



**Policy Manual
2018-2019**

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What Is ACTS?

- ACTS is a Christian educational organization designed to provide support and enrichment for home-educating families. ACTS does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational and admissions policies.
- Our classes provide supplemental educational experiences on a weekly basis to enrich and expand the educational plan the home-educating family has for its students. (For example: The parent teaches Apologia Biology curriculum at home; the ACTS Biology class provides the required lab and associated activities in a group setting to supplement this curriculum choice.)
- Our K–12 classes offer multiple elective and academic subjects.
- We meet every Monday from early September to mid-May at First Baptist Church in Charlottesville, Virginia.
- Our Leadership consists of a self-perpetuating Board of Directors, with members from both the community and from previous ACTS parents along with a group of Officers that manages the operational duties of our organization.
- Our teachers are all highly qualified and gifted in their areas of expertise, and many home educate their own children.
- All Board members, Officers, and teachers maintain an atmosphere promoting Christian principles.
- Participation in ACTS classes includes the following benefits:
 - Quality academic courses to enhance the student’s educational experience
 - A broad range of elective subjects
 - Valuable experience in a group-learning environment
 - Weekly connection with other area home-schooled students
 - Opportunities requiring large groups not found in a single home-schooling family setting, such as chorus, drama productions, and team sports.

Statement of Faith

Please read this statement, and sign the enrollment contract, stating that you have read this document and understand and respect that these are the doctrinal beliefs maintained by ACTS, Inc. Respecting this Statement of Faith is a condition of membership in Albemarle Christian Teaching Support. Please keep this copy for your records.

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5) that distinguishes believers from nonbelievers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity (Rom. 15:7). *

1. *We believe the Bible to be the inspired, authoritative, infallible, and inerrant Word of God.*
2. *We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.*
3. *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*
4. *We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.*
5. *We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and to perform good works.*
6. *We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.*
7. *We believe in the spiritual unity of believers in our Lord Jesus Christ.**

*(*Adapted from HSLDA and from the National Association of Evangelicals' Statement of Faith)*

All ACTS leadership and teachers must read, respect, *and agree with* this statement of faith, ensuring that those who believe in the Bible and who follow Christ lead our organization and teach our children. They are committed to providing this organization as a service for each other and for all area home-educating families. Our leaders and teachers will make decisions and plan activities that are pleasing to God and are in accordance with his Word. Our organization's goal is not to focus on growing ourselves or to seek approval from those who disagree with our philosophy, decisions, or activities.

This statement allows ACTS to be inclusive, allowing any family—regardless of belief or background—to be members. It also ensures that all members are aware of the biblical basis on which ACTS makes its decisions and plans its activities. Although our organization does not require everyone to maintain the same beliefs, doctrines, or philosophy, it does require that members respect this statement of faith.

Leadership

Board of Directors

Dick Sylvester
Connie Sylvester
Beth McDowell
Venita Richmond
Billie Jo King
Melissa Rigg

Officers

Venita Richmond	President
Billie Jo King	Vice President
Melissa Rigg	Treasurer
Heather Uthlaut	Secretary
	Registrar
Susan Sigalas	Teacher Liaison

Coordinators/Assistants

Sarah Hutchins	Update Assistant
Kim Buckley	Assistant Registrar
Shannon Misner	Tuition Coordinator
Andrea Prang	Service Coordinator - am
Regina Dorgan	Service Coordinator – pm
Brigitta Carr	Service Coordinator - cleaning
Chrislyn Russamano	Service Scheduler
Heather Peterman	Events Coordinator
Sunny Gritsko	Ministry Coordinator

Please DO NOT call the church office. Contact individuals directly using the email links on the website leadership directory. Phone numbers are available in the Roster; go to www.actscoop.org and click on Scheduling and Registration, then choose the Family Log In. Only members of ACTS who are currently taking classes can access HORAS.

****ACTS Emergency Cell Phone Number: 434-249-0293**

Policies

A. Registration Policies

Reading Policies and Preparing to Register: Please thoroughly read the ACTS, Inc. Philosophy and Policies (available on the website and in this handbook) before registering. Each parent and student (over 7) must sign the enrollment contract to verify that he or she has read and will abide by all the policies. The required registration forms, the enrollment contract, and the release of liability are found in the Scheduling and Registration Packet. Print the Registration Checklist, and check off all items before attending registration. **If forms, checks, or signatures are not complete, you will have to wait to register until they are.** The final portion of a complete registration is signing up for your required service hours. (Those registering June through August will sign up for service hours at August orientation.)

