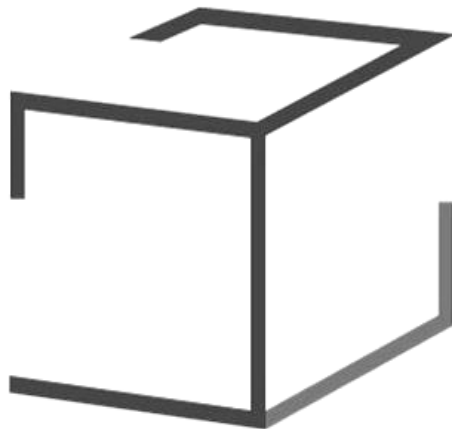


EXTRAORDINARY EDUCATION CENTER 2012-2013 MEMBERS HANDBOOK

9522 Carraway Lane, Magnolia, TX 77354

Phone: 281-652-5918 ❖ Fax: 888-900-0485 ❖ Email: office@extraed.org
WWW.EXTRAED.ORG



EXTRAORDINARY EDUCATION FAMILY LEARNING CENTER

For families who think outside the box!

extraordinary:

- ❖ *beyond what is ordinary or expected; highly unusual, exceptional or remarkable*
- ❖ *additional to and going beyond the ordinary or established scope of something*
- ❖ *employed for a special purpose or sent on a special mission*

education:

- ❖ *to bring up, as a child*
- ❖ *to instruct; to inform and enlighten the understanding;*
- ❖ *to nurture the moral or social development of*
- ❖ *to instill into the mind principles of arts, science, morals, religion and behavior*

The Extraordinary Education Center exists to partner with parents in developing extraordinary, Christ-honoring, college-worthy, culture-changing leaders for the next generation.

We desire to help students discover and develop their unique, God-given talents and abilities and lead them toward honoring and serving the Lord with their gifts.

THIS STUDENT PLANNER BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP _____

PHONE: _____

EMAIL: _____

August 2012

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November 2012

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December 2012

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EXTRAORDINARY EDUCATION CENTER 2012-2013

FALL SEMESTER

1st Quarter

August 20-October 11

2nd Quarter

October 15-December 13

FALL FINALS

December 12-13

SPRING SEMESTER

3rd Quarter

January 7-March 1

4th Quarter

March 18-May 7

SPRING FINALS

May 8-9

IMPORTANT DATES

- 8/1-8/3 THSC Convention
- 8/15 M/W Class Orientations
- 8/16 Tu/Th Class Orientations
Members Meeting
- 8/20 First Day of Class
- 8/31 Drop Deadline (Fall)
- 9/3 HOLIDAY: Labor Day
- 9/14 Back-to-School Event
- 10/17 PSAT Test
- 10/26 Fall Festival
- 11/6 FALL FIELD TRIP
- 11/16 Stone Soup Day
- 11/19-23 THANKSGIVING BREAK
- 12/11 Last Day of Class
- 12/12 M/W FINALS
- 12/13 Tu/Th FINALS
- 12/13 Drop Deadline (Spring)
- 12/14 Christmas Party
- 12/17-1/4 CHRISTMAS BREAK
- 1/7 First Day of Class
- 2/15 Valentines Party
- 3/4-15 SPRING BREAK
- 4/5 Spring Fling
- 4/18 SPRING FIELD TRIP
- 5/7 Last Day of Class
- 5/8 M/W FINALS
- 5/9 Tu/Th FINALS
- 5/14-5/16 Stanford Testing
- 5/17 End-of-School Party

January 2013

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April 2013

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May 2013

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EXTRAORDINARY EDUCATION CENTER

MEMBERS HANDBOOK

Welcome to the Extraordinary Education Community!

Thank you so much for becoming a part of this exciting endeavor! We are looking forward to an extraordinary school year as we explore and learn together. Our prayer is that your family will be enriched and encouraged in your educational pursuits and in your walk with the Lord through your involvement with our program.

The Extraordinary Education Center exists to partner with parents in developing extraordinary, Christ-honoring, college-worthy, culture-changing leaders for the next generation. We desire to help students discover and develop their unique, God-given talents and abilities and lead them toward honoring and serving the Lord with their gifts.

Our program offers an environment that allows parents to spend more time with their children through a university style schedule and supports parents in their efforts to instill Christian values in their children through a college preparatory curriculum based on a biblical worldview. In addition to a rigorous core program, we offer a variety of excellent, enriching, engaging and exciting educational opportunities that take learning beyond the classroom and challenge students to think outside the box.

EXTRAORDINARY EDUCATION GOALS

- ❖ Partnering with parents to provide a challenging college preparatory education based on biblical principles.
Ephesians 6:4 (NIV) *Parents, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.*
1 Peter 3:15 (AMP) *Always be ready to give a logical defense to anyone who asks you to account for the hope that is in you, but do it courteously and respectfully.*
- ❖ Igniting a passion for learning through the influence of excellent instructors and innovative teaching strategies.
Proverbs 15:2 (HCSB) *The tongue of the wise makes knowledge attractive.*
- ❖ Encouraging students to press forward in developing Christ-like character.
Philippians 3:12 (HCSB) *Not that I have already reached the goal or am already fully mature, but I make every effort to take hold of it because I also have been taken hold of by Christ Jesus.*
- ❖ Inspiring students to develop their God-given talents, skills, and abilities and to honor and serve the Lord with their gifts.
1 Corinthians 10:31 (NIV) *So whether you eat or drink or whatever you do, do it all for the glory of God*
Colossians 3:23-24 (NIV) *Whatever you do, work at it with all your heart, as working for the Lord, not for men.*
- ❖ Shaping a generation of culture-changing leaders by instilling wisdom and knowledge.
2 Chronicles 1:10 (NIV) *Give me wisdom and knowledge, that I may lead this people, for who is able to govern this great people of yours?"*

Romans 12: 1-3 (The Message)

Take your everyday, ordinary life—your sleeping, eating, going-to-work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him.

Don't become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You'll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it.

Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you.

HANDY INFORMATION

Extraordinary Education Website

www.extraed.net

Phone Numbers

Main: 281-652-5918

Fax 888-900-0485

Executive Director

Elise Eaton

eeaton@extraed.net

Office Manager

Amy DuPree

adupree@extraed.net

Board Chair, Co-op Coordinator

Teri Peoples

tpeoples@extraed.net

Faculty Coordinator

Maureen Ball

mball@extraed.net

STUDENT EXPECTATIONS

All students are expected to behave in a manner that reflects Christian character and upholds the reputation of EE at all EE events both on and off campus. EE events include on-campus activities such as classes, club meetings, team meetings and special events, as well as off-campus activities such as competitions, field trips, park days, small group functions, group meetings, performances, book sales, Mom's night out, etc.

- Honor the Lord Jesus Christ with your speech and actions. Good manners are expected at all times.
- The use of profanity, suggestive or offensive language, innuendoes, or jokes will not be tolerated.
- No alcohol, tobacco or illicit drugs will be permitted at any EE activities whether on or off campus.
- No weapons of any kind are permitted on campus or at any EE activities. *Leave pocketknives at home.*
- Dress neatly, modestly and appropriately—according to the EE dress code.
- Show respect for possessions of others. Do not tamper with anyone's backpack, purse, billfold, locker, etc.
- Keep your hands to yourself. No pushing, hitting, kicking, slapping, pinching, holding, wrestling, horseplay or public displays of affection.
- Show respect for parents, teachers, and other adults.
- Speak to others with a respectful tone and attitude.
- Show respect for property including the EE building and other buildings where we might meet for events.
- Attend class regularly and on time.
- Be prepared for class, complete your assignments and do your best work.
- Bring your PLANNER with you each day and write in activities and assignments as directed.
- Your PLANNER is also your Hall Pass. Students will not be allowed to leave the classroom without the Hall Pass located in the PLANNER.
- Students are not allowed to leave the campus during the day for any reason (except with a parent) without special permission from the Administrator or the House Manager on duty.
- Follow all House Rules and other rules found in this handbook and comply with requests from teachers and staff.

