

Parent/ Student Handbook

10:10
Academy

We are so excited that 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 - Director

I am the wife to my husband of 19 years, Britt, and blessed mother to Tate and Clayton. Twelve years ago, the Lord called me out of my dream job and into homeschooling. It has been 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.

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!

Griselda Ortega, Academic Program Coordinator

First and foremost I am a proud mother to my wonderful daughter, Isabella, who has been homeschooled for eight years. I come from a business background in hotel management and real estate. However, eight years ago, 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. I am proud to have been a part of this organization since its inception as a teacher and in leadership. I am now honored and excited to be the Academic Program Coordinator for 10:10 Academy. 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.

Amy Lopez, Administration Coordinator

My husband and I have been married for 20 years and are proud parents of 3 great kids, ages 20, 19, and 14. This year is our 12th year homeschooling, 2 have graduated, 1 more to go and by God's grace, He gives us all we need to plan, prepare, and learn together. This will be my family's fourth year at 10:10 Academy and we absolutely love it. We feel part of a wonderful, caring, Jesus-loving community and it really is my goal to make sure everyone feels that way too! Our family fellowships and serves at Water of Life Community Church in Fontana, we have called our church home for 21 years now. My husband and I have the honor of serving as marriage mentor trainers and small group leaders.

My family calls a little cottage in Downtown Riverside home. For fun, we enjoy beach camping along the central coast; My husband and I love to bike ride as often as we can out to dinner or just to explore new areas of our beautiful city.

I hope to meet and get to know each of you!

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
- ▶ 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
- ▶ Vomiting, diarrhea, or colored mucus
- ▶ Eye drainage
- ▶ Rash (contagious)
- ▶ Head lice
- ▶ For students in 7th-12th grade, please use your best judgment for their weekly attendance

Medical Forms

10:10 Academy must be given current medical information regarding each student. Please complete the Medical Form and return it with a copy of your insurance card.

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

Modest dress at the discretion of the parents.

- ▶ 10:10 Academy T-shirts are highly encouraged but NOT required
- ▶ If you are dressed inappropriately, or not modestly as decided by the Leadership Team, 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**

Helpful Guidelines:

- ▶ No undergarments showing
- ▶ Younger students wearing dresses may want to wear tights or leggings
- ▶ Dresses, skirts, and shorts should reach the end of your middle finger when your hands are rested at your sides.
- ▶ Holes in jeans that show skin should follow the fingertip rule as well
- ▶ 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 ladies and looser fitting tops, please do the "bend over" test to see if you need to add a tank top under your top.

Parent Responsibilities

- ▶ 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.
- ▶ 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.
- ▶ 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!
- ▶ Show up on time and prepared to assume your assigned responsibilities. Please remember that we are a co-op and need each family to play a role in order for 10:10 Academy to be a success. Please look for your assignment at Back to School Orientation and/or in an email from the Leadership Team.
- ▶ **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.**
- ▶ Check your family mailbox (found in the Fellowship Hall) 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!
- ▶ 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.
- ▶ If you are assigned to be a classroom helper by someone on the Leadership Team, here is what you are responsible for the following:
 - ▶ Escorting Students to the restroom
 - ▶ Helping with disruptive students
 - ▶ Assisting in activities
 - ▶ Grading as directed by the teacher
 - ▶ Filling in as a substitute in the event that the teacher is absent
 - ▶ Cleaning and resetting the classroom after use

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 in 4th-12th grade 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
- ▶ 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.
- ▶ K-6th grade students will be rewarded with 10:10 Bucks. Each week the teachers will pass out 10:10 Bucks at their discretion. 10:10 Bucks will be passed out for completed homework assignments, class participation and good behavior. At the end of the first semester students will “bank” their Bucks. At the end of the year, students will have the opportunity to participate in ordering a reward item from our 10:10 Catalog.
- ▶ 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.

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).

Lunch Policy

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

- ▶ If you stay for lunch period please pack/bring a lunch for your child. We may have a few potlucks or hot lunch opportunities throughout the year. You will be notified by email about any potluck/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. The privilege of eating outside can be taken away if the property is not respected.
- ▶ You **MUST** supervise your own children during the lunch hour if they are playing outside.
- ▶ Please clean up all of your trash, trash 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 wandering children dangerous, it can lead to us losing our lease with the host Church.
- ▶ **Students must stay in areas where there is adult supervision at all times.**

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**
- ▶ 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 is brought at the student’s risk. 10:10 Academy is not responsible for damage to personal property.

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

I have received and read the Parent/Student Handbook and agree to all the terms and conditions therein defined.

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

____ Our family has received and reviewed the 10:10 Academy Statement of Faith.
Initial

____ Our family understands that communicating severe allergies to the Leadership
Initial Team and each individual teacher is our responsibility.