



# **FAMILY AND STUDENT HANDBOOK**

**UPDATED FEBRUARY 2026**

Meeting Location:  
6470 Main Street, Gloucester, VA 23061

<https://www.homeschool-life.com/VA/gloarisehomeschool/>

This handbook covers Arise Collaborative Academy (ACA) policies and procedures important to students and their families. All parents and guardians, by virtue of their child’s enrollment at ACA, agree to abide by all policies and procedures contained in this handbook. Parents and guardians of enrolled students will be notified whenever the administration adopts new (or significantly changes) policies that may directly affect the students or parents.

<b>Welcome to Arise Collaborative Academy</b>	<b>4</b>
<b>Membership &amp; Enrollment</b>	<b>5</b>
Admissions & Registration	5
Membership Requirements	5
Student Eligibility	5
Community Commitment	6
Registration Process	6
Financial Policies	7
Registration Fees:	7
Class Fees	7
Refunds	7
Late Payments	8
<b>Weekly Structure &amp; Academic Rhythm</b>	<b>8</b>
Weekly Structure	8
Thursday Rhythm	8
Class Structure	9
Minimum/Maximum Grade Expectation Policy	9
Classroom Participation Expectations	9
Class Changes	10
<b>Volunteer Roles &amp; Contribution</b>	<b>10</b>
Background Checks	11
Visitor Policy	11
<b>Community Life</b>	<b>11</b>
Community Beyond the Classroom	11
Communication Guidelines	12
Communicate Respectfully	12
Communicate Clearly	12
Communicate Timely	13
Code of Conduct	13
<b>Conflict &amp; Accountability</b>	<b>13</b>
Conflict, Bullying & Discipline	13
Consequences for Policy Violations	14
<b>Additional Policies</b>	<b>15</b>

Technology and Device Policy	15
Outdoor Lunch & Recess	16
Parking Lot & Playground Safety Guidelines	16
General Safety Expectations:	16
Supervision Requirements:	16
Sanctuary Policy	17
Bathroom Policy	17
Buying & Selling Policy	18
Digital Media & Photo Policy	18
<b>Health and Safety</b>	<b>18</b>
General Illness Policy	19
Allergy Awareness	19
Medication Policy	19
Injury Response	20
Communicable Disease Guidelines	20
Inclement Weather & Closures	20
<b>Legal &amp; Agreements</b>	<b>21</b>
<b>MEDICAL TREATMENT AUTHORIZATION:</b>	<b>21</b>
<b>RELEASES OF LIABILITY:</b>	<b>21</b>
<b>ENROLLMENT CONTRACT:</b>	<b>23</b>
<b>Leadership &amp; Board of Directors Contact Information</b>	<b>26</b>
Arise Leadership	26
Board of Directors	26

# Welcome to Arise Collaborative Academy

Arise was never meant to be a program people attend. It was meant to be a community people help build.

We gather because we believe education is not meant to be carried alone. Learning stretches further when it is shared. Children grow best when they are surrounded not only by ideas, but by people committed to showing up — consistently, humbly, together.

Arise exists for families who want more than isolated learning. For those who value structure but also space to breathe. For those who understand that responsibility deepens belonging.

On Thursdays, we come together for two class periods followed by shared lunch and community time. Our year follows a steady six-weeks-on, one-week-off rhythm that allows both consistency and rest.

We are volunteer-powered. Parents remain on-site. Teaching roles are filled by members of the community, and every family contributes in meaningful ways to the life of Arise. This is not a drop-off program. It is not a full academic replacement. It is not a service-provider model.

It is a shared offering.

Leadership provides the framework. Families give it life.

Families often come for the classes. They stay because something deeper begins to take root.

Arise is not rigid. But it is intentional. This handbook outlines what it means to participate fully in this community. If these words resonate with you, you will likely recognize your family here.

# Membership & Enrollment

## Admissions & Registration

Enrollment at Arise is an invitation into shared community life.

Before registering, we ask families to carefully read this handbook and consider whether the rhythms, expectations, and responsibilities outlined here align with the kind of community you want to help build.

