

# Parent/ Student Handbook

**10:10**  
Academy

## **We are so excited you have joined 10:10 Academy!**

At 10:10 Academy, we strive to provide abundant learning and abundant relationships! While homeschooling can be a lot of work, we hope that you will find great joy in the relationships you build with our community, and that you will feel the blessings of the investment you are making in your students and those around you.

Our Leadership Team is here to support you in your homeschool experience!

### **Leadership Team**

#### **Lisa Schron, Executive Director**

First, I am a wife and mother. Britt and I were married in 2000, and were blessed with two wonderful boys, Tate and Clayton. In 2006, the Lord called me out of my dream job and into homeschooling. Homeschooling was one of the most difficult, yet most rewarding, experiences of my life. I have developed a passion for education and love learning myself; I intend never to stop. I love seeing students get inspired, I love seeing them surprise themselves, and I love encouraging them on to great things.

My oldest son is a part of the class of 2023 at Grand Canyon University (GCU) studying Computer Science and Cyber Security, while my youngest is part of the class of 2025 at GCU studying Graphic Design and Marketing. Lopes up!

I consider my role at 10:10 Academy as a service to the Lord and will strive to seek Him and please Him in everything I do here! I am here to help! Please let me know if you ever need anything!

#### **Griselda Carlson, Program Director**

First and foremost, I am a proud mother to a wonderful daughter, Isabella, who was homeschooled for eight years, graduated in 2020, and is now attending college. I was a single mother, having been widowed for 15 years, but am excited to report I recently married in 2021. My husband is amazingly supportive of our co-op and is often willing and ready to help.

My background is in business, specifically hotel management for 12 years and real estate for 17 years. However, in 2012, the Lord called me to take a leap of faith into homeschooling and I haven't looked back since. It has been a wonderful experience for us, although we've had our high's and low's, as I'm sure you all have.

Through homeschooling I became aware of a previously undiscovered love for teaching students and mentoring teachers. After volunteering to teach one class my second year in a co-op, I was hooked. I taught additional classes and became more and more involved throughout the years. I am proud to have been a part of this organization since its inception as a teacher and in leadership.

I am honored to be the Academic Program Coordinator for 10:10 Academy and excited for what every year brings to our organization. I believe my role is that of a servant. I am here to help students, teachers, and families alike in their homeschool journey and in their experience at 10:10 Academy.

#### **Holly Croley, Campus Life Coordinator**

My Husband Ryan and I were married in 2000, and love mentoring the next generation to both love and serve the Lord. I am blessed to have been a part of the education community for many years, both public and private, and have homeschooled my own children since 2013. My oldest daughter Jordan has now graduated and is beginning her teaching journey here at 10:10! I have a son, Jeremiah, and another daughter, Emma, who both play travel sports.

One of my favorite things is to see students use their giftings and talents to the fullest. So, often you will see me busy about campus encouraging our students to be active in developing into who God has called them to be through community service and on-campus activities.

I love meeting new people, coffee, and I love serving our 10:10 community!

The following are guidelines for maintaining a respectful and safe environment while at 10:10 Academy, so that you and your family can enjoy your experience and get the most out of every week!

## Church Property

- No running anywhere inside the Fellowship Hall or classrooms
- No rough play, hitting, or kicking
- No climbing up walls, trees or any part of the church building
- **Please respect the Church policies posted in the bathroom. Please make sure to talk to your kids about this so you are sure they understand.**
- No student is ever permitted in the Church Office.
- California Avenue Christian Fellowship (The Avenue) will not be held responsible for injuries sustained on church property.
- Students must remain in the leased facilities, which include assigned classrooms, the patio, playground, and basketball courts.
- Please affirm that your children respect the Church's property. If you see inappropriate behavior, please correct it immediately.
- Students must stay in areas where there is adult supervision at all times.

## Sick Policy

Please be respectful of the health of others. If your child has the following symptoms he/she should not attend class:

- Fever in the past 24 hours (100.4°+)
- Vomiting Diarrhea Colored mucus
- Eye drainage
- Rash (contagious)
- Head lice
- Symptoms associated with Covid-19 and its variants

## Medical Forms

10:10 Academy must be given current medical information regarding each student. Please complete the medical section in the online registration system, Jumbula.

