

Alliance of Christian Educators Rockwall Family Agreement

Hours of Operation

1. 9am to 3pm Fridays August 30 – May 2nd

Families/students will not be permitted on campus before 8:45 AM or after 3:30 PM unless they are required to be there by a teacher or for club meetings/service hours.

Students must leave campus by 4 pm. If parents are dropping students off, they must return in time to pick students up by 4 pm. Failure to pick up students by 4 pm will result in a \$15 fine charged to the family. Repeated failure to pick students up on time will result in a parent having to stay on campus with students.

2. **Class Cancellations during School Term:** Closings due to bad weather or unforeseen circumstances will be communicated via email and through the Remind texting system or equivalent.

3. **Visitors:** ACE Rockwall campus is reserved for students taking classes and their guardians. For the safety of all members, ACE Rockwall is not open to visitors.

Facilities (Stewards of our Host Church)

1. Facility Management

- a) Students and parents must remain in the lunchroom or outside when not attending classes or serving in their volunteer positions.
- b) Students and parents are not allowed to wait outside classrooms until 5 minutes before class begins.
- c) Families are asked to maintain a quiet atmosphere in classroom halls.
- d) Live animals are not allowed in the building or on the church property at any time.
- e) No running in the hallways.
- f) Defacing of property will be subject to disciplinary action and may result in dismissal.

2. Food & Drinks

- a) All food and drinks must be kept in the lunchroom or outside.
- b) Whether eating in the lunchroom or outside, all co-op members are responsible for cleaning up their own trash.

3. Parking Lot, Indoor, & Outdoor Safety

- a) Parents must accompany all students (below seventh grade) to and from the building.
- b) Children ages 11 and younger should not be left unattended or unsupervised while on campus.

- c) Students (all ages) are not allowed to sit in vehicles unless they are accompanied by an adult.
 - d) Families agree to enter and exit the building through the designated door.
 - e) Families are encouraged to stay outside when the weather permits. The area must stay clean, or we will not have the option of using it.
 - f) A section of the parking lot will be coned off for families and students; likewise, this area must stay clean.
4. **Lost and Found:** ACE Rockwall is not responsible for lost or stolen items. Families assume all liability for any personal items brought to school.
5. **Fundraising:** Only ACE Rockwall fundraising is permitted.

Parent/Student Commitment

1. Classroom Behavior

- a) Students agree to arrive promptly to class with assignments complete and ready to participate with a positive attitude.
- b) Extreme or repeated disciplinary situations will be referred to leadership and may result in the student/family being dismissed.
- c) Parents should direct any concerns regarding grades or behavior to the instructor.
- d) Parents may request assistance from leadership in settling a student/instructor situation AFTER speaking with the instructor.
- e) It is the responsibility of the parents to inform instructors about any allergies or medical conditions of students.
- f) Parents should not interrupt classes during instruction time.
- g) While attending classes via Zoom, students will:
 - a. Be on time and be attentive during class.
 - b. Follow ACE Rockwall dress code.
 - c. Refrain from distracting the class.
 - d. Keep other devices off.
 - e. Adhere to the instructor's policies regarding microphone usage, cameras, and chat.
 - f. Sign in with their name and not change the name during class.
 - g. Draw on the board only with permission.

2. Code of Conduct *"Whatever you do in word or deed, do all in the name of the Lord Jesus"* *Colossians 3:17*

- a) Member families will show thoughtfulness and respect toward leadership, instructors, parents, other students, and our host facility and its staff both publicly and privately.
- b) Member families will act in such a way that their words, actions, and appearance honor our Lord Jesus Christ and promote unity and encouragement of fellow ACE Rockwall families.
- c) Member families will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating, or rude.
- d) Member families will be responsible for their children's behavior to ensure they are acting in accordance with this code of conduct.
- e) Instructors have the option to dismiss a student for continuing behavioral problems or continuing poor academic performance. Families of students dismissed after the drop date are still responsible for tuition for the remainder of the school year.
- f) Academic dishonesty, including but not limited to, copying another student's work, use of AI, like chatGPT, unless directed to do so by the instructor, use of electronic devices when not allowed by the instructor, and plagiarism will not be tolerated.
- g) The Co-op prohibits the use of any tobacco product on campus property, including but not limited to cigarettes, cigars, water pipes (hookah) and smokeless tobacco. It also prohibits innovations in smoke or tobacco products such as any non-FDA approved electronic nicotine delivery device, e-cigarette or vape pen.
- h) Public displays of affection are not appropriate for co-op and should be avoided on campus.
- i) Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexual in nature, threatening, harassing, or damaging to another's reputation. This includes all available means, including, but not limited to cell phones, texting, email, social media sites, and photo apps. Inappropriate activity may result in dismissal.
- j) Leadership must be informed of any offenses listed below. All incidents involving these offenses will be investigated and will result in discipline up to and including expulsion.

