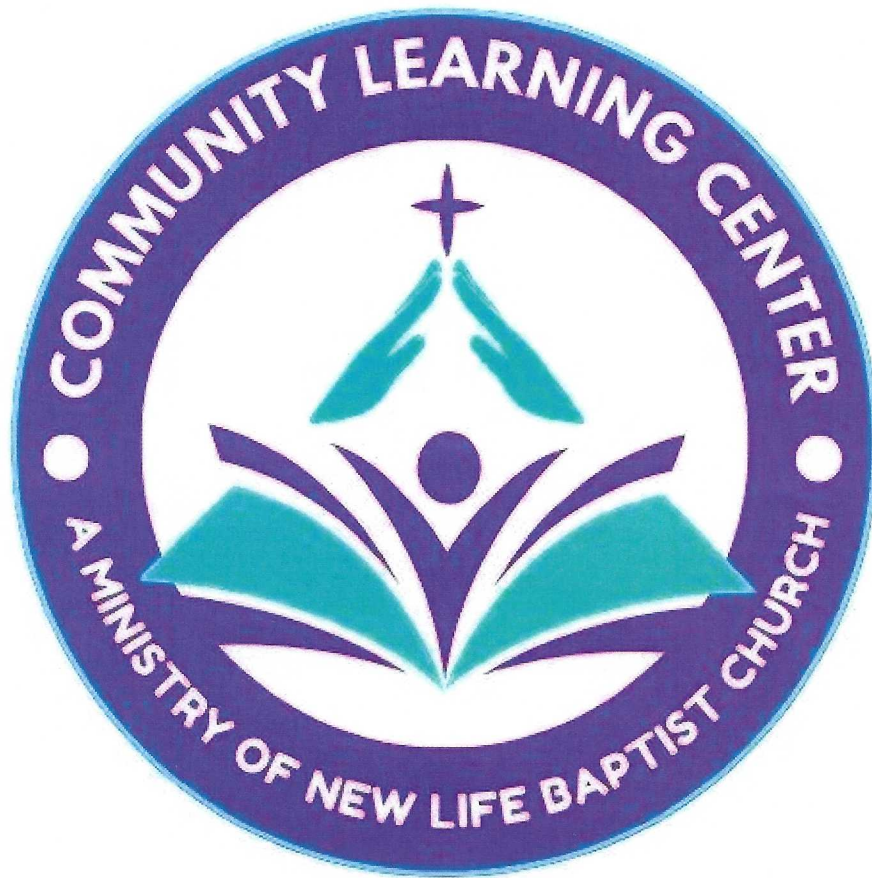


Community Learning Center

PARENT ~ STUDENT HANDBOOK



Community Learning Center

Vision

To encourage and equip students to discover and grow into who God created them to be as they are empowered to impact the world for Christ.

Mission

The Community Learning Center was founded to come alongside our local homeschooling community, to strengthen and support quality education in an everchanging world.

Our goal is to not only educate God's children academically, but also to help them grow in Him, build character, and enhance their Biblical world view, as Proverbs 22:6 states, "Train up a child in the way he should go, and when he is old, he will not depart from it."

The CLC is a hybrid learning center where children and families find professional support, creative opportunities, and a community of like-minded members.

Core Values

- **Christian Community** - We believe when families who fervently follow Christ come together in community, learning is maximized. Made in the image of God and patterned after the Trinity, parents, students, and teachers are created to know others and to be known by others.
- **Affordable Quality** - In allowing families to choose their level of participation, we believe Christian education can affordably match a family's income without being an excessive financial burden. Rather than delivering a "one-size-fits-most" education, we are committed to providing a quality, individualized education through a creative collaboration between the school and family.
- **Passionate Discipleship** - As Christ followers, we believe all learning is for the purpose of knowing God better and making Him known to a world in need, and yet we believe disciples are developed through *doing*. Passionate discipleship is taught and modeled in authentic community through various relationships (parent-child, teacher-student, student-student, and parent-parent).
- **Contagious Learning** - By creating exciting, creative, and interactive learning environments, we believe students and teachers will experience contagious learning. Our educational community is committed to lifelong learning as we fulfill our God-given callings.
- **Flexible Engagement** - Providing a variety of valuable academic and elective offerings, we believe in giving families the choice for their level of participation. Flexible engagement gives families the freedom to choose a level of educational

and financial commitment that best meets their needs. of coping in the world today.

