

# TWELVE STONES ARETE

Reference Manual

## Letter from the Director

### **Welcome to Twelve Stones Arete!**

Pursuing Arete involves striving for excellence and virtue, rooted in moral goodness. It is both a process and an outcome, leading to fulfillment, motivation, and a sense of purpose and accomplishment.

Twelve Stones Arete is a publicly funded, tuition-free enrichment program for nonpublic students (student who attend private or home-based educational programs). Students who attend Twelve Stones Arete build friendships and collaboration skills, participate in local excursions that bring ideas to life, and hone their academic skills.

This document is intended to cover most of the policies and expectations for the school year. Not every policy situation can be anticipated. We learn new things every year and edit this work accordingly.

In the event something is not covered in the reference manual, please contact me for a clarification. I am happy to research an answer.

Sincerely,  
Donna Shell, MS, MTE  
Director

## Mission Statement & Distinctives (Philosophy)

To cultivate an environment in which virtue is the fruit of learning by crafting experiences in which learners behold goodness, love beauty, and think deeply.

Twelve Stones Homeschool Enrichment Program Distinctives (Philosophy)

1. We have chosen to classically educate according to the Liberal Arts Model of the Trivium, Quadrivium, and Philosophy.
2. We have chosen to collaborate with parents in their role as primary educators.
3. We have chosen to use a cyclical approach to history as the basis of the school’s curriculum.

## Parent Collaboration

Parent collaboration is essential at TSAE . Teachers and parents must work together to meet the educational needs of the student. Generally speaking, the teacher will be responsible for teaching the new concepts and assessing the student’s progress. The parents are responsible for making sure the student completes the work assigned, reinforcing or re-teaching areas of difficulty for the student and making sure the student is prepared for class. If the parent/teacher notices that additional assistance is needed in a particular area, both parent and teacher will collaborate to determine the plan or course of action for the help needed.

## Admissions Policies and Procedures

### Admissions Overview

Ages	Program Options
<b>Students age 5 - 9 years old by October 1<sup>st</sup> Primary</b>	M/Th OR T/F half day OR Wed full day
<b>Students age 8 – 12 years old by October 1<sup>st</sup> Grammar</b>	M/Th OR T/F half day OR Wed full day
<b>Students age 11 – 14 years old by October 1<sup>st</sup> Logic/Dialectic</b>	M/Th OR T/F half day OR Wed full day
<b>Students age 13 – 18 years old by September 1<sup>st</sup> Rhetoric</b>	M/Th OR T/F half day OR Wed full day

### Tuition and Associated Fees

Tuition and associated fees for the current or upcoming year can be found at [twelvestoneshse.org](http://twelvestoneshse.org). The upcoming tuition and fee structure will be available February 1<sup>st</sup> for priority reenrollment.

### Non-Discrimination Policy

Twelve Stones Arete admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, national, or ethnic origin in administration of our educational policies, admissions policies, and athletic and other school administered programs.

TSAE reserves the right to terminate enrollment or disallow reenrollment of a student if the administration reasonably concludes that the actions of the student/parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with TSAE’s mission.

General Admissions Requirements

Upon submission of the online application and non-refundable enrollment fee, a seat will be held in that program while the family completes the admissions process in a timely manner. Confirmation of the student’s place in the class occurs when the enrollment process is complete.

Requirements and Responsibilities

The requirements and responsibilities are essential to assure that our families are in agreement with the mission, philosophy, and governance requirements of TSAE .

Parent Requirements:

1. Parents must provide TSHE with a completed online application for each child applying for admission, along with the required admissions documents.
2. Parents must be in agreement with, and supportive of, the school’s procedures for handling student discipline.

Parent Responsibilities:

1. Parents must be committed to the parental responsibility of providing a quality education for their children.
2. Families must be prepared to provide a supportive study environment at home and be committed to adequate parental supervision to ensure successful completion of the “at-home” component.
3. Parents must accept the primary responsibility for their child’s behavior at school.

