

Under
The
Son
Academy
Cooperative Handbook
2019 / 2020



UTSA is a ministry of



"You are the light of the world, a city set on a hill cannot be hidden. "

-Matthew 5:14

"...until we all attain to the unity of the faith and the knowledge of the Son of God..."

-Ephesians 4:13

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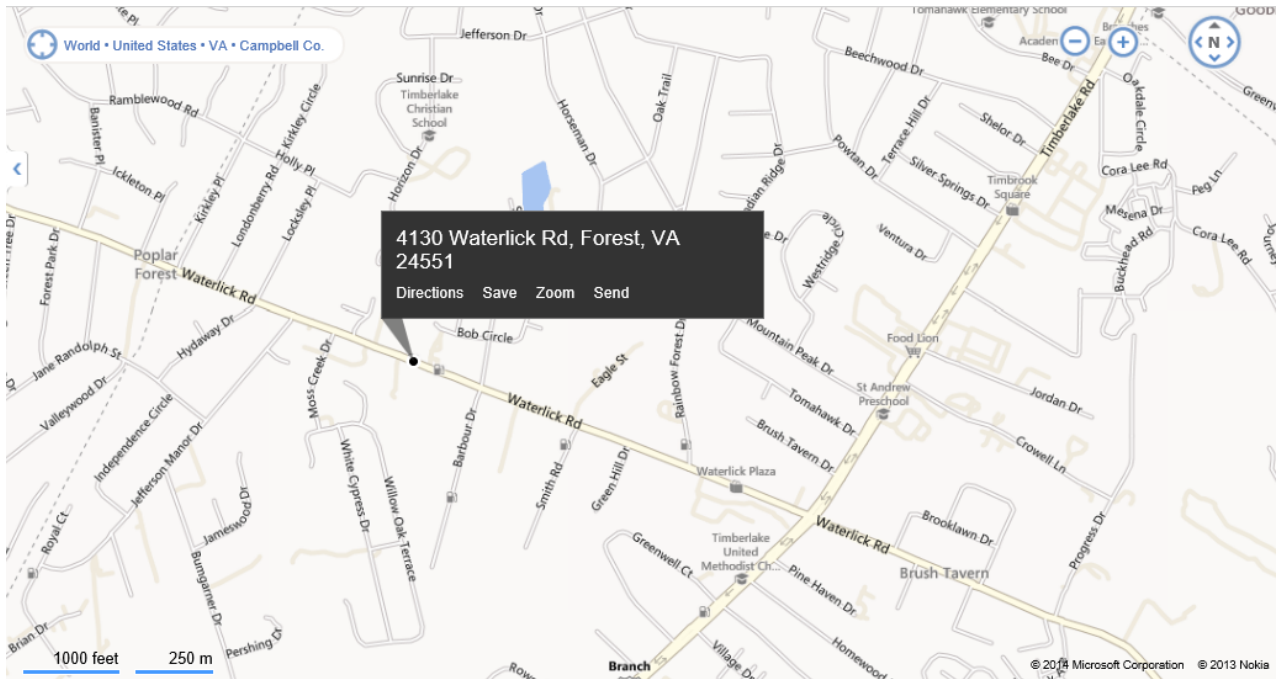
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FIND US

Physically:

4130 Waterlick Road, Forest, VA 24551



Online

Coming Soon: New website under construction.

<https://www.facebook.com/groups/402476793184685>

By Phone or Email:

UTSA Board of Directors

Director:	Dana Grinstead	DGrinsteadUTSA@gmail.com
Registrar:	Kim Griffin	434-515-4243
Treasurer:	Lenaya Smith	434-316-4224
Secretary:	Angela Marks	
Advisors:	Kathy Killmon • Jennifer Kuhn • Suzie Smith	

Living Word Baptist Church

434-525-7736

ABOUT US

Our History...

As early as 2001, homeschool families at Living Word Baptist Church were meeting together. Under the Son Academy (UTSA) was created as a co-operative (co-op) for homeschool families.

Our Mission...

We desire to be a safe environment for our students to learn and grow: spiritually, educationally, and socially, while building friendships with like-minded Christians. We wish to honor God with our teaching, our conduct, and our values. Our mission is to provide educational options for academics and electives in a classroom setting. We pray our students will be encouraged as witnesses for the Lord so they can impact the homeschool community for His glory.

Our Philosophy...

We emphasize "families," as we are not a school but a co-op. Families come together for spiritual, educational, and social support. When members register for a class, they are outsourcing the teaching of that subject to a tutor; however, parents are still 100% responsible for their child's education and as such should ensure that all coursework is reviewed and assignments completed.

