



## **2024-2025 Handbook**

**The Regent Academy is a collective of teachers with passion and expertise in their chosen subjects. Our goal is to provide support and encouragement for families who have chosen to home educate their children. We recognize the unique challenges of home education and desire to provide a community working together to serve the students, equipping them to love God and others with a sound educational foundation in a flexible, safe environment through high-quality, once-weekly classes.**

Though we are not a private school, a covering, or a co-op, we are dependent on a cooperative effort with the students and parents who have agreed to be part of our classes. The following handbook is designed to maximize the learning experience of each student.

**In an effort to glorify God in all we do as well as love and serve one another, parents, please be aware of your responsibilities and be sure your students are aware of their responsibilities so that Tuesdays can flow smoothly. By signing these forms and those online at registration, you agree to the student code of conduct and all responsibilities contained herein.**

### General Building Use

- Students, when entering or exiting, please be aware of classes in progress and offices in use and proceed quietly.
- **Drop off and pick up** will be through the **lobby doors** in the front of the building. Students waiting for pick up after classes must be in the lobby.
- Enter and exit through the **lobby doors only**, not the side doors.
- Be on time. Teachers are unable to re-teach material to students who come late. Tardiness can be a distraction from learning.
- The building will be **open** to students at **7:50am**.
- **Parents are not allowed** in the building. Please wait for your students outside the front lobby doors.
- Please **NO running** in the building at any time!
- Students may not leave the building unless accompanied by a parent except for high school students who drive themselves. See **Student Drivers** below.
- Please have students arrive no more than 10 minutes before class and exit no later than 10 minutes after their class block is over.
- All students, including high school students, must be in class or in study hall between 8:00 and 2:30, not in the lobby or hallways. **This applies to all students, even those over 18.**
- Students will have a designated area in the lobby to wait for parent pick up. A supervisor will be available to help the younger students.
- Parents, please be on time to pick up students or sign them up to wait in study hall. At the end of the day, please pick up promptly at **2:30 pm**. We **do not** have after school supervision.

### Academic Integrity

Having signed the parent/student agreement, families are responsible to maintain academic integrity in all work both in the classroom and at home, especially in the case of at-home or online testing. If teachers have reasonable cause to suspect cheating, parents and students will be contacted for conference, and a grade of zero (0) may be given for the assignment in question.

### TeacherEase

At least one parent should have a TeacherEase account to keep abreast of each child's progress. New students and parents should have received a welcome e-mail. If not, contact Angie Mendez. Middle and high students should have their own e-mail access to TeacherEase (and not use their parents) so that they can take test/quizzes or other online assignments. Send that information to Angie Mendez to set up student e-mail. Students and parents, please **check in each week**. Teachers spend lots of time preparing materials and assignments on TeacherEase to

ensure you have everything needed to be successful! TeacherEase provides current access to grades, behavior and printed reports as needed. Teachers, students and parents may also e-mail via TeacherEase so a record is kept. <https://www.teacherease.com/common/login.aspx>

### **Late Work Policy**

In order to streamline and clarify policies for families, we have a school-wide late work policy. Students will have two weeks after work is due to turn it in. If the work is late because of sickness or a planned absence, then there is no penalty. Otherwise, teachers will grade the work, then mark down a letter grade for each week it's late, up to the two weeks. After that, work will not be accepted. We do understand that we are working with home-educating families, but some autonomy is conceded when students enroll in classes.

### **Safety In the Classroom**

- Hand sanitizer will be provided in each room.
- Tables will be sanitized between each class.
- Students may not eat in class or in study hall, but may have a **non-spill water** bottle if desired. No drinks except water on campus.

### **Electronic Devices/Valuables**

- Cell phones must be off and put away.
- Laptops/I-pads/Phones may be used for school purposes in study hall as long as the screen is in the supervisor's view at all times.
- Students **may not share** devices for any reason.
- Teachers will take custody of any electronic devices used without permission in class and ask parents to retrieve them from Mrs. Mendez.
- Students must keep backpacks, book bags, purses, etc. with them at all times.
- Please consider leaving all valuable items at home as we cannot guarantee security.
- TRA is not responsible for any damage to valuables.
- TRA does not provide secure networks.

### **Study Hall**

- Any student not in a class during a given class period, **must** be in study hall.
- While in study hall, students must be working quietly. Parents, it is your responsibility to plan with your student(s) for study hall time to ensure they have adequate work to keep busy, especially younger students.
- **Students may use but not share electronic devices.**

- We recommend that elementary students only have one study hall class per day, so please plan accordingly.
- All students must be registered for any class period they spend in study hall.
- To sign up a student for a particular study hall, please use your Sawyer account.

