

Eagle River Homeschool Policies & Procedures from A to Z

Mission

The mission of Eagle River Homeschool is to support a vibrant and growing homeschool community in the Eagle River Valley by connecting families to high quality, affordable activities and vendor taught Kindergarten through 12th grade classes.

Purpose

Eagle River Homeschool is designed to support home education by offering families excellent educational options. We are a non-sectarian group that offers in-person classes twice a week, which are provided by private and professional vendors. We are not an accredited organization; credits and grades are ultimately the responsibility of, and are awarded by, the parents. Weekly social gatherings for all age groups also offer opportunities for families to foster friendships, which is another important way we offer support and encouragement for all of our members.

Eagle River Homeschool Membership

Every participant in the Eagle River Homeschool program is required to become a member. To participate in any classes or activities, you must first become a member by filling out the application and paying the membership fee online.

Financial Responsibility

- Membership Fee is \$50 per family, paid each semester and non-refundable.

**This fee covers the cost of administration fees such as maintaining and operating the website, rental fees, background checks, and insurance.*

**Eagle River Homeschool is not a vendor with any homeschool charters so membership fees might not be reimbursable with your homeschool charter/correspondence school.*

- Classes each have a tuition fee paid directly to the teacher.

**All teachers are ASD vendors and also vendors with most other charter schools. Class fees will be reimbursable with your homeschool charter/correspondence school.*

Attendance Policy

- Students are expected to attend classes each week. Consistent attendance assures maximum learning and involvement.
- Please report absences to the teacher(s) no later than one hour before classes begin through

email or text.

- For planned absences, like family vacations, contact the teacher(s) in advance.
- Refunds will NOT be issued for missed class periods.

Activities / Events

- All activities or events, such as Friday Activity Days, holiday parties, and field trips, are intended to foster the relationships between homeschool families. Parents are required to stay with children at all events that take place outside of scheduled classes.
- Friday Activity Days will be held at different locations each week. Look for details on the website, an email, a REMIND message, and on Facebook.
- Holiday Parties and field trips will also take place throughout the year. Sign ups and payments may be required for some events.
- TEEN NIGHTS are special activities held just for 6th-12th graders to give teens an opportunity to develop friendships. If you wish to drop your teen off at a TEEN NIGHT event, you must check in with the event coordinator and leave a number where you can be reached.

Behavior Policy

- Students are expected to behave in a respectful and kind manner to all teachers, students, and adults.
- Students are expected to come to class with an attitude ready to learn, a willingness to participate in activities, and be prepared with all necessary supplies.
- Students are expected to follow all guidelines listed on the Student Expectation sheet.

Classes - Registration & Cancellations

- All class registration takes place on the website, www.eagleriverhomeschool.com. Families must JOIN as a member and pay the membership fee. Once your membership is approved then the system will allow you to register for classes.
- Payment Policy :

-If homeschooling allotments are available to families for the 2024-2025 school year, vendors will direct bill most charter and correspondence schools. Families are responsible for allocating funds in their Charter Schools' system. IDEA families must turn in the Vendor Direct Payment Form by the end of the first week of classes.

For families who choose not to use direct billing to a charter/correspondence school, they can pay by Cash or Check. A receipt will be issued for reimbursement purposes. If choosing to pay the vendor directly through one of these methods, full semester class tuition will be due

by August 23rd for Skyline families and September 13th for UMCC families and by January 10th for Spring Semester.

-If homeschooling allotments are not available to families for the 2024-2025 school year, vendors will require full payment for the class by August 23rd for Skyline families and September 13th for UMCC families and January 10 for Spring Semester. Cash and checks will be accepted. A receipt will be issued for reimbursement purposes.

*If a family would like to work out a payment installment plan, they should speak with the teacher directly.

***Class payment policies are subject to change depending on the AK Homeschooling court ruling decisions.

- All teachers are ASD vendors and are on the list at most other charter schools as well.
- Class prices are listed **per semester** (16 weeks).
- Families can register for as many or as few classes as desired.
- Classes are purposely arranged in a block schedule so students can take core and elective classes back to back. Taking multiple classes in a row gives students time to build relationships with peers and teachers, offers the feeling of being part of a group, and allows students to build independence.
- Skyline Classes (7th-12th grade) are designed to cover all the class subject matter without any additional supplementing at home. Each teacher operates a Google Classroom where they post assignments and lesson materials. Students can turn in assignments through Google Classroom and track their grades through the gradebook. Teachers plan all lessons, give tests and quizzes, and assign final grades.
- UMCC Classes (K-6th grade) are designed to be supplemental to the curriculum worked on at home. Some classes may include homework.
- **It is the parent's responsibility to gather work samples and report grades to their homeschool charter.** Teachers will not give grade reports or share work samples specially for grades.
- Classes are grouped with suggested grades. If you feel like your student would do better in another grade-level class, it is your decision. You can always email the teacher if you have any questions.
- If you wish to drop a class for any reason, you must drop by the end of the first week of class. The final drop deadline for Fall semester is Friday, August 23 for Skyline Classes and Friday, September 13th for UMCC Classes. The final drop deadline for Spring semester is Friday, January 10th. If you wish to drop a class for any reason, please contact the teacher directly. If you drop before the deadline, you will be charged a prorated fee for the one or two classes your student(s) attended.
- **Families who drop after the drop deadline will be responsible for the entire semester's tuition.**
- Teachers work hard to keep classes affordable. Please remember, teachers are paying for

insurance, rental fees, taxes, and classroom supplies, and still trying to earn a living since this is their job.

