



Parent/Student Handbook

Admissions

- Returning Family
 - Watch the “Updates for the 2023-2024 School Year” video.
 - Submit the Family enrollment form and pay the enrollment fee.
 - Submit a student enrollment form for each student with requested classes.
 - Families who are in good standing (no outstanding tuition, fees, or volunteer commitment) will be processed in the order the application is received.
 - August tuition and fees can be paid online or by post-dated check and are due within five days of receiving the confirmation email in order for students to be placed into classes. Reminder emails will not be sent.
 - A confirmation email will be sent within five business days of enrollment. If you do not receive a confirmation, please contact tccadmin@classroomcollectiveok.com
 - We reserve the right to decline enrollment for any reason.
 - Once the checklist is completed, a final confirmation will be sent.
- New Family
 - Watch the “What to Expect” video.
 - Submit the Family enrollment form and pay the enrollment fee.
 - Submit a student enrollment form for each student with requested classes.
 - Applications will not be processed until the enrollment fee is received.
 - A confirmation email will be sent within three business days of enrollment. If you do not receive a confirmation, please contact tccadmin@classroomcollectiveok.com
 - A new family interview will be scheduled and references will be contacted.
 - August tuition and fees can be paid online or by post-dated check and are due within 5 days of confirmation email in order for students to be placed into classes. Reminder emails will not be sent.
 - We reserve the right to decline enrollment for any reason.
 - Once the checklist is completed, a final confirmation will be sent.

Fees and Tuition

- Enrollment Fee
 - The enrollment fee is non-refundable.
 - The enrollment fee must be paid before the application is processed.

	Returning Families	New Families
Through May 31, 2023	\$125	\$150
June 1 - July 15, 2023	\$150	\$175
July 16 - 31, 2023	\$175	\$200
Aug 1, 2023	\$200	\$225

- Tuition
 - Tuition is made payable to The Classroom Collective and is due by the first day of each month (September 1st, October 1st, etc.) regardless of what date classes meet.
 - Tuition may be paid either by semester or monthly payments.
 - Payments may be made by cash or check turned into the administration table or by credit card via the link on your invoice.
 - A late fee of \$50 will be assessed for each week that tuition payment is delayed.
 - If paying by check, tuition may be post-dated for the 1st and dropped off before the 1st at the administrative table.
 - **You are financially responsible to pay tuition and fees set by the teacher(s) for the entire academic year even if the student withdraws from class.**
 - Students may withdraw by August 30th without further financial obligation. The enrollment fee, first month's tuition, and any lab fees are non-refundable.
 - A class dropped by July 31st will result in a credit on the September invoice for August class tuition.
 - If an irreconcilable conflict arises, the TCC administration may dismiss students from the program. Refunds of previous tuition and fees paid will not be given.
- Class fees
 - Individual teachers may charge fees to assist in teaching the curriculum. (lab fees, copy fees, etc.)
 - Fees are due with the first month's tuition.
 - Fees are non-refundable after July 31st of the enrolled school year.

Enrollment and Schedule Changes

- Enrollment into classes is first come, first served.
- Returning families in good standing financially and with the volunteer commitment satisfied are allowed an early enrollment opportunity.
- Schedule changes are allowed if there is room available in the class desired.
- Schedule change requests should be submitted to administration via [THIS FORM](#).
- Each schedule change will acquire a \$25 change fee. The fee must be paid before the change is made on the official roll.
- If a schedule change is declined for any reason, the fee will be returned.

Lunch and Study Hall

- Lunch
 - A lunch area is available for students who are enrolled in a second and third period class.
 - Students provide their own lunches.
 - Pizza is provided once a month for Spirit Day at the cost of \$2 per slice.
 - Water is the only drink allowed in the Student Life Center. No colored or sugary drinks on the carpet, please.
 - A microwave is NOT available for student use.
 - Food may be delivered to students by parents only and dropped off at the front desk in the lobby.
 - Please do not have food delivered by Ubereats or Doordash. If the food is delivered to the church's main office, we will not retrieve it and you have bought food for the front office staff.
- Study Hall
 - Study hall is available each period for students who have a gap in their schedule or a sibling attending at that same hour. (1st and 5th hour is only open to students with a sibling taking a class.)
 - The cost of study hall is \$15 per class period.
 - There is a cap on the number of students we can enroll in study hall each hour. Priority will be given to students who meet the criteria.
 - Study hall is monitored by one or more adults at all times.

