

T.E.A.C.H HANDBOOK

Trumbull Education Association of Christian Homeschools
Updated April 2016

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MISSION

We seek to support and encourage one another in Christ-centered home education.

PURPOSE

The Trumbull Educational Association of Christian Homeschools, (henceforth to be referred to in this document as TEACH or organization) is a multifaceted group, that joins together for the structural basis needed to provide support in many areas to its members and those interested in home education.

TEACH is a Christian organization of homeschooling families endeavoring to live Christ centered lives by the strength and enabling of the Holy Spirit. We strive to uphold a unity based on the Lordship of Jesus Christ, always guided by the principles and rules that we believe are beneficial in establishing an atmosphere conducive to Christian growth and maintaining order. Because of the Lordship of Jesus Christ over all life and thought, we believe that the scriptures establish basic principles that should guide and govern all behavior.

Some of the activities we offer are but are not limited to:

- *Fellowship opportunities with like-minded people
- *scheduling of meetings that are for educational purposes to parents or children,
- *communications through newsletter, email, social media etc... within the organization for various activities or opportunities and updates
- *introducing new families to legal requirements and practical necessities of home education, and updating existing members of impending legislative changes or new laws in regards to home education
- *events for children
- *field trips
- *sports programs
- *cooperative classes (also to be known as Co-op in this document)

Within this context it is expected that smaller subgroups will develop, based on association by geography, church affiliation, curriculum styles and similar needs of student groups.

TEACH LEADERSHIP STATEMENT OF FAITH:

*We believe the Bible, both the Old and New Testaments, to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings and God-breathed.

*We believe that there is one God, eternally existent in three persons-Father, Son and Holy Ghost.

*We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension and His personal return in power and glory.

*We believe salvation is the gift of God brought to man by grace and received only by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.

*We believe that all believers should live their life in such a manner as not to bring reproach upon their Savior and Lord, and that it is our obligation to witness by life and word to the truths of the Gospel.

*We believe in the personal return of the Lord Jesus Christ for His redeemed ones; and in His return to earth, with His saints to establish His kingdom. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment.

*We believe God in His Word has given parents the responsibility, authority and ability to educate their children in a Godly manner.

A PHILOSOPHY OF HOME EDUCATION

There is a biblical basis for home education:

- *God has ordained the home as the basic educational institution
- *Parents are responsible for the total education of their children
- *Parents are equipped and capable to teach and train their own children

Home education is academically superior to classroom instruction:

- *Regular reinforcement of academic lessons
- *Low teacher to student ratio
- *Instant parent to child feedback
- *Personalized curriculum
- *Fewer distractions at home
- *Economy of time
- *Greater flexibility
- *Safe learning environment

Home education encourages the development of Godly character:

- *Parents biblical values imparted
- *Reduces the rate of peer dependency
- *Encourages relationships in all age groups
- *Encourages problem solving
- *Avoids destructive competition over surface issues

Children do not belong to the state:

- *Parents have a God mandated responsibility to educate their children
- *God has enabled parents to educate their children
- *Parents have a constitutional right to homeschool their children

GOVERNMENT

The governing body of this organization shall be known as the BOARD, and it shall have plenary powers to do all things necessary and proper to operate and control this organization. The Board will govern TEACH according to the standards of the Scriptures, always “endeavoring to keep the unity of the Spirit in the bond of peace...” (Ephesians 4:3)

TEACH is governed by a self-perpetuating Board with the help of Supportive Administrative Staff that is approved or appointed by the Board. The Board shall consist of at least 3 members including a Moderator, Secretary and Treasurer. The Treasurer may be an appointed TEACH member working alongside the Board. The Supportive Administrative Staff serving you shall consist of at least:

- *Meeting and Events Coordinator,
- *Newsletter Coordinator
- *Educational Activities Coordinator/Cooperative Administrator

Board members shall be nominated from general TEACH membership and be eligible to serve upon the majority affirmative vote of the current sitting Board. Those selected must be members in good standing of TEACH experienced home educators and sign the statement of faith. A list of Board members and their contact information can be found in the newsletter, on the TEACH website and in the TEACH member directory.

Two-thirds (2/3) of the total Board shall constitute a quorum. A quorum shall be present to approve binding decisions or policy changes affecting this organization. If a quorum is not present, a majority of those present may postpone the meeting to another time. Any action normally taken at meetings of the Board may be taken without a meeting if consent by quorum (2/3) is given. Members of the Board and Supportive Administrative Staff shall NOT receive any salary or compensation for services to the organization. They may be reimbursed for actual and reasonable expenses incurred while fulfilling board Duties (ex. Copies, phone calls, travel related expenses) as approved by a majority vote. You can contact the TEACH Board at TeachNeoBoard@yahoo.com with any questions or concerns.

MEMBERSHIP REQUIREMENTS

“Each one should use whatever gift he has received to serve others.” (1 Peter 4:10)

Membership is open to all Christian home educators who:

- a) Have read this TEACH handbook and are willing to comply with its policies
- b) Are in agreement with and have signed the statement of faith
- c) Have submitted a completed and signed membership application, liability release and other forms as required
- d) Paid membership dues

Neither TEACH or any host church will carry insurance for TEACH participants or their property. Participation is entirely at your own risk. TEACH, its leadership, the host church and its leadership will not be held responsible for accidents or injuries. Every participating family is required to sign the application & liability release form every year.

Membership in this organization carries with it responsibility. Enrolled families manage and contribute to its success, so **PARENT PARTICIPATION is MANDATORY.**

Members are required to meet set deadlines, attend mandatory meetings, adhere to the code of conduct and communicate as outlined in this document. All member information such as the directory, emails, children’s names/birthdates and phone numbers are to be kept private and are not to be used for solicitation purposes. We have a business directory for those who are interested. TEACH Social Media groups are members only. You may indicate preferences to join on application and do so after membership application is verified.

