



# HANDBOOK

**RISE** is a university-model academic homeschool program for middle and high school students in Naples, Florida, designed to enable Christian families to fulfill their Proverbs 22:6 mandate while challenging the next generation to **RISE UP** to become all that God has created them to be, both spiritually and academically. Experts in their fields, **RISE** instructors have a passion for their subject matter, a zeal for teaching, and a desire to transmit the love of Christ. They partner with parents by instructing students in a once-weekly classroom setting while parents oversee student work through the week.

***Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not depart from it.***

## **Leadership Team:**

Julia Schmidt – Director	naplesschmidt@yahoo.com
Liz Johnson - Director	troop47150@gmail.com
Brent Line – Dean of Students	casadeline@gmail.com
Michelle AZ Estes – Instructor	michelle.estes@gmail.com
Beth Green – Instructor	greenathome@comcast.net
Aimee Line – Instructor	aimeeline@gmail.com

## **PARTNERSHIP**

Instructors and Directors in partnership with parents will enforce all RISE policies and academic and behavioral requirements in the RISE Handbook, Code of Conduct, Homework Policy and Statement of Faith. By parents and students reading the RISE Handbook, Code of Conduct, Homework Policy and Statement of Faith and signing the Registration Form, everyone agrees to the RISE requirements. Finally, it is important for students, parents, and instructors alike to realize that this is a unique partnership. All have come together for the common goal of educating enrolled children and preparing them for their future in Christ.

## REFUND POLICY

- The annual Registration Fee is **non-refundable**.
- The \$100 Deposit, per class, which holds your child's seat for the upcoming school year, is **non-refundable**.
- Final Class Payment is due July 15th. A \$50 per class late fee will be added for any class fee that is not paid by the due date.
- Students who withdraw from classes before or on July 15<sup>th</sup>, who have paid their balance in full, will receive a 100% refund of Class Fees, Books/Supplies Fees and Editing/Evaluations Fees.
- Students who withdraw after July 15<sup>th</sup> and up to 2 weeks before classes start, who have paid their balance in full, will receive a 50% refund of Class Fees, Books/Supplies Fees and Editing/Evaluations Fees.
- Students who withdraw less than 2 weeks before classes start, who have paid their balance in full, will receive 0% refund of Class Fees, Books/Supplies Fees and Editing/Evaluations Fees.

## FACILITY GUIDELINES

RISE is blessed to use the facilities at *Center Point Community Church*. Show respect for the church's property.

1. **Building** - The utmost respect for the staff and grounds is expected. We are thankful for the use of the classrooms at Center Point church. The church has ministry functions throughout the week and an active church office. The halls must be kept clear and quiet. Students and parents are expected to abide by the rules established by church leadership.
2. **Eating** - Students may eat in the designated gym area ONLY. No student or parent is to consume food or drink anywhere in the building except in the designated area. Students must respect church property and strive to keep this area clean and spill-free by picking up after themselves.
3. **Lunch** - A lunch break is included in the schedule. However, due to the limited amount of time we have for lunch and the amount of students, we request that you plan to bring a typical "brown bag" or personal cooler type lunch. We do not have permission for students to use the church's kitchen, refrigerator, ice machine, microwave or supplies. Please be mindful when packing your student's lunch that it does not require heating and that they bring their own eating utensils (if needed). ALL STUDENTS are responsible for cleaning up their own mess.
4. **Gym/Outside area** - Students are only allowed outside for lunch period if there is a parent who has signed up to supervise. Students are responsible for throwing away their own trash and bringing in their lunch bags, water bottles, book bags etc.

## SICK POLICY

For the well-being and health consideration of all, adults or children with a contagious illness should not attend class. It is our policy that a person must stay home with:

- Fever (24 hours free)
- Vomiting (24 hours free)
- Flu symptoms
- Diarrhea
- Nausea
- Colored nasal discharge
- Persistent cough
- Pinkeye (24 hours on medication)
- Strep Throat (24 hours on medication)
- Head lice

If a family has more than one child enrolled in RISE, and one child exhibits any of the above symptoms, all siblings need to remain at home.

## DRESS CODE

***“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” ROMANS 12:1-2***

We desire our dress to reflect our Christian faith & bring honor to God. Recognizing that different people have different standards of modesty, students must proactively take a conservative approach that reasonably avoids offense to anyone. Modesty should always be the rule in the way we dress. Please adhere to the following guidelines.

**In Young Men:** Out of respect for your classmates and instructors, young men may not wear clothes or accessories that display messages or symbols that are profane, promote alcohol, drugs or sexual immodesty. Skulls & crossbones, skeletons, or anything from that style of dress is not permitted. Waistline of pants or shorts must be worn so that underwear is not visible at the waist. No ripped jeans. No sleeveless shirts or tanks.

**In Young Women:** Out of respect for your classmates and instructors, young ladies may not wear short shorts, dresses or skirts, (anything more than 2-3 inches above the knee is considered too short) leggings/yoga pants can be worn with shirts that cover your bottom. No tight shorts or revealing (including tight, see-through or lacy) blouses; no bare midriffs, no spaghetti straps or tank tops (straps must be at least 2 fingers in width) unless worn underneath a sleeved shirt or jacket AT ALL TIMES; shirts with profane or inappropriate messages or symbols, including skull & crossbones, skeletons or anything from that style of dress in not permitted. No ripped jeans. No bra straps showing through shirts.