Statement of Beliefs

Our Statement of Faith. It concerns the Authority of Scripture, Deity of Christ, the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Ephesians 4:5) which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity. (Romans 15:7).

We Believe:

- The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- That man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.
- That salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, Whose substitutionary death on the cross paid the penalty for man's sin.
- That the ministry of the Holy Spirit is to convict mankind; indwell, guide, instruct, and empower the believer for godly living and service.
- That God created man and woman after His own Image, and that God has ordained marriage, consisting of one man and one woman, to be the foundation of the family and to be the only legitimate and Godly expression of sexuality.
- In the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned (Article IV Sections 1-7), should not hinder the unity of home educators.

Admissions

1. **Non-Discrimination Policy** – CLC does not discriminate based on race, color, sex, religion, national or ethnic origin in the admission of students, nor the administration of our educational policies and programs.

2. **Admission Application** includes:

- Enrollment Form
- Letter of Recommendation
- Commitment and Expectation Form
- Registration Fee

Once the Admissions Department receives the Admissions Application with **supporting documents**, and **application fee**, a Family Interview will be scheduled with members of the Admissions Committee. Upon agreement of the Admissions Committee that CLC is an appropriate fit for the student and family, the student will be accepted into CLC and more info will be given.

3. **Tuition and Fees**

[Up to date tuition and fees can be found on the website]

- **Application Fees:**
 - \$75.00 per New Student (Due at time of application; one-time non-refundable.)
- **Re-enrollment Fees:**
 - \$50.00 per child, if paid by March 5th (Non-refundable, maximum \$200.00/family)
 - \$75.00 per child, if paid after March 5th (Non-refundable, maximum \$300.00/family)

(re-enrollment fee goes up to \$100 per student by August 15th when IHIPS are due)

- **Financial Aid:**
 - **Multi- Family Discount:** Families with 3 or more students get 20% off
 - **Payment Plans:** You can pay in full at the base tuition rate, or you can make a payment plan with a 5% convenience fee
 - **Tuition Aid:** We have fundraising options available to go towards tuition, we also are open to working with families who may need additional help - please ask about this.
 - **Referral Program:** To qualify, you must connect your referral with CLC via email. (If you do not connect them with us, and they book a meeting by themselves, you would not qualify for the payout)

- Here is the referral structure:
 - 1-5 referred Students enroll - 6.5% of their tuition towards yours.
 - 6-10 referred Students enroll - 8.5% of their tuition towards yours

At 6.5% alone, you can earn anywhere from \$122-\$214 for ONE REFERRAL!

If you know anyone new who could benefit from CLC, connect us!

4. Tuition Policy

Due to tutor contracts and budget planning purposes, enrollment and number of course selections are for a full school year commitment and based on course enrollment requested.

- There are no refunds/proration on tuition, except in the case of an out-of-region move, loss of job, death in the immediate family, or special situation requiring administrative approval. Situations requiring proration will be calculated on a quarterly basis. For Tuition already paid, that cannot be refunded. We will need a month's notice for any changes in enrollment or to tuition.
- Once course enrollment requests have been made, you will be responsible for Tuition payments thru our app on a month-to-month basis. Drop requests for classes will not result in a tuition adjustment.
- **Tuition Late Fees**
 - When an account's tuition is late, a \$25 late fee will be applied. An additional late fee of \$40 will be added to the account each month, in which the account is not current. CLC will notify families once a late fee has been posted to the account.
- **Students Leaving Mid-Year**
 - Students entering or leaving school during a month in progress will have tuition prorated for the year based on a 9-month scale with the month in progress counted as a full month owed.
 - Financial aid and scholarships will be prorated if a family withdraws a student mid-year.
 - Enrollment & other such fees are non-refundable.
 - All outstanding balances (lunch, sports fee, etc.) must be paid.
- **Past-due Accounts**
 - A student shall become subject to immediate dismissal from the school whenever an account becomes 90 days past due. Exceptions are made on an individual basis.
 - Students whose accounts are past due shall not be allowed the following: (Any exception would need to be made by the Board of Education.)

- re-enroll for the next school year
- participate in activities at the end of year.

5. Tuition Payment

All registration fees are required to be paid when you submit your application. You will receive your first tuition bill by September 1. Tuition can be paid in full at the beginning of the year or broken into installment plans. Our tuition installment plan divides your tuition bill into 9 equal installments. To participate in the tuition installment plan, we will need to set this up in our Center app by September 1st. Payments will be due on the 1st business day of each month, beginning in September, and will end after your last installment in May.