Members of TEACH are expected to live according to the Word of God, always responding to one another in love. Those who join this organization are asked to accept the responsibilities of membership and demonstrate it by respecting and supporting its Christian distinctive and standards of conduct. It is expected that all members of each family will agree to accept and abide by the principles and policies set forth to govern TEACH. Therefore, all members are expected to pursue whole hearted obedience to the moral law of God as revealed in both the Old and New Testaments and as exemplified in the life of Christ. (Ex. – Exodus: 20-3-17, Matthew 5, 6, 7) Member families should have a good reputation with those inside and outside their church community. The parents should be managing their children and household well. (1 Timothy 3)

Membership is on an annual basis from May to May. The applications are sent out in the spring newsletter or can be found on the TEACH website at: www.teachneo.com .

****APPLICATIONS ARE DUE MAY 31.** The fee for membership is **\$25.00** for an email version of the newsletter, or **\$50.00** for a hard copy mailed version of newsletter. Applications received personally or postmarked after the May 31 date will have an enforced **LATE FEE** in the amount of **\$10.00**. As a TEACH Alumnus you may join as

an Honorary member at NO COST and receive the email version of the newsletter. If an Honorary member wishes to receive a hard copy of newsletter mailed to them, the fee is \$25.00 per year. There is a **NEW Co-op registration fee of \$25.00 per family**. The fee is to offer donation to the host church for the costs incurred while hosting TEACH Co-op classes. Please refer questions and concerns to the Board in regards to this matter.

Adherence to TEACH guidelines and policies is required, as is a signed and completed application and liability release form, to participate in ANY teach event, class or sports program! NO EXCEPTIONS!

New members may join at any point during the calendar year and are not subject to the late fees for registration but may not be able to participate in activities of choice based on availability and current waiting lists. **BOTH NEW and EXISTING** memberships received or postmarked after deadline date will be placed on the waiting lists for activities they wish to participate in.

New members to TEACH and home education in general are not permitted to serve in a leadership or mentor position for the duration of ONE year, in order to allow time to secure strong foundations and habits beneficial to their success. They may volunteer and serve TEACH in other areas as required by polices set forth.

(Examples are but not limited to assistant teachers and coaches, serving in concessions and apprenticed in events) If there is a non-TEACH member or alumni interested in serving the organization in some capacity they must interview with a board member and sign statement of faith. It is suggested that Leaders/Mentors hold positions for no more than 3 years in succession.

MENTOR: an experienced and trusted advisor-one who comes along side and trains, gives help and advice to those less experienced. They are responsible for communicating responsibilities to the apprentice and provides supervision as the apprentice steps into leadership roles

APPRENTICE: a person who works alongside a mentor in order to learn about an event or leadership position in preparation to take over the leadership position. They are responsible to perform duties or tasks assigned and participate as directed in area they have volunteered in.

All changes in positions and transitional training will be listed in the newsletter.

****NEW** We have streamlined all registration and application forms for the upcoming year. In order to decrease the amount of forms for various events and ensure all who are participating in TEACH events are indeed approved members and have all required applications and forms on file with the BOARD; we have implemented ONE form for ALL TEACH events.**

**** Please note that this involves a change for all leaders!**

(Cooperative Teachers, Coaches, Field Trip or Event mentors, etc)

**** You are now required to contact the TEACH treasurer at least ONE week prior to the start date of your event, sport etc. You will need to give a list of participants and we will verify membership and give you the copies of necessary forms. ****

If there are any questions or concerns regarding this change in procedure or policies please feel free to ask the BOARD or Supporting Staff.

DENIAL OR TERMINATION OF MEMBERSHIP

Reasons for denial and or termination of membership will include but are not limited to the following:

- a) Violent or threatening behavior
- b) Refusal to adhere to the rules set forth in this handbook
- c) Sowing seeds of discourse, gossiping with deliberate intent to harm a persons integrity and good standing with TEACH and/or passing on information with no factual truth
- d) Refusal to work within Co-op or Sports as required
- e) Vandalism or any deliberate action to damage/destroy the property of host church/facilities or another's belongings
- f) Families not educating in compliance according to Ohio law
- g) Individuals known to have committed crimes against children or other acts of moral baseness-if deemed necessary the Board may require background check.
- h) Homosexual/lesbian unions-We do not support homosexual marriages, partnerships or homosexual orientation because it is contrary to Scripture and the intention of God in creation (Romans 1:18-32, Genesis 1:27)

REMOVAL OF ANY TEACH MEMBER

Rarely, and only in the most serious of circumstances, a situation may arise in which it is necessary to seek the removal of a Board member, Supportive Staff or a general TEACH member. Considering Romans 14:12, Board members, Staff and TEACH members must strive to be above reproach in matters and to be vigilant to their duties to the TEACH organization, knowing they will be held accountable before God. The process of removal should scrupulously follow Matthew 18:15, both in letter and in spirit, as set forth:

- A) 'Go and point out their fault' Matt. 18:15 –if it is evident that ANY member has behaved or is behaving in a manner that threatens the well being of the TEACH organization, one or more of the members will speak privately to offender, encouraging reconciliation and repentance.
- B) 'If they will not listen' Matt. 18:16- if member denies behavior or it continues, the other members serving will speak to offender either in a private gathering in which board and staff are in attendance or via email loop (as a last resort) describing inappropriate behavior and suggesting ways to return to harmony. This will adhere to the wise standard set in verse 16- 'Let every matter be established be the testimony of two or three witnesses.'
- C) 'If they still refuse to listen' Matt. 18:17- If every sincere attempt to bring member back into harmony fails, a special meeting may be called to solve issue. The member must be invited to a (reasonably) conveniently scheduled meeting and is encouraged but not required to attend. All other members must attend. The board may make the meeting open or closed to all general members or invite any wronged parties to a closed meeting, as appropriate. If a closed meeting is called, the board may request prior board members or a pastor to attend, to offer advice, to bear witness and to mediate, if necessary. A discussion will take place to

- establish the facts and see that all sincere attempts to restore member to harmony have failed. If it is established that reconciliation is impossible, the member is given opportunity to resign or voluntarily terminate membership. If voluntary resignation/termination does not occur or is refused, a vote is taken on the removal of member from TEACH. If it is a Board member, they are not allowed to vote on their own removal or any other matters pertaining to special meeting. A unanimous vote is required for removal. Abstentions may be allowed at the discretion of the board but are strongly discouraged.
- D) The board should diligently strive for unanimity in the face of such a decision and each board member should attempt to uphold that unanimity to the best of his ability, prayerfully seeking wisdom and guidance. Discretion should be used to prevent destructive gossip and to limit division within the organization. During this entire process, the board shall be guided by Eph.4:3.
 - E) If any member, Board, Staff or general member is removed from position or membership of TEACH, the general members should be notified promptly. Discretion can be used to protect the privacy and prevent gossip, but members should be given as much information as possible. If a removed offender was a Board or Staff member, a replacement will be nominated by existing Board in a timely manner.

