



Policy Manual

2011-2012

The Training Ground LLC
610 Pittsford-Victor Road
Pittsford, NY 14534

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NOTE: Recent policy additions or changes have been denoted in **red and bold brown type** throughout the Policy Manual.

PURPOSE STATEMENT

Training for Life...

The Training Ground is an educational club for home schooled students in grades 6-12 *, offering educational enrichment classes, resources, guest speakers, and meeting rooms to its members. Either parents or community professionals may arrange to teach classes which supplement a homeschooled student's core curriculum in areas such as: the arts (drawing, painting, music theory, photography); public speaking, drama, and debate; academics (history and science unit studies); life skills (business and computer applications); science labs (eg. biology); international studies; and other similar areas of instruction. Instructors set their own fees. The club staff schedules courses and events and publicizes the same to members.

Member students are encouraged to participate in community service and team-building projects, display their writing and art, and organize hobby clubs to pursue interests such as stamp trading, chess, or photography. One of the upstairs rooms is a library of college and career information as well as a club meeting room. The club staff will schedule a variety of guest speakers to prepare and inspire the students in determining their future goals.

...Grounded in a Christian Worldview.

The Training Ground has been dedicated to God and to service in His Kingdom. We seek to train students in a Christian worldview that recognizes Christ's pre-eminence in all things. The goal of the staff is to provide wholesome and challenging activities that help to prepare teenagers with skills for responsible adulthood while encouraging lifelong discipleship. We, the directors, recognize the Bible to be the supreme authority in our leadership at the center.

The Training Ground will serve as a meeting place and training ground for a community of home-schooled teens who seek to be career-minded, Christ-minded, and mindful of others. We are looking for serious scholars who are eager to work impartially and creatively with other home-educated students and who will demonstrate discipline, respect for authority, and excellent conduct.

*** Please note that students must be at least 11 years old AND in at least grade 6 to apply for Training Ground membership.**

THE TRAINING GROUND OBJECTIVES FOR STUDENTS

The following are attributes that The Training Ground (The "TG"), with the help of its members' parents, seeks to encourage in students:

1. Personal Discipline – The TG has a code of conduct and a dress code.
2. Academic Excellence and Aspirations – The TG offers teens a facility conducive to learning, without some of the distractions of home (such as younger siblings). The center sponsors inspiring speakers, motivational contests, small group academic enrichment classes, instructors with specialized training, and a college and career library.

3. A Christian Worldview – Christian professionals and parents are among those enlisted to instruct classes or give guest lectures. Rooms are available for Bible studies, Christian college materials will be available in the Varsity Room, and Bible verses will be purposefully displayed.
4. Creativity and Critical Thinking – The TG provides problem-solving challenges and group work, a fully stocked art/project room, and displays of student work to foster creativity.
5. Cooperation and Teamwork – The TG offers teens a special group identity and privileges of membership, hobby club meeting rooms, and the opportunity to participate in small group projects and community outreach programs.
6. College Preparation and Life Skills – The TG will seek to:
 - a) use current technology (e.g., personal computers) when possible;
 - b) help provide materials or instruction for SAT/ACT test preparation;
 - c) encourage teen involvement in the operation of the center;
 - d) offer college and career education guest speakers
 - e) offer life skills enrichment classes.

WHAT THE TRAINING GROUND IS NOT

1. The center is **NOT a school**. The classes and activities are intended to supplement, not substitute for, the core curriculum provided by a student's parents. A home-schooled student cannot attend The Training Ground on a "full time" basis as a means of providing home instruction under New York law. Parents are fully responsible for ensuring that their children meet New York State educational standards and for reporting to the student's local school district. Parents are expected to monitor their own student's progress at The Training Ground. The center does not make any reports to any school district about a student's Individual Home Instruction Plan ("IHIP") or any required assessments or quarterly reports. All IHIP responsibilities shall remain with the parents of the student.
2. The center is **NOT a teen "hang-out"**. It is a club for serious minded students, who, when dropped off at the center, must have a clear and constructive reason to be using the facility. Permissible reasons may include: attending a class, guest lecture, club meeting, or service project; using the art or library resources; teen work credit; or other reason approved by the staff. Students are not permitted to leave The TG property without permission.
3. The center is **NOT a place for parents to socialize** or hold home-school support group meetings. The club is a drop-off program; only adults with permission to be in the center are allowed to stay. Permissible reasons for parents to remain at the center may include: teaching a class; assisting an instructor; supervising a club, service project, art/ science project; serving as staff. Otherwise, parents are welcome to visit and eat at nearby restaurants, run errands, or use a nearby park or library while their children at The Training Ground.