Student Requirements:

1. Students must be able to succeed in the classroom at TSAE without accommodations or modifications in the learning environment or expected student workload, assignments, or assessments.
2. Students should meet the following age requirements: Age 5 by October 1.

Mid-Year Admissions

Admission will be considered on a case-by-case basis.

Book Fees

All required books are provided for student-use through the TSCS library. If loss or damage occur, the replacement charge will be added to the family’s incidental charge account in FACTS. Normal wear is acceptable, however, rips, tears, water damage and stains are considered damage and the librarian will determine the charge for repair or replacement.

**Hours of Operation**

Normal operating hours

<b>Program Level</b>	<b>Th/F</b>
<b>Primary</b>	8:40-3:35
<b>Grammar</b>	8:40-3:35
<b>Logic</b>	8:40-3:35
<b>Rhetoric</b>	8:40-3:35

Arrival and Dismissal

Students are allowed to be dropped off 10 minutes prior to the start of the school day and should be picked up within 10 minutes after the end of the day. Please call the school if you are going to be later than the 10 minutes

allotted time at the end of the day. TSAE is not responsible for students outside of the 10-minute window allowed at the start of and the end of the day.

### School Holidays

TSAE meets 32 weeks in each academic year. School holidays and faculty/staff in-service days are noted on the calendar available to enrolled families.

At TSAE, we value continuing education, professional development, and collaborative opportunities for our faculty and staff. In addition, to summer training and winter staff development day, each department meets four times per year.

## Inclement Weather, Delayed Start, or Closing

### Unscheduled School Delay or Closing Notification

In the event of an unscheduled school delay or closing, you will be notified via one or more of the following avenues of communication:

- PARENT ALERT text messaging system (Please ensure your cell phone and alert status are correct.)
- FACTS Family Portal – our school information system. (Please ensure your family home preferences are correct.)
- Direct email

### Delayed Start

Carpool drop-off will begin at 9:50AM, the first class will begin at 10:00AM.

### Closure: Distance Learning Procedure

Should the school close, the academic instruction will move to a primarily asynchronous online format for both instruction and academic work.

## Student Health

### Medical Records

A student's immunization record/exemption should be maintained by the parent. A copy of this information must be turned into the school office prior to the first day of class.

### Dispensing Medication

During the online enrollment or reenrollment, parents must submit a list of medications their child(ren) will need to take one-time, or on a regular basis, or in emergencies at school. If students carry an inhaler or Epi-pen, they must have this noted on their list of medications. All other medications must be stored and given by the designated official. If additional medication needs to be added to the list, parents must either update their student's medication form at the school or submit additions to their student's school record.

TSAE employees are not allowed to dispense medication without the consent of the student's parent. They must note all medication dispensed in the Medication Log.

### Student Illness and Absences

If a student is absent from school, the parents are responsible for sending an email to the student's teachers and to [donnashell@twelvestoneshse.org](mailto:donnashell@twelvestoneshse.org) stating the name of the student, the reason for the absence, and when they are expected back to school.

If a student becomes ill or injured at school, school staff will call the parent(s). In the event that the parents cannot be reached, the school will contact the person listed as Emergency Contacts by the parents.

Prior to returning to school from an illness, students must adhere to the policies listed in Resource Documents on the Family Portal under “TSAE School Health Policies and Procedures.”

### Child Abuse Policy

TSAE is required by law to report any allegations of child abuse to the proper governmental authority of the State of Colorado.

### Cooperation with Law Enforcement and Investigative Agencies

TSAE will cooperate with all official law enforcement or investigative agency personnel requests for information. Further, TSAE will cooperate with law enforcement or investigative agency interviews with students, faculty, and staff.

## Campus Safety and Security

### On-Campus Visitors

All visitors must sign-in at the front desk and wear a TSAE issued nametag while on campus. Parents are invited to join their students for lunch, class parties (as space permits) and attend special performances that the classes may perform for the parents and invited guests. Your student’s teacher will communicate when these special opportunities are available, and if there are space constraints.