A Cooperative Defined...

A collective group of homeschoolers working together for a common purpose. All members of the co-op must contribute in some way toward the end goal; usually this contribution is in the form of effort and pooling of resources and knowledge.

General Information

- Classes are a *September – May* commitment unless otherwise stated.
- Class size will be set by the teacher giving consideration to the subject matter and classroom size, with a typical class size of 15. Classes will be closed when capacity is met.
- Class time, day, and teacher are subject to change as well as permanent cancellation of a class.
- UTSA does not discriminate; however, we are a co-op and are in general not trained and educated in dealing with **Special Needs Children**. Parents must advise the *Director of* their child's needs **BEFORE** registration so that a determination can be made as to whether or not the child's needs can be met at UTSA.
- Prospective members must complete an application and interview with a leadership team member.
- All registering families must be members of Bible believing, fundamental Christian churches; or be willing to listen to the Gospel of Jesus Christ presented from the Bible. As a witness for Christ, we will not compromise on Biblical truths being taught or the wholesome atmosphere of UTSA.
- UTSA leadership reserves the right to refuse registration of families who have shown themselves (student or parent) in a previous year to be disruptive, or delinquent in payment of fees or tuition, or had other behavioral issues.

CODE OF CONDUCT

Because we are the Light of the World and a City on a Hill, we must be extremely conscious of our conduct both in word and deed; remembering that ultimately ALL we do is for HIS glory!

"You are the light of the world, a city set on a hill cannot be hidden."
-Matthew 5:14

"...whatever you do, do it all for the glory of God."
-1 Corinthians 10:31

"...conduct yourselves in a manner worthy of the gospel of Christ."
-Philippians 1:27

"Even a child is known by his actions; by whether his conduct is pure and right."
-Proverbs 20:11

*"Love must be sincere. Hate what is evil; cling to what is good.
Be devoted to one another in brotherly love. Honor one another above yourselves."*
-Romans 12:9,10

In our DRESS

Students, parents, and teachers must dress modestly. What does that mean for a homeschool co-op setting? While we all have different opinions, these are our standards for 6th grade and up. Please use common sense with preschool and elementary children to reflect our modesty policy.

- No tank tops or strapless tops or dresses.
- No low-cut, midriff bearing, or see-through tops.
- Shorts lengths must come below your fingertips when standing straight.
- Skirts need to be knee length.
- Shorts, skirts, or sweaters worn over top of tights and leggings should be the appropriate length. Tights and leggings are not pants.
- No display of underwear or undergarments such as bras, boxers, etc.
- No inappropriate logos or scary images on clothing.
- Shoes must be worn at all times.

CODE OF CONDUCT

In our BEHAVIOR

STUDENTS should display Christ-like character and proper behavior at all co-op functions, and show respect for all authorities, adults, and fellow students. They should strive to live in such a way that others will see Jesus through them.

Appropriate & Commendable Behavior

- Students will **Honor and Respect their Teachers** by submitting to their God-given authority with gratitude, obedience, and attentiveness.
- Students will **Honor and Respect Themselves, their Parents, and their Teachers** by seeking to learn and complete assignments diligently, honestly, and to the best of their ability.
- Students will **Honor and Respect ALL Persons in Authority** at ALL times.
- Students will **Respect their Fellow Students** with honesty, kindness, and inward and outward modesty.
- Students will **Respect the Personal and Private Property of Others**, including that of UTSA and Living Word Baptist Church.
- Students will **Respect this Code of Conduct and Adhere to It** whether they fully agree with it or not. *Leadership welcomes the opportunity to talk with students about these standards, should they have questions or concerns.*

Inappropriate Behavior

- Students will NOT **Cheat**. This includes copying from another student or answer key.
- Students will NOT **Plagiarize** another's works.
- Students will NOT engage in **Inappropriate Use of the internet or Social Media**
- Students will NOT use **Coarse or Vulgar Language**
- Students will NOT **Disrespect Authority** – in word or deed
- Students will NOT **Disrespect Others** – in word or deed – Fighting, Threatening, and Bullying will not be tolerated.
- Students will NOT engage in **Public Displays of Affection** on campus.
- Students will NOT carry or bring **Weapons** of any kind – including toys.
- Students will NOT Possess or Use **ANY Tobacco** on campus – including electronic cigarettes.

CODE OF CONDUCT

Grossly Inappropriate Behavior

The following behaviors, whether committed on or off campus, **will not be tolerated**, and will result in **IMMEDIATE DISMISSAL from UTSA**:

- Illegal Drug or Alcohol use
- Illegal Activity
- Sexual Activity
- Assault – Willfully causing physical harm to any person.
- Vandalism – Willfully causing harm to another's personal property or that of UTSA, or LWBC.

