

## Adventure Academy- Co-op Information and Guidelines

Here are some important rules, guidelines and information to help our co-op run smoothly. We have established these in an attempt to make Adventure Academy a quality program and an enriching experience for all— committees, coordinators, teachers, helpers, and students. We ask that you read them and discuss them with your children. Thank you for your cooperation!

**Registration and costs:** Registration deadlines are exact, and we do not make exceptions due to scheduling timelines and space limitations. To ensure your spot in Adventure Academy you are required to register and pay all fees by the designated deadline. The fees are as follows: \$25 annual family registration fee, then per child - \$35 for nursery, \$45 for Preschool - 3rd Grade, \$50 for 4th-5th Grade, and \$60 for 6th-7th Grade. Once you have paid, there are no refunds. Each parent participating in Adventure Academy must have a background check for all who work with children on its campus. The cost for the background check is \$30 and is valid for 2 years. After registration forms are received, you will be invoiced via Square. You can either pay via Square or a check made out to Adventure Academy.

**Classes and Scheduling:** We meet at Church on the Hill, 2105 Keizer Rd NE, Keizer, Oregon 97303, on Wednesdays from 8:30am-11:30am. Classes range from nursery - 7th grade at this time. Each week there are three 50-minute class periods. Parents are scheduled to teach or help during the two class periods. Students are expected to be “dropped off” at their first class of the day and “picked up” at their last class of the day. Families should arrive at Adventure Academy no later than 8:30 AM. If you are teaching first period, you should be there by 8:15am. All families are **required** to be on time. Students will be escorted by teachers to and from all of their classes. At no time should a student ever be left alone.

**Memory Books:** Each student will get a memory book at the end of the year BBQ that will reflect their year at Adventure Academy Co-Op. Each class, each week should create a piece to be put into the memory book (sample of work, notebooking page, craft, etc.).

**Name Tags:** Every family member participating in Adventure Academy is required to wear a name tag. As a general rule, only immediate family members may participate in Adventure Academy. No visitors are allowed at Adventure Academy with the exception of an adult member of your immediate family. If a family member is visiting, please notify the Board and obtain a name tag for them. If you would like to schedule a guest speaker from outside the Adventure Academy group, he/she is required to be pre-approved by the Adventure Academy Board. Your name tags will be supplied by Adventure Academy and available in your classroom at check in, and should be left in your classroom at check out.

**Emails:** Members are responsible to check their email regularly for reminders, deadlines and other important information pertaining to Adventure Academy. There will not be a lot of emails, so please pay attention when one is sent. The official Adventure Academy email is [adventureacademycoop@gmail.com](mailto:adventureacademycoop@gmail.com)

**Absences and Tardiness:** As mentioned, participation and commitment are required for a successful co-op group. We know that illnesses and family emergencies occur, and if you are unable to attend because of an illness or family emergency, you are required to notify the designated absence coordinator as soon as you know you will be late or absent so we can find a substitute teacher/helper for your class. If you notify the coordinator on the day of Adventure Academy, you will need to do so before 8am. Failure to notify the coordinator of your absence or tardy is an unexcused absence. Adventure Academy begins at 8:30am. If you arrive after that time you are considered tardy. If you have an emergency circumstance, please text Nikki Heins at 916-832-5115 AND Denise Siverling at 916-832-5115 ASAP.

**Parents' Meetings:** There is a mandatory Parents' Meeting each year. One parent from each family is required to attend. It is preferred that the parent who will be participating each week attend the meeting, however both parents are welcome to attend. This meeting is vital to Adventure Academy as it is the only time when all the adults involved in Adventure Academy on a weekly basis meet together. The Parents' Meeting is an opportunity for the adults involved in Adventure Academy to pray for the families and students, ask questions and offer ideas regarding Adventure Academy. We also discuss the upcoming Adventure Academy year changes, concerns, and opportunities available to us. You will receive schedules, class lists, sub lists and address lists. There is no child care provided.

**Teaching and Co-Teaching:** A parent(s) from each family is required to teach or co-teach in the Adventure Academy school year. You are not required to teach in your child's class, you may teach any age level. Adventure Academy will provide all coursework, and has many supplies on hand. We have resources for purchasing some material inexpensively. If you require specific supplies for your class, please reach out to Nikki, Denise, or Maryssa. We cannot make copies of copyrighted work without permission. Always leave your classrooms neat, clean and arranged the way it was when you found it. Cleaning the classrooms include wiping down tables, picking up toys, throwing away trash, and vacuuming.

