



Ave Maria Homeschool Academy Parent/Student Policy

Please read carefully to ensure that you and your student(s) know and abide by the following guidelines. These guidelines serve as a means to create an environment for learning.

Student Discipline/Supervision

Keeping students safe is a priority. Ultimately, parents are responsible for their children whether they are present or not.

Registered students are supervised in class, during lunch, and in the halls during class change.

Students are to stay in the building, except when escorted to lunch outside or as teachers escort them outside during class.

Students are not allowed in the sanctuary, the church office, the grotto, or beyond the benched area for lunch.

***Unregistered siblings must be watched by their parents or a trusted adult at all times. Parents who wish to remain onsite may utilize the Parent/Teacher Café, Nursery, help assist a teacher or their child in the classroom, sign up as a hall monitor, or study hall volunteer (young children not allowed in study where a quiet area is needed for children).**

Disciplinary Recourse

In the event that a student is disruptive or in violation of said guidelines, they will

First: Be corrected and advised on how to behave in the given situation or violation.

Second: The parent (guardian) will be contacted and informed of repeated offenses.

Third: The student may be asked to leave and may face the possibility of not being able to register for the next semester.

Attendance

Attendance is vital in creating an environment that encourages love, learning, and a love of learning. Please arrive 5-10 minutes before your class begins to guarantee that your student will be ready to learn. Students must sign in upon arrival and departure of a student(s) throughout the day. If you are running late or your child will be absent, please let us know.

Sick Policy

To show respect and love for one another, be mindful, and do not bring sick students to the co-op. While we will miss you, we want to make certain that everyone who attends is safe and well.

1. Fevers must be gone for 24 hours without drugs!
2. Please stay home if your child has vomited or had diarrhea (due to illness) in the last 48 hours.
3. Runny noses are ok if they are clear and mild.
4. Please consider the young babies and pregnant moms in our program.

Ave Maria Homeschool Academy will be taking precautions to reduce the transmission of infectious diseases. Symptoms of COVID-19 include fever, cough, and shortness of breath.

Electronics Policy

Students will not be allowed to use electronics during class time and are highly discouraged during lunchtime. Electronics include but are not limited to cell phones, iPods, mp3 players, tablets, laptops, Kindles, hand-held video games, etc.

Using electronics when in the presence of others is inherently anti-social behavior. In a program that is specifically designed to promote social interaction allowing this makes no sense. Electronics also carry with them inherent dangers of photo taking and recording that is beyond our control to monitor.

For this reason, if a student is found using an electronic device during class, they will be asked to put it away. If it persists, their device will immediately be confiscated, whether in use or not. If you have given your children cell phones or other devices, please do the policing for us and ensure that they will not use their devices during the school day.

If your student needs to use their laptop to attend or complete schoolwork online they may do so with your written permission during study hall. Please write a note indicating that they have your permission to use a laptop during study hall hours. Note, however, that if this privilege finds them on non-school-related sites the privilege may be revoked.

If your student needs accommodation, please let us know in writing what is needed and how we can help.

Inclement Weather

In case of severe weather, we will follow NISD. If they close schools, we will close the co-op and reconvene at another time.

Financial Policies

Registration

Registration for classes will occur two times a year for access to fall and spring classes. Please note that if a student is registered for a year-round class, they are expected to participate for both the fall and spring semesters. Permission to join a year-round class must be received for a student to join in the spring semester.

Tuition and Fees

Tuition fees indicated are determined per child, per class, and per semester. We offer two options: pay in full and a three-month payment plan. If you choose the three-month payment plan, the August tuition will include any supply fees needed by the teachers. The three-month option includes payments due September 1st, October 1st, and November 1st.

****Two late payments will result in the revocation of the payment plan option for the following semester.**

****It is strongly advised that you view the classes available before submitting your request for membership. [Click here to view the schedule.](#)**

- The Annual Family Registration Fee is due immediately.
- Insurance, Facility Use, Maintenance & Supplies Fees are due in 14 days.
- Class tuition deposits and Supply Fees are due immediately to ensure your child's registration for classes. Tuition deposits payment go towards the tuition.
- The tuition balance will be invoiced into 3 monthly installments (Sept 1st, Oct 1st, Nov 1st), or you may pay them all at once.
- 2 late payments on the tuition will result in the revocation of the installment plan for the next semester.

The Ave Maria Annual Family Perks Pass

Benefits include:

- **50% Off 4 MS/HS AMHA Dances** per year for up to 3 children - not transferable (\$60 savings!)
- **\$10 Off AMHA Prom Tickets** for up to 3 children - not transferable (\$30 savings!)
- **20% Off the AMHA Yearbook** (\$10 savings!)
- **1- 5X7 Professional School Photo** for up to 3 children - not transferable, which will also be used in the Yearbook - packages available upon request (\$30 savings!)
- **Access to a Homeschool Academics Adviser** for personalized guidance to walk with you on your journey from PreK to High School Graduation (\$75 savings!)
- **AMHA Homeschool Coffee Chats:** Roundtable sessions facilitated by our Homeschool Academics Adviser where we, as a community, address your challenges and questions about homeschooling children at any age
- **Opportunities for AMHA Student and Parent Service Projects:**
 - includes in-house volunteer hour tracking
 - participants are eligible to enter the St. Therese of Lisieux "Do All That You Do With Love" Awards presented during the Semester Showcase
- **Access to AMHA Field Trips**

Dress and Grooming Code

At AHMA, we aim for clothing attire that is Mass-appropriate, respectful and practical. As always, modesty is essential--we are "temples of the Holy Spirit." Clothing should be practical and comfortable. Science experiments and art projects will be messy; students will be active. That we may show respect for all and favorably represent homeschoolers, here are some guidelines to follow:

Boys: Suggest collared shirts and pants or shorts. No gym clothes, inappropriate t-shirts (disrespectful or distracting words/images, AHMA maintains the right to determine if a shirt is disrespectful or distracting).