ACADEMIC CALENDAR YEAR AND HOURS OF OPERATION

Most events and classes at The Training Ground are held **between September and June.**

The hours and days of operation are at the discretion of the staff (please check the schedule periodically on our website), but class instructors, co-ops, guest speakers, and clubs may generally reserve rooms for anytime **between 1:00 p.m. and 4:00 p.m. on most weekdays.** **Students may be dropped off 10-15 minutes prior their class (or the first class of the day) and picked up 10-15 minutes after the last class of the day – unless prior arrangements were made for cleaning, club meeting, etc.**

Guest speakers, special activities or service projects, or classes taught by home-school parents unavailable during daytime hours may require **special scheduling** considerations, such as evenings or Saturdays.

STAFF AND CONTACT INFORMATION

Founders & Directors:

Rebecca (Becky) Mancini, former 6-8th grade Christian-school teacher, specializing in social studies, drama, and creative writing. Experienced in teaching Sunday School and homeschool classes and co-ops as well as teaching TG classes for over 8 years. Her classes include: Logic & Critical Thinking, Bible, Social Studies courses, High School Literature & Shakespeare, Expository Writing, and Geometry. B.A. Political Science with Highest Honors, Florida State University. (Social Work Minor followed by post-grad studies in Education). Home educator since 1992.

R. Charles (Chuck) Mancini, Executive in finance. Experienced in business management and technology, teaching youth and adult Sunday School, and teaching high school Junior Achievement. B.S. Economics, Florida State University; M.B.A., Duke University. See our webpage "Meet the Directors".

Chuck and Becky and family have lived in Rochester since 1994, with a short (2 year) assignment in London, England. The Mancinis homeschooled their two sons: 1) Chet (born 1988), who graduated from Wheaton College, IL, with a B.S. in Computer Science and is employed as a programmer at First Trust investment firm in Wheaton, IL, and is anticipating studying for his MEng in CS at Cornell University in 2011. His interests include: skiing, hiking, sailing, photography, politics & current events, and 2) Nathan (born 1991), a Junior at Grove City College (a Business Marketing major) whose interests include skiing, hiking, basketball, communications, and filmmaking. Both sons have taught courses at The Training Ground.

Our family foursome enjoys ski trips out West, international travel, orienteering events, cycling, political/economic discussions, hospitality, and leading Bible Studies.

Contact us: The Training Ground LLC
610 Pittsford-Victor Road, Pittsford, NY 14534
Phone 585-381-7250
Fax 585-381-1018
www.thetrainingground.org

MEMBERSHIP PROCEDURES – First Year (New) Members

1. Read through the entire policy manual to be certain that you and your student(s) agree with the objectives, the statement of faith, and will abide by the standards of The Training Ground.
2. Read the "Membership" webpage, and print the required forms.
3. Complete the "Membership Application" and the "Student Medical Form".
4. Send both forms (4 pages total), together with a check for the amount of the membership fee to:

The Training Ground LLC, 610 Pittsford-Victor Road, Pittsford, NY 14534

MEMBERSHIP PROCEDURES – Annual Membership Renewal

Successive years, members may keep their membership active by sending in:

1. The **required annual Membership Fee** (less any discounts, such as Early Registration, before June 30, or Third Child Free) ALSO, ANY UNPAID BALANCE FROM PREVIOUS YEAR MUST BE PAID.
2. The **Membership Renewal Form, indicating any changes in email addresses, other contact information, or medical insurance, so that we can update our files.** We also welcome your course preferences for the upcoming year, ideas and referrals for guest speakers, etc.

PRIVILEGES OF MEMBERSHIP

1. Easy online access to and registration for enrichment class opportunities and email notification of such courses, as well as a weekly email "TG Update".
2. Free student-use of our Main Meeting Room, Studio, or Varsity Room for club meetings or service projects. Additionally, students have the opportunity to offer ideas and initiate and/or participate in projects to improve the center.
3. Free use of art supplies, college and career library resources, and high-speed internet.
4. Invitations to, and priority seating for, Special Events, student performances, TG Speaker Series guest lectures, etc.
5. THE TRAINING GROUND logo promotional items--- new items annually.
6. Service project opportunities.
7. A connection to fellow home-schooled teens in your community.