PERSONAL SAFETY

In order to provide a safe, positive learning environment students are prohibited from the following actions:

- Physically injuring themselves or others
- Discrimination against others (ridiculing or making fun of others, etc.)
- Damaging material or property of others
- Imposing on others (forcing others to see, hear or do something against their will)
- Interfering (keeping others from hearing, seeing or concentrating)
- Misrepresenting (lying, cheating, plagiarism, etc.)
- Stealing
- *Bullying or intimidation will not be tolerated.*

HOUSE RULES

The following House Rules have been set up to ensure the safety and comfort of all students participating in the classes and programs on our campus.

- Show respect for the EE building and its contents including the furniture, curriculum and supplies.
- Show respect for the EE grounds, Habitat, gardens and playground, and for the creatures that call these places their homes.
- Students must be in direct view of an adult at all times. This rule applies to students of all ages.
 - * Students may not be in any classroom or any other room without an adult present.
 - * Students must wait for their ride inside the building with the Library Monitor.
 - * Students may not play outside or wander the grounds without a teacher or responsible adult.
- Do not get out toys or games, etc. in classrooms except for class activities as directed by the teacher. Games in the Library should be checked out from the Library monitor and returned at the end of the period.
- Keep food in designated food areas. *No food should be in the Library!*
- Clean up your own messes - Throw away your food trash. Clean up your own dirty dishes. Pick up trash in classrooms after activities. Put away games, Legos, toys, balls, play equipment, books and other items.
- Please be responsible with your discarded items:
 - * Recyclable items should be rinsed and placed in one of the recycle bins. Recyclable items include: paper, aluminum, cardboard, tin, glass and plastic (no plastic bags or Styrofoam) Recycled items may be mixed in the same container.
 - * Food scraps should be placed in one of the compost containers for our compost pile. This compost is used in our organic garden.
 - * Dump out liquids and ICE from all containers before placing them in any trash can.
 - * Place all food trash in the large Kitchen trash can. Do not place food trash in any classroom trash can or in the Library.
 - * Throw away trash from snacks and activities that take place outside or on the playground.
 - * If you see trash on the ground or out of place – pick it up!
- Student items are not allowed in the refrigerator. Please bring lunches and drinks that do not need refrigeration or bring an insulated container.
- Students are not allowed to use to microwave or toaster ovens.
- No games of hide-and-seek are to be played on the EE campus or grounds. This is for safety reasons.
- No running or playing with outside equipment inside the building. (balls, etc.) No horseplay.
- Please do not bring valuable gadgets, jewelry or toys to class. EE is not responsible for the loss or damage to any item brought on campus.

DRESS CODE / CLOTHING GUIDELINES

We value the opportunity for students and parents to express their individuality and to wear clothing that they like and that they are comfortable wearing. We do not have a strict dress code, but we do require students *and parents* to adhere to the following clothing guidelines.

- Please dress modestly, in good taste, and appropriate to the activity.
- Under garments should not be visible at anytime. Younger girls should wear shorts under dresses so they can play freely.
- No cleavage (either end) or bare midriffs. No plunging necklines - whether or not cleavage is visible.
- Mid-thigh or longer shorts, skirts and dresses may be worn. *Skirts/shorts must extend beyond the fingertips.*
- Midriffs, halter tops, crop tops, spaghetti straps, strapless tops, and tops that fall off the shoulders are not to be worn. Straps on tops should be wide enough to cover bra straps completely. *Minimum width is one inch.*
- Clothes that are ripped or have holes are not to be worn
- Clothing with inappropriate graphic designs or slogans are not to be worn. (relating to alcohol, drugs, cigarettes, violence, sex, profanity, new age, occult, or gangs)
- Students must wear shoes at all times while on campus whether inside or outside.
- Flip-flops and other shoes that do not stay on the feet or protect the feet are not to be worn.
- Close-toed shoes are required on the playground, for archery and fitness classes and for anyone who will be outside in the Habitat.
- Clothing or jewelry that could be used as or mistaken for a weapon is not allowed.

PERSONAL ITEMS & LOCKERS

Every student will be assigned a locker space or "cubbie" space where they are to store their personal items such as books, jackets, lunches, backpacks, etc. while on campus. A locker deposit will be collected at the beginning of the year. *The locker deposit will be returned at the end of the year after the student has cleaned out their locker.*

Lockers are considered a privilege and should be treated as such. Students will be given locker priority according to age, number and type of classes, and order of registration and payment of fees.

- Personal belongings are not to be stored on tables, on the floor or on top of lockers.
- Please select your backpack and notebooks carefully. Backpacks with wheels do not fit in our lockers, and certain large notebooks also do not fit in lockers.
- Students may not place locks on lockers at any time.
- Students are not to open a locker that has not been assigned to them.
- Students may decorate their lockers, but nothing should be placed on the locker that is permanent, such as stickers, writing, or painting.
- Students should not place signs or pictures that would be considered offensive. (*See clothing guidelines.*)

- No open containers of food or drink should be left in lockers at any time. This includes take-out food items such as Styrofoam cups with lids/straws since these items will leak if they are knocked over.
- Perishable food items should be removed from lockers by the end of each week.

The EE Director has the right to remove locker privileges at any time.

FIELD TRIPS & OFF-CAMPUS ACTIVITIES

Off-campus event participants are required to follow all EE guidelines and rules, including dress code and electronics policies. Children (or parents) who behave in a manner that damages the reputation of the group will lose the privilege to attend future functions. The guidelines below are especially important during field trips, competitions and other off-site activities.

- Be sure that tour guides, chaperones and others are listened to attentively.
- Refrain from running in buildings and climbing on structures that are not playground equipment.
- Show respect for property by disposing of all trash and by leaving the property as it was found.

Certain off-campus behaviors are viewed as detrimental to the EE student body as a whole and the general reputation of EE. Violations will be reviewed by the EE Leadership Board and may ultimately result in the student being asked to leave.

- Arrest for a misdemeanor or felony
- Possession, use, or distribution of alcohol
- Sexual immorality
- Smoking or possession of cigarettes
- Possession, use, or distribution of illegal drugs.
- Vandalism
- Stealing or shoplifting
- Malicious prank against a school representative
- Public nudity (e.g. mooning)
- Malicious or inappropriate posts on Facebook or Twitter, or any other electronic medium
- Conspiring or assisting with any of the above activities

CHAPERONES & TRANSPORTATION

Drivers and other chaperones must be on the EE volunteer list and have a background check on file in the EE office.

All students participating in EE events away from campus will ride in vehicles driven by parents. All drivers must be at least 21 years of age and hold a valid Texas driver's license and liability insurance. Vehicles must have seat belts for all occupants, and all drivers are required to drive safely, abide by all traffic laws, and stay within the posted speed limit.

INSURANCE

The EE program carries insurance covering any accident on campus as well as at any EE-sponsored activity. The program insurance is considered a secondary policy and is only used if the family does not have insurance.

ELECTRONIC ENTERTAINMENT DEVICES

Electronic entertainment devices including hand-held games, MP3 players, iPods, etc. are not allowed during the school day. These devices may be permitted on a case by case basis during off-site or after-hours activities.

