

# Welcome to . . .

## Anderson Campus for Educational Excellence (ACEE)

**Our Mission** The mission of Anderson Campus for Educational Excellence (ACEE) is to provide a caring and safe environment where children can develop a positive self-esteem while learning at their own pace. Our learning environment will nurture and respect each learner as an individual. We will strive to inspire and empower children and facilitate the educational achievement of all young people who learn in exceptional ways. While tutoring, all youth will be accepted as individuals, but will be expected to perform through methods which display their personal best.

In addition to providing youth learning, Anderson Campus for Educational Excellence (ACEE) will develop the most dynamic educators in Middle Tennessee and provide holistic and spiritual support for the families in their community who choose to team with Anderson Campus for Educational Excellence (ACEE) for homeschooling support.

**Teaching Philosophy** Self-esteem drives learning. Children with high self-esteem learn at a faster pace. Young people learn when they feel nurtured and when they are accepted for who they are. Collaboration between parents, learners, tutors, and administrators create self-directed lifelong learning. All children can learn if parents and educators are willing to pay attention to their needs and learning styles. All children should be treated with respect for their individuality. By creating a team approach between parents and educators, Anderson Campus for Educational Excellence (ACEE) seeks to provide a support system which creates a positive homeschool experience for all involved.

**Day Tutorial** Day tutorial tuition is due on **the first day of the week your child attends class**. A full month's payment can be made at the beginning of each month. The cost shall be \$20 per hour or \$30 per hour for one-on-one tutoring. The curriculum and supply fee will not exceed \$500 unless your child is high-school age or is dually enrolled in a college and tutorial program. Parents are responsible for expenses needed for field trips. (If you are unable to pay for these expenses please contact the Administration so that arrangements may be made.) Additional charges may arise for special events, field trips, or special programs. You will be notified in advance. You may ask for a receipt for any payment.

Please make sure all day tutorial payments are put in a sealed envelope with your child's name and the **week you are paying noted directly on your check**. All checks should be made out to ACEE. Please drop your payment in the payment box located on the welcome table. This will ensure payment is applied appropriately.

*Tuition is used to pay tutors' weekly salaries. **A late fee of \$25 per week will be assessed for each week of delayed payment.** Accounts two weeks in arrears may result in immediate dismissal; however, upon receipt of payment, enrollment can be reinstated. Parent/Guardian*

*agree that any amount not paid in accordance with this agreement shall bear interest at the maximum legal rate, both before and after judgment, and agree to pay all costs incurred in collection, including attorney's fees, if this account is placed with an attorney for collection, whether suit is filed or not.*

### **Requiring No Tuition**

Christmas break is a two week break over Christmas and New Years. Fall and Spring breaks will coincide with **Rutherford County Schools**. No payment is expected for these breaks. Due to learning regression for some children, it is recommended that students attend a full year session including half hours in summer, unless otherwise requested. Summer breaks (flex weeks) may be taken on a three-week flexible schedule and payment will not be expected. (If you have requested more than three hours of one-on-one, payment for these tutorial sessions will need to be made at half-rate during your child's flex weeks.)

### **Requiring Tuition**

The Day Tutorial Program will be closed in observance of the following holidays:

- Labor Day
- Thanksgiving Day and the following day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July (or legally observed date)

In the event one of these holidays falls on a day your child is scheduled for tutoring, full payment is still due for the week.

**Attendance** Unfortunately, due to the complexity of day tutorial schedules, days and/or scheduled hours cannot be made up. If your child is sick, please contact the Administration and your child's tutor as soon as possible. The Administration should be given written notification of all student vacations, with a minimum of two weeks advance notice. In case of other absences, please notify the tutor at least 48 hours in advance (sickness being the exception). If your child's tutor should become ill, a substitute will be provided. Day tutorial parents are responsible for maintaining all attendance records for their child(ren) and submitting proper paperwork to their umbrella school. Anderson Campus for Educational Excellence (ACEE) **does not** keep attendance. If you must withdraw your child from Anderson Campus for Educational Excellence (ACEE), a **written three (3) week notice and tuition payment will be required.** Tuition will be charged until the child is properly withdrawn from the tutorial program. Please be aware that ACEE does not hold your child's personal file or academic portfolio for more than 6 months after your withdrawal. It is your responsibility to request all paperwork needed upon the time of withdrawal.

## Arrival & Departure Expectations

Please have your child arrive on time for his/her tutorial sessions. Teachers are preparing for class prior to your child's arrival. Therefore, we ask that you arrive **no more than 10 minutes before class time**. If you are late, sessions will not be extended. Please ensure that you physically see your child's tutor or another ACEE tutor when dropping off or picking up your child at school. Please make sure that your child has proper school materials and supplies (such as their textbooks, pencil, paper, etc.). Thank you for **promptly picking up your child when his/her tutoring ends** since tutors rotate in and out of classes, unless you have made prior arrangements with your child's tutor. If you have not made prior arrangements with your child's tutor and are late, you will be assessed a \$1 fee per minute that you are late. If you are late, please be aware that your child will be asked to wait in the parent waiting room until you arrive.