EXPECTATIONS FOR MEMBER STUDENTS: CODE OF CONDUCT

1. Be cognizant of your witness in the community. Your behavior will be very visible among the shopkeepers and shoppers in Bushnell's Basin, the town board members who approved this center after our reassurance of the students' maturity, the neighbors of the center, those who report on our activities and those who read about them in the local news, and those who willingly give their time/efforts to teach/ lecture at The Training Ground. BE A LIGHT, not a burden.
2. Be on time for classes and club meetings. Be ready to leave at the time arranged by your parent. Remember to bring with you any assignments or supplies you were asked to bring to class or meetings.
3. Be respectful of authority (teachers, speakers, supervisors, staff). Do not interrupt when they are speaking. Ask permission to speak. Hold your questions until later if asked to do so. **Always thank your instructor: Participants in a course or guest lecture are requested to write a thank-you note and give it to Mrs. Mancini for mailing within one week of the event or the last class in the course. Please put name of instructor on the outside and place in reception room "mailbox."**
4. Be impartial in your relationships with other teens. Be kind to everyone! Be especially considerate of those younger than you. Set a good example to all.
5. Guard your tongue. Speak wisely, not foolishly. Only say what builds up others and honors the Lord. When in doubt, leave it out of your conversation.
6. Be neat! Put your coat and boots neatly in the reception room (our space is limited; sloppiness crowds the room further!), and clean up after yourself following each activity or snack. **No Food is permitted in main room or upstairs unless with the express permission of the Director on a given day. Permission is not to be assumed for duration of course. Drinks or food purchased at nearby restaurants must be consumed or thrown away in reception room or on deck prior to start of class. While in class, do not leave open food or drinks resting on counter or reception table, even if you intend to finish the food or drink after class. Eat a snack, and toss the trash before class begins.**
7. Lend a hand. You and your fellow members will benefit from a clean and smoothly operating club. In addition to general helpfulness, all TG Members may be expected to help clean the center for at least one hour during the school year without earning any TG points, pay, or course credit for their service. Directions for cleaning can be found in the Teen Work Credit notebook on the reception desk. Additionally, students may help clean at organized service projects (for TG points) and/or participate in our Teen Work Credit program, doing regular cleaning for course credit. **(The need for an extra cleaning commitment will depend on the number of TWC workers each semester. Members will be notified by email if they need to sign up for a cleaning date.)**
8. Respect the property of The Training Ground and those who use the building. Do not deface or destroy anyone's work on display or anything belonging to The

Training Ground. Likewise, show respect to all the shoppers, shopkeepers, vehicles, and property at Canal Walk.

9. Stay in the building unless you have permission to leave. The TG teens are not to be roaming Canal Walk without permission and an approved purpose. **Absolutely no one is allowed to cross Route 96 or go down to the canal behind the building without a parent or parent & staff permission.**
10. Use only the designated restrooms, **and always leave the restrooms cleaner than you found them.** Always close the toilet seat and turn off fans/lights when you leave. The downstairs restroom is for girls, women, and disabled individuals. The upstairs restroom is for boys, men, and anyone needing to clean up after labs or art (since that washroom has a utility sink).
11. **TG Members in Grade 11 will be responsible for taking the TG recycling to earn money throughout the year for hosting a Jr-Sr End of Year party in the spring in honor of the graduating Seniors. The following year, of course, they will be the recipients of the honor.**
12. Attitude counts as behavior. Make it exemplary!
13. **Demonstrate appropriate behavior and conversation in online social network. You represent any group (such as your own family and church) or organization (such as The Training Ground) to which you belong. Rude, crude, lewd, or "attitude" language online will be just cause for revocation of membership. THINK before you TYPE.**
14. Your FAMILY relationships are your priority. We will not permit students to substitute peers for parents and siblings. Be sure you **HONOR your PARENTS**, as the 5th Commandment tells us to do. That means talking with them sincerely, honestly, kindly, respectfully, cheerfully, and talking about them in the same manner.

Students must honor the code of conduct to be considered a "member in good standing" and be allowed member privileges. Application and payment alone will not guarantee participation in club events.
15. Conduct yourself with maturity and modesty. **No public display of affection (hand-holding, kissing, etc.) between boys and girls at any TG sponsored event or at the center or on the nearby grounds.** Respect the following dress code:

EXPECTATIONS FOR MEMBER STUDENTS: DRESS CODE

1. Dress comfortably while remembering modesty and neatness.
2. No one is permitted to wear t-shirts, torn jeans, or baggy, grungy, sloppy clothes. *The exceptions are for: 1) specified community service projects, when we request that students wear The Training Ground t-shirts, and 2) certain courses which specify "T-shirts permitted" on the TG Course Description page.*

3. No dyed (unnatural colors) or spiked hair. No tattoos. No eyebrow, nose, lip, or visible body piercing of any kind (except earrings).
4. Boys are to wear shirts with collars (polos, rugby shirts, turtlenecks, mock turtlenecks, or oxfords, for example), tucked in, and neat pants or jeans. Hair should be cut and trimmed short and neat. Faces should be clean-shaven.
5. Girls are to wear modest clothes. No skirts above the knee (unless wearing opaque tights), tight or sheer clothes, low-cut blouses or exposed midriff. No high-heeled shoes (low heels are fine).
6. No jeans for guest speaker events.
7. No gum.