CODE OF CONDUCT, DRESS CODE, DISCIPLINE POLICY

As many of our TEACH activities put us in the public eye, it is important that we strive to put our best foot forward in all areas. Our desire should be to make a good impression as we represent not only the homeschooling community but our Lord Jesus Christ! Our goal should always be to live in such a way that we have a positive testimony for the Lord, ones self and TEACH as a Christian organization. ‘Prescribe and teach these things. Let no one look down on your youthfulness, but rather in speech, in conduct, love, faith, and purity, show yourself an example of those who believe.’ (1 Timothy 4:11-12) God has shown us in His word what is required, ‘He has told you, O man, what is good; and what does the Lord require of you but to do justice, love kindness and walk humbly with your God?’ (Micah 6:8) We want to be doers of God word, not only hearers who live contrary to His truth! (James 1:22)

As TEACH continues to grow and expand in many areas, we seek to promote peace and order. God is not a God of confusion and disorder but a God of order and peace.
(1 Corinthians 14:33)

The primary purpose of implementing the Code of Conduct and discipline policy is an effort to produce growth and maturity in all, as well as maintaining the integrity of TEACH. We wish for ALL members to perform to their highest level and thrive under clear boundaries and consequences. Because of the fallen nature of man, we are aware that the boundaries will be tested to some degree at some point, even with clearly laid boundaries. There must be consequences when a participant (adult or student) steps outside the boundaries. We must utilize discipline in some form because without it there will be chaos. Conforming to the standards of conduct demonstrated in Scripture is part of the maturation process for children and is beneficial to all members.

We have implemented this uniform Code of Conduct throughout all of TEACH events so all members know their responsibility and consequences regardless of area of participation. (Examples are but not limited to: Cooperative classes, Sports, Events, etc) **Adherence to the code of conduct as outlined is MANDATORY at all times when participating in TEACH in ANY way.**

It is expected that all members, adults and children alike, are to behave in ways that endeavor to enhance our children's opportunities in a Christian environment, to promote unity and be a good witness to the testimony of TEACH as a Christian organization. Adults are expected to be the example in this area, always treating other adults and students with respect and courtesy. We wish to build Godly traits into the lives of not only our children but ourselves through instruction and example. A rebellious spirit or negative attitude which remains unchanged after effort by the Board, Supportive Administrative Staff and Leadership/Mentors can be a poor influence on all other students and parents. Continued deliberate disobedience or lack of adherence to TEACH policies and Code of Conduct has an adverse effect upon the testimony of TEACH as an organization. Inappropriate conduct will be dealt with in a manner consistent with the biblical directives set forth in Matthew 18:15-17 and 2 Thessalonians 3:14-15. Continued inappropriate conduct will be subject to forfeiture of membership. *(See removal of member pg. 7-8)* Also as consistent with Scripture, the demonstration of penitent spirit or repentance will allow for reinstatement after interview with the Board.

We understand that members may have differing views or definitions of discipline/ training and consequences or punishment and we seek to promote unity in this group in regards to this new policy. To clarify, in this document, DISCIPLINE is NOT punishment. Discipline is the practice of training or teaching one, to disciple them, to instruct them. It is to bring about maturity in Christ and develop qualities of good citizenship. BOUNDARIES are a line that marks the limit, they help to guard and maintain order, and they define our responsibility. A CONSEQUENCE is anything that happens as a result of a particular action, a result or effect stemming from action or condition. PUNISHMENT is the infliction or imposition of a penalty or retribution for an offense, a suffering or loss that serves as retribution.

To help attain these goals, certain standards of conduct have been established. TEACH seeks to cooperate with the home in forming good habits such as, but not limited to:

- a) **Cheerful obedience to authority** (Philippians 2:14, Psalm 119:60)
- b) **Submission to authority** (1 Peter 2:13-17)
- c) **Courtesy and respect for others** (Romans 15:1-5, Luke 6:35, 1 Thessalonians.5:15)
- d) **Responsibility** (Galatians.6:5, 1 Corinthians.3:8, Romans 12:6-8)
- e) **Cleanliness** (Psalm 51:7, Philippians 4:8, Matthew 7:12)
- f) **Orderliness** (1 Corinthians 14:40 & 15:33)
- g) **Truthfulness and honesty** (Proverbs 12:22, John8:32, Proverbs 6:16-20)
- h) **Morally correct conduct** (2 Corinthians 8:21, Philippians 4:8-9 Proverbs 11:3)
- i) **Wise use of time, talents, and material possessions.** (Luke 16:1-12, Matthew 25:14-30, Romans 14:12)

All are expected to demonstrate the following behavior and characteristics:

- *Respect for God
- *Respecting authority
- *Respect of self
- *Respect for other students
- *Respect of property
- *Respect of rules of facilities
- *Integrity in the keeping of ones word
- *Speaking truth, always in love
- *Doing ones own work
- *Carrying out responsibilities
- *Demonstrate humility
- *Courteous behavior extended to ALL relationships
- *Stewardship and care of own property, time, and resources, and that of host facilities
- *Preparation for events, willingness to learn, to serve and participate
- *Participate in reconciliation as stated in Scripture, appropriate repentance, restoration and forgiveness extended when offenses have been committed or received

ON CHURCH PROPERTY-Please make sure that your child shows respect for the host church, it is Gods house and a place of worship that we as an organization are blessed to use!

Please note, we will now make use of **Disciplinary Assistance and Referral Forms** to be used for our records. We have implemented this to facilitate biblical growth and restoration in ALL circumstances. This is intended for Supportive Administrative Staff and Board to come along side and help ALL members to grow and follow Gods standards in regards to conflict resolution. Be it by empowering others to speak truth in love or helping a parent accept truth humbly, we want our organization to be a great testimony for Christ and our unity in Him, regardless of Church affiliation, parenting styles or circumstances.