CELL PHONES

Cell phones are permitted *with restrictions*.

Cell phone privileges may be revoked for failure to abide by the following cell phone guidelines.

- Cell phones are for emergency use only and should be set to vibrate.
- Phones must stay out of sight throughout the day.
- A student who urgently needs to contact someone must inform the House Manager or teacher. If deemed necessary, the student must remain with the House Manager or teacher during the text/call.
- No other texting or calling is allowed.
- No game playing is allowed.
- Students are not permitted to access the internet on their cell phone during EE classes or activities whether through the EE wi-fi or through their own service.
- Students should not be viewing or sharing photos, videos or websites on their cell phones while on campus. *See Camera section below for additional video & photo guidelines.*
- Teachers or staff may collect any device that they deem disruptive. The device will be kept in the office for the remainder of the day and will only be returned to the parent by a staff member.

CAMERAS

Cameras are permitted *with restrictions*.

- A student who takes a photo or video of another student or adult is required to ask permission of all parties involved before publishing those images or uploading them to any internet site (i.e. Facebook, Youtube, etc.)
- EE is not responsible for damage to or loss of any device. If a parent is concerned, then the item should be left at home.

LAPTOP COMPUTERS, IPADS, TABLETS, ETC.

Laptop computers/tablets are permitted *with restrictions*.

- Computers are only allowed on campus for classes and homework-related activities.
- A Computer Permission Form must be on file for all on-site computer use.
- Computers may *not* be used for entertainment or games while on campus except as part of an EE class. *Teachers or staff may prohibit any computer activity that they deem disruptive whether or not it is related to an EE class.*
- EE internet service is restricted. Students are not permitted to access the internet during EE classes or activities without parent approval.
- Students will only be allowed to access the internet as part of a class activity or assignment. Such assignment must be recorded in their Student Planner
- ADULTS who wish to have unrestricted internet access while on campus should consult with the House Manager.

LUNCH POLICIES

Students must bring their lunches from home unless parents choose to participate in our optional lunch program. Lunches may be purchased in advance from the House Manager. Orders are taken on a weekly basis and must be paid in advance. Orders must be placed by the end of the day on Thursday for the following week.

- Due to facility limitation and time constraints, it is important that students bring lunches that are "ready to eat" and do not require refrigeration or heating up in the microwave. If your child has special dietary needs or health issues, please discuss the situation with the Director upon registering.
- Students will not be allowed to share food with others due to unknown ingredients in many foods and food allergy considerations.
- Due to the high percentage of homeschooling students who have serious or life-threatening allergies, parents are asked to avoid sending nuts or peanut-butter.
- Students may eat lunch at the outside picnic tables or in the Cafe. Students may not eat in other areas of the building. This includes the stairs, hallways, library, locker room and classrooms (unless as part of a class activity under the supervision of a teacher.)
- All students must have supervision from a directly responsible adult at all times, even during lunch.
- All students on campus during lunch must be enrolled in Lunch. Siblings who are on campus during lunch must be under the direct supervision of their parent at all times.
- Students and adults are expected to clean up after themselves in the kitchen and in the lunch areas. Lunch monitors are on duty to supervise children, not to clean up after them.
- Students are not allowed to use the microwave. Adults who use the microwave are required to cover items as necessary, clean any spills, and wash, dry and RETURN all utensils to the proper storage area. Failure to do so may result in loss of privileges.
- Students are not allowed to use the refrigerator. Teachers and co-op parents who use the refrigerator should keep in mind that there is one refrigerator and 50+ teachers and co-op staff. *Adults should not store their child's items in the refrigerator or freezer.*
- Adults who use the refrigerator or freezer are expected to clearly label items with their name and remove items promptly that are out of date.
- We have a water cooler on site for students who need a drink. Students are also encouraged to bring a water bottle. Please write the student's NAME on EACH bottle in permanent marker.

ATTENDANCE

Our teachers work very hard to prepare interesting and exciting classes for their students. Many even write their own curriculum and bring special materials for class activities each week. It can be very discouraging for the teacher when students do not show up for classes. Equally frustrating is when a student comes to class late, disrupting the class activity in progress.

Although our classes are affordable, they are still a significant investment in your child's education. To ensure that every student receives the best value for their investment, please plan for your child to attend all class periods except in the case of illness. Please make every effort to schedule doctor and dentist appointments at times other than class time. Please also make every effort to schedule family vacations and trips so that you avoid missing class. The fewer classes missed the more your child will gain from their classes.

If your child is sick or must miss class for any reason, please notify the teacher as soon as you become aware of the situation. You may access the Family Directory including email addresses and phone numbers in the **Members** area of the EE website. It is preferred that you contact the teacher directly. If an emergency occurs on the same day as the class, and you cannot contact the teacher, please call our office at 281-652-5918. We will then pass the information on to the teacher.

ILLNESS

Parents are asked not to send their child to class when they appear to be ill, with or without a fever. Please keep your child home if they have any of the following symptoms the night before a class day or in the morning before class starts:

- Fever of 99.5° or greater
- Suspected contagious illness (such as flu, unidentified rash, strep throat)
- Contagious condition (such as head lice, pinkeye or impetigo)
- Vomiting or diarrhea
- Severe stomach ache or stomach cramps
- Severe headache or ear ache
- Streaming cold or persistent cough

If a student becomes ill or has any of the above listed symptoms during the school day, a staff member will call the parents. In the event a parent cannot be reached, the school will contact the alternate contact who has been authorized to pick up your child. Please ensure that the emergency contact information in your ClassJuggler account is current and notify the office of any changes in your child's health information.

A student may return to class when a physician states he/she is no longer contagious, when symptoms disappear, or the child has been free of fever for 24 hours.

ACCADEMICS

Extraordinary Education will do everything possible to offer a high quality, biblically based, college preparatory program, while not being academically exclusive. We recognize that students come to our program with different abilities, gifts and talents. We will strive to challenge each student and help them achieve their potential.

Extraordinary Education classes operate much like college courses. Our teachers provide engaging and interactive classroom activities and lectures on class days, and students are expected to complete independent work, reading and projects in the "satellite classroom" on non-class days. Success in a university-style program requires time management and consistent effort by both students and their parents to complete assignments outside of class.

HOMEWORK/ INDEPENDENT LEARNING

Independent Learning assignments, sometimes referred to as "homework" assignments, are extremely important and are an integral part of academic success at EE. "Homework" is not busy work. These assignments offer an opportunity for preparation, practice and extension in an individualized setting and on an individualized schedule.

Independent Learning Assignments have three purposes:

- to preview and develop a basic understanding of material before it is presented or discussed in class so that meaningful activities and/or discussion can occur
- to practice recently learned concepts, skills or vocabulary or to review previously learned material
- to show achievement and understanding of a large amount of material or to synthesize what the student has learned by organizing it and presenting it in a new and creative way.

While many of our enrichment classes may not require homework, core classes such as Math, English, Science, and History as well as many electives like Spanish, Latin and Speech and even enrichment classes like Drama, Robotics and Civics do require homework in order for your child to achieve their class goals. Individual class expectations will be detailed when classes begin.

It is imperative that all students complete their assignments by the date they are due in order for the class to move along as planned. When even one student does not keep up with their assignments, the entire class suffers. If your child is unable to complete his assignments, you are always encouraged to contact the teacher for additional help. Our teachers love what they do and they want their students to succeed. They are only an email or phone call away. Please take the time to consult with your child's teacher if you or your child have any questions about their assignments.

Progress reports will be sent to parents during October and March, with a report card issued at the end of each semester. Progress reports and report cards will be sent by each teacher and will be individualized according to the specific class.

