

THE TRAINING CENTER Handbook

Students must be mature enough to follow these rules and respectfully obey adult authorities, or they will not be allowed to attend classes at the Training Center.

Purpose of the Training Center:

The Training Center exists to partner with parents in their homeschooling journey. We offer college preparatory classes to assist parents with preparing students to become whom God designed them to be.

Christian Worldview: Training Center classes are taught from a Biblical worldview perspective with courtesy and respect. While we recognize that all enrolled families may not be Christians, we expect all students and families to follow the tenets of Christianity when attending classes, completing assignments, and interacting with teachers and fellow students.

Parent Responsibilities: While TTC provides one class time a week, it is the parent's responsibility to make sure the student completes his work for each and every class. If a student is consistently not turning in work, they may be dropped from their class and may not be allowed to continue at TTC. The parent's responsibility is to keep current with how their student is progressing in their classes by accessing whatever grading program the teacher uses. The parent's responsibility is to maintain a student's educational records regarding final grades to formulate a transcript when needed. Parents must ensure that students follow the dress code and have all the needed supplies for the day.

Financial Commitment:

We ask that parents share the same full-year commitment as the teachers. Each teacher may decide to go forward with a small class based on this full-year commitment. Additionally, in any full class, each student has taken a seat that might have gone to another student. However, we understand that sometimes a class may be other than expected, or there are circumstances where a student cannot complete the class. In this case, if a student drops before September 30, they will owe an additional two months of tuition. After this date, the full year's tuition will be required. Parents not in good standing with tuition will not be allowed to register for classes in the future.

Payment Policies:

Family registration and fees paid to TTC are due upon registration, and students are not signed up for a class until they are received. The registration fee is non-refundable.

Tuition is paid to each teacher individually and on an annual basis and may be broken into ten equal installments as a courtesy to our families. The first installment is paid with registration, post-dated July 1, and the remaining tuition installments are paid from August 1 to April 1. These payments are not based on the number of weeks in the month. Likewise, the class tuition may also be divided into two equal semester payments. Teachers may have additional supplies and or curriculum fees, and the parents purchase books and other supplies.

Tuition is due on the first of each month. If it is after the 10th then you are required to add a late fee of \$10 per student per class.

Inclement Weather Policy:

We consider all area school districts when determining whether to cancel classes. We will update the website homepage with closing information. In the event of cancellation, teachers may require classes on Zoom.

Illness Policy:

If a student or a member of the family has had any of these symptoms within the last 24 hours, do not attend classes:

- Fever of 100 degrees or higher
- Wheezing or shortness of breath
- A hard cough
- A constantly runny nose with yellow/green tint
- Lethargy
- Diarrhea or vomiting
- Red or runny eyes
- A sore throat or swollen glands
- Any undiagnosed rashes
- Loss of taste or smell
- Chills
- Lice
- Close contact with someone with Covid-19 or symptoms of Covid-19

Absences:

If a student is absent due to illness, it is their responsibility to contact the teacher. The teacher will let them know their policy for turning in homework.

If a student is absent due to a pre-planned trip or event, the student must let the teacher know and either complete the work ahead or have it ready to turn in on their first day back.

Student Responsibilities:

Students will arrive at class on time and be prepared with homework assignments and supplies for the day. They will be aware of and follow the dress code, and they agree to abide by the code of conduct.

General Dress Code: All students are expected to follow the dress code on TTC premises. This includes class time, study hall, and lunch. If a student is out of the dress code:

First Offense: Students will sign a paper saying they acknowledge they are not in the dress code.

Second Offense: The student will have an incident report filled out, and they will need a parent's signature before returning to class next week.

Third offense and all others thereafter: The student will not be allowed into classes. They will need to bring clothes, or the student should be picked up within one hour. It will be considered an unexcused absence, and teachers may not allow the student to make up the work.

This dress code will be **strictly enforced**, so please double-check the student's attire before leaving the house.

Teachers have the right to remove a student from the class for any dress code violation.

We try to keep the dress code simple and easy to follow. It is partly a safety issue so that any teacher can see if someone does not belong in the building. It also allows us to focus on education without being distracted by what someone is wearing. Failure to follow the dress code on an ongoing basis is willful disobedience and not a character trait that we look for in students.