Attendance at the Orientation Meeting Is Mandatory: One parent must attend; children's attendance is optional. At this meeting, parents and students meet teachers and locate classrooms, review important ACTS policies, and pay tuition for September classes. Those who registered after May will sign up for service hours. If unforeseen circumstances prevent your attendance, please notify the president, and send tuition checks with a friend.

Homeschool Experience Requirement: Families must have completed a traditional school semester (Sept–Dec, or Jan–May) of home schooling before their children may register for ACTS classes. This experience should be within the past two years.

Special Needs/Accommodations: For the benefit of all students, during the registration process, parents should thoroughly communicate to the registrar any learning challenges or special needs their children may have. Please also explain any special accommodations children may require while at ACTS. ****Special needs include, but are not limited to,** wheelchairs, service aides, service dogs, vision or hearing impairments, autism, ADD/ADHD, and medical equipment requirements.

Registration Costs:

1. **Dues: \$135 per family (non-refundable)**
2. **Materials Fees: Each class requires a check for materials fees.** Those registering in spring semester pay the same dues; materials fees may be reduced. (Dues and fees are not tax-deductible.)

Registering September 1 through February 28/29th: New registrations will be accepted as space allows. Registrations may not be submitted more than 30 days in advance to hold a spot in the desired classes. Dues, tuition, and materials fee checks must be submitted along with the completed paperwork; they are due the Friday prior to the desired start date. No registrations will be accepted after February.

Wait Lists: Classes that reach their maximum enrollment during online registration have a wait list. When drops occur, students from the wait list move into the classes, and parents are notified by email. During registration, parents may register a wait-listed student for another class for the same period. If the student enrolled in another class moves from a wait list into the

preferred class during September, there is no further tuition obligation for the class dropped. However, if the student enrolled in another class moves from the wait list into the preferred class *after* September 30, there will be a tuition obligation for the dropped class (see page 8 for information on “tuition obligation”).

Schedule Changes: After open registration has closed, any requests for schedule changes and adds/drops for current families go through the Registrar, actsregistrar@gmail.com, and must be submitted in writing (email is preferred). Requests made by midnight Thursday will be processed before the next meeting of the class. Notifying the Registrar is important so that wait-listed students may join classes dropped by others. No schedule changes are permitted between Orientation day and the first day of classes or after March 31.

Needs Assessment: Every year in late January/early February, ACTS conducts an online Needs Assessment (NA) to predict class needs for the upcoming academic year. Each family should complete the Needs Assessment for each student enrolled in ACTS (and/or siblings who will be joining the following year). Families who do not complete the Needs Assessment may lose priority scheduling privileges.

Registration Exceptions: Families may request age exceptions for children who are advanced or who have learning delays/disabilities, but these requests should be rare because they may prevent students of the intended grade level from benefiting from the class. ACTS teachers thoughtfully set the intended grade level for their courses, but because homeschooling families do not strictly follow grade levels, each class has a range of minimum and maximum grades as a guideline. Please refer to the exception form in the registration packet. Exception forms **must be signed by the teacher** before turning them in. **The Registrar will schedule all exceptions once they have been approved by the Officers.** Please note: exceptions will not be added until after all current families have scheduled.

How Minimum / Maximum Ages Are Determined: For a specified grade level, a student must meet the minimum age as of November 1; maximum age is determined as of August 31. The ACTS minimum and maximum requirements allow grade flexibility for Sept. 1 through Oct. 31 birth dates and are intended to promote fairness of enrollment and appropriate learning environments.

- Examples:
- (a) A child who turns five on or before November 1 meets the minimum age (5) for a K–2 class.
 - (b) A child who turns five on or after November 2 does not meet the minimum age for a K–2 class.
 - (c) A child who is eight on or after September 1 does not exceed the maximum age for a K–2 class.
 - (d) A child who turns eight on or before August 31 exceeds the maximum age (7) for a K–2 class.

Staggered Scheduling: All currently enrolled families register online for the following co-op year. Returning families will do so using a staggered start time based on number of years enrolled in ACTS. The family profile area in HORAS contains the date of each family’s enrollment in ACTS, dating back to 2005 when HORAS was created.