## Homework Expectations

Anderson Campus for Educational Excellence (ACEE) tutors and parents have a partnership in learning; therefore, it is imperative that assignments are completed on a daily basis to optimize your child's maximum academic growth potential. If, at any time, you feel the given amount of homework is not appropriate, please notify your child's tutor and bring your concern to the Administration. A parent is expected to do a minimum of 50% of his/her child's homeschooling work at home. Tutors and administrators are here to help with any lesson extensions and ideas you may need help with.

*Please note: It is expected that each parent review and initial your child's agenda daily. It is a parents responsibility to ensure your child's projects and homework are completed by the required due date.*

## Grades

Suggested grades will be kept on each day tutorial student and will be updated monthly. These grades are only recommendations, and it is the parent's responsibility to add his/her subject area grades to the suggested grades given by the tutors. Due to homeschool state law, the parent has the ultimate jurisdiction and may assign grades he/she feels appropriate based on tutorial and at home studies. It is the day tutorial parents' responsibility to submit final grades to their umbrella school. Please note that grades will only be kept during the summer if a student is completing coursework from the school year.

## Discipline

The tutors of Anderson Campus for Educational Excellence (ACEE) expect children to display respectful behavior towards tutors, other children, visitors and themselves. If disrespectful behavior should occur, the parent(s) of the child will be called immediately and the child must be picked up. If the behavior of a child becomes a disruption to the learning environment of the other children, then the parent(s) will be called. At this time a resolution will be made between the tutor and the parent(s). If the behavior continues, the child must be picked up by the parent(s). Out of respect for other children, and tutors, it is expected that all children refrain from using inappropriate language. This language shall be determined by each individual tutor. In the event a child must be picked up for these types of inappropriate behavior, payment will not be reimbursed.

**Field Trips** Notice of field trips will be given at least two weeks in advance. Please fill out all paperwork as soon as possible to ensure your child is able to attend. Children are expected to conduct themselves in a manner that exemplifies the discipline policy of Anderson Campus for Educational Excellence (ACEE). If your child does not have emergency contact numbers as well as a signed permission slip for each field trip, they will **not** be permitted to attend.

**Dress Code** Our dress code policy is intended to promote a positive and wholesome learning environment. Out of respect for other children and tutors, children are expected to refrain from wearing derogatory clothing of any kind (such as t-shirts with inappropriate, offensive or demonic wording or graphics). Children must wear clothing which fits appropriately. Any clothing considered to be too revealing will not be considered appropriate (including but not limited to tightly fitted tank tops, short shorts, or tube tops). Shorts and skirts must be as long or longer than the tip of the longest finger when arms are by the child's side. Skin should not be visible between shirts and pants at any time. Undergarments should remain covered. If the administration determines that a student's attire is inappropriate, a parent will be notified and the student will be asked to change.

**Electronic Devices** Students may be asked to place cell phones in a lock box upon arrival, if texting, phone calls or social networking become a problem. Please **do not** text or call your child during his/her tutorial class(es) as this will be disruptive to him/her and others in class. If a message needs to be relayed to a student, or in the event of a family emergency, parents are asked to **contact their child's tutor** or the Administration. If at any time a cell phone is out and deemed disruptive to the learning process, it may be held by the tutor to be returned to the child's parent(s).

Students are highly encouraged to bring their own laptop computers, however they may only be used for educational purposes. Internet usage is only permitted with the direct supervision of a tutor. It is not permitted for any student to access a social networking or chat room sites while on the premises (such as facebook, instagram, roomscape, twitter, etc.). If a computer is used for any other purpose, the computer may be taken and held for a minimum of one week.

ACEE is an academic environment that promotes best practices and creativity in learning. Students are allowed to listen to music during individual work times. It is the parents responsibility to create an internet music (i.e. Pandora) account or provide your child with appropriate music device with headphones that is not disruptive to students.

**Weather** In case of inclement weather, Anderson Campus for Educational Excellence ACEE will post closings on Channel 2. We will not be able to reschedule missed classes due to inclement weather. If surrounding schools delay the start of their school day, ACEE will follow normal schedule (unless notified by your child's tutor). If surrounding schools dismiss early due to severe weather warnings, then ACEE asks that you pick up your child in a prompt manner. Please keep in mind your safety, as well as the safety of your child, will be our top priority in this situation.

## Medicine Policy

Due to stringent state licensing regulations, Anderson Campus for Educational Excellence (ACEE) encourages families to administer their child's required medication dosage(s) at home before and/or after tutorial hours consistent with their doctor's instructions. In a case where it is necessary for a child to take medication during tutorial hours, it will be the parent's responsibility to administer the medication whenever possible. However, we understand that there may be special life threatening conditions when it is necessary to administer medications such as Epipens, breathing treatments or other medications. All medications will be considered on an individual basis by the administration. Additionally, to ensure proper administration, Anderson Campus for Educational Excellence (ACEE) asks that you follow these guidelines:

- In the case of life-threatening situations, or if prior arrangements have been made with the administration, medication will be administered. If a possibility such as this arises, please note Anderson Campus for Educational Excellence (ACEE) does not have a nurse on site. No prescription medications will be dispensed without a completed Medical Authorization Form from the prescribing doctor. All such forms must be signed by the child's parent and/or doctor. The authorization form must indicate exact dosage and when (or under what circumstances) the medication should be administered. The state licensing guidelines require proof of side effects of prescription medicine as well. The parent must supply this information.
- No prescription medication will be dispensed in a manner that is not exactly as the label instructs, nor will medications that have expired be dispensed.
- All medications must be in their original container with the original prescription.
- Never mix medications with any food or drink that you send to school with your child.