Arise works best when families understand what they are stepping into — and choose it intentionally.

## Membership Requirements

Membership at Arise carries shared responsibility.

### Families agree to:

- Remain in compliance with Virginia homeschooling laws
- Commit to the full academic year unless prior arrangements are made
- Participate consistently in classes and assigned volunteer roles
- Communicate respectfully and directly with leadership and fellow families
- Honor all financial commitments
- Prioritize reliability, communicating early about absences or conflicts
- Support their students' preparedness and conduct
- Approach conflict with humility and integrity

Arise is strengthened when families participate fully and reliably.

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## Student Eligibility

Arise serves students beginning in first grade and up.

Enrollment is considered at the family level, not solely by individual student. Because Arise is structured by age group and classroom capacity, acceptance is dependent on available space within each age bracket and the overall composition of the community.

Priority is given to maintaining balanced class sizes, healthy peer group dynamics, and sustainable supervision ratios across all age groups.

**Enrollment decisions are made thoughtfully and may be influenced by:**

- Available space within specific age groups
- Classroom balance
- Volunteer capacity
- Alignment with Arise’s mission and expectations

Leadership retains discretion in determining acceptance each year in order to preserve the health and sustainability of the collaborative.

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## **Community Commitment**

Arise is built on trust and participation.

If a family consistently struggles to meet membership expectations, leadership will reach out for conversation. Our aim is clarity, support, and restoration whenever possible. In some cases, continued enrollment may be reconsidered for the health of the community.

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## **Registration Process**

Our registration process is intentional and relational.

**The steps include:**

1. **Review** – Families read the handbook and related materials.
  2. **Application** – Families submit the required application form.
  3. **Conversation** – Leadership meets with the family to discuss expectations and goals.
  4. **Decision** – Families are notified of acceptance or waitlist status.
  5. **Enrollment** – Accepted families complete final registration forms, submit required fees, and complete a background check for all participating adults.
  6. **Attend** - Prior to the start of the academic year, families participate in required planning gatherings where volunteer roles are assigned, operational needs are clarified, and the rhythms of the year are established.
-

## Financial Policies

Participation in Arise requires a financial commitment to support the sustainability of the collaborative.

### Registration Fees:

A **non-refundable annual registration fee** is required to secure your family's place at Arise. Until the registration fee is received, enrollment is not confirmed and class registration is not available.

**Current Member Fee:** \$200

**New Member Fee:** \$225

The registration fee is charged per family, per year (not per student). This fee supports the administrative and operational costs of Arise, including facility use, insurance, supplies, technology, and other essential expenses that allow the collaborative to function.

Registration establishes membership in Arise. Class fees are separate.

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### Class Fees

Class fees are charged per student and are separate from the annual registration fee.

Fees vary depending on the class, curriculum, and supply requirements. Specific class fees and payment timelines will be communicated during each enrollment period.

Enrollment in a class is secured only after the required class fee has been received.

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### Refunds

Registration fees are non-refundable. Class Enrollment refund policies, if applicable, will be stated during each enrollment period.

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## Late Payments

Late payments may incur fees or impact enrollment status unless prior arrangements have been made with leadership.

Families are expected to honor financial commitments as part of their shared responsibility within Arise.

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# Weekly Structure & Academic Rhythm

## Weekly Structure

Arise gathers on Thursdays at Grace Covenant Presbyterian Church in the Courthouse Circle.

**Address:** 6470 Main Street, Gloucester, VA

The academic year follows a six-weeks-on, one-week-off rhythm for a total of 24 weeks.

**The 2026–2027 year begins August 27, 2026 and concludes April 29, 2027.** A complete list of Key Dates, including start and end dates and breaks can be found on our website.

## Thursday Rhythm

Families arrive between **8:50–9:00 AM**, allowing time to settle in before the day begins.

Classes begin promptly at **9:00 AM**.