DRESS CODE

There is a three level dress code. To clarify any questions about proper apparel, dress code levels should be announced prior to any event and listed in newsletter for the events. We desire a neat clean appearance at all times.

Level A: Dress clothes- Girls should wear dresses or skirts knee length or longer or dress slacks and a dress blouse or modest top. No bare shoulders. Boys should wear dress pants and collared dress shirts tucked in. Dress shoes. No jeans or sneakers.

Level B: Casual- Modest, no holes, no offensive writing or pictures on clothing. Jeans and sneakers are appropriate. No cami or tank tops without over shirts. Off the shoulder tops or spaghetti strap shirts are not permitted. Shorts must be at least to tip of middle finger in length when arms are placed at sides and must remain there when bent over. Skirts must be no more than 3 inches above the knee. No visible underwear from boys or girls.

Level C: Recreational- Modest shorts at fingertip length when arms are at sides, tank tops but no sports bras or undergarments are to be seen. No bare midriffs. Appropriate footwear for event as guided- (ex. non marking soles for sports, mud boots for envirothon) Swimming-boys have trunks, girls have 1 piece modest, non -white suit.

Prohibited or inappropriate behaviors at TEACH events are, but not limited to:

- *No running anywhere inside the building (unless there is a gym class or sport)
- *No rough play, hitting, kicking –HANDS TO SELF AT ALL TIMES
- *No student is to be in any part of building without adult supervision (except permitted bathroom breaks)
- *No students in Sanctuary or Pastors offices or restricted areas as shown on Map
- *No student under 14 is permitted outside without parental supervision for ANY reason- this includes getting lunch or books from car...
- *No student walking outside alone, (without parent/guardian supervision) at sporting practices, event nights etc...Use buddy system for bathroom usage
- *Being in hallway during Co-op class times without permission/hall pass
- *Excessive time out of Co-op class
- *Skipping Co-op class
- *No horseplay-(Ex. Purposely holding doors closed, slamming doors, throwing objects in building, standing on chairs, or tables)
- *Failure to follow dress code
- *Disruptive behaviors that impede the educational process.
- *The use of cell phones or other electronic devices during any class (unless approved by teacher)
- *Eating or drinking in Co-op classes when not permitted
- *No public displays of affection between students
- *No physical or emotional harassment-this includes cyber bullying (ex. email, text, instagram, Facebook etc...) at any TEACH event or TO any TEACH member regardless of timing. This is understood to be ANYTHING that creates an intimidating, hostile or offensive atmosphere, behavior unpleasing to God.
- *No gossip or slandering
- *No name calling or malicious teasing
- *No language or gesture that is vulgar, obscene, offensive, derogatory or disrespectful
- *No dishonesty in any form-lying, theft, cheating on tests or games, plagiarism
- *Rebellious attitude
- *Disrespectful attitude
- *Flagrant disrespect or disobedience
- *Direct disobedience to any teacher or leader in position of authority
- *Use or possession of weapons or dangerous items
- *Use or possession of tobacco, alcohol or illegal drugs

Children should be under control at all times and respectful to the leader, parents and property and to each other. The instructions of all leaders are to be carefully listened to and followed. If children are not meeting behavior standards, they will be asked to refrain from participation until they can demonstrate or exhibit the needed control or improvement.

LEADER RESPONSIBILITY IN DISCIPLINARY PROCESS

For Student participants:

(Ex. not limited to-cooperative classes, field trips, events and sport programs)

Throughout the process of discipline, the goal for the **leader** is:

- a) To work along side the parent in resolving problem
- b) Provide an environment of order and respect that promotes an atmosphere conducive to learning
- c) Guide in the restoration of relationships as needed
- d) Use relational influence to produce spiritual growth, correction and right choices and to do so in the best interest of all parties involved
- e) When appropriate involve the Supportive Administrative Staff or Board

As a general rule, **FOR ALL TEACH EVENTS**: actions which evidence disrespect, lack of courtesy, general disturbance, abuses of permission, lateness and other offenses can be handled by the Teacher, Coach or Leader/Mentor in charge. Most times all that is needed for our children is a **verbal reminder or warning** and the behavior ceases. **(For those leaders who are in need of assistance in following these steps, please use the disciplinary forms. We wish for all members to be able to communicate in a Godly manner within the group and we seek to mentor anyone who may need assistance in this area.)**

For situations that the leader deems chronic, repetitive, unresolved or otherwise worthy of special handling please follow these steps:

Step 1) - Inform child of wrongdoing and instruct in correct behavior, inform parent of the verbal instruction given. If you need assistance please fill out a disciplinary form and submit to any Supportive Administrative Staff, coach or leader. It is best to do this quickly, have an assistant or co-teacher fill out form and give to administrative staff so that we may facilitate a conversation with the student and parent that day while the situation is fresh in everyone's mind.

Step 2) If behavior continues (chronic or flagrant disobedience or disrespect), the child is to be removed and placed with parent, regardless of age or activity. If the child's parent needs to be excused from their obligations for the day, administrative staff will find a substitute so that the parent may have the time needed with the child. It is your responsibility to discuss with parent and child the infraction, proper conduct and behavior that are required and document the infraction and the steps being implemented to resolve it. **Have parent sign that they have been made aware and agree to steps of resolution.** Inform Supportive Administrative Staff or Board of the circumstance and give them the Disciplinary Form for records. (You may keep a copy for your records) **If you are unable to discuss the infraction with parent please notify Administrative staff so they may step in for you.**

Step 3) If behavior continues-the child is removed from event, the Supportive Administrative Staff or Board shall be notified and will step in and discuss with all parties and take appropriate steps. It is the responsibility of Parents to train the child in the rules and conduct expected. **If child cannot comply with rules, they will be**

removed from ANY TEACH program they participate in until they demonstrate the capability to obey. (Example: if child is removed from cooperative classes, there will be no participation in sports program or field trips, if sports program has had problems, no cooperative classes-thus giving the parent time to use their God given right and responsibility to train up the child and to show the child that their actions have consequences.)