Disciplinary Action: All violations of this Code of Conduct will be recorded and evaluated by UTSA leadership and may result in disciplinary action, including but not limited to the following: verbal warning, written warning, suspension, or dismissal from UTSA.

PARENTS are integral in promoting an atmosphere of Christ-like Conduct and Academic Excellence.

- Parents will **Be Completely Familiar with the Standards of Conduct** expected from their child/student.
- Parents will **Support these Standards and the Leadership which has instituted them**, regardless of whether or not they fully agree with them. *Leadership welcomes the opportunity to talk with parents about these standards, should they have questions or concerns.*
- Parents will **Train their Child according to these standards and require their obedience.**
- Parents will **Support UTSA by being Actively Involved**. Examples of participation and involvement include but are certainly not limited to: monitoring the playground, providing nursery care, serving as campus security monitor, baking cookies, planning activities, etc.
- Parents will **Maintain the integrity of their Student and UTSA** by proctoring take home tests.
- Parents **Commit to work with (not for) their Student** weekly to complete assignments, recognizing that they are responsible for their child's education.
- Parents **Commit to Supplying the Necessary Tools** their child needs for each class, as designated by individual teachers.

"I the Lord search the heart and examine the mind, to reward a man according to his conduct, according to what his deeds deserve."

Jeremiah 17:10

DISCIPLINARY PROCESS

Classroom Behavior

In an effort to promote Godly character within our student body and provide a positive learning environment, teachers will not accept disruptive or disrespectful behavior during class time. Teachers will make their specific expectations known to the students and will handle problematic behavior in the following way:

- 1) The student will receive a verbal warning when they do not follow the expected guidelines. (maximum of two)
- 2) As deemed necessary by the teacher, the student will be escorted to the office.
- 3) The student will remain in the office until the end of that class period at which time the teacher will report to the office with further instructions and to contact a parent by phone or written communication.
- 4) A record will be kept in the office of such disciplinary action, and repeat offenses will result in student suspension or dismissal from UTSA as determined by the UTSA leadership.

Campus Behavior

Students are expected to adhere to the *Code of Conduct* and *Campus Guidelines* at all times while on the campus of Living Word Baptist Church. If a security monitor, hall monitor, teacher, or other adult witnesses problematic behavior, they will handle the matter in the following way:

- 1) The student will receive a verbal warning when they violate the *Code of Conduct* or one of the *Campus Guidelines*, and the student should correct their behavior promptly.
- 2) If the student does not properly respond to the verbal warning, or in the case of more serious or repeat offenses, the student will be escorted to the office.
- 3) As soon thereafter as possible, the person who witnessed the offense will report to the office to report and record the incident.
- 4) A member of the UTSA leadership will review the incident and impose the appropriate consequences.

ACADEMIC GUIDELINES

UTSA strives to promote high academic standards and prepare students to serve Christ as they enter the college or career of their choice.

The following academic guidelines will encourage the success of each UTSA student:

- Class sizes will be limited to 15-20 students unless the teacher and leadership of UTSA determines that an increase or decrease in the class size is in the best interest of the teacher and students.
- Elementary class teachers will provide standardized assessments based on specific objectives that will be specified by the teacher in their syllabus. The grades will be provided twice each year, once at the end of the first semester and again at the end of the second semester.
- Middle school and high school teachers will provide grades on a quarterly basis. Additionally, at the end of the school year, teachers will issue a grade report, which will include the first and second semester average as well as the yearly average. Teachers will specify their specific objectives in their syllabus. The following grading scale will be used by all middle and high school teachers at UTSA:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

- If a student fails a core class, they will not be able to proceed to a higher-level course in that same subject until they repeat the course at UTSA or through another provider and can supply evidence of having sufficiently met the course requirements. Resources for tutoring/remediation will be provided upon request. *(A failed course earns no credit and may have to be repeated.)*
- If a student fails one UTSA class, they will have to wait until after new member registration to register for the same class for the upcoming year. They may register for other non-affected classes with current members.

If a student is failing more than one UTSA class at the end of a semester grading period, they will be placed on **academic probation**. Once parents and students have been notified of the probationary standing, students remain on probation for the remainder of the school year. If unsatisfactory grades continue to occur, the student may not be allowed to re-enroll for the next school year. Students who are asked to leave UTSA for academic reasons can re-apply after one full academic calendar year. If they choose to return to UTSA, they must apply by following the new member registration procedures.