## **All Students:**

1. Shoes must be worn at all times.
2. No hats worn in the building.

Students who arrive at RISE dressed inappropriately (in judgment of any RISE instructor or director) will be provided with clothing from the RISE Directors.

Parents, please be aware of your own choice of clothing for RISE day. Even though some of these modes of dress may be acceptable for you, if you plan to leave your car and come into the campus to drop-off or pick-up your child(ren) we ask that you please adhere to the RISE standard of dress.

## **COMMITMENTS**

### **RISE Directors commit to:**

- Seek to match available instructors and courses with the academic needs of students.
- Criteria for instructors will include educational experience, mastery of material, ability to teach and personal integrity.
- Attempt to maximize learning by maintaining a class size between 10 – 25 students per class depending on class structure.
- Serve as a liaison with our host facility.
- Provide an active website and updates to inform RISE families of all pertinent information and announcements.

### **RISE Instructors commit to:**

- Provide a quality education in a Christian environment.
- Provide parents with course description, textbook list, class syllabus and schedules to specify expectations and assignments for each class.
- Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.

## **Parents commit to:**

- Join RISE by registering their family on the RISE website. At the time of registration, parents agree to pay an annual **non-refundable**, registration fee.
- Pay a \$100 **non-refundable** deposit, per class, to hold your child's seat for the upcoming school year.
- Pay any remaining tuition to instructors by the deadline and purchase books and materials in a timely manner prior to the beginning of the first day of RISE. Students may not be able to attend class if there is a tuition balance, unless previous arrangements/agreements have been made by parent and instructor. A \$50 per class late fee will be added for any class fee that is not paid by the due date.
- Oversee their student's RISE classes to provide their student with proper accountability to ensure that all assignments are completed on time with integrity, and that their student is fully prepared to participate in class.
- Communicate in writing with RISE instructors, regarding any changes or concerns about their student's work or homework.
- Make sure students arrive on time for classes.
- Pick up their student in a timely manner after classes.
- Have daily access to e-mail and the internet to receive e-mail announcements and retrieve website information from RISE and its instructors. This is the way we communicate; it is your responsibility to check it.
- Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.
- Review with their child and agree to abide by the policies set forth in the RISE Code of Conduct and Statement of Faith at the beginning of each year.

## **Students commit to:**

- Abide by the rules of dress and conduct. (See Dress Code & Code of Conduct)
- Come prepared for class, and complete assignments on time (See Homework Policy).
- Participate in class without being a distraction to the instructor or the other students in the class.
- When not in class, students are required to be in study hall quietly studying without being a distraction to the other students.
- There are absolutely no cell phones allowed ON in class unless instructed by the instructor. This includes text messaging and phone calls.

- Be in their seats and prepared for class at the start of the class period. Students are expected to go to the restroom or get water during the breaks between classes, and not during the classes.
- Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.
- Treat all instructors, directors, students and the Dean of Students with respect and honor.
- Review with your parent and agree to abide by the policies set forth in this Handbook, RISE Code of Conduct, Homework Policy and Statement of Faith at the beginning of each year. Your parent's signature indicates you AND your parent's commitment.

## **STUDY HALL**

When students are not in class, they are required to be in Study Hall. Study Hall is a time where students are quietly working on studies/homework in the gym area. Two Students will be assigned a seat per table for the whole school year. If a student does not have any homework to do, he or she may bring a book to read from home or RISE will provide a book to read. Earbuds are allowed to be worn during Study Hall.

## **CELL PHONE USE**

Cellphone use is up to the discretion of each teacher. The use of a cellphone within the classroom is for educational purposes only. If a student is using the cellphone for non-educational purposes, the teacher will take it without warning and hold onto it until class is over. The teacher will then give the cellphone to the Director. The Director will hold onto the cellphone and release it back to the student when the parent comes in to pick up their student.

## **SIGN IN/SIGN OUT**

Each student must sign in upon arrival. When the student is done with his/her classes for the day, he or she must sign out before they leave campus.

If a student is of driving age and has permission from their parent to leave campus for lunch, the student must sign out and then sign back in when they return to campus for their next class. When a student signs out they must leave campus.

## **CONFLICT RESOLUTION**

***“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector.” MATTHEW 18:15-20***

Personality conflicts and misunderstandings can happen in any group. Using Matthew 18:15-20 as our Biblical example please follow these guidelines if you find yourself in the middle of a conflict with another member:

1. If you have been offended, do not talk to others about the conflict without first going directly to the other person or people involved.
2. With gentleness and humility, explain what has offended you. (1 Corinthians 4:21)
3. Seek resolution. Resolution is achieved when all parties involved reach mutual agreement, understanding and forgiveness.
4. If you do not believe resolution has been reached, go to a member of the leadership team and explain your situation. We will assist you in every way possible to resolve any/all conflict.

Although every effort will be made to resolve conflict between individual families and/or between the leadership and members, the leadership of RISE reserves the right to terminate the membership of any family for any reason they see fit by majority vote without refund.

**RISE classes meet on Wednesdays at:**

**Center Point Community Church**

**6590 Golden Gate Parkway, Naples, FL 34105**

**For updates and additional information, see our website: [www.RiseNaples.com](http://www.RiseNaples.com)**