If child is in Co-op classes and is removed for behavior and parent has another child in classes or a responsibility that they are committed to-the “offender child” must be with the parent until an assistant or substitute is capable of taking over their responsibility. This also helps the “offender” to have time to think about his or her actions and is placing the responsibility of discipline onto the parents. If the “offender” continues to disrupt area in which the parent is serving in, administrative staff may need to step in to allow parent to leave for the day. We never want obligations to stop a parent from having the opportunity to train and bring about correct behavior in their child.

COOPERATIVE CLASSES

A cooperative involves mutual assistance in working toward a common goal. Our Co-op exists to provide supplemental educational support and group activities for our children. It is to complement the home educators’ curriculum with social and academic classes that enhance our children’s studies in a Christian environment. There is a Co-op **registration fee of \$25.00** per family.

We meet at a host church for approximately 28 weeks. The classes offered are based on parent and student interest and willingness. Classes are formed by parents volunteering to teach a specific topic. All subject matter taught within the co-op must be in agreement with the statement of faith. Student teachers are permitted with the assistance of an adult co-teacher.

It is the parents responsibility to ensure children are informed of the TEACH code of conduct as outlined in this document and that they are in compliance with it.

Parents are responsible for their children at all times!!

Neither TEACH nor any host church will carry insurance for TEACH participants or their property. Participation is entirely at your own risk. TEACH, its leadership, the host church and its leadership will not be held responsible for accidents or injuries. Every participating family is required to sign the application & liability release form every year.

If there is a non-TEACH member or alumni interested in serving the organization in some capacity they must interview with a board member and sign statement of faith. Non members and alumni are to follow regulations outlines in this document.

Some Co-op requirements are, but not limited to the following:

- *If your child is at Co-op, then you or a signed guardian must be present as well.
- *Participation is **mandatory**. Parents are **required** to serve in some capacity. (Some duties are, but not limited to: teaching, co-teaching, assistants, nursery, lunch set up/tear down, clean up crew, hall monitors, etc.)
- ***No “drop offs” are permitted.**
- *Parents must remain **IN** the Church with their children.
- *Show up on time and with a willing heart
- *Read the newsletter, email updates and any additional handouts at Co-op for up to date information or any additional policies from host church (save for reference)
- *Parents are responsible for purchasing texts and any materials listed and paying instructors any additional fees as stated in class descriptions
- *Clearly label all personal items and be responsible for your family’s items before leaving the Co-op for the day.
- *Instructors must be punctual and prepared to teach with excellence; Make sure assistants have lesson plans and materials in the event you are absent; prepare a class description, including required materials and costs for each class you are teaching and submit prior to deadlines.
- *Co-teachers and assistants are to be in the class the whole time. You are there to help, serve and take over if the need arises. There should always be at least 2 or more adults in a class.
- *In the event of emergency or illness, or Dr. Appointments, you may have another parent or guardian sign responsibility for your children for that day. (A sick child or Drs visit are the only reasons acceptable for using a substitute mom arrangement.) You must notify Administration prior to start of the child’s classes. The times that you are permitted to use this privilege may be limited.
- *If you are unable to attend Co-op for any reason it is your responsibility to notify Administrative staff, assistants or teachers as needed so substitutions can be taken care of accordingly.
- *Persistent attendance or service problems or lack of voluntary participation will be addressed on an individual basis and your membership evaluated accordingly, excessive attendance issues may result in your removal of program to allow those on waiting list to join.
- *Children under the age 18 are not permitted to pick up siblings from any class unless in writing and pre approved from administrative staff.
- *Children are not responsible or permitted to provide care for children under the age of 6 while attending Co-op.
- *Children are not permitted outside without adult supervision as outlined in code of conduct.
- * **Children under the age of 6 MUST be in the direct care of a Parent!**
- *Older siblings of those in the care of the nursery are not permitted to play in nursery. The nursery is for age 4 and under. If the parent is serving in nursery and there is a need for the older children to be with them, a substitute may be found to allow parent to care for child outside of the nursery.
- *Adhere to any additional policies and rules from Host church in regards to parking, use of facility, etc... These will be given via newsletter, email or handouts.

*In case of inclement weather Co-op will not meet if the school district of the host church is closed or cancelled. It is parent responsibility to watch or listen to news broadcasts and be informed.

*If other conditions make it necessary to cancel Co-op, each family will be notified via phone or email (Ex. Increased number of teachers missing due to illness and not providing enough teachers per student ratio).

LUNCH POLICY

Lunch period is a time for nourishment, thanksgiving and quiet fellowship for both children and parents.

*Children must remain seated while eating and are not permitted to be up with food in hands, mouth etc.

*There will be no eating on floor.

*Parents are in total responsibility of **OWN** children.

*There will be no children leaving the room during lunch. ALL are to be in lunch because there is no parental supervision outside of the lunch room. There is to be no eating elsewhere in the church.

*There is no rough play, games, or sports during lunch

* Each is responsible for his or her own clean up of garbage, items put away etc.

*All are expected to assist with set up, clean up and tear down as assigned.

VISITORS

Visitors to Co-op- are not permitted to “drop in.” Prospective members must schedule a tour of Cooperative classes, in advance, with Administrative Staff. They must check in with administrative staff, and wear a visitor’s identification badge. Visitors to TEACH events must be accompanied by member. If you have invited a prospective member please make others aware. This is a safety concern! If someone you do not know enters an area of children, unaccompanied by administration or not wearing a visitor’s badge, it is your responsibility to question who they are and help them to the proper area. The host church is a place of business as well as worship.

You must never assume your children are safe just because it is a church!

SICK POLICY

Please be respectful of the health of others. If your child has the following symptoms he/she should not attend class, sports or events.

*fever in the past 24 hours

*vomiting

*diarrhea

*colored mucus

*eye drainage (non allergy related)

*rash (contagious-not eczema, allergies etc)

*head lice

TEACH ATHLETICS

At various times, dependent upon student interest and availability and volunteer service of interested parents and coaches, our TEACH organization offers team sports such as but not limited to: basketball, soccer and volleyball. All such opportunities are in newsletters and email/social media groups with all dates and deadlines. There may be additional fees or fundraisers to participate in sports and you will be notified prior to joining. The deadlines for sports sign ups must be adhered to with the new application changes. All participating students must have membership and necessary forms in place prior to starting any sport.

