin arriving

9:30am – Meet in Sanctuary for Announcements, Pledge, and Prayer

9:45am-11am – First Hour Classes

11:05am-12:25pm – Second Hour Classes (snack served during the first 5 minutes)

12:30pm – Lunch, free-time and clean-up

## **1.8 Semester Calendar**

Fall 2025 Calendar: Sept 3, 10, 17, 24; October 1, 8, 22, 29; November 5, 12, 19; December 3

Mandatory Parent & Teacher Meeting for Fall Semester: August 24

Ice Cream Social: September 5

Field Trip TBD: October 15

Thanksgiving Break: November 26

End of Semester Party: December 10

Spring 2026 Calendar: January 28; February 4, 11, 18, 25; March 4, 11, 25; April 1, 8, 22, 29

Mandatory Town Hall/Teacher Meeting: January 25

Spring Field Trip: April 15 – tentative date

Spring Break: March 18

Built In Flex Day: May 6

End of the Year Party: May 1 – May 8<sup>th</sup> if flex day is needed

## **1.9 Class Cancellation Expectations**

True North follows Hamilton Heights school district's schedule for delays and cancellations. If they are delayed or cancelled, we will be cancelled. Make-ups for these days will result in either using our built-in flex-up day for the spring schedule or adding an extra day to the end of the fall semester: December 11, 2024

## **1.10 Emergency Procedures**

Emergency procedures due to a fire or other needed evacuation are posted in each classroom.

## **2.0 Parent Responsibilities**

### **2.1 Parent Participation**

This is not a drop off co-op. Part of building our community isn't just for the children to form relationships, but the parents as well. While building community is important, each parent's main role is to assist the teachers during class hours. Each adult is assigned a specific job to help during the co-op day.

Parents are not required to teach a class. Our teachers are parent volunteers, and we are always looking for more parents to be willing to step into the role of teaching. Parents are an integral part of the classroom whereby they assist teachers with the students. Each teacher has different needs, but some of the jobs might be helping with supplies, addressing behavioral concerns, assisting students problem solve with a project or helping with bathroom breaks/first-aid needs. Parents are asked that they are OFF their phones during class time and play an active role in helping the teachers provide the best teaching environment for the students in attendance.

Since we are an "all hands on deck" co-op and in an effort to keep costs down, we have a rotating cleaning schedule. Once you are registered for classes there will be further information about what that entails and a link to sign up for your cleaning shifts. Responsibilities will be vacuuming, emptying trash cans, clean bathrooms, wipe down tables, etc. We require four hours of cleaning per semester from each family. If you don't show up, you can attempt to sign up for another slot if any are free, or pay \$25. We also have an opt-out option for \$25/hour each semester. Funds collected for buyouts are used for professional cleaning.

## 2.2 Relating to One Another

At True North, we seek to adhere to Matthew 18:15-19 when it comes to dealing with one another.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loosed on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven.” ~Matthew 18:15-19~

It is imperative when dealing with one another that our hearts seek to reconcile and not divide. It’s important that we don’t gossip (Proverbs 11:13, 16:28, 18:8, 20:19, 26:20) and seek to believe the best in others. Be receptive when someone comes to you with a concern (Proverbs 13:10) understanding that to do so might have been an extremely hard endeavor.

As parents, we strive for no gossip, language or conversation that is not edifying or that is not pleasing to God. Please do not speak ill of or put down other members or children. Please do work to promote unity and encouragement among members.

We seek a partnership that is Christ-centered which means extending lots of grace and understanding. Everyone’s family dynamics are different. It’s impossible to watch your kids 100% of the time, however please be honest and know yourself well enough to know what your children are capable of when you aren’t present.

When it comes to our children interacting:

- If you didn’t see it, it might not have happened the way your child is recounting it. Speak to the child but also the parent if need be to get a more complete picture. If you don’t know the parent, find someone who does or ask someone on the leadership team.
- Let your kids be kids and learn how to work things out without you always stepping in.

## 2.3 Fees

Tuition is \$175 per family per semester with a \$60 registration fee for a new family. The \$60 registration fee also includes one background check for the adult who will be attending classes with their children. Background checks are required for every adult who attends classes with your children. Every adult attending classes with your child needs to have a background check on file. Background checks need to be redone every three years. At that time, we will need to re-run all background checks for each individual needing an update for a \$30 fee. Please contact leadership a week you have a guest in attendance so we can have a background check filled out in time.

A \$75 nonrefundable deposit is taken at the time of registration. All invoices are sent approximately two weeks before your class payment is due. Payments are due approximately one month before classes begin.

Preferred payment for all fees is via “Friends and Family” on Paypal at [info@truenorthhomeschool.net](mailto:info@truenorthhomeschool.net). If need to send a check, cash, or make other payment arrangements, please contact the Director of Operations. If you don’t pay your fees, you are not allowed to attend classes until arrangements have been made. All families need to be up-to-date on all payment plans and/or paid in full in order to register for the following semester classes.