If parents or other guests want to visit a student’s classroom on a normal school day, this must be pre-arranged with the teacher or the front office. The length of the visit will be specified in advance to make sure the daily routine of the class is not disrupted.

### Student Pick-Up

At the time of enrollment or reenrollment, parents are asked to list person(s) that can pick up their child from school. TSHE will not release students to anyone that is not on the parent’s approved pick-up list. Parents can come to the front desk to add or remove names from their pick-up list.

### Student Drivers

Students with a valid driver's license are allowed to park on campus if the following conditions are met:

1. Parents and students have completed a student driver privileges form.
2. They abide by the terms and conditions of the TSAE Student Driver Privileges form.
3. Students must park in designated areas and may not loiter in the parking lot or remain in their cars while on campus.
4. Students that arrive after or leave before the hours of the normal school day must sign in and out.
5. Students may not ride with or drive other students without trip-specific parent permission.

## Attendance Policies

### Absences

At the Primary and Grammar levels, attendance is taken once a day. At the Logic and Rhetoric levels, attendance is taken once per class period. If your student is going to be absent from class, please communicate this via email to your student’s teachers and to [donnashell@twelvestoneshse.org](mailto:donnashell@twelvestoneshse.org)

If a student accrues more than 6 absences within one semester, they may not be eligible to continue in the program. A student with prolonged or chronic illness, or other similar long-term reason, may appeal to the administration in writing for a variance to the Absence Policy for that semester.

### Excused Absences

The following absences are excused with an email from the parents:

- Illness/injury
- Funerals
- Family emergencies
- Other pre-approved absences

### Unexcused Absences

Students will be given an “incomplete” for all assignments due on the day of an unexcused absence and the assignment cannot be made up. The following absences are unexcused:

- Skipping class
- Staying home to complete or prepare work for a class or test
- Not attending classes for scheduled tests or presentations
- Family vacations not pre-arranged
- Absences not reported to the teacher or the school attendance email within the proper timeframe are assumed to be unexcused.

### Pre-Planned Absences / Vacations

With the limited number of school days in our school model, these special cases should be limited in number.

To be considered for approval, the following conditions must be met:

- Must notify teacher and the front desk personnel at least one week prior to the trip.
- A maximum of 6 TSAE school days per semester must not be exceeded.
- Student(s) should be in good standing prior to the trip.
- Any work assigned prior to the trip is due on the first day back or can be turned in prior to the trip. Teachers are not required to provide assignments due during the trip prior to the absences.
- All test and assignments due during the trip and not previously assigned must be made up within a week of the return from the trip.
- Families are responsible to obtain any class notes during the trip from fellow classmates.
- Failure to follow the above guidelines could result in unexcused absences and no-credit given.

### Student Conduct

The conduct of a TSAE student should be exemplary both on and off the campus. The reputation and good name of the school should be considered at all times.

## Discipline Process and Consequences

It is the goal of every teacher and administrator to ensure that students are learning in productive classrooms, benefiting from each other, and encouraging one another.

If there is a discipline and/or academic problem, the campus administration will respond in an appropriate manner, utilizing the following list of consequence levels. Though typically issued in sequential order, the level of consequence is determined at the sole discretion of administration, in consideration of the severity of the infraction, and/or number of repeated infractions. Consequences may or may not be repeated, as deemed appropriate.

LEVEL 1: The teacher or leader will ask the student to change their behavior. The student is expected to comply immediately.

LEVEL 2: The teacher or leader will contact the parent(s) via email or phone to discuss the concern and change the behavior. The director must be copied or notified.

LEVEL 3: The student will see the director who will address the student and call the parent(s). The goal of this communication is to see a change in the behavior and to allow the student to return to the classroom, or other TSHE activity in such a way that the whole group benefits. The student may be sent home in the company of his/her parent(s). TSHE does not offer in-house suspension or detention. It is expected that the company of the parent(s) is the best environment for the student to understand that a change in their behavior is required.