HOMWORK POLICIES

As a university-style program it is imperative that students complete assignments in the “satellite classroom” on non-class days. This may occur at home, in EXCEED, or on the go as you attend other activities. We are not a two-day-per-week “school.” School occurs every day—only the location changes.

ELEMENTARY GRADES (K-6th)

In addition to formal instruction and written work, a significant amount of time should be spent in the elementary grades enjoying field trips, reading aloud, doing physical activities, creating hands-on projects, interacting with other people and exploring the environment.

K-2nd GRADE GUIDELINES

Language Arts and Math should comprise nearly 100% of formal “homework” time in the early grades when foundational skills are being learned.

Guidelines for formal instruction/written work per non-class day:

Language Arts & Math

- Kindergarten: 60 minutes per day (30 min/subject)
- 1st-2nd Grade: 90 minutes per day (45 min/subject)

3rd-4th GRADE GUIDELINES

In the middle grades, students are ready to step beyond foundational skills. They begin memorizing math facts, doing more advanced arithmetic, reading chapter books, writing formal papers, and exploring science and history. Students often become fascinated with a certain topic and will study that topic to an extreme level.

Guidelines for formal instruction/written work per non-class day:

Language Arts & Math

- 3rd-4th Grade: 1-2 hours per day (45-60 min/subject)

Science, Social Studies, Other Subjects

- 3rd-4th Grade: 30 minutes per day

5th-6th GRADE GUIDELINES

In the intermediate grades, students are beginning to understand abstract concepts and are ready to take on more responsibility for their learning. Intermediate students may also begin taking formal science, history, foreign language and other elective courses.

Guidelines for formal instruction/written work per non-class day:

Reading, Writing & Math

- 5th-6th Grade: 2-3 hours per day (45-60 min/subject)

Science, Social Studies, Other Subjects

- 5th-6th Grade: 45-60 minutes per day

These guidelines are based on what the average student should be able to accomplish. Individual students may work more slowly or more quickly.

JUNIOR HIGH / SENIOR HIGH (6th-12th)

CREDIT COURSE GUIDELINES

Credit-earning courses for older students at Extraordinary Education are based on a Carnegie Unit system. Students are expected to complete a minimum of 120 hours of direct instruction per credit earned. **Part of these instructional hours are completed during the weekly class time, and the other part are completed in the satellite classroom at home.**

Students will typically be assigned “homework” equivalent to the amount of time spent in class. A course that meets two hours per week will have approximately two hours of homework per week. The nature of some courses in the upper grades, however, will require a significantly greater work load. Teachers of these courses will communicate expectations clearly to parents at Orientation. The expected homework load is also included in the course description for each class when registering.

Homework guidelines are an estimation of time required for an average student to complete the assignments. Students should expect to spend more time on assignments if they work slowly or have a research paper or other long-term project assigned. Please contact the teacher if your child is spending a significantly greater amount of time on assignments than the average expectations.

Late Work & Make-up Work

Students are expected to complete all missed work whether due to an “excused” or “unexcused” absence, and all late work is expected to be completed.

Teachers have discretion in grading late work and make-up work. Each teacher will communicate his/her specific policies during Orientation.

Make-up work will be placed by each teacher in the student’s Family Mail Slot by 4:30pm on the day of the absence. It is the parent’s responsibility to pick up all make-up classwork and any additional homework that is to be completed on the next off-campus day.

PLEASE NOTE: Teachers will not be expected to drop what they are doing to prepare a make-up work packet earlier than 4:30pm.

Teachers will not be expected to spend extra time preparing a packet of work in advance of a planned absence. The teacher will place all missed work in the Family Mail Slot for the student to complete upon his/her return. It takes a great deal of time for the teacher to prepare a packet of work in advance, and teachers are not compensated for these extra hours.

Parents should avoid missed class days by scheduling appointments and trips to occur on non-class days.

ASSIGNMENT BOOKS

Extraordinary Education provides Assignment Books for students in second grade and above. Students are required to record all daily and long term assignments in their assignment book. The assignment book also contains the student’s Hall Pass. Students will not be permitted to leave the classroom to go to the restroom, etc. without their Hall Pass. Students who lose their assignment book will be expected to purchase another one from the House Manager as quickly as possible. *The cost for additional assignment books is \$5.00.*

DROP-OFF / PICK-UP & PARKING

- Students 12 years old and younger must be signed in and out each day by their parent. Parents are asked to park, walk into the building with their child and sign in at the front desk.
- With the parents' permission, students 13 years old and older may be dropped off and are then required to sign themselves in and out at the front desk.
- Please **drive slowly** and carefully as students may be crossing the drive-thru and yard areas at all times during the school day.
- The drive-thru circle is a **ONE WAY** drive. Please enter at the "Y" end closest to the property entrance.
- The drive-thru is also considered a **fire lane**. It is for student drop off, deliveries and temporary unloading from teachers' cars only. It is not for parking. Drivers should remain at the wheel at all times while in the circle drive with the exception of teachers or staff who are temporarily unloading items.
- Vehicles should be parked in the **fenced parking area** across from the playground. Please do not park in any other areas of the property. *Limited parking of office staff vehicles only is allowed near the office entrance.*
- The small paved parking area is reserved for **handicapped parking**. Please do not park in this area unless you have a handicapped parking sticker.
- The driveway at the rear of the building is reserved for recess play, deliveries and unloading of teacher vehicles. Please do not park here or block this drive.
- Students may not wait outside for their rides to pick them up. All students must wait in the Library.
- Students who drive themselves to class must remain on campus until their classes are over for the day.
- A driving student is not allowed to transport any other student in their vehicle unless **written permission is on file** from the **parents of both students involved**.
- Students are **ONLY** allowed to leave the property with the parent or an older sibling who has been designated to drive them to/from school. You should let the House Manager know if another adult will be picking your child up at the end of the day.
- All students who are on campus before/after their enrolled classes must report to the Library.
- Students should arrive no more than 5 minutes prior to the start of their class. Students who arrive earlier should remain under the supervision of their parent.
- Students should be picked up within 5 minutes after their class ends.
- Students who arrive early or who are not picked up within the 5 minute window will be enrolled in Library Break for that hour. The fee is \$10/hour. (a la carte) *Parents who routinely abuse this privilege may be charged the late fee of \$1/minute instead.*
- Students must be picked up within 5 minutes following the final class of the day. A late fee of **\$1/minute** per child will be assessed for late pick-up.

FREE TIME, LIBRARY BREAK

- Only students who are enrolled in classes, study hall, or EXCEED and siblings under the direct supervision of a parent are allowed to remain on campus.
- At no time should students or siblings be roaming the campus unsupervised.
- Students should never be in a classroom alone. They should only be in a classroom with an adult present.
- Books, toys and other items in classrooms belong to EE or to individual teachers. Students should never play with these items without permission from the teacher.
- The Library may be used as a fellowship or study area for parents as well as students who have an open hour between classes. Students will be expected to work, read or play quietly while in the library. A Monitor will be supervising the room. We have a large variety of books, board games, and other activities for the students' use. We prefer and will encourage students to interact with each other and with adults through playing games, building creations and "inside" talking when appropriate. Electronic entertainment is not allowed in the Library.
- Please note that students must be **enrolled** in Library Break in order to 'hang out' in the Library area before, between or after classes. Students may be enrolled in only **ONE** hour of Library Break per day.
- The designated recreational areas during Lunch and Recess are the Playground, the circle area in front of the house and the patios. During inclement weather, students may play in the Library or the Cafe.
- Students are never allowed to play in the driveways or anywhere beyond the driveway (pasture, pond, barn, woods or habitat area) unless accompanied by a responsible adult.
- Please respect the property. Parents will be held financially responsible for all damage caused by their child/ren while at Extraordinary Education programs whether accidental or otherwise.

