

Adventurers

Homeschool Association

HANDBOOK

*An interdenominational Christian learning and sharing cooperative,
Serving homeschooling families and students,
From high school through infants.*

Welcome!

This handbook contains valuable information on our policies and procedures, as well as our focus and philosophy.

We aim to serve our families well with optimal class experiences and positive relationships. We all strive to be good stewards of the gift the Lord has given us in Adventurers. You can help us by familiarizing yourself with the policies within. Keep this handbook and your directory handy so you can refer to them throughout the year.

Please offer any suggestions for changes and additions to Melissa Lees, our Administrative Assistant.

May the Lord Jesus bless us all this year as He shapes and molds us into the people that He wants us to be. May we seek His will and to glorify Him in everything we do.

In Him,

Christina Ban
Administrator
734-649-0797
adventurershomeschool@gmail.com

Adventurers Homeschool Association

meets at
Willis Baptist Church
8687 Bunton Rd.
Willis, MI 48191
Thursdays from 1:00 to 4:45 pm

Mission Statement

Adventurers is an interdenominational, Christian, learning cooperative located in the Washtenaw County, Michigan area, designed to help meet the needs and challenges of homeschooling families with high school students by providing academic, enrichment, and social opportunities for their children, from high schoolers to babies. Many, but not all, of these opportunities are flexible, experience-intensive and/or student led. Registered families shape each year's offerings through open communication and participation. We aim to unleash the God-given energy and unique genius of each participant through our class experiences, sponsored activities, and community service as we share and grow together.

Table of Contents

Topic	Page	Communication	
Mission Statement	2	Group Information	14
		Mail Boxes	14
Daily Schedule	3	Yahoo Group	15
		Facebook	15
Administration		Emergencies & Illness	
Administrative Team	4	Contacting Adventurers	15
Admin Perspectives	5	Inclement Weather	15
Board of Directors	6	Medical Emergencies	15
Christianity	6	Sickness & Absences	16
Drop In	7	Instructor Absences & Subs	16
Service Roles	7	Facility	
		Facility Guidelines	17
Behavior/Security/Background Policies		Fire Plan	17
Behavioral Expectations	7	Internet, iPods, Etc.	18
Inappropriate Behavior	8	Lost and Found	18
Consequences	8	Financial Information	
Grievances	9	IRS Status	18
Safety Policy	9	Family Fees	18
Background Checks	9	Materials Fees Procedures	19
Student Attendance	10	Paid Instructor Considerations	20
Parental Supervision	11	Fundraising/Tuition Assistance	20
Study Hall	11	Drop/Add	
Visitor Policy	11	General Information	21
Community Service	12	Drop/Add Procedure	21
		Drop/Add Deadlines	22
Classes		Refunds/Account Credits	22
Classroom Perspectives	12	Addendum A: Behavior Contract	23
Instructor Communication	12	Addendum B: Safety Policy	24
Classes Going Off Campus	13	Addendum C: AAA Classes	
Class Planning	13	25 Addendum D: Food Allergy Policy	
Showcase	14		27

Daily Schedule

The Preschool only meets during 1st and 2nd period, with 3rd period availability only for those who teach that hour. Small children need to be with their parents when not in their appropriate classes. Parents are always welcome to keep them by their sides.

12:00 p.m.	Monthly pizza lunch (participation optional, fundraiser)
1:00 p.m.	Assembly: announcements and prayer.
1:15 to 2:15	1st Period
2:15 to 2:30	Flex Time: social time, hang out and/or class "run-over" time
2:30 to 3:30	2nd Period
3:30 to 3:45	Flex Time!
3:45 to 4:45	3rd Period

Administration

Our administrative motto is from Micah 6:8: "This is what the Lord requires of you: to act justly, to love mercy, and to walk humbly with your God."

Administration Team

Administrator: Christina Ban

- overall responsibility for the co-op, keeps us moving forward
- registers and helps place members into roles of service to the group
- communicates relevant information to the group, especially "This Week" newsletter
- serves on the board of the nonprofit

Administrative Assistant: Melissa Lees

- develops and distributes forms needed by the group
- takes and distributes meeting minutes
- works closely with the Administrator, sharing administrative and clerical tasks
- maintains mail box files
- edits and distributes group communications and Adventurers This Week, our weekly bulletin

High School/Middle School Class Coordinator: Autumn Barnier

- collects ideas for classes from membership applications and/or discussions
- plans courses with help from other members to offer to high school students each semester
- works with other class coordinators and members to find instructors needed for classes
- participates in registration process for classes
- acts as supervisor and advisor for high school and middle school classes
- orients and advises supervised instructors

Elementary Class Coordinator: Laura Cachia

- collects ideas for classes from membership applications and/or discussions
- plans courses with help from other members to offer to elementary students each semester
- works with other class coordinators and members to find instructors needed for classes
- participates in registration process for classes
- acts as supervisor and advisor for elementary classes
- orients and advises supervised instructors
- oversees pre-school and early learners team leaders

Bookkeeper: Breanna Broderick

- handles family accounts, invoices, payments, receipts
- disburses instructor and materials fees; prepares applicable 1099's at year end
- issues reimbursement for general fund expenses (ex.: name tags or paper products for Adventurers events)
- handles communication with families and instructors regarding finances
- responsible for class and family data entry; generates and maintains class lists
- presents finance summary at summer meeting of the Board of Directors
- along with the Board of Directors, confirms new board members

Facility Coordinator: Suzette Petty

- oversees building set up for the day
- oversees dinner clean up and cleaning at the day's end with help of team captains
- assigns rooms to classes each semester
- relates to church staff regarding building concerns
- is contact person for building, room, and equipment questions and concerns
- is contact person for lost and found

Prayer Coordinator: Needed role

- takes concern for and/or leads prayer at administrative meetings
- takes concern for, coordinates, and/or leads prayer for prayer assemblies at the beginning of each Adventurers day
- takes prayer requests/concerns for the group
- coordinates prayer for Adventurers group activities
- oversees youth prayer initiatives and involvement

Other Leadership Roles

- Preschool Team Leader: Autumn Barnier
- Early Learners Team Leader: Autumn Barnier

Administrative Perspectives

- 1) Much thought and prayer has gone into the formation of an administrative structure for our co-op that promotes efficiency and encourages good communication between co-op families, while allowing for a variety of leadership styles. We hope to balance our trust in the guidance of our leadership with our desire to act on the requests of our registered families.
- 2) We would like to look more like a family than a business conference in all our dealings. We are counting on our families to hold us to this ideal! Truly we want everyone to feel free to make suggestions and be an active part of the planning and implementation of the co-op.