LEVEL 4: A student may be placed on temporary probation for behaviors or academic performance deemed inappropriate or unacceptable. Any student currently on probation will not be allowed to reenroll or will be removed from the reenrolled list for the following school year. The student's placement in their program and classes will not be reserved while the student is on probation.

LEVEL 5: Suspension may be considered for any infraction warranting severe action, as determined by the campus administration. Scores of "incompletes" may be recorded for class work due during the suspension, including assessments. A student on suspension may be asked not to return to TSHE regardless of whether they have reenrolled.

LEVEL 6: Expulsion may be considered for any severe event in which the student is causing or threatening harm to self or to others; or if emotional, social, academic, or physical harm is the result of the student's actions. Expelled students will not be allowed to return to TSHE regardless of whether they have reenrolled.

The goal of the discipline process is a change in the student's behavior. Disciplined students are expected to restore their relationships with teachers and administration before being relieved of consequences.

### Respect for Authority and Others

TSAE students are expected to give proper respect to teachers, staff, visitors, guests, and persons in authority inside and outside the classroom. Although not required on every response, it is expected that a TSAE student would add a "ma'am" or a "sir" to at least one response during any extended engagement with an adult. For example, in a conversation with a female teacher about what the student did over the weekend, it would be appropriate for the student at some point in the conversation to add a "ma'am" to the end of one of their responses. This gesture communicates that the student recognizes the listener as a person of authority that deserves honor and respect. It would also be appropriate for the student to add a "ma'am" or "sir" when an adult asks a direct question of the student requiring a definitive response. For example, if the teacher asks, "Did you complete the quiz?" It would be appropriate for the student to respond with "yes, ma'am."

In addition, students should address teachers, staff members, administrators, and coaches by their title or Mr./Mrs. and last name. For example, a student should address a teacher as Mr. or Mrs. Smith or a coach as Coach Smith.

Moreover, students are expected to show respect in their approach and tone. Students must not use derogatory humor and insults to faculty and staff.

### Respect for School and Personal Property

Students are to respect the property of the school and the personal property of others while on campus or while attending a school related event. Any damage caused by students to school or personal property will be the financial responsibility of the student's family to make full restitution.



While TSAE maintains a safe and orderly environment, it is not responsible for student's items that are lost or stolen.

## Dress Code and Standard of Appearance

The basis of our guidelines has been directed by principles of modesty and self-discipline, which reflect neatness and cleanliness. The manner in which we dress often reflects our attitude as well as the way others perceive us.

Parent enforcement of TSAE's Dress Code is vital to help ensure TSHE's standard of appearance. The allowed items of the dress code take into account the students' activity level, maturity, and individual campus environments while creating an atmosphere of unity and increasing professionalism as the student progresses at TSHE.

The full Dress Code can be found under Resource Documents in the Family Portal

## Cheating, Plagiarism, and Copyright

TSAE students are required to produce their own work, documenting sources, and giving credit to others when due. Students using another's work, whether it be published, or student created, and not giving the original writer credit, is considered to be cheating. Cheating is the action of not creating one's own work/answers and/or presenting work as one's own when it is not. It is also the act of giving one's own work/answers to another when sharing is not the expectation of the assignment/teacher. Plagiarism is a form of cheating. Software to check for plagiarism and to provide feedback to students on writing assignments in the Dialectic and Rhetoric levels.

Work produced by any form of cheating will receive an incomplete and will not be allowed to be reworked. No additional assignments can be assigned to make up for the work. Students who share work will also receive an incomplete and will not be allowed to rework or make up the work. The student who is academically dishonest may be placed on academic probation, suspended, or expelled.

It is the intent of TSAE and its board, staff, and students to adhere to the provisions of current copyright laws and congressional guidelines. Employees and students are to adhere to all provisions of the Title 17 of the United States Code, titled "Copyrights" and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

## Drugs, Alcohol, and Tobacco Products

Student possession, use, buying, selling, or distributing unlawful or prescribed medication, narcotic or any controlled substance, alcohol, or tobacco on or off campus is strictly prohibited.