CHAPEL & LEADERSHIP DEVELOPMENT

Our highest goal is to develop Christ-honoring, culture-shaping servant-leaders for the next generation. To that end, we offer a time of corporate worship and a time of leadership development and service learning each week.

CHAPEL is a corporate time of praise, worship and a Bible lesson. Chapel is held each Monday from 11:00-11:30am for K-6th and from 11:30-12:00 for 6th-12th. Chapel is held on Tuesday from 10:00-10:30am. All families are invited to attend. All students and adults on campus during Chapel time are expected to attend.

LEADERSHIP DEVELOPMENT is a time for students to learn leadership skills and to give service back to the organization and the community. All students on campus during this time are expected to participate in planned activities. Parents are invited to help with leadership of groups and service projects. **See the Student Life Coordinator to volunteer.**

DISCIPLINARY ACTION/CONSEQUENCES

As a part-time, university-style program, we seek to work together with parents in the area of discipline. The guidelines below are provided as a baseline. The Director has authority, however, to deal with each disciplinary situation on an individualized basis.

CLASSROOM DISRUPTIONS

Because our teachers have very little time in which to teach, class disruptions must be kept to a minimum. Disruptive classroom behavior will not be tolerated. It is also considered a disruption when a student consistently fails to bring required materials or assigned work. Disruptive students will be dealt with according to the following guidelines:

1. The student will have an informal talk with the teacher to discuss ways to improve their behavior. The student may be asked to change seats or a seat may be assigned. The parent may be notified of the situation.
2. The student may be required to attend Lunch/Recess Detention or complete Community Service. The student will also have a meeting with the Director or appropriate staff member to discuss their behavior. The parent will be notified of the situation.
3. A parent conference will be called. A parent may be required to come sit in class with the student for a period of time. A probationary period will follow.
4. If behavior does not improve, the student may be required to withdraw from the class. No refunds will be given.

LUNCH/RECESS/STUDY HALL ISSUES

Students are expected to abide by all behavior guidelines as outlined in this Handbook. Students who exhibit behavior issues during non-class times will be dealt with according to the following guidelines:

1. The student may be asked to sit out or apart from the group for the duration of the period. The student will also have an informal talk with the activity leader/monitor to discuss ways to improve their behavior. The parent may be notified of the situation.
2. The student may be asked to apologize and/or make restitution if feelings or property have been damaged. The parent may be notified of the situation.
3. The student may be required to attend Lunch/Recess Detention or complete Community Service. The student will also have a meeting with the Director to discuss their behavior. The parent will be notified of the situation.
4. A parent conference will be called. A parent may be required to come "shadow" their student during the day for a period of time. A probationary period will follow.
5. If behavior does not improve, the student may be banned from attending free time activities. The student will still be allowed to attend enrolled classes as long as classroom behavior is satisfactory. No refunds will be given.

DEFINITIONS

LUNCH/RECESS DETENTION

The student is required to eat his/her lunch alone and is not allowed to talk or play with classmates during that time. The student may also be required to do school work upon completion of lunch. Detention may also take place during Recess or during a student's Study Hall period.

COMMUNITY SERVICE

Many types of Community Service can be done by students to help them focus on their behavior and to provide a way for them to contribute positively to the learning community. Activities may include sweeping, cleaning, weeding flowerbeds, picking up sticks for mowing, picking up trash, etc.

PARENT CONFERENCE

One or more staff members, usually the teacher and the Director, hold a formal conference with the student and his/her parents. The student must agree to correct the questionable behavior and parents agree to help enforce.

RESTITUTION

The student is required to return property or goods to the rightful owner and/or provide a fair compensation for the loss, damage, or defacement of the property. Parental involvement is required.

PROBATION

Probation occurs when a student has serious academic, attitude or behavior problems, to give the student an opportunity to correct the problem. It is instituted only after consultation and counseling with the student, parents and faculty, and may not last longer than six weeks. The student's activities will be limited during the probation period and all positions of trust and responsibility must be relinquished for the duration of the probation.

EXPULSION

If the student is uncooperative in improving his/her attitude and/or behavior he/she may be asked to withdraw from all classes and activities. No refunds will be given.

COMMUNICATION POLICIES

As a cooperative, university-style program, Extraordinary Education relies on good communication and high parent participation to ensure the success of our students. There are several tools at EE to keep you informed about important events and news as well as help keep you up to date with your child's progress.

Please keep in mind that all of our office staff and many of our teachers are also homeschooling parents who serve on a part-time basis. Their time and office hours are very limited. Because of these limitations, the preferred methods of communication are email and printed notices delivered in your Family Mail Slot. **It is imperative that parents and students take seriously the responsibility to check their email and their Mail Slot on a regular basis and to read the information that is provided to them.** The Extraordinary Education website will also help you stay connected with other EE families as well as teachers.

ELECTRONIC COMMUNICATION

In order to save money, time and paper, EE does not print a newsletter. Our Email Loop is our newsletter. Our office staff and teachers also communicate with parents almost exclusively via email.

EMAIL LISTS

Our email announcement list will help you keep up with all the latest news, events and announcements. All interested families may join our **General Mailing List**. A special **Members List** is also used for enrolled families. In order to help avoid messages being marked as spam, new list members are asked to **opt-in** to the mailing list. **Go to the EE website at www.extraed.net and click the link that says "Join Our Mailing List."**

The announcement list is for official information only. It is open to administrators, coordinators and teachers to post, but it is not open to all members as a general discussion loop.

CLASSJUGGLER

Each family will also have a log-in ID for the *ClassJuggler* website. Most families will create an account when they first enroll in EE classes.

The ClassJuggler system allows you to view your current financial statement, see the classes in which your child is enrolled, enroll in new classes and make online payments. You can also update your family information such as address, phone numbers, email, and credit card number as well as student information such as doctor's name and allergies.

Your email address is your ClassJuggler ID. You will set your own password when you create an account. The system can also email your password to you if you have forgotten it. There is a link to the ClassJuggler login page on the EE website in the *Members* area.

FAMILY DIRECTORY

The EE Family Directory includes all currently enrolled families as well as teachers and staff. The Directory will be available in the *Members* area of the EE website with restricted access. Enrolled families will receive login info after the first day of class. *Please be sure to indicate your Directory preferences on your Family Membership Form.*

EMAIL TIPS

Parents are responsible for ensuring that all EE email messages are received whether from our office or from teachers. Steps to do this include:

- ❖ Keep a **current working email address** up to date in your *ClassJuggler* account.
- ❖ **Check your email** at least twice daily.
At a minimum, parents are encouraged to check email in the morning before leaving home and in the evening before going to bed.
- ❖ Set the filters in your email software to **allow messages** from the EE office as well as from your child's teachers. The EE office uses these addresses: extraed@att.net and office@extraed.net
- ❖ Check "Spam Boxes" and "Junk Mail Folders" **regularly** for mismarked messages. Spam detection filters are not very smart. Many important messages get marked as spam or junk. Even if you have received messages from the EE office address in the past, new messages may get marked as spam for various reasons.
- ❖ **Never mark EE messages as spam when deleting them.** This "teaches" spam filters that *all* EE messages are to be marked as spam.

OFFICE COMMUNICATIONS

Please communicate with our office via one of the following methods. These are listed in order of preference. You will usually get a quicker response by email than by phone.