Girls: Suggest shirts with sleeves, shorts, skirts or pants. No gym clothes, spaghetti straps, short shorts or skirts (wear shorts under skirts, please).

Adults: Set the correct example by dressing in a similar manner. Please set an example of modesty for our students.

Grooming and personal hygiene are other important aspects of maintaining our bodies as "temples of the Holy Spirit". Students at this age are often on the cusp of puberty and may be unaware of changes in their bodies. Please make sure that your student maintains personal cleanliness and oral hygiene. Remind your students to brush their teeth, use deodorant to minimize body odors, and sanitize their hands before and after eating.

Uniforms

Uniforms are a wonderful way to promote unity as it provides an environment conducive to learning. At this time, uniforms are optional. If you would like to purchase a uniform, please see the director for more information.

Student Accountability

Students are to conduct themselves in a respectful manner at all times. This includes being respectful of all tutors, parents, church personnel, and property.

Students...

- Arrive on time to classes and move respectfully in the halls during class changes.
- Arrive and be neat in appearance and adhere to the Dress and Grooming Code.
- Pick up after yourselves. This includes cleaning up their desks and disposing of trash at lunch.
- Have food and drinks only at lunch. Food in the classrooms is allowed by the tutors for special occasions.
- Inappropriate language, conversations, and PDA are not acceptable.

- Do not bring electronic equipment of any kind. There is an exception to this rule if a parent provides written permission for their student to use a laptop or Chromebook during study hall or class time.
- Will not chew gum.
- Will not run in the hallways.
- Do not bring weapons of any kind. This includes Swiss Army knives and lasers.
- Encourage and support one another at all times.
- Offer to help out when a need arises.
- Use their inside voice in classes.

Conflict Resolution

In the event of a disagreement or dispute, we would like you to address the individual parent or tutor first. If you are not able to resolve the issue, please bring the individual along with you and discuss the issue with the director or coordinator.

Matthew 18:15-17

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

Drop Off/Pick Up Policy

At AMHA, we have established procedures for the drop-off/pick-up of students. To ensure the safety and welfare of all by making sure that the responsibilities and expectations of all parties are clear when it comes to students being brought to and collected from the co-op.

Drop-off and Pick-up Policy

Parents/Guardians of children enrolled in Little Saints Learning (PreK-K) or in courses for children with special needs will be required to be in the RE building on campus while their children attend classes on Tuesdays and Thursdays.

Typical children enrolled in classes for 1st-12th graders may be dropped off.

Parents/Guardians who have children in grades 1st-5th must walk their children inside and sign them in at the front entrance.

At Ave Maria Homeschool Academy (AMHA), children in grades 1st-12th may be dropped-off and we have established procedures for the drop-off/pick-up of students. To ensure the safety and welfare of all by making sure that the responsibilities and expectations of all parties are transparent when it comes to students being brought to and collected from the co-op.

Drop off

- Students may be dropped off 10 minutes before their class. If children have a first-period class, they may arrive as early as 8:50 AM. For students in grades 6th-12th that do not have a first-period class but would like to come in early, Study Hall is available. Study Hall is not available for children in grades PreK-5th and/or enrolled in a course for children with Special Needs.
- Students must sign-in upon arrival. If your student leaves at the end of the co-op day, they are not required to sign out.

Pick up

- The end of co-op day is 2:55 pm and a parent must arrive for pick up at least 5 minutes before the end of their last scheduled class. If a student needs to leave before the end of co-op day outside of their regular schedule, they must sign out by a Parent/Guardian.
- Students are responsible for the belongings they bring to the co-op and must ensure they are not left at the facility. While AMHA tries to gather items in a “lost and found” bin, there is no guarantee the items will be found.
- All persons authorized to pick up students must be listed below.

Volunteer Policy

AMHA relies on parent volunteers to help make learning safe, productive, and fun. All families are required to volunteer to support the co-op. Your support is critical to the success of the program. Opportunities to participate as a volunteer will be available throughout the year.

A digital sign-up form will be sent to all families to select volunteer opportunities. There will be opportunities to volunteer:

- Onsite during co-op hours (i.e. opening duties, lunch duty, study hall, hall monitoring, closing duties, etc.)
- At-home to assist with back-end duties (i.e. reminding volunteers of upcoming duties, planning for special events, calling families for prayer requests, etc.)
- Special Event volunteering (dances set up, chaperone, break down; fundraisers; shopping for event supplies, etc.)

Parents are required to sign up for at least 7 volunteer spots per semester. If a parent is aware that they will need to miss a slot, it is their responsibility to find a replacement. **Please contact the director Alexandra Kubebatu at (210) 996-1437 once a replacement is found.** If a replacement is not found by the parent, a **Missed Volunteer Fee of \$20** will be billed to the family for each missed slot. The Missed Volunteer Fee will need to be paid before children can be registered for the following semester.