The morning typically includes **two class periods**, with a short break between them for movement and transition. While specific class offerings may vary from year to year depending on community resources, families can expect the academic portion of the day to run **approximately 9:00 AM – 12:00 PM**.

Following the morning classes, families are invited to remain for **lunch and community time outdoors when weather permits**.

Lunch is an important part of the Arise rhythm, providing space for friendships to grow and families to connect.

Lunch remains under **parent supervision** and is not a drop-off period.

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## **Class Structure**

Each Thursday includes two class periods. Students enroll in one class per period according to the structure established for that term.

Class formats may run six or twelve weeks depending on the needs of the program and teacher strengths and availability. Leadership determines class offerings and structure each cycle.

Class descriptions, materials, and fees are published prior to each Class Enrollment period.

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## **Minimum/Maximum Grade Expectation Policy**

We understand that homeschool grade levels can vary. However, class age and grade requirements are followed consistently to preserve classroom balance and peer dynamics.

Requests for grade-level exceptions must be submitted and approved prior to enrollment. Approval is not guaranteed and is considered carefully to ensure fairness and classroom integrity.

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## **Classroom Participation Expectations**

At Arise, we value an active, positive learning environment.

Students are expected to:

- Come prepared with any required materials or assignments.
- Engage respectfully and attentively during instruction and activities.
- Follow classroom rules and routines as established by instructors.
- Contribute to a spirit of curiosity, kindness, and collaboration.

Participation is not only about completing tasks — it's about bringing a willing heart and mind to the shared learning journey.

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## Class Changes

Once class rosters are finalized, changes require leadership approval.

Requests must be submitted early in the term and will be reviewed on a case-by-case basis. After the published deadline, class changes will not be permitted.

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## Volunteer Roles & Contribution

Arise is sustained through the shared service of its members.

Each year, families are invited to step forward and serve in roles that align with their interests, experience, and availability. We believe ownership grows when families choose how they contribute.

### Core volunteer roles include:

- Point Teachers
- Classroom Assistants
- Floaters / Hallway Support
- Nursery & Preschool Support
- Community Day Set-Up & Tear-Down
- Supply Room Management

Additional opportunities for service may arise throughout the year, including coordinating field trips, supporting parent gatherings, organizing events, clubs, or assisting with other operational needs.

Volunteer roles are established prior to the start of each academic year. Families will have the opportunity to indicate areas where they feel equipped and willing to serve. Roles are then organized to ensure that all foundational needs of the cooperative are met.

Every family participates in some capacity. Shared service is part of membership and is essential to the sustainability of Arise.

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## **Background Checks**

For the safety of our students, all adults serving in classroom or supervisory roles must complete a background check prior to participation.

This includes teachers, assistants, nursery workers, and any adult volunteering during Community Day hours or Arise events.

Background checks are completed through Arise's approved screening service. Instructions will be provided during enrollment. Families are responsible for the cost as part of their annual community contribution.

Adults who have not completed the required background check may remain on campus only under the direct supervision of their own family and may not serve in any classroom or supervisory capacity.

This policy helps protect the trust and safety of our shared community.

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## **Visitor Policy**

Occasional visits from grandparents, spouses, or extended family are welcome. We love when loved ones want to see the beauty of Arise in action!

Visitors must:

- Be pre-approved by leadership at least 24 hours in advance
- Check in upon arrival
- Wear a visitor badge while on-site
- Remain under the supervision of the hosting family at all times

Visitors are not permitted to teach, supervise students, or serve in assigned volunteer roles unless they have gone through ACA's background check process.

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## **Community Life**

### **Community Beyond the Classroom**

People often come to Arise for the classes. Many stay because of the community.

While our Thursday mornings provide the consistent rhythm of learning together, much of what makes Arise rich is what grows around that rhythm—shared experiences, meaningful relationships, and the simple practice of showing up for one another.

Community life at Arise is not a pre-built calendar of events. We create space for connection, and we build the rest together. Each year, families help shape a shared social calendar and community opportunities based on interest, energy, and leadership within the group.