- 3) Currently, the Administration Team consists of the Administrator, Administrative Assistant, Bookkeeper, Prayer Coordinator, Facilities Coordinator, and our Class Coordinators (high school, middle school & elementary). If you see yourself as being able to contribute in any of the Administrative roles, we encourage you to consider them in the future. These are vital to the function of the group.
- 4) The Administration Team meets monthly to pray and share our thoughts together. These meetings are open to all interested individuals. High school students may attend. We welcome the input of all Adventurers in making our decisions together. We meet the last Friday of each month at 2 pm. Please see the weekly "This Week" for location of these meetings.
- 5) Adventurers is administrated by participating families. Each of these leadership positions is chosen by lottery from among interested individuals who are professing Christians and agree to uphold the Mission Statement of Adventurers.
- 6) Openings for administrative positions for the following school year are generally announced in February, with the exception of the Administrator announcement in November.
- 7) When there is interest by more than one individual or family, those Adventurers participants that are interested in serving in an Administrative Team position will have their names put "in a hat" to see who will fulfill the role for the following school year. The Administrative Team reserves the right to choose not to add an individual's name if there is concern that the individual would be inappropriate for the role. This privilege would not be invoked lightly. The Administrative Assistant is the only role that is chosen and approved by the Administrator.
- 8) Administrators, class coordinators, and leaders within various service areas serve a maximum of three years in any position. There is also a term limit of four consecutive years on the Administration Team, regardless of position. These limits are to keep ownership in our co-op among the entire group, to allow for fresh voices, and to give the Lord more opportunity to work in His own way. We would also like to prevent burn-out!
- 9) We recommend that an individual/family only serve in one administrative role per semester.
- 10) Keep in mind, in all your dealings, that each of our administrators and board members are volunteers. They are servants of Adventurers and its families. They are also servants of their own families. Please don't treat them like "the complaint department." Let's handle one another with kindness, grace, and mercy. Kind tones go a long way in keeping leaders happy and open to input.

Board of Directors

- 1) Adventurers Homeschool Association is a Michigan nonprofit organization with federal 501(c)(3) status. The board of directors for the nonprofit is comprised of the administrator and two "unrelated" community members who have no direct involvement in the program.
- 2) This is a separate board from the administrative team and meets annually--more often if needed--for the purpose of setting future direction, relating to government agencies, providing accountability, and handling grievances.
- 3) The administrative team keeps close communication with the board of directors, mainly by inclusion in email communication in the co-op.
- 4) If you would like further information, please request a copy of our by-laws.
- 5) In the future, when you no longer participate in the co-op, we may call on you to serve in this way.

Commented [O1]: Unlike exclamation and question marks, periods and commas ALWAYS go inside double quotation marks—even when it is a partial quote--unless you are British. The only exception is single quotation marks.
<https://www.grammar.com/periods-with-quotation-marks/>

Commented [CB2R1]: Hahaha! This was not my error! I know this rule 😊

Christianity

- 1) Adventurers is a Christian co-operative. In all our behavior and speech, we strive to glorify our Lord Jesus Christ! We aim to respect and be open about each other's beliefs and their expression, recognizing that we each may belong to different denominations and believe slightly differently than others.
- 2) Let's not allow this to be a source of conflict but a sharing in the richness of the body of Christ. Even in our uniqueness we are all one in Him. Let's try to be sensitive and merciful as we share together.
- 3) We start each day at Adventurers with announcements and prayer.
- 4) Instructors are encouraged to begin their classes with prayer.
- 5) Pray for Adventurers, our families, our instructors, our leaders, and the gracious host church!

Drop In

- 1) Adventurers drop-in program is only available to students age 13 and up and limited to 25% of our total high school student population. Drop-in fees are per student/per semester: \$50 for one class; \$100 for 2 to 3 consecutive classes; and \$175 for 4 classes or more. This includes study halls.
- 2) The Administration team looks at drop-in feasibility on an annual basis and reserves the right to close the option as our needs change. Any current drop-in students will be "grandfathered" for future semesters.

Service Roles

- 1) Because we are a co-op, each family fulfills two responsibilities, a primary and a secondary service role. Any adult family member may fulfill these, including dads, moms, grandparents, aunts, etc. (Mom, here is your answer to Dad's question, "How can I help?")
- 2) At least one of these roles should be in the classroom working with students, or in administration or leadership. We try to tailor these jobs to what each family feels they can handle, while recognizing that taking on unfamiliar roles and new challenges can be a tremendous opportunity for growth and discovering gifts. The Master can say "well done" as we each do what He has called us to. (See Matthew 25: 14-23.) We want each family's service to be a joy to them as they share their unique gifts to God's glory.
- 3) If circumstances change such that a family needs to reconsider its service roles, please consult the administrator to see how adjustments can be made.
- 4) If we are unable to place a family in a primary service role, we try to arrange three secondary service roles.

Behavior/Safety/Background Check Policies

Behavioral Expectations

At Adventurers, we want to honor and glorify the Lord in our speech and actions, and by treating each other with respect and charity.

The following behavioral standards apply to **all** of us – students, parents, instructors.

1) Responsibility and Commitment:

- a. Students agree to attend their classes, be on time, complete assignments, respect instructors and maintain a good attitude.
- b. Instructors will prepare appropriately for their classes and begin classes on time.
- c. We serve and take full responsibility for our commitments and service roles and do not take advantage of others.
- d. We all try to be familiar with Adventurers policies and strive to keep informed throughout the year.

2) Courtesy:

- a. We are helpful and treat each other with kindness.
- b. We are respectful about each other's beliefs and their expression, and we work to be sensitive and merciful regarding our differences.
- c. We look to our grievance and behavioral policies for conflict resolution.
- d. Students are respectful to adults, especially to their instructors and leaders.
- e. We all look to uphold the dignity of each person as a child of God.
- f. Though we may have close friendships we will not behave in a manner that brings dishonor to the name of Christ or excludes or repels others.

3) Modesty and Speech:

- a. We all dress in a modest and appropriate fashion for a Christian co-op, for a Christian church setting, and for our own personal dignity.
- b. Language usage should be appropriate for our setting.

4) Facility:

- a. We treat our facility, Willis Baptist Church, with respect.
- b. We use our own supplies and not the church's.
- c. We clean up after ourselves and try to leave the facility in the same or better condition as we found it.

Commented [O3]: I only added this because of the note in the previous line about being friends with the opposite sex. If you don't like it, I'd remove the line in parenthesis. It's weird and leading.

Inappropriate Behavior

- 1) Any Adventurers participant should feel free to kindly address inappropriate behaviors with the individuals involved.
- 2) If satisfaction is not achieved, bring the situation to the person in charge "closest" to the situation: a parent, instructor, class coordinator, facility coordinator, or administrator, moving up to the next level of authority, if appropriate.

- 3) Dress and language concerns, due to their sensitive nature, may be brought to the attention of an A-team member for their counsel and handling of the situation.

Consequences for Violations:

Appropriate consequences may be chosen from among these possibilities.

- 1) A warning
- 2) A discussion
- 3) Being removed from a class and into a parent's care or study hall
- 4) An assigned service project/job
- 5) Having the parent attend or "shadow" classes with the student for a period of time.
- 6) Suspension, or in extreme cases, expulsion.
- 7) Other consequences may be created to fit the particular offense.

This list of consequences is not inclusive and may be amended as the need arises.

These consequences apply to adults as well as students.

Every situation is different; therefore, there is not a strict course of action for consequences. The Administrator, A Team, and/or Board of Directors reserve the right to choose the necessary action based on the determined weight of the offense, even if the first offense.

Grievances

- 1) Occasionally, in addition to behavioral and policy issues, personality conflicts and misunderstandings can happen.
- 2) Please prayerfully consider Jesus' words in Matthew 18:15: "If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one." Before you deal with difficult situations within the group, please speak directly with the individual(s) involved with the situation. As noted above, appeal to the next level of authority if appropriate and if satisfaction has not been achieved.
- 3) Parents and instructors should try and resolve classroom/student issues on their own. If either is not satisfied, then they should speak with the Class Coordinator for assistance. If there is no satisfaction/resolution, the conflict should be taken to the A Team or Administrator, and they will decide the appropriate course of action.
- 4) While in this conflict resolution process, please keep the conflict where it belongs: between the people directly involved. Please do not originate, encourage or tolerate gossip or misdirected emails about the conflict.
- 5) If the above resolution process has not proven effective, a grievance may be brought, in writing (not email), to our Board of Directors. There are three directors on the Board, including the Adventurers Administrator. Contact information is found in the directory.