B. Tuition Policies

Teachers Set Tuition: As independent contractors, ACTS teachers set tuition for their classes based on their preparation time, the level of academic difficulty, and the amount of time needed to review and correct students' papers, tests, and projects.

Tuition Collection: Tuition is a yearly fee. It may be paid monthly, by the semester, or by the year. Tuition is usually collected on the last ACTS day of the month. The calendar in the registration packet contains the dates tuition is due when paying monthly. Envelopes in the sign-in lobby are available each tuition day for payment convenience.

Late Tuition: If unexpected circumstances affect timely tuition payment, please communicate with teachers promptly and personally and mail checks to teachers as soon as possible. Families will be asked to pay any bank fees associated with bank-returned checks. If there is a pattern of late tuition payment or bank-returned checks, families may be asked to pay the next two months' tuition in advance. If the problem continues, families may be asked to pay tuition for the remainder of the year, pay with a cashier's check (in the case of returned checks), or forfeit membership.

Tuition Checks: Checks (no cash please, as it confuses record-keeping) should be made out directly to the teacher. Please write a *separate check for each teacher*. On the memo line, include children's names, and the name and period of the classes. (Example: Jane Doe, P.E. Third Period) Tuition is based on nine months of fixed amounts regardless of the number of weeks in the month. An exception to this rule occurs when a teacher must be absent one week and is unable to find a qualified substitute. In this case, the following month's tuition decreases by one class amount. If a student misses a class, the tuition amount is not adjusted. Specific tuition questions should be directed to the teachers.

Registering after September: The first month students attend class will be considered a grace month. (Example.: If enrolling in October, October is the grace month.)

Tuition as a Co-op Year Obligation: The ACTS leadership and faculty trust that families will fulfill their enrollment contract by participation in ACTS for the entire co-op year. In some cases, families *have to* drop classes because of unavoidable and extenuating circumstances. In order to serve both the faculty and the families, the following policies apply to all members taking ACTS courses:

- **June–September 30th** is the grace period to drop a class. Dropping a class during this period incurs no tuition obligation for the remaining months of the school year. September's tuition is due at the August Orientation, and is not refundable. (January's tuition for classes beginning second semester is collected in December, and is not refundable.) Students who are enrolled as of Orientation are required to pay September's non-refundable tuition. Materials fees are refundable only if
 - a) The class is dropped before **August 8th** (2nd semester only classes – **December 8th**), or
 - b) The class is canceled by the teacher

- **October and November:** Dropping a class during these months incurs a tuition obligation of 20% of the remainder of the tuition for the entire ACTS year.
- **December and January:** Dropping a class during these months incurs a tuition obligation of 50% of the remainder of the tuition for the entire ACTS year.
- **February through May:** Dropping a class during these months necessitates paying 100% of the remainder of the tuition for the entire ACTS year.
- **Tuition Obligations for Semester Classes:** The first month of tuition for a semester class is non-refundable. If a semester class is dropped after the grace period, families owe one month's tuition.

*In the unfortunate event a student/family must be dismissed from ACTS due to disciplinary reasons, the above tuition obligation policies will apply.

C. Service Requirement Policies

ACTS is a *cooperation* of families who work together for the benefit of enhancing our children's educations. ACTS has been richly blessed by the commitment of all those who give their time to keep the co-op running smoothly and safely. Although parents are not required to stay on-site while their children take classes (as many co-ops do), parents are responsible for their children throughout their activities at ACTS. Service parents help to fulfill our commitment to the safety of our children and are vital to the existence of ACTS.

How Do I Sign Up? The sign-up for fall semester hours occurs at May registration or new family registration, and sign-up for spring semester hours occurs in January.

Number of Service Shifts: The number of service shifts varies from year to year based on the needs of the co-op. The ACTS day includes three shifts: morning, afternoon, and cleaning. Some parents may fulfill a portion of their service requirement by working at two of the five ACTS events (fall picnic, Christmas program, Science Fair, Dramatic ACTS, and Year End Event).

Who Serves and Where? At least one adult (parent or relative) with a background check from each family will contribute an equal number of hours as service parents (monitoring hallways, parking lots, common areas, playground and field, study hall, and exits). This service includes parents who have arranged with teachers to be class helpers, who may contact the service scheduler before registration or January sign-ups to arrange for service hours to avoid a conflict with the class they are assisting in.