**Community opportunities may include:**

- field trips and local excursions
- service projects
- park days and informal meetups
- seasonal gatherings and celebrations
- parent gatherings and family events
- student clubs or interest groups

Participation in these opportunities is optional, but strongly encouraged. This is often where friendships deepen, mentorship forms, and families begin to feel truly known.

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## **Communication Guidelines**

Clear, respectful, and timely communication strengthens our community.

Questions are welcome. Concerns should be addressed directly. We assume good intentions, speak honestly, and seek understanding before judgment.

To support a healthy culture, we ask all members to practice the following:

### **Communicate Respectfully**

- Approach conversations with kindness and patience.
- Assume good intentions whenever possible.
- Speak to and about others in ways that build trust.

### **Communicate Clearly**

- Be direct and specific when asking questions or raising concerns.
- Follow established communication channels (for example, contact a teacher directly about classroom matters before escalating concerns).
- Stay informed by reviewing announcements and emails carefully.

## **Communicate Timely**

- Respond to leadership communication within 48 hours whenever possible.
- Notify leadership promptly regarding absences, illness, or conflicts.
- Address concerns early, before they grow.

When communication is respectful, clear, and timely, trust deepens and problems are resolved more easily.

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## **Code of Conduct**

Arise is a shared community. The culture we experience here is shaped by how each of us chooses to show up.

Whether student, parent, or volunteer, we commit to the following:

- Treat every person with kindness, patience, and respect.
- Speak honestly and directly, especially when concerns arise.
- Take responsibility for our words, actions, and follow-through.
- Protect the focus, safety, and integrity of our shared spaces.
- Contribute to a spirit of curiosity, humility, and cooperation.
- Approach conflict with a willingness to listen, repair, and grow.

We understand that no one does this perfectly. But we agree to hold ourselves to these standards because they create the kind of community we want to belong to.

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## **Conflict & Accountability**

### **Conflict, Bullying & Discipline**

Arise is committed to being a safe and respectful community for every family.

Bullying of any kind — including cyberbullying — is not permitted by students, parents, volunteers, or leadership. This applies on campus, at Arise gatherings, and in communication connected to Arise.

Bullying includes, but is not limited to:

## Verbal behavior

- Teasing or name-calling
- Inappropriate or degrading comments
- Taunting or threatening harm

## Relational behavior

- Intentionally excluding someone
- Encouraging others to isolate someone
- Spreading rumors
- Public humiliation

## Physical behavior

- Hitting, pushing, kicking, tripping, or spitting
- Damaging or taking someone's belongings
- Making threatening or obscene gestures

We understand that conflict will occasionally arise in any community. When it does:

- Students should seek help from an adult if they cannot resolve a situation peacefully.
- Parents should communicate concerns directly and promptly to instructors or leadership.
- Leadership will address concerns carefully, fairly, and with a commitment to restoration.

Repeated disruption, unsafe behavior, or serious violations of community standards may result in disciplinary action, including temporary removal or dismissal when necessary.

Discipline at Arise is handled thoughtfully and privately. Our goal is always to restore relationships and protect the health of the community.

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## Consequences for Policy Violations

Clear expectations and consistent follow-through help protect the health of our community.

If a student or family member violates the Code of Conduct, safety policies, or other core expectations, the following progression may be implemented:

- **1st Offense** – Conversation or written communication from leadership to clarify expectations.
- **2nd Offense** – Meeting with parent(s) (and student, when appropriate) to address concerns and establish a plan moving forward.
- **3rd Offense** – Temporary removal from Arise for the remainder of the current quarter.

- **4th Offense** – Dismissal from Arise Collaborative Academy.

Depending on the nature or severity of a situation, leadership may move more quickly through this progression when necessary to protect students, families, and the integrity of the community.

Our aim is always restoration when possible. At the same time, we are committed to maintaining a safe and sustainable environment for all.

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## **Additional Policies**

### **Technology and Device Policy**

Arise is a place where we practice presence. To support focused learning and meaningful connection, personal technology is limited during our Thursday gatherings.