CAMPUS GUIDELINES

It is a privilege to have use of the campus at Living Word Baptist Church. To show our gratitude and in respect of the property, we will follow these guidelines. Parents play a very crucial role in training their children to follow these guidelines and are ultimately responsible to see that they do.

ALL students require adult supervision at ALL times.

Note:

- The doors will be unlocked at 7:45am.
- The doors will be locked 5 minutes after the last class ends.
- The playground is open according to normal LWBC guidelines.

STUDENTS

- Students, 10 years old and younger, **MUST HAVE A PARENT ON CAMPUS.** When not in a class, students must have direct *parental supervision.
- Students, 11 years old and older, **MUST** be enrolled in a Class, Study Hall, Activity Hall or have direct *parental supervision at all times. (See *Study Hall / Activity Hall*, page 17.)
- Students not currently enrolled at UTSA, may **NOT** be on campus without the permission of UTSA leadership.
- Students must adhere to the UTSA Code of Conduct.
- Students may **NOT** leave campus unsupervised, and should only leave campus with their parent or legal guardian. UTSA Leadership must be notified before any other arrangements are made. (See *Student Driver section*, page 11.)

PARENTS

- Parents of students, 10 years old and younger, **MUST** remain on campus.
- Parents of students, 11 years old and older, **MUST** ensure that their student is enrolled in a Class, Study Hall, Activity Hall or provide direct *parental supervision at ALL times. *NOTE: Parents, you may only leave campus if EACH of your children on campus is 11 years old or older.*
- Parents **MUST** retrieve their pre-school and kindergarten aged children from class. Other elementary aged children may be released on their own, but parents must understand that the teacher is not responsible for them. Prior arrangements must be made if the parent wishes the child to remain in class until they can retrieve them.

*** Parental supervision by proxy is not allowed;** meaning a parent may not ask another parent to supervise their child. If a parent believes they have extenuating circumstances which might allow for exception, approval from UTSA leadership **MUST** be obtained.

VISITORS

- All visitors must check in at the UTSA Office, Room # 301.
- All teenage visitors must be pre-approved by a member of the UTSA leadership team **AND** have a purpose for being on campus.

CAMPUS GUIDELINES

DESIGNATED AREAS

These areas are for general use by Adults & Students willing to follow these guidelines.

- **The Fellowship Hall** - Please be mindful that many of our classes are in close proximity to the fellowship hall, and that the walls and doors are not soundproof. We ask that ALL – adults and students alike – speak and interact in quiet tones.
- **The Pavilion and Picnic Area** - Again, please be mindful of the classes directly accessed from the breezeway. Loud voices and activities can be very disruptive.
- **The Playground** - All children must be supervised. This is a parental responsibility.

NOTE: Adults may utilize an unused classroom when needed; however, children/students are not permitted to use these rooms unless a supervising adult is present.

RESTRICTED AREAS

These areas may be used, but there are restrictions.

- **The Sanctuary Building** is off-limits EXCEPT for scheduled classes, assemblies, and nursery use. *NOTE: This includes the restrooms, which should only be used by students, who are enrolled in a class in the Sanctuary Building AND during that active class period. Otherwise, the restrooms in the Education building MUST be used.*
- **The Hallway** in the Education Building is to be used for accessing classrooms and other designated areas only. Please PASS THRU this area QUIETLY. Please do not congregate there. Please do not engage in conversation there. Please move such activities to a designated area.
- **The Stairwell leading up to room 402** is to be kept clear. No congregating.
- **Rooms 500 & 600** are **CLASSROOM SPACE ONLY**, and only to be used by students enrolled in the class which is scheduled for its use.
Students are NOT allowed to “hang out” in these rooms - this includes the staged area.
- **The Parking Lot** - Students may not “hang out” in the parking lot or in any vehicle unless a supervising adult is present.

Note: Non-sibling students who are 18+ are not considered a “supervising adult”.



For the safety of each member and responsible care of the facility, scooters, skateboards, wheelies, bicycles, and the like may not be used on LWBC property during UTSA hours.

CAMPUS GUIDELINES

THE PARKING LOT

- Please **park in designated areas** only.
- Please **maintain a VERY CAUTIOUS driving speed**. We have very small people using the parking lot regularly. ☺
- Please **use designated driving paths**. Do not cross over parking lines.
- Please **ENTER and EXIT** the campus **as indicated below**. This helps to ensure safety and smooth traffic flow.

Reminder: The Parking Lot is NOT a designated area for students between classes.