Where Do I Report to Serve? Please meet with the Morning or Afternoon Supervisor (sign-in lobby) to determine which position you will fill and to review the duties for that position.

May I Bring My Children? Finding alternate arrangements for infants, toddlers, and preschoolers, as some of the positions require monitoring outside in inclement weather, is strongly encouraged. Young children should not accompany parents during the cleaning shifts.

What If I Have a Conflict? If a conflict (including last minute illnesses or unforeseen circumstances) prevents fulfilling a scheduled service shift, the *parent is responsible* for switching

with another *qualified* parent and notifying the Service Scheduler. A *qualified* parent is one who has been approved based on the ACTS background check procedure. The Service Scheduler and both Service Supervisors have a list of those names. **There is a \$50 fee for any scheduled service shift that is missed.** Persistent failure to fulfill family service hour obligations may result in loss of priority scheduling over newer families as well as termination of ACTS membership.

May I Volunteer to Cover Extra Service Shifts? Absolutely! Contact the Service Scheduler if you are available to work extra shifts (or available to cover for those who need subs).

May I Pay Others to Work My Shift? Sure! Contact the Service Scheduler for the list of parents who are willing to work for pay.

D. Background Check Policy

Because of the size of ACTS—with 200+ families volunteering to keep the co-op running and 400+ students attending classes each week—at least one parent or relative (whoever will be serving at ACTS) *must undergo a background check as part of each family's ACTS membership* to help ensure the safety of the children.

FAQ:

- 1) How often will Background Checks be conducted? Every 4 years
- 2) How much will they cost? \$8.00 A check made to ACTS will be collected at registration.
- 3) How far back do the Background Checks go? They will go back 7 years in the national criminal database.
- 4) Who should have one completed? Any adult (parent or relative) performing service hours. Your family may want to consider having background checks on both parents (and/or a grandparent) so that either one is eligible to do service hours.
- 5) How will they be conducted? Background Checks are made through First Advantage (You may visit their website at <https://volunteer.fadv.com/pub>. Background check information will be submitted online at registration.
- 6) Is my information secure? The information you submit (full name, birthday, SS#) will be entered into our First Advantage account **as you wait**. The form will then be returned to you or shredded at registration.
- 7) Who will see the results? ACTS has contracted with a retired police officer to review the results. He will notify the ACTS leadership only if there are any issues involving working with children. **None of the Officers or members of the Board of Directors will see individual results.**
- 8) Will this affect who I may ask to sub for my shifts? **Substitutes must have an ACTS approved background check.** The service scheduler and service supervisors will have a list of eligible substitutes. Please check with one of them before you make a switch.
- 9) What if I already know I have a red flag regarding working with children? Please notify one of the Officers. In lieu of a background check, you can arrange for another qualified

ACTS member to perform your service hours and pay him or her to work your shifts, or we will find another way for you to fulfill your service hours.

- 10) Will my children be prevented from attending ACTS if I have a red flag? No. The results of the background check have no bearing on whether your family can participate in ACTS or not.
- 11) How do I know when I'm due for another background check? Your family profile in HORAS lists the date of your last background check. It is valid for 4 years.

E. Supervision and Discipline Policies

Sign-In: Upon arrival, a parent or designated responsible adult (e.g. carpool driver) must sign each student in at the Sign-In Table. Student drivers must sign themselves in at the Sign-In Table. Please make sure a valid phone number is provided. If the parent cannot be reached by phone, they must remain on the premises, or list a designated adult who is responsible for their child in the event a problem arises.

Parking Lot: Of utmost importance for all our children is safety in the church parking lot. Please drive with extreme caution in the parking lots. Students age 11 and up may walk unattended in the parking lot at the parents' discretion.

Arrival Time: Please do not bring your children to their classes any earlier than 5 minutes prior to the class start time. This also applies to those students with older siblings enrolled in any of the "early start"—9:40 or 9:55 a.m. classes. Arriving on time allows teachers to focus on setting up for class.