#### **Students:**

- Personal devices (phones, tablets, smartwatches, etc.) must be turned off and stored in backpacks upon arrival and remain there throughout the morning, including lunch.
- Devices may only be used with explicit teacher permission for instructional purposes.
- If a student needs to contact a parent, they should ask a teacher or leadership for assistance.
- Devices used without permission will be collected and returned to a parent at dismissal.
- Devices are never permitted in restrooms.
- Accessing or attempting to access inappropriate content while on-site may result in immediate disciplinary action, including suspension or dismissal.

If a device is temporarily permitted for class use, it must be turned off and put away as soon as the activity concludes.

#### **Parents & Volunteers**

Adults model the culture of attention we hope to cultivate.

- Device use during class should be limited to lesson-related purposes.
- If you need to take a call or respond to a message, please step outside the classroom.
- During lunch and community time, we encourage minimal phone use so this space can remain relational.

If you require workspace during Community Day hours, please coordinate with leadership in advance so that learning and supervision remain undisturbed.

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## Outdoor Lunch & Recess

Weather permitting, lunch and recess take place outside. We use the playground and picnic tables, but families are encouraged to bring blankets or portable chairs for added comfort.

Please note:

- **There are no trash cans outside.** Families must pack out their own trash.
- **Water fountains are available inside,** but each child should bring a refillable water bottle.
- **Do not use water from the church's Fellowship Hall water tank.**

Parents and guardians are expected to **supervise their children during lunch and recess** and to clearly communicate expectations for safe and respectful playground use. As a collaborative, we rely on one another to make this a safe, fun, and welcoming environment for all.

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## Parking Lot & Playground Safety Guidelines

The safety of our students and families is a top priority at Arise. Both the **parking lot and playground** are shared spaces that require **active supervision and clear boundaries** to ensure everyone's well-being.

### General Safety Expectations:

- Please **drive slowly and cautiously** in all parking areas.
- Children should **never walk through the parking lot unattended.** Parents are responsible for escorting children to and from the building.
- **Playing in the parking lot is not permitted at any time,** even if a parent is present.
- Parents/guardians are responsible for **setting clear safety boundaries** with their children, especially around the parking lot and playground.

### Supervision Requirements:

- **Students may only play outdoors when supervised** by their parent/guardian or an ACA volunteer or teacher.

- **During class hours**, any ACA-approved outdoor activity (e.g., P.E., science experiments, nature walks) will be **actively supervised by a teacher or designated volunteer**.
- Once classes are over, **parents resume full responsibility** for their children's supervision, including during lunch and community time on the playground.

We ask that all families model and reinforce safe, respectful behavior in these spaces. By working together, we can maintain a fun and secure environment for everyone.

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## Sanctuary Policy

The Sanctuary is a shared sacred space and is used for gathering at the close of our day for dismissal. To honor this space and maintain a peaceful environment, we ask all families to observe the following guidelines:

- **Students must remain seated** in the designated pews with a parent or guardian during gathering times.
  - **No student may leave the Sanctuary** without being accompanied by a parent or guardian.
  - **Running, yelling, or roughhousing** is never permitted inside the building, including the Sanctuary.
  - **No food or drink** is allowed in the Sanctuary at any time.
  - **Classes are not held in the Sanctuary**, and no one should be in the space outside of gathering times unless given **explicit permission from Arise leadership**.
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## Bathroom Policy

Bathrooms are functional spaces and should be used responsibly and respectfully. They are **not** a place for students to gather, play, or hang out.

Please help us care for our host's facility by following these guidelines:

- **Use bathrooms quickly and return to class or your group promptly.**
- **Ensure faucets are turned off and trash is properly disposed of** before leaving.
- **Only toilet paper should be flushed.** Do not flush feminine products, paper towels, wrappers, or excessive amounts of toilet paper.
- If a problem arises in the bathroom (overflow, clog, or mess), please **notify an adult and Arise leadership immediately**.

Thank you for helping us honor and maintain the spaces entrusted to us.