Academic dishonesty

Bullying/hazing

Obscene language or action

Theft

Drugs, alcohol, tobacco

Vandalism

Weapons

Making Threats

Inappropriate language

Sexual Harassment or other

inappropriate sexual behavior

Fighting or other aggressive

behavior

Any potential life-threatening

behavior

3. Dress Code

- a) Parents and students agree to follow the general rule of neat/modest/conservative dress.
- b) Clothes should be appropriately fitted and in good condition.
- c) Inappropriate tattoos and piercings must be covered.
- d) All wording or images on clothing, hats, and other accessories must be respectful and non-offensive.
- e) Shorts and skirts must be near the knee.
- f) Spaghetti-strap tops, crop tops, tank tops, see-through clothing, and visible undergarments are all prohibited.
- g) Pants must be worn at the waist. (No sagging)
- h) Holes in jeans must be near the knee or have leggings underneath.
- i) Boys may not wear earrings or makeup of any kind.
- j) Girls' shirts need to cover their rears when they wear leggings.
- k) Students who are not dressed appropriately may be sent home to change into appropriate clothing. Any student continuing to violate the dress code will be dismissed from the co-op.
- l) ACE Rockwall reserves the right to determine whether a student's dress is appropriate for campus.

4. Parent Attendance

- a) One parent must remain on campus with his/her student (below seventh grade) at all times.
- b) Middle and high school students (7th – 12th grade) are allowed on campus without a parent.
- c) Parents of middle or high school students who have had repeated behavioral issues may be required to stay on campus or asked to leave the co-op.

5. **Parent/Student Orientation:** Families agree to attend fall orientation on August 16, 2024.

6. **Photography:** Parents agree by attendance of classes and events, that their student(s)' and their own photographs may be used for ACE Rockwall purposes.

7. Service Hour

- a) All parents are required to serve a minimum of one hour per week as volunteer service. Families may choose to buy-out their service hour in lieu of serving their hour if they pay the nonrefundable buy-out fee of \$400.

- b) Parents must find their own replacement in the event that they are unable to serve their service hour and inform the service hour coordinator (& teacher if applicable) of the change.
- c) Only a family member over 18 and who has already graduated may fill in for a parent's service hour.
- d) Parents who miss their service hour without finding a replacement will be assessed a penalty fee of \$25 for the first occurrence. For each subsequent occurrence, the fee will increase by \$5 for each week missed.
- e) Repeated failure to serve the service hour assignment will prevent future membership acceptance.

8. Cell Phones

- a) Cell phones may only be used by students in the classroom with instructor approval.
- b) Parents will be notified by the instructor if your child's phone is taken up during class.

9. Adults are not allowed in classes without prior approval from the instructor.

10. ACE Rockwall membership may be terminated if a member no longer meets the membership qualifications or their behavior conflicts with our membership policies.

Emergency Procedures

1. Illness

- a) In the event of an emergency, ACE Rockwall will attempt to contact parents immediately. If parents cannot be reached, information on the emergency medical form signed by the parents will be followed. If necessary, students will be treated by emergency responders at parent's expense.
- b) Parents agree to contact leadership if their child has had a highly contagious disease such as MRSA, Staph, Meningitis, etc.

2. If a member of a family is experiencing any of the following symptoms, he/she should refrain from attending co-op until the symptoms are resolved:

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|----------------------|---|
| Fever | Loss of taste or smell |
| Cough | Congestion or runny nose |
| Fatigue | Nausea or vomiting |
| Muscle or body aches | Diarrhea |
| Headache | Shortness of breath or difficulty breathing |
| Sore Throat | |

3. If there is a time when the environment is unsafe for students or parents to attend, the co-op will be closed either temporarily or for the remainder of the school year depending on the situation. In this scenario, classes will transition to online classes.