**It is the parent's responsibility to communicate severe allergies, food or otherwise, to the Leadership Team and to each of your student's teachers. Please acknowledge this with an initial on the handbook receipt page.**

## Dress Code

- 10:10 Academy T-shirts are encouraged but NOT required
- If you are dressed inappropriately, or not modestly as decided by the Leadership Team and the dress code guidelines, you will be asked to wear a 10:10 Academy T-shirt.
- We want to give you the freedom to make your own clothing decisions BUT if lines are continually crossed, you will find yourself in a 10:10 Academy T-shirt. Enjoy the freedom but please do not take advantage of it!
- **Dress code applies to students and adults**

Dress Code Guidelines:

- No undergarments showing
- Younger students wearing dresses need to wear tights or leggings underneath if they are "active" on the playground or during classes

- Dresses and skirts should reach the end of your middle finger when your hands are rested at your sides (shorter than this with shorts underneath is still not okay!)
- Shorts must have a minimum 5" inseam, and no holes with skin showing above 5"
- Holes in jeans that show skin should follow the fingertip rule
- Tank top straps should be a minimum of one inch wide
- Please no offensive or controversial logos or statements on t-shirt and hats
- For looser fitting tops, please do the "bend over" test to see if you need to add a tank top under your top
- Shirts should cover cleavage and the stomach area at all times, **even if arms are raised**

#### Enforcement:

- First infraction - student will be given a gentle, verbal warning
- Second infraction - parents will be notified via email
- Third infraction – a meeting will be scheduled with parents

## Parent Responsibilities

- Read and understand 10:10's Parent/Student Handbook.
- Commit to reading weekly announcements emails and communications sent via email.
- **Always give the benefit of the doubt.** If you have a question, concern, or feedback to give staff, teachers, or Leadership, or other members of our community, we ask that you first review the Conflict Resolution Policy (included here), pray about the issue, then approach our staff with love, patience, and while giving the benefit of the doubt. **We are here to serve you and desire healthy, Christ-like interactions.**
- If you have a child in the K-6th grade classes you must remain on campus while they are attending classes. You may send another adult in your place if needed once communicating with staff.
- If you are to be absent with a family member or friend filling in in your absence, please communicate your volunteer placement with them, notify leadership, **and have them check in with Admin upon their arrival.**
- If you signed up for a volunteer role, please show up on time and prepared to assume your assigned responsibilities. Please remember that we rely on volunteers to keep our costs down and support the efficiency and quality of our program. We need each family to help us in order for 10:10 Academy to be a success. Please sign up for your volunteer role on our online system, which can be found in the Volunteer Position Descriptions section of our registration packet.
- If you are a volunteer, please sign-in each week at Admin.
- **If, as a classroom helper you need to take or make a phone call in an emergency situation, please step outside the classroom and be careful of your volume.**
- Please drive with extreme caution when entering and exiting the parking lot. There is a walkway between the driveway and the large open field that students may cross at various times during the day. Please drive at 5 mph and be alert!
- **Students, of any age, should not ever be in the parking lot unattended. Please do not give your students the keys to your car to retrieve items for you. If students are found unattended in the parking lot, it may cause us to lose our lease. Students should be within 6 feet of you and in your line of sight if you are in the parking lot as a family. The exception to this is students who are 16 years of age and older, and are licensed drivers.**
- Please be sensitive to the classroom structure and those who have paid for the class. This includes taking too much of the teacher's time before or after class and asking the teacher if a sibling can participate or join the class for the day. If you have a special request, please see a member of Leadership; we are happy to help!
- Check your family mailbox (found at Admin) and your child's backpack at the end of each day.
- **Most of the communication of important information will be through email. Please check your email and read each correspondence carefully!**
- Under no circumstances should a parent confront a student if they believe a student has committed a "wrong" against a teacher, volunteer, or student attending 10:10 Academy. We ask that you stop, pray about the offense, and if it is something that needs to be followed up on, please see a member of the Leadership Team for direction on how to handle the situation.
- Please label all items clearly and be responsible for your child's things before you leave for the day.
- 10:10 Academy does not maintain a lost and found; items left will be thrown out or donated to charity.
- Parents are responsible for purchasing any texts, materials or other items before the start of classes and for paying for their child's classes and any supply fees.
- Please go over the student responsibilities with your student. Please lead by example and follow the student responsibilities that also can apply to you.