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## Buying & Selling Policy

To maintain a safe, focused, and distraction-free environment, **buying or selling items during Community Day hours or events is not permitted**, unless expressly approved by Arise leadership. This includes the exchange of personal items, food, merchandise, or other goods.

This policy helps protect our shared space from disruption, supports student safety, and prevents misunderstandings or undue pressure among families.

If you'd like to propose a sale or fundraiser, please reach out to leadership in advance for approval.

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## Digital Media & Photo Policy

ACA may take photos and videos during classes, events, and community gatherings throughout the year. These images may be used for promotional purposes, including but not limited to:

- Social media posts
- Website content
- Printed materials (flyers, brochures, etc.)
- End-of-year recaps or community slideshows

If your family prefers **not to have your child's image used**, you must indicate this on your registration form and communicate directly with leadership. We will do our best to honor media opt-outs, though we cannot guarantee incidental exclusion from wide group shots taken during public events.

By participating in Arise Collaborative Academy, families acknowledge and accept this policy unless an opt-out is formally submitted.

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## Health and Safety

The health, safety, and well-being of our students, families, and volunteers matter deeply to us. We aim to cultivate an environment where everyone feels cared for while maintaining clear expectations that protect our shared space.

Parents remain responsible for supervising their children at all times outside of assigned class periods. During class, instructors are responsible for registered students for the duration of their scheduled class time.

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## General Illness Policy

To protect the health of our community:

- Please keep students home if they are experiencing fever (100.4°F or higher), vomiting, diarrhea, significant cough, contagious rash, or any other symptoms of communicable illness.
- Students should be symptom-free for **at least 24 hours without the aid of medication** before returning to classes.
- If a student becomes ill during the day, parents will be contacted and must be prepared to leave campus with their child promptly.

We ask families to exercise both caution and courtesy when making attendance decisions, understanding that one family's choice affects the larger community.

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## Allergy Awareness

We are committed to maintaining a safe environment for students with allergies:

- Students should not share food, drinks, or utensils with others during snack or lunch times.
  - All known allergies or medical needs must be communicated during registration.
  - Emergency medications (EpiPens, inhalers, etc.) must remain accessible on-site, and leadership must be informed of their location.
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## Medication Policy

Arise does not administer routine medications.

If a child requires medication during Community Day:

- A parent or designated guardian must administer it.

- Required medical documentation must be submitted in advance.
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## **Injury Response**

In case of a minor injury:

- Basic first aid (bandages, ice packs, etc.) will be administered by a parent member or volunteer.
- Parents will be notified of any incident involving first aid.

In case of a more serious injury:

- Emergency services will be contacted immediately.
  - Parents will be notified as soon as possible.
  - A written incident report will be completed and kept on file.
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## **Communicable Disease Guidelines**

If a communicable illness impacts the community, leadership may implement temporary adjustments in alignment with local health guidance. Families are expected to comply with communicated measures during such times.

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## **Inclement Weather & Closures**

In the event of inclement weather or emergency circumstances:

- Leadership will communicate closures as early as possible.
  - Families are encouraged to use personal discretion regarding travel safety.
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# Legal & Agreements

## MEDICAL TREATMENT AUTHORIZATION:

Any Instructor or Volunteer at ACA can give minor medical care (including, but not limited to, washing and putting band-aids on, using ice packs for bumps, etc.) as needed while students are at ACA and/or ACA-sponsored activity. This is at the instructor's or volunteer's sole discretion.

The Instructor or Volunteer at ACA can obtain immediate care in the case of a medical emergency as determined solely by them, in the event that the parent cannot be consulted or located, or if the care is believed to be so urgent that there is no time for consultation with the parents/guardians. Parents will be solely responsible for any expenses, which may be incurred in providing treatment to their child.

If needed, parents will provide an Emergency Action Plan for Allergies and/or other Pre-existing Medical Conditions (a step-by-step plan of what someone should do in a medical emergency caused by an allergic reaction or pre-existing medical condition). This plan is for ACA's information only; it doesn't create an obligation to follow it, although every effort may be made to follow it. Parents are responsible for promptly providing a detailed emergency action plan if one is needed, as well as talking to their child(ren)'s instructors regarding allergies/medical conditions before their child begins classes. (Parents are to consult their doctor for information about how to make an Emergency Action Plan for their child.)