6. Additional Fees

Field trip, incidental charges and after-care fees can be added to monthly and semi-annual CLC payment plans.

7. Communication with Parents

Communication is key to success at CLC. Without communication between tutors, parents, and students, the hybrid method of education simply will not work.

- For any classroom concerns, please contact tutors as soon as possible. Parents and students will have knowledge of what is going on at school each day and receive regular information regarding what is expected at home in between academic days.
- Emergency Contact numbers will be provided and on record
- Center App will be main source of communication via Tutors & Parents
- Parents are asked and not permitted to contact or communicate tutors pertaining to CLC and individual student needs, etc outside of the Center App for any reason
- Tutors are expected to follow the same communication policies in maintaining all communication to the Center app and email.
- Social media will not be a form of private communication between Tutors and Parents for CLC related academic help or needs

8. Attendance

- **Center Hours** - CLC is in session Tuesday and Thursdsy from 8:30 am to 1 pm, with the optional electives making end of day dismissal beginning at 3pm. Arrival for students begins at 8:15 am. Please do not drop your students off any earlier than 8:15. CLC is not responsible for watching and caring for students before this time. Parents must pick up their children within 5 minutes of pick-up time. Your respect and consideration are appreciated.

- **Business Office Hours** - CLC Administration will operate business hours during normal school hours. Outside of normal Center hours, Administration balances their family and work responsibilities individually and will seek to respond to emails, voicemails, or text messages within 1 business day. Administration and support staff enjoy taking breaks with their family during holidays and school breaks, and will communicate their availability to respond to emails, voicemails, and text messages through their Out-of-office notifications.
- **Center Calendar** - The CLC academic calendar is available on our website under the Calendar tab, as well as on our Center App.
- **Student Attendance** - CLC believes that consistent student attendance is required for continual student learning and academic growth.
- **Snow Day Cancellations:** CLC works like a "membership/tuition" like a private school would, and a snow day is a paid membership day, without a guarantee of a make-up day. This is a day you count as homeschooling and do your school at home in coordination of the syllabus. There are no refunds for snow days.

9. Academic Expectations and Agreement

CLC acknowledges parents as the responsible primary educator of each student enrolled. CLC is a partnership with each parent/family to tutor each student in the academic program agreed upon. Each parent/family agrees to complete a full homeschooling program on days not in attendance at CLC. All work assigned is agreed to be completed, graded and returned to CLC on days tutoring is in session.

- CLC Tutors will stay current with assignments and notifications to parents and students on expectations, concerns and progress as noted.
- CLC reserves the right to address academic concerns, grade placement and the recommendation of dropping a class without credit, if progress, grading, comprehension or a completion plan is not working or adhered to.
- CLC allows students to take varying grades and subjects based on testing, assessments and needs.

10. Weather Delays & Cancellations

As hazardous weather conditions appear, CLC will look to Spencer Van Etten School District for *guidance* on delays and cancellations. All announcements will be sent via the Center app and email, so all parents need to notify us of any changes to your email address. When weather conditions are suspect, parents need to check emails frequently for notifications. Although CLC looks to Spencer Van Etten School District for guidance on weather-related delays and closures, we may, at our discretion, open or close. **Please note we do NOT follow the Spencer Van Etten schedule for school holidays.**

11. Procedures

- **Morning Arrival Procedures** - Students may be dropped off at the Main Entrance Doorway between 8:15 am and 8:30 am. After 8:30 am, our Center doors will be locked and your student will need to buzz in to enter the Center. Please do not drop your students off any earlier than 8:15. CLC is not responsible for watching and caring for students before this time.
- **Lockers**- Lockers are assigned to 3rd - 12th grade Core students. We encourage students to leave lockers without a lock as they often struggle with opening them, however, if you choose to use a lock for your student, you must let the office know the code.
- **Lunch** - Students are required to bring a packed lunch and a water bottle/beverage. For students who forget a lunch, the parent will be called as soon as staff has been made aware. It is the responsibility of the parent to provide lunch.