**Helpers:** If you are not teaching a class, then you are a helper. Per Adventure Academy policy, there will be at least two adults in each classroom. Be sure to ask teachers how you can help each week. Helpers should maintain control of the class so that the teacher can teach. Out of consideration of the teacher and students, please do not use class time to visit with other parents. Children must be accompanied out of class by an adult. For safety reasons, children are not allowed to wander around outside the building.

**Nursery and Preschool Teachers/Helpers:** If you are scheduled for 1st period, you need to be in your class to greet children by 8:15 am so that parents can drop their children off and be ready to teach/help with their 1st period class. Parents of nursery/preschool age children, please pick up your children promptly after 3rd period. If you have a nursery/preschool child, at least one period will be in their class.

Nursery/Preschool teachers will NOT be changing diapers or pants at any point, a parent will be called to come change them. If they are potty training, please let us know. If you have someone

you trust to change your kids diaper or take them to the bathroom, that will be between you and that parent. Please let the coordinator know if this arrangement is made. A snack will also be provided every week.

**Student Conduct:** Students will address all adults as "Mr." or "Mrs." Students are required to be with their class at all times, unless escorted by an adult. No eating or drinking is allowed during class time unless it pertains to the class (fully closed water bottles with only water will be allowed). Please keep outside food and drink in designated areas and only before or after Adventure Academy. Please refrain from messy food that might damage the church property; anything with red dye or nuts is not allowed.

**Discipline:** Parent/teacher communication is essential in Adventure Academy's discipline process! All participants - children AND adults - are expected to behave in a manner that exemplifies consideration and respect toward others. *Matthew 7:12a "So in everything, do to others what you would have them do to you ... "* It is our desire that every student succeed in the home school process and in Adventure Academy. We should strive to be "proactive" and address issues before they become conflicts.

**If a conflict occurs with a student:**

1. Speak with the student and give them a verbal warning. Let them know what will happen if they don't change the unacceptable behavior.
2. If the student fails to correct the unacceptable behavior after the first warning, then separate the student and let the student know that you will be speaking to the parent. Speak with the parent and let the Board know what has transpired. This will result in a 1 count for the student.
3. If the unacceptable behavior continues, the student needs to be taken out of class and brought to the parent. The Board will be informed and talk with the parent and the student. This will result in a 2 count for the student.
4. If the unacceptable behavior continues, the student will receive a 3 count and be suspended from Adventure Academy until further notice. The parent is still required to fulfill his/her responsibilities to Adventure Academy. If the family chooses to apply to Adventure Academy in the future, their application and participation will be re-evaluated at that time.

**\*\*Violence of any kind will not be tolerated and will result in immediate suspension until further notice.\*\***

**If a conflict occurs with a parent:**

Conflicts at Adventure Academy will be resolved according to the guidelines of the Bible, the Word of God. *Matthew 18:15-17* gives us direction in resolving a conflict with a brother or sister in Christ. Please go to the person whom you have a conflict with and try to resolve the conflict between the two of you. If this does not resolve the conflict, the Adventure Academy Board may be able to help resolve the issue. Communication, compassion and grace are essential to a successful learning and working environment.

*1 Peter 3:8-9 "Finally, all of you be of one mind, having compassion for one another; love as brothers, be tenderhearted, be courteous; not returning evil for evil or reviling for reviling, but on the contrary blessing, knowing that you were called to this, that you may inherit a blessing."*

**Dress Code:** Adventure Academy families are required to wear modest and appropriate clothing that does not distract from the educational experience. Students perform better in a community where a standard of appropriate appearance is expected. Our main purpose is to be consistent with Biblical principles of simplicity, modesty, decency and propriety. We believe God looks at the heart and desires that we walk with Him. We also believe that while God looks beyond clothing and attire, He desires that our attitudes, speech and appearance be a reflection of His goodness and righteousness. To that end we have guidelines and standards for appearance at Adventure Academy. NO tank tops (worn alone), halter/tube tops, backless tops or dresses, see through attire (worn alone), or low cut tops front or back. You cannot expose the body front or back: including midriffs, and chest area, when standing OR sitting. NO clothing messages such as: drugs, sexual content, alcohol, cultic descriptions, politics or obscenities. Clothing is to be free of questionable: slogans, pictures, advertisements, and wording. NO pants that sag below the hips (low-riders) or that show underwear of any kind. NO "short" shorts or mini-skirts.

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Failure to meet Adventure Academy requirements will result in a review by the Adventure Academy board and possible elimination from Adventure Academy. If you have any concerns or questions, please speak with a Board member. Thank you!