As outlined- Neither TEACH or any host church will carry insurance for TEACH participants or their property. Participation is entirely at your own risk. TEACH, its leadership, the host church and its leadership will not be held responsible for accidents or injuries. Every participating family is required to sign the application & liability release form every year.

Parental participation is **required** for sporting events. Please see coaches and their administrative assistants for any questions you have in regards to this policy.

ATHLETIC LEADERS

You are now required to contact the TEACH Treasurer for your copy of players applications. Please call or email with a list of players at least 1 week prior to start date of sports so we can ensure all participating are members and have all required forms necessary to participate. If you have a non member or alumni assistant coach we must also have statement of faith or interview with board member as outlined in this document. This is to ensure the safety and integrity of TEACH and all members.

TEACH KICK OFF ORIENTATION MEETING(S)

This meeting(s) is (are) held annually at the start of the new school year with date, time and location published in the newsletter. This is **MANDATORY** for all who plan to participate in TEACH Cooperative classes, Sports programs and Events. The meeting is informational, inspirational and provides a vital link to our organization as a whole. This is a time for questions, announcements and any other information that needs relayed by those in Leadership. This is also a time to address a board member with any questions or concerns and meet all serving in Leadership and Mentoring positions.

NEWSLETTER

The TEACH newsletter is a monthly publication that conveys a host of information. It features upcoming events and field trips, cooperative classes, sports programs, application forms, resources, announcements and times of fellowship. It also publishes the dates, times, locations of meetings, events, and contacts for events. It also provides the annual TEACH directory. IT IS THE VITAL LINK TO TEACH!

*** INFORMATION TO BE INCLUDED IN THE NEWSLETTER SHALL BE SUBMITTED TO THE NEWSLETTER COORDINATOR BY THE 20TH OF EACH MONTH.**

***Items submitted after the deadline date will not be permitted in newsletter per BOARD. Any questions or concerns regarding this policy can be addressed directly to the BOARD.**

We are seeking to show love and respect to all of our volunteer staff and appreciate your adherence to the set guidelines. Please consider what late behavior implies and its affects on others.

*Please only submit newsletter information to teachneonewsletter@yahoo.com

*Do not submit information to the newsletter coordinators private email, text or verbally give information. This can cause problems such as information being overlooked or forgotten due to the sheer volume of work and time that goes into the process monthly. ALWAYS USE THE ABOVE EMAIL.

*If you miss the deadline it is your responsibility to email members the information you were submitting. You may do so through their personal email-located in the TEACH directory, the Yahoo group page, or the Facebook group page. Please note that not all members are on Yahoo or Facebook. It is beneficial to adhere to deadlines for ease of all members.

TEACH WEBSITE

TEACH has a website that is a great resource for members. The website address is www.teachneo.com The website has a copy of the TEACH handbook, application, release forms and many other resources and links. There is also a calendar of events. We would like to continue to develop this to benefit our group. Please submit your ideas to a Board member or Supportive Administrative Staff.

TEACH CLASSES, FIELD TRIPS & EVENTS

TEACH has many opportunities for participation. There are class outings such as Envirothon, field trips (set up based on interest) and so many events for students such as but not limited to this listing: Spelling Bee, Speech Meet, Geography Bee, International day or American Expedition, Field Day, Project Fair, Talent and Art shows and Graduation.

Group activities naturally demand conformity to acceptable behavior and fall under the guidelines of the TEACH code of conduct and policies in this document.

Planned activities will benefit us all as we work together and demonstrate consideration for one another. Always check in with an event organizer or leader/mentor when you arrive. If you are an apprentice, please be on time and fully prepared to perform responsibilities as assigned. If questions arise do not hesitate to ask!

*Do not bring non-members to class outings or field trips.

*Set a good example for your children. Activities start on time so be promptly on time!

*Parents should not engage in distracting or loud conversation during any presentation.

*Please remove noisy and disruptive children quickly from field trip and class so other students are not distracted.

*Follow the code of conduct and dress code as outlined

Our courteous respectful behavior speaks volumes to those watching us. Follow up with notes of appreciation, especially after long term classes. Notes, cards, baked goods are all appropriate. If for any reason you cannot participate in an event you had signed up for, please contact the leader or organizer as soon as possible to cancel. Other members may be on a waiting list-wanting to participate. If an emergency arises and you cannot call or reach the leader/organizer prior to event, please call after the event to let them know what happened. At the discretion of the leader/organizer you may receive a refund. Refunds will NOT be given if TEACH has already paid for the activity or if your registration was critical to the minimum number required for participation. If the event is cancelled it is the leader/organizers responsibility to notify participants.

WAITING LISTS

TEACH members will register for all events, classes and programs on a first-come, first-serve basis. At times we have more people interested in Events than we have space available. As a result, we may have to place you on a waiting list.

There is no 'seniority privilege' or exceptions to the rule.

TEACH JOB DESCRIPTIONS

The Supportive Administrative Staff Serving You

TEACH Educational & Activities Coordinator

Also known as "Administrator" of Co-op

Some responsibilities' are but not limited to the following:

*Will handle all administrative duties and have general oversight of all aspects of the Co-op and delegate to Supportive Administrative Staff as needed

*Will be responsible for all communication, in matters regarding the Co-op, both written and verbal to host church, Supportive Administrative Staff, and Board (or delegate)

*Will obtain and maintain record all forms necessary for Co-op from Treasurer/Board

*Will be available to handle emergency or routine situations that arise weekly

- *Will attend board meetings
- *Will facilitate Parent Planning Meeting for Co-op classes
- *Will facilitate Orientation and Kick Off meetings
- *Will oversee teacher selection, sign up and commitments
- *Will schedule classes, develop class ideas and seek volunteers
- *Will arrange and coordinate all parent volunteer assignments
- *Will compile and maintain class rosters
- *Will coordinate changes in assistants due to illness or other circumstances
- *Will enforce code of conduct as outline by TEACH and delegate to Supportive Administrative Staff
- *Will maintain records regarding discipline policies and involve Board as outlined in this document.