Free Periods: ACTS cannot ensure there will be space available for all students to have a class each period. Our mission is not to provide a full day of classes as would be expected in a formal school environment. During any free period, students who are 10 or younger must be directly supervised by a parent or a designated responsible adult. The Fellowship Hall is available for visiting and snacking. Students 11 and older will also be welcome to sit in the Fellowship Hall *only* if accompanied by a parent. ACTS is a wonderful time for fellowship and friendship and is encouraged in supervised settings. Hallways, empty classrooms, or other areas of the church may not be used. Teen Lounge and Study Hall are provided as supervised areas for students 11 and older. No student of any age may be outside unless he or she is directly supervised by an ACTS parent at all times. Please note that Teen Lounge and Study Hall must both be scheduled as classes. Because ACTS is for academic enrichment, we encourage parents not to sign their students up for more than two periods of Teen Lounge or Study Hall. See description in Course Descriptions section of the Family Handbook.

Leaving the Premises: With the exception of students who drive themselves, no student, under any circumstances, may leave church property unless accompanied by his or her parent or designated responsible adult. Driving students may not transport ACTS students off campus in their cars.

Pick-up Policy: Parents should pick up their children at their classrooms or in the sign-in lobby. Parents are required to escort children under the age of eleven (after their last class of the day) to the parking lot. Teens (ages 11 and up) may walk without parental supervision to their cars. Curbside pick-up is not allowed. Please arrive promptly so that students are not left unattended. Repeated failure to pick up students promptly can result in suspension from ACTS. All ACTS members must leave the Fellowship Hall by 4:45p.m. and church by 5:00 p.m. (with the exception of the clean-up crew and teachers who are cleaning their rooms) to respect the time we are contracted to use the facility.

Discipline Policy: ACTS requires exemplary behavior and student accountability for behavior. If an adult corrects a student, and he or she responds respectfully and returns to appropriate behavior, no further action will be needed. If a student responds disrespectfully and/or does not return to appropriate behavior, or if the offense is considered serious by the observant adult, the incident will be documented by a teacher or Officer, and the following actions may be implemented:

- *First offense:* The parent is contacted by the teacher for in-class offenses, by an Officer for out-of-class offenses.
- *Second offense:* The student is sent to the sign-in desk, and his or her parent may be asked to return promptly to campus to sit with the student until the next class begins. (The student will remain at the sign-in desk until his or her next class or until a parent arrives. This policy ensures that teachers may proceed with class for the benefit of the students who are conducting themselves appropriately.) The parent is contacted by the teacher if the offense was in-class and will be asked to sit with the student in class the following week. If the offense was out-of-class, an Officer will contact the parent to discuss remediation.
- *Third offense:* The student is sent to the sign-in desk; his or her parent may be asked to return promptly to campus to sit with the student until the next class begins. Both in-class and out-of-class offenses will be directed to the Officers to determine the need for dismissal and to contact the parent. Some offenses may result in dismissal from only one class. Extreme offenses may result in immediate dismissal from ACTS entirely. Dismissal from ACTS incurs the remaining tuition obligation, as previously stated.

If a student has to be expelled from one of his or her classes, the parent must contact the Officers before enrollment in a new class at ACTS can be considered.

F. Conduct Policies

It is important that all ACTS members realize we represent home education and that we should demonstrate exemplary behavior for our peers, our faculty, and for the church we have been so graciously allowed to use. Parents should instruct their children that their actions and attitudes should honor our Lord Jesus Christ: “Whatever you do in word or deed do all in the name of the Lord Jesus.” Col. 3:17

The following rules of conduct are required from ACTS members as we strive to be an exemplary organization. Members should read these rules and sign to that effect on the enrollment contract. Parents are responsible for their own children’s behavior and must ensure that they are acting in accordance with these rules. These rules apply not only during ACTS

Mondays, but also when ACTS members are participating in or supporting ACTS-sponsored activities.

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.” Proverbs 20:11

To show thoughtfulness and respect for our host church:

- Do not enter any portion of the church other than the designated ACTS area.
- Do not use the church phone. ACTS has a cell phone for emergencies.
- Any trash created in the classrooms, lobby, gym, or fields must be thrown away properly.
- Gum is not allowed at ACTS at any time.
- Bathrooms must be kept clean. Report toilet malfunction promptly.
- Any spills or messes must be cleaned and not left for others to handle.
- No running or loud active playing is allowed in the hallways or classrooms.
- No dangerous or damaging items are allowed in the building (e.g., baseballs, knives, lighters, matches, water guns, or other weapons [even toy weapons]).
- No heeies or other shoes with wheels.
- No skateboards or other similar toys with wheels.
- No horseplay.
- No pets in the buildings at ACTS.