Co-op Membership

1. Family membership is evaluated each year.
2. Families will be notified by email of acceptance into ACE Rockwall.
3. **Membership Denial:** Reasons for denial of membership include, but are not limited to, incomplete paperwork or fees, past negative performance in class, tuition non-payment, repeatedly missing service hour, and behavior/attitude. Families will be notified via email in the event of membership denial.
4. **Non-Refundable Fees:** All membership fees, processing fees, Service Hour buyout fees & class deposit fees are non-refundable except as specified for closed classes, membership denial, and wait-listed classes.
5. All families must complete and submit the Family Agreement, emergency medical information, membership application, and Pastoral Reference Form.
6. **Liability Waiver:** Families must sign a hard copy of the liability waiver prior to attending in-person classes or any ACE Rockwall events.

Class Enrollment

1. **Age Requirements**
 - a) Class grade requirements are listed in the course descriptions.
 - b) Any exceptions to the listed age requirement must receive prior approval from the teacher.
2. **Class Enrollment**
 - a) Students are assigned to classes on a first-come first-served basis based on enrollment.
 - b) Classes that do not meet their minimum registration numbers will be closed after the scheduled deadline. Families will be notified of closed classes, and fees for these classes will be returned.
 - c) Withdrawals can be completed by families and must be submitted by the drop deadline to avoid paying the remainder of the tuition for the dropped class.

3. **Tuition & Fees**

- a) An annual nonrefundable membership fee of \$225 is required per family. Membership fees will be submitted through Zelle at the time of membership acceptance. If another payment method is needed, please contact ACE Rockwall leadership via email to receive approval.
- b) A class deposit fee is required per class per student at the time of registration. All deposits will be paid directly to the instructor NO LATER THAN April 26, 2024. Contact the instructor for accepted payment options.
- c) Any families who have not paid deposits by April 26 will be dropped from classes.
- d) All deposits and tuition must be paid and forms must be completed before a student is allowed to attend a class. If a student attends a class without these complete, the teacher will dismiss the student and request the parent contact the secretary for further information.

4. **Special Needs & Health Issues:** ACE Rockwall does not wish to discriminate against children with learning differences or health issues; however, we do not have trained individuals on campus to address each students' specific needs. Out of consideration to our instructors and other students in the class, ACE Rockwall requires that parents inform us in advance of any learning differences or health issues a child may have. This will help the parent and teacher assess whether the student would benefit from taking a class.

5. **Wait Listed Classes**

- a) Once a class has met its maximum enrollment, students may be placed on a waitlist.
- b) Deposit fees will not be collected if the student is on the waitlist.

Tuition

1. **Tuition Payments & Late Fees**

- a) Tuition is the total cost of the class. The total cost is divided into 8 months of payments; therefore, the tuition for all months will be the same regardless of the number of class days in the month.
- b) Tuition is due the first day of co-op then the first Friday of each month from October to April.
- c) Contact instructor for accepted forms of payment.
- d) Tuition not paid by the first Friday at 3:00 pm is considered late and will be assessed a \$10 per class per student late fee (payable to the instructor). Late fees will continue to accumulate each week until the tuition and all late fees are paid in full. The late fees will increase at a rate of \$5 each week as described below:

Late Tuition	Late Fee Assessments
If tuition is up to one week late...	A fee of \$10 per class per student will be added to the original tuition amount.
If tuition is one to two weeks late...	A fee of \$15 per class per student will be added to the original tuition amount.
If tuition is two to three weeks late...	A fee of \$20 per class per student will be added to the original tuition amount. If a family is more than three weeks delinquent on tuition, the student(s) may be removed from classes.

2. **Tuition Late Fee Waivers:** Each member family will be allowed one tuition late fee waiver per class per year. Once a waiver is issued, families must pay on the second Friday of the month to avoid accruing a late fee. Once a waiver has been used for the year, subsequent late payments will automatically be charged a late fee.

3. **Drop deadlines**

a) Drop deadline is 2:00 pm on September 20th.