## Student Responsibilities

- Be on time. Be prepared for class. All students need to come to class with paper, writing utensils, and any necessary items defined by their teacher for success in the class.
- Children are expected to show obedience, respect and attention to all instructors, staff, parents and church staff. If a child's behavior is continually disruptive or disrespectful a meeting with the Leadership Team will be set up.
- Students are also expected to show kindness and respect to other students regardless of age.
- No toys are permitted in class. Students are not permitted to bring pocketknives or other weapons to school.
- No foul language should be used on our campus.
- Students are not allowed to have and toys with wheels on them on campus, including but not limited to roller skates, roller blades, skateboards, bikes, shoes with wheel, etc.
- If students bring toys to play with during lunch, they must be regular playground type toys, and ones that they are willing to share with other students freely. Special toys and equipment should not be brought to campus.
- Please do not post to social media while on campus. Repeated violations of this by students will result in them losing the right to have a cellular device on campus.
- Students are expected to keep their hands to themselves; violent behavior will be addressed immediately between Leadership and parents.
- **If you have a cell phone, it should not be seen or heard during class time. Please put your phones on silent during class – parents and students!**
- Please be responsible with your cell phone use while on campus.
- If there is inappropriate content/music found on your phone while you are on campus, your phone will be confiscated and your parent will be notified. We will not risk exposure of anything inappropriate getting into the hands of any of our students.
- Check Edmodo for assignments from teachers, as directed by your parent, two to three times per week.
- Students are expected to treat our host Church with respect. This means leaving classrooms better than they found them, playing in designated areas only, and using appropriate volume when near the Church Office.
- If romantic relationships develop between students, 10:10 Academy expects students to handle themselves in a Christ-honoring way. No hand holding or public displays of affection should happen while on campus. Leadership will yield authority of managing these relationships to the parents involved as long as these guidelines are being honored. If they are not honored, Leadership may step in with correction for the students.

### Enforcement:

- First infraction - student will be given a gentle, verbal warning
- Second infraction - parents will be notified via email
- Third infraction – a meeting will be scheduled with parents

## Semester Evaluations (Grades)

Semester Evaluations, or grades, are optional for 7th-12th graders and you must sign up to receive them. Sign-ups will close the third week of classes. You will be emailed directly by teachers at the end of the semester. If you do not receive a Semester Evaluation, please email [Griselda@1010Academy.com](mailto:Griselda@1010Academy.com). For applicable dates, please see your yearly calendar and/or announcements email.

### A few reminders:

- We do not offer progress reports. Please do not email your teachers asking for them. If you need a progress report for your Charter or PSP, please track the graded work coming home each week.
- We only see your child one day a week, and the "grade" may not be reflective of their learning at home.
- 10:10 Academy "grades" are a service and are not official on any transcript or with any agency. We simply try to help you with a suggestion for the work we evaluate.
- Many of us do not homeschool for "grades."
- If you excused your student from work during the semester, the "grade" may not account for that. You are free to adjust the grade you assign with your Charter, PSP, or PSA as you see fit.

## Study Hall

Study Hall is a place for 7<sup>th</sup>-12<sup>th</sup> grade students to go when they have a free period between classes for \$25 per semester. Please note the following:

- You must sign up for Study Hall in Jumbula.
- If you choose NOT to sign your student up for Study Hall, they need to be physically with you, within 6 feet, and in your line of sight.
- Unless your student has sibling on campus who have classes before or after, or your student is the child of a staff member, your students should not be on campus before their class times or after their class times. Ex: Drop your student off at 9AM for Study Hall when their first class starts at 10AM or your student's last class is at 1PM and you leave them on campus for 2PM Study Hall.

What to expect from Study Hall:

- A paid, staff member to oversee those signed up for Study Hall
- Students are expected to sit quietly in Study Hall with a book to read, homework to do, or studying.
- They are allowed to listen to music with ear buds, quietly, or be on their phones.
- Study Hall is expected to be a quiet-ish space.

## Social Media Policy

We understand that every family has different rules regarding social media use. 10:10 Academy's policy is as follows:

- Teachers are allowed to ACCEPT requests from students
- If teachers accept a friend request from a student, they understand that they are to behave in a manner pleasing to God on social media.
- Teachers are strongly encouraged to notify the student's parent(s) before accepting a friend request.
- Teachers are NOT allowed to use "private message" features to communicate with students; if teachers need to communicate with students, we ask them to email the students and CC the parent(s) or utilize the message feature on our online teacher communication service (Edmodo).
- Please be aware that your student may still be connected to former 10:10 staff on social media, and you may want to monitor their activity after they are no longer part of our organization.

For Parents and Students:

- Please do not post to social media **while on campus**. Repeated violations of this by students will result in them losing the right to have a cellular device on campus.
- Pictures and videos can be taken while on campus and posted later
- **No pictures should ever be taken in restrooms – this includes mirror selfies**
- Parents and students will be respectful of pictures taken on campus to make sure that those in the pictures have approved that their image will be posted online.