A WORD TO STUDENT DRIVERS

- Student Drivers are subject to the guidelines above.
- Student Drivers with a valid license **MUST** leave campus when not in Class, Study Hall, or Activity Hall.
- Student Drivers leave campus at their own risk and under parental liability.

CAMPUS GUIDELINES

HOUSEKEEPING

- **EVERYONE** is expected to **CLEAN UP** after themselves.
- The **Kitchen** is available for our use. **PLEASE leave it BETTER than you found it.** There is no one coming along to clean up after you...nor should anyone need to.
- Food containers left behind will be discarded at the end of the day.
- Please keep your belongings tidy and in a designated area.
- Personal items left on campus, will be placed in the UTSA **Lost & Found** bin located in the UTSA office. Items will be tagged and discarded after two weeks.

A Word About

“Not-So” Common Courtesy

At UTSA a small portion of the registration fee is used to pay someone to make sure that the facility is left clean each week. Repeat: SMALL portion.

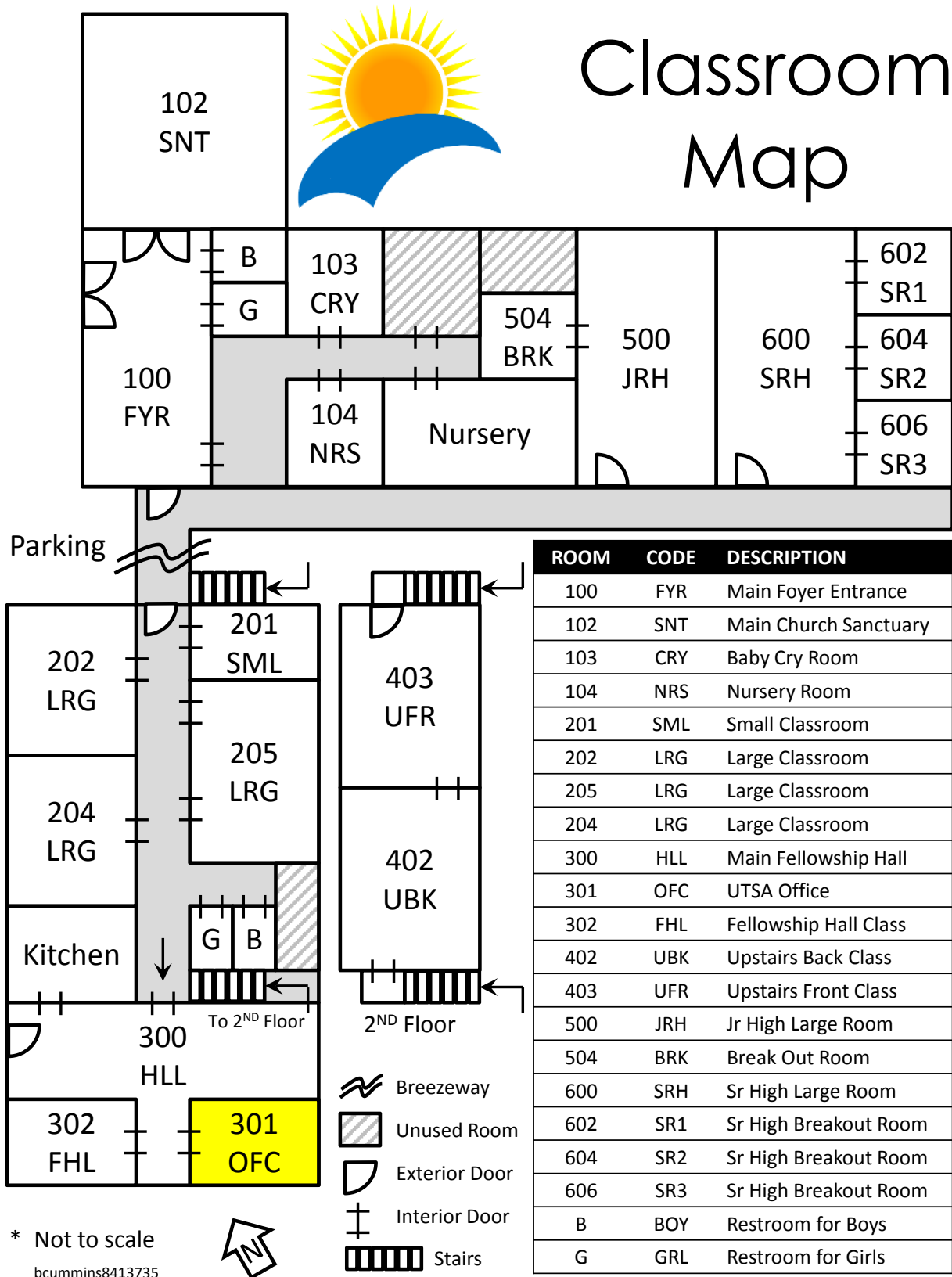
These kind people are NOT OUR MAIDS...they are NOT OUR SERVANTS.