- **EMAIL** - This is the quickest and most efficient method for reaching our staff. Our staff members all work part-time and they also homeschool parents. Please direct office email to: office@extraed.net or extraed@att.net
- **MAKE AN APPOINTMENT** - Our staff are pulled in many different directions during day and most are only on site certain days of the week. It is imperative that you make an appointment even if you only need to "catch someone" for "just a minute."
Please make appointments through the appointment system on the EE website. There is a link in the *Connections* area.
- **PHONE** - Please use the phone and phone messages sparingly. If we do not answer the phone, please leave a detailed message and someone will return your call. We are not typically in the office on non-class days, during the summer and on breaks. Phone calls on these days will not normally be answered and may not be returned in timely manner.

DISCUSSION BOARDS

As of Fall 2012, we also have discussion boards on our website where current members may post. These boards are for school and family-related news and chats. Participation is optional. You will find a link to these boards in the *Members* section of the EE website.

MAIL CENTER / MAIL SLOTS

The Mail Center is designed to provide a central on-site communication center for everyone involved in EE activities. Each family and teacher should have a Mail Slot. Please let the office know if you need a slot.

Official printed EE communication will be distributed in your Mail Center slot. This may include office correspondence as well as memos and other important information from the EE administration and leadership. Mail Slots should also be used as the communication hub for EE families, teachers, staff and coordinators of various activities. Teachers may deliver class-specific notices, homework, etc. by way of the Mail Slots. Parents and students may deliver completed assignments, notes, etc. to teachers and staff by way of the Mail Center as well. Families may even deliver notes, books, small items and information to other families by way of the Mail Center.

- Parents should always retrieve papers and other items from their Mail Slot.
- Students are not allowed to retrieve items from the Mail Center. Some of the information that will be in Mail Slots will be important notices, graded tests and other information which your child should not be handling. *(Some students have even been known to "misplace" certain graded papers before the parent has a chance to see their grades.)*
- Mail Slots should not be used as long-term storage.
- Please clear your box on a regular basis so that our Mail Center remains a useful part of our routine and an attractive area of our campus.

WEBSITE

The main EE website offers a great deal of information about EE events and programs including a calendar, announcement pages, class schedules, registration pages and an office appointment system. The main website is visible to all users and helps reach families who are looking for general information about the Extraordinary Education program.

Within the EE website there is also a **Members** area. This area of the website is the communication hub for currently enrolled families. A special login is required to access this area of the EE website.

Additional communication tools are available within the **Members** area. These tools include teacher blogs, class and club pages, special group calendars, a member directory, volunteer sign-up pages, volunteer time reports, message boards and other useful tools.

CLASS & CLUB WEB PAGES

Our goal is to have all teachers, classes, clubs, committees and special groups within the EE program set up with their own page on our website. This will help facilitate communication regarding activities, assignments, notices, events, etc. Some pages will require a login while others will be open to everyone. Additional information about how to access your class and club pages will be sent to enrolled families after the start of classes. A link to each class or club page will be found on the EE website in the **Members** area.

TEXT MESSAGES

We will send out school wide text messages in the event of emergencies, school closings, or weather related circumstances. **Please be sure that your phone has texting capability so you can receive these important updates.**

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization is designed to strengthen the EE community and provide an avenue to help support the EE program and mission. All enrolled families are considered part of the PTO.

A special Member's Meeting will held each fall. This meeting offers an opportunity to learn about recent developments in the EE program and discuss important policy details and changes. In the event that changes to policy need to be made during the school year, such changes will be posted within the **Members** area of the EE website, and an alert will be sent by email to all enrolled families.

The PTO will also hold regular organizational meetings throughout the year and select its own officers. PTO committees will help coordinate fundraising efforts, volunteer projects, special events and more.

TEACHER COMMUNICATION

Teachers will provide parents with class expectations and contact information at the beginning of the year. If you cannot find this information, a link to email each teacher is also on the EE website in the **Members** area.

SYLLABUS

A course syllabus for core/graded courses will be distributed to students and parents at Orientation. The syllabus will include a general course description, a projected outline of concepts and activities to be covered and an overview of major tests or projects. The teacher's homework expectations and grading policies will also explained in the syllabus.

Please keep in mind good teachers are sensitive to the needs of their class and the individual students in each class. Because different groups of students progress at different rates, the projected dates of tests, assignments and projects and sometimes even the scope of the class may change in response the needs of the class.

ASSIGNMENTS

A list of home and class assignments will be provided during class, and students are expected to record these assignments in their PLANNER.

Teachers will also maintain a class blog in the Members Area of the EE website. A list of assignments, reminders for quizzes or tests and other important class information will be posted on class blogs for parent reference.

PARENT/TEACHER CONFERENCES

Please **schedule a conference** with your child's teacher any time there is a need or concern. The best way to schedule a conference is to e-mail the teacher to arrange a suitable time. Please do not interrupt class time to discuss your concerns. Parents are also asked to refrain from calling teachers at home.

PTO - PARENT TEACHER ORGANIZATION

The PTO is a community of parents and teachers organized to promote and support the work of Extraordinary Education. The PTO is led by a board of officers and all enrolled families and teachers are considered members. Activities are organized through committees and overseen by the leadership board.

Committees give parents and teachers the opportunity to work together to assist with various events and activities throughout the year. Parents will have the opportunity to sign up for the committee of their choice. Each member is encouraged to find a committee on which they can serve and use their gifts and talents.

The PTO organizes various events as decided by the group. Events may include parties, teacher luncheon, monthly newsletters, yearbook, staff appreciation events, school spirit activities, fundraising and others.

VOLUNTEER & CO-OP SERVICE

While some parents commit to fill a specific co-op position for the full year in exchange for tuition credit, we cannot fill all of our needs this way. Every co-op credit must be off-set by "real money" coming into the organization through another avenue. If we were to give credit for every hour worked we would have to raise our fees so much that nobody could pay them!

Many private schools solve this problem by having a minimum volunteer service requirement of 30 or more hours per year. These hours do not earn co-op credit and families must "buy-out" their service if they are unable to work their required hours. Some schools charge as little as \$20/hour while others charge \$50/hour or more to buy out service hours.

EE does not currently have a minimum volunteer requirement, but we do have the same need for volunteer service as other educational organizations. If you value what EE offers your family, please be generous with investing your time and talents.

CO-OP WORKERS

Every co-op worker is responsible for keeping track of their own co-op hours. Co-op hours should be logged in the *Members* area of the EE website. Those who fail to log their co-op hours will not receive credit for working.

VOLUNTEERS

Starting this year, we are also asking that all volunteer work be logged so we can have a better idea of the work being done by EE members. Volunteer work includes work beyond the budgeted number of hours for a co-op job as well as any volunteer work that is not a co-op commitment. Volunteer Service hours should also be logged in the *Members* area of the EE website.

FINANCIAL AID / SCHOLARSHIPS

Parents who volunteer for specific long-term jobs including teaching or serving in a co-op position may earn tuition credit. Please consult with the Co-op Coordinator for more information about this opportunity. Please keep in mind that we cannot possibly compensate every person for every hour they serve at EE. We rely on parents to volunteer in many different ways to keep things operating smoothly.