We don’t refund fees after they’ve been paid. All teachers need time to plan and prepare for their classes and the withdrawal of your child doesn’t mean teachers haven’t already ordered supplies, purchased subscriptions and bought curriculum. Many teachers divide costs among the number of students they are planning on having, so supplies can’t be given in place of participation.

New family fees are only good for one school year. If a family is a former True North member and wants to come back, they will be subject to pay the new family fee.

### **3.0 Parent & Child Expectations/Behavior**

#### **3.1 Behavioral Code of Conduct**

One of the unique characteristics of True North Homeschool is the partnership created between parents, children, education and community. We all have an important role to play in encouraging one another and pointing others to Christ in all that we do.

Doing life together means entering into the mess of each other's lives. This requires large amounts of understanding, grace and forgiveness as we journey through teaching our ever-evolving children, navigate friendships and do life together. As a result, we use Matthew 18:15-17 as a guide when dealing with conflict among parents in addition to dealing with children.

All students and parents will conduct themselves in a Christ-like manner.

#### **3.2 Christ-like Behavior**

**True North Homeschool defines Christ-like behavior within students and families through the following expectations without exception.**

Speaking to each other with the respect and kindness that each of us deserves as children of God. This means many things but includes no cursing, vulgar or insulting language.

Using our bodies to be the hands and feet of Christ here on Earth and show love to our brothers and sisters in faith. This means not using our hands or feet to be physically aggressive, overly affectionate or use inappropriate touching with one another or with oneself. No hitting, slapping, pushing, biting, scratching, etc. will be tolerated.

Taking care of the blessings God has bestowed on True North Homeschool as a community by respecting the building we rent and the surrounding property. This includes good stewardship of True North Homeschool's finances, as we will not need to pay for repairs, or additional housekeeping if everyone respects the grounds. Actions include not running or chasing in the building, staying out of classrooms before/after class, not littering, and no climbing trees, the bell, air conditioning unit, roof, etc.

- If a child damages the building, outdoor property, or another's personal property at a True North Homeschool-sanctioned event, the family of that child will be required to pay for all damages incurred.

#### **3.3 Theft or Property Damage**

If a theft or property damage occurs at 500 North Street or a True North Homeschool sanctioned event, the person responsible for the theft or damage is required to pay to fix said item. Money for these incidents is due within two weeks of receiving the dollar amount for the theft or damages done to said item.

#### **3.4 Classroom Behavior**

Children are expected to be in their appropriate class during co-op time. All children participating in Little Learners should be accompanied by an adult in the hallways at all times during class time.

Children who behave inappropriately during class while away from their parents will be lovingly corrected by an adult in charge. If the behavior persists, they may either be asked to sit in a corner away from other students, placed in assigned seats, out in the hallway with leadership or asked not to participate in the given activity. And if behavior continues, teachers or parent helpers will fill out a behavior report. Additional consequences may be decided upon by leadership at that time.

### **3.5 Behavior Report**

At True North Homeschool, we recognize that kids are kids and aren't born perfect. We acknowledge the need to extend grace and forgiveness in every situation. Behavior forms exist to create open lines of communication with teachers and parents and to ensure that each child at True North Homeschool has the best classroom environment for learning. Behavior forms can be filled out by any parent in the True North Homeschool community who witnesses a behavior. These things are typically not going to fall under an incident report (see below), but it's still behavior worth documenting. Behaviors reported should fall within the acceptable window of age-appropriate behavioral expectations while also taking into consideration the affect this behavior on the True North Homeschool community. The link for behavior forms is in every email sent out by True North as well as pinned to the top of the True North Homeschool Facebook Page.

Teachers and parents will also remember to reinforce good behaviors that we see by encouraging students both in the classroom and during free time.

### **3.6 Dangerous Supplies Policy**

One of the amazing things about our community is the opportunities we have for our kids to all hang out before and after class on our property. We have a few classes such as Scouts and Baking that require the use of dangerous supplies that can be harmful such as knives or faro rods during class. It's imperative that all dangerous supplies are to ONLY be used in class when the teachers allow them and NOT to be used recreationally outside of class time. Kids who fail to comply will get their dangerous supplies taken from them for the entire semester. A second offense could lead to the child's removal from True North for the rest of the semester.

### **3.7 Incident Reports**

Incident reports are available and need to be filled out, anytime on the property, if an adult witnesses a child:

- 1.) Be injured by another child or by something on property.
- 2.) A physical, verbal or other altercation taken place between two or more parties.
- 3.) A child violating classroom rules and behaviors.
- 4.) A child breaks the technology policy by using technology between the hours of 8:30am-2pm.