STUDENT DISCIPLINARY ACTIONS

Membership in the club is a privilege, not a right. Any member who breaches the code of conduct, the dress code, or the basic principles of either is subject to the following:

1. Not being allowed to participate in the current activity (at the discretion of the teacher, staff member, or a director) AND / OR
2. Removal from the current class, course, or meeting (at the discretion of the teacher, staff member, or a director) AND / OR
3. Removal from any further participation in or membership in The Training Ground (at the discretion of a director).

Parents will be notified of disciplinary action #2 or #3, either at the time of student pick-up or within 24 hours thereafter by telephone. They will be notified of action #1 via e-mail (i.e., forgot supplies, too tired or wired to participate thoughtfully, etc.).

If a student is permitted to continue at The Training Ground, he or she will make restitution (pay for any damages, work on behalf of instructor or center, ask forgiveness of the instructor, etc.) and work to improve his or her attitude, behavior, and service to the club.

EXPECTATIONS FOR PARENTS

1. Provide transportation for, and safe drop-off of, students.
IMPORTANT NOTE: When dropping off students (or parking during time of instruction/assistance), parents are to use the Canal Walk U-shaped parking lot only! No one is to park parallel to Route 96 in front of The Training Ground or in front of Finger Lakes Coffee Roasters. These are not official parking spaces, and they are very dangerous! Furthermore, only as a last resort is anyone to park across Route 96 (Rite Aid) and walk across the road. Not only is it a busy street, but we are to be above reproach, not

using parking facilities we are unauthorized to use. Due to the seasons and hours of our operation, we do not expect a problem providing Canal Walk parking to the few adults who need to be present in the building at any one time. **Please be certain you enter and exit the parking at the appropriately marked places!** **The entrance is near Abbott's, and the exit is near the florist and Finger Lakes Coffee Roasters.**

2. Please guard your speech as you represent Christ and The Training Ground in Canal Walk, Bushnell's Basin shops, and in your own neighborhood. Let's be LIGHTS in our community.
3. Remind your children how to conduct themselves in your absence. Take note of any progress reports written by instructors at the end of a course.
4. Please do not ask us to reserve class space indefinitely without making arrangements to send the required course payment(s).
5. If class payments are a concern or a burden, please talk with a director. Alternatives to class fees include: parent(s) working as a class assistant to the instructor; teen(s) staying after class to clean rooms for teen work credit; providing snacks, etc. See Volunteer/Parent Credit Opportunities on pages 11-12.
6. Email is the preferred method of communication. Becky checks it regularly and can even receive it while out of town. For more urgent needs, feel free to call her cell phone, which is periodically posted on TG email Updates and also on the reception room wall.
7. Do not ask for exceptions to the grades 6-12 policy. From time to time there may be opportunities for students to include their siblings in special limited circumstances in which the younger sibling would be only a guest and would not have member privileges. This keeps the center from being distracted from its mission to teens. It also helps your younger ones to look forward to the chance to belong someday.
8. Please reserve rooms with us for the time(s) and day(s) you desire. Check the website schedule first, then reserve space by downloading and completing the club meeting room form. There are no guarantees that the rooms will be available without a reservation. However, if you are in the area and wish to check with a director to determine if the art room is open, for instance, feel free to ring the bell. There is no cost for a member family or individual to visit the art room or Varsity library.
9. Recognize that though we intend to elicit the participation of various Christian professionals in our program to educate our teens about skills and careers, we will also welcome community professionals who have experience to offer (in outdoor skills, foreign language, personal computing skills, art, etc.) but who do not embrace our Christian faith. They will agree not to teach anything profoundly contrary to our faith or promote extended pop culture discussions, but neither are we expecting them to teach theology or Christian distinctives.
10. **Parents must have a working email address so that The Training Ground staff can keep families informed of new courses and activities as they**

are scheduled during the year, confirmation of course registration, and course or event changes or cancellations. The center is not responsible for information not received due to full email mailboxes, server errors, or outdated email address.