They ensure quality control, and do the types of jobs that require cleaning tools and supplies. They should not need to pick up each family's trash and belongings. This is OUR JOB as responsible people.

Please be Courteous:

- ❖ *Clean up after yourself and your family.*
- ❖ *If you see someone else serving in this way, offer to help them. Fellowship is good, but we can fellowship while we serve each other together. No one in a co-operative setting should serve alone.*
- ❖ *Offer to assume a small portion of cleaning responsibility each week. Volunteering in this way is a huge blessing!*
- ❖ *Remember, the ones who are responsible for the clean-up also have families and homes which they are anxious to get to at the end of a long day. Let's help them get there a little sooner!*

CAMPUS GUIDELINES



HEALTH • SAFETY • SECURITY

HEALTH GUIDELINES & SICKNESS POLICY

- Students should NOT present to class if they have experienced a fever, vomiting, or diarrhea within 24 hours of a class/event. This means **students must be FEVER FREE and SYMPTOM FREE without medication for 24 hours.**
- Students with an uncontrollable distracting cough should remain home.
- Students with ANY signs of lice (including treated nits) should remain home.
- Students with a communicable disease, which can be transmitted through ordinary contact, should NOT present to class.

NOTE: Chicken pox sores must be completely scabbed over before returning to class.

- Students with a communicable disease, which is transmitted through blood contact, MUST notify UTSA leadership. Parents should make this situation known in the interview process or at the time of diagnosis. UTSA leadership will evaluate the risks to other students, and make the final decision regarding the student's enrollment at UTSA.

SAFETY & SECURITY GUIDELINES

- Students, parents, and teachers need to be watchful for anyone and anything that looks suspicious or out of place.
- Report anything unusual to:
 - UTSA office, Room 301
 - Safety Monitor or Hall Monitor
 - Dana Grinstead, 434-221-5566*
 - LWBC office, 434-525-7736*

** Please program these numbers into your phone for quick reference.*

- If you do not feel secure, take steps to protect the children and call 911 immediately.
- Each family MUST commit to and serve as Safety Monitor for one 4-hour 15-minute time period AND Hall Monitor for one 4-hour 15-minute time period each school year.
(See *Safety / Hall Monitor*, pages 15, 16.)

Safety Monitor Duties



THANK YOU for serving our families today and working to keep us all a little safer! Please feel free to park in the corner parking spot nearest the Sanctuary Building; especially during times of inclement weather. This spot is reserved for YOU! In pleasant weather, you may wish to bring a lawn chair.

Morning Monitors, please:

- Review the Campus Guidelines in the handbook prior to your shift. It is, in part, your responsibility to uphold and enforce these guidelines.
- Report to the UTSA office, by **7:45am**. Sign the *Safety & Hall Monitor Logbook*.
- Pick up the needed equipment for your shift:
 - **Walkie-Talkie** – Test to insure proper frequency with the office device and the hall monitor's device.
 - **Bullhorn** – You should familiarize yourself with its operation. Have fun! Try it out! PLEASE keep the switch in the OFF position unless using it. There are extra batteries in the office if needed.
 - **Traffic Cones** – Place them in the parking spaces along the breezeway, which connects the Education Building and the Sanctuary.
- Direct ALL students to their designated area: with a parent, class, study hall, or activity hall. Students cannot be unsupervised and roaming the campus.
- At major traffic times (generally between classes), please stand near the traffic cones and assist families by stopping traffic as needed.
- Routinely patrol the perimeter of the property as shown. It is IMPERATIVE that this be done at least ONCE EVERY HOUR, regardless of the weather conditions.
- **Do not tolerate any disrespect of your authority and instruction. Blatant disregard should be reported to the office.**
- Please DO NOT LEAVE YOUR POST until the *Afternoon Monitor* has presented for duty. Your shift ends at 12:00pm or when the afternoon monitor is in place. You will transfer the bullhorn to their care.
- Return your walkie-talkie to the office and sign-out in the *Safety & Hall Monitor Logbook*.