Classroom Management

- Google Classroom (GC)
 - Each student will be assigned a TCC email associated with Google Classroom and will be allowed access to the classes in which they are enrolled.
 - Assignments are posted via Google Classroom and completion is the responsibility of each individual student.
 - Parents may enroll as guardians in order to receive updates on upcoming assignments or late work.
 - Grades for all classes are posted to Google Classroom and may be monitored by the parent by logging into the student's account. Unfortunately, Google has not set up the system for grades to be seen any other way.
 - GC is automatically set to filter inappropriate videos and content.
 - TCC has also set filters that disables opportunities for students to chat online via Google Meet, etc.
 - Individual teachers determine the extent to which Google Classroom is utilized.
- Grades
 - Grades are recorded by the classroom teacher during the school year.
 - Individual instructors determine the weight of each assignment and therefore the overall grade.
 - Grades are available until June 1st after the last day of the current school year. We do not maintain records or grades after that point. It is the responsibility of parents to record and store final grades.
 - Parents may log into their student's account in order to view their grades in real time.
 - Instructors will provide their grading and homework policies at the beginning of the year.
- Parent Involvement
 - Parents acknowledge that even though students are taught by TCC teachers, their support is fundamental for their child's success. This includes monitoring grades and progress, encouraging students to complete their assignments, ensuring that students are present and on time for class.
 - Parents may choose to modify assignments at home based on the needs of their child. Teachers will not modify assignments or their grading practices in the classroom.

Student Expectations

- Students will dress appropriately. Fashion can be a fun exercise in individuality. However, if you bend over or raise your hands, we should not be able to see your rear, breasts/chest, or mid-rib cage. Shoulders and knee caps are fine.
- Students will treat each other and their teachers with kindness and respect. Failure to do so will result in a phone call home to your parents. Continued behavior will result in release from the program.
- No drugs, weapons, alcohol, or vaping products are permitted on Edmond FBC premises.
- TCC will treat the building with the utmost care and respect. We will be considerate of the staff at Edmond FBC by quietly walking through their spaces and remaining in the area designated to TCC.
- TCC or Edmond FBC will not be held liable for any injury to any person while attending classes or functions related to said classes.
- Students may be dismissed from the program if the expectations are not followed.

Communication

- Classroom problems should be addressed with the teacher first unless there is a legal or moral problem. In which case, please bring the issue to the attention of the administration immediately. If the problem cannot be resolved with the teacher, then it should be brought to the attention of the administration at tccadmin@classroomcollectiveok.com
- Administration is also available by phone at (405) 771-6363.
- Parents and students should **NOT** contact Edmond First Baptist Church for any TCC related issues. Please contact the TCC administration.
- Monthly newsletters are sent to keep every family informed on upcoming events.
- It is encouraged that one member from each family joins the TCC 2023-2024 Facebook group for pictures, videos, and information updates.

Parent Volunteer Commitment

- Volunteers are a vital part of ensuring the safety of our students and therefore a requirement of enrollment into the program.
- A family's volunteer commitment is based on the number of classes in which a family is enrolled. For example, if a family has two children taking two classes each, the total number of classes is four. Study hall counts toward the class count.
- Parents may choose the opt-out fee *if volunteering isn't an option for your schedule*. We would love for our parents to be on campus so we can get to know you!
- Volunteer Requirements
 - 1-2 classes one (1) half day shift PER SEMESTER
 - 3-8 classes two (2) half day shifts PER SEMESTER
 - 9+ classes three (3) half day shifts PER SEMESTER
- If the volunteer commitment is not completed, for example, it is unfulfilled due to illness and also not rescheduled and completed, the appropriate opt-out fee will be added to the spring semester invoice.
- If the volunteer commitment is not fulfilled and the opt-out fee is not paid, the family will not be able to participate in returning family enrollment.
- Opt Out Fee Schedule (Added to August and January Invoice.)
 - 1-2 classes \$35 PER SEMESTER
 - 3-8 classes \$70 PER SEMESTER
 - 9+ classes \$100 PER SEMESTER
- If a family pays the opt-out fee for the fall semester, it will automatically be added to the January invoice for the spring semester commitment.
- If the volunteer commitment has not been completed or opt out fee paid, re-enrollment into the program will not be available.
- There are a few special interest volunteer opportunities available. Please see the volunteer sign up link for more information.

Absences

- If a student will be absent, please submit the [absence form](#) on the website under the Parent Portal.
- Any instruction or classwork missed is the responsibility of the student.
- Please see the individual instructors class policies for more information.
- Should a teacher need to be absent, every effort will be made to enlist a substitute. If a substitute is unavailable, communications and assignments will be made by the instructor.
- Students may attend study hall should it be needed.

Unscheduled Closures

- A text will be sent to all enrolled families for unscheduled program closure.
- If Edmond First Baptist closes for any reason, classes will be unable to meet.
- We will also post closures on our social media accounts (Facebook and Instagram) as soon as the information is available.
- Scheduled closures (fall break, Christmas break or spring break) are listed on our website with the calendar under the parent portal.
- TCC families live all over the metro. Please use your best judgment when deciding to attend class.