11. If you wish to discuss your account or schedule with the Director, please make an appointment in advance if at all possible.
12. Please pray for the children, staff, and success of the center.
13. Please give us your recommendations for speakers, projects, classes, instructors. We appreciate your input and would welcome YOU as an instructor! What is your forte? We also welcome any contributions of snacks (store-bought or home-made) and beverages to the center.

INSTRUCTOR POLICIES & PROCEDURES

1. Complete an Instructor Application for each course that you wish to teach. These are available to print off our website. **Please include your cell phone number.** Send it to: "Class Request", The Training Ground, 610 Pittsford-Victor Road, Pittsford, NY 14534.
2. If we approve your class, we will agree with you as to the dates and times and the preferred room, class size, etc. **Please understand that we are seeking courses that best meet the life-skill and Christian worldview mission of our program, do not put an undo burden on students and parents (such as needing to meet too often or have a demanding homework schedule), and are a good fit with our facility, our TG calendar/commitments, and the current TG membership. We survey our membership annually (in April) to determine the types of courses that will likely be well-attended.**
3. The Training Ground will then advertise your course on the center's website during either the fall (early August) or spring (early December) registration session and then begin accepting the student registrations and payments.
4. When the class is full, the registration complete, and the payments received, The Training Ground will write you a check for your fees, less the facility fee and one student's tuition (this is the credit for one parent serving as reception assistant during your course).
5. There is no charge (facility fee) to an instructor who meets these two conditions:
 - a) The class is free to members, and
 - b) The class is openly advertised to members (not planned for a select few friends).

NOTE: An instructor (possibly a member parent) wishing to help the center financially may elect to charge a small course fee and then donate the earnings to the TG.

6. There are no guarantees that there will be sufficient interest in the course. Our posting of your course for registration is not a promise of

payment. If there is not sufficient demand for your course, it will have to be cancelled.

- 7. Instructors are NOT hired as employees by The Training Ground. All TG instructors are independent contractors and are solely responsible for properly reporting their earnings for tax payments. Any instructor expected to earn \$600 or more from TG courses during a calendar year must legally give his or her Social Security Number to the TG club director since the TG is legally required to complete 1099 forms for those independent contractors.**

EXPECTATIONS FOR INSTRUCTORS

- 1. Character** – Instructors are expected to be prompt, positive, and prepared for class.
- 2. Clear expectations** – Instructors should provide a complete course description with objectives for the course and expectations of the student (including what type and level of homework is required, what must be purchased or read in advance of the course, whether or not tests or quizzes will be included and whether student presentations, papers, or performances are part of the program. Then instructors need to keep their courses consistent with their description.
- 3. Calm authority** – Instructors are operating under the authority of the directors and should expect appropriate, cooperative, and respectful behavior from the students at all times. (Please see "Expectations for Member Students: Code of Conduct" and "Expectations of Member Students: Dress Code" in this Policy Manual). Teachers may matter-of-factly warn a student, remove him from class or from an activity if necessary, and email or call a parent to discuss a concern. In all cases of discipline, the Training Ground director should be notified. If necessary, request help from the director in dealing with a disciplinary situation. Our parents are very willing to cooperate, and our students have consistently shown repentance and teachableness when confronted with any inappropriate behavior.
- 4. Communication** – **Instructors are required to inform and seek permission from The Training Ground director of any changes** to the course calendar, addition of performances or class parties or an extra class day, extra rehearsal time, instructor absences or the need to cancel or find a substitute, an added course requirement (such as a required costume or contribution of food or a research paper) or any intentions of planning for the above. **Communication with parents about any change listed above MUST be done by email (not simply sending students home with verbal or written notices) and MUST include these steps in proper order:**
 - First, email Mrs. Mancini your general intentions to get 1) authorization and 2) calendar approval to proceed with the event.
 - Send to Mrs. Mancini an email addressed to your class members and member parents complete with all necessary information (such as place, date, starting time, ending time, transportation, food needed,

dress code, expectations, etc.) so that she can edit as needed, discuss further with the instructor, and then forward the email to the appropriate families and/or post the information on the TG weekly update. [NOTE: EVEN IF YOU SIMPLY WISH TO SURVEY FAMILIES to find the best date/time or see if there is interest in planning a special event for your class, you must still follow these email procedures! By emailing families, all families are informed simultaneously with complete information, the families can reply easily and quickly, and all parties have a record of the communication, as well. Email communicates information efficiently, accurately, and more professionally than “All of you please go home and ask your mom (such and such)”, and therefore it is our TG policy to communicate to parents in this manner. Thank you for your full cooperation.]

