

Suffolk Academy for Godly Education (SAGE)  
and  
Peninsula Academy for Godly Education (PAGE)  
Policy Handbook

Trust in the Lord with all thine heart and lean not unto thine own understanding; in all thy ways acknowledge him, and He shall direct thy paths. Proverbs 3:5-6 KJV

**Purpose**

Our purpose is to offer all homeschooling families the opportunity to participate in a group-learning environment with a Christian atmosphere and quality classes that will enrich their homeschool experience. **SAGE and PAGE does not discriminate on the basis of race, color, religion, sex, national origin, disability or age.**

**Classes**

All classes reflect a Christian viewpoint. Most classes are intended to be an enrichment supplement; however, some upper level classes are designed to be complete academic courses. Academic courses must be a cooperative effort by the student, parents and teacher for successful completion. Class enrollments are limited. PAGE classes will be held on Fridays from 9:00 A.M. until 3:00 P.M. at Warwick Assembly of God, Hampton, Virginia. **Classes begin September 11, 2009 and end May 14, 2010.**

**Important Dates**

The following days are scheduled holidays for PAGE:

- |                     |                    |
|---------------------|--------------------|
| - November 27, 2009 | Thanksgiving Break |
| - December 25, 2009 | Christmas Break    |
| - January 1, 2010   | Christmas Break    |
| - April 2, 9, 2010  | Easter Break       |

Other important dates:

- |                      |                                     |
|----------------------|-------------------------------------|
| - September 11, 2009 | Classes Begin                       |
| - September 18, 2009 | Fall Fundraiser (Value Check Books) |
| - October 17, 2009   | Golf Tournament                     |
| - November 13, 2009  | End First Quarter                   |
| - December 18, 2009  | Winter Play                         |
| - January 15, 2010   | End Second Quarter                  |
| - March 2010         | Spring Fundraiser                   |
| - March 19, 2010     | End Third Quarter                   |
| - April 2010         | Talent Show & Desert Auction        |
| - May 10, 2010       | Field Day                           |
| - May 14, 2010       | End Forth Quarter, Classes End      |
| - May 2010           | Graduation                          |

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**Registration**

There is a \$125.00 non-refundable annual registration fee per family, regardless of part-time or full-time enrollment, for those who enroll by May 31, 2009. Starting June 1, 2009 the fee will increase to \$150.00. This fee will be used to cover insurance, supplies, and copying.

**Monthly Tuition**

1 class	\$20.00 per month	
½ day of classes	\$35.00 per month	PAGE (9:00 am to 12:15 pm or 1:00 pm to 3:00 pm)
Full day of classes	\$60.00 per month	PAGE (9:00 am to 3:00 pm)

Tuition is based on the first three children in a family; all others may attend at no charge. Tuition is paid in whole month increments only. No refunds will be given for partial months. Study Hall is considered a class and children are expected to be in the room for the entire period with something constructive to do, i.e. book to read, other academic work to do, etc.

September's tuition will be due on the first day of classes. All other tuition is due on the first Friday (PAGE) of each month and no later than 7 days after the first class of the month. A \$20.00 late fee will be applied to tuition paid more than 7 days late. **Make all checks payable to SAGE.**

Scholarships are available upon request. Financial reports are available upon request. Contact Donna Harris at 356-0959.

**Volunteers**

One parent per family is required to volunteer four (4) hours each month at each co-op their child(ren) attend, regardless of part-time or full-time enrollment. Sign-up sheets are available through the volunteer coordinator. The phone number of the volunteer coordinator is found on the teacher roster. In lieu of volunteer time, a \$10.00 per hour fee will be charged.

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**Background Checks**

A family background check will be required for every family attending SAGE and/or PAGE. The management team will do this for each new family that registers. Reports are to be turned into the Director by July 1<sup>st</sup>.

A teacher background check is mandatory for each teacher and/or volunteer at SAGE and/or PAGE. The forms for this are available at both co-ops from either the Director or the Assistant to the Director. It is the responsibility of the teacher/volunteer to complete and mail in this form by June 1<sup>st</sup>. The approximate cost is \$15.00. The money payment must be either in the form of a money order or a certified check that is made payable to: "Virginia State Police."

**Fund Raisers**

Each family will be asked to participate in fundraising activities. We require that each family **raise** a minimum of \$60.00. Those families wishing not to participate may give this amount in lieu of the fundraiser.

**Withdrawals**

**Any parent wishing to withdraw their child(ren) from the co-op must fill out a withdrawal form.** This form along with a two (2) week written notice must be given to the Director in order to end your financial commitment to SAGE or PAGE.

**Any student wishing to withdraw from a class must give the teacher a written withdrawal from with parent's and Director's signatures.**

**Absences**

Students are responsible to contact their teachers to make up any missed assignments. They will have one week in which to complete the missed assignments.