Safety Policy

Safety is a priority at Adventurers. Many classes are offered here that may require students to bring **personal items/tools** from home. It is the **parent's responsibility** to assess whether it is safe for their child to take a class that requires the use of specific items/tools AND if their child is responsible enough to handle such items/tools. It is the **student's responsibility** to adhere to all safety guidelines as it relates to any items/tools that they use. All items/tools are to be in compliance with Michigan state laws and standards and nothing considered illegal should ever be on the premises. All items/tools must be used as intended. Under no circumstances is a student allowed to use an item/tool to intimidate or harm another **person** or **property**. All items/tools are to be used in class only and put away immediately after

class. Any item/tool not being used safely, respectfully, or at an appropriate time will be taken and returned only after meeting with the Administrator.

Background Checks

In our efforts to obtain and maintain safety within our co-op, we are now requiring a background check for all families and paid instructors. It is mandatory that every primary family member and paid instructor obtain a background check every 5 years before he/she may participate/teach in Adventurers. A "primary family member" is one who will be on campus fulfilling a primary and/or secondary role within Adventurers. This also includes any family member who may want to volunteer as a substitute now or in the future. A "paid instructor" is one who will be coming on campus with the sole purpose of teaching a class offered by Adventurers.

We have made this process as simple as possible. When you are ready, type the link below into any web browser (Chrome is preferable) to submit your information and proceed with the Background Check.

<https://www.ministryopportunities.org/AdventurersHSA>

Once you click the link, you will be directed to the following pages in this order:

- 1) **A Consent Form** – Click "Yes" if you are aware that you are submitting information for a background check.
- 2) **"Personal Information Page"** – Here you will input needed information to perform your background check. None of this information (including your Social Security number) will be seen by anyone in Adventurers. It will only be seen and be used by Protect My Ministry to run your background check.
- 3) **"Disclosure and Authorization" Page** – Here you will submit your electronic signature which will release your application giving Protect My Ministry permission to run your background check.
- 4) **Payment Page** – Here you will submit a \$20.00 payment to cover the cost of your background check. Adventurers will cover the cost of your background check. If you are an Adventurers family, your account will be reimbursed \$20 for every background check submitted. If you are a paid instructor, your \$20 will be reimbursed to you with your class fee.

Please be aware that Adventures does not collect any information about you from this process– including credit information. We are blind to the investigation done by "ProtectMyMinistry" unless there is a criminal problem that we need to be made aware of. The company merely sends us a warning if someone criminally fails and gives the reason why so that we can make an informed decision.

If you have any problems/concerns with submitting your background check, please contact Christina Ban at heavensmusic611@sbcglobal.net.

Student Attendance

- 1) Students are expected to attend all scheduled classes and groups for which they have registered.
- 2) Students are also expected to **arrive on time, and to complete any homework assignments given**. Parents are expected to encourage and support their students in doing so. If this is too much of a burden, please speak with the instructor involved, and consider taking classes with lighter homework loads the following semester.
- 3) When a family knows in advance that classes will be missed, appropriate steps should be taken to
 - a. alert instructors and obtain information about lesson plans and homework missed
 - b. find substitutes for all service roles filled by that family
 - c. inform somebody, generally the individual closest to your service role (a co-teacher or class coordinator, for example), to alert Adventurers of the family's absence through use of the "white board."
- 4) Dinner: Middle School - In general, we expect middle school students to remain on campus during

dinner if they are staying for the evening without a parent.

- a. Parents, please sign them out on the white board if your middle school student is leaving campus with you during the dinner hour.
 - b. If there are other arrangements that are acceptable to you (having the student leave with an older sibling) please let the appropriate class coordinator or administrator know.
- 5) Dinner: High School - High school students are welcome to stay for dinner or may leave campus, provided they have their parents' permission and return in time for their 4th period classes.
- a. **Students, please sign yourself out** on the white board if you are leaving campus without a parent.
 - b. Let us know where you plan to be so that we can follow up with you if you fail to show for 4th period (McDonald's, Subway, Ypsi Library, etc.).
 - c. If tardiness is a recurrent problem you may lose this privilege. Please use the buddy system if walking after dark.

Parental Supervision

- 1) Elementary & Younger: To maintain peace for our kids, parents must be on campus while their elementary age and younger children attend class. If a parent must leave, an on-site adult must be designated as in charge of the children and noted on the white board in the great room.
- 2) Elementary and Younger need to be supervised and with their parents when not in their appropriate classes. Their classes and programs are scheduled during the afternoon. The evening program is designed for high school and middle school students. This gives them special time and space without their younger siblings, with whom they share so much of their lives. If parents are in need of supervision for their younger children in the evening, they should check in with the supervisor on duty (generally the administrator) for this purpose, and communicate the arrangement with the child involved.
- 3) High School & Middle School: High school and middle school students may attend class without a parent on campus
- 4) For All Students: If parents are out of town or unavailable, please notify an Administrative Team member of your arrangements and the name(s) and contact information of any caregivers that will be accompanying the students to Adventurers.

Study Hall

- 1) Study hall is offered each hour for students in high school and middle school. Students on campus "full-time" may take two study halls and "part-time" students may take one. This can be a great chance for kids to connect and build relationships.
- 2) If you have an open class period and are ineligible for an additional study hall, a class coordinator will help you find a service opportunity at Adventurers for that time slot.
- 3) Study hall students may go outside during afternoon study halls. They need to sign out on the white board and be sure to stay on the church's grounds and in plain sight (not in cars or up trees). For safety, we need to know where our students are.
- 4) Please take the time to sign up for the Study Hall when registering for classes, so we know where students are each hour.
- 5) Elementary students and younger will need to be with a parent if not in class. Study hall is not an option.
- 6) Parents are expected to supervise their younger children on campus during the evening. Adventurers is not responsible for them unless special arrangements have been made.

Visitor Policy

- 1) Visitors are welcome at Adventurers! It is great to see visitors, especially our alumni, on campus.
- 2) The dinner hour provides a great opportunity to mingle with friends. If a visitor remains on campus during class periods we must insist that their presence does not interfere with Adventurers students and instructors getting to their classes on time or cause any other type of disruption. If a visitor's behavior or presence is found to be disruptive they may be asked to leave and may have visiting privileges revoked.
- 3) Students who occasionally wish to have a friend or family member accompany them to their classes are welcome to do so as long as they have obtained instructor permission and have a supervising adult and/or emergency contact information.
- 4) If visiting youth become regular guests, options of joining the co-op and/or serving the co-op will be given.
- 5) Visiting children younger than 13 are required to have a responsible adult on campus.
- 6) All visitors, adult and youth, are held to the same behavior standards as co-op participants. The above are guidelines and each situation is looked at on a case by case basis at the discretion of the administration.

Community Service

- 1) Occasionally there may be Adventurers service opportunities, including community outreach as well as blessing Willis Baptist Church and its members.
- 2) We wish to be a blessing to those around us. Please plan to participate in our community service opportunities.