TEACH Event Coordinator

Some responsibilities include but are not limited to the following:

- *Must be knowledgeable of how all TEACH events run and be able to step in if the Mentor is unable to fulfill their duties. This includes-spelling bee, geography bee, speech meet, project fair, talent show and any other on site events like American Expedition and International Night.
- *Must be on site the night of all these events to assist with any last minute details, set ups etc...
- *In care and charge of the hospitality tote with the paper products and coffees/teas, sugar, creamers etc...
- *Makes coffee, teas and sets up refreshment area, assists in setting up snack area for events (unless someone has signed up for this in event)
- *Will (along with Host church event coordinator and Event Teams) always ensure that the facility is cleaned up and better than we found it.

TEACH Newsletter Coordinator

Some responsibilities include but are not limited to the following:

- *Handles all communications that come to the teachneonewsletter@yahoo.com email address and coordinates and places them in a monthly newsletter.
- *Emails members the monthly newsletter
- *Assists Administrator in preparing the typed class schedule and class descriptions once per year for the following school year.

TEACH Treasurer

Some responsibilities include but are not limited to the following:

MEMBERSHIP

- *Receives all membership and liability release forms, logs onto spreadsheet
- *Verifies all participating in TEACH are members and have signed all necessary forms and paid dues-contacts those who are in noncompliance

*Provides necessary information to those in leadership (Administrator of Co-op/ Sports Board)

*Notify and send email contacts to Newsletter Coordinator, Website Coordinator, and Social Media Coordinator

*Deposits all membership monies into bank account

P.O. BOX

*Pays yearly fees for use of P.O. Box

*Checks mail at least every other day during membership deadline and checks weekly in slower times

BANKING/receipts and reimbursements

*Maintains account with Co-Treasurer

*Records and maintains all paperwork necessary

*Pay fees on time for events (ex. Spelling bee, geography bee)

*Pays Website fees

*Can inform leaders of events monetary allocation allowed for events prior to event spending (ex. Awards, graduation etc...)

*Verify proper purchases for events expense

*Get reimbursement monies back to members in timely manner

*Write name and check number on all receipts

*Keep all receipts for 3 years

Financial Reports

*Provide financial statements at Board request, no less than twice per year

*Fiscal year is May 31-May 30

Liability Insurance

*Pay prior to due date

*Have records available for Board, host churches, etc...

HSLDA Group Contact

*Maintain group discount membership list on the HSLDA website

*Have discount codes and passwords available for the Board

You may email the TEACH Treasurer at TeachNeoTreasurer@yahoo.com

TEACH Social Media Coordinator

Some responsibilities include but are not limited to the following:

*being the moderator of the Yahoo and Facebook sites

*ensuring all who ask to join are members or instructors of TEACH (obtaining this information from Treasurer)

*Reports any concerns to the Board

To subscribe to our member only yahoo page email the Media Coordinator at Teachourchildren-subscribe@yahoogroups.com

TEACH Website Coordinator

Some responsibilities include but are not limited to the following:

*Working with website company to design and update for organization needs

*Ensure member information is private and listed under members only section

- *Is listed as contact for prospective members; then facilitates with prospective members and Administrator or Leaders for a scheduled visitation to Co-op, event night or sporting event
- *Updates calendar and areas on webpage for members
- *Helps members navigate webpage and get set up with member id and passwords as needed
- *Upload pictorial directory to webpage members only section
- *Provides helpful links and resources for the community and members

TEACH Administrative Assistant

Some responsibilities include but are not limited to the following:

- *Trained technically for sound booth
- *Compiles annual TEACH pictorial directory
- *Assists with Co-op schedule and rosters
- *Assists with various TEACH documents
- *Any additional tasks delegated by Supportive Administrative Staff

**TRUMBULL EDUCATIONAL ASSOCIATION OF CHRISTIAN HOMESCHOOLS
MEMBERSHIP APPLICATION FOR 2016-17**

Please note that **YOU ARE REQUIRED** to read the **TEACH Handbook BEFORE** submitting this application. The handbook is available on the website at www.teachneo.com. If you do not have access to our website please contact us and we will mail you a copy. Submission deadline is **MAY 31, 2016**. There will be a late fee of **10.00** added for any application post marked after this date.

LAST NAME _____

FATHER _____ MOTHER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME PHONE () _____ CELL PHONE() _____ Can we text? Yes No

EMERGENCY CONTACT _____ RELATIONSHIP _____

EMERGENCY CONTACT PHONE NUMBER () _____

ARE CHILDREN COVERED BY HEALTH INSURANCE? YES NO

HEALTH INSURANCE COMPANY _____

POLICY NUMBER _____

GROUP NUMBER _____

BUSINESS LISTING AND CONTACT INFORMATION FOR DIRECTORY

PLEASE LIST CURRICULUM USED: This list will be included in the directory so members can share information, a complete list is not required _____

NAME OF CHURCH FELLOWSHIP: We ask only to protect our status as a distinctly Christian group.

PLEASE CIRCLE THE CORRECT RESPONSE:

-Are you a member of Home School Legal Defense Association (HSLDA) YES NO

If YES- please provide your HSLDA account # to maintain our group membership list with HSLDA.
REMINDER, Your TEACH membership qualifies you for a 15.00 discount. Our HSLDA group number is 298292

Your HSLDA account Number _____

-Is this your first year of Teach Membership? YES NO

-Is this your first year to submit notification of Home Education? YES NO

-How did you first learn about TEACH _____

TEACH YAHOO & FACEBOOK GROUPS: We encourage you to participate in our TEACH Yahoo and Facebook Groups to stay instantly connected to everyone. We also use these groups to update you about late changes and cancellations to TEACH events. If you do not have access to either of these groups please partner with somebody who does so that you can get updates as needed. The TEACH directory will indicate Yahoo and Facebook members so that we can communicate more effectively. To join either of these groups please email Kim Kuneli at aspire2p31@sbcglobal.net
 If you are already a member of either of these groups please indicate which one(s) _____

If we do not have commitments for the following events by May 31st the event will be dropped. Please indicate where you are willing to serve below.

2016 TEACH KICK OFF/ORIENTATION MEETING (MONDAY AUGUST 29, 2016)
 *PLEASE NOTE IF YOU ARE PLANNING TO ATTEND CO-OP, SPORTS OR OTHER TEACH EVENTS THIS MEETING IS MANDATORY FOR YOU!