Afternoon Monitors, please:

- Review the Campus Guidelines in the handbook prior to your shift. It is, in part, your responsibility to uphold and enforce these guidelines.
- Report to the UTSA office, by **11:45am**. Sign the *Safety & Hall Monitor Logbook*.
- Pick up the needed equipment for your shift:
 - **Walkie-Talkie** – You will receive a fresh unit for the afternoon shift. Please test it to insure proper frequency with the office device and the hall monitor's device.
 - **Bullhorn** – You should familiarize yourself with its operation. Have fun! Try it out! PLEASE keep the switch in the OFF position unless using it. There are extra batteries in the office if needed.
- Direct ALL students to their designated area: with a parent, class, study hall, or activity hall. Students cannot be unsupervised and roaming the campus.
- At major traffic times (generally between classes), please stand near the traffic cones and assist families by stopping traffic as needed.
- Routinely patrol the perimeter of the property as shown. It is IMPERATIVE that this be done at least ONCE EVERY HOUR, regardless of the weather conditions.
- **Do not tolerate any disrespect of your authority and instruction. Blatant disregard should be reported to the office.**
- Your shift ends at 4:00pm. Please return your walkie-talkie, the bullhorn, and traffic cones to the UTSA office and sign-out in the *Safety & Hall Monitor Logbook*.

Monitors, you should be on the lookout for anyone or anything that seems out of place. **Please report anything unusual as well as any EMERGENCY situation to the UTSA Office via walkie-talkie.** If you cannot reach someone in the UTSA office, call:

Dana Grinstead (434) 221-5566 OR **LWBC office (434) 525-7736.**

In the event of a campus wide emergency, it is your responsibility to communicate verbal instructions (via bullhorn) to students and adults, such as where to go, when to return to class or parents, etc.





Hall Monitor Duties

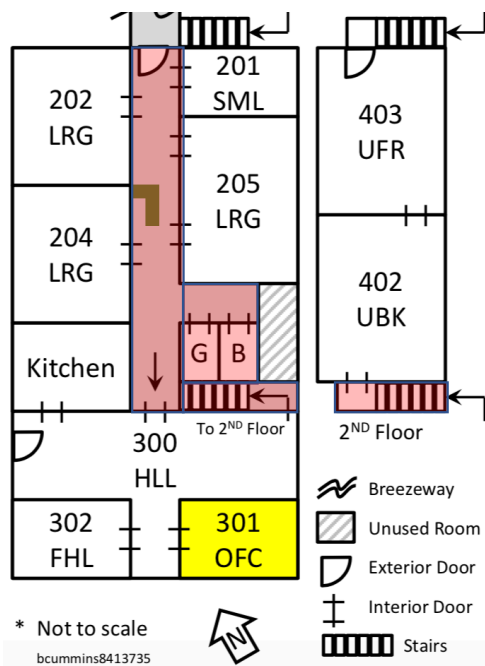
THANK YOU for serving our families and helping us promote an atmosphere that fosters academic excellence. Your task may seem small but don't underestimate its importance. After signing in, please make yourself comfortable behind the desk in the main hallway. You may bring quiet activities to do during this time.

Please:

- Review the Campus Guidelines in the handbook prior to your shift. It is, in part, your responsibility to uphold and enforce these guidelines.
- Report to the UTSA office and sign the *Safety & Hall Monitor Logbook*. **Morning monitors should check-in by 7:45am and afternoon monitors by 11:45am.**
- Pick up a walkie-talkie and test it to insure proper frequency with the office device and the safety monitor's device.
- Direct ALL students to their designated area: with a parent, class, study hall, or activity hall. Students cannot be unsupervised and roaming the campus.
- Routinely patrol your area of responsibility (see below), particularly, after a class change is complete:
 - **Hallway** – Obviously, you don't have to go far for this, but please ensure that it is cleared and quiet during class times to promote optimal learning. This includes parents and teachers as well as students. All conversation should be moved to the fellowship hall or outdoors. There should be no running in the hallway for the safety of all members.
 - **Restrooms** – Please help keep them tidy, flush toilets as needed, and inform the UTSA office of any problems.
 - **Stairwell** – The stairway from the fellowship hall to room 402 should be kept clear.
- **Do not tolerate any disrespect of your authority and instruction. Blatant disregard should be reported to the office.**
- Morning monitors, DO NOT LEAVE YOUR POST until the *Afternoon Monitor* has presented for duty. Your shift ends at 12:00pm or when the afternoon monitor is in place. Afternoon monitors, your shift ends at 4:00pm.
- Return your walkie-talkie to the office and sign-out in the *Safety & Hall Monitor Logbook* at the end of your shift. **THANK YOU!**