Classes

We meet for two 12-week semesters, though some classes or groups may meet at additional times and/or locations, including small classes in homes.

Classroom Perspectives

- 1) Adventurers is not a school but a supplement to home learning. Families are expected to cooperate with course instructors regarding homework expectations to best benefit all. Please recognize the limitations of an instruction program that meets only once a week.
- 2) Read course descriptions carefully before signing your child up for a class so you will be informed as to how the workload will affect your own home.
- 3) Keep open communication between parents and instructors
- 4) Some classes are designated as AAA in an effort to ensure excellent communication between the family and the instructor. Please see Addendum B for more details.

Instructor Communication to Families

- 1) Homeschoolers are intensely involved in the education of their children. They like to know what is going on when they cannot be in the classroom environment.
- 2) Once an instructor has received the final class list (generally the third week of class after the drop/add period) please make an email list for each of the classes you are teaching. An occasional email thereafter can apprise parents and students of anything they need to know for the class.
- 3) If a student is not performing well in the class, a note or call to the parents can be very helpful in getting everyone back on the same page. Most parents would rather know early than find out when a final evaluation comes home at the end of the year or semester.
- 4) Communicate challenges with students with parents involved. If you need more assistance, contact your class coordinator.
- 5) Students may be catching on to the material at different paces which makes the classroom dynamic difficult. We don't want to let talkative students get us off track, nor to ignore quiet ones. Some students may need a little extra help. Sometimes, we as instructors might need a little extra help! Your class coordinator can be a good sounding board, a source of help and ideas.

Classes Going Off Campus

If class normally meets on Thursdays at our usual facility but has an occasion to leave campus or meet elsewhere, the following actions should be taken:

- The instructor should get written permission beforehand from the parents of each student in the class to meet elsewhere. There is a template found in the mailboxes that can be tweaked for instructors' use.
- The instructor should send out an email to the class to remind all of the unusual arrangement.
- The instructor should be sure that the class is signed out on the white board before leaving, providing a phone number where the class may be reached.

Class Planning

- 1) Our Class Coordinators and their assistants volunteer to coordinate the process of planning, scheduling, and procuring instructors for the desired classes. If you are really invested in what courses we offer and in which hours, please consider helping out in these service roles.
- 2) Our registered families have opportunities to give input regarding courses they'd like to see offered, generally during the months of March and October. The lists generated during these times are the most important determiners of what we will offer in a given semester. Please look ahead to anticipate course needs and desires for the following semester. Think about what classes you'd like to see us share together. Do you have a special interest? Are you open to teaching a high school subject? We want to especially encourage parents to teach high school classes. How can we help each other help the Father raise these kids to be who He has called them to be?
- 3) Our Class Coordinators survey families in their age levels to determine which courses to offer. We work together to try to find instructors for most classes that are requested, especially at the high school level.
- 4) Adventurers offers "**co-op classes**" instructed by co-op participants who are serving the co-op in this manner, with fees going only toward materials and supplies for the class. Some other classes have a "paid instructor," individuals who charge an additional fee for their time and services. We cannot guarantee space in co-op classes each period for each student.

Commented [O4]: I only bolded this because it was weird to have Adventurers bolded. Duh, we're Adventurers. Why was that bolded? The important part of the statement in context is "co-op."

- 5) Some courses target a large age range, allowing siblings to learn together. Other courses target more specific age levels. Individual instructors and class coordinators will work together to determine a class' targeted age range.
- 6) Our high school coordinator also looks at high school students' two favorite options and tries to not double schedule (no guarantees made!) and to make sure that even very small classes have a chance to fly if they are favorites.
- 7) When the schedule is presented, families may find that some periods do not meet their students' needs. Offers to help with additional course planning to accommodate your individual students' tastes may be useful—finding instructors, offering to teach a class, suggesting a new idea. As the one with the big picture in mind, the class coordinator has final say as to the schedule for his/her age level. Requesting to have classes switch periods is generally not helpful, as the Class Coordinator has made every effort to include many requests and parameters in the determining of the schedule. [Think Sudoku!] Unless there is a special reason (an instructor double scheduled for the same period), we cannot accommodate individual class period change requests.
- 8) We see the obtaining of instructors for desired classes as a shared responsibility within the whole group. If you know of individuals that are gifted to teach courses we are planning, please bring this information forward. This is especially true if the individual is you!

Showcase

At the end of each semester, Adventurers hosts an evening program, our Showcase. All instructors are encouraged to present something that relates to their class taught that semester. These presentations take place as displays or performances. Please direct questions to this year's Showcase Coordinator, Charissa Clarke.

Communication

Group Information

- 1) In order for our program to operate smoothly, please communicate your concerns, questions, ideas, and inspirations to appropriate people at the level "nearest" the situation. Parents, give input and feedback to course instructors. Positive feedback is always welcome!
- 2) Email: Adventurers communicates primarily **via email**. Please make a priority of checking your email **at the very least** on Wednesday each week to find Adventurers "This Week", sent out by our Administrative Assistant with most of the material originating from the Administrator. Please add her email address you your contact list to ensure announcements do not go to your spam folder. Occasionally other emails from either the group or individuals in Adventurers may be sent, so it may be prudent to check more often. If you do not have email, please ask another family to be your email buddy and to apprise you of the latest information. You will otherwise miss too much important information which may impair your full involvement with Adventurers.
- 3) We also have announcement time at our assemblies each week, so let's try to arrive **before 1:00 p.m.** so that we may start promptly. This also helps to ensure that our 1st hour classes do not get short-changed by late starts. There will be an opportunity for you to give any appropriate announcements then.

- 4) If you miss announcements, please check the printed version of the weekly "Adventurers This Week" email posted in the Fellowship Hall.
- 5) Parents, if you are open to the arrangement, we welcome the addition of high school students' email addresses on our directory and in our email group.

Mail Boxes

Another way we communicate to one another is through the mail files. Each family and instructor has a file in the file box on the administration table in the Fellowship Hall. Please get in the habit of checking this each week, especially when you arrive and before you leave for the day. Feel free to use these files for any personal communication to other families or instructors.

Yahoo Group

Another way we communicate regarding less official Adventurers news, homeschooling, or other topics of interest is through our yahoo group. Participation in this group is totally voluntary, but it is encouraged as it does build relationships and enhances our personal homeschooling lives. To be part of this, please contact Christina Ban.

NOTE: We expect only uplifting dialog on this group. Please respect this so we can continue this service to one another.

Facebook

Adventurers has 2 Facebook pages:

Public: For attracting new families and advertising: www.facebook.com/adventurershomeschool
"Like" our page and share our status on your Facebook page to promote Adventurers to potential new families. This year we are offering a \$5 credit to your account for families that join from your referral.

Private: Our group page is for sharing information and events within our Adventurers members, instructors, and alum. Anyone may post appropriate information they'd like to share with our group including photos from events or classes. www.facebook.com/groups/adventurershs

If you're on Facebook, you can click "join" and you'll be added to our group page.

Emergencies & Illness

Contacting Adventurers

If you need to reach someone while they are at Adventurers, please call (734) 649-0797 (cell for Christina Ban). We do not answer the church phone and would appreciate you not disturbing the office staff.