After an incident report is filled out and given to leadership, they will decide if it requires further follow-up and/or if the incident report leads to a violation. If a pattern emerges with the same child, he/she may have a violation while other children in same situation could end simply in an incident.

### **3.8 Disciplinary Measures**

The goal of all disciplinary measures is to have effective communication between all parties involved: teachers, parents,

children and leadership in addition to a change of heart within the child/parent involved in said issue. In the event of a violation of the Code of Conduct, Leadership will complete a Violation Report which will be kept on file and shared with the family.

Violations below refer to any that occur in a given academic year. Leadership determines when a violation needs to be reported and documented. However, records of violations will be kept on file for at least five years.

**First Violation:**

- Documentation of violation and review of Code of Conduct Expectations
- Student receives a verbal warning.
- Parent/Guardian notified by email or text.
- No parent/guardian signature is needed for a first violation.

**Second Violation or First Serious Violation:**

- A serious violation is defined as:
  - any behavior with malicious intent towards another student or adult
  - possession of items that can cause harm to the property or a person used outside of the proper context (ie: knives in a cooking class, faro rods for Scouts class, etc.)
- Possible consequences: sitting with parents during classes or recess time, cleaning property, sitting out of activities, suspension from classes, etc.
- Leadership completes violation report including a parent, child and reporting adult (if present) signature is required.

**Third Violation:**

- Leadership completes violation report including a parent, child and reporting adult (if present) signature is required.
- Upon a third violation, a meeting will be arranged between leadership and the parent of the child.
- If leadership and/or teachers or mentors come to realize that a child persists in disobedient, disrespectful, distractive, rebellious or additional un-Christlike behavior, then that child may not be allowed to continue at True North. This would only happen after repeated unsuccessful attempts to work with the child and parents and/or the child committed an offense such that he/she was asked to leave afterward. No refunds of tuition or class fees will be given in this situation. Dismissal of a child from True North will be determined by leadership.

**3.9 Parent's Responsibility**

- Parents are responsible for the conduct of their children at all times. All adults are expected to be watchful of all children and be proactive to help in correcting all children (even those who aren't their own) at all times.
- It is the parent's responsibility to inform leadership of neurodivergence or any triggers one might have regarding their children. Failure to do so will not excuse a child's behavior in hindsight when disciplinary measures are in progress.
- All parents play an important role in our group, so the behavior the parents display towards both children and adults is essential. The parents are responsible to respecting the authority the teachers have in their classroom. Parents are also responsible to respect the authority of the leadership team.



- If a parent is unwilling to take ownership or respond appropriately to situations involving yourself, your child or another True North member, the parent could receive a violation or be asked to leave without a refund.

- All parents are expected to relay the above rules to their children.

True North Homeschool Leadership will reevaluate the Code of Conduct regularly and update as needed. Please make sure you have the latest edition, located on our website. As a reflective group, True North Homeschool Leadership is open to discussion and requests in relation to our Code of Conduct. However, final adjustments, additions, and amendments will be left up to the discernment of leadership.

### **3.10 True North Homeschool Student Technology Policy**

Electronic devices, including cell phones, are not allowed to be on or used at any time during True North class days during announcements, classes or lunchtime: between the hours of 8:30am-2pm.

Laptops and tablets may be used in the classroom with teacher permission and for classroom use only. Once the device is used for that purpose, it's to be put away and not to be used again.

If technology is used outside of these hours: ie: during a cleaning day, True North sanctioned field trip, etc. the technology must be within the parent's line of view at all times.

Failure of this will result in the child's device being confiscated by teachers or leadership and returned to the parent when the child leaves the premises. Children will receive two warnings involving their devices before they will be written up for a violation. An incident report is to be filled out anytime a child is caught violating the technology policy.

It is expected that all True North Homeschool students will exercise personal responsibility in the content that is viewed on any electronic device. True North Homeschool teachers and leadership reserve the right to monitor content at its discretion and respond accordingly.

### **3.11 Social Media policy**

At True North Homeschool, teachers, students, and other co-op community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the co-op community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools.

In the social media world, the lines are often blurred between what is public or private, personal or professional. Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

- 1.) Use good judgment
- 2.) Be responsible and ethical
- 3.) Be a good listener
- 4.) Be accurate and appropriate
- 5.) Be confidential
- 6.) Respect private and personal information
- 7.) Post images with care
  1. Respect brand, trademark, copyright information and/or images of the co-op.

2. Do not caption photos with the names of current students.
3. Do not post photos of students who are on the “Do Not Photo” list.
4. Please post photos of all classes on the True North private Facebook page.

### **3.12 Bathroom Policy**

All children under the age of six need to be escorted to the restroom. Children under the age of 6 may (or may not) require assistance to use the restroom. **No adult is permitted to be alone in the bathroom with a child.**

Children ages 2-6 are at varying stages in their potty-training abilities. If there’s a question about a specific child, please ask the parents what the child needs when they are dropped off.

