

## LTT Guidelines 2020-2021

Please take time to read these guidelines now, in order to avoid problems and misunderstandings later. You and your student will be expected to sign a student/parent commitment included with the registration form if you decide to participate in our tutorials.

**Special Note: Social distancing and facility cleaning policies will be updated in August to comply with state guidelines in effect at that time. This will include drop-off and pick-up procedures, use of study hall, lunch procedures, class size limitations, and health requirements (students and their immediate families) for attending classes.**

**Academic** – Students should come to tutorials on time and have homework completed. All classes have homework expectations so please plan your student’s schedule accordingly. When considering the homework, please remember that we are offering tutorials – classes taught once a week that would be taught daily in a more traditional setting. The homework given makes up for that fact, and should generally be completed on a daily basis. Because of this, students who are clearly capable of accomplishing the work often need help from you in the areas of organization and accountability. Please keep in tune with their progress as the year progresses and feel free to contact any tutor by phone or email as needed. This is not a place to drop off your student once a week and assume everything is going fine. Tutors require homework and give feedback, evaluations, and grades when appropriate but we recognize that your students’ education is their parents’ responsibility. Any grades given by LTT tutors are not binding in any way. We recommend that you use ours to write up your own assessment. Of course, our tutors put a great deal of effort into their assignments and evaluations, so to just ignore them, giving your own grades, would not really be ethical. You are the ones with the constitutional right to homeschool, as well as the responsibility for communication with the school department, college transcripts, etc.

Unfortunately, we need to address cheating, which is dealt with firmly and immediately, earning a zero. Because we meet only weekly and do not want to spend too much class time administering exams, tutors often send exams home for parents to proctor. Please follow guidelines (see below) for this very carefully. If we grow haphazard in this area, we not only encourage our students to cheat, but we compromise the integrity of our program and of the grades your students earn.

### **Exam Proctoring Guidelines:**

1. Tests are sent home in a sealed envelope that is not to be opened except by a parent when they are ready to proctor the test.
2. The parent unseals the envelope and administers the test while remaining with the student. Tests are closed book unless the teachers specifies otherwise.
3. The test is to be taken at one sitting. The student is not to take part of the test, do something else, and come back to complete the test.
4. The parent is to place the completed test into a new envelope, seal it, and sign over the seal with their signature - the parent signature is indicating that they followed the proctoring procedure.

**Class Cancellations** - All tutors are independent contractors and may need to cancel their class on a rare occasion usually due to sickness or family needs. This would be communicated via tutor or administration. If one tutor cancels their class/classes on a normal day then all other classes run as normal. The parent-monitored study hall is available for those whose schedule changed but still need the same drop off schedule by parents.

We are closed if Hopkinton Public Schools are closed or delayed. Additionally, we stay in contact with Pastor Bruce from CCC and sometimes have to cancel if the church parking lot isn’t plowed or there is an issue at the church such as power failure etc. If we are able to call it the evening before we will do so by 9pm or in the morning by 7am. Please check your email because that is how we communicate with the group!

As an alternative to cancellation, classes may be conducted online at the tutors’ discretion.

If we miss a day of classes, students are expected to continue on with their assignments usually as the syllabus indicates or as indicated by each individual tutor. We don’t make up cancelled days because we build extra days into our schedule and consensus has been not to extend LTT past it’s designated end date in May.

**Relational** – We opt toward using the model of Matthew 18 to resolve conflicts. We know that we are dealing with people, not rules, so it will not be perfect. We are assuming that students will come to class prepared and will be respectful of each other, tutors and aides, and of the building that is generously made available for our use. You can expect the same kind of respect and preparedness from our tutors. Students are expected to dress modestly. If in doubt about clothing, always take the safe route. Students dressing immodestly will be corrected and/or asked to go home and change. Although none of us is making a general judgment regarding displays of affection, we think that the best policy for a building full of students is a conservative one. Therefore we ask that boys and girls refrain from “public displays of affection” – hand-holding, hugging etc. Please do not bring any weapons to the church facility including pocket or jackknives. The use of inappropriate language is handled individually by tutors and administrators; however, since you are the parent, we generally make sure you are informed and leave the disciplinary measures to you. Our policy is definitely “no toleration”.

**Respect** – Students are to remain in designated areas of the building while at Learning Together. Students are also expected to stay in a designated area during lunch and are not allowed to leave the premises without a parent. We are here to encourage positive socialization but never at the disruption of other classes. We are very blessed that Community Covenant Church allows us to use their facility in exchange for a facility fee, free-will donations, and cleaning and we expect our students to be very respectful of that privilege. There is no janitor to clean up after our group or to repair what we break. We expect our students to clean up after themselves, to help with cleaning as needed, and to be respectful of the building. Please give your students frequent reminders to pick up after themselves. We do not have ample storage at the church for lost-n-found. Please remind your students to write their names in books and on possessions, and to check carefully for them before leaving the building. Of course, in all this, what we are saying is that respect for people is most important. Here are some other areas: Tutors are the authority in their classes, the students should respect them by honoring that. Other Students – we have a great variety of students from varying backgrounds. Not only is it possible to get along and respect one another, there is great benefit that comes in the process of trying to understand others who are different. If you are looking for a place where everyone thinks the same way, and students always conform to the expectations, Learning Together Tutorials isn’t the place.