Inclement Weather

When it is unclear as to whether or not Adventurers will meet due to the weather, please consider the following:

- 1) If Ypsilanti or Lincoln Public Schools are closed due to snow, we will be too. If you hear of this cancellation, please inform the administrator by phone.
- 2) Check your email and the Facebook page to see if there has been a cancellation notice.
- 3) If you live in outlying areas and find the roads too bad to travel, please inform the administrator, even if there has been no cancellation notice.
- 4) We will attempt a phone tree operation to communicate cancellations in addition to an email.

Medical Emergencies

- 1) If a student is injured or ill while at Adventurers, we will first attempt to contact the parents. If unsuccessful, we will go to the other listed emergency contacts, filed in the white binder.
- 2) It is very important that we have accurate phone numbers and that we know where you are, in case of emergency. *Ex. If you are going out of town and are putting a grandparent in charge of your students, please give us the grandparent's phone number(s).*

Sickness & Absences

- 1) Nobody likes being sick, so please don't hesitate to miss Adventurers if you or your students have a fever, are vomiting, or have a lot of discharge. In fact, Adventurers reserves the right to ask a student, parent, or instructor to leave the premises if it is believed they have a communicable condition that may endanger others (such as active chicken pox around a pregnant mom).
- 2) If you and/or your children are unable to come to Adventurers please contact the individual/family that is most affected by your absence, for example, your co-teacher, your Class Coordinator, Facility Coordinator, etc. Fill them in on anything they need to know to fill your shoes. Ask a friend to post your family name on the white board in the Fellowship Hall to indicate you are out for the day
- 3) **Try your best** to make arrangements to find somebody to take on your Adventurers responsibilities. Be prepared with a back-up plan (maybe to keep in your file?) so that we can continue to serve our other families in your absence.
- 4) We know that emergencies happen and sometimes there is no time to find a substitute. Please *call* your Class Coordinator or service role supervisor so that provisions can be made for your service. Emails or texts may not be answered. A **phone call** can allow for quicker back and forth communication.

Instructor Absences & Substitutes

- Instructors, if you know that you cannot be at class on a particular day, please find a substitute. This can be someone you know outside of Adventurers who has the skills or knowledge that you use in instructing the class, an Adventurers parent or instructor, or an advanced student (in which case you would still need to find an adult to be in the class).
- Get to know your fellow Adventurers and find two people as back-up instructors **before** you have a need. Provide their names to your class coordinator, in case of an emergency absence.
- Try to provide appropriate lesson plans to this individual to maintain the quality of instruction. All instructors should have a syllabus kept in their mailbox folder, as well as a lesson plan and/or materials for unexpected absences.

- Let your class coordinator know who is substituting for you so that we can look out for him/her and make sure that his/her needs are met.
- We know that emergencies happen and sometimes there is no time to find a substitute. Please call your Class Coordinator so that provisions can be made for your class.
- If you are a paid instructor, consider reimbursing the individual who subs for you from your instructor fees. Two or more consecutive absences without adequate substitute coverage may result in a decrease in financial compensation (instructor fees) for missed classes.

Facility

Facility Guidelines

- 1) We are guests at Willis Baptist Church. Please treat the property respectfully. This is a church and we need to treat it as such.
- 2) Worship and Office Space: Please respect this area of the church by not talking loudly or running there.
- 3) Instructors, please be careful to leave your room clean for the next class. Please leave it in the same or better condition than you found it. Your students can assist you in this area.
- 4) Parents, keep an eye on your children. Any messes should be cleaned up as quickly as possible. This includes dinner. Older students, please set an excellent example in this area.
- 5) Although we have cleaning crews for the facility, each family is responsible for their own dinner clean-up including eating utensils, trash, spills, etc. We do not want to "overstay" our welcome.
- 6) Use of the kitchen is limited to the microwaves and refrigerator. Please do not use the church's other equipment and supplies. This includes silverware, serving utensils, paper products or stoves/ovens. Instructors that need use of a stove for a class, please contact the facility coordinator. Items left in the refrigerator at the end of the day will be discarded.
- 7) Please do not use any church supplies without consulting our Facility Coordinator.
- 8) Please direct your questions and concerns to the current Facility Coordinator, Suzette Petty.

Fire Plan

- 1) We ask all adults and high school students to be aware of building exits and which is nearest to your location.
- 2) In the event of a fire, please assist the children in your charge or those in the room where you are in lining up and exiting in an orderly fashion out the closest exit. When all have left the room, turn out the lights, close the door and place a chair in the hallway in front of it to signal an empty room. Do not lock the door. Proceed to the northwest end of the parking lot near the pond, **not** near the street where fire trucks may need to enter. This collective meeting point will allow us to better track children who may be missing and allow parents to find children who might have been in different areas of the building without having to search in different locations.
- 3) Adults and older students in the Fellowship Hall that are not leading a class there, please assist the Preschool and Early Learners classrooms in leaving the building.
- 4) Administrative Team, please check all rooms that are not marked with a chair to be sure they are evacuated, including bathrooms and off-limit rooms. Turn out lights, close doors, and place a chair in front of each door.

- 5) All remain in the parking lot until we receive an "all clear."

Internet and Electronic Devices

Cell phones, personal internet, and the latest gadgets: We request that these devices be used only for quick reference, emergencies, or arranging rides. We want to maximum our opportunities for interaction and relationship-building with other Adventurers as much as possible during our time together.

Internet usage for classrooms: We greatly appreciate the interaction with live human beings in our classrooms. We do however know that sometimes the internet can provide valuable experiences. We do have access to Wi-Fi at Willis Baptist. Please see the Facility Coordinator or your Class Coordinator for the password.

Lost and Found

- 1) If you have forgotten to bring something home from Adventurers (left it at the building) please do not contact the church or the pastor. Instead contact somebody who has a building key, ask if you can get the key yourself, retrieve your article from the church, and bring the key back. This year, keeper of the keys is: the Facilitator Coordinator (Suzette Petty).
- 2) It may be wise to call the Facility Coordinator or the Evening Clean-up Team Leader to see if she/he knows of the whereabouts of the article before you go searching for it yourself.
- 3) Lost and Found items are stored at the church in a bin near the mail box file. Please check Lost and Found periodically for items you may have left. We will hold the items for a period of time, generally around Showcase, after which they will be donated or discarded.

Financial Information for Families and Instructors 2018-2019

Adventurers IRS Status

Adventurers is a 501(c)(3) nonprofit organization with federal tax-exemption status. Contributions are tax-deductible. Class fees are not.

Family Fees

- 1) Application fee
 - a. \$30 per student per year with a \$75 family cap
 - b. non-refundable
 - c. annual, due with application
 - d. \$5 security fee
- 2) Materials fees
 - a. Per student and per semester
 - b. 50% due from families at class sign-up; balance due at third week of class.

- c. Unspent portion is refundable if class is dropped by 5pm, the night before classes begin provided family has not requested multiple drop/adds during the same *class period for the same student*.
- d. Non-refundable as of 5pm the night before classes begin.
- 3) Instructor fees
 - a. Per student and per semester
 - b. 50% due from families at class sign-up, balance due third week of class
 - c. Refunded if the class is dropped by 5 pm, the night before classes begin.
 - d. Instructor fees will be prorated for all classes taught by the instructor.
 - e. No refund if class is dropped after drop/add period.
- 4) Drop-in fees
 - a. Payable in full at class sign-up
 - b. Available for students age 13 and up only
 - c. Per student and per semester
 - d. \$50 for one class; \$100 for 2 or 3 consecutive classes; \$175 for 4 classes or more. This includes study halls.
 - e. Refundable in full if class is dropped by the drop/add deadline.
 - f. Non-refundable after the drop/add deadline.
 - g. NOTE: Drop-in option is available on a limited basis and only for students age 13 and up.