Please prop the door open when the child is using the restroom IF they need assistance. Please ask if the child if they need help beforehand. Children ages 4 & under will most likely need help tearing toilet paper and will need assistance wiping.

Please remind the child to flush and assist the child in washing their hands before returning back to the room.

## **4.0 Teacher Expectations**

### **4.1 Teacher Agreement**

All teachers at True North Homeschool are moms who volunteer to lead a class.

All teachers at True North Homeschool agree to:

1. Arrive before class begins with all the materials needed for class ready to begin on time.
2. Find a sub in case they cannot make it to class and let the Director of Curriculum aware of the situation.
3. Charge a supply fee for their class that will cover all materials. True North is not responsible to reimburse teachers for the materials needed for class. Teachers may ask for items for class to be supplied by True North, but it is at the discretion of the leadership team if teachers will receive these items.
4. Teachers need to read the Statement of Faith and agree to teach in line with it.
5. Teachers will do their best to be a Godly example and loving role model to their students.
6. Teachers will only share pictures of True North students on the private True North Facebook page unless they have permission from the parents of the pictured students to post elsewhere.
7. Teachers will use social media to build and uplift the True North community, not tear it down.
8. Teachers understand True North leadership can change this agreement at any time with given notice.
9. Teachers agree to a full criminal and sexual offender background check.
10. Teachers agree to fill out a budget form for their classroom.

### **4.2 Classroom Conduct**

1. Teachers understand that they will be teaching children with all levels of learning abilities. Teachers will adjust their class to include and teach all children unless prerequisites are needed and clearly stated in class syllabus.
2. Teachers will teach with kindness, love and understanding. They will not single out students or be harsh toward them.
3. Teachers will do all they can to create a place of unity between students, myself, and my helpers.
4. If disciplinary action is needed for a child, teachers will speak with the parent on how to best help their child succeed in the class. They will also alert leadership of any issues with children and brainstorm ideas about next steps so the problem doesn’t persist.

5. If problems arise in the classroom, teachers will fill out the behavior report first. If additional communication is needed, please contact the leadership team. Teachers and parent helpers will not discuss issues with other True North Members outside of their class.
6. If a student is injured in a class, teachers will fill out an incident report. Teachers will make a copy of said report and give one to leadership and one to the parent.
7. If something occurs in the classroom, such as an abuse of the technology policy or possible violation, teachers will fill out the behavior report.
8. Teachers will exhibit confidentiality and understanding regarding specific students and issues that may come to pass.

Failure to comply with the above listed items could result in a violation as per the Behavioral Code of Conduct.

## **5.0 Miscellaneous Policies and Procedures**

### **5.1 Sick Policy**

Children who are ill or who have a communicable disease are asked to stay home until their health returns. After any illness, the child must be free from fever (100.4 or less), vomiting and diarrhea without medicine for a minimum of 24 hours before returning to school (or longer period if recommended by physician.) Please use common sense before bringing your child to co-op if he/she isn't feeling well. In the event your child contracts a communicable or contagious disease, please contact someone on the True North Homeschool Leadership Team as soon as possible. True North Homeschool will use reasonable discretion to determine if parents of the class or co-op need to be notified. Leadership WILL NOT provide you or your child's name in any notification that's sent.

### **5.2 Parental Consent**

True North Homeschool, LLC, plans to hold programs and activities throughout the year. All participants hereby give their consent for all family members to attend and participate in the programs and activities of True North Homeschool, LLC. They also further waive and release any and all rights for damages that may have or may incur against True North Homeschool, LLC, their leadership, employees, members, independent contractors, and volunteers, for any injuries suffered by the child in connection with participation, except those that result from criminal acts or omissions or reckless endangerment. They attest and verify that all children are physically fit for the programs and activities of True North Homeschool and all other ordinary activities which might reasonably be associated with such activities. They consent to emergency medical care and transportation in case of medical emergency.

True North Homeschool, LLC, has all participants permission to authorize medical treatment for the all children in the event of an emergency. Parents and adult family members will not hold True North Homeschool, LLC, building owners, their leadership, employees, independent contractors, and/or volunteers responsible in the event of an emergency.

### **5.3 Liabilities**

All families attending True North Homeschool accept responsibility for any damages to persons or property at 500 E North St. Arcadia, IN 46030 caused by anyone who is part of their family. They agree to hold harmless and indemnify True North Homeschool LLC, and their independent contractors, employees, agents, officers, volunteers, and all others affiliated with premises or True North Homeschool, for any allegations of negligence, strict liability, or any other theory of liability arising from being on the premises.

I have read and True North's Policies, Procedures and Code of Conduct. I acknowledge that my family is responsible to uphold the standards stated on this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Kids above adult is responsible for: \_\_\_\_\_