- c. Each week, any information regarding your course that you would like posted on the TG Weekly Update should be emailed to Mrs. Mancini by Wednesday. (Weekly updates are emailed to member parents as early as Fridays).**

Other Important Policy Notes:

- d. Emails are the preferred communication for everyday questions/needs since Mrs. Mancini will not always be at the center during TG hours. She can receive TG emails on both the office and her home computers, so feel free to email her over the weekend, evenings, etc.
- e. The TG voice mails are usually checked around 1 pm., and generally a parent (reception) assistant or a TG staff person is available to take a message during the afternoon. But the main purpose of the TG phone is for students to call out or parents to call in. However, instructors have found it helpful to keep the TG number (381-7250) handy in case they are stuck in traffic and want to reassure the parent assistant and students that they are on the way!
- f. For urgent needs, please DO call the director’s phone and cell phone. These may include: a need to cancel class, a weather or transportation concern, illness in family, a need for an extra parent to help with a project in class. [*Concerning weather/cancellation – It is rare that we have to cancel a class because the roads are generally plowed in winter by mid-day, in time for the start of TG classes. However, if an instructor needs or wishes to cancel for any of the above reasons, we will do so. Occasionally, Mrs. Mancini has to make the decision to cancel classes even if the instructor is willing to drive. The reasons for snow cancellation may include: 1) many parents drive a good distance, 2) it is technically only an enrichment class, not a mandatory core course, 3) the Canalwalk parking lot can be very tricky to navigate in slush and snow, especially trying to exit up the slippery hill and into busy village traffic; parking space is also reduced during snowplow season. In cases of cancellation, parents, staff, and instructors work together to notify parents as quickly as possible by phone and email.*] Please call as early/soon as possible if you intend to cancel.

- g. Each course requires a parent reception assistant. The assistants will be selected from volunteers, with priority going to those who have TG keys and have been trained in using our alarm system. He or she receives one student's course tuition in exchange for taking phone messages, reducing other interruptions, greeting any visitors, keeping the reception area clear and clean, taking attendance if the instructor does not prefer to do so each week, and helping the instructor with any small tasks (making photocopies, sharpening pencils, etc.) if students are to be engaged in other activities. The assistant can also call Mrs. Mancini to locate items, get permission for a special class activity, etc. The instructor should get to know his or her assistant during the course and communicate with him or her about any needs for the hour. The reception assistant is not expected to meet separately with the instructor.
- h. Communication between a student and instructor regarding clarification of course content may be done directly by phone or email.
- i. Optional: Progress Reports to parents may be mailed out quarterly or by semester (ideally in time for parents to send home education quarterly reports to their districts) for semester-long or year-long academic courses, such as foreign language. Instructors may request them from the office.
- j. Copies: For large numbers of copies, please plan ahead and make them yourself at home or at an office supply store. For a very few last minute copies, you are welcome to use the copy machine upstairs in the Varsity Room. We cannot guarantee it will be in service.
- k. Please record attendance each day for your class in the main attendance book, and return it to the reception desk. You may wish to record attendance only so long as to learn the students' names and then ask your parent assistant to record the attendance for the following weeks. The students receive attendance points that eventually earn for them TG promotional items. These points are totalled at the end of each month.
- l. Please communicate praise to students for excellent effort and jobs well done. They will long remember instructors who encouraged them to keep up the good work, and they will apply themselves more fully to learning the subjects those instructors teach.
- m. Please use our bulletin boards! The one nearest the schoolmaster's desk is for teachers to post class notices, copies for absentees to pick up when they return to the center (write their names on the sheets). The one at the back of the main meeting room and at the base of the stairs are for posting student written work. The staircase and Studio are for Artwork.
- n. Please communicate your intentions to teach again before the end of the semester. Mrs. Mancini will need your fall room request (day of

week and time of day and actual dates) by June 1st to June 15th, and a full course description by July 1st – final revisions by July 15th. Since courses will be posted in late July for preview and early August for registration, you need to make plans in spring for fall courses---and likewise in fall for spring courses. Spring course descriptions are due by Thanksgiving.

- o. Please read our complete Policy Manual.

MEMBER FAMILY TG ACCOUNTS

Each student must spend a minimum amount of \$50 per year on courses. This minimum requirement may either be met by:

- a. **Registering for one or more courses totalling at least \$50 for fall semester, or**
- b. **Sending a check for \$50 per student to the TG before September 30th, providing a “deposit” toward future courses.** Any money of the initial \$50 per student class fee payment remaining in the member’s family account at the end of June will be donated (non tax-deductible) to The Training Ground’s operating budget.