Materials Fees Procedures (all instructors)

- 1) Fees are determined by course instructor with possible guidance from class coordinator.
- 2) Please speak with your class coordinator regarding any unusual fee situations.
- 3) Instructors should obtain class coordinator approval for single item expenditures greater than \$100.
- 4) Items purchased are for class use. Unused items are distributed back to the families or ultimately are the property of Adventurers. Instructors, please return any small unused items (such as leftover paper, writing utensils, and other odds and ends purchased with the materials fee) to the collection bin located on the administrative table at the end of semester. These items are stored by Adventurers for future classes either in the church or in the storage shed and can greatly reduce the cost of future classes. Before purchasing that odd little item, you may want to check with the Facility Coordinator to see if we have something suitable in the supply closet.
- 5) If an instructor purchases an item intended for permanent possession by Adventurers, please make sure that item is added to Adventurers Personal Property List maintained by the Facility Coordinator. This includes any item that may be used from year to year including: DVD's, science equipment, tools, robotics parts, electronic devices, props, etc. Please coordinate the return of these items to the Facility Coordinator at the end of the semester so that they may be stored properly.
- 6) If an instructor would like to purchase an item for the class but intends to keep it, half of the cost of the item may be charged to families via materials fees. *Ex., Astronomy instructor purchases a telescope and intends to keep it, but it is necessary for the class. The instructor may charge only up to half the cost of the telescope to families.* Please get class coordinator approval for these situations.
- 7) Materials fees are paid to instructors by the **fourth** week of class.
- 8) An advance payment may be requested from the bookkeeper.
- 9) Instructors will be provided a large materials fees envelope the first week of class.
 - a. Space is provided on the front of the envelope for documenting spent fees.
 - b. Receipts for items purchased are placed in envelope
 - c. Copies made from home (no receipt) may be reimbursed at \$0.15 per copy.
 - d. At the end of the semester (or year, for year-long classes), instructors return the envelope with any unused fees and with documentation of how fees were spent (front of envelope).

- e. Unspent portion of fees will be issued as a credit to returning families if the per-student refund in a particular class is greater than \$5. Smaller amounts will be applied toward Adventurers' operating costs. Please remember that these fees belong to Adventurers, not to the instructors. They are not for instructors' personal use.
- f. A \$10.00 stipend is available to instructors to allow wiggle room for expenses that exceed the material fees charged for the class. In order to receive this stipend, please list the extra expenses along with the others on your material fees envelope to be turn in to the bookkeeper at the end of the semester. Any overages greater than \$10 must be approved by the families in the class **before** the money is spent if the instructor hopes to be reimbursed. There may be a better solution than spending more money, and the solution needs to be a consensus effort. For instance, families may be willing to donate items they already have at home. If you find you are running into an issue and cannot find a solution on your own, please speak with a CC before it becomes a problem. We want to avoid unexpected charges to our families and unfair personal expenditures by our instructors. To avoid such issues, please consult your Class Coordinator if you are unsure what material fees to charge before classes start.

Paid Instructor Considerations

- 1) Paid instructors are considered independent contractors, not employees of Adventurers.
- 2) Each instructor should complete a W9 with the bookkeeper if anticipating receiving more than \$599 in instructor fees in a calendar year. This number does not include materials fees.
- 3) Instructors are paid as follows: One half of total instructor fee will be paid on the third week; one half on the 12th week after return of materials fee envelope.
- 4) Paid instructors are responsible for providing a substitute if unable to make it to class. This may be from among Adventurers parents or an "outside" individual. Please make sure the appropriate background check has been completed for the substitute. Consider reimbursing them for this fee out of your instructor fee.
- 5) The instructor should provide appropriate compensation to a substitute. The appropriate class coordinator should be informed of the substitute arrangements.
- 6) If a class falls below the stated minimum, the instructor may discontinue the class or may opt to continue teaching at less than the originally stated minimum.
- 7) Paid instructors will receive instructor fees on a prorated basis for all the classes he/she taught.
- 8) If the families wish to continue the class for less than the original instructor's minimum, the class coordinator will attempt to find a replacement for the instructor. If unable to find a new instructor, remaining students will be reimbursed the instructor fee on a pro-rated basis.
- 9) Adventurers reserves the right to discontinue our relationship with an instructor. In this case, the instructor would be compensated for classes taught on a pro-rated basis.

Fundraising & Tuition Assistance

- 1) Because Adventurers is a non-profit, we have been able to take advantage of several programs to help keep operating costs down for our families. The more families get involved and the more consistently these programs are used, the more benefit to us all.

- 2) **Grocery programs:** Adventurers participates in the Kroger Community Rewards Program, currently the only grocery with such a program. Enrollment for the program by individuals begins in April each year. If you have not signed up (or reenrolled), please visit www.kroger.com, and select the "Community Rewards" option under the "Community" tab. In order to link your account to Adventurers, you will need the number on your Kroger Plus Shopper's Card or the 10-digit phone number you used to apply for your card. The Kroger website will ask you to create an account if you have not already done so. After you have linked your card to the Community Rewards Program by searching for ADVENTURER'S HOME & SCHOOL ASSOCIATION #83356 (yes, they have our name incorrectly listed) , don't forget to use your Shopper's Card each time you shop at Kroger. A portion of your payment will benefit Adventurers each time you shop. Every little bit adds up. **NOTE: Other family members and/or friends can earn rewards for you and Adventurers by following the same procedures as above. Also, if you forget to bring your card, using your phone number will apply both your store discounts and your Adventurers donation when you check out.**
- 3) **BOXTOPS:** Purchase various grocery items and paper products- General Mill brands and companies affiliated with them (Ziploc, Kleenex, Scot, Pillsbury etc.) and bonus awards from supermarket specials, scan your receipt in the Boxtops for Education app, and we receive 10 cents for every Box top. All monies go into the general fund. Place them in the fundraising coordinator's file folder. Please ask if you have questions about the app.
- 4) **CHARITY MOTORS:** Used cars can be donated to this organization with proceeds coming back to Adventurers. Phone 888-908-CARS. Tell them you wish to donate proceeds to Adventurers Homeschool Association. This may take up to a year for funds to come to Adventurers.
- 5) **SMILE.AMAZON:** Are you already making a purchase at Amazon.com? Please use smile.amazon.com and select our organization. Amazon will donate .5% of the price of eligible purchases to Adventurers.

Questions regarding any of these programs may be directed to our Bookkeeper or Bookkeeper Assistant.

Drop /Add

General Information

- 1) Drop/add is a normal part of any organization offering different classes to students. No one can completely plan for the future and, regardless of how complete a class description is, many students cannot tell if a class is suited to them until the first one or two class sessions. However, in an organization the size of Adventurers, moving a student to or from a class can have far reaching effects.
- 2) There is a one drop per student per period limit.
- 3) We *strongly* encourage you to make changes to classes for your students as early in this process as you can. This increases the possibility that your requests can be granted. It also allows for the most favorable financial implications and the best recovery if your drop or add significantly affects a class.
- 4) There will be a drop/add table and forms available in the Fellowship Hall the first week of class.