## Lunch Policy

The lunch period is a time for nourishment, thanksgiving, and fellowship for both children and parents.

- If you stay for the lunch period, please pack/bring a lunch for your child. We may have a few hot lunch opportunities throughout the year. You will be notified by email about any hot lunch details.
- **The Fellowship Hall is where lunch period will start with a few quick announcements and prayer.** This is a very important part of our program. Please plan to gather with us for the first 10 minutes of the lunch period each week.
- Lunch may be eaten in the Fellowship Hall or outdoors as long as the students are not disrupting the church office staff, and stay out of the parking lot, driveway, and street. You **MUST** supervise your own children, babies-10 years old, during the lunch hour if they are playing outside.
- You must supervise your own children, babies-10 years old during the lunch hour if they are playing outside. **"Supervise" means that your children are in your eyesight at all times and less than 6 feet away.**
- Please clean up all of your food and trash from the tables, around you, and on the floor.

- For the safety of students, if children birth-10 years old are found unsupervised by their parent, a meeting with the Leadership Team will be scheduled. **Not only is children wandering dangerous, it can lead to us losing our lease with the host Church. We have an open campus where people looking for help, church members, and visitors from the community visit often. To keep kids safe, please make sure to follow these policies.**
- Students must stay in areas where there is adult supervision at all times, and should never be unattended in classrooms.

Lunch Play:

- Please clean up all of your trash, any trash around you, or any trash on the floor!
- **Students birth - 10 years old must be supervised by their parent at all times. "Supervised" means that your children are in your eyesight at all times and less than 6 feet away.**
- In general, students 1st-6th grades and 7th-12th grades should play with others in those age brackets. The official "grade" of the students will be determined by the Leadership Team.
- Toys, balls, and other personal property brought from home and played with are brought at the student's risk. 10:10 Academy is not responsible for damage to personal property.
- If students bring toys to play with during lunch, they must be regular playground type toys, and ones that they are willing to share with other students freely. Special toys and equipment should not be brought to campus.
- 10:10 Academy's lease and insurance policy do not allow wheeled toys to be used on campus, including wheeled tennis shoes, skateboards, scooters, bikes, roller skates and other similar toys.

## Conflict Resolution Policy

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven." **(Matthew 18:15-20)**

Because we are all sinners, misunderstandings and personal conflict can occur in any group. At 10:10 Academy we have chosen to base our conflict resolution on the Matthew 18 passage above.

Most disputes or differences can be resolved by overlooking the offense and forgiving the person who has offended. Often conflict arises because of a simple misunderstanding. Because of this, we ask that you pray about the issue to decide if it is important enough to require confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is over and forgotten and is NOT to be discussed with others. If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve conflict between the two individuals involved. If either party is unsatisfied or a resolution cannot be met, they must seek the assistance of the Leadership Team to mediate. The Leadership Team will then make the final decision regarding steps for resolution.

## Statement of Faith

Section 1 - God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities known as the trinity: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. We believe God is the definition of goodness; He is just while extending grace to mankind through Jesus Christ.

**Genesis 1:1, 26-27; Genesis 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14**

Section 2 - Jesus Christ

Jesus Christ is the Son of God. He is God and Son of God all at the same time; He is co-equal with the Father God. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead on the third day to demonstrate His power over sin and death, and as the Father's acceptance of Christ's sacrifice for the sins of mankind. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

**Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13**

### Section 3 - The Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily.

**2 Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18**

### Section 4 - The Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. It is fully applicable in today's world.

**2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5**

### Section 5 - Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin"; mankind is born into this condition. This attitude separates people from God and causes many problems in life. We naturally have a proclivity toward stubborn self-centeredness "I want what I want, when I want it", pride "I deserve it", and evil "I will hurt you to get what I want". Sin has also corrupted mankind's understanding of God's natural order for gender (male and female), sexuality (within the proper context of marriage) and marriage (between one woman and one man) as defined by the Holy Scriptures.

**Genesis 1:27, 2:24; Psalm 8:3-6; Isaiah 53:6a, 59:1-2; Matthew 19:5; Romans 3:23**

### Section 6 - Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

**Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1**

### Section 7 - About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and the power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

**John 10:29-30; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5**

### Section 8 - About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in heaven with Him is eternal life. Heaven and Hell are real places of eternal existence.

**John 3:16; 1 John 2:25, 5:11-13; Romans 6:23; Revelation 20:15**