### **Lunch**

- We ask that only students who **must** be on campus for lunch due to class schedule should be signed up.
- Plan to use the restroom **before** or **after** lunch.
- Please do not engage in any loud or rough behavior.
- Students may not leave the building during lunch. This also applies to students who drive themselves to class.
- Students are not allowed in the kitchen for any reason.
- There are no microwaves for student use. Please plan lunches accordingly.
- Students, please clean up after yourself.
- All students must sit in a chair at a table, not on the stage or floor.
- Students **must** sign up for lunch. Use your Sawyer account to do this.

### **Dress Code**

- Please make sure attire is modest. No spaghetti straps, plunging necklines, or lingerie straps showing.
- Shorts/skirts mid-thigh or longer. No athletic shorts.
- No hats.
- Avoid clothing with logos, slogans, advertisements, etc.

### **Supplies**

- Students should have an ample supply of paper, pens, pencils, pencil sharpener, etc.
- Other helpful items: personal hand sanitizer, tissues, etc.

### **Student Absence**

- In the event of illness or emergency absence, kindly let teachers know and make arrangements for make-up work.
- **DO NOT** send your child to class if they have had in the **previous 24 hours** or **currently** have **any symptoms** of illness or if anyone in your family is ill. Teachers will work with you to make up any assignments.

- For family trips or any other type of absence planned ahead of time, please let teachers know and make arrangements for make-up work due dates.
- In high school classes, teachers cannot exempt students from work.
- Thank you for understanding that not completing work with known due dates does not mean students will be excused. Late work will be counted late. Please speak with teachers if you have concerns or questions.
- Parents, please understand that teachers cannot make exceptions on a regular basis for your student(s).

### **Student Drivers**

Families that have student drivers must complete and submit a student driver form (below) giving your child permission to leave campus during school hours and absolving The Regent Academy of any liability. Students, even those who drive, are not allowed to leave campus until they have completed classes for the day. The Regent Academy will not monitor who is leaving campus with student drivers. It is the parents' responsibility to discuss their family rules about leaving campus.

### **Parent Volunteers**

We are dependent on parent volunteers to keep costs down and maintain a safe environment on Tuesdays. Each family will need to volunteer (either parent or a trusted adult) to supervise study hall, lunch, halls, and lobby each semester. Directions for sign up will be sent via email.

### **Drop/Add**

Drop/Add may occur within the first month of the program year. Classes dropped during this time will still require half tuition paid. Beyond this period, registration is considered binding for the entirety of the school year and full tuition is required. **Classes dropped will not receive any tuition refunds.** Requests to add classes are at the discretion of the administration and the teacher. There is a \$100 fee to switch classes after May 30. See financial policies for more information.

### **Financial Policies and Procedures**

**Registration Fees/Responsibilities** are paid at the time of enrollment directly to **The Regent Academy**. These fees help to cover administrative costs and enable TRA to make financial commitments for the coming year. They also reserve a student's place in a class. The student is not considered enrolled until the fees are paid. **These fees are NON-REFUNDABLE** at any time for any reason with the exception of a class cancelation by TRA. **Each family will serve in study hall as part of the fees/responsibilities.**

**Tuition Fees** are paid directly to the class instructor. The fees are due in full at the start of the year--on Aug. 6, 2024. Families may also use our courtesy payment plan, with fees paid in installments of 9 payments, with the first due on Aug. 6, 2024 in the form of check(s) written to individual teachers (for payment in full on August 6 only), or through ZellePay\* or Venmo (for in full and payment plan). The remaining 8 payments are due to each teacher the first Tuesday of class every month, from September through April through ZellePay or Venmo. **All tuition and fees** will be paid as assessed and are **NON-REFUNDABLE** for any reason. **Once registration payment is received, registration and tuition are considered binding. See Withdrawal below.** Each teacher will let you know preferred payment address, usually cell phone or email, for ZellePay or Venmo. Please see payment schedule below.

\*ZellePay has set limits (as of this writing--\$400) on how much can be sent in one day. Please plan ahead to be sure payments are received on time and don't incur the late fee.

**Late fees** for classes will be assessed for all payments not received by the deadlines. A **\$15** late fee will be charged in addition to the tuition amount if the current amount due is not received on the first Tuesday of each month, August through April. This late fee will go directly to the instructor and is **per teacher**. (Example: If you have two students in classes with the same teacher, you only pay one late fee of \$15.)

**NSF: Checks** returned for non-sufficient funds will have a \$25 fee assessed.

**Early Registration discount** fees (10%)for classes are in effect through **April 9, 2024**. After that date, registration and administration fees return to standard rates per the posted schedule.

**Other fees** may be assessed for individual classes. **Tuition** pays the cost of instruction. Additional fees for books, supplies, etc. are assessed at the discretion of the instructors. All additional fees for any class are due to the teacher(s) at registration or as indicated over the summer.

**Class Changes** (switching) may be made until **May 30** without penalty. After that date, a change fee of \$100 applies. **No changes** after **July 15**. Classes may be added after registration period at the discretion of the administrator and teacher.