Procedures Continued: Afternoon Dismissal Procedures

- **Release of a Student** - Staff will release students only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their student. Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time, so they bring a picture ID and are not surprised at being asked.
- **Custody Agreements** - If there are custody issues involved with your student, you must provide the school with court papers indicating who has permission to pick up the student. The school may not deny a parent access to their student without proper documentation.
- **Pick-Up Procedure** - School Parents/approved guardians will not be permitted to enter the locked building earlier than 1pm for Core Class Students, unless they contact the office for an earlier pickup.
- All students will gather in the gym and as parents/guardians check in with staff at the door they will be called from the gym to be signed out by their parent/guardian.
- Parents can choose to use the drive-up option where you can pull up to the front doors and the children will be released to the parent from the doors or they can park in the parking lot and walk to the doors to pick up their children. The option for parking is ideal for families with multiple young children in car seats as this allows for the flow up the drive-up cars to keep moving and to not be held up for longer periods while parents get children hooked into their car seats.
- All pick up for CLC students is required to be in person. Until staff are familiar with the parents/guardians of the children, the staff will check the ID of the person picking up for verification.

12. Healthy and Safety

- **Building Security**

- All doors at CLC will be locked between 8:30 am and 3 pm. To enter the building, please press the bell button on the Doorbell to notify the front desk for entrance.
- A Front Desk Assistant is dedicated to covering the front desk at all times and will monitor visitors.
- All visitors, including parents, will be asked to check in to the office upon arrival.
- Entrances, hallways, stairwells, parking lots and classrooms may be monitored and recorded by video and/or audio surveillance for safety and security.

- **Student Illness Procedure:**

- Please do not bring your child to school sick. If your child is complaining of not feeling well or is exhibiting symptoms such as a sore throat or stomach, and/or is vomiting, having diarrhea, or is running a temperature of 100.0 degrees or above without medication, they are not allowed to attend school that week. If your child has had any of these symptoms within the last 48 hours, please do not bring them to school. You know your child better than anyone, so please be proactive in watching for signs and symptoms of sickness. If we see a child who does not look like they are feeling well, we reserve the right to call a parent to come to pick them up. Although we hope that everyone stays as well as possible, we still will abide by our motto: "If in doubt, keep them out!"

- **Food Allergies or Medical Conditions**

- Parents may contact the office if they have additional questions or concerns about how food allergy or medical conditions will be handled within the classroom. Parents may contact the leaders with concerns or questions about allergy-sensitive lunch procedures.

- **Accidents and Emergencies**

- CLC has devised several procedures to follow in the event that an emergency would occur while a student is at school. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that students have arrived at the designated spot. Should CLC need to evacuate due to fire or weather conditions, or the loss of power, heat or water, our reunification location will be provided to parents. A sign will be posted in front of the school indicating that we have been evacuated, and the location where you can pick up your student. Parents will also be contacted as soon as possible to come pick up your student. If a parent cannot be reached, CLC will contact the emergency contacts as listed on your

student's enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the students in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

- There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If the injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health records. Staff may not transport students in their vehicles. Only parents or EMS may transport.
- An incident/injury report will be completed and given to the person picking up the student on the day of the incident/injury if any of the following occur: the student has an illness, accident or injury which requires first aid, the student receives a bump or blow to the head, or an unusual or unexpected event occurs which jeopardizes the safety of the student.
- If the student requires emergency transportation, the report shall be available within 24 hours after the incident occurs.
- CLC requires all students to submit a medical record, listing any/all allergies, medical concerns and diagnosis. CLC also mandates an emergency response plan (EPI pen, etc) to be provided by the parent and child's physician, with a signed permission for administration of emergency plan/medicine by Dr. and parent(s).
- If this plan or treatment is not supplied within one week of the start of classes, this student will be asked to remain home until the plan has been provided.
- **Any/All CLC Staff cannot and will not administer regular medication** to a student on site or at any other time. If treatment for minor ailments (headaches, etc) is requested by student or parent, a written permission slip by parents, indicating dosage of temporary treatment plan, and the provision of the treatment as well, is provided, the Directors or Office Administrator will follow the signed and provided treatment; but only after contacting the parent prior EACH time, with record of this process.
- Lost and Found - CLC makes every effort to ensure students leave with their belongings at the end of the day. However, there are inevitably coats, hats, gloves, and lunchboxes, which get left behind. A Lost and found bin is always in our Pick-Up lobby (off the gym). The Lost and Found will be cleaned out on a quarterly basis, and all remaining items will be donated to Goodwill.

13. Lifestyle Expectations

- **CODE OF CONDUCT:**

Our goal is to pursue excellence in all that we do so that our Lord may be glorified. To maintain a productive, educational environment, the instructors and staff will require proper and respectful behavior from all students.

