

# The Regent Academy Handbook

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## Introduction

The Regent Academy (hereafter ‘TRA’) 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. TRA is a Christian organization, grounded in the historic and orthodox faith of the Church. Everything we do flows from our desire to glorify God and make Christ known in the lives of our students and families. We believe:

- **God**—We believe there is one true and living God, eternally existing in three Persons: Father, Son and Holy Spirit.
- **Jesus Christ**—We believe Jesus is the eternal Son of God, fully God and fully man. He was born of the virgin Mary, lived a sinless life, died on the cross for our sins, rose again, on the third day, and now reigns in glory.
- **The Holy Spirit**—We believe the Spirit of God indwells believers, convicting of sin, comforting in Christ, and empowering us for godly living and faithful witness.
- **The Bible**—We believe Scripture, the sixty-six books of the Old and New Testament, is the inspired, infallible, and authoritative Word of God, our final standard for faith and life.
- **The Gospel**—We believe salvation is by grace alone through faith alone in Jesus Christ alone, not by works, so that no one may boast.
- **The Church**—We believe God calls His people into fellowship with one another to worship, grow in holiness, and proclaim the good news of Christ to the world.

As a community of parents, teachers, and students, we seek to reflect these truths by loving God with all our heart, soul, mind and strength and by loving our neighbors as ourselves.

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, academic success, social and character development and of each student.

## Section 1: General Guidelines

### A. Building Use

- When entering or exiting the facility, students should proceed quietly and exercise awareness of and courtesy toward classes in progress and offices in use.

- 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.
- Students and adults should enter and exit through the lobby doors only, not the side doors.
- Students should always 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.
- No running is permitted in the building at any time.
- Students may not leave the building unless accompanied by a parent except for student drivers (see Student Drivers section below).
- Parents should practice timely drop-off and pick up, defined as no more than 10 minutes before class and no later than 10 minutes after a student's 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 regardless of age.
- 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 may sign up students to wait in study hall if timely pickup is not possible. At the end of the day, please pick up promptly at 2:30 pm. We do not have after school supervision.

## **B. Academic Integrity**

Families are responsible for maintaining 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.

## **C. QuickSchools**

At least one parent should have a QuickSchools account to monitor student progress. Middle and high students should have their own QuickSchools account for tests, quizzes or other online assignments. QuickSchools provides access to grades, behavior, printed reports, payments and invoices. Teachers, students and parents may also e-mail via QuickSchools to preserve a record of written communication.

## **D. Late Work**

Students will have two weeks after work is due to turn it in. Late work due to sickness or a planned absence incurs no penalty. Unexcused late work will be marked down a letter grade for each week it is late, up to the two weeks.

## **E. Classroom Safety**

- Hand sanitizer will be provided in each room.

- Students may not eat in class or in study hall but may have a non-spill water bottle if desired. No drinks except water will be permitted on campus.

## **F. Student Interactions**

Students are expected to treat one another with kindness, respect, and purity in speech and actions. Concerns may be reported by students, parents, or supervising adults to a teacher or TRA leader.

Unacceptable behaviors include: disrespectful arguing or name-calling, crude joking, sexual innuendo, or vulgar comments, persistent teasing, bullying, or exclusion, physical altercations or threatening behavior.

Reports of concerning behavior will be reviewed by TRA leadership. Depending on severity, responses may include: verbal reminder/correction, parent notification, meeting with parents, and suspension or dismissal from classes for repeated or serious offenses. Our desire is always for correction and restoration, not punishment. The steps above are intended to guide our process in love and fairness. TRA reserves the right to take action to protect the integrity of the community.

## **G. Electronic Devices/Valuables**

- Cell phones must be off and put away.
- Laptops/iPads/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.
- 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.

## **H. Study Hall**

- Any student not in a class during a given class period must be in study hall.
- Students must work quietly in study hall. Parents should ensure students have adequate work to keep busy.
- Students may use but not share electronic devices.
- Elementary students should have only one study hall per day; older students no more than two.
- All students must be registered for any class period they spend in study hall.

## **I. Lunch**

- Lunch is only for students who must be on campus for lunch due to class schedule.
- Students should plan to use the restroom before or after lunch.
- Students should not engage in loud or rough behavior during lunch.
- Students, including student drivers, may not leave the building during lunch.
- Students are not allowed in the kitchen.
- No microwaves are available.

- Students must clean up after themselves.
- All students must sit in a chair at a table, not on the stage or floor.
- Students must be registered for lunch.

#### **J. Dress Code**

- Attire must be modest.
- Prohibited clothing items include hats, athletic shorts, clothing with slogans, logos and advertisements, spaghetti straps, plunging necklines and lingerie straps.
- Shorts/skirts must be mid-thigh or longer.

#### **K. Supplies**

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

#### **L. Absence**

- In case of illness or emergency absence, parents should notify teachers and arrange make-up work, including family trips.
- Since Florida education standards prohibit teachers from exempting students from work in high school classes, planned absences are highly discouraged. Family vacations, trips and other activities should be done outside of scheduled class time.

#### **M. Student Drivers**

Families with student drivers must complete a driver form granting permission. Students are not allowed to leave campus until their classes are finished. Transportation of students to and from class is entirely the parents' responsibility. TRA does not monitor and assumes no responsibility for student arrivals and departures.