To show thoughtfulness and respect for our teachers:

- Arrive to class on time and exit promptly to allow the next class to begin on time.
- Complete your assignments as requested, and be responsible to bring them back when asked.
- Parents will respect the teachers’ requests and will ensure their requirements are honored.
- Raise hands rather than interrupting.
- Listen attentively in class. Do not talk while the teacher is speaking.
- Inappropriate attitudes and language are not acceptable and are subject to discipline.
- To keep the hallways quiet while classes are in session, please visit with friends in the sign-in lobby if a parent is present.
- No electronic games, students’ personal music, or cell phones may be used in the classroom.

To show thoughtfulness and respect for all participating families:

- Conduct yourself in a way that your words and actions promote unity and encouragement. Please report any instances of bullying to a teacher or officer
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping about one another. Handle conflict privately and biblically.
- Fulfill required service hours faithfully, as others rely upon you to do your part.
- Students should not engage in public displays of affection at ACTS or ACTS-related activities.

To show thoughtfulness and respect for ACTS leadership:

- Bring input and opinions to the Officers and coordinators in a responsible and respectful manner.
- Handle personal conflicts privately and biblically; avoid unnecessary gossip to leadership.
- Recognize the leadership as voluntary, and afford Officers and Coordinators a good measure of grace and gratitude.

Policies specific to the conduct of students using the Teen Lounge can be found on the Teen Lounge page of the Course Description section of this handbook.

Participation in ACTS and its associated activities is a privilege. If faced with continuing conduct violations by a participant, ACTS Officers may terminate, without cause, the participant's enrollment and/or the entire family membership in ACTS.

G. General Policies

Dress and Grooming: All ACTS members should dress in good taste and in a manner respectful of the Lord and others:

1. Modesty, cleanliness, and appropriateness are the standard.
2. Clothing shall cover the underwear, backs, midriff (including when arms are raised), and cleavage at all times.
3. Clothing with rips or holes must completely cover the same area as tank tops and shorts (see below).
4. Tank top straps must have a three-finger width.
5. All clothing and personal items will be free of inappropriate language and other offensive displays.
6. Shorts and skorts must be fingertip length or longer.
7. Dresses and skirts shorter than knee-length must be worn with leggings (*not* sheer leggings, tights, or pantyhose) and must be fingertip length.
8. Yoga pants, jeggings, and leggings (without a skirt over them) are not appropriate.

Student Mp3/iPod/etc. Players: In study hall and in the sign-in lobby, students may listen to music only with an ear piece.

Illness/Significant Allergies: Please do not bring children who have had a fever or any contagious condition within the last 24 hours. If children have any significant allergies, please inform the Officers and each of their teachers.

Medicines: ACTS participants should not assume the responsibility of dispensing medicines to any ACTS student. Parents are responsible for dispensing their children's scheduled medications or Tylenol-type medicine. If parents determine their children are old enough to self-administer a medication, they may take it with their parent's permission. Children too young to self-administer medication should ask the morning or afternoon supervisor to call parents to return to ACTS to give any medication (even Tylenol). Parents are responsible for providing emergency medications, such as Epi-Pen injections, inhalers, etc., and for arranging for someone to

administer such medications in an emergency. Please contact the Officers for any help needed in making these arrangements.

Parent Visitation: ACTS parents, as a courtesy, will make arrangements with the teacher in advance if interested in visiting their children's classes. Due to space constraints, it is not possible for parents to attend classes with their children on a regular basis, nor should siblings attend who are not enrolled in the class.

Visitors to ACTS: Visitors to ACTS who are considering enrolling their children are welcome at ACTS; these visits should be scheduled through the Registrar ahead of time. Students are asked not to bring unenrolled friends/visitors along with them to their classes at ACTS unless the visit has been pre-arranged with each of the enrolled student's teachers. Upon sign-in of student, please notify service coordinator of attendance of any pre-approved visitor.