- 5) Your class coordinator has the relationship with the instructors and the overall vision of the classes to know when and if special allowances can be made. They may also be aware of other drop/add changes that may affect yours. **Please do not try to bypass them and make special arrangements with the instructors themselves.** Transactions and changes need to be made in a way the co-op can track for financial and legal purposes.

Drop/Add Procedure

- 1) Each drop/add needs to be documented with the proper form to ensure thorough communication with all parties. Please *complete* and submit to the class coordinator of the requested class anytime after start of drop/add period and before the deadline.
 - a. This fall, drop/add will begin on Instructor Night, August 30, and conclude September 17 at 5pm, the Monday after the first day of class.
 - b. There are three options for submitting your drop/add request if it was not done at Instructor Night:
 - You can use a **paper copy** of the form. This form will be emailed throughout the drop/add period as an attachment to *Adventurers This Week*. Print a copy and snail mail or hand deliver to the Class Coordinator of the adding class with all information filled in at both the top and bottom of the form, providing a duplicate.
 - You can submit **via email**, provided all the information is filled in at both top and bottom, providing a duplicate. The Class Coordinator reserves the right to send incomplete forms back to the sender. The drop/add will not be processed until it is returned completed.
 - You may also use the website tool. The Class Coordinator reserves the right to send incomplete forms back to the sender. The drop/add will not be processed until it is returned completed.
- 2) The Class Coordinators will process requests. Approval may take additional follow-up with one or both instructors by the CC. The Class Coordinator will inform all parties (family, both instructors of the drop and add, bookkeeper) as early as possible in the process.

Drop/Add Deadlines

- 1) Drop/Add Period begins:
 - a. Fall Semester – Instructor Night
 - b. Winter Semester – two weeks before class starts
- 2) Drop/add ends at **5 pm the Monday after the first week of classes.**
- 3) If you miss this deadline, you may be able to *drop* a class, but you will be responsible for all of the fees of the dropped class. We highly encourage families to work with instructors and vice versa to make the class work for all parties involved. Sometimes the Lord has special growth in mind for us in these situations.

Refunds/Account Credits

- 1) Materials fees are **ONLY** refundable for **UNSPENT** portion of fees for classes dropped before 5 pm the night **BEFORE** classes start. Instructors: Please inform the Bookkeeper of any purchases made before or during the drop/add period so you can be reimbursed.
- 2) Instructor fees are **ONLY** fully refundable for classes dropped before 5 pm the night **BEFORE** classes start.

- 3) If a student drops after the first day of class, the instructor fee will be prorated and the balance refunded/credited to the family.
- 4) NO refunds are issued by the bookkeeper if drops are requested after the drop/add deadline: 5 pm the Monday after the first day of class.
- 5) These “refunds” are issued as credits to your Adventurers account.

Sounds like a lot to remember, eh?

Well, that is precisely why all this is written down for you.

Familiarize yourself with this Handbook and where to find information.

Thank you for using this tool to help keep Adventurers running well.

God bless Adventurers!

Addendum A: Behavior Contract

This is a copy for your personal reference. Please be sure you have submitted a signed family copy to the Administrative Assistant.

Behavioral Standards

All of us—students, parents, instructors--should be holding one another to the following standards.

Adventurers are

respectful of Christian beliefs, values, and their expression,
responsible,
courteous and thoughtful,
appreciative of those serving us,
committed to our experience at Adventurers,
welcoming and inclusive in our relationships,
and modestly and appropriately dressed.

Remember, we are not in our own building; we reflect on Willis Baptist Church as well.

Please kindly address inappropriate behaviors and attitudes with the individuals involved. If satisfaction is not achieved, bring the situation to the person in charge closest to the situation: a parent, instructor, class coordinator, facility coordinator, or administrator, moving "up the chain of command," if needed. Consequences for violations of these standards could include:

a discussion
a warning,
having the individual be more heavily involved in some sort of service,
having a parent attend classes with an offending student for a period of time,
suspension, or, in extreme cases, expulsion.

Other consequences may be created to fit the particular offense.
Let's all work together to remind one another of these standards.

Attendance and Participation

Students, you are expected to attend all scheduled classes and groups for which you have registered, to arrive on time, and to complete any homework assignments given.

Parents are expected to encourage and support their students in doing so. If this is too much of a burden, please speak with the instructor involved, and consider taking classes with lighter homework loads next semester.

If you know you will not be in class on a given week, please do everything you can to inform the appropriate Class Coordinator as well as your instructors, so we will not have to search for you. A board is available in the Fellowship Hall area to sign out in case you need to leave.

Facility

The staff of Willis Baptist Church has graciously allowed us access to most of the building. Please take care of it as good stewards of God's gifts. Please do not use any church supplies without consulting our Facility Coordinator. We ask that Adventurers respect the Sanctuary and Lobby—no running or loud talking there, please. Please keep hands off any instruments and any electronic/digital equipment, except with permission from the Facility Coordinator. Other certain spaces are off limits during the evening. Please consult the administrator or Facilities Coordinator with questions.

Dinner

If high school or middle school students are leaving campus during dinner, please sign out on the white board. If tardiness for 4th period class is a recurrent problem you may lose this privilege. Please use the buddy system after dark.

*We have read and agree to uphold these behavioral standards. (Please have **all** able family members sign and return with application.)*

Family Name _____
Family Members' signatures, including at least one parent:

Addendum B
Adventurers Safety Policy

Safety is a priority at Adventurers. Many classes are offered here that may require students to bring *personal items/tools* from home. It is the ***parent's responsibility*** to assess whether it is safe for their child to take a class that requires the use of specific items/tools AND if their child is responsible enough to handle such items/tools. It is the ***student's responsibility*** to adhere to all safety guidelines as it relates to any items/tools that they use. All items/tools are to be in compliance with Michigan state laws and standards and nothing considered illegal should ever be on the premises. All items/tools must be used as intended. Under no circumstances is a student allowed to use an item/tool to intimidate or harm another *person or property*. All items/tools are to be used in class only and put away immediately after class. Any item/tool not being used safely, respectfully, or at an appropriate time will be taken and returned only after meeting with the Administrator.

Parent Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

Addendum C: AAA Classes

What is meant by AAA classes? No, we aren't selling insurance as a fundraiser. Read "Triple A", AAA stands for "Accountability All Around"; in other words, if a class is designated as AAA, the instructor, student, and parent are all agreeing to commit to 1) completing homework assigned and 2) using a consistent method to communicate about homework.

How is it decided which classes are AAA classes? INSTRUCTORS that would like to have more accountability from their students in terms of homework and a greater measure of support from parents may choose to designate their class as AAA. Families that choose to enroll in AAA classes will agree to a system of checks to be sure homework is being done and done well.

How does this system work? The key is an envelope given to each student by the instructor, very similar to the materials fee envelopes we've been using for years.

The **instructor**, each week, will detail the date, the week's homework, and when it is due, and send the envelope home with the student. Examples of assignments:

"See enclosed hand out" (Maybe the assignment is too much for the space on the envelope.)

"pages 7-24 and study questions"

"Check the email that will be sent Saturday"

"No homework this week" (It will be important to state this, if we want to have consistency with this system.)

"See syllabus for Week 3" (The instructor may already have this figured out and is just reminding the student and parent where they are in the course.)

The **student** will be responsible to take the envelopes home (from each of their AAA classes), show them to their parents, fulfill the assignments over the week, have their parents sign the envelope when the work is done and reviewed, and bring the envelopes back to class the following week. Don't wait until Thursday morning to pull out your envelopes.