**Dress Code**

No steel-toed shoes; sneaker skates; sleeveless tops; bare midriffs, torso or backs; low necklines; or visible underwear. Neat and modest casual dress will be accepted. Keep in mind, "modest" means different things to different people. (I Timothy 2:9) Make it your goal not to cause or take offense.

**Please be aware of the meaning of symbols or cartoon characters on clothing.** "Do not be a stumbling block to your brother . . ." No look that gives the appearance of evil will be allowed at the co-op. (I Thessalonians 5:22)

If clothing is considered inappropriate, the teacher/director will notify the student first. If they have no means to take care of the problem, then a large t-shirt will be supplied during co-op hours to cover inappropriate clothing. If the problem happens a second time, the parents will be notified.

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**Relationship Guidelines**

No hand holding, kissing, or hugging will be allowed on the premises or in the building during co-op hours. No one is allowed to leave the premises together at any time without written permission from a parent and signed by the Director. No one is allowed to go to the gas station without parental supervision and notification of the Director. At no time is a couple allowed to be alone without adult supervision.

These relationship guidelines will stand until the 1<sup>st</sup> infraction occurs; at which time a **NO PDA (public display of affection) rule will go into effect.**

**Electronics**

Electronics will be turned off while SAGE and PAGE are in session.

**Lunch Time**

A supervised lunchtime will be held each class day. Students are required to stay in the designated lunch areas. Paper and plastic ware are not provided. Please bring all lunch time essentials with you. If you are purchasing a lunch, **NO CHECKS** will be accepted – **ONLY CASH. Remind your children they need to clean up after themselves.**

**Nursery**

A nursery will be provided for teachers as well as any parent during their volunteer time only. There is no fee for this service. The staff will consist of volunteers.

**Dismissals**

Any student who is reprimanded three (3) times from any of the following will be dismissed for the remainder of the school year. Unacceptable behavior may be defined as:

1. Verbal or physical harassment of others.
2. Cussing or foul language.
3. Disobedience to classroom instructors or any adult volunteer.
4. Damage to church or personal property.
5. Unwillingness to positively apply oneself to learning. This includes classroom attitude and completion of assignments.
6. Skipping class.
7. Failure of parents to pick up children on time.

Throughout the first two (2) reprimands, a parent will attend co-op classes with their child.

**Automatic Dismissals**

The following actions will receive an automatic dismissal for the remainder of the school year.

1. Verbal or physical assault of a teacher or person in authority on campus.
2. Being found with any kind of weapon on one's person or in one's personal belongings.

Returning to SAGE or PAGE the following year will have to be determined by the Director.

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**Drop Off/Pick UP**

All students being brought to PAGE must be supervised until 9:15 A.M. and after 3:00 P.M. Students must have written permission to leave the premises with anyone other than their parents. **Parents who are late picking up their child(ren) will be charged a \$20.00 fee.**

**Assembly**

One parent is required to attend Assembly on the 1<sup>st</sup> Friday of each month from 9:00-9:15 A.M. All announcements will be made at this time, i.e. reminders, field trips, upcoming events, fund raisers, etc.

**Medication**

All prescription medication must be turned in and distributed by the Director or her representative.

**Graduation**

Each May, the PAGE juniors, seniors, and their parents will put on a ceremony to mark the event of their past twelve years of accomplishments. The juniors and their parents will be asked to help with the ceremony and refreshments afterwards. The seniors and their parents will be asked to help with the ceremony and/or events of the day. The director will appoint a representative for the senior graduation activities. In October of each year, there will be an organizational meeting at which the seniors will make decisions regarding graduation. Once decisions are voted on by the seniors and approved by the Director, those decisions will be final.

**Weather Conditions**

PAGE: If any of the Hampton Roads public schools are closed due to increment weather, PAGE will be closed as well.

**Legal Issues**

Homeschoolers enrolled in the SAGE and/or PAGE classes are individually responsible for their legal standing with the state of Virginia and their relationship with their local school board. SAGE and/or PAGE is not an accredited institution or school and does not provide a legal covering for homeschooling.

Families enrolling mid-year must give evidence that they have notified their local school district, and are a functioning homeschool. Details of chosen curriculum will be requested.

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**Grades**

Report cards are sent home four (4) times a year. Teachers are responsible to post grades and the Director will appoint an individual to maintain report cards and send them out in the communication boxes. The grading scale is as follows:

For grades 12-5	A 100-93 B 92- 83 C 82- 73 D 72- 63 F 62 and below
General	W Withdrawn I Incomplete

**Pledges**

To the American Flag	I pledge allegiance to the Flag Of the United States of America And to the republic, For which it stands, One nation, under God, Indivisible, with liberty And justice for all.
To the Christian Flag	I pledge allegiance to the Christian Flag, And to the Savior for whose kingdom it stands. One brotherhood, uniting all Christians In service and in love.
To the Bible	I pledge allegiance to the Bible, God's holy word. I will make it a lamp unto my feet, a light unto my path. And I will hide its words in my heart, That I might not sin against God.