**Withdrawal** of a student from a class **after registration and by September 10, 2024** (one month after classes begin) will incur a fee of **half the tuition for the year**. If a student is withdrawn at any time after said deadline, (**September 10, 2024**) the family is liable for **all tuition for the full school year** as the payment plan is only a courtesy. Exceptions will be made in the following circumstances:

- The student's family is required to move beyond a 35-mile radius from the school.
- The student's primary financially responsible parent becomes unemployed by a third-party employer.

## Tuition and Fee Schedule

### TRA Registration Fees

**Registration fees** are paid **for each class** in which a student enrolls, directly to **The Regent Academy** via Sawyer, our online registration platform.

**Registration: \$130 Per Class**

**Class Tuition** is paid **directly** to the teachers and is due on Aug. 6, 2024.

**Annual Class Tuition: \$500** per student per class due August 6, 2024

**Courtesy Payment Plan:** First payment of \$100 per student per class is due to teacher on Aug. 6, 2024. Remaining 8 can be paid in \$50 installments to the teacher on the first class Tuesday of each month, September—April. **Add \$15 per teacher if late any month. See late fee policy above.**

### Payment Options

- Payment may be made in full on or before 8/06/2024 via personal check to the teacher(s) or ZellePay or Venmo.
- For those using the courtesy payment plan, and since parents are not allowed in the building, please make arrangements to pay via ZellePay or Venmo.
- ZellePay has a daily limit, so please plan ahead.
- Please **do not** contact teachers with reasons why payment is late. Kindly remit the payment with the late fee. If you have any questions, please contact Angie Mendez.
- Tuition is payed directly to each teacher per student. Please see the schedule below.

### Courtesy Tuition Payment (Per Student, per Class) Schedule Due Dates

#1	8/6/24	\$100 per student
#2	9/3/24	\$50
#3	10/1/24	\$50
#4	11/5/24	\$50
#5	12/3/24	\$50
#6	1/7/25	\$50
#7	2/4/25	\$50
#8	3/4/25	\$50
#9	4/1/25	\$50

## **THE REGENT ACADEMY Class Parent/Student Agreement**

The following are principles that The Regent Academy holds to be essential in working together with parents and students to ensure a truly Christian and God-honoring education. All parents and students involved in The Regent Academy should be able to make these affirmations.

We **Parents** (hereafter referred to as “We” and “Our”) hereby certify that the answers on this application are true and correct. We understand that The Regent Academy (TRA) is a Christian organization. We agree to have our child(ren) attend academic classes, and agree and pledge to adhere to the following:

- We believe that God has given us the primary responsibility of training our children and providing an excellent education for them. TRA, its directors, staff, or members shall NOT be responsible for the education of our children; rather, we are responsible for their education.
- We agree that any photos/videos taken of our family members at any The Regent Academy events may be used for promotional purposes.
- We release and hold harmless TRA and/or Metro Life Church from any and all claims for loss, damage, and/or injury of any nature to any person or property resulting from The Regent Academy’s programs or activities.
- We will assist each child in the learning process to help ensure that each child is working to the best of his/her abilities.
- We understand that we are responsible for overseeing work at home and that each child is completing assignments and participating in class.
- We will consistently review all work that is sent home.
- We commit to contact each child’s teacher should any concerns arise.
- We have reviewed the policies and procedures on the website and commit to support and comply with all policies as outlined therein.
- We commit to bear any financial responsibility for any and all damages caused to TRA or Metro Life Church property by our children.
- We agree to serve as study hall supervisor one full or two half days during the school year.



### **Student Code of Conduct**

As a **student** involved in TRA activities, I agree to maintain Biblical standards and comply with the following policies and procedures:

- Realizing the God-given authority of others in my life, I will show respect for all teachers and supervising parents.
- Realizing the destructiveness of these behaviors, I will endeavor to maintain integrity in my relationships and avoid gossip, grumbling, slander, lying and cheating, and inappropriate communication.
- Realizing my appearance reflects on God as well as me, my family and my church and school, I will endeavor to dress appropriately and modestly.
- I will conduct myself in keeping with the overarching purpose of the facility. This includes being in the appropriate place at the appropriate time, conducting myself in a quiet and respectful manner, cleaning up after myself and being a good steward of the building and any TRA or teacher property.
- I agree to submit to conflict resolution, using Matthew 18 as the example. “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. Matt 18:15-16

Each **parent** and **student** in our family has read and discussed the contents of this handbook, is aware of his or her responsibilities, and **agrees** to abide by those responsibilities. We release and hold harmless **The Regent Academy** and/or **Metro Life Church** from any and all claims for loss, damage, injury, and/or illness of any nature to any person or property resulting from **The Regent Academy's** programs or activities.

**Please submit this form at the orientation meeting.**

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Driver Permission**

I give \_\_\_\_\_ permission to leave campus during school hours and absolve **The Regent Academy** of any liability. **The Regent Academy** will not monitor who is leaving campus with my student driver, and I understand it is my responsibility to discuss our family policy with my student driver.

Parent Signature: \_\_\_\_\_