Drop Date	Tuition Due
August 30 th - September 20 th	No tuition due after date class is dropped
September 21 st - end of the year	100% of the remainder of monthly tuition through the end of the class will still be owed.

4. **NSF Payments**

- a) NSF fees for returned tuition checks are the responsibility of the offending family.
- b) All NSF payments will be assessed a late fee, and any bank charges will also be applied.

5. **Non-Payment Policy**

a) Failure to pay the complete tuition for the year or any assessed fees will result in forfeiture of the right to register for classes in the future until all accounts are current. The student may not return to class until tuition is paid.

6. Prorated Tuition

- a) In the event a teacher is unable to hold class, tuition will be prorated from the next monthly tuition on a basis of $\frac{1}{30}$ of the annual tuition fee.
- b) Tuition is NOT prorated due to student absence.
- c) In the event of bad weather cancellation, tuition will not be prorated. Instructors will communicate with families regarding missed work, make-up assignments, or adjustments to the class calendar.

7. Graduation Participation Requirements:

- a) Graduation will be on May 10, 2025.
- b) ACE Rockwall must have a minimum of ten families to perform the graduation ceremony.
- c) Family must be a current member in good standing of ACE Rockwall. Student behavior and attitude, missed assignments, and dress code compliance will also be factors in determining graduation eligibility with the senior class.
- d) A graduating student must take at least one class in at least one semester of the student's Junior/Senior year at ACE Rockwall.
- e) Graduating seniors must participate in all required senior events.
- f) At least one family member must help serve in one of the graduation volunteer roles.
- g) Families are responsible for any field trips, events or senior activities. None will be sanctioned by the co-op.
- h) Parents must attend dress rehearsal with the student during the week of graduation and arrive promptly.
- i) Participation in graduation is not considered until a \$50 nonrefundable deposit has been paid. In the event that there are not enough participating seniors to hold graduation, deposits will be returned.
- j) ACE Rockwall leadership reserves the right to determine whether a student is allowed to participate in the graduation ceremony.

MEMBERS CONFLICT RESOLUTION POLICY

Matthew 18 describes the biblical principle for resolving conflicts. As a faith-based organization committed to obeying God's Holy Word, all members of ACE Rockwall will implement the model set forth in Matthew 18, and will follow the procedures listed below for the conflict resolution.

Organizational policies, procedures, and co-op rules enable the ACE Rockwall leadership to effectively handle allegations with transparency and in a timely manner.

Biblical Principle

"And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church..." Matthew 18:15-17

Procedures

1. If a member of ACE Rockwall has a conflict with another member of ACE Rockwall he/she will speak directly to him/her about the problem. If the complainant is unsatisfied with the response, he/she will send an email to ACE Rockwall leadership. Within 48 hours after receiving the email, leadership will contact the complainant, informing him/her that the email has been received. The complaint will be investigated, and a determination will be provided in writing to all members involved.
2. All complaints must be made in good faith. In the event, it has been determined that a complaint has been filed maliciously and in bad faith, the filing of such complaint shall be deemed to be a serious offense.
3. All documents related to a conflict resolution process shall be retained by the co-op for a period of at least 5 years.

ACE Rockwall is comprised of men and women representing the Body of Christ, and the wisdom found in Matthew 18 is applicable to effective organization culture.

MISSION STATEMENT

The purpose of the Alliance of Christian Educators Rockwall is to empower Christian homeschool families through educational enrichment, fellowship, and community in the greater Rockwall area.

Statement of Faith

1. We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)

2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 10:37-38, I Corinthians 6:19, Galatians 4:6)

3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, John 2:11, Hebrews 9:12, Colossians 1:14, John 11:25, Acts 1:11, Revelations 19:11-16)

4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19, 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)

5. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Ephesians 4:30, Ephesians 5:18, I Corinthians 6:19-20)

6. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)

7. We believe in the spiritual unity of believers in our Lord Jesus Christ and that individual doctrinal differences, which may exist, should not hinder the unity of Christian home educators. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)

8. We believe in the creation of man by the direct act of God (Genesis 1:26-28, 5:1-2); furthermore:
 - 8a. God created marriage to be exclusively the union of one biological man and one biological woman, and that intimate sexual activity is to occur exclusively within that union.

 - 8b. God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.