Vaping is prohibited on campus or at school-sanctioned activities for all constituents and vaping off-campus is prohibited.

## Verbal, Emotional, or Physical Abuse

Students may not harass, bully, threaten, verbally abuse (i.e., name-calling, ethnic or racial slurs, teasing, derogatory statements), fight or cause misery to other students or their families.

## Weapons

Students may not bring firearms or weapons to school.

## Inappropriate Materials

Obscene, pornographic, or vulgar items of any type are not allowed on school property or at school functions at any time. This includes printed, drawn, or electronic material that is deemed inappropriate.

## Inappropriate Language or Gestures

Cursing, vulgar, or inappropriate language/gestures are not allowed on school property or at school functions.

## Technology Acceptable Use Policies

### Information Technology Resources

TSAE's information technology resources and internet access are to be used for educational purposes.

Inappropriate use of technology resources will lead to disciplinary action which may include denial of access to technology resources, confiscation of student's owned equipment and/or expulsion. Any confiscated student equipment will be returned to the student's parent after a conference with the student, parents, administration, and any other authority.

Parents, students, and employees may not use constituent contact information for spam, chain letters, or other mass unsolicited mailings and may be subject to disciplinary action. Contact information may not be used to sell, advertise, or otherwise conduct business, unless approved by the school for school purposes.

### Cell Phone Policy

While cell phones may be needed to communicate with parents before or after school, students may not use cell phones during school hours. Cell phones must be turned off. Phones and smart watches must be stowed during school hours. Use during school hours is prohibited and will result in confiscation of the item.

Parents must come to the school office to pick up the confiscated phone or technology. Students are allowed to request use of their cell phones from the office staff or to use the office phone if communication with their parents is needed.

### Parent/Teacher Conferences

Given the collaborative nature of our school, the communication between a parent and teacher is especially important. This communication should be on-going.

## Grading System

The student's work will be evaluated by an objective or expert-subjective standard in each class rather than compared with other students. Grades earned in independent study courses, college, and/or correspondence courses, and work completed in homeschool settings, may apply toward graduation, if approved. Only final grades appear on the student's high school transcript.

The following grading system is used school-wide:

- Excellent
- Proficient
- Rudimentary
- Insufficient evidence for evaluation

Our grading system is designed to emphasize the development of character and leadership in our students rather than comparisons one with another or other common measures. By insisting that students strive for their best, we believe that, among other things, we are helping shape in Twelve Stones students the biblical admonition that whatever we do, we should do it with all our might, and that we should run the race to win. Students must have an evaluation of Rudimentary or higher in order to receive high school credit and, in the case of a prerequisite, and evaluation of Proficient to be advanced into the next class. At the staff's discretion, a student may also be given an honors designation in a course in which the student has completed an honors project.

## Promotion

### Primary and Grammar School Promotion/Retention

Primary and Grammar school students are expected to meet or exceed proficiencies in the following areas as required for each grade level objectives:

- Behavioral maturity
- Listening and responding appropriately to more than one direction given at a time
- Ability to work independently
- Reading fluency in literature and textbooks
- Math skills

Primary and Grammar school students who fail to meet proficiencies listed above for each grade level may be retained at the recommendation of the school.

### Dialectic/Rhetoric School Promotion

While multiple factors are weighed for promotion of older students, the primary consideration for promotion is proficiency in each subject.

## Additional Policies and Information

### Use of Twelve Stones Arete Program's Logo and Official Communication

TSAE's logo may not be used for communication, solicitation, marketing, or social media sites without express, written permission of the school. Those not currently employed by TSAE may not send communication imitating official TSAE communication. Requests for permission to use TSAE's logo should be sent to [donnashell@twelvestoneshse.org](mailto:donnashell@twelvestoneshse.org)

## WITHDRAWAL POLICY

Twelve Stones' expenses are incurred on an annual basis; therefore, Twelve Stones will not refund fees if a student withdraws. An exit interview is required and includes a brief meeting with an Administrator and a member of our financial team