Dress Code:

A Training Center shirt must be worn by all students while on campus. The Training Center logo must be visible.

All Students

- _ Pants and jeans should be without holes above the knee, in good repair, and fit properly, not baggy or tight.
- _ Students may wear sweatpants/joggers if not tight fitting. No yoga pants or leggings.
- _ No low-rise apparel is allowed. No underwear should show at any time.
- _ All teachers have the right to ask that hats or caps be removed while in their classroom.
- _ Pull-over sweatshirts/hoodies and sweaters may *NOT* be worn while on campus. This includes study hall and lunch break. Zip-up or button-up jackets and sweaters may be worn with the TTC shirt logo visible as long as they are free from graphics and writing. TTC has hoodies and sweatshirts for sale that meet dress code approval.
- _ No shorts may be worn.
- _ Appearance must be appropriate for biological gender.

Girls

- _ Skirts may be worn; however, they must be knee-length and have slits no higher than 2 inches above the knee.

Rules and Conduct: Any student who violates these rules may be sent home.

1. Respect those in authority as well as other students.
2. Respect church property and the property of others. Vandalism will not be tolerated. Parents/students will be held responsible for fees for any damages.
3. Speak truthfully at all times.
4. Respect physical boundaries by refraining from physical contact with other students, including teasing, bullying, wrestling, and/or displays of affection.
5. Work/test will be the student's own original work and not be borrowed or copied from another person or source. (including, but not limited to, another student, apps, books, AI, or any other computer resource)
6. Sign in and out at the front desk each day. Students may only leave campus with a person(s) approved by their parents. Once a student has signed out, TC is no longer responsible for that student.
7. All students must be in a classroom or Study Hall and are NOT permitted to hang out outside or in the parking lot. Students may NOT sit in cars.
8. No weapons/knives/tobacco/vaping devices/alcohol/drugs on campus. No discussion/texting or picture sharing of anything related to threats/violence/weapons/drugs/alcohol/sexual behavior will be tolerated among students.

9. No gum
10. Bring water bottles as there is not always a water fountain available.

Discipline Procedures

First Warning: Students will be corrected, and a parent will be informed through an incident report that is emailed to parents and requires a signature and emailed back or a physical copy brought in before students will be allowed back in class the following week.

Second Warning: Students will be corrected, and parents will be informed. Depending on the infraction, the student may be subject to suspension or dismissal from TTC Classes, and all fees will not be returned; parents will still be responsible for the remainder of the class payments.

Study Hall:

The Training Center will provide an area for students to wait between classes. This is not designed for students to “hang out” before or after their classes are completed for the day. Students may be dropped off as early as 15 minutes before class begins. Pick students up promptly after their last class. All students must be off campus no later than 10 minutes after their last class of the day.

The study hall is for junior high and high school students attending classes at the Training Center. Students in lower grades need approval from a director. Students must register for study hall at orientation.

The area must be cleared of trash and personal items before leaving.

Lunch:

Lunch space is provided for those who have classes before and after lunch. A microwave and a refrigerator are not available. All students are expected to clean up after themselves.

1st- 3rd graders in morning classes that also take an afternoon class will have a small fee to pay for a monitor to help with lunch.

Cell Phones/Tablets/Headphones/Earbuds/Electronics:

While students are on campus, we want them to be fully present in their classrooms and while in study hall and lunch. Cell phones are a distraction that disrupts educational processes and social interaction.

*Cell phones are permitted on campus only in a backpack or purse. They are not to be taken out and used unless directed to do so by a teacher for educational purposes.

*Cell phones may only be used to communicate with parents, which may be done at the monitor’s desk.

*Students needing cell phones or laptops to study or research for a class will be permitted to do so at designated tables in the study hall with permission from the study hall monitor.

*If a cell phone or laptop is being used for anything other than the above, the device will be held at the monitor’s desk until the student leaves campus. The parent will be notified with an incident report. If a second violation occurs, the same course of action will be taken, and the student will not be allowed to have a cell phone or laptop on campus for the rest of the school year.

In an emergency, if the parents need to communicate with the student, they may call the TTC number and speak with the monitor.

The Training Center teachers look forward to partnering with you in your homeschooling journey.