Any medication to be administered to a student, must be authorized by a licensed Health Care provider such as a Tennessee licensed physician, surgeon, dentist, optometrist, podiatrist, nurse practitioner, or physician's assistant. **We must have the original doctor's written statement.**

### **The written statement must contain the following:**

- The student's name and date of birth
- Name of the medication to be administered and the reason for the administration
- **Amount or dose of medication**
- If an authorized change in the medication dosage requires pill splitting, the only pills that may be split are those that are scored. Pill splitting may be done with a commercial pill splitting device and provided to us pre-split (it will be the parent's responsibility to split any medication and cannot be split by ACEE staff).
- **Methods of administration**
- **Time the medication is to be administered**
- For medication prescribed on an as needed basis (PRN), the specific symptoms that necessitate administration of a medication, the allowable frequency for administration, and indications warranting referral for medical evaluation must be provided.

**Any changes in the prescribed medication must include the following:**

- Changes in the medication dosage, time, and method of administration
- A change in medication
- The change of the Tennessee authorized Health Care provider
- The discontinuance of medication administration

There must be an agreement signed by the parent or guardian stating they will notify Anderson Campus for Educational Excellence (ACEE) if there is a change in the student's medication, health status, or authorized Health Care provider.

A new written statement from the parent or guardian must be provided annually or whenever there is a new directive from the authorized Health Care provider. A parent, guardian or adult designee must deliver the medication in a container labeled by a pharmacist licensed in the United States. The medication container label should indicate the student's name, the physician's name, the name of the medication, and directions for use. If multiple medications are to be administered, each medication must be delivered to a Anderson Campus for Educational Excellence (ACEE) administrator or tutor in a separately labeled container. Over the counter medication should be delivered in its original container.

**Storage**

**All medications will be kept in a locked medication cabinet or medication container and be available only to persons authorized to administer medication. This container will be for staff only.**

All over the counter (OTC) medications need a written statement from an authorized Health Care provider and/or the parent or guardian and/or must be listed on Anderson Campus for Educational Excellence (ACEE)'s Non-Prescription Medication Form.

Before administering any selected OTC that has not been prescribed by the student's authorized Health Care provider, the parent or guardian will be notified and the selected OTC may be administered at the parent or guardian's verbal/written request.

**Glossary**

Emergency medication: the life sustaining medication that is provided to avert death. Staff administering life-sustaining medication should be prepared to provide additional life support, such as cardiopulmonary resuscitation (CPR), if needed.

Medication: includes substances dispensed in the United States by prescription and substances that do not require prescriptions, such as over the counter remedies, nutritional supplements, and herbal remedies.

Medication log: a form used by the local educational agency for the documentation of the administration of medication to a student or otherwise assisting a student in the administration of the medication.

Anderson Campus for Educational Excellence (ACEE) will implement a medication log, immediately, for any student requiring over the counter medication as well as Health Care provider prescribed medication. The parent must fill in the log with prescription medications that need to be dispensed.

**Sickness Policy** If a child becomes ill during a tutoring session, a parent will be called and the child must be picked up within an hour. A fever of 100 degrees or higher and vomiting/diarrhea require your child to be symptom free for a minimum of 24 hours in order to return to tutoring. Please abide by this to avoid the spread of contagious diseases. In the event of an extended or contagious illness, a doctor's note may be required to return.

**Communication** If you would like to discuss your child's learning, please make arrangements to meet with your child's tutor at a time that is convenient for both parties (this will ensure his/her instruction time will not be interrupted). Parent-tutor conferences will be held in the fall and spring or at a time designated by the Administration. If you choose not to attend the meeting, suggested grades will be given and a phone conference with your child's individual tutors may be requested. Conferences are scheduled specifically to accommodate all teacher and parent schedules. Evening conferences are very difficult to schedule, therefore please **be aware of the school calender with listed dates**. The Administration is available regularly to discuss your child's current tutoring and obtain feedback about your child's progress.

**Non-Discrimination** **Title VI of the Civil Rights Act of 1964** - Anderson Campus for Educational Excellence (ACEE) ensures that no person (child, parent or tutor) of this tutorial shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Anderson Campus for Educational Excellence (ACEE) based on the grounds of race, color or national origin.

**Section 504 fo the Rehabilitation Act of 1973** - Anderson Campus for Educational Excellence (ACEE) ensures that no otherwise qualified handicapped person (child, parent, employee) shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any program activity soley on the basis of a handicap, and will make reasonable accomodations to serve or hire an otherwise qualified individual with a handicapping condition.