Family account statements will be emailed (as an attachment) periodically during the year so that you can check your balance prior to new course registration. The standard months you will receive a statement are: September & January (to check that you have fully paid for new semester course registrations) and November & May (to pay off any unpaid balance as is mandatory before semester course registration or membership renewal opens.)

If your TG Account is running low, you may choose to: 1) Send additional money in the form of a check to The Training Ground LLC. This additional money is refundable if you do not use all of it, or 2) Pay-as-you-go by sending a check(s) for any additional activity fees during the semester.

COURSE REGISTRATION PROCEDURES

1. Check The Training Ground website for the latest course offerings, and decide what classes you would like to take.
2. Check your class fee account (either in your own records or by requesting it by email) to be sure you have enough money to cover the cost.
3. If you have enough money in your class fee account, **register online or by email only**. Remember to mark your calendar with all the class meeting dates!
4. If you do not have enough money in your class fee account, send in additional money for your class fee account. Please write in the memo section of the check or on an attached post-it note the classes for which you are making payment.

5. Your registration will be confirmed by email.
6. **Changes in Class registration must be for a legitimate purpose, not just because upon viewing the class list, the student finds that his or her friends are not in the course. We expect students to learn to befriend and work alongside a wide variety of students and adults rather than narrowing their teen experiences to just a few close friends. Requests for permission to make a registration change must be addressed to the Director via email or phone and should include the reason for the request.**

TG TEEN WORK CREDIT

TG Teens may apply for jobs at the center that do not pay money, but instead earn class credits. Most of the jobs will involve cleaning or organizing rooms in the building at the end of The TG day -- for example, cleaning and re-stocking supplies in the bathrooms, cleaning the kitchenette, sweeping and sorting in the project room, re-shelving books and catalogs in the Varsity Room, vacuuming the main classroom and reception room, cleaning windows. **The work hours are flexible.** Please contact a director if you are interested. Work well done may also earn you a good job reference for the future!

CLUB MEETING & ROOM REQUEST PROCEDURES

Note: This applies to student hobby clubs (such as chess, stamp trading, photography), Bible Studies, one-on-one tutoring, and other meetings that would not be classified as "adults instructing groups of students".

1. Check with Mrs. Mancini by email to see which dates and times might be available. Offer some possibilities for approval.
2. From the website, print out a "Club Meeting Room Request" form. Complete it with your preferences and details.
3. Send it to: "Room Request", The Training Ground, 610 Pittsford-Victor Road, Pittsford, NY 14534.
4. Members may utilize this meeting space FREE. Non-members in your club must pay one dollar each time they come. (The exception is paid tutors, who must pay a room fee.)

POLICY ON NON-MEMBERS AND COMMUNITY USE OF THE FACILITY

Non-members are welcome in the building only on the following conditions:

1. By director's invitation or approval (e.g., for teaching and tutoring), OR
2. To tour The Training Ground while considering membership, OR

3. To participate in a member-organized club meeting or co-op, which will cost them **a minimum of one dollar each visit**. As guests, they must adhere to the member code of conduct or else not be permitted to return.

Community groups, such as Bible studies, which hold meetings or classes may be allowed by a director to rent the facility, depending on availability, purpose and activities, and parking requirements.

VOLUNTEER AND PARENT-CREDIT OPPORTUNITIES

Although we will not require it of parents, we sure could use help “every now and again.” 😊 Please check the website for areas of particular need, and don’t hesitate to offer your skills, even if you don’t see them listed. If you would like to perform these tasks on a fairly regular basis to earn money for your family’s TG account, please feel free to make arrangements with Becky. Some ongoing needs include the following:

- ❖ Donating art supplies, snacks/drinks, college materials and career education books
- ❖ Designing or purchasing some holiday décor for the entranceway
- ❖ Cutting coupons and finding bargains on supplies, such as paper and paper goods
- ❖ Contributing photographs for our scrapbook, yearbook, and website
- ❖ Offering to carpool to various special events or field trips
- ❖ Helping with special events, including serving of refreshments, set up, take down
- ❖ Technical assistance or handyman repairs
- ❖ Thank you notes / and other follow-up with guest speakers
- ❖ Organizing community service projects for the students with the help of the Teen Leadership
- ❖ Referring speakers or experienced instructors

SPECIAL OPPORTUNITIES FOR OUR MOST ACTIVE MEMBERS

We reward members with a “distance points” prize as soon as they earn 50 attendance points (our “Sprint Race Award”). Additionally, those students who earn the “Head Race” crew attendance award (for 200 TG distance points) or “Coxwain” award (for 500 points) may be eligible for special events and positions, such as:

- ❖ Serve as TG tour host and/or TG Open House assistant

- ❖ Convention table
- ❖ Holiday Socials
- ❖ Small group educational events
- ❖ Leadership roles

The primary reason for entrusting responsibility to these students is that by being so familiar with and so dedicated to the club, they are well able to represent the goals and character of the membership.