Parents will need to supervise the student's time management to be sure they get their homework completed in a timely manner. They will also have an opportunity to review the student's work to see if it is done to their satisfaction. Then, before the next Thursday, the parent will sign off on the student's homework on the envelope. The homework can be placed back in the envelope to turn in to the instructor.

What if an instructor has their own system and doesn't want to use this? No problem. This is just one tool to use. Participation in this program is totally voluntary on the part of the instructor. If you have a system that works for you, feel free to stick with it.

What if I want my student to take a class that is AAA designated but don't want to do all this "busy work"?

Then these are not the classes for you. If you enroll your student in a AAA class, you will be expected to comply with homework follow up according to this procedure. Choose classes that are not designated as AAA.

What if, as a parent, I would like to use this system to be sure my student is completing assignments thoroughly, but the course is not designated as AAA? Just as asking for an evaluation for a high school student is an optional transaction between the parent and instructor, we as parents can request to have a AAA arrangement with the instructor. It is up to the instructor if he/she would be willing to do this.

How do I get the class I'm teaching to be designated as AAA? If you wish to take advantage of this new tool, let your Class Coordinator know. "AAA" will appear along with your class code on both the schedule table and course description documents for Sign Up, available in mid-June. Class Coordinators will be checking with "their" instructors to offer this opportunity.

I'm teaching an elementary class, but the students will need to bring items each week to class. Can I have a AAA designation? YES! Any class can be a AAA class, if the instructor feels it would be beneficial.

Why are we doing all this? For years we have dealt with a homeschool challenge, namely that the majority of school time is NOT spent at Adventurers. Instructors have to rely on the students to do their work at home. But many times there is neither adequate communication of homework expectation, nor of follow up by the students at home. This discourages instructors and the other students in the class that are doing the work. Parents may or may not be aware that their students have and are doing their homework or may not actually see the work done, which might be at a substandard level. We want our classes to be consistent learning opportunities for our students and to encourage them in patterns that will help them succeed in future endeavors.

What if the parents or students I teach in my AAA class are not complying with the program? We will probably all need reminders as we start this new program. But unless there is an emergency in the home, we should be expecting compliance. If a family (or an instructor—this goes both ways) is not using the tool consistently week after week, it may be necessary to have a consequence, such as no AAA classes for that student/parent/instructor in the future. Communicate ASAP with your Class Coordinator and of course the parent if there is a pattern developing. It may be necessary to excuse the student from the class. Instructors should feel free to create a consequence appropriate to their class when students are not complying with the AAA standard.

So if I want a real quality academic experience for my student, I should look to have him/her take AAA classes, right? The AAA designation only reflects a commitment on the part of the instructor to make sure communication is consistent and thorough. He/she will be expecting the same of the parent and student. This is not a designation of the quality of the instruction. Nor is the lack of a AAA designation a reflection of a lack of commitment on the part of the instructor to teach well.

As an instructor, do I need to make my own envelopes for each student? Class Coordinators are responsible for supplying AAA envelopes. On the first day of class (or earlier, by arrangement with CC), the envelopes will be in your mailbox. The cost of these (\$0.35/envelope) will be deducted from your materials fees. We wanted to have a consistent format for all to get used to.

My student puts a lot of work into their Adventurers classes but I never get to see her homework after it goes to the instructor. Well, now we have a method for being sure parents see returned homework.

Instructors that are returning homework can put a note in the “other” section on the envelope which the parent can confirm when the work is seen at home.

What other uses might the “Other” box have? The instructor could clarify the due date of an assignment, if it is not due the next week. If either the instructor or parent is sending a note to the other, it can be indicated in the other box. I’m sure we’ll find “other” ways to use this space.

Sounds crazy! Yes, but as beautiful as our program is at Adventurers, this has been a complaint that comes up—being able to count on full participation in classes. This is an attempt to address this issue. Participation in AAA classes is voluntary on the part of all. Let’s give it a good try and see if we can make it work!

Addendum D: Adventurers Food Allergy Policy

There are snacks served in many of the Adventurers classes and in the common areas of the building. Church staff or others in the building may be bringing outside food into the building at any time. Adventurers cannot guarantee an allergy-free environment. But we can put into place measures to lessen the likelihood of a severe reaction for those who do have allergies.

On-site parents need to understand that their children's allergies and special needs are the parents' responsibility. It is up to them to initiate the communication necessary to keep the environment safer for their student.

Food from home or purchased at the Snack Table:

- Everyone should confine consumption to the Fellowship Hall, outdoors, and downstairs lounge.
- **Do not bring food into classrooms--even at dinner time.** Why?
 - Extra food creates messes for our Cleaning Teams. Let's be servants to them as they are to us by confining food to a few areas.
 - Eating in front of people without sharing is not polite.
 - Sharing could be dangerous to those with allergies.
 - Eating food is not the main event of your classroom experience. Let's keep the focus on what is going on in class. (Exception: When food IS a part of the class!)
 - **Most importantly**, even trace amounts of food on surfaces can set off an allergic reaction.
- We have plenty of time between classes for you to purchase and consume enough of a snack to tide you over until you can finish it later, all in the approved areas for general food consumption.

Food in the classroom:

At Adventurers we often have *planned* snacks as part of classroom experiences. In these cases, let's do our best to clean up after ourselves to save the Cleaning Teams the extra work and to protect others using the area afterward. Keeping *unplanned* food items out of the classroom can help to lessen the likelihood of dangerous exposure for those that have food allergies.

Parent responsibilities, for students with known allergic reactions to foods:

- Fill in the allergy waiver and student-specific information on the application, also found on the next page.
- Create copies of this to hand to each of the student's instructors at the beginning of semester.
- Send child to class with his/her emergency epinephrine or other medication treatment designated. Be sure the instructor understands how to administer this treatment.
- Send student with a safe snack (or project materials, if appropriate) each week.

Instructor responsibilities:

- Be aware when you have been given notice of a student with allergies, as indicated on the sheet given you by the parent at the beginning of the semester. Keep this accessible with your teaching materials.
- If the student has not been given permission to make his/her own food decisions, inform the parent via phone or email at least one day in advance when food will be part of the class experience.
- Do not allow your other students in the class to eat snacks in the classroom unless they are part of a planned snack organized by the instructor. *Please help us with this policy whether or not you have a student with an allergy in class.* Students may put their food away in a backpack or purse during class time.
- If an allergic student has not been given permission to make food choices without the parents' consent do not give food to the student without such consent. Instead encourage the student to eat the snack provided by his/her parent.

Allergy Waiver—Parent, please copy and hand this information to your student's instructors

I understand that there are snacks served in many of the Adventurers classes and that church staff or others in the building may bring outside food into the building at any time. Adventurers cannot guarantee an allergy-free environment. As the on-site parent I understand that my child's allergies and special needs are my responsibility. It is up to me to **contact each of my student's instructors and discuss any allergies or special needs with them and to** have with the student any medication or epi-pen that may be needed.

Here is a list of all allergy information below, including the child's name, known allergens for which there is a significant reaction (medications, foods, beverages, cleaners, outdoor allergens, fabrics, etc.), typical reaction, and immediate treatment to be administered.

Allergen	Treatment
----------	-----------

Who may make decisions regarding what this student eats?

- Parent only
- Parent or Student

Parents/guardian	
X _____	X _____