



## Arete Collaborative Academy Policies 2022-2023

The basic principles that comprise the foundation of Arete Homeschool Classes are: **Honor and Glory to God, Grace, Love, Respect, Truth, and Excellence.** With these principles in mind, we ask that parents, students, and instructors treat each other with respect, show each other grace, and behave in a manner that is honorable to God. Should a conflict arise, we ask that all parties follow the Matthew 18:15-20 and Matthew 5:23-24 guides for Christian conflict resolution. Any actions on the part of parents or students considered to be divisive or contrary to our stated principles above or policies herein will result in a conference with the board of directors and/or potential expulsion from the academy.

**Communication:** Transparency and open communication are paramount for any group to succeed. Arete leaders and instructors use EDMODO as a platform to communicate with parents. Parents are required to set up a free EDMODO account for each of their students enrolled with Arete, as well as a parent account. To foster open communication, instructors strive to regularly communicate with parents regarding home assignments, student progress, behavior, and effort. Parents are asked to communicate openly and in a constructive manner with instructors regarding any concerns. Parents are also asked to inform the director and the individual instructors if their student is unable to attend class.

**Parental Expectations:** As our name indicates, we offer collaborative classes. We are not a private school. Our classes aim to create a partnership between parents and instructors. Parents are expected to monitor student progress and content mastery. It is the responsibility of the parents to maintain records and keep grades, if desired. Students will receive the maximum benefit from our classes when parents remain involved and ensure that students are completing assigned work at home. While parents are not required to remain on campus, parents are always welcome to attend classes. Parents who do attend classes must remain to the side or back of the room and reserve questions for the instructor until the end of class.

**Orientation:** All new parents and students enrolled in Arete Academy are required to attend a mandatory orientation meeting, which will take place on **August 15, 2021 at 6:30 PM.**

**Student Expectations:** Because it is our goal to attain “Excellence for His Glory”, students are expected to behave in a manner which exemplifies this motto. Students are expected to put forth their best effort in each of their classes, to complete all home assignments on time, and to treat their instructors and classmates with respect.

**Homework:** In order to obtain the maximum benefit from our classes and to maintain a standard of excellence, students are required to complete home assignments on time. Home assignments and assigned reading are mandatory.

**Discipline:** All students are required to sign the Arete Honor Code. If a student exhibits behavior contrary to the Honor Code or our stated principles and policies listed herein, the student will be subject to disciplinary action which may include: a meeting between the student and/or parent along with the instructor and/or Board of Directors or Director, requiring a parent to accompany the student to class for a period of time, or dismissal from the Academy. The Board of Directors has the sole discretion to decide what type of disciplinary action is appropriate and if expulsion is necessary

**Social Media:** As a Christian organization whose goal it is to seek excellence and virtue while giving glory to the Lord, we want to build one another up and encourage each other to live in a way that brings Glory to the Lord. This includes how we interact with one another on social media. Students or parents who use social media in a way that is contrary to our honor code and stated principles will face disciplinary action which may include expulsion. This includes cyber bullying, profanity, vulgarity, inappropriate images and/or language, libel and slander.

**Cell Phones/Electronics:** Students are not permitted to use cell phones or electronic devices at any time while on campus except in the case of contacting a parent. Students who are caught using an electronic device on campus will be given 1 warning. After the warning the electronic device will be confiscated and held until the parent arrives for pick-up.

**Sick Child:** Parents should refrain from bringing their children to classes if anyone in the household has any of the following: 1. Cough 2. Fever of 100 F or higher 3. Been exposed to any person with symptoms or a positive test of COVID-19 within the previous 7 days 4. Any symptoms related to COVID – 19 5. Diarrhea 6. Vomiting 7. Skin rash. 8. Sore throat with accompanying fever 9. A diagnosis of any other infectious sickness.

**Facility:** It is a privilege to have access to the facilities at City Church. City Church is a blessing to our group, and we want to be good stewards of their generosity. We ask that parents, students, and teachers respect the church property and employees by adhering to the following rules:

- Enter and exit the building quietly.
- No running inside the building.
- Do not interrupt the church staff or distract the church staff from their work.
- Only access areas of the church building for which our group is authorized: Upstairs Classrooms, Fellowship Hall, and playground. The office supply area upstairs to the right is strictly off limits.
- Collect any personal items and trash from the classrooms and Fellowship Hall each day.
- Clean up the lunch area before going outside or returning to class.
- Do not use the whiteboards.
- Playground outside is reserved for children ages 6 and under.

**Lunch:** Students may bring a sack lunch to eat during the lunch period. Students who plan to be on campus during the lunch period must enroll in the lunch period. Students may be allowed to go outside and play, weather permitting, under the lunch monitor's supervision once they are finished eating and have cleaned their respective area. K-2 students must have a parent or designated responsible adult present with them during the lunch period. Students must remain in the Fellowship Hall or Outside (with an adult present) during the lunch period. Students may not go upstairs until 12:10 PM.