OUR STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His present rule as Head of the Church, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, those that are saved to the resurrection of life and those that are lost to the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences.

DOCUMENTATION AND REPORTING

1. The Training Ground classes serve to supplement, not substitute for, a home education plan of instruction. It is the parent's duty to meet all state requirements and to submit an IHIP, quarterly reports, and annual assessment to their local school district for each of their home-schooled children.
2. In so far as a Training Ground class or activity enhances a student's home-school program, it may be appropriate to consider listing the class along with textbooks, field trips, etc. on the student's quarterly report.
3. If appropriate, a Training Ground class or activity may be documented as instructional "hours" OR as an extra-curricular activity, as appropriate, but

NOT as BOTH curricular and extra-curricular. If a student is home schooled for a period of time and then transfers into a high school, the decision whether or not to award or deny credit for previous enrichment classes rests with the high school in which the student enrolls, not with The Training Ground.

4. Since The Training Ground classes are subject to change, we do not recommend listing them on an IHIP at the beginning of an academic year. Instead, list the text or plan of instruction on the IHIP and then use the variety of The Training Ground opportunities during the year to enhance your student's education with specific skills or high-interest classes, to offer unique teambuilding challenges, to enable your child to meet for clubs and guest speakers, and to help stimulate him or her to identify personal interests, goals, careers, and to pursue them.
5. The Training Ground is NOT responsible for documenting and reporting to any school district student participation in programs offered at the center. It is the responsibility of the parents to keep records for their student and to report classes and activities which he or she determines to be complementary with their plan of instruction.

THE TRAINING GROUND LLC: FINANCIAL ACCOUNTABILITY

As described earlier, The Training Ground is an educational club for home-schooled students in grades 6-12, offering educational enrichment classes, resources, guest speakers, and meeting rooms to its members. The Training Ground is not a tax-exempt non-profit ministry, and it is privately owned and operated. Class fees and room charges and any donations are not tax-deductible contributions.

The financial responsibility of The Training Ground rests with its directors, the managers of the business, who are making the investment as a ministry to the local Christian community. Club members do not share financially in the business.

However, because The Training Ground is a membership organization, the directors are committed to being open with the club members regarding the finances of the organization, and members may be assured of the following:

- ❖ Know what programs are being provided by the organization.
- ❖ A response to inquiries about finances and programs.
- ❖ Visit our offices and talk personally with a manager.
- ❖ Join without being high-pressured by the organization.
- ❖ Know that the organization is well managed.
- ❖ Know that all reports regarding finances are truthful and accurate.

MEMBER PRIVACY POLICY

All membership information is for The Training Ground use only and will not be sold to anyone, nor will personal information be given to anyone outside the Training Ground membership without the member's permission. There are four exceptions:

1. Class lists or directories will be given to instructors. Most correspondence from the instructor to the students will be done through The Training Ground weekly email updates, but regular instructors will be permitted to contact the students via email to send assignments and class reminders.
2. Training Ground Member/Family directories will be sent (by email and/or post) to the members by late September each year. These will include family names, grades of members, address, home phone, and a family email address. We hope members will use these directories to get better acquainted with the other members, arrange carpools to events, and coordinate class group projects. **Member families MAY NOT use these directories for business solicitation; they are NOT PERMITTED to give out the list of members nor their contact details to anyone requesting information about homeschoolers. Students are not to misuse the directory information or other contact information about TG students acquired as a result of TG membership. This includes inappropriate emails, phone calls, dates, pranks, or other such communication/behavior.**
3. Our TG website information is not private since the site can be accessed by the public. Therefore, we will use reasonable effort to screen out personal information before posting club meeting announcements, etc.; and
4. Brief instructor biographies will be posted on the website. Instructors may be contacted via The Training Ground or via email. **Instructor directories will be made available each semester with phone numbers (for contacting if needed about course content when email is insufficient) and addresses (for mailing thank you notes).**

