



2021-22 Handbook

The Regent Academy is a collective of teachers with passion and expertise in their chosen subjects.

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

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

In an effort to glorify God in all we do as well as love and serve one another, parents, please be aware of your responsibilities and be sure your students are aware of their responsibilities so that Tuesdays can flow smoothly. You have each signed and agreed to the student code of conduct. Please be familiar with it as well.

General Building Use

- Students, when entering or exiting, please be aware of classes in progress and offices in use and proceed quietly.
- **Drop off and pick up** will be through the **lobby doors** in the front of the building. Students waiting for pick up after classes must be in the lobby.
- Enter and exit through the **lobby doors only**, not the side doors.
- Be on time. Teachers are unable to re-teach material to students who come late. Tardiness can be a distraction from learning.
- The building will be **open** to students at **8:20am**.
- **Parents are not allowed** in the building. Please wait for your students outside the front lobby doors.
- Please **NO running** in the building at any time!
- Students may not leave the building unless accompanied by a parent except for high school students who drive themselves. See **Student Drivers** below.
- Please have students arrive no more than 10 minutes before class and exit no later than 10 minutes after their class block is over.
- All students, including high school students, must be in class or in study hall between 8:30 and 3:00, not in the lobby or hallways. **This applies to all students, even those over 18.**
- Students will have a designated area in the lobby to wait for parent pick up. A supervisor will be available to help the younger students.
- Parents, please be on time to pick up students or sign them up to wait in study hall. At the end of the day, please pick up promptly at **3:00pm**. We **do not** have after school supervision.

Academic Integrity

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

TeacherEase

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

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

Late Work Policy

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

Safety In the Classroom

- Hand sanitizer will be provided in each room. Students will clean hands when entering each classroom.
- Tables will be sanitized between each class.
- Students may not eat in class, but may have a **non-spill water** bottle if desired.

Electronic Devices/Valuables

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

Study Hall

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

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

Lunch

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

Dress Code

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

Supplies

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

Student Absence

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

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

Student Drivers

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

Parent Volunteers

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

<https://www.signupgenius.com/go/10C0D4FA8A823ABFC1-parent3>

Drop/Add

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

Financial Policies and Procedures

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

Tuition Fees are paid directly to the class instructor. The fees are due in full at the start of the year—at the meeting on Aug. 3, 2021. Families may also use our courtesy payment plan, with fees paid in installments of 9 payments, with the first due at the mandatory meeting on Aug. 3, 2021 in the form of check(s) written to individual teachers, or through ZellePay. The remaining 8 payments are due to each teacher the first Tuesday of class every month, from August through April. Tuition by check must be **received** by the due date and class time or a late fee will be assessed. All tuition and fees will be paid as assessed and are **NON-REFUNDABLE** for any reason. **Once registration payment is received, registration and tuition are considered binding. See Withdrawal below.** In the event that you are unable to attend class due to illness or emergency on a payment due date, all teachers accept ZellePay. Each teacher will let you know preferred payment method. Please see payment schedule below.

Late fees for classes will be assessed for all payments not received by the deadlines. A **\$15** late fee will be charged in addition to the tuition amount if the current amount due is not received on the first Tuesday of each month, August through April. This late fee will go directly to the instructor and is **per teacher**.

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

Early Registration discount fees for classes are in effect through **April 6, 2021**. After that date, registration and administration fees return to standard rates per the posted schedule.

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

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

Withdrawal of a student from a class **after registration and by September 7, 2021** (one month after classes begin) will incur a fee of **half the tuition for the year**. If a student is withdrawn at any time after said deadline, (**September 7, 2021**) the family is liable for **all tuition for the full school year** as the payment plan is only a courtesy. Exceptions will be made in the following circumstances:

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

Tuition and Fee Schedule

TRA Registration Fees

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

Registration: \$120 Per Class

Class Tuition is paid **directly** to the teachers and is due on Aug. 3, 2021.

Annual Class Tuition: **\$400** per student per class due August 3, 2021

Courtesy Payment Plan: First payment of \$80 per student per class is due to teacher on Aug. 3, 2021. Remaining 8 can be paid in \$40 installments to the teacher on the first class Tuesday of each month, September—April. **Add \$15 per teacher if late any month. See late fee policy above.**

Payment Options

- Payment may be made in full on 8/3/2021 via personal check to the teacher(s) or ZellePay.
- For those using the courtesy payment plan, and since parents are not allowed in the building, please make arrangements to pay via ZellePay or automated bill pay through your bank. Payment must arrive in advance of or on the due date to avoid a \$15 late fee per teacher.
- Please **do not** contact teachers with reasons why payment is late. Kindly remit the payment with the late fee. If you have any questions, please contact Angie Mendez.
- Tuition is payed directly to each teacher per student. Please see the schedule below.

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

#1	8/3/21 (At Mandatory Meeting on August 3, 2021)	\$80 per student
#2	9/7/21	\$40
#3	10/5/21	\$40
#4	11/2/21	\$40
#5	12/7/21	\$40
#6	1/4/22	\$40
#7	2/1/22	\$40
#8	3/1/22	\$40
#9	4/5/22	\$40

Each **parent** and **student** in our family has read and discussed the contents of this handbook, is aware of his or her responsibilities, and **agrees** to abide by those responsibilities. We release and hold harmless **The Regent Academy** and/or **Metro Life Church** from any and all claims for loss, damage, injury, and/or illness of any nature to any person or property resulting from **The Regent Academy's** programs or activities. We agree to inform **The Regent Academy** immediately if anyone in our family tests positive for COVID-19.

Please submit this form at the orientation meeting.

Parent Name (Printed): _____

Parent Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

Student Driver Permission

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

Parent Signature: _____