TEACH EVENTS:

Please indicate the areas in which you are willing to lead or help. You can help in one of two ways: You may offer to be the leader/mentor for the event or you may offer to be the helper/apprentice for the event. Please indicate the event and your desire to serve as mentor or apprentice by marking the blank with an **M** or **A**

- | | |
|--|--|
| <input type="checkbox"/> Junior Envirothon (Oct. TBA) | <input type="checkbox"/> Spelling Bee (December 1, 2016) |
| <input type="checkbox"/> Junior Geography Bee (January 12, 2017) | <input type="checkbox"/> American Expedition (February 27, 2017) |
| <input type="checkbox"/> Speech Meet (March 27, 2017) | <input type="checkbox"/> Talent Show (April 17& 24, 2017) |
| <input type="checkbox"/> Senior Envirothon (April TBA) | <input type="checkbox"/> Project Fair (May 11, 2017) |
| <input type="checkbox"/> Graduation (June 2&3, 2017) | <input type="checkbox"/> Field Day (Date TBA) |

Do you have a graduate this Year? Name(s)

TEACH CO-OP CLASSES

Note that the orientation meeting has been combined with the annual kick off meeting and is **MANDATORY (MONDAY AUGUST 29, 2016)** **Classes Begin September 8th through April 27th**
 Registration begins May 1 and ends on May 31. All families must be registered by the Deadline. Co-op registration requires each family to contact the individual teachers of the classes listed in our TEACH newsletter by phone or email no sooner than May 1 and not after May 31. If your child is participating in Co-op classes and you are not already teaching a class please indicate where you would like to serve. We will do our best to place you in the area of your choice but as needs arise you may be assigned to a different area to help during co-op classes. Your flexibility is appreciated!
 Desired area of service _____

ADDITIONAL AREAS TO SERVE TEACH:

- Field Trips Legislative Soccer Basketball Volleyball Other
 Cross Country Coaching Notification Meeting Workshop

Apprentices needed for the following leadership positions

Education Activities Coordinator/Co-op Administrator
 (Plans to step down in next 2 years-we need someone to apprentice and step into this vital leadership role!)

TEACH FEES: check the boxes that apply:

- | | | | |
|--|-------|-------|-----------------------------------|
| Membership w/email newsletter | _____ | 25.00 | |
| Membership w/regular mail newsletter | _____ | 50.00 | |
| Late fee (if received after May 31) | _____ | 10.00 | |
| CO-OP registration fee per family | _____ | 25.00 | (Due by date of Kick Off meeting) |
| Alumni Membership w/email newsletter | _____ | FREE | |
| Alumni Membership w/regular newsletter | _____ | 25.00 | |

TOTAL _____

Please make checks payable to:

TEACH Treasurer
 P.O. Box 4211
 Warren, OH 44482

**T.E.A.C.H. LEADERSHIP STATEMENT OF FAITH
FOR NON MEMBER INSTRUCTORS**

We believe the Bible, both the Old and New Testaments, to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings and God breathed.

We believe that there is one God, eternally existent in three persons Father, Son and Holy Ghost.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension and His personal return in power and glory.

We believe salvation is the gift of God brought to man by grace and received only by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.

We believe that all believers should live in such a manner as not to bring reproach upon their Savior and Lord, and that it is our obligation to witness by life and word to the truths of the Gospel.

We believe in the spiritual unity of all believers in the Lord Jesus Christ.

We believe in the personal return of the Lord Jesus Christ for His redeemed ones; and in His return to Earth, with his saints to establish His kingdom.

We believe in bodily resurrection of all men, the saved to eternal life and the unsaved to judgment and to everlasting punishment.

We believe God in His Word has given parents the responsibility, authority and ability to educate their children in a Godly Manner.

In submitting this form, I acknowledge that I have read the TEACH membership handbook and the TEACH Statement of Faith and I agree to abide by the principals set forth in both. Also by signing this form I hereby release TEACH and All TEACH administrators, Coaches, Teachers, and helpers from any and all liability for illness and or injury that may occur during participation in TEACH activities. I shall bring no claims or litigations for any economic or non-economic losses against TEACH. This agreement also extends to ANY facility being used by TEACH.

NAME (PRINT) _____

SIGNATURE _____ DATE _____

DISCIPLINARY ASSISTANCE & REFERRAL FORM

Date _____ Time _____
Teacher _____ Class _____
Student _____

***Are you seeking the assistance of staff in confronting parent of child? YES ___ NO ___**
***Have you already spoken with parent in regards to behavior and this is Step 2 of disciplinary process? YES ___ NO ___**

PREVIOUS TEACHER/LEADER INTERVENTIONS

***You may add additional information in writing below.**

- Verbal student instruction on proper behavior(s)
- Verbal student warning
- Use of a "time out" or teacher assistant in class to decrease behavior(s)
(Examples such as assistant sitting with child, removing electronics and giving to parent)
- Verbal contact with parent to inform of adverse behavior(s)
- Written contact with parent to inform of adverse behavior(s)
- Previously had written interventions to resolve adverse behavior
- Previous referrals to Administrative Staff

Some behaviors listed but not limited to the following:

- Disruptive classroom behaviors that impede the educational process
- Running anywhere inside the building, rough play, hitting, kicking or horseplay
- Student is found without adult supervision, in restricted areas
- Excessive time out of or skipping Co-op class
- Failure to follow dress code
- Use of cell phones or other electronic devices during any class
- Any form of physical emotional harassment including cyber bullying, name calling malicious teasing, gossip or slandering
- Any language or gesture that is vulgar, obscene, offensive, derogatory or disrespectful
- Dishonesty in any form-lying, theft, cheating on tests or games, plagiarism
- Rebellious, disrespectful attitude or flagrant disrespect or disobedience
- Direct disobedience to any teacher or leader in position of authority
- Use or possession of weapons or dangerous items
- Use or possession of tobacco, alcohol, prescription medications or illegal drugs

Specific Information Regarding Incident (Please describe, with as much detail as possible, the adverse behavior, any measures or steps you have taken and the response by child and parent.)

Action taken by Teacher/Administration/Board _____

Signature of Parent _____

Signature or Teacher/Administrator/Board _____