- All classes are secular and not affiliated with the church in any way.
- Registration for Spring Semester happens in December. Even if your class continues in the Spring, you must re-register for the same class in the Spring to show you would like to continue. Class fees are broken down into Fall class fees and Spring class fees.

Communication

- **Email** -E-mail will be the primary means of communication between Eagle River Homeschool and member families. Members are responsible for keeping their updated e-mail information on file and checking their email on a regular basis to receive pertinent news.
- **REMIND App** - Remind messages will be sent weekly. Please download the REMIND App and ask to join the class - @36gb39f
- Facebook Page- Important information will be posted on the Facebook Page. This is also a great place to ask questions directed to other parents. Please find us at: [Eagle River \(Alaska\) Homeschool Classes](#)
- **Website-** www.eagleriverhomeschool.com The website is where members register for classes, sign up for special events, track their membership account, and view the yearly calendar.

Discipline

Be Kind.

Be Safe.

Be Respectful.

WITH YOUR WORDS AND ACTIONS

High behavioral standards are expected at Eagle River Homeschool Classes and events. If a student is being uncooperative, disruptive or disrespectful, the procedure will be as follows:

- A verbal warning will be given by the teacher/leader of the event.
- If unresolved, a verbal warning will be given by the teacher/leader and the parent will be notified by email, phone, or in person.
- If still unresolved, the teacher/leader will have a meeting with the parent.
- If undesired behavior continues in class, the teacher will ask the parent to attend class with the student.
- If a behavioral issue is ongoing, the teacher and the Executive Director will make every effort to resolve the situation in a way that will benefit the teacher, the student, and other students. If it is not resolved, the final decision regarding a student's continued attendance resides with the Board of Directors and the teacher.

- If it is determined by the teacher and Board of Directors that a student should discontinue in the class due to behavioral issues, tuition will not be refunded.

Disclaimers

- Eagle River Homeschool reserves the right to substitute a teacher or cancel/substitute a class.
- Eagle River Homeschool reserves the right to change the schedule as needed.

Dress Code

The dress code applies to adults and students. Clothing is expected to be modest and appropriate.

- Clothing must cover undergarments and conceal private areas (**including midriff**).
- Shorts, pants, and skirts must conceal to fingertip length.
- Clothing with inappropriate slogans, words, or pictures is not allowed.
- Dress code violations must be resolved immediately or the student will be asked to go home to change.

Emergency Procedures

- Each teacher will practice emergency procedures including fire drills and earthquake drills with all classes at the beginning of each semester.
- If an event arises where parents need to be contacted immediately, a REMIND message will be sent out. Please make sure you have joined the REMIND class. (*see Communication Section*)
- If a parent needs to get in touch with a teacher quickly, a text is the best way. If the teacher is not responding, a text may be sent to the Board of Directors on REMIND.

Grading Policy

- Each teacher will inform parents and students what the grading policy will be for that class.
- Skyline teachers will issue grades for each class and keep a gradebook on Google Classroom.
- **It is the parent's responsibility to gather work samples and report grades to their homeschool charter.** Teachers will not give grade reports or share work samples specifically for grades.

Lunch

- Skyline has a lunch period for students from 12:25-12:45pm. This is a wonderful chance for students to relax between classes and socialize with peers. Students are encouraged to eat outside on the grass (weather permitting) or in the large room downstairs. There is a teacher in the room during lunch.
- UMCC has NO lunch period. Students are permitted to eat snacks/lunch that they bring during the first and last 5 minutes of class. Teachers will let students know when it is an appropriate time to eat, but students are given the chance to eat quickly.

Parent Drop Off

- Eagle River Homeschool is a class drop off program. Parents are expected to drop off and pick up students **ON TIME** for all classes. Parents are permitted to walk students into the building for classes and come in to pick them up.
- Parents and siblings are not permitted to wait in the building (UMCC or Skyline) unless they have been approved by the Board of Directors and have passed a background check.
- Elementary students must be supervised in the building at all times. Teachers supervise students during the short transition between classes. If an elementary student is not enrolled in a class, they should not be in the building.

Prohibited Items

1. NO weapons of any kind, real or fake, (guns, knives, etc.) or illegal drugs or alcohol are permitted.
2. NO Peanuts. Please do not bring any foods containing peanuts to classes.

Refund Policy

- All membership/registration fees paid to Eagle River Homeschool are non-refundable.
- Upon enrollment in classes, members are responsible for all class/material fees.
- Upon the completion of the first week of classes, parents are responsible for the FULL semester payment directly to the teacher.

Study Hall

- A Study Hall room is offered at Skyline for 7th-12th grade students.
- Students in study hall are expected to work independently and quietly and bring their own materials. There is no teacher directly supervising Study Hall, however there is always a

teacher close to the Study Hall Room.

Weather Cancellations

- Eagle River Homeschool will follow Anchorage School District's inclement weather policy.
- If ASD cancels school for weather, Eagle River Homeschool will also be canceled.
- There will be two snow days built into the schedule at the end of the semester if needed. There will be one Monday and one Wednesday Snow Day.
- No refunds will be issued for weather-related closures.
- If classes are canceled in-person and the snow days have already been used, a REMOTE LEARNING day will occur. Skyline Classes will all be held on Zoom and UMCC teachers will email work to students for the day.

Wellness

To ensure the health of all members, please do not attend classes or activities with any of the following symptoms:

- Contagious stage of illness
- Communicable disease (head lice, chicken pox, ringworm, etc.)
- Fever that needs medication to control
- Presence of fever or vomiting in the last 24 hours
- If any of the above symptoms are visibly present while on campus, at an activity, or during an event, members will be asked to leave for the day.
- Notify the Executive Director if any communicable illness/disease is contracted within 24 hours after attending classes.