#### **N. Parent Volunteers**

A parent, guardian or adult more than 25-years-old from each family must volunteer to supervise study hall, lunch, halls, or lobby each semester.

#### **O. Drop/Add**

Classes may be added or dropped during the first month. Classes dropped during this time still require half tuition paid. After this, registration is binding for the year and full tuition is required. Class changes after the withdrawal deadline incur a \$100 fee. Adding classes after registration is at the discretion of administration and teachers. Please see the published academic calendar for the withdrawal deadline.

### **Section 2: Financial Policies and Procedures**

#### **A. Registration & Enrollment Fees**

Enrollment is a one-time \$25 per student fee. Students must enroll prior to registering for classes. Registration and enrollment fees are paid at enrollment directly to TRA. Fees are

non-refundable except if a class is canceled by TRA. A student's place is reserved in class upon receipt of enrollment and registration fees.

## **B. Tuition Costs**

Tuition is paid via QuickSchools to TRA. Payments are due in full by the tuition deadline or through the courtesy payment plan outlined on the published academic year calendar. Tuition is non-refundable. Upon payment of enrollment and registration fees, tuition is considered binding except for withdrawals made in accordance with the Withdrawals section of this policy.

## **C. Late or Failed Payments**

In the event of late or failed automated payments, a \$15 fee is applied. Payments will be considered late 5 days after a failed payment. After two late payments, the remaining balance is due immediately. Students may be prohibited from attending class if tuition is not paid.

## **D. Early Registration Discounts**

Registration costs will be discounted 10% until the early registration deadline (see published academic calendar).

## **E. Class Changes**

Changes to class registration will be allowed until the class change deadline without penalty. After that, a \$100 fee applies. See published academic calendar for deadline.

## **F. Withdrawals**

Withdrawals made prior to the deadline will incur a fee of 50% of the total tuition costs for the year. Withdrawals made after the deadline will be responsible for the full remaining tuition for the entire school year. Exceptions will be made for families who move beyond a 35-mile radius from the school, or if a family's primary breadwinner becomes unemployed during the school year.

## **G. Tuition Fee Schedule**

The enrollment fee is \$25 per student. The registration fee is \$130 per class. The annual tuition is \$550 per class for periods 1 through 4 and \$450 per class for period 5.

## **I. Payment Options**

Payments are made via QuickSchools through a preferred payment card setup within the portal. All families must maintain an active card for automatic payments.

## **Section 3: Parent Agreement**

- We believe that God has given parents the primary responsibility for training children. TRA serves an important supportive role and is not primarily responsible for the education of children.
- We agree that photos/videos of our family members at sanctioned TRA events may be used for promotional purposes.

- We release and hold harmless TRA and any rental facilities from 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 student in the learning process, ensure participation, and encourage each student to strive for academic excellence to the best of their ability.
- We understand that we are responsible for overseeing work at home and that each child is completing assignments and participating in class and will consistently review all work that is sent home.
- We will contact each child's teacher if concerns arise.
- We have reviewed policies and commit to support and comply with them.
- We will bear financial responsibility for damages caused by our children.
- We agree to serve as study hall supervisor one full or two half days during the year.
- We understand concerns may be raised about student behavior. While not all reports can be verified, we commit to partner with TRA leadership in discernment, humility, and grace, supporting a Christ-centered environment.

## Section 4: Student Code of Conduct

As a student at TRA, I commit to pursue Christlike character and to honor God in all I do.

- **Respect & Relationships:** I will show respect for all teachers, supervising parents, and fellow students. I will seek to build others up with my words (Ephesians 4:29) and to flee youthful immaturity (2 Timothy 2:22).
- **Speech & Behavior:** I will avoid gossip, slander, grumbling, complaining, lying, cheating, crude joking, sexual innuendo, inappropriate teasing, bullying, fighting, disobedience, defiance, disruption, disrespect toward authority, dishonoring physical boundaries, inappropriate use of technology, profanity or any other form of inappropriate or disrespectful behavior.
- **Academic Excellence:** I will pursue academic excellence with diligence, using my gifts and talents to glorify God. I will seek to complete assignments on time, steward my time wisely, and seek help from parents and teachers when needed.
- **Community & Mission:** I will promote a spirit of unity, peace, and encouragement within TRA. I will represent TRA and its mission in a way that honors Christ and reflects positively on the school community.
- **Appearance & Stewardship:** I will dress modestly and appropriately. I will be in the right place at the right time, conduct myself respectfully, clean up after myself, and be a good steward of TRA and teacher property.
- **Conflict Resolution:** I agree to submit to biblical conflict resolution following Matthew 18:15-16. If I have a question or disagreement, I will humbly engage fellow students and teachers to pursue God-honoring resolution.

- **Accountability:** I understand that repeated disrespectful or inappropriate comments or behavior may result in disciplinary action, including parental notification and possible suspension from classes.

Each parent and student has read and discussed this handbook, understands their responsibilities, and agrees to abide by them. By signing, parents and students affirm and agree to uphold the policies, practices, affirmations and agreements outlined in this manual, and to release and hold harmless TRA and Metro Life Church from all claims.

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: \_\_\_\_\_

## **Section 5: 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: \_\_\_\_\_