- Students should treat instructors and staff with respect by the way they respond and react to those in authority. Students should not talk or interrupt the teacher while they are talking.
- Students should treat other students with respect- keep hands and feet to themselves, not talk while someone else is talking, and speak kindly to others. Bullying will NOT be tolerated.
- Students should treat the property of The Community Learning Center with respect by only staying in assigned areas and not crossing boundaries set by those in authority. No rough play will be permitted as it poses a safety hazard. *Students/parents must replace anything they waste, damage, or break.*
- Students must clean up after themselves after each class. Trash, food, etc., should be thrown away after lunch without being asked.
- Students may not bring any electronic devices or toys to school unless asked for by their instructor.
- For high school students who have cell phones, they must be put up and away during class time. If they are seen with them out, the phone will be taken up and their parents will be notified. If parents or students need to contact the other, we would ask that they use the CLC phone:
- Students are not allowed to have visitors. If you are not enrolled at CLC you are not permitted on campus.

14. CLC Dress Code

We desire to bring glory to God in everything we say, think, and do; including our appearance! We have set a dress code with a goal that our appearance will not be a distraction to others during our class time at CLC.

- Skirts, dresses, and shorts may be worn if the length is past the fingers' tips.
- Clothing that does not fit properly is prohibited (too tight or too loose.) Pants may not be too large that they drag on the floor. They must be pulled up properly so that no underwear is visible.
- No tank tops, shirts with spaghetti straps, or halter tops allowed. **ABSOLUTELY** no shirts will be allowed that show midriff.
- No clothing that represents an offensive lifestyle or messages is allowed.
- No hats are to be worn during class.
- No pocket-knives, weapons, etc., are allowed on the campus.

CLC will notify parents of any inappropriately dressed student and will require parents to pick up their student.

15. Disciplinary Action

- First offense: the student will be reminded by their teacher on how to behave. If asked multiple times throughout the class period, the student will speak with the directors, and the parent will be notified via email.
- Second offense: a phone call will be made to the parents about the unacceptable behavior.
- Third offense: a meeting will be made with the parent, teacher, and directors where further action will be discussed, such as expulsion from the class in question. If this is to occur, parents will still be required to pay for the class according to their financial commitment made previously at the beginning of the year.

16. Electronic Usage Policy

- CLC recognizes that cell phones are a part of everyday culture, and understands that cell phones may also be used for educational purposes in the classroom (calculator usage, Bible app, etc.). Tutors have discretion to allow cell phone usage in their classroom as needed.
- Outside of approved classroom usage, CLC students are ONLY permitted to use their cell phone before classes begin and after hours.
- Cell phones or devices (including ear phones) are NOT permitted in classes or during academic hours. Tutors have the right to give a warning/request and then collect all said devices after this. Thus collecting and holding units until academic hours have ended.
- **Data Security**
 - The school employs reasonable electronic and procedural safeguards to protect the confidentiality and security of personal information and other information and data transmitted to us.
 - However, no data transmission over the Internet or other network can be guaranteed to be 100% secure.
 - You acknowledge and accept the data security risks of using our website and our services.
- **Recording and Privacy**
 - Entrances, hallways, stairwells, parking lots and classrooms may be monitored and recorded by video and/or audio surveillance for safety, security and instruction. Conversations and/or images may be recorded.

17. Community

• Field Trips

Field trips seek to enhance educational understanding and/or build community. Siblings not enrolled in CLC may be welcome to attend field trips, provided there are no restrictions imposed by the field trip location or purpose. The parent must provide all transportation to and supervision during field trips, or have arrangements made in advance with another supervising adult. In order for the field trip coordinator to provide accurate counts of attendees, along with the required financial commitments to the

respective field trip locations, field trips need to be registered for and payment arrangements made by the respective deadline. Families have the option to pay by check.

- **CLC Events**

Special events are offered throughout the school year to develop and deepen the Christian Community that we value. These special events may include, but are not limited to, family events, themed holiday parties, Grandparents Day, special Christmas and End of the Year programs, Winter Carnival. As a matter of Christian unity and spiritual sensitivity, no CLC Event will serve alcohol, nor should attendees consume alcohol at a CLC event.

Expectation & Commitment Form

As a parent and student, I pledge that I have read, understood, and agreed to the policies set forth by the CLC Student Handbook. I know what is expected of me in academics, behavior, and in dress. I understand the consequences of not abiding by these rules.

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

I have read the CLC Student Handbook and understand all the policies stated within it. I agree with the financial policy, educational policies, and what is expected from my students, including behavior, dress, and academic requirements.

Parent Signature/ Date

Please note that if you have more than one student enrolled in classes at CLC, ***each student must read and sign.***