PARENT/ VOLUNTEER CONDUCT

The process of educating young people and raising them up to be Christ-honoring, culture-changing leaders requires the involvement of the entire community. To this end, parents and volunteers are asked to observe the following guidelines:

- All co-op workers and volunteers on campus must sign in at the front desk.
- All volunteers who deal directly with students in any way are required to have a background check on file in the EE office. This also includes drivers if they are carrying students to/from events.
- Parents are expected to dress appropriately and in compliance with the EE Dress Code when on campus or at any EE-sponsored event.
- Parents are asked to refrain from the use of tobacco and alcohol while on the EE campus or at EE-sponsored events.
- Parents are to be mindful of the fact that they are, by extension, representatives of EE, and to present a positive Christian witness and example both to our students and the community at large.
- All student information, grades and records are confidential information. All persons coming into contact with student information will be expected to maintain all levels of confidentiality.
- Parents and volunteers are welcome visitors! We must, however, guard the learning environment since our class time is so limited. To help us protect this time, we ask that all "tag alongs" be kept within arm's reach and accompanied at all times.

CONTRIBUTIONS

Extraordinary Education is a non-profit 501(c)(3) organization. All donations made directly to EE are tax deductible. Many companies have matching fund policies whereby donations made by employees to non-profit organizations will be matched by the company. Your time to explore this opportunity is appreciated.

FUNDRAISERS

Extraordinary Education conducts two major fundraisers per year; one in the fall and one in the spring. Each family is expected to contribute time, financial support and resources as they are able. 100% participation by the membership is expected.

Additional fundraising efforts may be organized and other efforts are on-going such as collecting "BoxTops". All fundraising efforts must be coordinated with the administration and be approved by the Board.

Due to the high number of homeschool parents who sell various products or own their own businesses, it is our policy not to host "parties" which promote products or services. It is difficult to be fair to everyone, and we also want to protect our families from feeling like they are constantly being asked to buy something.

We do offer a networking page on our website where enrolled families can list their products, business and services free of charge. Please complete the application on our website if you would like to be listed.

REGISTRATION, FEES, & CLASS POLICIES

Extraordinary Education is a non-profit, volunteer-led, family cooperative. EE can be a low-cost option to private schooling and for enriching your home studies, but we are not a business nor a school. All of our funding and support comes from the families who benefit from our program. We rely on class fees, donations and volunteer service in order to operate.

There are many expenses involved in providing a program such as ours. A few of the major expenses are facility rent, utilities, liability insurance, teacher pay, curriculum and supplies, copies, website and advertising expenses, bank fees, credit card fees, regular office expenses, cleaning and facility upkeep, and much more.

We strive to keep our cost as low as possible, but our primary source of funding comes from class fees. We offer opportunities for parents to co-op, but all co-op costs must be off-set by actual money coming in to the organization. Every family is expected to contribute to the support of the organization both financially and through service.

TYPES OF CLASS FEES

REGISTRATION FEES - A Registration Fee equal to **one month of class tuition** per class is due upon registration. This fee is due for all students including the children of teachers, staff, and volunteers. As class sizes are small and space is limited, registrations without the appropriate Registration and/or Supply Fee cannot be accepted. **Registration Fees are non-refundable except in the case of a class cancellation by EE.**

SUPPLY FEES (also known as CURRICULUM FEES, BOOK FEES and/or COMPETITION FEES) are due for each registered class. Class Fees are shown on the class description for each class. Class Fees are used to cover the costs of the materials and resources necessary to provide the class, club, team or activity. These costs may include workbooks, copies, experiment supplies, craft supplies, uniforms, competition fees, teacher's editions, special "kits" and some student textbooks (many classes do not use textbooks.) Many resources are things that are not used by a single student such as teacher's editions, curriculum resource books, videos, DVDs, lab equipment, etc. **Supply Fees are non-refundable except in the case of a class cancellation by EE.**

TUITION FEES - Tuition is due for each class in which a student is enrolled. Discount tuition is available for students enrolling in three or more classes. A limited number of Co-op positions are available on a first-come/first-serve basis. Tuition Fees are used to pay our extraordinary teachers. Many of our teachers are professionals in their field. While some of our teachers "co-op" their time in exchange for their child's classes, most of our teachers are paid to teach their classes. *The quality of our program depends on being able to attract and retain extraordinary qualified teachers. This is why we choose to compensate our teachers at a competitive rate.*

PAYMENT POLICIES

Enrollment is for the **full school year** unless the class description says otherwise and **not on a month-to-month basis**. A monthly payment option is offered only as a **convenience** to families. Monthly tuition is **averaged** for the full term and is **NOT** based on the number of classes in a given month.

PAYMENT OF REGISTRATION FEES & TUITION

- Year-long courses are divided into 10 installments. The first installment is the **Registration Fee** which is equivalent to 1/10 of the total class tuition. Fall Registration Fees are due by May 15th or upon enrollment. The remaining Tuition installments are due August-April on the 15th of the month.
- Semester-long courses are divided into 5 installments. The first installment is the **Registration Fee** which is equivalent to 1/5 of the total class tuition. The remaining installments are due Aug-Nov on the 15th of the month for the Fall Semester and Jan-April on the 15th of the month for the Spring Semester.
- Registration Fees are never discounted. Co-op credit cannot be used for Registration Fees. If the student qualifies for a discount or if the parent earns co-op credit it will only apply to the remaining tuition due.
- Tuition Fees are due in full or a payment agreement signed at least **10 days prior to the first day of class**.
 - Tuition may be paid in full at the beginning of the year by check, cash or credit/debit card. *A 5% discount is offered for families who pay in full by check or cash by the tuition due date.*
 - Tuition may also be paid in installments. An Installment Agreement must be arranged with our Office Manager by the Tuition Due Date. Installment agreements require submission of post-dated checks for the agreed amounts OR a signed credit card agreement. *A current valid credit /debit card must be on file in your Classjuggler account if paying by installment.*

PAYMENT OF SUPPLY FEES, BOOK FEES

- Supply Fees and Book Fees (if applicable) must be paid in full prior to the beginning of the semester. Fall Supply Fees are due by July 15th and Spring Supply Fees are due by December 15th. Registrations after July 15th should include payment of Fall Supply Fees.
- Supply Fees and Book Fees are never discounted nor can co-op credit be used for Supply Fees or Book Fees.

LATE REGISTRATION POLICIES

Late registration will be accepted in most classes until the class reaches capacity.

- Tuition will be pro-rated based on enrollment date.
- A Registration Fee equal to one month of tuition is due for each class. Registration Fees are not discounted for late registration and are non-refundable.
- Supply Fees may be discounted depending on the class and supplies required. This decision is up to the individual instructor. Supply Fees are non-refundable.

DROP/ADD & WITHDRAWAL POLICIES

Enrollment in EE classes operates much like a college system. Enrollment is for the FULL TERM. In most cases, this means the full year. A few classes have different lengths, and this is noted in the class description. Our teachers commit to teach for the full year, and they rely on families to follow through on their commitment to attend for the full year. Class drops should be considered carefully because these decisions impact other people. It may even cause a class to be cancelled.

If you have serious concerns or complaints about the teacher, another student, the curriculum or the class in general, these concerns should be brought to the attention of the Program Director as soon as possible so the issues can be dealt with. If the class or the teacher is not a good fit for your child, it may be possible to switch the child to a more appropriate class.