Inclement Weather: When inclement weather is forecast or schools close, check email Monday morning. The Officers will assess conditions Monday morning and send an email at 8:00 a.m. in event of closing. If ACTS is closed for any reason, in addition to email, an announcement will be made on NBC29, and/or WINA (1070AM). If unpredicted or heavier than expected snow/sleet begins once ACTS has started, parents must continually check for early closing of **Albemarle County Schools** (1070AM radio-WINA, county school hotline for closings (296-5886), www.nbc29.com.) If Albemarle schools post an early dismissal, return to ACTS at the end of the current class period to pick up your children. ACTS will not notify members individually. DO NOT call the church staff, and avoid using the emergency phone to keep it open for true emergencies.

Head Lice: Students may return to classes when they've had their hair properly treated with recommended products and when daily combing proves they are nit free.

Blessing Box: The ministry coordinator will place a "blessing box" at the tuition table for donations families may feel led to give to help other homeschool families with dues and tuition costs. When financial difficulties arise, families may contact the Officers to request financial assistance. If funds are available, they will be distributed on a first come, first served basis. Charitable contributions to our blessing box are tax-deductible.

Lost and Found: The ACTS Lost and Found can be checked on Monday near the sign-in table; please do not call the church. Contact the Service Coordinator if you cannot wait until Monday to look for a lost item. We will periodically donate lost and found items to a local charity. Please check the bin often!

Notice of Intent to School District: Please name and describe the curriculum for courses your students take at ACTS. For example, please do not simply list "takes science at ACTS".

Lunchtime at ACTS: Students who have classes 2nd period may bring a sack lunch to eat. They will remain in their 2nd period classroom to eat. Please pack non-messy (no crumbly chips or cookies or sticky, colored drinks, etc.). Water is preferable for the classes with carpeted rooms. Choose food items that can be eaten quickly. Parents are welcome to pick up their children at lunchtime and eat in the sign-in lobby or outside. Children cannot eat lunch unsupervised either in the building or outside.

Snacking at ACTS: No snacking is allowed in carpeted areas at First Baptist Church, unless it is during the designated lunch time. Snacking is allowed in tiled areas with teacher permission.

Field Trips/Class Activities: Any field trips/activities held outside of class are NOT sponsored by ACTS. Any activities outside of the ACTS calendar year are voluntary arrangements between each family with the teacher.

Grades: Class offerings through ACTS supplement the education provided by parents to their children. Parents are responsible for assigning credits and grades for the classes their children take at ACTS and maintain all responsibility for their children's education. Parents may ask teachers for grades, but teachers at ACTS cannot assume responsibility for educational outcomes.

Weekly Updates: ACTS' primary means of communication is through the weekly updates, which come out each Sunday, and families are responsible for the information relayed. Policy revision will be supplied via the weekly updates. Please check email each week for updated information.

Teacher and Student Evaluations

ACTS, Inc. is committed to meeting the educational needs of the students. On or about November 1st and March 1st of each co-op year, the Officers will distribute teacher evaluation forms to the parents. On or about December 1st, student evaluation forms will be distributed by the teachers. (Samples from these forms are provided below.) We rely solely upon parents' feedback on the teacher evaluation forms as our method of reviewing ACTS courses, and we strongly encourage parents to complete the evaluations with thorough, constructive comments. Both the Officers and the teachers will review them. The student evaluation forms are completed by your children's teachers and are given to you. Any time in the co-op year that parents have class-related concerns, they should always communicate directly with the teacher first. The Officers should be contacted only if parents and teachers are not able to reach an understanding.

TEACHER EVALUATION FORM INCLUDES:

- Is the teacher prepared?
- Are the assignments clear?
- Is the subject covered sufficiently?
- Is the curriculum appropriate?
- Is the materials fee appropriate?
- Is the teacher knowledgeable in the subject?
- Are students given enough individual help?
- Is the amount of assigned work reasonable?
- Are students held accountable for assigned homework?
- Are students encouraged to participate in class?
- Does the teacher provide and follow a syllabus / course outline?
- Is communication with parents sufficient?
- Is the classroom orderly and positive?
- Would you recommend this class?

STUDENT EVALUATION INCLUDES:

Grade as of December 1 (if requested by parent): _____

BEHAVIOR/ATTITUDE

- ____ Excellent
____ Acceptable
____ Needs improvement

PARTICIPATION

- ____ Willingly participates
____ Requires encouragement to participate
____ Needs to participate more in class

PREPARATION

- ____ Usually comes to class prepared, with homework done
____ Sometimes has not come prepared or had homework done
____ Often comes to class unprepared, homework not done

Comments: