

# PAideia Classical Education

## Philosophy and Policy



The following should be read, discussed, and signed by both parent(s) and student(s).

***Student(s) - initial first space / Parent(s) - initial second space.***

### I. INTERVIEW DAY

Student and parent are required to interview with the Headmaster of their campus or a PAideia staff member. There will also be required new family second interview early in the first quarter of the fall.

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### II. PURPOSE

- A. It is our understanding that PAideia will facilitate our home school experience. This facilitation will be in the form of planning classes, lectures, hands on activities, quizzes, and tests, informational meetings, and grade level evaluations.
- B. Every student enrolled in classes must maintain a high level of integrity and class participation.
- C. A desire for service to the community and other students is strongly encouraged. If a student has two off periods in one class day, one off period may be spent assisting in the Preschool or Elementary program or, a parent may send other school work to be completed. A math tutor may be available.

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### III. GRADES

- A. It is our responsibility as a parent and student to ensure that the work is done in a timely, well organized and thorough manner.
- B. I am responsible for providing late work grades to the Teacher's Assistant. The TA will make a 10-point deduction for lateness on the day she views the paper and record the grade on the grade sheet.
- C. Grades can be viewed on line.
- D. If my student has a question concerning an assignment, s/he will call the Teaching Assistant of the class.
- E. In the event I choose to have my student audit a class, I understand that I will not be issued a PAideia grade sheet. Auditing a class enables my child to attend and participate in class, and turn in homework to be graded; however, I will be responsible for keeping the record of my child's grades. In the audit situation, it is imperative that the student come to class prepared to participate in discussions, NOT to merely sit and listen. If the student consistently comes to class unprepared to participate in discussions, this will be grounds for being dropped from the class.

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### IV. PARENT MEETINGS/REQUIREMENTS

- A. Parent Meetings will be held in the months of October, January, March, and May; the specific dates will be announced through campus e-mail.
- B. Parent and Student will attend ALL Parent Meetings.
- C. Parents are required to volunteer once per semester on campus, but are welcome to stay on campus all day.

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### V. ORIENTATION DAY (required)

- \_\_\_\_\_
- \_\_\_\_\_
- A. I will attend or send a responsible party to deliver and gather information, make class decisions, and complete any unfinished registration processes on the Campus Orientation day, typically the first class day.  
I understand that PAideia offers a Parent Conference in August before classes start and will
- \_\_\_\_\_
- \_\_\_\_\_
- B. strive to attend as a part of the Orientation process.

### VI. CHAPEL (required)

- \_\_\_\_\_
- \_\_\_\_\_
- A. I understand CHAPEL is required of all students, staff, and teachers. This devotion is a time of focus and reverence to begin my school day and I will honor it as such.
- \_\_\_\_\_
- \_\_\_\_\_
- B. I will be sitting quietly in chapel 5 minutes prior to the scheduled start.

### VII. RESPECT for host facility

- \_\_\_\_\_
- \_\_\_\_\_
- A. I agree to respect the property of the facility that PAideia has rented for the school day.
- \_\_\_\_\_
- \_\_\_\_\_
- B. I agree to stay in the areas rented for PAideia use during the school day.

### VIII. AUDIO/VIDEO Equipment i.e. Ipod, cameras, MP3, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- A. I understand that my child may NOT have any audio/visual equipment at any time while at PAideia except for the sole purpose of recording any class or field trip sponsored by PAideia.
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- \_\_\_\_\_
- B. No cell phones should be used on campus during the school day unless given permission from a staff member. To do so will cause confiscation of the equipment for the day.
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- \_\_\_\_\_
- C. Personal laptops are permissible, but must be used only for school related work.

### IX. MEDICATION

- \_\_\_\_\_
- \_\_\_\_\_
- A. Should a student require medication during the school day, a note should be sent from the parent to the Headmaster authorizing the student to have a prescription drug in his/her possession.
- \_\_\_\_\_
- \_\_\_\_\_
- B. Student will administer his/her own medication under the supervision of the appointed campus staff member.

### X. CITIZENSHIP

- \_\_\_\_\_
- \_\_\_\_\_
- A. Each student is responsible for a citizenship job assigned by the Building Liaison.
- \_\_\_\_\_
- \_\_\_\_\_
- B. Citizenship chores must be completed each week before student leaves the campus.
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- \_\_\_\_\_
- C. If a student fails to complete citizenship responsibilities two times in a row, the parent of the student will with notification, be billed \$25 per week.

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### XI. DRESS CODE

*The intent of the dress code policy is to reduce individualism to help maintain a learning environment*

- A. Uniforms must be ordered from our uniform supplier, Academic Outfitters located at 5475 West Loop South, Houston. Pants/skirts/shorts may also be purchased at Academy.
- B. All students must wear PAideia uniforms with the PAideia logo visible at all times. All shirts are to be tucked in while on campus. PAideia polo shirt colors are royal blue and black.
- C. The white peter pan shirt is to be worn only under the PAideia jumper. The white oxford shirt may be worn for a more formal uniform. Shorts, skirts, and skirts must be knee length. They may be navy or khaki in color.
- D. A belt must be worn within belt loops and cannot hang below the waistline.
- E. Students are not allowed to wear uniform clothing that is too tight, too baggy, or items with rips or holes.
- F. Sweaters and sweatshirts with the PAideia logo can be worn on cold days or a long sleeved shirt may be worn under the student's polo.
- G. No hats of any kind may be worn on school campus.
- H. No flip-flops.
- I. Neither facial piercing nor tattoos may be visible.
- J. No extreme hair colors will be permitted.
- K. No undergarments may be visible.
- L. Students must remain in uniform while on campus.

### XII. COMMUNICATION

- A. I understand that I am responsible for having internet access in order to collect course assignments from the "Members Only" web page and receive the emails from the PAideia Campus Communicator relaying important information regarding the operation and events of PAideia and my campus.
- B. If I (the parent) have a question concerning campus events, I will contact the Campus Communicator on my campus by phone or email.
- C. I agree that if I change my address, phone number, or e-mail address, I will notify my Campus Communicator and the PACES Accountant immediately.

### XIII. LATE ASSIGNMENTS and STUDY GROUPS

- A. Schoolwork due during a planned absence should be provided to the Teacher's Assistant prior to the due date of the assignment(s).
- B. Study groups can be beneficial for the student but are not mandatory. You and a few other families may wish to join together. There will be parent questions given each week to be discussed orally. These can be discussed in your study group and signed by an adult or can be discussed as a family and signed by the parent.

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### XIV. MISCONDUCT

**ACTS of misconduct will include but are not limited to the following behaviors:**

- \_\_\_\_\_ A. Refusal to participate or co-operate in class activities
- \_\_\_\_\_ B. Violation of the school dress code
- \_\_\_\_\_ C. Tardiness
- \_\_\_\_\_ D. Cutting class
- \_\_\_\_\_ E. Fighting and improper physical contact
- \_\_\_\_\_ F. Displays of disrespect toward teachers, school staff, or other students
- \_\_\_\_\_ G. Stealing
  
- \_\_\_\_\_ H. Use of profane, obscene, indecent, immoral or offensive language and/or gestures
- \_\_\_\_\_ I. Possession or use of tobacco, alcohol, narcotics or illegal or unauthorized chemical substances. Possession of firearm on campus.
- \_\_\_\_\_ J. Vandalism
- \_\_\_\_\_ K. Intimidation of students or PAideia staff
- \_\_\_\_\_ L. Inappropriate public displays of affection towards students of the opposite sex. This includes holding hands, kissing, hugging, or spending time separate from other students.

### XV. CONSEQUENCES of misconduct will include but are not limited to the following:

- \_\_\_\_\_ A. Following two written warnings from PAideia, if the student fails to meet the requirements, the student will be required to pay the remainder of the semester's tuition, receive an "incomplete" in the course for the semester, and be expelled for the remainder of the semester. No credit will be given for the semester the student was dismissed.
- \_\_\_\_\_ B. Providing payment for any damage to property caused by inappropriate behavior during the PAideia school day.

**Additional reasons for suspension from class without prior notification include but are not**

- \_\_\_\_\_ C. Failure to turn in homework assignments for three consecutive weeks without advanced notice from parents.
- \_\_\_\_\_ D. Three consecutive absences in one semester without prior notice from parents.

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**XV. TUITION AND FEES - Parent(s) initial only**

- \_\_\_\_\_ A. Registration fee is non - refundable.
- \_\_\_\_\_ B. A Payment Selection Form must be filled out each school year. See form for specific details on tuition payments
- \_\_\_\_\_ C. All tuition must be paid by automatic ACH or by credit card (7% usage fee). Checks are only accepted for annual or semi-annual payment.
- \_\_\_\_\_ D. I understand that the overhead expenses of the school do not diminish with the departure of some students during the course of a semester. I understand that my obligation to pay the fees for the first semester is unconditional after the first day of classes. Further, I understand that my obligation for second semester fees are unconditional unless I give notice, no later than December 1 of the fall semester, of my intent to withdraw prior to inception of the second semester.
- \_\_\_\_\_ E. If withdrawal during a semester is due to an unusual hardship, such as an employment transfer or illness, you may apply for a partial forbearance of the semester's tuition obligation.
- \_\_\_\_\_ F. Withdrawal of a student is not complete until after an Exit Interview with the Headmaster or his/her representative.
- \_\_\_\_\_ G. No changes in class level or electives will be made without prior approval from the headmaster. Notification must be sent to the campus communicator and bookkeeper by e-mail or phone.
- \_\_\_\_\_ H. A fee of \$50 will be charged for any class changes after the first four weeks of school.
- \_\_\_\_\_ I. A fee of \$25 is charged for the grading of LATE English papers. Make check out to your child's teacher and submit the paper and check together.
- \_\_\_\_\_ J. A \$25 credit is given for each new student you directly bring into the program. (Please have family note your name on their Registration Forms or contact bookkeeper directly.) The credit will be applied to your monthly invoice after new family has paid their registration fees.
- \_\_\_\_\_ K. PAideia has one planned major fundraiser during the school year and as a partner in education, I agree to contribute resources to this event, such as volunteering, financial contributions, etc.
- \_\_\_\_\_ L. ***I, the parent(s), have read and hereby agree to pay according to the PACES' PAideia Philosophy and Policy statement, as above written.***  
***"No Stress" Policy for 2010 - 2011***  
***If for some reason, a parent loses their job creating an inability to pay tuition during the school year, PACES will give a forbearance for monthly tuition so that no family has to withdraw from the program due to loss of income.***

**Student(s) Signature:**


**Parent(s) Signature:**

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