ACA assumes no responsibility for any treatment or actions in response to medical incidents, medical emergencies or medical conditions.

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## RELEASES OF LIABILITY:

When a student enrolls at ACA, they and all family members agree to the following releases of liability:

In consideration of being permitted to participate in Arise in any way, all participants, students and all their family members and guardians [hereinafter referred to as "Family"] agree to the following:

### RELEASE:

1. Release, covenant not to sue, waive, and discharge ACA, their volunteer instructors, advisors, administrators, board members, volunteers, participants or

other family members, or the hosting church, their officers, employees, board members, administrators, instructors, volunteers, participants or other families participating in ACA or hosting church (hereinafter referred to as "Releasees") from all liability for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in ACA activities.

**ASSUMPTION OF RISK:**

2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Family may incur due to the presence of Family in or on the premises of the hosting church. Family realizes transportation to and from ACA or any time off campus is the Family responsibility. Family also realizes that times between classes, gaps in schedules, before and after classes, and days and hours that instructors are absent are the Family responsibility. Leaving your children at any time with ACA and/or on the premises of the hosting church without supervision is at the sole risk of the Family.
3. Family assumes full responsibility for and risk of bodily injury, death or property damage while in or on the premises of ACA's hosting church and/or while working for any purpose participating in ACA activities.
4. Family expressly agrees that this release waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in ACA, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage participation in ACA or any activities in connection with ACA or on the host church's property.
6. Family releases all hosting church and ACA officials, administration, instructors, volunteers and all others listed as "Releasees" above from any claim whatsoever on account of first aid, treatment or service rendered to the Family during participation in ACA. I understand that I will be solely responsible for and will pay any expenses which may be incurred in providing treatment to the Family.
7. Family acknowledge and fully understands that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction,

and negligence of others, or the condition of the premises or of any equipment used.

8. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. Family assumes all the foregoing risks and accepts personal responsibility for the damages following such injury, permanent disability or death.
9. Family releases, waives, discharges and covenants not to sue ACA, its affiliated clubs, their respective administrators, directors, agents, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releasees," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise.

**THE FAMILY ALSO ACKNOWLEDGES:**

10. That the Mother, Father and/or Legal Guardian of Family have carefully read the above release and know and understand the contents of the release and their significance and sign this release as Family's own free act.
11. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
12. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

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**ENROLLMENT CONTRACT:**

When parents enroll their home-schooled child(ren) in a supplemental class, or classes, activities, events, etc, for the school year at ACA, they are agreeing that they:

- Understand that ACA's commitment is for the school year, as decisions to offer classes are based upon enrollment, and ACA must plan for classroom space and organizational expenses.
- Have read, understand and will abide by the ACA Handbook.
- Have read and understand the ACA Financial Policies as stated in the ACA Handbook. Parents agree to pay all fees in accordance with these policies, and acknowledge that if they withdraw their children or they are dismissed from ACA,

they are still responsible for the fees they contracted for as explained in the policies.

**AGREEMENT:**

We have read this handbook together with our student(s) and agree to abide by the policies set forth herein.

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature

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Date

\_\_\_\_\_  
Student Print Name

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Leadership & Board of Directors Contact Information**

Our leadership is here to walk alongside your family. We value open communication and are happy to help with questions, support, or feedback.

### **Arise Leadership**

**Director** – Leigh Ann Dutton

Contact Information:

- Email: [duttonla@gmail.com](mailto:duttonla@gmail.com)
- Phone: (865) 809-7596

### **Board of Directors**

The ACA Board provides accountability and strategic guidance for the health and future of Arise Collaborative Academy.

**President** - Mark Dutton

**Vice President & Treasurer** - Steven Lane

**Secretary** - Erica Green

Contact information and meeting dates available upon request.