**Electronics** - Please do NOT bring electronics to class including cell phones, computers, iPods, iPads, and games. In general, these items are distracting and take away from the class and social interaction. The only electronic devices that can be used in class are those approved specifically by a tutor. Tutors have the right to take these items away if they are turned on in the classroom or used inappropriately. Since families have different opinions on appropriate use of electronics, we ask that devices are only used to send texts or make phone calls to parents between class. We are asking specifically that students do not use games or the internet on their devices while at LTT.

**Student Supervision** – Ultimately, student supervision is the responsibility of their parents. We have a variety of ages that attend LTT and therefore this year we will again plan to have a Parent Monitor who will supervise the study room plus cover the breaks and lunch. We may require parents to rotate to cover this supervision if needed. We ask that students be respectful and listen to any LTT parents, parent monitors, tutors, or administrators. If problems arise frequently with the same student, that student’s parent will be asked to remain on premise during that student’s classes. Please also be prompt when picking up your student from LTT.

**Lunch** – In light of social distancing guidelines, we ask that only students who have classes both before and after the lunch break stay during this period. We ask students to throw away all their trash and also help clean up the tables with disinfectant wipes. Students are allowed to use the microwave in the kitchen but they are not allowed to use items of the church kitchen or eat in the kitchen. All eating at LTT needs to be in the fellowship hall or outside.

**Fees** - We charge 9 monthly payments for classes (September – May). The 1<sup>st</sup> payment paid with registration is applied to May as your last monthly payment of the year. Your 2<sup>nd</sup> monthly payment is due the first class in September and every month until April. All monthly tuition payments are to be paid the first class day of the month and can be placed in the grey metal box to the left of the entrance door labeled “LTT”. Payments can also be mailed or sent monthly through Bill Pay using the *Pay an Individual* option. You are more than welcome to pay ahead any amount for classes. The Material Fee is just a non-refundable, one-time fee paid at registration that is used to cover costs of extra materials, copying, assistants, or lab supplies that the tutor needs to purchase for that particular class. There is also a once a year non-refundable family fee that covers administrative costs such as copying, cleaning supplies, housekeeping, building repairs, etc.

**Refunds** - Once paid, family fees and material fees are non-refundable. The May class fee paid with registration is non-refundable after August 1. If we do not enroll enough students to meet the tutor's minimum for a class then the tutor is allowed to choose to cancel the class. If they choose to cancel the class, all fees are refunded for that class.

**Withdrawing from class** - While we don't anticipate withdrawals, we understand it might arise and would hope for communication to tutors and administration before so that we might be able to find a solution for your student. If you withdraw a student from classes during the school year there will be no refunds issued. Your account should be paid up to and including the month of the withdrawal. You will also forfeit the May tuition paid at the beginning of the year.

**Problems?** So what if there are problems? There is a guarantee that there will be. As in the rest of life, the biblical way is always best. Would you please, if you have an issue, go directly to the person involved? Will you encourage your student to do the same? If it is resolved, please don't share the information with anyone else. If it is not resolved, go to someone who can help – perhaps a tutor or administrator. We welcome your comments, suggestions and even your complaints. By God's grace, conflict and disagreement can accomplish good. If we can model and teach our children biblical problem-solving, that may be more important than all the best classes. Over our many years, we have had relatively few problems, but Learning Together, through its administration, reserves the right to dismiss a student or ask them not return if it does not seem in the best interest of the student, the family, or the classes.

**Questions** – If your question involves a particular tutorial class, please talk to the tutor or contact the tutor by email. All administrative questions should be directed to Laura Picard at [learningtogethertutorials@gmail.com](mailto:learningtogethertutorials@gmail.com) or 508-314-7191.

**Learning Together Dress Code Questions** - *So chosen by God for this new life of love, dress in the wardrobe God picked out for you: compassion, kindness, humility, quiet strength, discipline. Be even-tempered, content with second place, quick to forgive an offense. Forgive as quickly and completely as the Master forgave you. And regardless of what else you put on, wear love. It's your basic, all-purpose garment. Never be without it. Colossians 3: 12-14 (The Message)*

Please take a moment to consider the following when coming to Learning Together:

1. Am I wearing something that will set a good example for the younger children who look up to me?
2. When I raise my hands to reach something:
3. Will my belly show?
4. Will my underwear show—either at the top of my pants or from under my skirt or dress?
5. Will my back show?
6. When I bend over to pick up something:
7. Will my underwear show?
8. Will my back show?
9. Will my shirt gap at the top?
10. Does my clothing elicit unusual attention?
11. Is my clothing a distraction to other students?
12. Are the words, logos, or pictures on my clothes acceptable to God?

It is also our prayer that Learning Together students will look to cultivate the hidden qualities of the heart rather than attract attention to that which is external.

**LTT Dress Code** – While we have no formal dress code, students are expected to dress modestly. If in doubt about clothing, take the safe route. We included the questions above so that we can ask ourselves questions about how we dress. Some families have asked for specifics, so we tried to name a few:

- tops should adequately cover when moving around and bending over
- tops should have sleeves - no spaghetti straps/tank tops - if you wear a shirt over a tank please button the shirt
- tops and bottoms should not be form fitting or have inappropriate words or images
- shorts should come to at least halfway between top of the leg and knee
- skirts and dresses should not be short and go at least to the knee
- appropriate undergarments should be worn under clothing but at the same time should not be showing

We hope this helps you clarify appropriate attire with your students before they leave the house to come to LTT. We are trying to create a positive environment for learning and growing character. If the parent monitor or tutor sees an issue with dress, they have permission to clarify it with the student. Please help us by talking with your students and checking what they are wearing before they leave home.