Monitors, you should be on the lookout for anyone or anything that seems out of place. **Please report anything unusual as well as any EMERGENCY situation to the UTSA Office via walkie-talkie.** If you cannot reach someone in the UTSA office, call:

Dana Grinstead (434) 221-5566
OR LWBC office (434) 525-7736



STUDY HALL • ACTIVITY HALL • NURSERY

STUDY HALL • ACTIVITY HALL

- **It is important that students be under adult supervision at all times.** A *Study Hall* and an *Activity Hall* have been instituted to make this possible for all middle school and high school aged students. *Study Hall* is a monitored class with a quiet atmosphere to promote studious pursuits. *Activity Hall* is also a monitored class, but allows for more interaction between students: conversation, games, and on occasion outdoor activities.
- **All students MUST be enrolled in a class, Study Hall, Activity Hall, be under DIRECT parental supervision, OR leave campus.**
- **Parental supervision by proxy is not allowed;** meaning a parent may not ask another parent to supervise their child. If a parent believes they have extenuating circumstances which might allow for exception, approval from UTSA leadership MUST be obtained.
- Students are expected to remain quiet, respectful, and diligent while in Study Hall.
- Study Hall and Activity Hall are operated like any other class. Registration is required and a monthly fee is to be paid. (*See fee schedule below.*)
- Study Hall is available 8:00-11:55am and 12:30-3:25pm, Monday and Wednesday. Session times are flexible to meet the individual needs of each student.
- Activity Hall is available 9:00-11:55am and 12:30-3:25pm, Monday and Wednesday. Session times are flexible to meet the individual needs of each student.
- ***These policies have been developed to help ensure the safety of our students, to promote an atmosphere conducive to academic excellence, and to help responsibly maintain the LWBC campus, which we are blessed to use. Adherence to them conveys an understanding of this and a desire to see the greater good of our co-op advanced.***

FEE SCHEDULE:	1 Session* per Week = \$5 / Month
	2 Sessions per Week = \$10 / Month
	3 Sessions per Week = \$15 / Month
	4 Sessions per Week = \$20 / Month
	5+Sessions per Week = \$25 / Month

* A session is one class period OR time span up to 1.5 hours, 1 day/week.

NURSERY

- Nursery care is provided for the children of our teachers. (infant to 4 years)
- Nursery workers may bring their own children of appropriate age into the nursery during their shift ONLY.
- Snacks for nursery aged children will be provided. No outside snacks or drinks may be brought into the nursery.
- LWBC nursery guidelines MUST be followed at ALL times.

REGISTRATION • TUITION

REGISTRATION

Detailed current member and new member registration instructions will be posted annually through our communication platform.

TUITION

- **Tuition is due the first two class days of each month.**
- A **20% late fee** will be automatically assessed if tuition is not paid on time.
- Each teacher will advise regarding preferred method of payment: *Zelle* or Cash.
- If cash payment is preferred, tuition should be remitted directly to the teacher, in an **ENVELOPE**, including the following information:
 - **Student's Name**
 - **Teacher's Name**
 - **Course Title (please denote "A or B" and "I or II" if applicable)**
 - **Amount Enclosed & Month**
- **Advance payment** of Tuition fees is **non-refundable** upon withdrawal from a class.
- There is a **withdrawal fee** when a class is dropped. If the class is dropped within the first four weeks of the year, the withdrawal fee is the entire first month's tuition. For classes dropped any time after the first four weeks of the year, the withdrawal fee is the current month's tuition and that of the following month. Withdrawal fees can only be waived when a teacher does not fulfill his/her obligation according to policies or syllabus. **Please be sensitive to the fact that teachers have committed and prepared lessons for the entire school year. Your withdrawal could negatively affect the dynamics of the class, as well as alter the financial feasibility for the teacher to continue. Make decisions regarding registration carefully and commit to the entire year.**
- All tuition is calculated for the entire school year: September - May. This fee is then divided into 9 equal monthly payments, and therefore is not subject to pro-rates for vacations, holidays, cancellations, etc.
- Tuition is not refunded for inclement weather cancellations. A teacher may choose to hold a make-up day due to an inclement weather cancellation, but is NOT obligated to do so by UTSA.
- Tuition is not refunded for student absences.

Current Fee Scale:

55" class 1x per week	\$12 / month
55" class 2x per week	\$24 / month
1'10" class 1x per week	\$13 / month
1'10" class 2x per week	\$26 / month
1'25" class 1x per week	\$17 / month
1'25" class 2x per week	\$29 / month
Creative Electives:	
Art-HS	\$20 / month
Art-Elem/MS	\$15 / month
Music	\$12 / month
Study Hall	\$5-25 / month