- It is expected that issues such as problems with other students in the class, problems with the teacher or dissatisfaction with the curriculum or class format will be discussed with the teacher and/or an administrator prior to dropping a class.
 - ❖ Please use the **DROP Form** on the EE website if you need to drop a class.
 - ❖ Please **ADD classes** via the Shopping Cart within your ClassJuggler account.
 - ❖ If you need to **switch from one class to another**, please complete the DROP Form for the dropped class and then ADD the appropriate class via the ClassJuggler Shopping Cart.
 - ❖ A **\$20 PER CLASS Drop/Add Fee** will apply to all schedule changes after the first week of class.
- Students are considered enrolled in a class and will be charged for enrollment until a class withdrawal is requested in writing via the **Drop Form**. **Verbal and email requests will not be honored.**
- **Supply Fees** are due by July 15th or at the time of enrollment and are **non-refundable**. *A full or partial refund may apply when a class change or cancellation is initiated by EE.*
- **One month of tuition** is due at the time of enrollment. This is the "last month" of tuition and serves as a **deposit**. This fee is **non-refundable** unless a class change or cancellation is initiated by EE.
- The FIRST and LAST month of tuition are due by the first day of class regardless of when enrollment occurs.
- The pre-paid **deposit** will be forfeited when a class is dropped. (unless initiated by EE)
- Year-long classes that are dropped at mid-term will also incur the one month tuition penalty.
- If a class is dropped prior to the Christmas Break *and* the student enrolls in a replacement class, the prepaid deposit may be transferred to the new class on a case by case basis.
- Borrowed books and other loaned materials must be returned to the teacher before a drop request will be honored.
- Requests for withdrawals must be received **by the tuition due date** (the 15th of the month) in order to avoid tuition charges for the following month. When a request is received after the 15th of the month, the

following month's tuition will be due.

- Requests for withdrawals must be received prior to Christmas Break for mid-term changes. This means you must drop a class in December if you do not want to be charged for the January tuition. Classes dropped in January will be billed for January.
- **All fees** are non-refundable except in the case of extenuating circumstances. *See Refund Policies*

REFUND POLICIES

- **Registration Fees & Supply Fees are considered non-refundable.** In rare instances, these fees and other prepaid fees may be refundable in the case of extenuating circumstances. This would include such things as loss of a job, job transfer out of the area, and death or major illness in the immediate family. The decision to attend a different educational program is not, in itself, an extenuating circumstance. Trying to cut back on expenses, too many commitments, or your child losing interest would *not* fall into this category either.
- **Tuition Credit** can be issued for a dropped class when there are valid reasons for dropping the class. **NO CASH REFUNDS will be given for dropped classes without board approval.**
- If significant details about the class change you will be given the option to receive a refund, remain in the same class or transfer to a different class. Significant details mean class day, class time or major changes in the class description. A refund will also be given in the case of classes that are cancelled due to low enrollment. A minimum enrollment of 5 students is generally required for a class to make although some classes may be held with fewer students. This is the teacher's decision.
- Families are expected to pay for and attend the full year except in the case of extenuating circumstances. Families who simply "drop out" for any reason will be expected to fulfill their financial commitment to their teachers for the remainder of the semester, and will not be allowed to enroll in future EE classes unless/ until their outstanding balance is paid.
- There is an opportunity to drop classes at mid-term. Class change requests must be submitted via the proper channels prior to the Christmas break to avoid charges for the spring term. Registration fees for any dropped classes will be forfeited, but no spring fees will be due and your account will remain in good standing with our office.
- In the case of withdrawal due to extenuating circumstances, families are expected to discuss the circumstances with the Director who will take the case to the Board. The Board will review the situation and, if appropriate, the remainder of the fees due may be forgiven. If pre-paid, the remainder of pre-paid tuition may be refunded under extreme circumstances.

A LATE PAYMENT FEE will apply in the case of **returned checks** OR in the case on **non-honored debit cards**.

A Late Fee of **\$10 per week** will be added until the balance is paid.

GRIEVANCE POLICIES

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. Matthew 18: 15-17

CONFLICT WITH BETWEEN PARENTS

Please keep in mind that families come to EE with many different backgrounds and experiences. There are a wide variety of religious traditions, educational philosophies, parenting styles and family histories.

If you hear or see another parent say or do something that is in conflict with the way you would handle the situation, please contact the parent privately as soon as possible to discuss your concern. Misunderstandings can usually be resolved with good communication. If your meeting with the parent is unsuccessful in resolving the situation, please contact the Director for assistance.

If you have a concern about another child, please speak to the teacher or the activity leader/monitor rather than the parent of the other child. If this does not resolve the situation, please contact the Director.

CONFLICT WITH TEACHERS

If you have a concern about the way a teacher is managing his/her class, please contact the teacher directly to discuss your concerns. Classroom issues include grades, class work, homework, book selection, class rules, daily routines and conflict between your child and another student. If you are unsuccessful in resolving the situation by speaking with the teacher, please contact the Director.

CONFLICT WITH STAFF

If you have a question or concern about the way a staff member is managing a non-class activity (recess, lunch, study hall, etc.) please go directly to that person and try to resolve your concern. If you are unsuccessful in resolving the situation by speaking with the staff member, please contact the Director.

Questions about student placement or curriculum should first be discussed with the teacher. If further direction is needed, please contact the Director.

If you need clarification about a school policy, please arrange a meeting with the Director.

If you have questions about fees or invoices, please contact the Office Manager.

If you are unsuccessful in resolving your concerns by meeting with the appropriate staff member, please address your grievance to the Board of Directors.

APEALS PROCESS

An appeals process has been established for any concerned party that feels their issues have not been addressed by the administration to their satisfaction. The concerned party should submit a written letter outlining their concerns to the Director. The Director will pass it on to the Chairman of the Board who will determine the appropriate action needed. The concerned party may be asked to appear before the Board for a hearing in order to resolve the issue.

COMPLAINT PROCEDURE

Ephesians 4:1-3, Colossians 3:12-13, Matthew 5:23-24

If you feel the need to make a complaint:

- *Pray about it.* Ask the Lord if this is something worth complaining about or simply a difference in personal preferences or styles. Examine yourself to see if you may be part of the problem. Consider whether there may be something you can do to help effect a solution. Make harmony your goal.
If you feel you must lodge a complaint, ask God to help you make your complaint in such a way that it will result in the glory and growth of God's Kingdom.
- *Express it promptly.* Keeping a matter to yourself can cause bad feelings and friction. Jesus taught that you cannot properly worship or serve God if there is a disagreement between yourself and someone else. Go deal with it.
- *Tell it to the right person.* A complaint against a specific individual should be expressed first to the person in question. Only take your complaint to the next level if you cannot work the matter out between yourselves or if you feel the leadership should know about it.
- *Express it clearly.* Express your complaint in an attitude of sincere love and concern for the best interests of the individual, the learning community and God's Kingdom. Make sure the person you are expressing your complaint to knows all the details of the situation, and exactly what you are complaining about and why.
- *Don't broadcast it.* Express your complaint only to those who need to hear it. Unnecessary friction and hard feelings can result when problems are expressed to people who are not directly involved, and an impression of disharmony is presented.

If you overhear or are told a complaint.

- *Pray about it.* Ask God to take care of the situation and use it for His glory. Don't share a bad report.

If a complaint is made to or about you

- *Pray about it.* Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray for the person who brought the complaint, and ask God to help you love that person even more than before the complaint was made.
- *Analyze the complaint.* Be sure you understand the specifics and why it is being made. Ask the person to clarify any areas of misunderstanding. Try to understand where the person is coming from. Clarify your part in the situation and clear up any possible misunderstandings regarding motives or actions.
- *Make it a growth experience.* Try not to take offense even if falsely accused. If the complaint is valid, strive to make correction immediately, seeking prayer and guidance from wise counsel.

If you have questions, concerns or comments about EE policies please direct them to the Program Director.
We are looking forward to a great school year!
As a family cooperative, we welcome your input on how we can better serve our families.

SERVICE LEARNING / VOLUNTEER SERVICE LOG

Date	Activity or Task Performed	Time In	Time Out	Total Hours	Contact Person's Signature
Total Hours Volunteered <i>(State in hours and minutes not fractions)</i>					

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