**Lunch Duty:** Parents of students eating lunch at Arete will be required to help with lunch/clean up duty on a rotating basis. Parents may opt out of all lunch duty days for the year by paying \$100. All students in grades 3-12 will be assigned to help with lunch cleaning duties on a rotating basis.

**Cleaning Duty:** Parents will be assigned afternoon clean-up duty on a rotating basis. Parents may opt out of all cleaning duty days for the year by paying \$100. Additionally, students will participate in classroom clean-up at the end of each day. We believe this encourages students to be good stewards of the facility.

**Student Pick-up:** Parents of students in grades 5 and under must pick up students outside the classroom. Parents of students in grades 6 and up may pick up students at the church entrance. Students waiting for parents at the church entrance must wait quietly so as not to disrupt the church staff. If an adult other than a parent is picking up a student, parents should inform the director, teacher, and/or study hall monitor with the name of the person providing the ride to the student.

**Late Pick-up:** Parents are asked to pick up students promptly after class. If a parent is later than 10 minutes past class end time, the student(s) will be placed in study hall and the parent will be charged a \$10 fee per late pick-up per student.

**Door Duty:** For the safety and security of our students, the door at City Church must remain locked unless we have an adult present to monitor the door. To spread this responsibility, all parents will be assigned a number of door duty slots for the year. Parents may opt out of all door duty days for the year by paying \$100.

**Missed Duty:** If you are unable to attend your assigned duty day, please find a replacement or trade with someone. In the case of a missed duty, the Arete administration will find a replacement and a \$25 missed duty fee will be assessed.

**Payments:** Payments for **course tuition** are paid each semester and should be made **directly to the course instructors**. Course tuition must be received by **August 10<sup>th</sup>** for 1<sup>st</sup> semester and **January 1<sup>st</sup>** for 2<sup>nd</sup> semester. We will send out a list of payment options at the beginning of August. **Registration, Facility, and Course Deposit** are paid to **Arete** and are due **at the time of registration**. Registrations are not finalized until these payments are received. **Materials Fees** are due by the first day of class and are paid to **Arete**. Registration, Facility, and Course Deposit are due upon registration and are **non-refundable**. Course tuition is **non-refundable after the first day of the semester**.

**Enrollment Deposit:** An enrollment deposit of **\$100/student** is due upon registration and is refundable once the first semester tuition has been paid in full. **A student is not officially enrolled in any courses until the course deposit has been paid**. In the case of a course change or drop after **July 15<sup>th</sup>**, the course deposit will not be refunded.

**Materials Fees:** All materials fees are to be paid to Arete. Materials fees are assessed per family according to the following scale.

1-3 classes - \$20

4-6 classes - \$40

7-9 classes - \$70

10-14 classes - \$100

15-19 classes - \$150

20+ classes - \$200

**Refund Policy:** In the case that all classes in which a student is enrolled become canceled prior to the start of the school year, Course Deposits, Registration, Facility and Materials Fees will be refunded. In the case of a family withdrawing enrollment prior to the 1st day of classes due to a move outside of Bay, Walton, or Gulf counties, Course Deposits, Facility Fees and Materials Fees will be refunded.

**Registration fees are not refundable in any circumstances.** Semester tuition is not refundable after the first day of classes for the semester. The Arete Collaborative Academy Board of Directors has sole discretion to make exceptions to the refund policy. In the case that a student is expelled due to disciplinary action, no refund will be given.

**Canceled Courses:** Instructors sign a contract to lead the course for the school year; however, circumstances may arise which cause the instructor to vacate the position. In the case that an instructor has to leave his/her position and no replacement is found, course fees will be prorated and refunded.

**Study Hall:** A study hall is available for students in grades 3 and up for 1st through 5th periods at a cost of **\$100/year**. Students in study hall will be placed under the supervision of a classroom teacher during class. Students who enroll in study hall must work quietly, be prepared with plenty of work, and ask the supervising teacher for permission to leave the class for any reason. If a student is disruptive to the class in session or repeatedly arrives unprepared with work, the student will be removed from study hall and no refund will be issued.

**Student Supervision:** Students on campus must be under adult supervision at all times. During class times students are under the supervision of the instructor; during lunch students are under the supervision of the adults on lunch duty. Any student not enrolled in class or study hall must be under the supervision of an adult who is present, be it parent or other designated adult. Students may not be in classrooms unsupervised or left to roam around the church. Students who are found without adult supervision will be placed in study hall and the parent will be charged the study hall enrollment fee.

**Right to Deny Enrollment:** Because Arete Collaborative Academy is not funded publicly, Arete Collaborative Academy reserves the right to deny or revoke enrollment to any applicant for any reason(s) undisclosed to the applicant. Upon the decision by the Arete Collaborative Academy Board of Directors, the applicant will be notified via an e-mail, which may or may not list the reason(s) for denial or revoking of enrollment.